

**1.10-9**

**DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
NEIGHBORHOOD ASSISTANCE OFFICERS**



**RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE**

Rev. 1/18

**POLICY STATEMENT**

The Dayton Police Department's Neighborhood Assistance Officers are citizen volunteers responsible for providing public service support designed to relieve uniformed police personnel from non-enforcement duties.

Neighborhood Assistance Officers work in a part-time, unsalaried, non-sworn capacity because of their interest in contributing to the Dayton Police Department in a support capacity.

**I. CRITERIA FOR SELECTION**

- A. The following criteria are used to select interested citizen volunteers for the Neighborhood Assistance Officer Program. The criteria listed are illustrative and the actual selection process may include other criteria as well. The prospective volunteer must:
1. Be at least 21 years of age.
  2. Have a vested interest in the City of Dayton.
  3. Have a valid Ohio Driver's license.
  4. Have no prior felony convictions or misdemeanors involving a weapon, violence or lack of moral character.
  5. Have considerable knowledge of the assigned neighborhood (i.e., activities, problems, etc.).
  6. Have a working knowledge of the various police operations and their relation to the community.
  7. Have the ability to deal fairly and justly with complainant and accused alike.
  8. Have the ability to interact effectively with diverse types of persons and convey concern for their welfare and interests to other agencies for correction.
  9. Have the ability to work effectively with the uniformed police officer to mutually reverse negative social conditions in their area of responsibility.
  10. Must successfully complete the Neighborhood Assistance Officer Training curriculum at the Dayton Police Academy and a succeeding minimum probationary period of six months.

**II. EXAMPLES OF DUTIES PERFORMED**

A Neighborhood Assistance Officer will perform, but is not limited to, the following duties:

- Assists the community in resolving problems when the services of a police officer are not required or essential.
- Answers dispatched requests for services of a non-enforcement nature.
- Works with police officers to improve operational efficiency in the assigned Police Division.



- Relieve officers at certain fixed posts – power line down, trees down, etc.
- Picking up portable Stop signs or barricades
- Emergency or Natural Disaster Scenes – i.e., lights out, trees or poles down, etc.
- Waiting for a tow truck – i.e. stranded motorists / disabled or abandoned vehicles
- Noise Complaints – i.e. loud music or barking dog complaints
- 911 Disconnect calls from pay phones
- Assist in searching for missing persons - children and elderly adults
- Parking complaints
- Road Hazard calls – i.e. manhole cover off, garbage in the road/highway, etc.
- Vacant house checks – citizen requests to check their homes while on vacation.
- Closed business checks
- Park and school checks
- Provides preventive patrol by making inspections of designated trouble spots, reporting any violations beyond his scope of responsibility.
- Directs traffic, administers first aid, patrols streets, parks and City property.
- Works at the direction of the Neighborhood Assistance Officer Supervisor and sworn members of the Dayton Police Department.

### III. PROCEDURE FOR SWORN PERSONNEL HANDLING INFRACTIONS OF NEIGHBORHOOD ASSISTANCE OFFICERS

- A. The purpose of this section is to establish guidelines for sworn officers and supervisors to follow in dealing with infractions by Neighborhood Assistance Officers.
- B. Although NAOs are volunteers, when they are on duty they are technically "City employees", and as such, are governed by all the rules, procedures and laws that govern all City employees. Violation of any provisions and other infractions should be handled as follows:
1. Minor infractions committed by NAO's should be handled by the witnessing officer. Corrective actions may include informally advising the offender of the appropriate policy and/or procedure.
  2. Officers who observe or hear of serious violations are to notify their division sergeant immediately. The division sergeant will notify the NAO supervisor through the Regional Dispatch Center (RDC) supervisor 24 hours a day. Sergeants have the authority to suspend an NAO on the spot if necessary. All City property including identification, keys etc. will be confiscated and the sergeant will submit a Special Report to the Central Patrol Operations Division Commander and the NAO supervisor. If necessary, the Professional Standards Bureau will be notified to determine if their personnel will investigate.
  3. All discipline will be handled by the NAO supervisor and the Central Patrol Operations Division Commander. This procedure is addressed in the NAO Operations Manual.