



RESERVE OFFICER PROGRAM

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I. PURPOSE

The purpose of the Reserve Officer program is to provide volunteer, non-sworn personnel capable of assisting the Police Department when such augmentation is essential to public safety and welfare. The Reserve Officer program is administered under the direction of the Community Relations *Division*. The Crime Prevention Unit, a component of the Community Relations *Division*, provides daily oversight for the Reserve Officer Program.

II. DUTIES AND RESPONSIBILITIES OF RESERVE OFFICERS

Reserve officers are auxiliary personnel who volunteer their services to assist the department in law enforcement-related community service functions. They are also used as a resource in emergencies and large-scale special events. Reserve Officers are not authorized to perform law enforcement duties and will not be assigned to duties requiring sworn officer status. Reserve officers will not carry weapons and will not make arrests by any authority.

Examples of typical assignments include:

- A. Office assignments within the County Police Department as directed or approved by the Chief of Police or his/her designees. Formal and/or on-the-job training is provided in areas such as: Communications Section, Identification Section, Central Records Section, and other areas where assistance is needed and can be supplemented by the Reserve Officer.
- B. Traffic control throughout the County. Reserve Officers may be assigned to funeral details, parades, fairs, carnivals, disaster sites and other activities of a nonviolent nature.
- C. Parking enforcement. Reserve Officers may successfully complete parking enforcement classroom and on-the-job training to become authorized to issue parking citations.
- D. Reserve Officer Patrols. Reserve Officers on patrol are intended, unless otherwise directed by a patrol platoon supervisor, to provide additional personnel observant of criminal activities, traffic hazards, unusual activity in business and residential areas and parking violations. Parking citations for fire lane and handicap violations may be written by the Reserve Officer if he/she has been trained to do so.
- E. Fingerprinting. Reserve Officers may successfully complete classroom and on-the-job training to become authorized to perform civilian fingerprinting duties.

III. QUALIFICATIONS

Reserve Officer applications will be accepted through the Crime Prevention Unit. Reserve Officer applicants must meet the following basic requirements:

- A. Minimum age of 21-years-old.
- B. Must be a United States citizen and reside in reasonable proximity to A.A. County, as approved by the Community Relations *Division* Commander.
- C. Have no criminal convictions for any felony or serious misdemeanor offenses (i.e., serious crimes against persons, drug possession/sales, serious property crimes, etc.)
- D. Possess a valid Driver's License and have a good driving record.
- E. Be willing to provide a minimum of 16 volunteer service hours each month.
- F. Have a telephone.
- G. Be in good physical condition (age appropriate) as documented by a doctor's certificate.
- H. Must submit to a comprehensive background investigation and criminal history review.
- I. Must agree to submit to mandatory random drug and alcohol testing.

IV. MINIMUM DUTY HOURS

Reserve Officers are required to perform at least 16 hours of approved or assigned duties each month. Reserve Officers will perform two assignments each month when assignments are available. Assignments may include:

- A. Assignments generated by the Crime Prevention Unit, patrol district commanders, requests from department components or citizen groups.
- B. Station Tours
- C. Fingerprinting
- D. Clerical and/or Desk Duty
- E. Traffic Assignments

V. RESERVE OFFICER MANUAL

The Community Relations *Division* produces a Reserve Officer Manual to provide direction, guidance and Standard Operating Procedures for the Reserve Officer program. Reserve Officers are responsible for reading, understanding and abiding by the Reserve Officer Manual.

VI. TRAINING

Reserve Officers will receive classroom training appropriate to anticipated duties. Training includes instruction in the following areas:

- A. Orientation and facility tours
- B. Introduction to Reserve Officer functions
- C. Departmental organization
- D. Military courtesy
- E. Department rules and regulations
- F. Radio communications
- G. Community relations & crime prevention
- H. First aid
- I. Traffic control & parking enforcement
- J. Computer usage
- K. Fingerprinting and booking
- L. Ride-alongs (Reserve Officers will participate in ride-alongs with sworn officers.)

VII. RESERVE OFFICER UNIFORM

Reserve Officer uniforms will clearly distinguish Reserve Officers from sworn officers so community members will not expect assistance in situations for which the Reserve Officer is not trained or empowered to act.

VIII. PROPONENT UNIT: Community Relations *Division*.

IX. CANCELLATION: This directive cancels Index Code 902, dated 08-15-07.