



STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
DIVISION OF STATE POLICE
PROFESSIONAL STANDARDS OF CONDUCT



EFFECTIVE DATE: September 1, 2001	DISTRIBUTION CODE: 3
RESCINDS / AMENDS: First issue September 1, 2001	
SOURCE(S): R.S.A.'s 106-B, 188-F, NH PS&TC Administrative Rules	
C.A.L.E.A. 3rd Ed. Std(s): 16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.6 & 16.3.7	

Chapter 11-B
AUXILIARY STATE POLICE

11-B.1.0 PURPOSE AND AUTHORITY

- A. To establish requirements for the hiring, training, equipping, utilizing and removal of members employed by the Division of State Police as Auxiliary State Police Troopers.
- B. RSA 106-B:19 authorizes the Director of the Division of State Police to recruit, train and organize an auxiliary state police force to augment the state police force in such a manner as the director may deem appropriate.
- C. The New Hampshire Police Standards and Training Council (PS&TC) in accordance with RSA 188-F:26 is responsible for setting the requirements for all law enforcement officers in New Hampshire. These requirements are set forth in the New Hampshire Police Standards and Training Council's Administrative Rules.

11-B.2.0 DEFINITIONS

- A. Auxiliary State Police Trooper – A part-time, sworn law enforcement officer appointed by the Director of State Police.

11-B.3.0 RESPONSIBILITIES

- A. The Director is authorized to appoint or dismiss an Auxiliary State Police Trooper.
- B. The Special Services Commander:
 - 1. Coordinates the Auxiliary State Trooper Program;
 - 2. Accepts applications from prospective Auxiliary Trooper applicants;

3. Refers the applications of qualified applicants to the Recruitment and Training Unit Commander.
- C. The Recruitment and Training Unit Commander:
1. Coordinates the placement of the applicants at the part-time academy;
 2. Maintains training records for all Auxiliary Troopers;
 3. Coordinates the field training for each Auxiliary Trooper with Troop/Unit Auxiliary NCOs; and
 4. Annually reports Auxiliary Trooper hours worked to PS&TC pursuant to PS&TC Administrative Rules Pol 302.15 (1994).
- D. The Troop/Unit Commander ensures the Auxiliary Trooper:
1. Is issued equipment and uniforms;
 2. Receives a copy of the Division Professional Standards of Conduct;
 3. Completes required defensive tactics and firearms training;
 4. Completes a field training evaluation program with a qualified Field Training Officer (if applicable); and
 5. Attends all Division in-service training.

11-B.4.0 MINIMUM QUALIFICATIONS

- A. Effective July 1, 2000, the minimum qualifications for Auxiliary State Troopers are the same as for applicants for Probationary Trooper.
- B. Auxiliary State Troopers appointed before July 1, 2000 are exempt from the above requirements.

11-B.5.0 APPLICATION PROCESS

- A. The application process for Auxiliary Trooper is as follows:
 1. Candidates must submit a New Hampshire Division of Personnel application along with supporting documentation to the Special Services Commander.
 2. Qualified applicants may be invited for a structured interview by the Special Services Commander or his designee.
 3. Qualified applicants may be asked to continue in the selection process which includes:
 - a. Written Examination;

- b. Physical agility test;
- c. Oral Board interview;
- d. Background investigation;
- e. Polygraph examination;
- f. Interview with the Director;
- g. Psychological examination;
- h. Medical examination; and
- i. Drug screening.

11-B.6.0 TRAINING REQUIREMENTS

- A. PRE-SERVICE TRAINING: Prior to serving in any duty status, newly appointed Auxiliary Troopers must satisfactorily complete:
 - 1. The 100-hour PS&TC Basic Part Time Officer Training Academy within a period of 6 months from the date of original appointment (if not already completed);
 - 2. The Division’s firearms training and qualification program;
 - 3. The Division’s defensive tactics training program, including the proper and legal use of handcuffs, O.C. spray and any impact tools or other defensive weapons issued;
 - 4. A review of the Division’s Professional Standards of Conduct.
 - 5. A comprehensive training program in the communications center at headquarters or in the assigned troop.
- B. IN-SERVICE TRAINING: Auxiliary Troopers will receive the same in-service training required by full-time troopers.

11-B.7.0 DUTIES / RESPONSIBILITIES

- A. RSA 106-B:21 grants Auxiliary Troopers full police powers, but only during assigned official duty periods.
- B. Auxiliary Troopers may be assigned to any function, troop or unit as determined by the Director.
 - 1. Only those Auxiliary Troopers who have successfully completed the PS&TC full-time Basic Recruit Academy or it’s equivalent, and the

Division's 400-hour Field Training Evaluation Program shall be permitted to function in a patrol capacity under the supervision of a NCO or Commissioned Officer.

- C. Auxiliary Troopers will conform to the same rules of conduct as full-time sworn personnel.

11-B.8.0 UNIFORMS / EQUIPMENT

- A. Auxiliary Troopers' uniforms and equipment are the same as those for full-time troopers performing like functions, except for the rocker panel under the shoulder patch. They may be issued fewer uniforms to reflect the level of activity of part-time officers.

11-B.9.0 HOURS / COMPENSATION

- A. Hours: In accordance with PS&TC Pol 302.15 (1994) Limitation of Hours, part-time Officers:

1. No part-time police officer shall work a cumulative total of more than 1300 hours in a given calendar year without successfully completing the full-time police academy.
2. In cases where this total is exceeded by an Auxiliary Trooper who is employed by more than one hiring authority, it shall be the responsibility of the individual Auxiliary Trooper to notify each hiring authority that he/she has reached the maximum permissible hours and is unavailable for further duty during the 12 month period.
3. Non-compensated service shall be 16 hours per month, including 8 hours in field service and 8 hours in a communications function (at the discretion of the Troop Auxiliary NCO, the communications requirement may be substituted by a patrol assignment.)
4. Training hours not inclusive of firearms and in-service training may be used to supplant the 16 hours per month service requirement.

- B. Compensation

1. In accordance with RSA 106-B:23, Compensation, all members of the auxiliary force shall be compensated for their services while actively engaged in the performance of their official duties at rates fixed by the Director.
2. All paid assignments for auxiliary personnel will be reported on the Weekly Duty report (DSSP 28) consistent with requirements of the Professional Standards of Conduct, Chapter 22-G.
3. Paid detail assignments for auxiliary personnel will be administered through the Detail Desk at Headquarters. A paid detail is a work assignment contracted by a non-Division source, including any outside agency, municipality, or private vendor/contractor. Auxiliary personnel

will submit a completed Detail Voucher (DSSP 235) with the appropriate Weekly Duty Report. Auxiliary personnel receive compensation only from the Department of Safety Business Office. Should auxiliary personnel receive compensation from a source other than the Business Office, they will immediately notify their Troop Commander and relinquish said payment with a letter of explanation indicating the source and purpose of said compensation.

4. In accordance with RSA 106-B:25, Workers' Compensation, members of the auxiliary force shall be considered state employees for the purpose of workers' compensation for state employees under RSA 8:60, 61 and 62.

11-B.10.0 DISMISSALS AND RESIGNATIONS

- A. Dismissal shall include a written notice signed by the Special Services Commander and the Director.
- B. Notice of resignation shall be submitted in writing through the troop/unit commander, the Special Services Commander, and the Director.
- C. Dismissal or resignation shall cause the return of all issued property.