



Springfield Office of Emergency Management

Auxiliary Police Facts and Application

Organization - General

The Springfield Auxiliary Police is a service organization composed entirely of volunteer members. It is an operating division of the Springfield Office of Emergency Management upon which it relies for all budgetary requirements. The Auxiliary was reorganized in 1967 to serve as an immediately available source of manpower to augment and/or replace the services of the Springfield Police Department during times of civil unrest or emergencies. In other than emergency situations, the Auxiliary serves as a supplement to and a component of the Springfield Police Department. If, as an example, an emergency occurs which requires the regular department to assist another community, the Auxiliary would assume the patrol duties of the regular department for the duration of the emergency.

So that the Auxiliary remains familiar with the procedures of the regular department, it is necessary for all members of the Auxiliary to maintain competency in patrol work, dispatching, Municipal Court security etc. For this purpose the Auxiliary is "attached" to the regular department for training in these and other areas of responsibility. Regular patrol tours are required as well as duty tours which include dispatching, call handling, and court security. In this continuous training program the Auxiliary is responsible, on a day-to-day basis, to the regular department. Auxiliary officers reporting for patrol duty work directly for the superior officer in charge of the police shift on duty at that time. The work is, in effect, "on the job training".

The Auxiliary is organized similar to the Regular Department with a cadre of officers in command positions, through Sergeants who supervise individual squads. Liaison with the regular department is conducted through a department appointed "liaison officer" who is responsible to the Chief of Police for the Auxiliary's training and performance.

Emergency Management provides each member of the Auxiliary with all required uniforms and equipment. Patrol duty typically is performed in one of the Auxiliary's fully equipped patrol vehicles.

Eligibility Requirements

Application for membership in the Auxiliary Police may be made by any permanent resident of the Township of Springfield who is at least 18 years of age and a U.S. citizen. Persons currently attending high school are not eligible.

Duties and Responsibilities

All members of the Auxiliary are required to satisfactorily complete the New Jersey State Auxiliary Police Training Program during the first year of membership. The course is offered at the Union County Police Chief's Academy, John H. Stamler Police Academy, Scotch Plains, NJ. Attendance is mandatory. Under current law, satisfactory completion of the basic course is a prerequisite for performing active duty with the Auxiliary.

All members of the Auxiliary also must complete a training program leading to certification in basic first aid from the American Red Cross and be trained and certified in cardiopulmonary resuscitation (CPR) from the American Heart Association. First aid certification is valid for a period of three years. CPR certification is valid for a period of one year. Once certified, members must maintain their certification. Recertification courses in basic first aid and CPR are scheduled through and funded by the Office of Emergency Management.

All members of the Auxiliary must complete a New Jersey Police Training Commission approved course in firearms qualification. Twice each year, usually during April and October, PTC certified instructors from the regular department will present a complete training course in firearms safety, familiarization, and combat range qualification. Satisfactory completion of the firearms training program is a prerequisite for both initial and continuing eligibility to carry a firearm when performing Auxiliary duty. By law, the arming of the Auxiliary is left to the discretion of the municipal governing body (Township Committee) and the Chief of Police; the concurrence of both is required for the arming of each member.

All members are expected to attend the regular meetings of the Auxiliary which are held on the first Tuesday of each month at 7:30 p.m. Training sessions usually are conducted immediately following the regular business meeting. At various times during the year, advanced training courses are offered. All members are encouraged to attend such courses. In some cases, attendance may be declared mandatory, such as for courses in refresher first aid, CPR, and the PR-24 police impact instrument. In other cases, attendance may be discretionary, such as for courses in street survival, defensive driving, report writing, etc. In all cases, tuition is funded by the Office of Emergency Management.

By law, each Auxiliary officer is required to perform a minimum of six patrol tours per quarter totaling a minimum of ninety-six hours per year. On weekdays, patrols usually are scheduled between the hours of 6:00 pm and 12:00 midnight. On weekends, both daytime and evening patrols are permitted. In addition, members are required to perform duty at special events, such as the Memorial Day Parade, July 4th Fireworks, Flea Markets, Foot races, etc. Participation generally is mandatory since the Township usually designates Emergency Management as the agency responsible for security, crowd control and traffic control at such events.

Members are evaluated constantly with regard to their performance, in terms of both quality and quantity. Administrative review procedures for new members include a one year probationary period of training where the probationary officer is not armed. During this time, training duty is performed with another Auxiliary who has been trained in the use of firearms and is permitted to carry a weapon. Also during the probationary period performance evaluations occur more frequently and the probationary officer may be dismissed without cause.

I _____, Can perform the essential functions of an Auxiliary Police Officer based upon the duty specifications as listed above.

Applying for Membership

Applicants for the Auxiliary must complete fully the application for membership. The application should be downloaded and printed from this website. Completed applications can be e-mailed to oemcoordinator@springfield-nj.us, or filled out and returned to the Springfield Office of Emergency Management at 200 Mountain Ave.

Upon receipt of the completed application the following procedure will be followed pursuant to current law:

1. The applicant will be scheduled for finger printing by the Springfield Police Department. Prints must be checked with both the Federal Bureau of Investigation and the New Jersey State Bureau of Identification.
2. The applicant's driving record will be checked with the New Jersey Division of Motor Vehicles and with out-of-state agencies, if appropriate.
3. The applicant will be checked for any in-state and out-of-state arrest warrants, bail bonds, or recognizances.
4. The applicant will be checked through both the National Crime Information Center and the New Jersey State Bureau of Identification for criminal records.
5. The applicant's personal references will be checked.

Once the above procedure is completed and the results are available, the Screening Committee will schedule a meeting and personal interview with the applicant. Any questions the applicant may have will be discussed at the screening.

Based upon the results of items 1 through 5 above, the information provided within the application, and the screening interview, the Screening Committee will recommend a course of action with regard to membership. If the applicant is accepted for membership, he or she will be notified to attend the next regular meeting. If the applicant is not accepted for membership, he or she will be notified in writing within seven days of the screening.

Any questions concerning the application, application review, or the screening process should be directed to Emergency Management at oemcoordinator@springfield-nj.us or 973-467-3388.

Since the membership application and screening process is controlled totally by the Auxiliary Police, no questions should be directed to the regular department or to other persons. Strict compliance with this policy is requested.

Springfield Office of Emergency Management
200 Mountain Avenue
Springfield, NJ 07081
(973)376-1058

Application for membership with the Springfield Auxiliary Police

Name: _____

Address: _____

If less than 2 years, previous address: _____

Home Telephone: _____ Business Telephone: _____

Cell Phone: _____ Email Address: _____

Date of Birth: _____ Place of Birth: _____

Employed By: _____

Employer's Address: _____

Title/Position: _____ Years Employed: _____

Education: _____

Children: _____

Military Service: From: _____ To: _____ Branch: _____

Type of Discharge: _____ Specialized Training: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

Automobile: Year: _____ Make: _____ Model: _____ Color: _____

License Plate: _____ State: _____

Specialized Training: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____

Blood Type: _____

Do you have a valid First Aid Card? _____ Expiration Date: _____

Have you ever been adjudged a juvenile delinquent or disorderly person? _____

Have you ever been convicted of a crime that has not been expunged or sealed? _____

Have you ever had an application for a firearm ID card or an application to purchase a handgun denied?

Insurance benefits as a Result of Death in Emergency Management Service should be payable to:

Name of Beneficiary: _____

Relationship: _____

Address of Beneficiary: _____

Are there any factors not otherwise covered in this application that might disqualify you for service in the Auxiliary Police? (Y/N): _____

If yes, explain: _____

Applicants will be required to provide certifications from a medical physician indicating whether s/he can perform the essential functions of an auxiliary police officer. The application should further indicate that the applicant is to provide the physician with a copy of the duty specification of auxiliary police officers. Please note the physician should indicate whether the applicant is disabled or suffers from any condition. Rather, the certification must be limited to only whether the applicant can perform the essential functions of an auxiliary police officer.

The Applicant may be required to undergo a drug test as a condition of employment.

I certify that I have read each question of this application and have answered each question truthfully, to the best of my knowledge or belief. I understand that any false statement(s) or misleading answer(s) to any part of this application will constitute cause for disqualification.

Signature: _____ Date: _____

Please list below, the name address, occupation and telephone number of three (3) persons with whom you have been personally acquainted for at least three (3) years. **Do not list relatives. Do not list present members of the Springfield Police Auxiliary or the Office of Emergency Management.**

Reference #1 Name: _____

Address: _____

Occupation: _____ Telephone: _____

Reference #2 Name: _____

Address: _____

Occupation: _____ Telephone: _____

Reference #3 Name: _____

Address: _____

Occupation: _____ Telephone: _____