



# DIRECTIVES

## Oak Creek Police Department

**Effective Date:**

January 1, 1999

**Reviewed Date:**

March 2, 2023

**Sign-Off Date:**

March 21, 2023

**Title:**

**POLICE AIDE PROGRAM**

**Directive Number:**

14-100

**Critical Policy**

Yes  No

**Open Record**

Yes  No

**Total Pages:**

5

**Applicability:**

All Employees

### I. PURPOSE

The Police Aide Program is designed to respond to the community's demand for more cost-effective police services while lessening the burden on professionally-trained police officers. It is intended to develop a core of para-professionals to relieve police officers from certain administrative, clerical and service functions which do not require sworn officer status.

It is also intended to provide an opportunity for individuals, who are interested in law enforcement or who have not yet been able to complete their education, to be exposed to certain aspects of police work. This experience will be useful for those individuals to make decisions regarding future careers as police officers and give this department the opportunity to identify candidates for future police employment.

### II. CONTROL AND RESPONSIBILITY

The administration of the Police Aide Program shall be the responsibility of the Operations Captain or their designee. Included in these responsibilities is recommendation for hiring, training, scheduling and filing of appropriate monthly and yearly reports.

Upon completion of training, Police Aides are given specifically-defined assignments which are monitored by the duty supervisor on the shift they are assigned, who will be responsible for their day-to-day work duties and conduct. All reports of conduct should be forwarded to the Operations Captain for review and action as required.

### III. EVALUATION

Evaluations of the Police Aides will be completed by the Lieutenant assigned to the Police Aide Program or their designee, and will be completed once per year. The evaluations will be utilized to assess the effectiveness of the individual Police Aide and the program in general. With the assistance of these evaluations, the need for additional training may be determined and program modifications may be identified.

### IV. QUALIFICATIONS

To be appointed to the position of Police Aide, an individual must meet the minimum qualifications per the Oak Creek Police Aide Job Description:

#### IV. QUALIFICATIONS - *Continued*

Preference will be given to those applicants who are currently enrolled in a Criminal Justice degree program or have a high interest in being employed in the Criminal Justice Field, but have not yet been enrolled in a law enforcement related program.

#### V. SELECTION CRITERIA

A. Recommendations for hiring will be made by a selection panel consisting of the Lieutenant assigned to the Police Aide Program and designees of the Chief of Police. The recommendation will be submitted to the Chief of Police for approval.

1. Recommendations will be made after a review of applications submitted by candidates, and;
2. An oral interview of candidates by the selection panel.
3. A background investigation will be conducted per OCPD Hiring Policy #4-300.
4. Final candidate will be required to undergo a medical examination, including drug screen, per OCPD Hiring Policy #4-300.

B. Selection of Police Aides will be based on their ability to perform the required tasks of their jobs as outlined in this directive. Criteria for hiring is as follows:

1. Preference will be given to applicants whose current schooling or degrees are in the police science or criminal justice fields.
2. Ability to work varied hours.
3. Possess physical ability and motor skills to perform tasks including, but not limited to:
  - a. traffic direction;
  - b. direct patrols;
  - c. vacation checks;
  - d. lifting and carrying;
  - e. booking procedures.
4. Ability to communicate effectively.
5. Exhibit high maturity level.
6. Ability to follow direction and work with limited supervision.

VI. TRAINING

- A. Each Police Aide will receive training and must successfully complete each facet. The training shall consist of:
  - 1. Orientation (2 hrs.);
  - 2. Department Rules and Regulations, Policies and Directives;
  - 3. Tactical Communications;
  - 4. Traffic direction and control, including accident scene management
  - 5. Crowd control and monitoring Vehicle orientation and operation;
  - 6. Municipal Ordinances;
  - 7. MDC, Phoenix, Telestaff
  - 8. Booking Procedures
  - 9. CPR
  - 10. Bloodborne pathogens exposure control;
  - 11. Oleoresin Capsicum (OC) spray;
  - 12. Patrol techniques;
  - 13. Basic D.A.A.T. Techniques
  - 14. Basic S.P.E.A.R. Techniques
  
- B. In addition to classroom training, each Police Aide will receive a minimum of 40 hours on-the-job training during a field ride-along with an experienced Police Aide, and/or Police Officer as designated by the supervisor.
  
- C. Additional training in the following areas may be provided based on the needs of the Department:
  - 1. Crime Prevention
  - 2. Office procedures
  - 3. Data entry

VI. TRAINING - *Continued*

- D. In addition to the aforementioned training, the Lieutenant assigned to the Police Aide Program or their designee will ensure that regular meetings with the Police Aides takes place to inform and update them on policy and procedural changes.
- E. As this is a unique role, that allows for both an opportunity for the Police Aide to get experience in law enforcement, and for the Oak Creek Police Department to look at the Police Aide as a potential future Police Officer; it is imperative that there are continual meetings with the shift supervisors and the Police Aides. This is to ensure there is constant learning occurring for the Police Aide via different tasks or assignments as well as partnering the Police Aide from time-to-time with officers to have a better exposure to a career in law enforcement.

VII. HOURS OF WORK AND ASSIGNMENTS

- A. Upon the start of the Police Aides duty shift, they are to check in with the on-duty supervisor and dispatch center to receive any specific tasks for the shift.
- B. Police Aides shall not be assigned to duties requiring sworn officer status, but rather, will be assigned to one of several structured duty assignments by the Lieutenant assigned to the Police Aide Program or their designee. These assignments are structured in priority order with hours of duty specified.
- C. Unless other assignments are given to the Aide by the Duty Supervisor or ranking officer, the structured assignments are to be completed in the order specified.
- D. Upon completion of a duty period, each Aide will check out with the on-duty supervisor to review the tasks performed that day.
- E. When on duty and available, Police Aides should also be dispatched to the following call types.
  - 1. Traffic accidents (where traffic direction assistance is needed\*);
  - 2. Fire calls (for traffic/crowd control\*);
  - 3. Crime scenes (where security/crowd control is required\*).

\*Upon arrival, if their services are not required, the Aide is to return to his/her regularly-assigned duties.

VIII. UNIFORMS

All Police Aides will wear the uniform as prescribed and carry equipment at all times, as indicated in the Uniform Policy #4-400. The uniform for Police Aides shall be of a distinct color so as to clearly distinguish them from uniformed police officers.

IX. WAGES AND CLASSIFICATION

Compensation will be provided on an hourly basis as established by the City of Oak Creek, with a two-to-three-year maximum tenure. Employment may be extended if the Police Aide is still enrolled in an accredited college/university while working towards a law enforcement related degree and/or actively attending a police recruit academy, with approval of the Chief.

X. DISCLAIMER

The Police Aide Program Policy developed by the Oak Creek Police Department is for internal use only, and does not enlarge an employee’s civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of the Police Aide Program Policy can only be the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

REFERENCE:

OCPD Hiring Policy #4-300

OCPD Uniform Policy #4-400



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David R. Stecker  
Chief of Police

DRS/tp

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