

 <p>Cambridge Police Department</p>	POLICY & PROCEDURES		No. 130.2	
	Subject/Title: Cambridge Auxiliary Police			
	Issuing Authority: 	Review Date: January 30, 2014	Issue Date: February 5, 2014	Effective Date: February 19, 2014
	Robert C. Haas Police Commissioner	Rescinds: Policy #130.1 (09/07/11)		
References/ Attachments:		Accreditation Standards: 16.4.1; 16.4.2; 16.4.3; & 26.1.1		

I. PURPOSE:

The purpose of this directive is to describe the role and responsibilities of the Cambridge Auxiliary Police force, and to describe the statutory authority from which members of the Auxiliary Police derive their scope and limitations of powers. This directive will also describe the following:

- The organizational structure of the Cambridge Auxiliary Police force;
- The nexus and association of the Cambridge Auxiliary Police force with the Cambridge Police Department;
- Describe those Cambridge Police Department's rules & regulations; policies & procedures; and other directives that are applicable to the members of the Cambridge Auxiliary Police;
- The standard of conduct in which members of the Auxiliary Police are to conduct themselves while serving in this capacity;
- The minimum standards in which members of the Cambridge Police Auxiliary must maintain in order to remain a member in good standing; and
- The procedures to be followed with respect to selection; training; and assignments.

II. POLICY:

It is the policy of this department that Auxiliary officers perform only those duties authorized by law, and maintain a standard of conduct that is consistent with the professional decorum established by the Cambridge Police Department.

III. GENERAL CONSIDERATIONS & GUIDELINES:

Auxiliary police in Massachusetts have their roots as a branch of Civil Defense. Over time, the Auxiliary police in many communities have had their role and scope of responsibilities expanded to encompass the various types of situations that fall within the rubric of emergency management. The Auxiliary Police program creates an opportunity for interested citizens to serve their community while supporting law enforcement in a volunteer capacity.

Auxiliary officers are not commissioned as law enforcement officers and, except when called to duty or when working in a training capacity – usually in conjunction with a regular sworn police officer from this department; they do not have the authority to make arrests, other than a citizen’s arrest under common law. They are, however, a resource to be called upon in the event of a large scale emergency or special event.

The Cambridge Auxiliary Police force plays an important function, especially during those times when an event or situation exceeds the normal resources of the city. It is extremely important that this force of voluntaries is sufficiently trained and remain in a state of readiness to respond when called upon. To this end, the department will routinely call upon the Auxiliary Police to assist in special events that take place in the city and hold regularly scheduled meetings to accomplish a number of objectives in maintaining that degree of readiness.

As an extension of the Cambridge Police Department, it is imperative that members of the Cambridge Auxiliary Police fully understand how important it is for its members to conduct themselves in a way that reinforces the public’s confidence in their capabilities. This reputation can only be maintained if each and every member of the Auxiliary force conducts themselves in a way that is above reproach and professional in their interactions with the general public.

IV. DEFINITIONS:

- A. **Auxiliary Officer:** An Auxiliary Officer is an unpaid, police volunteer whose sworn authority exists only during time of emergency or training as authorized by the Police Commissioner.

- B. **Sworn Police Officer:** Those members of the department who are duly sworn and vested with police power under M.G.L. Chapter 41, Section 98. Sworn personnel have the authority to make a “full custody” arrest (as opposed to a citizen’s arrest).

V. CAMBRIDGE POLICE AUXILIARY PROGRAM:¹

A. Legal Authority: Cambridge Auxiliary Officers are not considered to be sworn police officers.² They shall exercise no police powers, but may exercise other powers under the Massachusetts Civil Defense Act, St. 1950, c. 639, § 11, as amended.³ In accordance with this statutory authority, the following conditions are in place:

1. The Cambridge Auxiliary Officers are not armed.
2. The Cambridge Auxiliary Officers do not possess any police powers when activated.

B. Duties & Responsibilities:⁴ Auxiliary officers may be assigned to law enforcement related community service functions, large scale emergencies, and special events. They may support day to day law enforcement efforts in a non-sworn capacity. These duties may include, but may necessarily be restricted activities:

1. Crowd Control Activities;
2. Traffic Control and Direction;
3. Assistance with Pedestrian Processions;
4. Assist the police department with notifications, search for missing persons, establishment of protective parameters, securing crime/fire scenes, etc.
5. Restricted Traffic Access or Road Closures; and
6. Augmentation to regular police presence during large scale events or emergencies.

C. Restrictions: Given the restrictions under which the auxiliary police may operate, there are certain activities that the auxiliary police may not be called upon to perform, to include the following:

¹ CALEA Std.: **16.3.1** – *A written directive establishes and describes the agency’s auxiliary program, to include:*
a. *A statement that auxiliaries are not sworn officers; and*
b. *A description of the duties of auxiliaries, including their role and scope of duties.*

² CALEA Std.: **16.3.1 (a)**

³ The Civil Service Act, Chapter 639 of the Acts of 1950, was never incorporated into a specific chapter of the Massachusetts General Laws.

⁴ CALEA Std.: **16.3.1 (b)**

1. The auxiliary police shall not be used or called upon for service in any labor dispute or to regulate picketing in connection with a strike.⁵
2. Auxiliary police may not perform the duties of police officers in any direct riot-control activities or suppression of civil disturbances.⁶
3. At no time may an Auxiliary officer carry or possess a firearm, less lethal weapon (i.e., electronic stun devices, mace spray, baton or nightstick, any type of control device, any type of sheath knife, etc.), or defensive weapon while working in his/her capacity as an Auxiliary Officer.
4. At no time may an Auxiliary officer use his/her position as a member of the Cambridge Police Auxiliary for his/her own personal gain, nor may they identify themselves as a police officer or use their affiliation with this department as a means of garnering favor or preferential treatment.

D. Recruitment and Selection: There are generally three ways in which individuals may be recruited and selected to serve as members of the Cambridge Police Auxiliary force: (1) individuals may apply for consideration as an auxiliary officer; (2) individuals may be nominated by active members of the Cambridge Auxiliary Police force through the established chain of command; or (3) the Cambridge Police Department may engage in an active recruitment effort to attract volunteers to serve as a member of the Cambridge Auxiliary Police force. The number of individuals who may comprise the Cambridge Auxiliary Police force shall be established by the Police Commissioner, and the Police Commissioner may elect to place a moratorium on recruitment efforts at any given time. Whenever an individual is being considered for appointment as a Cambridge Auxiliary Officer, the following process will be employed:

1. The candidate will complete an application form.
2. The Director of the Cambridge Auxiliary Police Program in consultation with the command staff of the Cambridge Auxiliary Police force will consider and evaluate the completed application form.
3. The Director of the Cambridge Auxiliary Police Program will conduct a background investigation of those candidates who have made it through the initial screening process. This background investigation will include a check of the candidate for any CORI history and a check of the candidate's driving record. The standard for the background investigation will be predicated upon suitability. Upon being offered a conditional notice of appointment and prior to being sworn in as a Cambridge Auxiliary Officer, the candidate must

⁵ M.G.L. c. 32, § 23B

⁶ Chapter 639 of the Acts of 1950, section 11(c) as amended by Chapter 579 of the Acts of 1968.

submit a letter from his/her personal doctor stating that the individual is cleared to perform the duties as an Auxiliary Police Officer.

4. Once a candidate has been approved for appointment as an Auxiliary Officer, the candidate must be willing to take an oath and be sworn in as an Auxiliary Officer.
5. All new members who are appointed as an Auxiliary Officer must undergo a six month probationary period, whereby an individual can be dismissed from the Auxiliary Police without cause.

E. Appointment & Oath of Office:⁷ Auxiliary officers are appointed by the Police Commissioner. Upon appointment, Auxiliary officers are required to take an oath, in writing, before a person authorized to administer oaths in the Commonwealth of Massachusetts, which oath must substantially state as follows:

“I, _____, do solemnly swear that I will support and defend the constitution of the United States and the constitution of the Commonwealth of Massachusetts against all enemies, foreign or domestic; that I will bear true, faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of which I am about to enter.”

“And I do swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates, the overthrow of the government of the United States or of this Commonwealth by force or violence, and that during such time as I am a member of Cambridge Auxiliary Police, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this Commonwealth by force or violence.”

F. Code of Ethics:⁸ All Auxiliary officers shall abide by the Auxiliary Police Officers Code of Ethics:

As an Auxiliary Police Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

⁷ Massachusetts Civil Defense Act, St. 1950, c. 639, § 11, amended.

⁸ CALEA Std. **26.1.1** – *A written directive specifies a code of conduct and appearance guidelines, which are readily available to all agency personnel.*

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. I will perform my duties appropriately without fear or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to the service of my community.

- G. Code of Conduct:**⁹ All members of the Cambridge Auxiliary Police shall adhere to a code of conduct and appearance guidelines adopted by this department and published in the police department's *Rules and Regulations Manual*.
- H. Suspension or Dismissal from Auxiliary Police:** In view of the fact that the members of the Cambridge Auxiliary Police serve solely as volunteers and are not considered as employees of the City of Cambridge or the Cambridge Police Department, the Police Commissioner reserves the right and sole discretion to suspend or dismiss any member at any time regardless of cause.
- I. Training:**¹⁰ All members of the Cambridge Auxiliary Police will be required to attend regular training sessions that are provided by the Cambridge Police Department to ensure that they are adequately versed and acquainted with the duties and responsibilities for they are authorized and assigned to carry out. At a minimum, all Auxiliary Officers will be trained in the following areas:
1. CPR and First Responder Certification;
 2. Code of Conduct that has been promulgated by the City of Cambridge and the Cambridge Police Department, to include policies on Sexual Discrimination, Workplace Violence Prevention, Diversity Training, Ethics Laws, scope of duties and responsibilities, and so on.

⁹ CALEA Std.: 26.1.1

¹⁰ CALEA Std.: 16.4.2 – *Auxiliaries receive training in those authorized and assigned duties.*

3. Traffic Control and Direction;
4. Crowd Control and Direction; and
5. Use of Equipment for which Auxiliary Police are authorized to carry.

J. Uniforms and Equipment: Uniforms worn by auxiliary officers will distinguish an auxiliary officer from that of a regular sworn member of the police department.¹¹

1. *Class B Auxiliary Uniform:* The Class B Uniform of the Auxiliary Police will be worn during the same time periods as that of the regular sworn police officer. The uniform will consist of the following:
 - a. Navy blue eight-point police uniform hat:
 - Superintendents and Deputy Superintendents will have gold bullion on the visor of the hat with gold bullion double lace strap with gold buttons, and gold hat badge with “Superintendent or Deputy Superintendent” designation.
 - Lieutenants will have a gold bullion double lace strap with gold buttons, and gold hat badge with “Lieutenant” designation.
 - Sergeants will have a gold medal snake ban with gold buttons, and gold hat badge with “Sergeant” designation.
 - Auxiliary Officer will have silver medal snake ban with silver buttons, and a silver hat badge with “Auxiliary” designation.
 - b. French blue long-sleeve police uniform shirt;
 - c. Navy blue police uniform pants with 1 inch French blue braid following along the side of both legs of the pants;
 - d. Black uniform shoe or military jump boot (dark colored socks if exposed at the ankle);
 - e. Department approved navy blue police uniform jackets; and
 - f. Department approved traffic vest and other associated jackets.

¹¹ CALEA Std.: **16.4.3** – *If auxiliaries wear uniforms, the uniforms clearly distinguish them from sworn officers.*

2. *Class C Auxiliary Uniform:* The Class C Uniform of the Auxiliary Police will be worn during the same periods as that of the regular sworn police officer. The uniform will consist of the following:
 - a. Navy blue eight-point police uniform hat or a black baseball-style cap with the Cambridge Police Auxiliary insignia embroidered on the front of the cap is considered optional;
 - b. French blue short-sleeve police uniform shirt;
 - c. Navy blue police uniform pants with the same braid as described for the Class B uniform pants;
 - d. Black uniform shoe or military jump boot (dark colored socks if exposed at the ankle);
 - e. Department approved navy blue police uniform jackets; and
 - f. Department approved traffic vest and other associated jackets.
3. *Badge and Name Plate:* An Auxiliary officer is required to wear an Auxiliary badge, which identifies his/her rank within the Auxiliary Police over the left breast pocket of his/her outer most garment, and may wear a nameplate (optional) aligned with the top edge of the right breast pocket of his/her uniform shirt.
4. *Uniform Patches:* Coats, shirts and other outer garments worn as outer clothing will bear the Cambridge Police Auxiliary patch on both shoulders of the garment which has the designation of “Auxiliary Police” in letters not less than one inch in height.¹²
5. *Rank Insignias and Collar Pins:* All Auxiliary Officers will wear collar pins on their uniform shirts in the prescribed manner. In addition, those members of the Auxiliary Police force who hold the rank of sergeant or higher will wear their rank insignias as described below:
 - a. All Auxiliary Officers who bear the rank of officer will wear silver colored collar pins bearing the initials “CPD” on their right collar and the initials “AUX” on their left collar (both aligned with the front seams of the collar).
 - b. All Auxiliary Officers who bear the ranks of sergeant and lieutenant will wear gold colored collar pins bearing the initials “CPD” on their right collar and the initials “AUX” on their left collar (both aligned with the

¹² Chapter 639 of the Acts of 1950, section 11(a)

front seams of the collar). In terms of the associated rank insignias, they will be worn in the following manner:

- i. For the rank of sergeant, sergeants will wear the three striped patch, similarly worn by regularly sworn sergeant of the police department, on both sleeves of the uniform shirt, jackets, and coats underneath the uniform patch.
 - ii. For the rank of lieutenant, lieutenants will wear a single gold-colored bar, similarly worn by the regularly sworn lieutenants of the police department, on both shoulder epaulets of the uniform shirt, jackets, and coats.
 - c. All Auxiliary Officers who bear the ranks of Superintendent or Deputy Superintendent will wear the appropriate rank insignias on their uniform collars in place of the “CPD” and “AUX” collar pins worn by other members of the Auxiliary Police.
6. *Approved Equipment to be Worn or Carried by Auxiliary Police:* Given the fact that the Auxiliary Police do not have full police powers, they are only permitted to carry or have in their possession the equipment that is described below. Members of the Auxiliary Police may not carry or wear any other equipment that has not been previously approved by the Director of the Cambridge Auxiliary Police Program, in consultation with the Police Commissioner and the Superintendent of the Auxiliary Police:
- a. Portable police radio;
 - b. Handcuffs;
 - c. OC Spray and appropriate carrier may only be carried as part of the uniform, only if the Auxiliary officer is currently trained and certified (annual training), and possesses a valid FID Card. OC Spray may only be used for self-defense.
 - d. Flashlight; and
 - e. Any other equipment that may be provided by the police department.
7. Uniforms and associated equipment will be provided by the police department.

VI. CHAIN OF COMMAND & STRUCTURE:¹³

A. Director of the Cambridge Auxiliary Police Program: The Cambridge Auxiliary Police Program falls under the general administrative oversight of the Police Commissioner. So as to properly guide and direct the activities of the Cambridge Auxiliary Police force, the Police Commissioner will designate a member of his/her command staff to oversee the administration of the Cambridge Auxiliary Police Program. In addition to the designated member of the Command Staff, a superior officer may also be appointed to serve as the Director of the Cambridge Auxiliary Police Program. If such an assignment is made, the Director of the Cambridge Auxiliary Police Program will report to the Command Officer having administrative oversight of the program. It will be the responsibility of the Director of the Cambridge Auxiliary Police Program to carry out the following duties and responsibilities:

1. Work closely with the Command Staff of the Cambridge Auxiliary Police force in the administration, coordination, and overall direction of the Auxiliary Police.
2. Serve as a liaison between the Cambridge Auxiliary Police force and the Command Officer having administrative oversight, to include relaying any orders, directions, or notices to the Cambridge Auxiliary Police force.
3. Respond and arrange for any requests for the Cambridge Auxiliary Police staffing needs.
4. Ensure that the Cambridge Auxiliary Police meet on a regular basis (generally twice a month, and no meetings during July and August (with December and January as optional meeting periods) for the purpose of receiving training, carrying out administrative functions, planning for upcoming large scale events, debriefing of prior functions, and so on.
5. Work closely with the Command Staff of the Cambridge Auxiliary Police force regarding the recruitment, selection, promotion, commendations, and disciplinary actions with respect to the membership of the Cambridge Auxiliary Police force.
6. Work with the Command Staff of the Cambridge Auxiliary Police force in establishing the minimum standards (i.e., code of conduct, minimum attendance at monthly meetings, training certifications, active participation, etc.) for which members of the Auxiliary Police force are to be held accountable in order to maintain their standing within the Auxiliary Police force.

¹³ Refer to attached Table for Organization for the Cambridge Auxiliary Police.

7. Initiate the investigation into any complaints that may be received with respect to the actions or conduct of a member of the Auxiliary Police.
8. Prepare routine status reports on the activities of the Cambridge Auxiliary Police, to include an annual report that is to be submitted to the Police Commissioner.
9. Perform all other duties as may be directed by the Command Officer having administrative oversight of the program.

B. Superintendent of the Auxiliary Police: The Superintendent of the Cambridge Auxiliary Police force shall serve as the chief executive officer of the Auxiliary Police, and has direct reporting authority to the Director of the Cambridge Auxiliary Program. The position of Superintendent will be subject to the appointment of the Police Commissioner in consultation with the City Manager. The Superintendent of the Cambridge Auxiliary Police force will be responsible for the following:

1. Is charged with the responsibility of administratively overseeing the day-to-day activities and operations of the Cambridge Auxiliary Police force, to include providing direction to the members of the Auxiliary Police, maintaining good order and discipline of its members, and maintaining administrative files on current and past members.
2. Work in close collaboration with the Director of the Cambridge Auxiliary Police Program in accomplishing those goals and objectives that have been established by the Police Commissioner.
3. Maintain direct oversight and supervision of the members of the Auxiliary Police.
4. Report any issues or concerns that may arise with respect to Auxiliary Police and/or its members.
5. Make recommendations to the Director of the Cambridge Auxiliary Police Program, subject to the approval of the Command Officer having administrative oversight of the program that are designed or intended to improve or enhance the overall operations of the Auxiliary Police.
6. Provide direction and tasks to the members of the Auxiliary Police who have been appointed to serve as part of the command, management, and supervisory staff of the Auxiliary Police.

7. Work closely with Director of Cambridge Auxiliary Police Program with respect to planning for monthly meetings, upcoming events, and other matters that may come under the purview of the Auxiliary Police.
8. Develop the criteria to be used in maintaining a viable and prepared force to respond to emergency situations that may arise within the city.
9. Assist the Director of the Cambridge Auxiliary Police Program in preparing routine status reports and the annual report that is to be submitted to the Police Commissioner.
10. Ensure that the duties and assignments directed through the Police Commissioner are carried out in a timely and efficient manner.

- C. Deputy Superintendent of the Auxiliary Police:** The position of Deputy Superintendent is considered part of the Cambridge Auxiliary Police command staff. It is the responsibility of the Deputy Superintendent to assist the Superintendent of the Cambridge Auxiliary Police in carrying out the duties and assignments for which he/she has been charged. The selection of those individuals to the position of the Deputy Superintendent will be through the recommendation of the Superintendent of the Auxiliary Police and in consultation with the Director of the Cambridge Auxiliary Police Program. All appointments to the position of Deputy Superintendent will be subject to the final approval of the Police Commissioner.
- D. Lieutenants & Sergeants of the Auxiliary Police:** These positions are in place to ensure the proper and orderly direction of the Cambridge Auxiliary Police force. Those individuals who have been appointed to these positions within the Cambridge Auxiliary Police are under the supervision and direction of the Superintendent of the Auxiliary Police. The specific duties and responsibilities for each of these positions will be defined by the Superintendent of the Auxiliary Police in consultation with the Director of the Cambridge Auxiliary Police Program. The selection of those individuals to serve in one of these positions will be through a recommendation of the Superintendent and in consultation with the Director of the Cambridge Auxiliary Police Program. All appointments to one of these positions will be subject to the final approval of the Police Commissioner.
- E. Auxiliary Police Officers:** The Auxiliary Officer will take his/her direction from those individuals who are designated as having supervisory authority by virtue of the rank they have been appointed. All members of the Cambridge Auxiliary Police Program are expected to conduct themselves in conformance with the standards of conduct that have been set forth by the Police

Commissioner. All appointments to the Cambridge Auxiliary Police will be subject to the final approval of the Police Commissioner.