

TYLER POLICE DEPARTMENT

GENERAL ORDER: 02.500

	<h3>AUXILIARIES & MEDICAL OFFICER</h3>	
	EFFECTIVE DATE: 09-01-1993	
	REVISED DATE: 04-22-2019	
CALEA STANDARDS: 16.1.1 – 16.1.7; 45.3.1 – 45.3.3		

02.501 AUXILIARY PURPOSE – [CALEA Standard: 45.3.1]

- A. The purpose of having auxiliaries assigned to the Tyler Police Department is to allow persons with law enforcement interest and abilities to accomplish volunteer services for the Department. Auxiliaries utilized by the Department will only be non-sworn community members selected because of their interest in, concern for, and/or special skills as they pertain to the needs of law enforcement.
- B. Auxiliaries are volunteers, not law enforcement officers, and are utilized as community liaisons, emergency, disaster, and other support activities. Examples of auxiliaries include, but are not limited to: the Volunteer Chaplain Corps and Law Enforcement Explorers.

02.502 AUXILIARIES – [CALEA Standard: 45.3.1; 45.3.2; 45.3.3]

- A. Auxiliaries may be assigned to perform tasks in any Division or operational component within the Department, but only in a support capacity. All inquiries into the volunteer programs available at the department will be referred to the Volunteer Tyler Coordinator located at City Hall.
- B. As previously stated auxiliaries will not be commissioned police officers. All persons serving as auxiliaries will ONLY serve in a volunteer capacity and are restricted from engaging or intentionally participating in direct law enforcement activities. General auxiliary positions will be filled by community volunteers assigned to community service functions or used in the same capacity as non-sworn employees, with the exception of Public Safety Telecommunicators and Public Service Officers (PSO).
- C. Auxiliaries will be assigned duties commensurate with their experience and training. The primarily function and role of auxiliaries may be, but not limited to:
 - 1. Provide clerical support assistance;

2. Assist with the various functions within the Downtown and Faulkner Park facilities;
 3. Assist in the preparation and presentation of Department related ceremonies;
 4. Public service and safety monitoring in the form of *"Eyes and Ears"* in a non-enforcement function; and
 5. Provide spiritual support and service to sworn and non-sworn members of the police department and members of the community as a Chaplain.
- E. An auxiliary's duties shall not be altered except with approval of a lieutenant or higher-ranking employee.
- F. If necessary, auxiliaries will be provided with special training required to perform their role by the supervisor of the organizational component to which they are assigned.
1. If special training is required the supervisor conducting or approving the training shall forward all documentation of the training to the Department's Personnel Officer for inclusion in their department file. A copy of the documentation shall also be forwarded to the City's of Volunteer Coordinator.
- G. In general auxiliaries will dress in conservative civilian attire; however, Explorers shall wear attar authorized by the Department.
1. All uniforms issued to Explorers shall be clearly distinguishable from the uniform worn by sworn personnel.
 2. Maintenance and upkeep of uniforms and equipment issued to an Explorer will be the responsibility of the Explorers.
- H. Equipment issued to an auxiliary will be maintained by the auxiliary and its issuance recorded by the Training Unit. Periodic inspections of the issued equipment will be conducted on an as needed bases.
1. Should the auxiliary cease all activity with the department, equipment issued to the auxiliary will be returned to the Career Development Lieutenant.
 2. The Department will replace all worn and \ or non-serviceable items issued to auxiliaries.
 3. Personal clothing items damaged while performing assigned duties will be replaced by the department with like items.
 4. Replacement of equipment that is lost or damaged as the result of misuse or neglect will be the responsibility of the auxiliary to whom the equipment is assigned.
 - a. Brightly colored safety vests may be checked out by auxiliaries participating in various programs upon request and approval of the auxiliary's Asst. Chief / Division Commander.

- 1) Chaplains are required to wear clothing that identifies them as department Chaplains and clearly distinguishes them from sworn personnel.
 - a) At the request of the Chaplain and the approval of the Support Services Asst. Chief / Division Commander the department may provide such clothing. The maintenance and upkeep of the clothing shall be the responsibility of the requesting Chaplain.

- I. Some auxiliaries may be permitted to operate department vehicles in the performance of their assigned duties / function. The Asst. Chief / Division Commander who oversees the auxiliary shall be responsible for making the determination which volunteers are allowed to operate Departmental vehicles.
 1. When operating a department vehicle, the auxiliary will adhere to [City of Tyler Policy: Ch. 2-110 – City Vehicle and Equipment](#). The Asst. Chief / Division Commander or the immediate supervisor who oversees the auxiliary will ensure they are provided with a copy of this general order and the city policy noted above. This can be done by hardcopy (e.g. paper) or electronic (e.g. emails) means. The receipt of the policies will be forwarded to the Personnel Officer and retained in the auxiliary's department file.
 2. The auxiliary / volunteer shall be required to have a valid Texas Driver's license.
 3. At least annually, the Asst. Chief / Division Commander or the auxiliary's immediate supervisor will review the auxiliary's driver's licenses' to determine if their driving record is still in good standing and able of operating a city vehicle if necessary.

- J. All auxiliaries are required to notify their managing Asst. Chief / Division Commander in the event they have any direct contact (i.e. arrested, cited for a violation, provide assistance to, or otherwise involved in a police incident) with any law enforcement agent or organization.
 1. In the event an auxiliary is arrested or cited for a violation, their managing Asst. Chief / Division Commander will obtain a description of the incident through all available means.
 - a. The Asst. Chief / Division Commander or their designee may also conduct an interview with the involved auxiliary concerning the incident in question.
 3. The overseeing Asst. Chief / Division Commander will review all relevant reports and recommendations prior to taking the appropriate action; including, but not limited to, retraining, reassignment and dismissal from service with the department.
 - a. If it is determined that the auxiliary be dismissed, the supervising Asst. Chief / Division Commander will forward their recommendation, along with any supporting documentation, to the Chief of Police who will make the final determination.

4. If an auxiliary performs a heroic or otherwise exceptional act, the auxiliary's Asst. Chief / Division Commander will ensure the reported act is thoroughly investigated to determine what level of meritorious recognition is warranted. If the act warrants it, an [Award Recommendation Form \(TPD Form T-084\)](#) is to be completed and forwarded to Chief of Police through the chain of command prior to submission to the Meritorious Conduct Board.

02.503 VOLUNTEER CHAPLAIN CORPS

- A. The Volunteer Chaplain Corps provides this agency and the citizens of Tyler with the services of a chaplain on a consistent basis. In addition, the program is designed to building and reinforce an attitude of cooperation and mutual respect between the department and the community. All department chaplains will be available for a variety of on-call services, to include:
 1. Counseling,
 2. Consultation; and
 3. Other forms of human crisis intervention.
- B. The Volunteer Chaplain Corps shall be comprised of a Senior Chaplain and any number of Chaplains as authorized by the Chief of Police. Chaplains may serve in any one of the three capacities listed below during their designated on-call rotation.
 1. Duty / Primary on-call Chaplain;
 2. Secondary on-call Chaplain; and
 3. Tertiary on-call Chaplain
- C. A Senior Chaplain will be selected by a committee comprised of the Support Services Asst. Chief / Division Commander, a department supervisor designated by the Chief of Police, and the current Senior Chaplain (if available). The Chief of Police will make the final decision after considering the selection committee's recommendation.
 1. The Senior Chaplain's primary function is to serve as a liaison between department employees, Corps chaplains, and community members.
 2. The Senior Chaplain is responsible for developing a monthly schedule noting the rotation of the Duty / Primary on-call Chaplain, including the Secondary and Tertiary on-call Chaplains.
 - a. A copy of the monthly rotation schedule, along with each Chaplain's contact information will be provided to the Communications Unit Manager.
 - 1) Trading or swapping rotation duties must be approved by the Senior Chaplain.
 3. The Senior Chaplain shall report all activities of the Chaplain Corps to the Support Service Asst. Chief / Division Commander or their designee on a quarterly bases.

- a. Annually, the Support Services Asst. Chief / Division Commander or their designee is to submit a report to the Chief of Police summarizing the Chaplain Corps' activities for the preceding year.
- D. Persons interested in serving as a volunteer chaplain are required to complete a Volunteer Tyler application, which must be faxed, mailed or hand delivered to the Volunteer Services located at City Hall. The applications will be screened, during which time a candidate resume may be requested for further review and consideration.
 1. Perspective candidate(s) shall be interviewed by a board comprised of the Support Services Asst. Chief / Division Commander, a department supervisor designated by the Chief of Police, and the Senior Chaplain. The Chief of Police will make the final decision after considering the selection committee's recommendation.
 2. Candidates selected for the Volunteer Chaplain Corps shall perform their duties and responsibilities as detailed in the [Volunteer Chaplain Job Description](#) and [Volunteer Chaplain Handbook](#).
 - a. All Chaplains will report their activities in writing to the Senior Chaplain at the end of each month.
 - b. All Chaplains will adhere to the monthly rotation schedule established by the Senior Chaplain noted in Section 02.503(C)(2) noted above and are responsible for keeping their contact information up to date.
 3. Chaplains are asked to use their personal cell phones as their primary means of communication with the Department when on-duty. The Duty / Primary on-call Chaplain and the Secondary and Tertiary on-call Chaplains will ensure that their cell phones are on at all times during their scheduled rotational assignments.
 - a. Any changes in phone numbers will be communicated to the Senior Chaplain and the Communications Unit at the earliest opportunity.
- E. Upon receiving of a call, the Duty / Primary on-call Chaplain shall reply immediately and provide an explanation as to whether they can or cannot respond. If the Communications Unit does not received a respond within 10 minutes the Secondary on-call Chaplain will be called. Should the Secondary on-call Chaplain fails to respond within 10 minutes the Tertiary on-call Chaplain will be called. If the Tertiary on-call Chaplain does not respond within 5 minutes the Senior Chaplain in to be contacted.
 1. Any time a Chaplain fails to answer / respond to a call, the dispatcher making the call shall notify the on-duty Communications Unit Supervisor. The supervisor is to notify, in writing, the Senior Chaplain of their inability to contact a given Chaplain listed on the monthly rotation schedule.
 2. The Senior Chaplain shall be responsible for notifying the Support Services Asst. Chief / Division Commander as soon as possible of the attempted / failed contact(s).

02.504 TACTICAL OPERATIONAL MEDICAL SUPPORT (TOMS) OFFICER PURPOSE

- A. The purpose of the Tactical Operational Medical Support (TOMS) Officer is to have an individual available to the Department capable of providing medical aid and assistance to tactical and non-tactical personnel responding to or engaged in critical or special police operations.

02.505 TOMS OFFICER DEFINITION, ROLES AND RESPONSIBILITIES, AND SELECTION

[CALEA Standards: 16.1.1; 16.1.2; 16.1.3]

A. Definition

- 1. Tactical Operational Medical Support (TOMS) Officer – a person with advanced medical education / training (i.e. Physician, Physician Assistant, or Licensed Paramedic) assigned to the Department's Special Weapons and Tactics (SWAT) Team in a non-compensated / volunteer capacity.
 - a. A copy of the TOMS Officer's medical education and training (i.e. Licensure, Board Certification, and/or Specialization in Emergency Medicine) shall be retained by the Department as part of their department file.
 - b. The TOMS Officer shall be held by an individual with a Texas Commission of Law Enforcement (TCOLE) certified Peace Officer's License (or out-of-state equivalent) and serve the Department in a Reserve Officer capacity.
 - c. No more than one (1) TOMS Officer shall be allowed to serve with the Department at any time.

**Note: The Tactical Operational Medical Support (TOMS) Officer shall be the only authorized Reserve Peace Officer position(s) permitted by this Department.*

B. Role and Responsibilities

- 1. The TOMS Officers shall report directly to the designated Asst. Chief / Division Commander assigned to supervise the TOMS Officer by the Chief of Police.
 - a. When engaged or participating in a tactical operation the TOMS Officer will follow the direction of the SWAT Team Commander or the operations Team Leader.
- 2. The TOMS Officer will be primarily responsible for overseeing all emergency medical issues that should arise from tactical operations conducted by the Department. In addition, the TOMS Officer shall be tasked with ensuring that all tactical personnel receive proper training in basic life-saving and medical aid intervention techniques.
 - a. Any training conducted by the TOMS Officer regarding basic life-saving and medical aid intervention shall be documented and submitted to the Training Unit to be included as part of their training file.

3. The TOMS Officer shall be governed by and adhere to all applicable City of Tyler Personnel Rules and Regulations and comply with all Department General Orders.
4. The TOMS Officer must comply with all court subpoenas arising out of their participation in tactical or non-tactical police-related activities, even if it requires appearing in court during the course of their regular full-time employment.
5. The TOMS Officer shall comply with all applicable City personnel policies and Department General Orders while performing their designated function or when they are in an “*off-duty*” capacity.
 - a. Failure to comply with any City personnel policy or Department General Order could result in disciplinary action, including:
 - 1) Oral Reprimand;
 - 2) Written Reprimand;
 - 3) Suspension; or
 - 4) Separation from Service.

C. Selection Process

1. The selection criteria and process for candidate(s) interested in serving as the TOMS Officer shall be the same as those specified in [General Order 14.400 – Selection](#) for regular full-time sworn employees.
 - a. All applicable Texas Commission on Law Enforcement (TCOLE) rules and regulations pertaining to the selection of sworn personnel shall apply to interested TOMS Officer candidates.
 - 1) An individual applying to serve as a TOMS Officer must be certified by and/or be in good standing with TCOLE prior to their selection.
 - b. The Chief of Police reserves the sole right to excuse a candidate from participating in a selection process element where permitted by TCOLE rules and regulations.

02.506 TOMS OFFICER TRAINING AND PROGRAM REQUIREMENTS

[CALEA Standard: 16.1.1; 16.1.4; 16.1.5; 16.1.6]

A. Academy / Police Training Officer (PTO) Program

1. All individuals seeking to serve as a TOMS Officer must provide documentation that they have completed the TCOLE Basic Peace Officer’s Law Enforcement Academy or equivalent if from outside the State of Texas.
 - a) A copy of the TOMS Officer’s peace officer certification shall be retained by the Department as part of their department file.

2. Due to the nature and specific function of the TOMS Officer, the individual selected for the position may not be required to complete (in whole or in part) the Department's field training program unless directed by the Chief of Police.
 3. The TOMS Officer shall be provided with access and training regarding all Department policies and procedures prior to their initial assignment.
- B. In-Service Training
1. The TOMS Officer shall be obliged to complete all TCOLE mandated in-service training courses / hours the same as required of full-time regular sworn employees.
 2. The Asst. Chief / Division Commander designated to supervisor the TOMS Officer shall ensure that the mandated training courses and hours are completed within the designated two (2) year training cycle.
 - a. Failure by the TOMS Officer to complete the required in-service training may result in disciplinary action, up to and including separation from service.
- C. Firearms
1. Before being permitted to carry any firearm (e.g. pistol, rifle, and shotgun) the designated TOMS Officer shall receive training on the Department's use of force policy: [General Order 12.100 – Use of Force](#). The TOMS Officer is also required to demonstrate proficiency with their firearm by passing the Department's firearms qualification course.
 - a. The qualification course for any firearm carried by the TOMS Officer shall be the same qualification course completed by regular full-time sworn employees.
 - b. The TOMS Officer shall qualify with each weapon they intend to carry on an annual or semi-annual bases, the same as regular full-time sworn employees.
 - c. The TOMS Officer shall be responsible for supplying their own duty ammunition, which is to comply with the ammunition requirements established in General Order 12.100 – Use of Force.
- D. Non-lethal or Less-lethal Weapons
1. No TOMS Officer shall be permitted to carry a non-lethal or less-lethal weapon (e.g. OC Spray, Taser, Baton, etc.) unless specifically authorized by the Chief of Police and then only after successfully completed the required training and a demonstration of weapon proficiency.
- E. Reserve Status Training Requirements
1. The TOMS Officer, in order to maintain their reserve status, shall be required to complete a minimum of eight (8) hours per month on assigned policing duties or tasks as directed by the Chief of Police.

- a. The TOMS Officer shall also be required to complete an additional two (2) hours per month of administrative functions (e.g. Staff Meetings).

02.507 TOMS OFFICER AUTHORITY AND RESTRICTIONS

[CALEA Standard: 16.1.1]

- A. As stated in subsection 02.505(B)(2) of this policy the primary function of the TOMS Officer is to oversee all emergency medical issues that should arise from tactical operations conducted by the Department.
 1. If immediately necessary the TOMS Officer participating in a tactical operation is authorized to utilize the most reasonable force available to prevent the loss of life or serious bodily injury of any Department personnel or third person. See [Texas Penal Code §9.31 - §9.33](#).
 2. While participating in a tactical operation, the TOMS Officer is permitted to carry any weapon they are qualified to carry by the Department.
 3. The TOMS Officer is restricted from intentionally engaging in law enforcement activities (e.g. arrests, entry / perimeter operations, scene security, etc.) while participating in a tactical operation, subsection 02.506(A)(1) notwithstanding.
- B. The TOMS Office is permitted to periodically engage in ride-a-longs / ride-outs with patrol supervisors. The Communications Unit should be notified any time the TOMS Officer participates in a ride-a-long / ride-out.
 1. When participating in a ride-a-long / ride-out the TOMS Officer shall dress in community / non-uniform attire. The TOMS Officer is also required to wear their department issued under-the-shirt ballistic vest.
 2. When riding out with a patrol supervisor the TOMS Officer is permitted to carry any weapon they are qualified to carry by the Department.
 - a. All weapons carried by the TOMS Officer are to be concealed if on their person or secure and hidden from view if not on their person.
 3. The TOMS Officer is restricted from intentionally engaging in law enforcement activities unless specifically directed to do so by the on-scene supervisor. (e.g. traffic enforcement, arrests, interviews / interrogations, etc.) while participating in a ride-a-long / ride-out, subsection 02.506(A)(1) notwithstanding.
- C. The TOMS Officer is restricted from intentionally engaging in law enforcement activities while in an “*off-duty*” capacity.
 1. This shall include any part-time law enforcement related employment.
- D. The TOMS Office is restricted from operating Department vehicles unless approved by the Asst. Chief / Division Commander designated as their supervisor, directed to do so by the SWAT Team Commander / Leader during tactical operations or at the direction of a patrol supervisor while participating in a ride-a-long / ride-out.

02.508 TOMS OFFICER UNIFORMS AND EQUIPMENT

A. Uniforms

1. The Department shall provide the TOMS Officer with a set of tactical uniforms and uniform accessories (i.e. shoulder patches, uniform belt, and name tag). The uniforms may be similar in color and design as those worn by regular full-time tactical team members.
 - a. All shoulder or other patches / insignia worn by the TOMS Officer for identification purposes shall be distinct and clearly identify the TOMS Officer as medical personnel.
 - b. The TOMS Officer may be provided a uniform allowance to ensure general upkeep of issued uniforms in accordance with [City of Tyler Cod of Ordinance: Section 3-78\(a\)](#).

B. Equipment

1. The Department shall provide the TOMS Officer with a full set of high-threat body armor that is similar in color and design as armor worn by regular full-time tactical team members.
 - a. The chest and back areas of the armor shall have patches / insignia attached that can be plainly seen and clearly identify the TOMS Officer as medical personnel. The patches / insignia are to be similar or the same as those placed on the TOMS Officer uniform.
2. The Department shall supply the TOMS Officer with a tactical helmet similar in design as those worn by regular full-time tactical team members, but different in color to aid in visually differentiating the TOMS Officer from other tactical team personnel.
3. In addition, the Department shall provide the TOMS Officer with an under-the-shirt ballistic vest to be worn while participating in patrol ride-a-longs / ride-outs.
4. All medical and other non-medical equipment utilized by the TOMS Officer (e.g. handheld radios, holsters, etc.) shall be supplied by the TOMS Officer or an outside organization.

02.509 LEAVE OF ABSENCE

- A. The Asst. Chief / Division Commander designated to supervise the TOMS Officer may granted any leave of absence to a TOMS Officer.
1. A leave of absence may be granted when the TOMS Officer is required to be out of town for an extended period of time or when circumstances are such that the TOMS Officer is severely limited in time, due to unforeseen circumstances.
 2. The maximum length of a leave of absence shall be six (6) months. If necessary, a TOMS Officer may request an extension for no more than an additional six (6) months.
 - a. Any leave of absence in excess of one (1) year may require the TOMS Officer to be suspended or removed from service. Should the TOMS

Officer be permitted to return, a re-evaluation will determine if any remedial training is required.

3. A TOMS Officer shall not miss more than 20 hours in a bi-monthly period or 40 hours in a given calendar year, without a valid excuse approved by the Asst. Chief / Division Commander designated as the TOMS Officer supervisor.
 - a. Failure to meet attendance / hourly requirements may result in the TOMS Officer being suspended or removal from service.

02.510 COMPENSATION AND COVERAGE FOR SWORN / RESERVE TOMS OFFICER

[CALEA Standard: 16.1.7]

- A. The TOMS Officer shall serve without compensation.
- B. The TOMS Officer shall be provided with public liability protection through the City of Tyler. The protection, as established by [City of Tyler Code of Ordinance: Section 3-78\(b\)](#), will be equal to that of full-time regular sworn employees who sustain injuries arising out of duties they performed as a sworn employee.
 1. As set forth in City of Tyler Code of Ordinance: Section 3-78(b), the TOMS Officer may be provided with worker compensation benefits from the City if they sustain an injury while performing their official duties in the same manner as provided for other City volunteers.
- C. The TOMS Officer shall be entitled to indemnification / bonding by the City of Tyler the same as all full-time regular city employees as established by [City of Tyler Code of Ordinance: Section 2-62\(a-g\)](#).
- D. The TOMS Officer(s) shall be eligible for death benefits as set forth in the [Texas Government Code: Chapter 615](#) and City of Tyler Code of Ordinance: Section 3-78(b).
- E. The TOMS Officer is not eligible to participation in any pension fund.

Approved: 04-22-2019


Jimmy Toler
Chief of Police