


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT AUXILIARY	POLICY NUMBER 18.02
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18.02.01 PURPOSE

To describe the duties and functions of the Florida Highway Patrol Auxiliary (FHPA) and to outline the policies, procedures and responsibilities of the Auxiliary.

18.02.02 POLICY

It is the policy of the Florida Highway Patrol to provide guidance to members of the Florida Highway Patrol Auxiliary through various policies, procedures and regulations that have been established to direct members in the performance of their non-sworn and sworn duties and responsibilities.

18.02.03 DEFINITIONS

- A. **LEVELS** – As it relates to this policy, “Levels” encompass part of the tiered system available for volunteers who wish to participate in the Florida Highway Patrol Auxiliary. There are currently four levels within the FHPA with varying duties, responsibilities, requirements and authority assigned to each.
- B. **LIMITED SCOPE PATROL** – Limited Scope Patrol (LSP) is limited to activity pertaining to the “Motorist Assistance Program” performed while in the FHP vehicle.

18.02.04 OBJECTIVES

- A. To make understood that members of the Auxiliary are not commissioned with sworn officer status.
- B. To describe the duties of members of the Auxiliary.
- C. To ensure that Auxiliary members are trained in the duties which they are expected to perform.
- D. To provide for bonding and/or public liability protection, for Auxiliary officers that is equal to full-time members.
- E. To ensure that uniforms of Auxiliary members are clearly distinguishable from those of full-time members.

18.02.05 PROCEDURES

- A. Duties of the Auxiliary shall be limited to assisting the Florida Highway Patrol in the performance of its regularly constituted duties, as specified in Section 321.24(4), Florida Statutes.
- B. Auxiliary members are not commissioned with sworn officer status and do not have the same authority of a full-time member.
- C. Auxiliary members must satisfactorily complete the training required by the Criminal Justice Standards and Training Commission and the Division of Florida Highway Patrol.
- D. Auxiliary members must complete 40 hours of mandatory retraining every four years.
- E. Auxiliary members shall wear uniforms that are clearly distinguishable from full-time sworn members.
- F. Auxiliary members shall be provided the same bonding and/or public liability protection as is equal to full-time officers.
- G. Auxiliary members may be authorized to make arrests upon completion of approved training and authorization by the Florida Highway Patrol Troop Commander. The Auxiliary member must be under the direct supervision of a Florida Highway Patrol trooper who is either physically present on the scene, or who is in contact by radio and, when practicable, has authorized the arrest. Auxiliary members who have not completed the aforementioned training are not authorized to make arrests.
- H. Auxiliary members performing limited scope patrol shall be under the supervision of a Florida Highway Patrol trooper as described in item "G" above.
- I. Auxiliary members do not have, nor can they attain career service status.
- J. Auxiliary members serve at the pleasure of the Director and may be separated from the Auxiliary without cause.
- K. Auxiliary members are to complete a monthly report of daily activity utilizing the FHP Weekly Report of Daily Activity report form (HSMV 62001).
 - 1. A copy of the monthly report will be forwarded to the State Auxiliary/Reserve coordinator by the 10th of each month.
 - 2. A monthly report of daily activity **must** be completed regardless of whether or not any auxiliary duties were performed
- L. Levels/Duties of the Florida Highway Patrol Auxiliary
 - 1. Level 1 – Civilian Volunteer (Non-Sworn Volunteer)
 - a. Volunteers do not carry firearms.

- b. Volunteers do not wear a law enforcement uniform (Volunteers may be given a polo shirt with the word "Volunteer" inscribed on it.)
 - c. Volunteers will be issued a civilian I.D. card.
 - d. Volunteers are required to train in limited areas, which impact and affect their ability to serve.
 - e. Volunteers shall complete a State of Florida application (will mark "Volunteer" on position desired.)
 - f. Volunteers shall pass a criminal background check through NCIC/FCIC system.
 - g. Volunteers shall be fingerprinted.
 - h. Volunteers shall be of good moral character.
 - i. Duties/Responsibilities:
 - 1) Assist at FHP Stations answering telephones, assisting clerks, assisting in duties as outlined by the District Commander or their designee.
 - 2) Assisting in Auxiliary administrative duties as requested by the District Auxiliary Major and/or Captain.
 - 3) Work in the Regional Communications Centers (with proper training and certification, as required.)
2. Level 2 – Basic Auxiliary Officer (Traditional Auxiliary Trooper)
- a. Must obtain CJSTC Basic Auxiliary Certification.
 - b. Must serve at least 8 hours per month performing Auxiliary related activities.
 - c. Must maintain mandatory retraining in accordance with FHP Policy and CJSTC standards.
 - d. Duties/Responsibilities:
 - 1) Ride along with Troopers
 - 2) Assist with other FHP/FHPA related activities and duties, such as traffic control during special events and after a critical incident.
3. Level 3 – Limited Scope Patrol Auxiliary Officer

- a. Must possess CJSTC Basic Auxiliary Certification.
 - b. Must meet the following eligibility standards:
 - 1) Possess at least 12 months with the FHPA in a Level 2 capacity.
 - 2) Possess at least 250 hours of patrol related duties.
 - 3) Complete an approved Limited Scope Patrol (LSP) instructional and Field Training Officer (FTO) program.
 - c. Duties/Responsibilities:
 - 1) Patrol assigned zone for disabled motorists.
 - 2) Assist Troopers at crash investigation/other scenes.
 - 3) Perform other non-law enforcement duties as assigned by a supervisor. (FHP or FHPA). One example of the duties performed is assisting with FHPA applicant background investigations.
4. Level 4 – Selective Traffic Officer
- a. Must possess CJSTC Basic Auxiliary certification.
 - b. Must meet all eligibility standards as a Limited Scope Patrol (LSP) Officer.
 - c. Must be approved by the Troop Commander via the chain of command (FHP and FHPA)
 - d. Must complete all Department mandated training.
 - e. Complete an FTO program (160 hours) within five months of approval. (Unless an extension is granted by the Troop Commander in conjunction with the Statewide Florida Highway Patrol Auxiliary Coordinator.)
 - f. Duties/Responsibilities:
 - 1) Investigate traffic crashes not involving criminal charges.
 - 2) Issue traffic citations at traffic crashes.
 - 3) Perform Limited Scope Patrol duties
 - 4) Attend official court proceedings, as required.