



## PROCEDURES:

### Training for CAPS (03-14-01)

All members of CAPS shall receive training coordinated by the Department's Training Division in areas in which they are anticipated to perform. Members of the department or other agencies who have displayed expertise in the specific field shall perform training or area of said training. Training in certain areas shall be conducted only by certified instructors even though the criteria may not be required to comply with P.O.S.T. in hours or content, as with sworn personnel. The training will sufficiently cover those topics necessary for familiarity of tasks expected to be performed.

- A. Members shall complete the Johns Creek Police Department's Citizen's Police Academy for orientation and familiarity of general departmental procedures.
- B. Members who successfully complete the training program shall have the ability to perform duties that may include ride-alongs, traffic direction, clerical duties, etc. The training program will be a minimum 8 to 20 hours, depending on the volunteer's assignment and all training will be documented. The training shall consist of those courses designed to prepare and equip the members for tasks at the public level. The curricula may include courses in, but not necessarily limited to, the following:
  - 1. CPR certification/AED/Basic First Aid
  - 2. Radio communications
  - 3. Basic traffic law and legal concepts
  - 4. Basic traffic direction procedures
  - 5. Departmental policies and procedures/Code of Conduct/Ethics
  - 6. GCIC regulations and information dissemination/S&I
  - 7. Job or task specific training (each specialty), if applicable
  - 8. Vehicle Operations
  - 9. Legal issues and defensive tactics.
  - 10. OC and Use of Force Training
- C. Other training, as well as regular intervals of certain refresher training, shall be conducted by a schedule prepared by the Training Division. It is the intention of the department to properly prepare all participants for those tasks they may be called upon or assigned to perform.
- D. Personnel shall not perform any task, duty or function without having job specific training to perform that function.
- E. CAPS Personnel must demonstrate proficiency in the use of agency issued and approved weapons (OC) in accordance with established training requirements.

**Supervisors on duty shall use discretion in the utilization and placement of CAPS personnel and shall not assign them to perform any duty they have not been properly trained or authorized to perform. At all times, when functioning outside the police building, CAPS personnel will be under the supervision of a sworn police officer of the Johns Creek Police Department. CAPS personnel shall inform the on-duty supervisor if they are performing CAPS patrol functions so they can be included on the daily activity**

**report.**

### **Uniforms and Vehicles (03-14-02)**

- A. All CAPS members who have successfully completed training shall wear the designated uniform when performing the functions or duties of the unit or the Department. The uniform shall be approved by the Chief of Police, and will be distinctively different from the sworn officer's uniform to eliminate the potential for confusion of the public. Extra equipment provided includes:
  - a. Flashlight,
  - b. Whistle;
  - c. Traffic vest; and
  - d. Rain gear.
  
- B. In accordance with the Chapter on dress codes, seasonal changes for the CAPS uniforms, such as sleeve lengths and jackets, shall apply at the same time, usually optional, of the uniform change for sworn personnel.
  
- C. Johns Creek Police Department vehicles utilized by the Auxiliary Unit shall be conspicuously marked as such and shall be distinguishable from those vehicles operated by sworn personnel. Vehicles shall:
  - a. be allowed to have an emergency light (Amber Light) to be used in traffic control **only**;
  - b. **not** be used for emergency operation response **or** for initiating traffic stops.
  - c. be equipped with first aid, AED and fire suppression equipment.

### **Duties of Unit Personnel(03-14-03)**

- A. CAPS personnel **may** utilize a specifically marked "Auxiliary Police" vehicle for use in performing house checks, business checks, traffic control, transporting members to the various specialized details, and such other operations and details approved or authorized by the Chief of Police. Traffic control locations may include accidents or fires, sporting events, parades or other special events, or natural disasters, etc.
  - 1. Members shall always be in minimum groups of two when performing duties or functions in public unless working under the direct supervision of sworn officers or supervisors. Members are subject to the Department's command and supervision structure when they are on duty.
  - 2. **Shall not be allowed** to carry or use firearms during the performance of their duties with the Johns Creek Police Department. CAPS personnel shall only carry department issued weapons (OC Spray).
  - 3. Auxiliary personnel qualified in proper radio procedure shall, at all times, adhere to FCC and departmental rules and regulations.

4. Duties of auxiliary personnel participating in functions, such as security checks of residences and businesses are as follows:
  - a. General perimeter checks **only** are allowed. If open doors or other discrepancies are discovered, members should remove themselves from the premises and radio for a patrol officer for **any** internal security checks.
  - b. Personnel shall remain in a safe location during the investigation of an “open door” call, and **will not** enter into any unsecured areas;
  - c. When conducting security checks for residences and businesses, the police officer will use due regard for the auxiliary members present.
  - d. Standard reporting of the incident and status shall be made by radio.
5. Other duties include, traffic control for accidents, fire scenes, sporting events, parades or other special events, and such other details authorized by the Chief of Police or his/her command staff.
6. Auxiliary personnel shall not be allowed access to any GCIC or NCIC criminal history or driver’s history data, including in-house records, without proper training, the necessary clearance approvals, and a signed awareness statement on file.

**Caution: Unit members shall remove themselves from any situation where contact with a violator escalates to a confrontational state. Members should summon a duty patrolman or supervisor for assistance.**

B. CAPS personnel may participate in ride-alongs with duty patrol officers. Participation will be **limited** to the following:

1. Members will **only** be allowed to observe the activity of the police officer.
2. **Shall not** participate in any situation believed to be of a dangerous or life threatening nature and **will not** be directed to do so by the officer involved.
3. May assist in other types of situations at the direction of the officer involved. Examples include direction of traffic, assistance with injured persons within the scope of his/her ability, training and experience.
4. **Shall not be allowed** to carry or use firearms during ride-alongs, and will not be directed to do so by any officer of the department. However, this policy should not be misconstrued to prevent the defense of an auxiliary member’s life or to defend the life of an officer by the use of available resources, including the use of a firearm.
5. **Shall** at all times remain under the direct supervision of a sworn police officer of the Johns Creek Police Department.
6. Personnel shall remain in visual contact with the officer they are assigned to at all times with an exception of instructions from the officer or duty supervisor.

### **Selection and Hiring Process (03-14-04)**

- A. All CAPS personnel, prior to assuming duties, must undergo a selection process determined by the Chief of Police or his/her designee. The selection process may be similar to the hiring process for JCPD employees.
- B. Volunteers will undergo a background check which will include, at a minimum, a reference check, criminal and driving history check and a drug screening.
- C. Convicted Felons are not permitted to participate in the volunteer program.
- D. The Chief of Police is the final authority for selection.

### **CAPS Volunteer Requirements and Reporting (03-14-05)**

- A. CAPS personnel are required to volunteer six hours each quarter for events, patrol or other approved activities.
- B. CAPS personnel who fail to meet the minimum volunteer hours may face removal from the program.
- C. The CAPS Coordinator shall submit a quarterly report to the Special Operations Lieutenant detailing the activities, training and status of the CAPS program and personnel. The report shall also list any volunteer who has failed to meet minimum volunteer hours or mandatory training.
- D. The Special Operations Lieutenant shall review and approve all requests from the volunteer or the CAPS Coordinator to be placed in an inactive status. An inactive status may be approved for a number of reasons to include work conflict, health or family issues, failure to meet minimum qualifications, etc.
- E. Inactive volunteers may submit a request in writing to be reinstated. The reinstatement shall be reviewed and approved by the Special Operations Lieutenant and the Chief of Police.

### **Vehicle Accidents (03-14-06)**

- A. CAPS personnel must immediately notify the on-duty supervisor any time they are involved in an accident.
- B. Members who are involved or injured in a traffic collision, in a city vehicle, shall be required to adhere to the same drug testing protocols as JCPD employees. On-Duty supervisor shall ensure the necessary notifications and protocols are made.

### **Use of Force (03-14-07)**

- A. CAPS personnel shall be trained on the use of OC spray and receive this Use of Force Policy, prior to carrying it for duty use.
- B. CAPS personnel shall only carry department issued OC spray.
- C. Oleoresin Capsicum (OC) is an inflammatory agent causing intense burning of the skin, eyes, and mucous membranes.
- D. Each application of OC spray must be objectively reasonable and used ONLY as a tool

for self-defense, in order to allow CAPS personnel to retreat to a safe distance. OC spray may be used against a dangerous animal, to prevent injury.

- E. CAPS personnel should direct OC spray at specific subjects who pose a threat. Members should attempt to minimize the exposure to non-targeted persons.
- F. If a CAPS member deploys OC spray or uses force in the performance of their duties, they shall immediately radio for assistance from law enforcement officers and notify the on-duty supervisor of the incident.
- G. Responding JCPD officers will ensure medical aid is provided and handle the incident, as specified in agency Use of Force SOPs. CAPS personnel will provide a statement for the officer's report.

### **Suspension and Removal from Volunteer Status (03-14-08)**

- A. The Chief of Police has the final authorization of every individual auxiliary/volunteer member and the right to deny or revoke membership at any time. Auxiliary personnel who do not complete training or fail to attend scheduled events may be removed from the program.
- B. CAPS personnel shall not publicly criticize the actions of officers, the Department, fellow volunteers or Department policies. Violations of these types may be grounds for suspension and dismissal for the program.
- C. CAPS personnel who are unprofessional, under the influence or a liability to the department during an event can be immediately suspended pending a review by the Special Operations Lieutenant and the Chief of Police.