

# POCOLA POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>RESERVE POLICE OFFICER PROGRAM</b>		
<b>NUMBER:</b>	<b>14.000</b>	<b>EFFECTIVE DATE:</b>	<b>12/20/2015</b>
<b>SCHEDULED REVIEW DATE:</b>	<b>12/20/2016</b>	<b>ISSUE DATE:</b>	<b>12/20/2015</b>
<b>DATE REVIEWED:</b>		<b>REVISION DATE:</b>	
<b>APPROVED BY:</b>	<b>Chief Steve Howard</b>		

### I. Purpose and Scope

- A. The purpose of this policy is to establish operational guidelines for the Pocola Police Department's Reserve Police Officer Unit.

### II. Policy

- A. The Pocola Police Department recognizes that the Reserve Police Officer Unit is a valuable resource for the agency. The Pocola Police Department will maintain a Reserve Police Officer Unit to supplement its day-to-day operations. In doing so, it is the policy of the Pocola Police Department to ensure that its reserve police officers meet comparable training and proficiency requirements as required of regular full-time police officers.
- B. Members of the Pocola Police Department's Reserve Police Officer Unit will, while on duty and under direct supervision, exercise the same authority and legal protection afforded full-time sworn police officers. Unless assigned an official duty by a Pocola Police Department supervisor and operating under the direct supervision of a full-time Pocola police officer, Pocola Police Department reserve officers will have no more authority than granted a private citizen.

### III. Procedure

- A. Selection Criteria - The members of the Pocola Police Department's Reserve Officer Unit will be selected in the same manner as full-time police officers. The selection criteria are as follows:

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1. An excerpt from the CLEET Reserve Peace Officers Fact Sheet-

Requirements for attending training: In order to attend CLEET approved certification training, reserve officers must meet, as a minimum, the following conditions:

- a. Be at least 21 years of age.
- b. Be a United States citizen or in resident alien status, as defined by U.S. Immigration and Naturalization Service.
- c. Must be a high school graduate or have a GED equivalency certificate. (Minimum requirements)
- d. Must not have been convicted in state or federal court for any felony, crime of moral turpitude, or crime of domestic violence.
- e. Must have fingerprint clearance from the Federal Bureau of Investigation & the Oklahoma State Bureau of Investigation.
- f. (Title 70 O.S. § 3311 (E)(2)(b) - Must have undergone psychological evaluation by the employing agency using a psychological instrument approved by CLEET, and administered by the agency in accordance with the standards in the test document. The test results must be evaluated by a psychologist licensed by the State of Oklahoma. The agency must have provided the psychologist with a statement confirming the identity of the individual and attesting that the agency administered the test properly. The agency must certify to CLEET that the evaluation was conducted in accordance with this statute and that the person evaluated is suitable to serve as a peace officer in the State of Oklahoma.
- g. Must be commissioned or appointed by employing agency prior to attending CLEET approved certification training.
- h. Must be First Aid and CPR certified prior to attending CLEET approved training. (CPR training includes adult and child/infant)
- i. Must not have been involuntarily committed to an Oklahoma state mental institution.
- j. Must submit all required documentation and enrollment materials prior to the certification training.
- k. Passing a reading, writing and comprehend test (Effective Nov. 1, 2015, Title 70 O.S. § 3311.1) (Oklahoma Career Techs P.O.S.S.E.) Results must be included in Reserve Academy Application.

2. In addition:

- a. Any other applicable criteria as determined by the Chief of Police.
- b. A full-time Pocola Police Department officer, possessing at least on year of continuous, satisfactory service, who terminates his full-time status in good standing with the Pocola Police Department, may be eligible for appointment as a reserve police officer upon the approval by the Chief of Police.

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- c. A full-time officer that has been terminated by the Pocola Police Department is not eligible for appointment as a reserve officer for the Pocola Police Department.

B. Staffing and Chain of Command

- 1. The Pocola Police Department Reserve Police Officer Unit is primarily intended to function in a support capacity for the Patrol Division.
- 2. The Chief of Police, or his designee, will serve as the "coordinator" between the members of the Reserve Unit and the Patrol Division. The function of the Reserve Coordinator shall be to facilitate the various activities and operations of the Reserve Unit, maintain all related records, and coordinate required training as necessary.
- 3. Reserve Officer Coordinator – The Chief of Police 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.
- 4. The authorized personnel strength of the Reserve Unit shall be determined by the Chief of Police based on the needs of the Department.

C. Uniforms and Equipment - Each member of the Pocola Police Department Reserve Police Officer Unit will be issued uniforms and related equipment comparable to that issued to full-time officers.

- 1. Reserve officers shall be issued one (1) complete set of regulation Pocola Police Department uniforms.
- 2. Reserve officers shall adhere to all regulations and policies governing the wearing of the Pocola Police Department uniform.
- 3. Reserve officers shall be issued a duty firearm in accordance with applicable Pocola Police Department (PPD) policies and procedures.
  - a. While “on-duty,” the issued firearm and one secondary firearm may be carried in accordance with all PPD policies.
  - b. The secondary firearm must meet all the standards established for full-time officers carrying secondary firearms.
  - c. Because reserve officers have no law enforcement authority while “off-duty,” other than the limited authority given private citizens, the Pocola Police Department does not authorize reserve officers to carry handguns while “off duty.”
  - d. However, if the officer has a valid state-issued concealed handgun carry permit, and they are in good standing with the department, they may carry their city issued firearm while off-duty, under the authority granted to them by the Concealed Handgun Permit.

D. Training - All members of the Pocola Police Department’s Reserve Police Officer Unit shall receive training as required by the Oklahoma Council on Law Enforcement and Training comparable to the level required for full-time law enforcement officers. This training shall include, but is not limited to:

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1. Prior to being authorized to carry a departmentally-issued weapon, reserve officers will be issued a copy of the Pocola Police Department's Response to Resistance Policy and will receive documented instruction concerning the use of deadly force.
  2. Reserve officers will be required to attend the same in-service training as given fulltime police officers, mandated by Pocola Police Department policy and procedures.
- E. Responsibilities - Reserve officers will be required to:
1. Maintain a current telephone number and be subject to emergency call out twenty-four (24) hours a day; when not in conflict with the reserve police officer's regular employment;
  2. Exhibit the same high standards of professional and moral conduct as full-time Pocola police officers; and
  3. Attend all mandatory reserve officer's meetings and training classes as may be scheduled by the Department.
- F. Firearms Proficiency Training - At a time and date announced by the Pocola Police Department's 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 this level of proficiency will not be authorized to carry and use departmental weapons.
- G. Liability Protection - Reserve officers, while operating under direct supervision in an assigned capacity for the Pocola Police Department, will have the same civil liability protection afforded full-time law enforcement officers of this Department. The City Attorney for the City of Pocola will provide representation in the event of a civil action against a Pocola Police Department Reserve Police Officer provided that:
1. The event resulting in the civil action against the reserve officer occurred while the officer was operating under supervision and in an assigned capacity for the Pocola Police Department; and
  2. The reserve officer named in the civil action acted in accordance with all federal, state and local laws as well as all policies and procedures established by the Pocola Police Department.

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- H. Assignments - Reserve officers will be required to work, at a minimum, twenty (20) hours per quarter in a patrol division function, unless excused by the Chief of Police. Once this commitment has been satisfied, reserve officers in good standing may be eligible for assignment in other divisions or units, upon the approval of the Reserve Coordinator and the supervisor of the unit in which the reserve officer desires to work. Attending a training class will not be substituted for required hours. "Good Standing" means the reserve officer has completed all required training, including all firearms qualifications, has fulfilled the minimum hourly requirements in patrol duty for each quarter, and is not currently under disciplinary suspension. The Chief of Police or immediate Supervisor of the Reserve Officer Unit may grant waivers on the above requirements on an individual basis.
1. General Duty - Reserve officers must report to the on-duty supervisor in the division of their assignment prior to beginning their tour of duty. 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 manpower needs, known problem areas, or other factors as determined by the division commander.
  2. Leave of Absence – Upon the submission of a written memorandum by a reserve officer, through their chain of command and for good cause, the Police Chief or designee may grant a reserve officer a leave of absence for up to one year; however, the reserve officer must successfully complete all Department required training before returning to duty.
- I. Special Events - From time to time, special events occur within the City of Pocola that may require the use of reserve officers to supplement the existing manpower of the Pocola Police Department. On these occasions, all reasonable efforts will be made to notify the reserve officer as far in advance as possible. Reserve officers may be used for crowd control or traffic control, and not be actually in the physical presence of a full-time officer, provided they have received proper training for the special task or assignment. Time spent working on special events shall count toward quarterly duty requirements.
- J. Disciplinary Process - Pocola Police Department Reserve Officers are subject to the same disciplinary processes as any full-time member for misconduct while on duty or official misconduct when off-duty, at the discretion of the Chief of Police. Disciplinary action, up to and including termination from the Reserve Unit, may be taken for:
1. Failure to work the required number of shifts; or failure to attend scheduled Reserve Police Officer Unit meetings or assigned training sessions;
  2. Performance as a reserve officer that is inconsistent with the standards required by the Pocola Police Department.

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