

# St. Joseph, Missouri Police Department



DIRECTIVE TYPE: <b>GENERAL ORDER</b>		INDEX NUMBER: <b>GO0118</b>
SUBJECT: <b>Auxiliaries/Special Commissions</b>		
ISSUE DATE: <b>May 2, 2001</b>	REVISED: <b>7/16/04, 7/21/06, 05/11/10, 5/14/13,</b>	AMENDS/RESCINDS: <b>GO0024 of Sept., 2000</b>
REVISIONS CONTINUED: <b>11/10/16, 12/08/23</b>		DISTRIBUTION: <b>A (All)</b>

## I. POLICY:

It is the policy of the St. Joseph Police Department to utilize special commissions and civilian volunteers to assist the Department in its partnership with the community and other law-enforcement agencies. All persons who assume a sworn status shall abide by an oath of office to enforce the law and uphold the nation's constitution and City/State/Federal Law. Any sworn civilian position requires adherence to the Department's Code of Ethics, as well as all Department policies and procedures.

## II. DEFINITONS:

**A. Special Commissions:** A commission to enforce city ordinances as necessary to civilian personnel or members of other agencies. Special commissions may be granted to, but are not limited to the following:

- 1. Buchanan County Strike Force:** Members of this organization may hold a special commission for purposes of enforcing municipal ordinances, when applicable. They are not subject to the provisions set forth in this General Order, nor other Department policies and procedures. They are governed by the Buchanan County Sheriff's Department.
- 2. Missouri Western State University Police Department:** Commissioned members of this department may hold a special commission for purposes of enforcing municipal ordinances on university grounds. They are not subject to the provisions set forth in this General Order, nor other Department policies and procedures. They are governed by the policies and/or operating procedures of Missouri Western State University.
- 3. Dual Commission:** A Dual Commission exists when a member holds a commission from the St. Joseph Police Department and another agency. Members of the St. Joseph Police Department are prohibited from holding dual commissions with other agencies unless assigned to a specific task force and/or approved in writing by the Chief of Police.

**B. Police Chaplain (Auxiliaries)**

A member of the clergy who volunteers his/her time to aid in serving the community and the Department in sensitive matters that requires spiritual support (See General Order governing "Police Chaplains").

**C. Police Volunteer (Auxiliaries)**

A non-sworn civilian who devotes his/her time to the Department, without compensation, and provides support to the Department.

**III. PROCEDURE(S) FOR POLICE VOLUNTEERS (AUXILIARIES)**

- A.** Non-sworn "Police Volunteers" shall be under the supervision of the Support Services Commander.
  - 1.** Services performed by volunteers shall include the following:
    - a.** Specific clerical functions performed throughout the Department; and
    - b.** Other duties assigned by the Commander of the Support Services Division.
  - 2.** All volunteers will be subject to a background check prior to their assignment.
  - 3.** An interview with the Support Services Commander or his/her designee will define the following factors for the position to be filled:
    - a.** Basic job description.
    - b.** Training requirements.
    - c.** Selection criteria and process.
    - d.** Dress code - volunteers will wear casual business attire unless otherwise authorized by the Support Service Commander based on the nature of the volunteer function; and
    - e.** Any other factors pertinent to the job function.
- B.** The Support Services Commander or his/her designee shall be responsible for posting, recruiting, selecting, and training police volunteers.
  - 1.** After the volunteer is properly trained, he/she will report to an appropriate supervisor for assigned duties.
  - 2.** The designated Supervisor will be responsible for orienting the volunteer with his/her duties, setting up a schedule, and directly supervising his/her activities.
  - 3.** If the volunteer needs additional remedial training, he/she will be referred to the Support Services Commander. He/she will decide if the volunteer should be given additional training or terminated from service with the Department.
- C.** Volunteers shall comply with all applicable Department policies and procedures.
- D.** Volunteers may not appeal a final disciplinary action taken against them by the Chief of Police.

---

Paul Luster, Chief of Police

---

Date