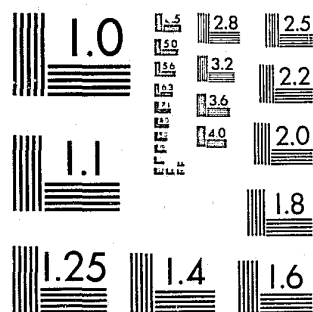


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SHERIFF'S AUXILIARY VOLUNTEER PROGRAM

PIMA COUNTY SHERIFF'S DEPARTMENT

JULY, 1973

11-15-73

SHERIFF'S AUXILIARY VOLUNTEER PROGRAM

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GENERAL PRINCIPLES AND GOALS

CHAPTER ONE

I. SHERIFF'S AUXILIARY VOLUNTEERS

- A. The Sheriff's Auxiliary Volunteers (S.A.V.) consists of all civilian, non-commissioned volunteer groups that assist the Sheriff's Department with its crime prevention and public safety missions.
- B. The S.A.V. organizational structure is comprised of at least the following elements:

ADMINISTRATION  
CRIME PREVENTION  
FIELD OPERATIONS  
SPECIAL ACTIVITIES  
SUPPLY  
TRAINING

- C. Membership in the S.A.V. has few requirements. Applicants must be eighteen (18) years of age and complete a volunteer application form, and successfully pass Basic S.A.V. training. Special membership is permitted for Block Leaders and persons who complete the S.A.V. Intro Course. A standard background check of all applicants for arrests or prior contacts with law enforcement is routine procedure. Failure to provide accurate information on the application is automatic reason for dismissal from the program. The program is open to all persons of good moral character who desire to serve their community regardless of any handicap or physical infirmity.
- D. The overall goals of the S.A.V. are:
  - 1. Expand citizen awareness by promoting crime prevention education programs in the community.
  - 2. Assist the Sheriff's Department in fulfilling its public safety mission particularly with regard to tasks that do not require a commissioned police officer.
  - 3. Improve police-community relations by facilitating a broader base of police-citizen contact and communications.

## OBJECTIVES

### CHAPTER TWO

#### I. SHERIFF'S AUXILIARY VOLUNTEERS OBJECTIVES

- A. Provide the Pima County Sheriff's Department with additional powers of observation and recording of suspicious and criminal activity.
- B. Encourage the use of crime prevention practices and techniques in member's homes and daily lives.
- C. Provide assistance to law enforcement and public safety officials who need help at accidents or other emergency sites.
- D. Provide necessary assistance in the ongoing administrative processes of the S.A.V.
- E. Present Neighborhood Watch and follow-up programs to the community.
- F. Present Crime Watch Programs to interested private parties and public agencies.
- H. Provide Home Security Inspections of interested citizen's homes.
- I. Assist in training additional Auxiliary Volunteers.
- J. Provide non-criminal fingerprinting services to adults and children.
- K. Represent the Department at designated public information events.
- L. Assist the Department in other areas as necessary.

## ORGANIZATIONAL STRUCTURE

### CHAPTER THREE

#### I. Coordinators

- A. Definition: Commissioned officers assigned to the Community Resources Section that have been selected to advise and coordinate with Volunteer Directors on Sheriff's Auxiliary Programs.
- B. Responsibilities
  - 1. Successful management of volunteer programs they are assigned.
  - 2. Act as communications link between Volunteer Directors and the Community Resources Supervisor and staff.
  - 3. Provide necessary direction to Volunteer Directors to ensure program objectives are met.
- C. Authority
  - 1. Coordinators may relieve any S.A.V. member of their position.
  - 2. Coordinators may implement any interim changes in operating policy as deemed necessary.

#### II. Volunteer Directors

- A. Denfinition: Non-commissioned volunteers who are members of the Sheriff's Auxiliary Volunteers that have been selected to direct volunteers in auxiliary programs.
- B. Authority
  - 1. Directors have authority to utilize as many qualified S.A.V.'s necessary to accomplish individual program requirements. S.A.V.'s may only be utilized if they (1) are interested in participating (2) have received required training and (3) are deemed capable by the Director. Directors may assign S.A.V.'s to Manager and Assistant Manager positions within a program.
  - 2. Directors may use any other resources available; however, Departmental cash expenditures and use of Departmental vehicles must be approved by the appropriate Coordinator.

### C. Organizational Control

1. Each Director is responsible to one Coordinator.
2. Volunteers assigned to individual programs, including Managers and Assistant Managers, are responsible to the Director.
3. Coordinators are available to Directors at any reasonable time.
4. Managers, Assistant Managers, and other volunteers must contact Directors on matters concerning volunteer programs.
5. Coordinators may be available to formally discuss programs with any volunteer provided that (1) the matter to be discussed cannot be resolved by a Manager or a Director and (2) an appointment is made.

### III. Policy and Procedures

#### A. Program Policy

1. The staff will direct program policy on behalf of the Sheriff of Pima County.
2. Volunteer input on policy is always desired; however, establish channels for input should be utilized.

#### B. Operating Procedure

1. Operating procedure that affects only one program will be prepared by the responsible Director.
2. Operating procedure that affects more than one program will be determined by the Directors involved.
3. Coordinators must approve procedures and changes.

## VOLUNTEER RULES AND REGULATIONS AND STANDARDS OF CONDUCT

### CHAPTER FOUR

#### I. PURPOSE

To outline the rules and regulations which apply to all Sheriff's Auxiliary Volunteers.

#### II. STANDARDS OF CONDUCT

- A. Members shall conduct their private and professional lives in such a manner as to avoid adverse reflection upon themselves or this Department.
  1. Members shall obey all federal, state, and local laws and the rules and regulations listed herein.
  2. Members knowing of any other member violating any laws shall report such violation to their Coordinator or Community Resource Supervisor.
  3. Members shall treat their peers and associates with respect. They shall be civil and courteous at all times in their relationships with one another.
  4. Members shall make no false reports or knowingly enter or cause to be entered in any Departmental report or record any inaccurate or false information.
  5. No member shall willfully misrepresent any matter.
  6. Members shall not release any official business of the Department without the direct consent of the Community Resources Supervisor or their Coordinator.
  7. While acting in an official Sheriff's Auxiliary Volunteer capacity, members shall not recommend to any person the employment of a particular attorney, bail bondsman, towing company, or any other service for which a fee is charged.
  8. Members shall not solicit or accept any personal gift, gratuity, or reward for services rendered in the line of volunteer duty.
  9. No member shall purchase, consume, or be under the influence of any alcoholic beverage while acting in the capacity of a Sheriff's Auxiliary Volunteer.
  10. Members shall not possess or use any controlled substance, narcotic, or hallucinogenic except when prescribed by a physician or dentist.

B. Members shall keep their Coordinator informed of any unusual activity, situation, or problem with which the Department would logically be concerned.

1. Members shall notify their Coordinator any time they are involved as witness, victim, or suspect in a criminal matter under investigation.
2. Any member who is arrested for any crime, other than a minor traffic violation, will notify their Coordinator in writing as soon as possible.
3. Any member involved in a civil matter as a plaintiff, or a defendant resulting in their actions as a member shall report this to their Coordinator as soon as possible.

### III. CHAIN-OF-COMMAND

1. Members will comply with the request or instruction of any regularly commissioned deputy or reserve deputy so long as that request is morally sound and does not violate any local, state, or federal law.
2. Members shall adhere to the S.A.V. Organizational Control, as outlined in Chapter Three Subsection II D.

### IV. IDENTIFICATION

Identification Cards issued to Sheriff's Auxiliary Volunteers are the property of the Pima County Sheriff's Department and must be returned immediately upon resignation or departmental request.

Upon approval of a Coordinator or Director, identification cards will be issued to volunteers who at least complete the S.A.V. Basic Course and are actively participating in a volunteer program.

Sheriff's Auxiliary Volunteers may carry in their possession their issued Sheriff's I.D. Card. S.A.V. members should display their I.D. Card under the following circumstances:

1. While working in an official Sheriff's Auxiliary Volunteer capacity.
2. While present in the Pima County Sheriff's Department facilities.
3. Volunteers in uniform are not required to wear their identification card.

S.A.V. members shall not intentionally display their Departmental I.D. Card in expectation of being afforded leniency by a law enforcement officer in any criminal or traffic matter. Doing so may result in immediate confiscation of the I.D. Card by the law enforcement officer and possible termination from the team.

### B. Suspension/Revocation of Status

1. Any command officer, Community Resources Supervisor, or Coordinator has the sole right to suspend or revoke a member's status for any infraction. Cause need not be shown.
2. Terminated S.A.V. members must return to the Sheriff's Department ALL issued Identification Cards, Patches, Stickers, and any other County/S.A.V. equipment they possess.
3. Volunteers who complete the Assist Team level of training must perform at least 8 hours of volunteer service per month to the Department to retain their Assist Team certification.

IX. USE OF PIMA COUNTY SHERIFF'S DEPARTMENT FACILITIES

Sheriff's Auxiliary Volunteers will be permitted unescorted entry into Pima County Sheriff's Department facilities provided they:

- A. Know their destination (and)
- B. Display their issued I.D. Card (and)
- C. Are listed on the Entry Authorization Roster (or)
- D. Are either scheduled to work or have an appointment and the person/Section they are to visit specifically authorizes their entry.

Unless otherwise authorized all entry must be made through the Main Entrance. Sheriff's Auxiliary Volunteers are not authorized entry into critical areas of the Department without an escort.

X. UNIFORMS

Uniform Regulations - effective immediately the authorized S.A.V. uniform will be as follows: (change over must be effected by 1 November 1983).

A. HAT

1. Field Operations (Emergency Response) - Baseball type cap; solid front of tan color, solid or mesh, rear of dark brown color. The tan front portion bears the silk-screened emergency response "badge" logo.
2. All other S.A.V. personnel, except Managers and Directors, baseball-type cap; solid front of TAN color; solid, or mesh, rear of dark brown color; tan front portion bears "Assist Team" breast patch (if S.A.V. volunteer qualifies for S.A.T. level). S.A.V. - Basic personnel may wear this cap without the breast patch.
3. Managers and Directors - baseball-type cap; solid WHITE front with "Assist Team" breast patch (if S.A.V. volunteer qualifies for S.A.T. level); dark brown solid, or mesh, rear.

B. TIE

1. Dark Brown ties may be worn with long sleeve shirts only.
2. No other type of tie is authorized; i.e. bolo ties, etc.

C. SHIRT

1. Short or long sleeve, TAN, western style with mother-of-pearl buttons.
2. Optional dress shirts authorized are:
  - a. "Flying Cross" deluxe tropical, TAN color with epaulets or similar.
  - b. "Command Shirt", 100% polyester, TAN color with epaulets - or similar.

D. TROUSERS/SKIRTS

1. Brown western slacks.
2. Brown Skirts optional for female S.A.V. personnel.
3. Optional dress trousers authorized; lot no. 32239 elastic polyester, dark brown or similar. Similar dress skirts are optional for female uniforms.

E. JACKET - optional

Brown windbreaker or brown bomber-type.

F. BELT

Black/Brown (buckle style optional)

G. SHOES OR BOOTS

Black or brown, style optional, plain-toe preferred.

H. UTILITY UNIFORM

1. Coverall worksuit; khaki color.
2. It is recommended that crew-type T-shirts be worn under the Utility uniform.
3. The Utility uniform is recommended for Field Operations Personnel.

I. NAME TAGS AND PATCHES

1. Name Tags
  - a. Engraved gold bar with black letters to be worn on shirts only.
  - b. Embroidered name patch, gold letters on a dark brown field, to be worn on jackets and utility uniforms only.
2. Specialty patch - red letters on a white background with a black border. Worn over right breast pocket of shirts and utility uniform only.
  - a. Only the prime assignment specialty patch may be worn on shirts or utility uniform.
3. Breast Patch
  - a. "Assist Team" Breast Patch is authorized for qualified S.A.V. personnel and will be applied above the left breast pocket of shirts, jackets and utility uniforms. This patch is also authorized to be worn on hats as defined in I,A,2 & 3 above.

NOTE: Citizen Bear, SAT I and SAT II patches are no longer authorized.

\*4. Shoulder Patch

- a. The authorized District Shoulder Patch will be worn on both arms, at the shoulder, on all shirts, jackets and utility uniforms.

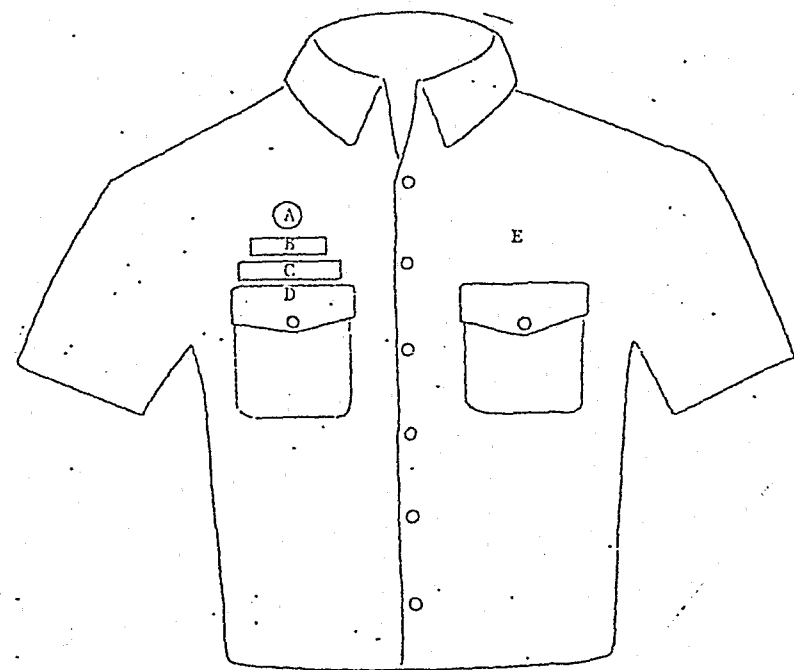
GENERAL

- A. ALL S.A.V. personnel may acquire a uniform after completion of the BASIC-S.A.V. Course of instruction.
- B. All S.A.V. personnel are required to wear a uniform while performing Assist Team duties in public.
- C. Wearing of the Uniform
  1. The uniform will be worn only when performing duties authorized by the Pima County Sheriff's Department.
  2. The uniform will be in good repair and clean when worn.
  3. Items of uniform will not be mixed with civilian apparel. This applies to those identifiable items such as shirts and jackets and hats\* with uniform patches affixed. Common-use items like trousers, skirts, belts, shoes and ties are not controlled.  
  
\*Hats with appropriate patch may be used for emergency identification purposes without balance of uniform.
  4. Appropriate action will be if taken when the uniform is worn under conditions which may discredit the Sheriff's Department.
- D. An authorization form, signed by a Director or Coordinator is required to enable a qualified volunteer to purchase controlled items, i.e. patches, etc.



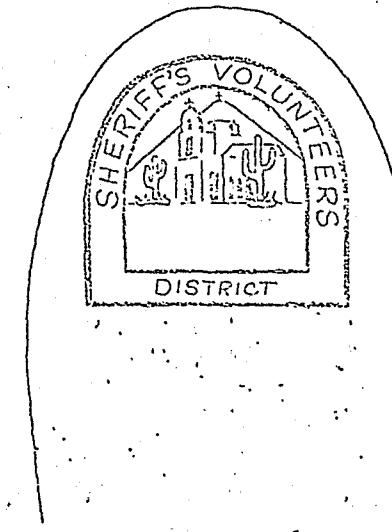
SHERIFF'S AUXILIARY VOLUNTEERS UNIFORM

FRONT OF SHIRT



- A. EMT PIN OR RED CROSS PIN (OPTIONAL)
- B. NAME TAG (BRASS WITH BLACK PRINT)
- C. WHITE SPECIALTY PATCH (ONE ONLY)
- D. ARIZONA CRIME PREVENTION ASSOCIATION PIN
- E. BREAST PATCH

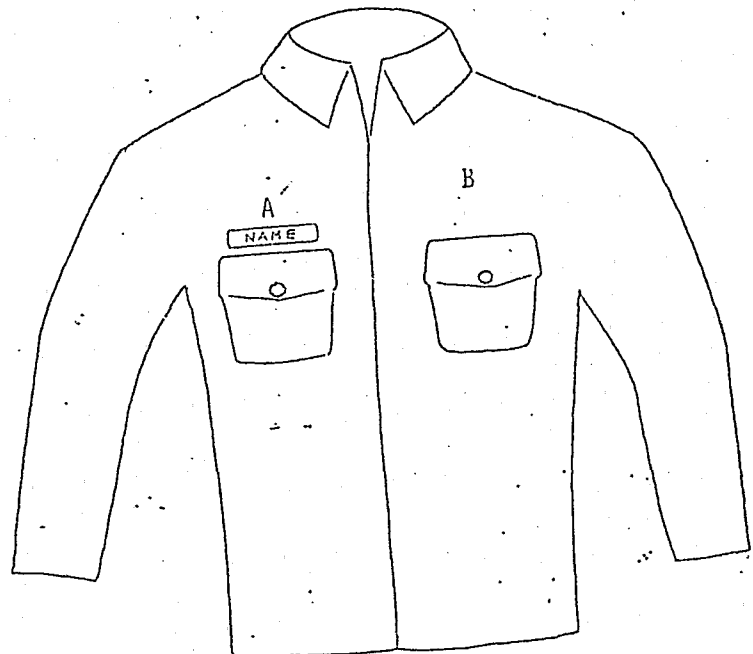
RIGHT AND LEFT SLEEVE OF SHIRT AND JACKET  
OF UTILITY UNIFORM



SUB PATCHES

- 1. S.A.T. level is indicated by breast patch.
- 2. S.A.V. Basic is indicated by no breast patch being worn.

FRONT OF JACKET



- A. NAME PATCH
- B. BREAST PATCH

**END**