

Fairfax County Auxiliary Police Unit Frequently Asked Questions



1. I have an Initial Screening Guide.
 - a. If interested in applying to become an Auxiliary Police Officer, then complete the Initial Screening Guide and send to:

Fairfax County Police Department
PSHQ Building, 8th Floor (APO)
Attn: 2Lt Marques Lowery
12099 Government Center Parkway
Fairfax, VA 22035
2. I am interested in applying to become an Auxiliary Police Officer.
 - a. If the Initial Screening Guide is not attached to these FAQs, send an email to AuxiliaryPolice@FairfaxCounty.gov and request an Initial Screening Guide.
3. I have sent in the Initial Screening Guide. What happens next?
 - a. If information on the Initial Screening Guide meets criteria, you will receive an email with attached documents to complete. The completed documents and requested copies of certain documents constitute the Auxiliary Police Officer Application. Send to the address in #1 above.
 - i. The Personal History Statement may appear arduous, but job history and residence addresses need only go back 10 years. Don't omit anything; if you can't recall details then indicate that.
 - b. The Medical Forms are to be taken to your personal doctor to complete and then you send them to the address in #1 above.
4. My Application Package has been completed and returned. What's next?
 - a. Your application package will be reviewed and, if complete, it will be taken to the Police Polygraph Section who will contact you for an appointment to come to Police Headquarters (address in #1 above) to take a polygraph exam. The Police Polygraph Examiners are highly trained and highly professional.

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5. My Polygraph has been completed. What's next?
 - a. If successful, your application package moves to Police Personnel where a detective will be assigned to check your background. That detective will contact you for an interview and may ask for additional documents.
6. How do I know all this is happening?
 - a. You will receive emails informing you that your application is making progress.
7. Had a nice chat with the Detective. What's next?
 - a. The Personnel Chief reviews your entire application package and determines if you will be admitted to the next Auxiliary Police Academy. You will be notified of your success and given the details of the next Academy class.
8. So, what is the time commitment for the Academy, so I know how to plan?
 - a. The Auxiliary Police Academy class meets Tuesday and Thursday evenings from 6p to 10p. Classes are taught by our full time Police Officer instructors. The Academy runs approximately 4 months and includes a few Saturdays to cover a visit to the County jail facility, driver training at the Police track in actual cruisers, shotgun training at the Police Firing Range, and on-the-street traffic control, to name a few.
 - b. Attendance at every class is essential. Make-up classes aren't possible but if you must miss a class then coordinate that with the Auxiliary Officer who is the liaison for the class.
 - c. The Fairfax County Criminal Justice Academy is located at 14601 Lee Rd, Chantilly, VA 20151. Between Rt 50 and Willard Rd.
9. Ok, the Auxiliary Police Academy takes about 4 months, what do we do and learn?
 - a. While being in good physical condition is a good idea, Auxiliaries are not required to climb a rope or run an obstacle course, so the class is not as physically demanding as it is for the regular, paid police recruits and your safety is paramount.
 - b. The classes are a mix of classroom time and activity in the gym. Classes include legal; learning about our computer based report system; certification on NCIC/VCIN (criminal information network);

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use of the radio; court procedures; crime scene support; domestic violence, civil disputes; narcotics; use of the cruiser computer; bloodborne pathogen; cultural diversity; parking enforcement; Dept General Orders.

- c. In the gym there will be defensive tactics; handcuffing; TASER certification; scenario exercises; pepper spray use and certification; First Aid, CPR, AED certifications. To name a few.

10. What happens after successfully completing the Academy Class?

- a. There will be a graduation ceremony where you take the Oath of Office and are sworn in as an Auxiliary Police Officer and are given your badge. Family members are invited to attend, and Police Department Senior Staff join in to congratulate you.

11. Now I have a badge, do I go out on the street?

- a. No, not quite yet. The next part of your training begins. During the Academy you express your preferences for a Station assignment. There are 8 District Stations in Fairfax County and assignment is based on current Auxiliary manning levels at a station and the driving distance from your residence.
- b. You now begin Field Training at your assigned Station with a certified Field Training Instructor. You go out on the street with your Instructor and demonstrate your ability to do things like drive a cruiser; work with Dispatch on the computer; write reports; write tickets; and you'll take a tour at the Dispatch Center, Animal Control, and Detective squad. Generally, you are in a training status and learning what to do under the watchful eye of your Instructor. It's a learning environment and learning from mistakes is expected. Did I mention you'll be writing reports?

12. What is the schedule for Field Training hours?

- a. Your Instructor is a full-time officer assigned to a specific squad and works a specific rotation. When your Instructor is on duty and you are available, then you can ride along and learn. This is something you schedule with your Instructor.
- b. For example: Evenings shift has roll call at 1330 and works to 0100. Your Instructor's rotation is to work every other Friday, Saturday, and Sunday. If you have a full-time job, you do not need to work the

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entire shift, especially if on a Sunday and you work on Mondays. In other words, it's flexible but the constraint is that you must complete a minimum of 100 hours of Field Training in under one year from the date you began the Academy.

13. Ok, got 100 or more training hours and it's less than one year from Academy start and my Instructor says my training is complete. What happens now?

- a. Your training record is reviewed for successful completion. When approved, you are "cut loose" and can participate in support for community events and you can ride solo patrol. You will have seasoned Auxiliaries at your Station to help you along the way. They are your brothers and sisters as well as the rest of the Police Force.

14. Ok, I've been "cut loose" what are the time requirements?

- a. The yearly requirement is 288 hours with a nominal 24 hours average per month. Most Auxiliaries have very little trouble meeting this and usually far exceed it.

15. How are these hours recorded?

- a. We use an online Volunteer Management System (VMS). Hours are recorded in the categories of Patrol, Administration, Special Events, and Training. Auxiliaries are expected to participate in all four categories. As an option, you can also record mileage to and from the volunteer location for income tax purposes.
- b. Use the link below to select the Auxiliary Police opportunity and establish your account in VMS.

16. What about ongoing training?

- a. Every three years Auxiliaries must recertify on TASER. Every two years Auxiliaries must recertify on First Aid/CPR/AED, Virginia Criminal Information Network (VCIN), Oleoresin Capsicum (OC) Spray, and use of the Tactical Emergency Casualty Care (TECC) Kit and receive yearly training on the use of the shotgun and Pepperball gun.
- b. In addition, every two years Auxiliaries must complete 4 hours of legal training, 8 hours of career development, and 2 hours of cultural diversity. These are a mix of online and classroom training.

17. I understand this is volunteer work, but is there any form of compensation?

- a. Yes. If an Auxiliary completes 144 hours at the end of June, then \$200 is given for clothing maintenance. Also, for those Auxiliaries

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that live in Fairfax County, and complete the minimum of 288 hours in the prior year, the County Personal Property (Car) Tax is waived for one vehicle registered in your name.

- b. Under no circumstances shall an Auxiliary receive compensation for performing duties.

18. What are the risks and dangers that I might get into?

- a. Well, no doubt about it, police work is dangerous. However, the role of Auxiliaries is to support the paid police officers and back them up. Auxiliaries may respond to events defined as "low risk activity" where there is a low probability of serious injury or death. Low risk activities include but are not limited to:

- i. Traffic direction/control
- ii. Pedestrian control
- iii. Traffic hazards
- iv. Abandoned vehicles
- v. Parking complaints
- vi. Lost/found property cases
- vii. Disabled vehicles
- viii. Support of patrol and specialty unit operations in a logistical capacity
- ix. Fingerprinting, in conjunction with public identification programs
- x. Child seat inspections
- xi. Seatbelt convincer events
- xii. DWI Checkpoints
- xiii. Academy role playing

19. What about uniforms, equipment, and other stuff?

- a. During the Academy, you'll be issued a cadet style uniform, a duty belt, traffic vest, radio, handcuffs, baton, flashlight, patrol bag, coat, and other associated equipment. Just before graduation, you turn in the cadet uniform and are issued the Auxiliary uniform shirts, pants, coats, hats, ballistic vest, etc. You will need to purchase things like boots, socks, garrison belt and optional equipment that you might prefer.

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20. I've heard that Fairfax County Auxiliary Police Officers do not carry a sidearm. Is this true?

- a. It is Department policy that Auxiliaries do not carry a sidearm while on duty. You will be trained on the use of the shotgun and one is available in the cruiser. Deploying the shotgun is only under exigent circumstances, extremely rare, and you must be able to articulate your actions. Every use of force in the Department is closely examined.
- b. When off duty, an Auxiliary is a **private citizen** and may carry a concealed firearm if you have a Concealed Carry Permit. You can carry openly without a permit as allowed by Virginia. You are subject to the carry restrictions as any private citizen and **may not** show your Police Badge while armed.

21. So, no sidearm. What is available for an Auxiliary in terms of use of force?

- a. An Auxiliary carries OC spray (pepper spray), a collapsible baton, and a TASER and an entire Police Force at your side.

22. What if I have a background or a special interest that has application to the Police Force, can I pursue that?

- a. It's certainly possible but, like many things, it depends. There are many specialized areas in the Department where Auxiliaries can be used and some areas where it isn't practical due to training or risk.

23. What if I get injured while on duty?

- a. If needed, Emergency Medical Technicians will treat your injury on scene.
- b. All injuries must be reported to the on-duty supervisors and the Auxiliary Coordinator.
- c. Auxiliaries are not covered under the Virginia Workers' Compensation Act but are covered under a group accident policy administered by a private agency.

24. What about awards and recognition for good performance? Can I get a piece of lumber to put on my wall?

- a. Auxiliaries are certainly eligible for Department and community awards. Do good and get recognized.

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- b. As hours are accumulated, Auxiliaries receive a certificate and pin to wear on the uniform for reaching 1,000; 2,500; 5,000; 7,500 hours. At 10,000 hours Auxiliaries receive a Lifetime Achievement Plaque.
25. Are there any other "goals" to work toward?
- a. Yes, upon completion of 2,880 hours (equivalent of 288 hours per year for 10 years) an Auxiliary, in good standing, may choose to leave the program and receive a certificate and shadow box.
 - b. Upon completion of 4,320 hours (equivalent of 288 hours per year for 15 years) an Auxiliary, in good standing, may choose to retire from the program and receive a certificate, a shadow box and a Police retirement badge and retirement credentials.
 - c. To be clear, these goals are reached through the accumulation of hours regardless of the number of years in the program.
26. I'm an Auxiliary and life has gotten overwhelming or my day job is sending me on travel for 6 months? Can I remain an Auxiliary?
- a. There is a provision for a Leave of Absence. You must be in good standing and you can request up to a year leave of absence.
27. Ok, so I've been an Auxiliary for a while, and I would like to become a paid officer. Can I just cross over?
- a. Unfortunately, no. There is no method to laterally transfer. You must begin the application process again and meet the requirements for a paid position and complete the Academy for paid recruits.
 - b. While an Auxiliary may be employed by the Fairfax County Government, it is not permitted to work as a civilian in the Fairfax County Police Department.
28. Does everyone who applies to be an Auxiliary get admitted to the program?
- a. No. The same standards to be a paid police officer apply to Auxiliaries and applicants may be rejected for a variety of reasons.
29. Wow! Believe it or not, I still have questions. Who can I contact for more information?
- a. Contact the County Lead Auxiliary, Bill Selah at William.Selah@FairfaxCounty.gov; (703) 246-3337 or the Department Volunteer Coordinator, 2Lt Marques Lowery at Marques.Lowery@FairfaxCounty.gov

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**FAIRFAX COUNTY POLICE DEPARTMENT
APPLICANT INITIAL SCREENING GUIDE
AUXILIARY POLICE OFFICER**

NAME: _____
(Last, First MI)

RACE/GENDER: _____ / _____ DOB: _____ AGE: _____

ADDRESS: _____
(Street Address) (City) (State) (Zip Code)

TELEPHONE: HOME: () _____ WORK: () _____ CELL () _____

DRIVER'S LICENSE NO.: _____ STATE: _____

POSITION APPLIED FOR: ☐ Auxiliary Police Officer. EMAIL ADDRESS: _____

Where did you hear about FCPD Auxiliary Police?: _____

TO APPLICANT: The purpose of this screening is to determine if you meet the minimum standards established by our Department. You must be truthful. False, misleading or incomplete responses will disqualify you from further consideration.

CURRENT EMPLOYER: _____

Have you applied to FCPD before? NO ☐ ; If YES, when: _____

Have you applied with any other law enforcement agencies?NO ☐
If YES, list agencies on page 4.

The applicant process includes a polygraph examination.

Have you ever taken a polygraph examination before? NO ☐ ; If yes, when and where: _____

Are you a United States citizen?.....YES ☐ NO ☐

If NO: Have you applied for naturalization?YES ☐ NO ☐

Do you have a High School Diploma or G.E.D.?..... YES ☐ NO ☐

Do you have a College/University Degree?..... YES ☐ NO ☐

If YES type : ☐ AA (2 years) ☐ BA/BS (4 years) MAJOR: _____

Have you ever served in the military?..... YES ☐ NO ☐

If YES: Highest Rank: _____ Years of service: _____ Branch: _____

Discharge Type: ☐ Honorable ☐ General ☐ Dishonorable ETS: _____

Any Court Martial/ Article 15 proceedings?YES ☐ NO ☐

Any other disciplinary proceedings? YES ☐ NO ☐

If YES, list on page 4

Do you have any previous law enforcement experience? YES ☐ NO ☐

If YES, list on page 4

Any disciplinary actions; I.A. investigations, excessive force, etc.?YES ☐ NO ☐

If YES, list on page 4

Do you speak or write in a language(s) other than English?..... YES ☐ NO ☐

If YES, list language(s) and note ability level (1-10, 10=interpreter)_____

Have you ever been licensed to drive in another state? NO ☐ If YES, where? _____

Has your license or privilege to drive ever been suspended, revoked or restricted?.....NO ☐

If YES, explain:_____

How many traffic summonses/ tickets/ charges have you ever received? (Include moving/ accident/ traffic charges, omit parking tickets).....[total] _____

How many traffic summons/ tickets/ charges in the last year? [12 months] _____

List All Traffic Charges

Date	Location	Charge	Disposition

Have you ever been charged with, or convicted of the following: Date/Location/Disposition?

Reckless Driving or Improper Driving?.....NO / YES - _____

Driving Under the Influence?.....NO / YES - _____

Leaving scene of an accident (hit & run)?.....NO / YES - _____

Driving on Suspended/Revoked Driver's License or CDL?.....NO / YES - _____

Have you ever been arrested or investigated for elder abuse, child abuse, any domestic violence related incidents or for violating a civil protective order? No ☐ ; **If YES, explain in detail:**

Have you ever been charged with any criminal offense as a juvenile or adult, regardless of the disposition? NO ☐

If YES, list charges/convictions: _____

Have you ever been sued, or brought suit against another party, in any type of civil action (bankruptcy, judgements), or currently have any financial account in collection?

NO ☐: **If YES, explain:**

Please answer YES or NO to the following questions:

Have you at any time in the past illegally used, possessed or sold any of the following drugs?

	<u>NO</u>	<u>YES</u>			
		USED	POSSESSED	SOLD	LAST TIME (month/year)
Marijuana/Hashish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cocaine/Crack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hallucinogen (such as...LSD, PCP, Mushrooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Amphetamines/Barbiturates (such as...Speed, Crystal Meth)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Anabolic Steroids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Inhalants (such as...Whippits, Glue, Aerosols)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Synthetic/ Designer/ Club Drugs (such as.. Ecstasy, Ice, Fantasy, Roofies, Rohypnol, GHB, GBH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Opiates (such as...Heroin, Opium)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Prescription drugs not prescribed to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other drugs: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

APPLICANT SHALL RESPOND TO ITEMS NUMBERED 1 AND 2:

1. Incumbents shall not use any tobacco products on and off duty starting at the time of appointment. The incumbent must be willing to sign a Condition of Employment Agreement acknowledging the prohibition of the use of tobacco products both on and off duty.

Do you use any tobacco products?.....NO; YES: ☐cigarettes ☐ cigars ☐pipe ☐chew ☐snuff

2. This agency has a policy that all employees are subject to random illegal drug use screening. If you are offered employment with this agency, do you now understand that you will be subject to random illegal drug use screening. Check here that you understand the policy on screening for illegal drug use. ☐

ALL INFORMATION GIVEN ON THIS STATEMENT WILL BE INVESTIGATED, AND ANY INACCURATE, UNTRUTHFUL, OR MISLEADING ANSWER(S) WILL BE CAUSE FOR DISQUALIFICATION.

YOUR SIGNATURE BELOW ACKNOWLEDGES THAT YOU UNDERSTAND THE ABOVE STATEMENT AND THE INFORMATION YOU SUPPLIED IS ACCURATE AND COMPLETE TO THE BEST OF YOUR KNOWLEDGE.

Applicant's Signature: _____

Date: _____

Comments and Supplemental Information

1. OTHER LAW ENFORCEMENT APPLICATIONS: _____

2. PREVIOUS LAW ENFORCEMENT EXPERIENCE: _____

3. DISCIPLINARY ACTIONS/ IA INVESTIGATIONS, (IE: EXCESSIVE FORCE, ETC.): _____

4. MILITARY DISCIPLINE: _____

5. COMMENTS AND ADDITIONAL INFORMATION: _____
