

November 1, 1985

**DIRECTIVE No. 98**

**TO :** Regional, County and Municipal  
Emergency Management Coordinators

**FROM:** Colonel Clinton L. Pagano, Superintendent  
State Director of Emergency Management

**SUBJECT:** Auxiliary Police On-the-Job Training

1. Authority and Purpose

- 1.1 In accordance with Title 58, Appendix A:9-45, New Jersey Statutes Annotated, and a proclamation by Governor Robert B. Meyner, dated September 23, 1954, the Director of the State Office of Emergency Management is empowered to promulgate "time limits and rules and regulations" regarding the training of Auxiliary Police.
- 1.2 The purpose of this directive is to implement and provide regulations for a mandatory auxiliary police on-the-job training program, consisting of at least eight hours of training each month. Participation in this program by all auxiliary police officers is intended to insure every officer is adequately equipped to assist and supplement the regular police department in the event of an emergency.

2. General Provisions

- 2.1 During on-the-job training, auxiliary police officers shall be under the direction of the Chief of Police of their municipality. They shall be subject to the rules, regulations and disciplinary requirements of the municipal police department.
- 2.2 The extent of police authority and the arming of auxiliary police with weapons during periods of training shall be determined by the governing body of the municipality, subject to the approval of the Chief of Police.
- 2.3 Training must be bona fide and shall not be abused as to extent. Auxiliary police officers shall not be used as a substitute for regular or special police officers; scheduling or extending a period of training to accomplish such a result is unlawful.

## DIRECTIVE NO. 98 - CONTINUED

- 2.4 Compliance with the requirements of this directive shall be the responsibility of the Chief of Police or his designee.
  - 2.5 A municipality may be subject to liability for damages in an action founded upon its negligence in not adequately training an auxiliary police officer.
3. Training Regulations and Requirements
- 3.1 Due to the unique geographic, demographic and socioeconomic makeup of each municipality within the State of New Jersey, the content of on-the-job training programs for auxiliary police will be the responsibility of the Chief of Police of each municipality. A vulnerability study shall be conducted by the Emergency Management Coordinator with input from the local defense council, to assist the Chief of Police in determining the type and extent of training which would be most effective for the community. In any event at least eight hours of on-the-job training will be offered. (See Appendix I for instructions on conducting a vulnerability study.)
  - 3.2 Every auxiliary police officer will participate in a minimum of (8) eight hours of on-the-job training per month. It is recommended that a two hour supplemental classroom training session be included as part of the minimum monthly training hours. (See Appendix I for suggested topics and activities for on-the-job training.)
  - 3.3 Annually, the Chief of police shall submit to the Director of the Office of Emergency Management the names and addresses of current auxiliary police members and an outline of the proposed training program for these officers. The proposed training program shall be broken down into four three-month quarters. (See Appendix I for an example of a program.)
  - 3.4 At the completion of each quarter of training, the Chief of Police or his designee shall compile a report indicating the length and nature of the training actually conducted and a list of auxiliary police officers who successfully completed the program. Those members who did not participate or meet minimum requirements will also be listed. The report shall be submitted through the local Emergency Management Coordinator, to the State Director of the Office of Emergency Management.
  - 3.5 An auxiliary police officer who does not successfully meet minimum training requirements at the completion of a three-month period shall be advised and given an opportunity to makeup the training during the next three-month period. If the officer does not make significant progress in fulfilling the minimum requirements during this period, he/she shall be suspended from the program for one year.
  - 3.6 An auxiliary police officer who does not report to and serve the community at (50%) fifty percent of exercises or emergencies per year may be suspended from the program for a period of one year.

**DIRECTIVE NO. 98 - CONTINUED**

- 3.7 An auxiliary police officer who, because of illness or other extraordinary circumstances, is unable to comply with provision of 3.5 or 3.6 of this directive may submit a request for a leave of absence to the Municipal Emergency Management Coordinator.**
- 3.8 An auxiliary police officer who resigns, is on leave of absence or who is suspended for a period of one year or more, shall, at the discretion of the State Director of Emergency Management, be required to complete the basic training course or other refresher courses before being reinstated as an active member.**

**Clinton L. Pagano, Colonel**