Mayfield Heights Auxiliary Police Department

Policy and Procedure Handbook

Revised March 2019

MHPD Coordinator
Captain Douglas Suydam

Unit Commander
Captain Lawrence Cinadr
Ethical behavior, respect for the dignity of others, collaborative partnerships with our community, operating a well-run organization, pride in service and professionalism. The purpose of these values is to align our organization so that everyone is working cohesively toward the same desired goals. As Auxiliary Officers, we are passionate and committed to serving the citizens of Mayfield Heights and the Mayfield Heights Police Department.

The purpose of the Auxiliary Police Unit is to aid and assist the regular officers of the Mayfield Heights Police Department in their duties of aiding and protecting the safety and property of the citizens of the City of Mayfield Heights, Ohio.

Membership in the unit is reserved for those who conscientiously desire to promote the objectives and purposes of the unit. This privilege may be enjoyed as long as the member observes and complies with the Policies and Procedures of the Mayfield Heights Police Department as prescribed by the Safety Director, Chief of Police and the Auxiliary Unit Coordinator. Membership is held at the discretion of the Safety Director, Chief of Police and Unit Coordinator.

All members shall fulfill training requirements, attend regular meetings and special events approved by the Safety Director, Chief of Police and the Auxiliary Unit Coordinator.

All members shall perform assignments in an efficient and timely manner, participate in scheduled activities of the Mayfield Heights Police Department and maintain a good moral character.
Members shall attend all regular and special meetings, unless previously excused by a superior officer. To be qualified as an excused absence an officer must submit their time/days for the upcoming month at the time of the call off. Officers are still responsible for making up the (3) three missed hours within that month.

All excused absences from meetings shall be documented and forwarded to the Captain. Failure to notify a superior officer will be regarded as a "No Show" on the part of the violating officer.

Regular meetings will be held on the Second Thursday of every month, unless otherwise noted. Officer on patrol during meetings shall prepare themselves and cruiser for their tour of duty before reporting to the meeting. Patrol time is separate from meeting attendance and still requires a full four (4) hours.

Special meetings maybe called as dictated by necessity, special events or special circumstances. Officers will be credited three (3) hours for this type of special meeting.

Any Officer that fails to call or show for a meeting must contact the Platoon Lieutenant (Lieutenants shall contact the Auxiliary Captain) within 24 hours to explain his/her actions.

Auxiliary Officers will receive a minimum of 3 hours credit toward their monthly patrol minimum for regularly scheduled meetings and training events, provided that they are physically present.

Members in violation of this section will be subject to the Progressive Disciplinary Actions outlined in Section I Policy 1.09
Members of the Auxiliary unit are non-commissioned personnel. Auxiliary officers do not have the authority to write tickets, make arrests or carry a firearm. Our officers are tasked with more service-oriented activities to assist and create a more positive rapport with the citizens of Mayfield Heights.

Members do not possess the powers of arrest, except those granted to all citizens by the Ohio Revised Code (2935.04 and 2935.06). All services except for private entities shall be performed on a voluntary basis. Services will be confined within the geographical boundaries of the City of Mayfield Heights, unless the officer's assistance is requested under existing mutual aid pacts.
Mayfield Heights Auxiliary police Unit
Policies & Procedures:
Section I: - Organization
Policy Name: Benefits and Compensation
Policy Number: 1.03
Page 1 of 1

Membership and participation in the Auxiliary Unit is on a voluntary basis. However, each active member shall be reimbursed the sum of $900.00 per year (one $450.00 allowance in June and one $450.00 allowance in December) for a uniform allowance.

Members shall be credited a payment of $75.00 per month if: you are current with hours required and do not fall under the disciplinary procedure outlined in policy 1.09.

Members are required to have eleven (11) hours per month to be compliant. This is two (2) patrols and attend the monthly meeting.

Once a month is over, you cannot make up the time as it relates to being eligible for side jobs for that upcoming month. You can, however, make up the time to be eligible for a complete uniform allowance check. The exception to this is once month number six is over, the uniform allowance period ends and there is no make-up time. A new uniform allowance period begins.

Members will only be compensated for the months that have met the required hours. Members who have not met the required time may also be subject to disciplinary actions as outlined in Policy 1.09. New members will begin to accrue payment after they have been sworn in as an Auxiliary officer with the City of Mayfield Heights and have been cleared from all required training by the captain of the auxiliary unit. Compensation will be made only on the designated months of June and December.

Members are covered under workers compensation if injured while officially attending or performing duties authorized by the Safety Director, Chief of Police or the Unit Coordinator.
Mayfield Heights Auxiliary police Unit
Policies & Procedures:
Section I: - Organization
Policy Name: Time Clock Usage
Policy Number: 1.04
Page 1 of 1

The time clock in the auxiliary office is used to compile the hours worked each month.

Unless the auxiliary is on-site, at no times shall one officer clock in another. It is unacceptable as well as unfair for an auxiliary to receive credit time when he or she is not physically at the station. This is not to say then when one or more officers walk in together, it is permissible for one auxiliary to clock the other(s) in; all are on-site.

Any auxiliary violating this rule may be subject to disciplinary action under Policy Number 1.09.
All appointments and removals from the Auxiliary Unit will be made by the Mayor/Safety Director upon the recommendation of the Chief of Police, Unit Coordinator and or the Auxiliary Commander.

All members serve at the pleasure of the Mayor/ Safety Director, have no tenured status and may be dismissed at any time.
Candidate for the Auxiliary Unit shall meet each of the following requirements prior to becoming eligible for appointment:

2. At least 21 years of age.
3. Possess a valid Ohio Driver License with a good record.
4. Be in good health.
5. Must be of excellent character and be able to pass a background investigation.
6. Interview with the Auxiliary Unit Commander or his/her designee.
7. Be able to successfully pass a drug screen test.
Members are required to donate a minimum of eleven (11) hours of service each month. Credit for service can be received from any of the qualified activities of the Auxiliary Unit. Members must be current with required hours to eligible for side jobs.

Hours over eleven (11) worked within each calendar month will count for that calendar month alone and will not be credited to any other calendar month(s).

Members are permitted to ride with Regular officers on a prearranged basis with the approval of the Officer in Charge (OIC).

Riding with Regular Officers will not count toward your eleven (11) hour minimum.

Should an Auxiliary's partner not show for his/her tour of duty, the auxiliary may ride with a regular upon approval of the OIC.

Auxiliaries riding with a regular under these circumstances will be credited with four (4) hours going toward his/her monthly patrol total.
Should an Auxiliary not be able to find a rider (a regular or another auxiliary), he/she will be credited a maximum of 4 hours toward his/her monthly patrol total, provided that the Auxiliary was in station and ready for his/her tour of duty.

Auxiliary members are not limited to the maximum number of hours that they work in a month, however with the exception of emergency situations, no Auxiliary will be permitted to work longer that 16 hours straight without an 8-hour break.
Qualified Activities - Counted toward their eleven (11) hours minimum donated time requirement are: Patrol, Homecoming Parade, Park Patrol, City Events, Funerals and any other city sponsored or sanctioned event which may require an increased manpower allotment. NOTE: Community Unity Days may or may not count toward the minimum hours as working it is a condition of appointment to the unit. Members are required to participate in annual activities which occur in the City of Mayfield Heights such as Community Unity Days.

Emergency Callout – Members contacted in the event of an emergency are expected to respond as directed by the Chief of Police or other Regular Officer in Charge because an Auxiliary Officer's response may be critical in an emergency. It is crucial that the Mayfield Heights Police Department be kept informed of Officers address and telephone numbers. It is here by the responsibility of every Auxiliary Officer to provide the Unit Coordinator or designee with his/her change of address or phone number within 48 hours of the change.

All Auxiliary officers called out in an emergency will be credited with a minimum of four (4) hours show up time to be credited toward the eleven (11) hours minimum.

Members in violation of this section will be subject to the Progressive Disciplinary Action so outlined in Section I Policy 1.09.
At all times, members shall be subject to the Mayfield Heights Police Department Policies and Procedures. They shall govern the Auxiliary Officer and shall supersede all policies of the Auxiliary Unit if a conflict exists between the two.

Members shall be subject to compliance with all policies and procedure of the Mayfield Heights Auxiliary Unit.

Members shall comply with written or verbal orders and directives of their superiors.

Members in violation of this section will be subject to the Progressive Disciplinary Actions outlined in Section I Policy 1.09
Progressive Disciplinary Action- Members who do not follow or meet the service requirements listed above will face the following:

1. **Counseling**: This is a basic step, which should precede any formal action. Counseling includes any discussion to assist in fully developing their roles as an auxiliary police officer with the City of Mayfield Heights. The discussion may clarify the standards of performance or behaviors expected and, if deficiencies are present, assist the officer in bringing about improvement. The staff officer should record the date and content of the counseling discussion for his/her record and report the incident to the Captain.

2. **First Offense**: On the first offense within a period of one (1) year, the auxiliary officer will receive a verbal warning and not be eligible to work any paid side job for a period of one month from the date of the incident.

3. **Second Offense**: On the second offense within the period of one (1) year, the officer will receive a written warning, not be eligible to work any paid side jobs for six (6) months from the date of the incident.

4. **Third Offense**: On the third offense the auxiliary officer will be notified by mail of their dismissal from the unit.
Maintaining current and up to date training for all Auxiliary Officers is a vital link in assuring the efficient operation of the unit. All members shall make every effort to attend training and refresher sessions offered by this department.

Officers not completing or passing required training will not be permitted to do "Patrol Work" in a cruiser.

Failure to remain current with training and re-training may affect the officer’s ability to remain current with hours and consequentially prevent them from being eligible for side jobs and for all or part of their uniform allowance.
Mayfield Heights Auxiliary Police Unit
Policies & Procedures:
Section II - Training
Policy Name: Outside Training
Policy Number: 2.02
Page 1 of 1

Auxiliary Officers will be permitted to attend training seminars outside this department as approved by the Chief of Police. The interested Officer will submit a letter of intent to the Unit Captain. This request will be forwarded to the Unit Coordinator.

Upon completion of training the Auxiliary officer will forward copies of certificates to the Unit Captain, listing dates and hours of the course. Certificates will then be forwarded to Unit Coordinator for filing.
Mayfield Freights Auxiliary Police Unit
Policies & Procedures:
Section II - Training
Policy Name: Taser
Policy Number: 2.03
Page 1 of 2

PURPOSE: To provide guidelines to be followed regarding deployment of the X26 Advanced Taser.

POLICY: The Taser is deployed as an additional auxiliary tool. The Taser falls into the category of a Less-Lethal Weapon and its use constitutes use-of-force response. The Taser may be used to control a dangerous violent subject when:

1. Deadly force doesn’t appear to be justified and/or necessary or

2. Attempts to subdue the subject by other conventional tactics have been, or will likely be, ineffective in the situation at hand or

3. There is reasonable expectation that it will be unsafe for Officers to approach within contact range of the subject or

4. Directed by a regular Police Officer or

5. In self defense or defense of another.

PROCEDURE:

A. Use

1. Officers shall deploy the Taser in compliance with this policy and department training.

2. Tasers shall be issued to and only used by officers who have completed the department taser training.

3. Only functioning and charged department issued Tasers shall be carried.
PROCEDURE continued:

4. Officers shall never use the Taser punitively or for the purpose of intimidation.

B. Responsibilities of Officers Discharging the Taser

1. Request the response of the OIC if not en route to the scene.

2. Prior to the probable use of the taser request an EMS unit broadcast “Taser” to indicate the use of the taser is imminent.

3. Gather the discharged cartridge and probes if available in the event they are required for evidence.

4. The deployed probes should be treated as a bio hazard and the officer should only handle with protective gloves.

C. Care of Subject

1. EMS will be called before the Taser is employed when feasible. When it’s not feasible EMS shall be called when:

   a. The probes enter the body at the face, neck, groin, or female breast.

   b. The subject complains of pain.

   c. There appears to be medical complications from the taser from falling etc… or

   d. The subject appears to be under the influence of drugs or is suicidal.

2. When EMS is on scene, EMS protocol will be followed and if EMS deems appropriate, EMS will transport to the emergency room.
Member should be pointedly aware that when they are on duty, they are constantly in the view of the public and should always present a neat and well-groomed appearance. When in uniform, members are subject to the same uniform standards as the Regular Officers.

The regulation uniform and accessories shall be worn in the manner designated by the Chief of Police. The Chief of Police or Unit Coordinator must approve any deviation of the wearing or change of the uniform.

1. The regulation uniform will include black plain toe dress shoes or boots and plain black socks. Black tennis shoes are only acceptable for the bike patrol unit. See Figure 1

2. All metal parts of the uniform are to be polished, leather parts are to also kept clean.

3. Uniforms shall be neat, clean and well pressed.

4. White Tee-shirts shall only be worn with short sleeve shirts and the bicycle shirts.

5. The black turtlenecks are only to be worn with the long sleeve shirt.
Issued Equipment

1 – Duty Belt  \textit{Figures 23 a and 23 b}
1 - Breast badge.
1 - Handcuffs with key & holder
1 - Identification card
1 - Policy Book
1 - Traffic Vest  \textit{Figure 21}

Uniform patches as required

\textbf{PR-24}

The PR-24 Baton is no longer a piece of issued equipment. Officers that were trained and carry the PR-24 are “grandfathered” in and may still carry it. Officers that were not given the training and issued the baton are not permitted to carry it.

The above items are the property of the City of Mayfield Heights and must be returned upon retirement, resignation or relieve of duty.
Mayfield Heights Auxiliary Police Unit
Policies & Procedures:
Section: III - Uniforms and Appearance
Policy Name: Uniform Specifications
Policy Number: 3.02
Page 1 of 6

All members of the Mayfield Heights Auxiliary Police Unit will wear and maintain a complete and proper uniform in accordance with this policy

A. Special request for a variance in uniform dress code for health, hardship or any other reason may be granted by the Chief of Police or Unit Coordinator.

B. Personnel required to do so shall wear the prescribed uniform equipment during their tour of duty unless assigned otherwise by the Chief of Police or Unit Coordinator.

C. All personnel are required to have one cold and one warm weather uniform.

D. All uniforms and equipment shall be maintained in a clean, serviceable condition and be ready at all times for immediate use. Civilian clothing shall not be worn with any distinguishable part of the uniform in public view.

SECTION I - HAT SPECIFICATIONS

Baseball Cap: Navy blue with Auxiliary police emblem shall be allowed for patrol and park duty.  See Figure 8

Watch Cap: Black cap. Can not say “Police”. No Auxiliary emblem on these hats. See Figure 9


SECTION 2- SHIRT SPECIFICATIONS

Shirts will be 100% Polyester Southeastern brand Code 9 or Flying Cross permanent press only with two military creases in the front and three military creases in the back, epaulets pleated pockets with scalloped flap, badge sling and two-button cuff.

Superior officers will wear the proper rank insignia as set forth in this manual

A. Captain:

Winter- long sleeve White. Light blue optional.
Summer- short sleeve White. Light blue optional

B. Lieutenant and below:

Winter- long sleeve light blue Figure 2 with a black turtle neck Figure 7

Summer- short sleeve Figure 3 light blue without a turtleneck

SECTION 3 - DEPARTMENT EMBLEMS

A. Unit emblem (Auxiliary patch) to be worn on both sleeves, one-half inch (1/2") down from shoulders.

B. Unit patches will be attached to all uniform shirts, blouses and jackets, excluding rainwear.
SECTION 4. RANK DESIGNATORS

A. Lieutenant and above: Rank insignia on each shoulder. (Figure 10)

B. Sergeant: Chevron on each arm, Gold in color, trimmed in white with dark blue background. Figure 11

SECTION 5 - EMBROIDERED NAME

The embroidered name shall be worn on shirts centered over the right pocket above the flap. Embroidered name shall be 1/2-inch all capital block letters, done in department approved Athletic Gold thread #702.

SECTION 6 - ADDITIONAL PINS: Subject to the Approval of the Chief of Police or Unit Coordinator. This will include but not be limited to:

1. Small American Flag, pin or patch
2. Pin indicating military service
3. Thin Blue Line pins, patch etc.

SECTION 7 – TIES: Ties shall be worn when attending formal affairs such as funerals award ceremonies etc.: or any other time so designated by the Chief of Police.

Black clip on ties. Figure 12
Females wear black Criss Cross ties. Figure 13
SECTION 8 – PANT SPECIFICATIONS:

A. All auxiliary officers are to wear either the polyester dark navy-blue pants or the dark navy-blue 511 tactical style pants. Figure 4. The pants shall be straight cut, no cuff.

SECTION 9 – UNIFORM WINTER JACKETS:

A. Jackets will be black or dark navy-blue and as the same style approved by the Chief of Police or Unit Coordinator. Figure 5.

B. Superior officers will wear proper rank insignia on winter jackets. Lieutenants and above shall wear shoulder emblems. Figure 10. Sergeants are to wear sleeve chevon. Figure 11.

SECTION 10 – WINDBREAKERS:

A. Windbreakers may be black, navy-blue or a black/yellow reversable jacket. Figure 14. Jackets must display proper in patch, insignia and emblems.

SECTION 11 – RAINWEAR:

A. The rain coat will be ¾ or full length in either red, high visibility green or yellow Figure 6.
SECTION 12 – FOOTWEAR:

A. Shoes, black in color, two (2) styles;
   1. Low quarter, black leather, plain top, oxford style. *Figure 1*
   2. Three quarter, black leather, plain top. *Figure 1*

B. Boots, black in color, two styles;
   1. Black Leather, Wellington or Combat style. *Figure 15*
   2. Black rubber pull-on boots, no laces or buckles. *Figure 16*

SECTION 13 – SOCKS:

A. All uniformed personnel shall wear black cotton stretch socks.

SECTION 14 – SCARFS:

A. Scarfs may be only worn with winter jacket and must be black or navy-blue in color.
SECTION 15 – GLOVES:

A. Gloves will be black or dark blue. The exception to this is high visibility gloves used specifically for traffic control. *Figure 17*

SECTION 16 – JEWELRY:

A. No jewelry or personal ornaments shall be affixed to any part of the uniform or equipment, except those authorized by this manual or the Chief of Police and/or the Unit Coordinator.

SECTION 17 – LEATHER GOODS/UNIFORM EQUIPMENT RIG:

All belts, handcuff case, keepers, key holder and glove holder case shall City issue.

SECTION 18 – WEARING OF THE UNIFORM:

The uniform of Mayfield Heights shall only be worn within the city unless you are providing an approved service to a nearby city.

SECTION 19 – Bullet-proof Vest Carrier (Optional)

If you have a vest you may purchase an approved carrier. *Figure 19*
Mayfield Heights Auxiliary Police Unit
Policies & Procedures
Section: III - Uniforms and Appearance
Policy Name: Return of Equipment
Policy Number: 3.03
Page 1 of 1

All issued property is the property of the City of Mayfield Heights and shall be returned by the officer upon retirement termination or resignation. If property has been lost or damaged due to neglect reimbursement for the loss incurred will be required by the officer.

Failure to return property upon departure will be grounds for criminal charges or civil action to be taken against the officer.
Mayfield Height Auxiliary Police Unit
Policies & Procedures:
Section III – Uniforms and Appearance
Policy Name: Personal Appearance
Policy Number: 3.04
Page 1 of 1

While on duty, member shall present a neat and well-groomed appearance prior to entering service. The Auxiliary Officer in charge shall make a visual inspection to ensure that each officer has complied with the Department Standards of uniform, equipment and appearance.

Should a Supervisor/Officer in charge find that a subordinate has not complied with regulations, he/she shall take immediate steps to correct the problem if possible. If the problem is not correctable and is of a serious enough nature that would affect the uniformity or safety of the shift, the offending Officer may be relieved of duty.

In any event should the visual inspection result in corrective action, the supervisor will document the problem, his/her actions, and the response of the offending officer. This documentation will be forwarded to the Auxiliary Captain and remain in the officer’s file.

A neatly trimmed mustache shall be the only acceptable facial hair permitted to wear by members of the Mayfield Heights Auxiliary Unit.
Promotions to the Staff and within the Staff Organization will be made at the discretion of the Unit Coordinator and/or the Unit Captain. Before any promotion will be instituted, the need will be evaluated before the promotion is made.

Any Staff position over the rank of Sergeant will be open to any Staff Officer deemed qualified by the Unit Coordinator and/or the Unit Captain. Selection of the chosen candidate will be made on the basis of his/her knowledge, leadership, past achievements, diligence of service, length of service and other attributes deemed desirable in a successful manager.

The Unit Coordinator and Captain will determine the method of selection.
A Staff Officer serves at the will of the Unit Coordinator and may be removed from the rank at any time.

A Staff officer may accept voluntary reduction in rank for any open Staff or Patrol position with the approval of the Unit Coordinator.

Any Staff Officer or Patrol Officer may be suspended from duty at any time at the discretion of the Unit Coordinator.
Patrol seniority will be based on a Patrol Officer’s total length of service with the Mayfield Heights Auxiliary Police Unit. In the absence of a Staff Officer, the patrol officer with the most seniority will be the ranking officer in charge for that tour of duty.

If two Staff Officers are on duty at the same time, rank will dictate supervision duties.

If two Staff Officers of same rank are on duty at the same time, the officer with the most time in that rank will assume the supervision duties.

If two Staff Officers of same rank are on duty at the same time, the officer with the most time in that rank will assume the supervision duties.

Officers working park duty, or any other special event will not be considered "on duty" for the purpose of supervision of the scheduled patrol officer.

If an Auxiliary Officer terminates membership within the Unit in good standing and is reactivated at a later date, he/she will receive credit for past service. Any reactivated Auxiliary will be required to update his/her training prior to returning to patrol duties. The Training Officer will forward any required updates to the Unit Captain.

Rank will only be restored in the event of a shortage in Staff and/or no member of the Unit is qualified to fill the open Staff position.
A leave of absence is a specified period of time a member is excused from participation in the Unit. While on leave of absence a member is not required to attend meetings, training, or fill their required minimum number of hours of patrol.

A member's seniority status is not affected, and the member will still be given credit for time when duration of service is tallied. A member may take a leave of absence under the following guidelines:

1. A leave of absence may be granted for illness or personal reasons for a period of time not exceeding 60 days upon application of the Auxiliary Officer. The member must make written application directly to the Unit Captain without utilizing the chain of command. The Captain will approve or deny the application and forward it to the Unit Coordinator to be put in the member's personnel file. It is the responsibility of the Auxiliary Officer to update the Unit Captain every 30 days so to their status. Failure to update your status after 30 (thirty) days will be deemed as a Voluntary Resignation as outlined under Policy 4.07.

2. If a longer period of time is required, the Unit Captain may grant a 30-day extension under the direction of the Unit Coordinator.

3. No leave of absence will exceed one year without direct approval from the Unit Coordinator.

4. A Unit member returning from a leave of absence for an illness or injury will be required to provide and submit a return to work release from his/her physician.
5. Members receiving a leave of absence for a period exceeding 60 days will be subject to removal from the payroll for the time off by the City Finance Director.

6. An officer suffering from an illness or injury in the line of duty will not be subject to these or attendance rules, however, a return to work release is required from attending physician prior to return to work.
Mayfield Heights Auxiliary Police Unit
Policies & Procedures!
Section: IV - Administration
Policy Name: Chain of Command
Policy Number: 4.05
Page 1 of 1

The Director of Public Safety shall be the executive head of the Mayfield Heights Auxiliary Police Unit, shall make appointments and removal of auxiliary officers, subject to any general rules prescribed by legislative authority by ordnance and shall prescribe rules for the organization, control training, administration, and conduct of the Auxiliary Unit. (O.R.C.7 37.051)

Members will serve under the direct command of the Chief of Police and will be subject to the authority of the Unit Coordinator and Unit Captain.

All formal questions or concerns will be addressed through the chain of command, unless otherwise stated in the policies and procedures.

Members in violation of this section will be subject to the Progressive Disciplinary Actions outlined in Section I Policy 1.09.
Mayfield Heights Auxiliary Police Unit  
Policy & Procedures;  
Section IV - Administration  
Policy Name: Retirement  
Policy Number: 4.06  
Page 1 of 1

A member with the minimum years of service may elect to retire from the Mayfield Heights Auxiliary Police Unit. To qualify for retirement the Officer must make application in writing to the Captain.

The officer must be in good standing and have a minimum of 10 years of service or have become disabled in the line of duty and unable to perform the duties of an Auxiliary Officer.

The Unit Coordinator will make final approval of retirement.
Mayfield Heights Auxiliary Police Unit
Policies & Procedures:
Section IV - Administration
Policy Name: Voluntary Resignation
Policy Number: 4.07
Page 1 of 1

If you fail to work the minimum hours for a one-month period, do not attend the monthly meeting without proper leave or excuse and fail to report your current status within one month, the Department will assume you are no longer interested in returning. Your absence will be deemed a voluntary resignation. You will receive a certified letter, return-receipt requested notifying you of your status and giving you thirty (30) days to return all Department equipment back to the city.
1. Members will be punctual reporting for duty

2. Only two (2) officers in a car during normal patrol.

3. Members will render appropriate honors to the national colors and anthem at the proper times.

4. Members will submit all reports and forms promptly.

5. All members should try to maintain good physical condition.

6. No member will be under the influence of an alcoholic beverage or drug of abuse while on duty. No member will consume or possess an alcoholic beverage on duty except within the course and scope of their duties. No member will consume or possess an alcoholic beverage while off duty, in uniform in the public view.

7. No member will have a key made to any municipal building, structure, vehicle or equipment without prior authorization of the Unit Coordinator.

8. Members are required to have telephones in their place of residence. Changes of address and phone numbers will be reported within 48 hours of the change.

9. Members will not seek in any way, nor accept from any person, money or any other compensation for damages sustained or expenses incurred by them in the line of duty without first notifying the Unit Captain.
Mayfield Heights Auxiliary Police Unit
Policies & Procedures:
Section: V – Rules and Regulations
Policy Name: General Rules
Policy Number: 5.01
Page 2 of 3

10. Members will not openly criticize instructions or orders received from a superior. Any criticism may be submitted in writing through the chain of command.

11. Orders from a superior to a subordinate will be in clear, understandable language and civil tone.

12. Members will not accept any gift, gratuity, loan, or anything of value being offered because of affiliation with the City of Mayfield Heights Police Department.

13. Members will treat business of the Police Department as confidential. Members will give such information only to those persons authorized to receive it.

14. Members will remain completely impartial toward all persons and will help guarantee their equal protection under the law.

15. No member will discriminate against any person because of the person’s age, sex, nationality, race, creed or beliefs.

16. At the scene of any incident the highest-ranking Auxiliary Officer will be in charge of the remaining Auxiliaries Officers.

17. No member will enter the Dispatch or Records areas unless authorized.

18. Unless authorized and on official business no member is permitted in the Records Room or any 2nd floor office.

19. Members will be available immediately in the event of a major incident
Mayfield Heights Auxiliary Police Unit
Policies & Procedures:
Section: V – Rules and Regulations
Policy Name: General Rules
Policy Number: 5.01
Page 3 of 3

19. Department vehicles will not be used for personal business or pleasure. Cruisers will be checked before and after your tour of duty, and any damage will be indicated on Vehicle Repair/Damage Report.

Members will operate departmental vehicles in compliance with all state and local traffic laws and ordinances.

Members will not activate emergency lights and siren while responding to a call unless ordered by a Regular Officer. Members will not make traffic stops or engage in traffic pursuits. Vehicle will be at rest prior to officer activating emergency lights at scene unless officer safety dictates otherwise (i.e. rolling up to a disabled vehicle).

20. Members will not use any departmental vehicle other than those assigned to the auxiliary unit without approval of the Officer in Charge.

21. Members will notify dispatch when they go out of service and again when they are back in service.

22. No member will respond directly to a call unless he/she is directed to do so by the Regular Officer in Charge.

23. Members will not use tobacco products while in direct contact with the public except at meal or break times. Use of tobacco products is not permitted in Municipal Buildings.

24. Members using the police radios will keep traffic clear and brief and also refrain from making unnecessary comments or remarks over the air.

Members in violation of this section will be subject to the Progressive
Disciplinary Actions outlined in Section I Policy 1.09.

**Mayfield Heights Auxiliary Police Unit**

**Policies & Procedures:**

**Section: V - Rules and Regulations**

**Policy Name: Radio Messages**

**Policy Number: 5.02**

Page 1 of 1

When reading the names of persons or places, which may be difficult to understand, spell them out after pronouncing, in accordance with the Standard Phonetic Alphabet listed below:

<table>
<thead>
<tr>
<th>A-Adam</th>
<th>K-King</th>
<th>U-Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-Boy</td>
<td>L-Lincoln</td>
<td>V-Victor</td>
</tr>
<tr>
<td>C-Charles</td>
<td>M-Mary</td>
<td>W-William</td>
</tr>
<tr>
<td>D-David</td>
<td>N-Nancy</td>
<td>X-X-ray</td>
</tr>
<tr>
<td>E-Edward</td>
<td>O-Ocean</td>
<td>Y-Young</td>
</tr>
<tr>
<td>F-Frank</td>
<td>P-Paul</td>
<td>Z-Zebra</td>
</tr>
<tr>
<td>G-George</td>
<td>Q-Queen</td>
<td></td>
</tr>
<tr>
<td>H-Henry</td>
<td>R-Robert</td>
<td></td>
</tr>
<tr>
<td>I-Ida</td>
<td>S-Sam</td>
<td></td>
</tr>
<tr>
<td>J-John</td>
<td>T-Tom</td>
<td></td>
</tr>
</tbody>
</table>

**Example:** The name Tim should be radioed: T-Tom   I- Ida   M-Mary
Mayfield Heights Auxiliary Police Unit
Policies & Procedures:
Section: VI – Patrol Duties
Policy Name: House Watch Procedures
Policy Number: 6.1
Page 1 of 3

The Auxiliary Offices shall obtain house watch list from Dispatch before their tour of duty.

1. Auxiliaries should place the houses in a logical order to save time and eliminate back tracking.

2. Upon arrival at each house, verify address, street and date the residents have left. Also, any pertinent information, such as car(s) in drive, lights on timer etc.

3. Pull into driveway far enough to see 2 corners of the house, usually just pass the sidewalk so as not to block it. Turn off the ignition, remove the key FOB, and exit the vehicle without slamming the doors. Turn on your two-way radio.

4. Officers should always walk together in a Contact/Cover manner, not in opposite directions. Officers should never be out of each other’s view. A check should be made of all windows and doors. Don’t illuminate your partner with your flashlight.

5. Be alert to things out of the ordinary, Such as pry marks, broken glass or fresh footprints. If you are in doubt, call Dispatch for the assistance of a regular officer.

6. Check all buildings on property.
7. If an open door or window is found, Officers should:

   a. Return to the cruiser and verify street, address and when the resident left.

   b. Notify dispatch on 3-band that you have “an open door at …”

   c. Each officer should take a strategic spot in the front of the house so that maximum coverage can be viewed.

   d. When the regular officer(s) arrive, they may ask for information from the house watch sheet…provide as requested.

   e. Follow instructions from the regular officer as far as remaining outside the house or if requested, assist the officer on a sweep of the house.

   f. After the house is cleared, follow any instructions from the regular officer(s). Notify dispatch if and when you’re clear.

   g. Note the open door on the house watch sheet.

8. Vehicles not on sheet should be checked and logged on sheet.
9. Newspapers should be put inside storm door or out of view of traffic on roadway. When snow is on the ground, if able to enter without getting stuck, drive into the driveway to give the house a “lived in look”.

10. House watches may be conducted until 2200 hours during the Summer and 2100 hours during the Winter.

Members in violation of this section will be subject to the Progressive Disciplinary Actions outlined in Section I Policy 1.09.
Auxiliaries will often be called upon to unlock vehicles and it is important to understand the needs of the people in these calls for service. Many times, people do not have any one else to call or bring keys to them and are feeling very vulnerable or embarrassed when you arrive. The following procedures should be followed when dispatched to an auto lock-out:

1. Proceed directly to the vehicle location

2. Upon arrival, call dispatch on 3-band the license plate number

3. Introduce yourself to the party and let them know that a waiver must be filled out and signed by them before you can assist.

4. In the contact/cover manner, begin attempting to unlock the vehicle. It is advisable to attempt entry on the passenger side of the vehicle in case damage should occur.

5. If entry cannot be made you may contact dispatch and if a Regular officer is available, he/she may come to assist.

6. Never leave the vehicle if a child or pet is locked inside. Notify Dispatch for the assistance of a regular.
7. If entry is gained, notify Dispatch that you gained entry, the waiver was signed and you are clear from the scene. Obtain the Incident Report Number at this time or if dispatch is busy, obtain the number at the conclusion of your tour of duty.

8. Place the signed waiver with the Incident Report Number in designated mailbox at the station.

This is a service provided by the City of Mayfield Heights and under no circumstance will a monetary reward or gratuity be accepted.
The purpose of the Auxiliary Police Unit is to assist the regular Police Officers of the Mayfield Heights Police Department in their duties of aiding and protecting the citizens of this City.

Auxiliary Officers that participate in the Bicycle Unit will follow this policy and always practice safe cycling. Each Auxiliary Officer will receive bike training from the MHPD Bike Unit Supervisor prior to riding a bicycle on patrol. The Auxiliary Unit Coordinator will have a current list of all those that have completed the training.

**Bike Usage:**

1. The auxiliary bicycles are stored in the police garage along with related equipment.

2. Officers are to inspect the bike before patrol and clean it after.

3. If any repairs are needed, notify the Bike Unit Supervisor.

4. Helmets are to be worn anytime you are operating the bike.

5. Day time operation only with the bicycle unless they are equipped with a headlight and tail light.
Mayfield Heights Auxiliary Police Unit
Policies & Procedures:
Section V I – Patrol Duties
Name: Bicycle Patrol
Policy Number: 6.03
Page 2 of 2

Patrolling Methods:

- While riding a bike, officers are much more available for citizens to talk with. The idea of bicycle patrol is to have more contact with the residents. Officers should make a concerted effort to speak with residents while on patrol.

- The general public will often regard officers on bikes as experts. Though we know we are not all experts on bikes, officers must remember to follow all laws and always wear a helmet while riding bikes. Officers must set a positive example for children when riding police bicycles. It is important to have a good general knowledge of bicycle laws and safe riding tips.

- Officers will be highly visible in public areas and must remain professional and courteous at all times.

Bicycle Uniform:

- Uniform shirt is the approved blue golf type. Figure 20

- Pants are the long BDU style in black or black cargo shorts without any stripes or logo. Figure 22

- Black athletic shoes or black police bike shoes/ black socks

- Helmets shall be plain white or black
All Auxiliary Officers regardless of rank are patrol personnel first and foremost and may be called upon to complete general patrol work at any time. Each Officer should have a thorough working knowledge of patrol procedures and policies and be capable of discharging the duties of an Auxiliary Patrolman.
The Unit Captain is responsible as the Unit's non-sworn Executive Officer for directing and organizing the unit so that it effectively achieves the stated purpose and goals. The Captain shall exercise control over the organization by utilizing departmental policies to assure that the unit remains well disciplined and runs efficiently.

The Captain shall assist in staffing the unit with competent personnel capable of administering the duties of an Auxiliary Officer. The Captain shall also recommend qualified candidates for staff positions and initiate commendations for notable or meritorious actions by members. The Captain shall also be responsible for the recommendation for demotion or dismissal from the Unit of members whose actions or attributes are considered unsuitable for the exemplary reputation of the Mayfield Heights Auxiliary Police Unit.

The Captain or his/her designees shall schedule extra (Paid) jobs for the Auxiliary Unit. This Officer will be responsible for the scheduling of jobs.

The Captain shall constantly remain informed of accomplishments, personnel, operational and administrative activities, and new departmental directives and procedure through personal observations, inspections reports and attendance of Staff and Regular meetings.

The Captain represents and reports directly to the Unit Coordinator.
Black Oxford Shoe

Figure 1

Mid-Range Tactical Boot
Long Sleeve Shirt by Southeastern Code 9 or Flying Cross

Figure 2
Short Sleeve Shirt by Southeastern Code 9 or Flying Cross

Figure 3
511 Dark Navy Tactical Pants

Figure 4
Blauer Jacket

Figure 5
Rain Coat

Figure 6
Black Turtle Neck Shirt

Figure 7
Dark Navy Baseball Cap Without Patch

Figure 8
Black Police Watch Cap

Figure 9
Lieutenant Bars

Figure 10
Sergeant Chevon

Figure 11
Black Clip on Tie

Figure 12
Black Female Criss-Cross Tie

Figure 13
Black/Yellow Reversible Jacket

Figure 14
Black Boots

Figure 15
Black Pull On Boots

Figure 16
High Visibility Traffic Gloves

Figure 17
Bicycle Jacket

Figure 18
Bullet-proof Vest Carrier

Figure 19
Bicycle Shirt

Figure 20
Traffic Vest

Figure 21
Bicycle Shorts

Figure 22
Leather Duty Belts
Figure 23 a

Nylon Duty Belt
Figure 23 b