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## Part Time / Auxiliary Police Officers

### 341.1 PURPOSE AND SCOPE

The Lorain Police Department part time police & Auxiliary Police units were established to supplement and assist sworn police officers in their duties. These units provide professional, sworn part time, special function, and volunteer officers who can fill select specialized assignments within the department, and are categorized as follows:

- (a) Part time investigator: Supplements full time detectives by conducting background investigations, and other tasks of an investigative nature as directed by the Chief of Police or his designee.
- (b) Part time officer: Supplements full time officers in a limited capacity as directed by the Chief of Police or his designee.
- (c) Part time marine patrol officer: Supplements full time marine patrol officers by patrolling waterways and adjacent recreational areas as directed by the Chief of Police or his designee.
- (d) Auxiliary police officer: Supplements full time officers in limited capacity as directed by the Chief of Police or his designee.

### 341.2 SELECTION AND APPOINTMENT OF PART TIME POLICE OFFICERS

The Lorain Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

Part time police officers who work part-time and hold certification by the Ohio Peace Officer Training Commission (OPOTC) under ORC § 109.71 are considered peace officers.

#### 341.2.1 PROCEDURE

All applicants shall be required to pass a background check, and other pre-employment procedures as required by the Chief of Police before appointment.

Before appointment as a part time officer, an applicant must have completed a state-approved basic academy or extended basic academy (OAC § 109:2-1-03(A)(1)).

#### 341.2.2 APPOINTMENT

Applicants who are selected for appointment as a part time police officer shall, on the recommendation of the Chief of Police, be sworn in by the appointing authority and take the Oath of Office as required for the position. Members of the part time police unit serve at the appointing authority's discretion.

# Lorain Police Department

## Policy Manual

### *Part Time / Auxiliary Police Officers*

---

A part time police officer shall complete the minimum training required by OPOTC, unless prior training in another state, the military or other certifying entity has been deemed equivalent by OPOTC. Upon completion of the required hours of training, the applicant must take and pass the state certification examination.

#### **341.2.3 EMPLOYEES WORKING AS PART TIME POLICE OFFICERS**

Qualified employees of this department, when authorized, may also serve as part time police officers. However, the Department shall not utilize the services of a part time officer or volunteer in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a part time police officer for reduced or no pay).

#### **341.3 DUTIES OF PART TIME POLICE OFFICERS**

Part time police officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of part time police officers will usually be specific to the assignment they were appointed to fill. Part time police officers may be assigned to other areas within the Department in the event of emergency, or civil unrest.

Part time police officers may act only in a supplementary capacity to the regular force.

##### **341.3.1 POLICY COMPLIANCE**

Part time police officers shall be required to adhere to all Department policies and procedures. Access to the policies and procedures will be made available to each part time police officer via Lexipol upon appointment and they shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in the Policy Manual refers to a sworn full-time officer, it shall also apply to a part time police officer, unless by its nature it is inapplicable.

##### **341.3.2 PART TIME POLICE OFFICER ASSIGNMENTS**

All part time police officers will be assigned to duties by the Chief of Police or designee.

#### **341.4 SUPERVISION**

Part time police officers perform some of the duties of a peace officer and shall fall under the same rank structure as full time officers. Part time police officers may not be employed as a full-time officer, and will take direction from the senior full time officer present in the absence of an Officer in Charge.

##### **341.4.1 IDENTIFICATION OF OFFICERS**

# Lorain Police Department

## Policy Manual

### *Part Time / Auxiliary Police Officers*

---

All part time police officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full time officer. The identification card will be the standard identification card with the exception that the officer's assignment shall also indicate the specialty (i.e.; Investigator, marine patrol, part time officer, ect...) on the card.

#### **341.4.2 UNIFORM**

Part time police officers shall be issued all necessary uniforms and equipment based upon their assignment. Part time police officers shall be required to maintain their issued uniforms / equipment and conform to all uniform regulation & appearance standards of this department. Upon termination, or conclusion of service, all issued uniform and equipment items shall be returned to the Lorain Police Department.

#### **341.4.3 INVESTIGATIONS AND COMPLAINTS**

If a part time police officer has a complaint made against them or becomes involved in an internal investigation, that complaint or internal investigation shall be investigated in the same manner as a full time police officer.

#### **341.5 TRAINING REQUIREMENTS**

Part time police officers are required to meet the training requirements of OPOTA as well as those directed by the Chief of Police, and should be commensurate with their assignment..

#### **341.6 FIREARMS**

Part time police officers shall successfully complete Department-authorized training in the use of firearms and have their appointment approved by the City prior to being issued a Department firearm or otherwise acting as an officer on behalf of the Lorain Police Department.

Part time police officers will be issued a duty firearm as specified in the Firearms Policy. Any part time police officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy, and at the discretion of the Chief of Police.

##### **341.6.1 OFF DUTY FIREARMS CARRY**

Part time police officers must have on their person both their badge, and department issued identification card while carrying a firearm off-duty. The weapon, holster, and method of carry must comply with all requirements set forth in Lorain Police Department Policy 306 "Firearms".

# Lorain Police Department

## Policy Manual

### *Part Time / Auxiliary Police Officers*

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#### **341.7 EMERGENCY CALL-OUT FOR PART TIME POLICE PERSONNEL**

The Operations Commander shall develop a plan outlining an emergency call-out procedure for part time police personnel.

#### **341.8 REPORTS TO THE OHIO PEACE OFFICER TRAINING COMMISSION**

This department shall report the following information regarding part time police officers to OPOTC pursuant to ORC § 109.761:

- (a) Within 10 days, any appointment or employment as a part time police officer.
- (b) Within 10 days, any termination, resignation, felony conviction, death or guilty plea as a part time police officer.
- (c) Annually, a roster of all part time police officers.

#### **341.9 AUXILIARY POLICE OFFICER**

The Lorain Police Department operates a functional auxiliary police force. This unit works various part time details in the capacity of security officers, as well as support patrols. These support patrols can be utilized for non- confrontational duties such as; blocking intersections, directing traffic, sitting on downed utility wires, waiting on tow services, etc...

All on-duty Auxiliary Officers will be tracked in CAD and are required to either call out over the radio or via phone to put themselves in and out of service with Lorain Police Dispatch. Auxiliary units will identify themselves by unit number which shall be in the 200s, and will call out with "A" or "Auxiliary" preceding their unit number if they have radio traffic.

After hours auxiliary call outs shall be cleared with the Patrol Operations Commander, at which time the Auxiliary Police Chief or his designee will be contacted to arrange necessary personnel.