

Burleson Police Department

Administrative Policy and Procedures

Number: 04-013

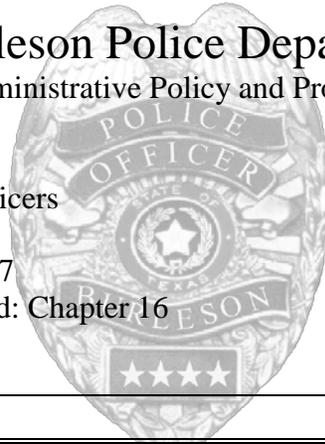
Document Title: Reserve Officers

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CALEA Standards Referenced: Chapter 16

ISSUING AUTHORITY: _____



I. The Burleson Police Department recognizes that the Reserve Police Officer Program is a valuable resource. As a result the Burleson Police Department will maintain a Reserve Police Officer Program to enhance its effectiveness. In doing so, it is the policies of the Burleson Police Department to ensure its Reserve Police Officers meet the same training and proficiency requirements as regular full-time police officers in accordance with the Texas Commission on Law Enforcement standards.

A. Burleson Reserve Police Officers, while on-duty will, exercise the same authority and is afforded the same legal protection as full time police officers.

1. Duties and Responsibilities:

- a. Reserve Officers shall prevent and deter crime
- b. protect life and property
- c. preserve the peace
- d. apprehend criminals
- e. recover lost and stolen property
- f. respect and protect the Constitutional rights of individuals
- g. enforces in a fair and impartial manner the ordinances of the City of Burleson and the laws of the State of Texas and the United States.

B. Assignments - Reserve officers will be required to work, at least, sixteen (16) hours per month in an assigned Law Enforcement capacity, unless excused, by the Chief of Police.

1. Special Events / School functions - Reserve officers may be used to enhance event security, provided they have received proper training and demonstrated proficiency relative to special task or assignment. Time spent working on special events shall count toward the monthly requirement.

C. Chain of Command – Reserve Officers must report to the on-duty supervisor for assignment. No Reserve Officer will be permitted to begin

duty without first being assigned by an on-duty supervisor. The supervisor should make the appropriate assignment based on staffing needs. Reserve Officers will be assigned to work with a full-time officer, unless they have achieved "Solo Officer" status.

The Reserve Officer Program will be under the direction of the Operations Bureau Captain and Reserve Officers shall adhere to the Burleson Police Department Chain of Command.

1. Sergeant / Officer in Charge
 2. Operations Bureau Captain
 3. Deputy Chief
 4. Chief of Police
- D. Documentation of hours worked - Each reserve officer will document the number of hours of service on the appropriate form and submit the form to the Operation Bureau Captain.
- E. Performance Evaluations - The Operations Bureau Captain or designee will be responsible for completing an annual performance evaluation for each reserve officer. The completed evaluation form shall be maintained in the reserve officer's personnel file.
- F. Uniforms and Equipment - Reserve Police Officers will be issued uniforms, and related equipment applicable to their duty assignment.
1. Reserve officers shall be issued a complete regulation Burleson Police Department uniform, to include a pair of uniform pants, one long sleeve and one short sleeve uniform shirt.
 2. A gun belt with holster for issued duty weapon, one handcuff case, and inner belt.
 3. Reserve officers shall adhere to all regulations and policies governing the wearing of the Burleson Police Department uniform. [Reference: SOP 03-003]
 4. Reserve officers shall be issued department weapons based on training, proficiency and assignment in accordance with applicable Burleson Police Department policies and procedures.
- G. Responsibilities - Reserve officers will be required to:

1. Maintain a current telephone number, address and emergency contact information on file with the Burleson Police Department.
2. Exhibit the same high standards of professional and moral conduct as full-time Burleson police officers; and
3. Attend all mandatory reserve officer's meetings and training classes as may be scheduled by the Department.
4. Reserve Officers will not be permitted to work, for compensation, any extra duty assignment in the capacity as police officers.

H. Liability Protection - Reserve officers, while on duty will have the same civil liability protection afforded to all full-time law enforcement officers of this Department.

II. Procedure:

- A. Selection Criteria - Reserve Officers will be selected in the same manner as full-time police officers. The selection criteria are as follows:
1. Applicants must be at least twenty-one years of age;
 2. Applicants must be citizens of the United States;
 3. Applicants must be high school graduates or possess a General Education Diploma
 4. Applicants must possess a Texas peace officer license through the Texas Commission on Law Enforcement (TCOLE)
 5. Applicants must have completed a minimum of 30 hours of college from an accredited college or university, or 2 years of full-time paid police experience in Texas.
 6. Applicants must submit to a thorough background investigation to include criminal history checks through the Texas Crime Information Center (TCIC), the National Crime Information Center (NCIC), and fingerprint checks through the State of Texas Automated Fingerprint Identification System (AFIS). A personal background review of the applicant's general character and standing within the community will be conducted.
 7. Applicants must pass a thorough physical examination and a drug test by a licensed physician;

8. Applicants must successfully complete a polygraph. Applicants must also successfully complete a psychological examination as required by the Texas Commission on Law Enforcement Standards and Training; and
9. Any other applicable criteria as determined by the Chief of Police

III. Supervision:

- A. The Operations Bureau Captain or their designee will serve as the Reserve Coordinator. The Reserve Coordinator shall facilitate the various activities and operations of the Reserve Officers, maintain all related records, and coordinate required training as necessary.
- B. Reserve Officer Coordinator – The Operations Bureau Captain may appoint a Reserve Officer Coordinator from the ranks of existing reserve officers. The Reserve Officer Coordinator shall maintain callout lists, procedures, and coordinate requests for event assistance.
- C. Reserve Officers must adhere to all Burleson Police Department policies and procedures. Disciplinary action, up to and including termination from the Reserve Program, may be taken for:
 1. Failure to work the required number of hours; or failure to attend scheduled Reserve Police Officer meetings or assigned training.
 2. Performance as a reserve officer that is inconsistent with the standards required by the Burleson Police Department.
 3. Violation of Burleson Police Department policies and procedures.
- D. Reserve officers serve at the sole discretion of the Chief of Police and may be removed from the program at any time.

IV. Training:

- A. Training - All members of the Burleson Police Department's Reserve Police Officer Program shall receive training as required by the Texas Commission on Law Enforcement necessary to maintain a current Texas peace officer license.
 1. Reserve officers will be required to attend in-service training as mandated by Burleson Police Department policy and procedures, and Texas Commission on Law Enforcement standards.

2. At no time shall a Reserve Police Officer be allowed to carry a firearm or make an arrest until they have met all training requirements.

B. Field Training:

- A. Before being assigned uniforms or equipment all Reserve Officers will complete the same documented orientation and display a practical understanding of all departmental policies, procedures, and city ordinances as required of a fulltime officer.
- B. Reserve Officers will be divided into three status categories:
 1. Solo – refers to a Reserve Officer who has achieved such a level of experience, tenure, training, and proficiency with the Burleson Police Department; they have been authorized to perform the functions of a full time Burleson Police Officer.
 - a. Solo Status requirements:
 - Complete the Burleson Police Department Field Training Program as required of full time Burleson Police Officers.
 - Complete Field Training Manual to include documentation of both the instruction and practical application of all instructional topics.
 - Complete 480 hours of documented uniformed service related to the patrol function.
 - Written approval of the following:
 - Field Training Officer
 - Field Training Supervisor
 - Training Coordinator
 - Operations Captain
 - Deputy Chief
 - Interview with the Chief of Police for final approval.

2. Indirect Supervision – refers to a Reserve Police Officer who has achieved a level of training and proficiency in a specific law enforcement related task as to require a reduced level of direct supervision while completing that specific task. Examples might be traffic direction, walk-in-report taking, and providing assistance to support services.
 3. Direct Supervision – refers to a Reserve Police Officer who is in the process of developing law enforcement related skills through experience and training.
 - a. Direct Supervision is defined as the Reserve Police Officer being in the physical presence of the person to whom they have been assigned.
 - b. Under ordinary circumstances a Reserve Officer requiring Direct Supervision working in a law enforcement capacity should only be assigned to:
 - A full time Burleson Police Officer with at least 2 years of experience with the Burleson Police Department.
 - An Officer In-Charge
 - A Sergeant
 - Command Staff
- C. Weapons Proficiency Training - At a time and date announced by the Burleson Police Department's Training Coordinator, reserve officers will be required to demonstrate proficiency with any weapon approved for their use. The frequency of qualification and the minimum qualification score required of reserve officers will be the same as the score required of full-time officers. Reserve officers who fail to demonstrate a satisfactory level of proficiency with a weapon system will not be authorized to carry weapons.
1. Prior to being authorized to carry a departmentally-issued weapon, reserve officers will:

- a. Complete agency required training in the use and care of the weapon system.
- b. Be issued a copy of the Burleson Police Department's Use of Force Policy.
- c. Will receive documented instruction concerning the use of deadly force.

D. Off-Duty

- A. Reserve Officers who have achieved Solo status and hold a permanent Peace Officer License issued by the Texas Commission on Law Enforcement and Education and are considered Peace Officers as defined under Article 2.12, Texas Code of Criminal Procedure, are authorized to carry a duty weapon while off duty in the Burleson City limits.
 1. Reserve Officers are required to possess their Burleson Police Identification and badge when carrying a duty weapon.
 2. Reserve Officers will conceal their weapon in an off-duty status.
 3. Reserve Officers are required to receive in-service training on the agency's use of force policies and demonstrate proficiency with any approved weapon the officer is authorized to carry.