

WEST PALM BEACH POLICE DEPARTMENT

III-35 RESERVE POLICE OFFICER PROGRAM

EFFECTIVE: 02/14/2007

CALEA Standards: 1.3.11, 16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.6, 16.3.7

CFA Standards: 5.01, 5.02, 5.03, 5.04, 5.05, 5.06

I. POLICY: The goal of the Police Reserve Program is to provide additional cadre of trained police personnel employing full police powers as provided in Florida State Statute 943.10, to further the efforts of the West Palm Beach Police Department during routine and emergency operations and for any other law enforcement function as assigned by the Chief of Police.

II. DEFINITIONS:

A. Reserve Officer: any person who volunteers and accepts an appointment to less than a full time position, with or without compensation, and who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.

B. Reserve Coordinator: A Sworn Police supervisor designated by the Community Response Division Commander to coordinate the Reserve Police Officer Program.

III. RESPONSIBILITY:

A. It is the responsibility of the Support Services Bureau to manage and supervise the Reserve Police Officer Program, conduct meetings and ensure attendance at in-service training.

1. Reserve Officers are under the command of the Community Response Division Commander. This division commander is responsible for coordinating deployment of the Reserves with the operational needs of the Department.

2. The Reserve Coordinator will conduct Reserve Officer Meetings once per month and shall prepare quarterly status reports on the Reserve Police Officer Program for the Support Services Bureau Chief.

B. It is the responsibility of the Staff Services Division to maintain a personnel file and a training record for each Reserve Officer.

1. Each Reserve Officer will have current photos and fingerprints on file.

2. Each Reserve Officer will keep their address and telephone number current with the department.

IV. SELECTION:

A. All Reserve Officers will have completed a basic recruit training program as defined by F.S. 943.13 & 943.10, prior to appointment. The process of selection may differ from that of full-time officers however the criteria for selection for reserves are the same as full-time officers and includes;

1. Educational level,
2. Physical condition, etc.

B. Candidates must apply through the Staff Services Division when applying for a position as Reserve Officer. The Staff Services Division Commander shall forward the names of eligible candidates to the Chief of Police for consideration of appointment to Reserve Officer.

C. Retiring or resigning members of the West Palm Beach Police Department who are in good standing and desire to become Reserve Officers will request such status in their resignation or retirement letters. If the Chief of Police approves the requests, then changes of status will be annotated by the Staff Services Division.

D. Retired or former members of the West Palm Beach Police Department with a break in service from their retirement or resignation date who desire to become Reserve Officers will submit a letter to the Chief of Police

indicating their desire to enter the Reserve Program. If approved, each applicant may undergo an updated background check, and medical examination, as determined by the Staff Services Division Commander.

V. TRAINING:

A. The Reserve Coordinator is responsible for scheduling, coordination or providing in-service training, scheduling assignments, conducting Line Inspections, conducting Roll Call Training, disseminating information, and discussing Unit business.

B. Reserve Officers are trained in use of force policy(s) and tested for weapons proficiency with the same frequency as full-time officers performing like functions. Reserve Officers must attend in-service training as that of full-time officers performing like functions which can include:

1. Mandatory training classes as required by CJSTC;
2. Use of Force policies.
3. Annual demonstration of proficiency with firearms authorized to carry;
4. Biennial less-lethal weapon training;
5. Legal updates,
6. Other required training

B. In-service training times may vary to accommodate the reserve officer program.

C. If it is determined that Reserve Officers require training to update knowledge of current operations; members will be assigned to the Field Training Officer Program for a period to be determined by the Field Training Sergeant as part of the Reserve Officer Field Training Program.

D. Police reservist not completing mandatory training classes will not be allowed to participate in the Reserve Officer Program.

VI. UTILIZATION:

A. All Reserve Officers will be subject to the same policies, procedures, rules, and regulations that pertain to full-time, sworn police personnel.

B. Reserve Officers will function as a full-time Police Officer when on duty.

C. Reserve Officers will work a minimum of sixteen (16) hours in a one (1) month period. The (16) sixteen hours are mandatory to maintain reserve officer status. Contract overtime details will not be considered part of the sixteen (16) hour mandatory volunteer work hours.

D. Reserve Officers will be issued the same uniforms and equipment as those for full-time officers performing like functions.

1. Members will maintain their issued equipment as required by Department policy (SOP II-20).

E. Reserve Officers may be assigned to ride alone in a police vehicle by the on-duty shift commander.

F. Reserve Officers may work contract overtime as prescribed in SOP II-3 and with current collective bargaining agreement with the Police Benevolent Association. Members cannot sign for an overtime detail until they have been posted unlimited for seventy-two hours. The member will follow procedures of SOP II-3 Special Events, Extra Duty Details, and Outside Employment. Reserve Officers may work a maximum of (20) hours per work week of contract overtime. The Community Services Division Commander or designee may authorize reserve officers to work additional hours over the (20) twenty-hour maximum for contract overtime based on department needs, special events or emergency situations.

1. Reserve Officers are prohibited from working more that 16 hours within a 24 hour period including mandatory volunteer hours, contract overtime, and hours spent at their full-time employment.

2. The Reserve Coordinator will monitor the hours worked by Reserve Officers.

G. When reporting for duty, each Reserve Officer will sign the ~~Reserve~~ Reserve Police Officer Log Book maintained in the Patrol Division.

1. Reserve Officers will indicate what the duty is (special detail, road patrol, contract overtime, etc.), the time the assignment began and the total number of hours worked.
2. The Reserve Coordinator will maintain the Log Book.

VII. SEPARATIONS:

A. At the time of termination or resignation, the Reserve Officer will return all city issued equipment to the reserve coordinator.

1. The Reserve Coordinator will ensure the Reserve Officer returned the equipment.

B. Reserve Officers serve at the pleasure of the Chief of Police, and will not be governed by the same disciplinary procedures that govern full-time Officers. Decisions relative to their continued service will be at the sole discretion of the Chief of Police.

VIII. RESTRICTIONS:

A. Reserve Officers may only take off-duty action while within the city limits and only when a felony or misdemeanor or situation occurs in their presence that is life threatening or presents a danger of injury to a person. Reserve Officers will be considered on-duty when they take such law enforcement action while in off duty status.

B. Off-duty Reserve Officers shall notify an on-duty Shift Commander immediately after any emergency action is taken.

C. Reserve Officers are not entitled to Worker's Compensation or any other City or Department benefits when involved in off-duty activity.

D. Reserve Officers will not engage in any activity, by means of employment or association that may bring discredit or criticism to the West Palm Beach Police Department. Reserve Officers will not exploit their association with the Department to promote political influence, for personal gain, or to seek personal publicity.

IX. LIABILITY:

A. Reserve Officers are provided with public liability protection equal to that provided to full-time officers, and are bonded with the coverage provided to full-time officers performing like functions.

B. Reserve Officers, who are Active "Full Time" members of the Police Benevolent Association, are provided with public liability protection equal to that of full-time officers in accordance with the current collective bargaining agreement.

X. CREDENTIALS AND FIREARMS:

A. Reserve Officers will comply with all current department policies applicable to firearms, other weapons and use of force.

B. Reserve Officers may not carry a handgun off duty unless they possess a valid State of Florida concealed weapon or firearm permit.

C. Reserve Officers may carry authorized badges and I.D. cards off-duty per policy.

XI. DUTY RESPONSIBILITIES:

A. Reserve Officers will thoroughly familiarize themselves with all Rules, Regulations, and Policies of the West Palm Beach Police Department.

B. Reserve Officers will treat all official business of the Department as confidential.

C. Reserve Officers are responsible for writing their own reports as outlined in SOP II-16.

D. Reserve Officers are obligated to fulfill all assignments to include extra duty details. Reserve Officers unable to work their assigned shift or an extra duty detail due to illness, injury or a legitimate emergency will contact the on duty Shift Commander or complete an overtime exchange form per SOP II-3.

1. The Reserve Coordinator may exempt a Reserve Officer from any assignment.

E. Reserve Officers will check with the Reserve Coordinator for any subpoenas or department related correspondence no less than once every five-business days.

XII. PERFORMANCE EVALUATION:

A. After release to limited or unlimited duty, the performance of Reserve Officers will be evaluated by the Reserve Coordinator at the end of each calendar year.

1. Reserve Officers will be evaluated in the same manner as regular Police Officers.

XIII. RANK STRUCTURE:

A. The Reserve Officer Program will have a rank structure within the Reserve Unit. The purpose of the rank structure is to provide a chain of command for the unit.

B. All Reserve Officers will wear a reserve pin on their uniform shirt, directly above the nameplate, which will clearly identify them as a West Palm Beach Reserve Officer.

C. Regardless of their rank, Reserve Officers will answer directly to the Reserve Coordinator.

1. The Reserve Coordinator will determine duties for the different ranks within the reserve program.

2. Members will obey and respect the rank structure within the Reserve Program as they would of any sworn officer.

a. Insubordination will not be tolerated and will be grounds for immediate dismissal from the reserve program.

XIV. REFERENCES:

- Florida State Statue 112.19
- Florida State Statue 185.34
- Florida State Statue 943.10
- Florida State Statue 943.13
- SOP II-3
- SOP II-8
- SOP II-16
- SOP II-20

Delsa R. Bush, Chief of Police

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Job Title Task Files: Bureau Commander, Shift Commander, Shift Supervisor, Reserve Program Coordinator

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