

AUXILIARY INTERIM ORDER



Subject: REVISION TO AUXILIARY PATROL GUIDE 505-10 "TRANSFERS"		
DATE ISSUED:	REFERENCE:	NUMBER:
02-10-12	A.P.G. 505-10	01s.12

1. Auxiliary Police Section has revised the procedure regarding the transfer application process for auxiliary police members. Therefore, effective immediately Auxiliary Police Guide procedure, # 505-10, "TRANSFERS" is **SUSPENDED** and the following new procedure will be complied with:

PURPOSE To enable a member of the Auxiliary Police Program to request a transfer to a new command.

NOTE *Transfers of Auxiliary Police members to another unit may be made in one of the following ways:*

- a. *Upon application by the member concerned.*
- b. *Upon request of the Precinct/PSA/Transit commanding officer concerned*
- c. *Upon direction of the Commanding Officer, Auxiliary Police Section.*

A member must have six (6) months of active service in the program before a transfer request can be granted.

PROCEDURE When an Auxiliary Police member requests a transfer.

AUXILIARY POLICE MEMBER CONCERNED

1. Prepare **Application For Transfer Form (APS # 34A)**.
 - a. Ensure that all applicable captions have been completed.
2. Request transfer from Command Auxiliary Police Coordinator.

COMMAND AUXILIARY POLICE COORDINATOR

3. Prepare first **ENDORSEMENT/RECOMMENDATION** and forward to the Command Auxiliary Police Coordinator of the unit to which the auxiliary member requests transfer.

**COMMAND
AUXILIARY
POLICE
COORDINATOR
OF NEW
COMMAND**

4. Review **Application For Transfer Form**, prepare second **ENDORSEMENT/RECOMMENDATION** and forward to Borough/Bureau Auxiliary Police Coordinator.

**BOROUGH/
BUREAU
AUXILIARY
POLICE
COORDINATOR**

5. Review **Application For Transfer Form**, prepare third **ENDORSEMENT/RECOMMENDATION** and forward to Personnel Officer, Auxiliary Police Section.

NOTE

All original copies must be forwarded to the C.O., A.P.S. (Approved or Disapproved)

**PERSONNEL
OFFICER,
AUXILIARY
POLICE
SECTION**

6. Review **Application For Transfer Form** and endorsements and submit to Commanding Officer, Auxiliary Police Section for final approval/disapproval.

**COMMANDING
OFFICER,
AUXILIARY
POLICE
SECTION**

7. Review **Application For Transfer Form** and recommend approval/disapproval.
 - a. Forward copy of final endorsement to Personnel Officer, Auxiliary Police Section.

NOTE

The Commanding Officer, Auxiliary Police Section will make the final decision regarding all transfer requests.

**PERSONNEL
OFFICER,
AUXILIARY
POLICE
SECTION**

8. Review final endorsement:
 - a. Notify Command Auxiliary Police Coordinators concerned of final determination.

**COMMAND
AUXILIARY
COORDINATOR
OF NEW
COMMAND**

9. Notify Precinct/PSA/Transit commanding officer concerned and Borough/Bureau Auxiliary Police Coordinator concerned regarding the newly assigned Auxiliary Police member.
 - a. Notify Auxiliary Police member concerned when transfer is approved and the date transfer is effective.

**COMMAND
AUXILIARY
COORDINATOR
OF PRIOR
COMMAND**

10. Notify Pct/PSA/Transit commanding officer concerned and Borough/Bureau Auxiliary Police Coordinator concerned when Auxiliary Police member is transferred.
 - a. Adjust appropriate command files to account for the transfer of an Auxiliary Police member.

**AUXILIARY
POLICE
MEMBER
CONCERNED**

11. Report to the new command as directed by Auxiliary Police Section/new Auxiliary Police Coordinator.

NOTE

Transfers will be effective on the first day of the month and published on Auxiliary Police Section Personnel Orders. As a result, a member will appear on only one (1) Monthly Roster (APS #36) each month.

**FORMS AND
REPORTS**

*Application For Transfer (APS #34A)
Monthly Roster (APS #36)
Typed Letterhead*

2. Any provisions of the Auxiliary Department Manual or other Department directive in conflict with the contents of this Order are suspended.

**BY DIRECTION OF
THE COMMANDING OFFICER, AUXILIARY POLICE SECTION**

**DISTRIBUTION
All Commands**