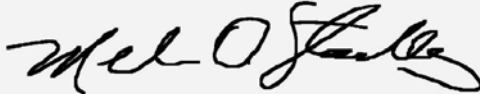




# Miramar Police Department Policy & Procedures

<b>Subject:</b> Reserve Officer Program	<b>Policy No.:</b> 609
<b>Rescinds:</b>	<b>Effective:</b> 07/17/2007
<b>Authorizing Signature:</b> 	<b>CALEA:</b> 16.3.1-.8; 16.4.1-.3 <b>CFA:</b> <b>Review:</b> Annual

1. **POLICY:** The Police Reserve Officer Program, under the direction of the Chief of Police or his designee, will assist in the accomplishment of the Miramar Police Department goals and objectives by augmenting the personnel strength of the department, assist the department at special events and performing other assignments as directed by the Chief of Police or his designee.
2. **PURPOSE:** To establish and describe the duties and functions of the Miramar Police Department's Reserve Officer Program.
3. **DEFINITIONS:**
  - A. **Reserve Officer:** A person, who has met all state certification requirements of FSS § 943.13, possesses the same law enforcement power of arrest as a full-time officer, has successfully completed the department's Field Training Officer Program, and has been appointed by the Chief of Police to perform law enforcement duties. (16.3.1)(16.3.3)
4. **PROCEDURES:**
  - A. Duties of Reserve Officers (16.3.1)
    - (1) Reserve officers will be responsible for performing the same uniform patrol duties as a full-time officer.
    - (2) Reserve officers will be utilized to enhance full-time officers by:
      - (a) Augmenting daily patrol operations and community policing assignments.
      - (b) Providing additional staffing in support of law enforcement duties in specific areas for which they have received training.
  - B. Reserve officers shall be provided with public liability protection equal to that of full-time sworn officers. (16.3.7)
5. **RESPONSIBILITIES (16.3.1):**
  - A. Members of the Police Reserve Officer Unit, upon completion of Field Training Officer Program, must work at least sixteen hours per month in a patrol first responder assignment or specialized assignment approved by the Community Oriented Policing Bureau Commander. It is the



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responsibility of the Reserve Officer to arrange his/her patrol time. The Community Oriented Policing Bureau Commander or designee will assist with scheduling when problems arise.

- B. A Reserve Officer who attends the full 40-hour in-service training will be exempt from his or her 16-hour assignment requirement for that specific month.
- C. Reserve Officers may volunteer for extra patrol time or specialized assignment activities in addition to the sixteen hours per month patrol commitment.
- D. Special consideration may be made for periods of absences that affect the Reserve Officer volunteer from commitments with prior approval from the Community Oriented Policing Bureau Commander. Requests must be made in writing as soon as practical prior to such absences. During the Reserve Officer's approved absence, remedial training will be scheduled by the Community Oriented Policing Bureau Commander or designee in coordination with the Administrative Services Division.
- E. Members of the Police Officers Reserve Officer Unit will meet periodically as established by the Community Oriented Policing Bureau Commander or designee. During meetings, the Community Oriented Policing Bureau Commander or designee is responsible for providing in-service training, scheduling assignments, holding line inspections, resolving problems (if possible), disseminating information and discussing unit business.
- F. Members of the Police Officer Reserve Unit will be required to attend all required training as determined by the Florida Criminal Justice Standards Training Commission (CJSTC) and/or the Community Oriented Policing Bureau Commander or Administrative Captain, to include lethal and non-lethal weapons proficiency and use of force training. The Training Unit will maintain records of Reserve Officer training. (16.3.5-6)
- G. Reserve Officers will check their department assigned mailboxes at least bi-weekly and upon notification of an issued court subpoena by the court liaison or any authorized department representative.
- H. Members of the Police Officer Reserve Unit will comply with all applicable department and city written directives.
- I. Members of the Police Officers Reserve Unit serve at the discretion of the Chief of Police, and therefore are not subject to the same disciplinary procedures that govern full-time police officers. All decisions relative to the suspension, termination or continued service with the Reserve Officer Unit will be made by the Chief of Police. Reserve officers may not appeal a disciplinary decision made by the Chief of Police.

## 6. CHAIN OF COMMAND:

- A. **Community Oriented Policing Bureau Commander:** Reserve officers are under the command of the Community Oriented Policing Bureau Commander. The Community Oriented Policing Bureau Commander is responsible for coordinating the deployment of the Reserve Officer Units to meet the operational needs of the department. (16.3.1)



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**B. COPB Administrative Captain:** While in the Reserve Officer Program and the Field Training Program, reserve officers will be under the command of the Community Oriented Policing Bureau Administrative Captain. It will be the Community Oriented Policing Bureau Administrative Captain's responsibility to ensure that the reserve officers receive the proper training. (16.3.1)

- (1) The Community Oriented Policing Bureau Administrative Captain shall prepare an annual status report on the Reserve Unit for the Community Oriented Policing Bureau Commander.
- (2) The Community Oriented Policing Bureau Commander will assign a Captain assigned to the Community Oriented Policing Bureau to be the Community Oriented Policing Bureau Administrative Captain.
- (3) The Community Oriented Policing Bureau Administrative Captain will complete an annual evaluation for each Reserve Officer, in accordance with Policy 108, Performance Evaluations. (16.3.8)

## 7. OFF-DUTY RESTRICTIONS (16.3.1):

- A. Reserve Officers may wear their uniforms, guns, and badges to and from home and the police department but will not engage directly in any police type action. The Reserve Officer will travel to and from home and the police department without stopping to conduct personal business, eat meals or participate in any other activity which may lead the Reserve Officer to possibly become involved in having to take police action. If, while traveling to or from the police department, the Reserve Officer witnesses a crime, he/she will adhere to Policy 104, Off-Duty Conduct/Powers of Arrest.
- B. Reserve Officers are eligible to work off-duty jobs and special events as approved by the Chief of Police. Reserve Officers may sign-up for details after the list has been certified. Compensation for off-duty details will be at the established off-duty detail rate. Reserve officers working at a special event will be compensated at the time and a half (1 ½) rate of a non-probationary, certified officer (Step 1). Reserve Officers working off-duty jobs will comply with the Policy 105, Off-Duty or Secondary Employment.
- C. If a Reserve officer meets the requirements to work off-duty details or special events but fails to maintain the standards set forth through policy or written directive, such off-duty privileges may be revoked. The Community Oriented Policing Bureau Administrative Captain is responsible for coordinating and reviewing each Reserve Officer's monthly off-duty work status.

## 8. RESERVE OFFICER FIELD TRAINING (16.3.3):

**A. Field Training Program:** New Reserve Officers must successfully complete the Field Training Officer Program as prescribed by the Community Oriented Policing Bureau. Reserve officers are restricted in their ability to perform law enforcement duties to only those areas for which they have received training. Field Training for reserve officers will be conducted under the same guidelines as full-time officers (16.3.1):

- (1) Training will be conducted in eight hour increments.



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- (2) Whenever possible, the same field training officer will be used for the duration of each phase.
- (3) Following completion of two-week orientation training, twenty weeks shall be granted for the completion of each phase, I through III, with training occurring four days each week. Four weeks will be granted for completion of Phase IV.
- (4) Certified Reserve Officers must complete the Field Training Program within eighteen months of beginning the program. This allows for adequate time to address any remedial training required during the program.
- (5) The Community Oriented Policing Bureau will be responsible for monitoring progress and training of Reserve Officers until the successful completion of the FTO Program. Upon completion of the FTO Program, the Reserve Officer will be assigned to the Community Oriented Policing Bureau Administrative Captain for shift assignment.

- B. Reserve Officers performing specialized assignments will receive the equivalent in-service training provided to full-time officers assigned to the specialized unit or assignment.
- C. **Field Reorientation Program:** Former law enforcement officers and current state certified reserve officers who become Miramar Reserve Officers who have not participated in a uniformed patrol function for a period of 12 months or more shall complete a Field Reorientation Program. This Field Reorientation Program shall be specified by the Community Oriented Policing Bureau. Successful completion of the Field Reorientation Program shall enable the member to ride solo and work off-duty details and special events.

## 9. EMPLOYMENT PROCEDURES:

- A. When applying for membership in the Reserve Unit each candidate must apply in person to the Community Oriented Policing Bureau Commander or designee. Applications will be forwarded to the Chief of Police.
- B. The names of eligible candidates will be forwarded to the Chief of Police by the Community Oriented Policing Bureau Commander for consideration of appointment to police reserve officer.
- C. With approval from the Chief of Police, Reserve Officer applications will be forwarded to the Personnel Unit for processing.
- D. Retiring department personnel 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 request, a change of status notification will be forwarded to Human Resources with no further action taken.
- E. Selection requirements for Reserve Officers are the same as for full-time officers, in accordance with Policy 803, Personnel Selection, except where civil service rules apply. (16.3.2)
- F. Former department members with a break in service from retirement or resignation date who desire to become Reserve Officers, will submit a letter to the Chief of Police indicating the



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request. If approved to become a reserve officer each applicant will undergo an updated background check, psychological evaluation, medical examination, CVSA or polygraph.

- G. Once the candidate has completed the selection process, the applicant will be appointed by the Chief of Police, sworn in by the City Clerk under the authority of the Mayor and the City Commission as volunteer workers. Reserves have no employment rights and serve at the discretion of the Chief of Police.

### 10. UNIFORMS (16.3.4):

- A. Reserve Officers will adhere to all standards contained under Policy 109, Uniforms, Uniform Equipment, and Grooming.
- B. While on duty, and during approved off-duty details and special events, Reserve Officers will wear the Class C patrol officer's standard uniform Policy 109(3)(C) with the following exceptions:

(1) **Badge:** Will be designated *Reserve Officer*.



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