



POLICY AND PROCEDURE

NO. 31

Auxiliary Police

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Auxiliary Police Officers main function is to assist Department Officers and the Auxiliary's WILL NOT arrest persons unless such action is absolutely necessary.

Any inquiries are to be directed to the Lieutenant of the Training Division.

The Auxiliary Police are assigned to various details by the Chief and they are taught to inform us when the presence of regular officers may be required. On these assignments their involvement as "eyes and ears" of this department is intended to make our task easier and to better serve the public.

When circumstances are such that the Auxiliary officer must make an arrest, the responding police officer will assist at the scene and assist with the filing of the complaint.

Commanders will monitor all cases involving Auxiliary police and insure that cohesive liaison is established.

PROMOTION POLICY FOR WORCESTER POLICE AUXILIARY:

When a vacancy exists within the unit, promotions will be governed by the following rules and regulations:

1. An applicant must have a minimum of three (3) years in the unit as a patrolman to be eligible for promotion to the rank of sergeant.
2. An applicant must have a minimum of one (1) year in the rank of sergeant to be eligible for promotion the rank of lieutenant.

All promotions will be made according to the results of a five part system comprised of the following:

1. Written examination
2. Work record
3. Meeting attendance
4. Seniority
5. Oral examination by the selection committee comprised of:
 - Lieutenant
 - Department liaison officer of Sergeant

Included will be an analysis of the candidate's past performance and ability to be available for future assignments.

The written examination will be based upon any material deemed appropriate by the selection committee. All candidates will be notified of the scope of the examination and study-aids available.

Upon announcement of a vacancy, all candidates will notify the commanding officer in writing on or before a date established by the committee of his/her intent to compete for the position. The

examination will be based upon a total possible score of 100 points. In order to be considered beyond the written examination, a candidate must score between 70-100 points on the written examination.

The point scoring will be broken down as follows:

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|------------------------|-----|
| 1. Written examination | 75% |
| 2. Meeting attendance | 5% |
| 3. Work record | 5% |
| 4. Seniority | 5% |
| 5. Oral examination | 10% |

In establishing points for seniority, each candidate will be given 1 point per year in excess of 3 years to a maximum of 5 points.

The recommendation of the selection committee will be forwarded to the Police Chief for final consideration and approval.

Per:

Edward P. Gardella
Chief of Police

EG:fl