

AUXILIARY POLICE AND PART TIME LAW ENFORCEMENT OFFICER

1. Purpose

The Department of Criminal Justice Services provides this document to define the training requirements for part-time and auxiliary police officers in the Commonwealth of Virginia.

2. Introduction

Localities having a police department which complies with the Code of Virginia and who are receiving funds commonly referred to as “599 funds” must acknowledge that law-enforcement personnel employed as full-time, part-time or auxiliary officers by the locality have met the training requirements promulgated by the Criminal Justice Services Board. Sections [§ 9.1-114](#) and [§15.2-1731](#) of the Code of Virginia identify those police officers who must comply with some form of training promulgated by the Criminal Justice Services Board including compensated full time and part-time officers as well as non-compensated auxiliary police officers. (See Chapter 1 –Code Authority)

3. Training, Records Maintenance, and Reporting Requirements for Part-Time Officers

A. All part-time officers working eighty one (81) or more compensated hours a year must comply with all entry level law-enforcement training requirements.

Each agency administrator shall report the appointment of all those officers working eight-one (81) or more compensated hours on a [Form 21](#) as provided by the Department of Criminal Justice Services within ten (10) days of appointment.

B. Part-time officers working eighty (80) or fewer compensated hours a year must comply with the entry level law-enforcement firearms training requirements and receive on-going in-service firearms training if a firearm is carried in the performance of duty. It is the responsibility of the appointing law-enforcement agency to maintain the firearms training records of those officers who are required to comply with basic firearms training and on-going in- service firearms training.

4. Establishment of Auxiliary Police Forces [§ 15.2-1731](#)

Legislation passed by the 2012 General Assembly and approved by the Governor amending [§9.1-102](#) required DCJS to “Establish compulsory minimum training standards for all auxiliary police officers employed by or in any local or state government agency”. DCJS recognizes the important role auxiliary officers play in providing a safe community as well as the commitment and dedication these officers demonstrate on a daily basis. The training standards for auxiliary police officers are graduated and based upon their level of responsibility as identified by the Auxiliary Police Task Force.

A. Each member of the Auxiliary Police shall be governed by the policies and procedures of the Department.

- B. The Auxiliary Police officer may have law-enforcement powers equivalent to those of paid officers. Membership in the Auxiliary Police will be open to all individuals who meet the same minimum qualifications as full-time officers under [§15.2-1705](#). There shall be no discrimination based on race, color, creed, national origin, age, sex, or religious affiliation in selection or assignment of Auxiliary Police officers.
- C. The responsibility and liability for the Auxiliary Police program in its entirety is the responsibility of the compensated Chief of Police ([§9.1-115](#)).

5. Levels of Auxiliary Police Officers

There are three levels for Auxiliary Police Officers recognized by the Department of Criminal Justice Services (DCJS).

Level One: Certified police officer who has met all training requirements required of full time officers ([6VAC20-20-21](#) and [§15.2-1706](#)) and in accordance with the attached matrix.

Level Two: Sworn officer with limited duties, may be armed with firearm(s) and has met all training requirements in accordance with the attached matrix. Level Two Auxiliary Officers shall not be permitted to carry or use a firearm while serving as an auxiliary police officer unless such officer has met the firearms training requirements established in accordance with in-service training standards for law-enforcement officers as prescribed by the Criminal Justice Services Board.

Level Three: Sworn officer with limited duties, may be armed with less-than-lethal weapon(s) and has met all training requirements in accordance with the attached matrix. Auxiliary Officers of this level are *strictly prohibited* from carrying a firearm, whether department or personally owned, while serving as an auxiliary police officer.

6. Training, Records Maintenance, and Reporting Requirements for Auxiliary Officers

A. Employment Records

The agency employing auxiliary police officers is required within 10 working days of employment to notify the Department of Criminal Justice Services (DCJS) by the submission of DCJS [Form 21](#). Agencies are also required to notify the Department of Criminal Justice Services within 10 working days if the auxiliary officer has a status change by the submission of DCJS [Form 31](#).

B. Level One Initial Training

Must complete all mandated training ([6VAC20-20-21](#)) the same as full time officers, successfully pass the law enforcement state certification exam and complete a minimum of 100 hours of field training ([Field Training/On-the-Job Training Completion Form](#)) within one year of initial employment. All documentation must be submitted to DCJS the same as

full time officers. All training must be conducted at a certified academy or a DCJS approved satellite facility

C. Level One In-Service Requirements

Level One auxiliary police officers, must complete 34 hours of career development, 2 hours of cultural diversity and 4 hours legal prior to December 31st every two years from initial certification. In-service training must be completed at a certified academy or a DCJS approved satellite facility. Documentation of completion must be reported to DCJS the same as full time officers.

D. Level Two and Level Three Initial Training

Level Two and Level Three auxiliary police officers are required to meet all applicable performance outcomes listed in the Auxiliary Police Training Matrix (See Below) within one year of initial employment. There are no minimum hours required for completion for each performance category and previous training can be used after verification from the chief of police or agency administrator. The training must be instructed at a certified academy, DCJS approved satellite facility or in-house within their individual agency. The chief of police providing in-house auxiliary training may decide not to train his officers on an objective if such training does not apply to the officer's assigned duties. Levels Two and Three trained by their employing agency cannot use such training as credit toward Level One certification. Levels Two and Three trained by a certified academy or a DCJS approved satellite facility can apply for such credit. Levels Two and Three trained by their employing agency cannot transfer the in-house training to any other another agency. It is the responsibility of the compensated chief of police to affirm the auxiliary police officer has met the requirements for Level Two or Level Three and forward documentation to DCJS on DCJS [Form A-41](#). DCJS Forms A-2 (Level Two auxiliary police officers) and A-3 (Level Three auxiliary police officers) are for In-house documentation by the employing agency and must remain on file with the agency and is subject to DCJS inspection.

E. Level Two and Level Three Field Training Requirements

Level Two and Level Three auxiliary police officers are required to complete field training within one year of initial employment before they can be designated as a Level Two or Level Three auxiliary police officer. There are no minimum hours required for these levels, see attached matrix for applicable categories. All documentation of such agency training must remain on file with the agency and is subject to DCJS inspection. It is the responsibility of the compensated chief of police to affirm the auxiliary police officer has met the field training requirements for Level Two or Level Three and forward documentation to DCJS on the [Field Training/On-the-Job Training Completion Form](#).

F. Level Two and Level Three In-Service Requirements:

Level Two and Level Three auxiliary police officers, must complete 8 hours of career development, 2 hours of cultural diversity and 4 hours legal prior to December 31st every

two years from initial designation as a Level Two or Level Three. In-service training must be completed at a certified academy, DCJS approved satellite facility or in-house. All documentation of such agency training must remain on file with the agency and is subject to DCJS inspection. It is the responsibility of the compensated chief of police to affirm the auxiliary police officer has met the In-Service requirements for Level Two or Level Three and forward documentation to DCJS on DCJS Form [A-41](#).

G. Firearms Annual Training:

Level One and Level Two auxiliary police officers required to carry a firearm in the performance of their duties shall qualify annually using the applicable firearms course approved by the Committee on Training of the board. Annual range qualification shall include a review of issues/policy relating to weapons safety, nomenclature, maintenance and use of force. With prior approval of the director, a reasonable modification of the firearms course may be approved to accommodate qualification on indoor ranges. No minimum number of hours is required ([6VAC20-30-80](#)). All documentation of such agency training must remain on file with the agency and is subject to DCJS inspection.

H. Use of Force Regulations:

Each auxiliary police officer whether armed or unarmed must receive annual refresher training on the agency lethal/less-than lethal use of force policy (s). All documentation of such training must remain on file with the agency and is subject to DCJS inspection.



AUXILIARY POLICE OFFICER TRAINING REQUIREMENTS

Level of Auxiliary Police Officer Responsibility	Professional	Legal Issues	Communication	Patrol	Investigations	Defensive Tactics - Use of Force	Weapons Use	Driver Training	Physical Training	Field Training	Timeline	Training Location
Level 1 Capable of all normal duties (certified)	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Optional	Meet all objectives	12 months**	Academy or DCJS-approved satellite facility
Level 2 Limited duties; sworn, armed with firearm	Meet all objectives	Meet all objectives	Meet all objectives	Meet all Objectives EXCEPT 4.16, 4.24, 4.30, 4.31, 4.32 and 4.53	Meet all Objectives EXCEPT 5.6, 5.7, 5.8, 5.13, 5.14, 5.15 and 5.16	Meet all objectives	Meet all objectives	Yes, if applicable	Optional	Complete to level of responsibility	12 months**	Academy, DCJS-approved satellite facility, or in-house
Level 3 Limited duties; sworn, armed with less-than-lethal weapons only	Meet all objectives	Meet objectives: 2.1, 2.6, 2.14, 2.22, 2.25, 2.27, 2.30, 2.36, 2.38, and 2.41-2.46	Meet objectives: 3.1-3.11, 3.13 and 3.14	Meet objectives: 4.42, 4.43, 4.44, 4.52, 4.54 and 4.56	N/A	Meet objectives: 6.5, 6.8, 6.10-6.14, 6.16, 6.17 and 6.18	N/A	Yes, if applicable	Optional	Complete to level of responsibility	12 months**	Academy, DCJS-approved satellite facility, or in-house

Objectives are the compulsory minimum training requirements for entry level law enforcement officers.

* Driver training is optional if the duties of the auxiliary officer do not require operation of a law enforcement vehicle

** [§15.2-1731](#) – Any such officer shall have one (1) year following the approval by the Board to comply with the compulsory minimum training standard.