

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>RESERVE FORCE PROGRAM</b>		
<b>POLICY AND PROCEDURE 3.2.9</b>		
<b>Effective Date :</b> 04/01/11	<b>Accreditation Standards:</b> CALEA 16.3.1-16.3.8 CFA 5.01M, 5.02M, 5.04M	<b>Review Date:</b> 09/01/2012

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**PURPOSE:** To establish and describe the Department's reserve police program.

**SCOPE:** This policy applies to all Patrol Operations Sergeants, Officers and all Reserve Officers.

**REVIEW RESPONSIBILITY:** Administrative Support Bureau Major

**POLICY:** This Department provides for a reserve force program to enhance manpower and to meet the demands created by emergencies. Reserve officers shall assist full-time sworn officers with the delivery of law enforcement services, consistent with applicable law.

### **1. ORGANIZATION OF RESERVE OFFICER FORCE**

- a. A police reserve program shall be established pursuant to Chapter 50, Article II; Sections 50-31 through 50-38 of the Code of Ordinances for the City of Palm Beach Gardens.
- b. Reserve officers are a functional sub-unit of officers assigned to the Administrative Support Operations Bureau for routine, emergency and non-emergency duty assignments.
- c. The Police Training Sergeant shall be charged with coordinating the activities of reserve officers.
- d. Supervisors are responsible for ensuring that each reserve officer, when assigned under their command, is effectively utilized, supervised, evaluated, commended, and disciplined when appropriate or required.
- e. Reserve officers shall be considered, while on active/routine duty or training in-service, as volunteer employees of the City and shall have no permanent membership to the City's benefit packages, pension or compensation.
- f. They may also be subject to call for active duty in emergencies as the Chief of Police deems necessary.
- g. Reserve officers shall be subject to the rules, regulations, policies and procedures of the Department.

- h. The reserve staff, subject to the approval of the Chief of Police, may establish rules and regulations. Such rules and regulations shall not conflict with Department rules and regulations.
- i. Reserve officers shall have no proprietary rights as an appointed officer and may be dismissed for failure to comply with Department orders, rules, regulations, policy or procedures.
- j. The Police Training Sergeant is responsible for developing, and keeping current, plans for recruiting, training, evaluating, placement and use of reserve officers.
- k. Reserve officers are required to attend scheduled meetings. These meetings are held to discuss reserve officer programs and activities, including work assignments, and to conduct in-service training.
- l. Reserve officers are required to serve a minimum of 16 hours of duty each calendar month in order to maintain their reserve status, unless excused for leave of absence or other good reason.
- m. Special reserve officers, as designated by the Chief of Police, may substitute the mandatory 16 hours of duty per month for the expertise provided to the Department (waiver of mandatory hours).

## **2. RESERVE OFFICERS' RESPONSIBILITIES**

- a. The primary duties of reserve officers shall be to augment and supplement the Patrol Operations Bureau for police services and to execute such special assignments as may be established by the Bureau Major. Reserve officers shall:
  - i. Take a sworn oath of office, receive training and maintain a state of operational readiness to respond to emergency situations.
  - ii. Assist officers in the performance of patrol and other duties and hold himself/herself to the same professionalism and attention to duty as a full-time officer.
  - iii. Become familiar with all Department rules, regulations, directives, policies, and procedures and shall adhere to their responsibilities.
  - iv. Perform law enforcement duties of a fulltime officer to include answering calls for service, writing reports, and enforcing laws in a manner that will enhance the image of the police department in the community.
  - v. Maintain uniform and equipment in accordance with Department rules, regulations and procedures.
  - vi. Attend all FDLE CJSTC mandated agency training
  - vii. Attend courses at a certified training facility, if not able to attend agency training
  - viii. Maintain 40 hours of training every four years
  - ix. Attend annual firearms qualification and review agency's policy on use of force
  - x. Provide Training Sergeant with all current training certifications and documents
- b. Reserve Officers may be separated from the agency if requirements and standards are not met.

## **3. QUALIFICATIONS**

- a. Applicants should be gainfully employed, financially independent, or financially solvent and must comply with established eligibility requirements, including respective certifications required for Reserve Officer I, Reserve Officer II or Special Reserve Officer.
- b. Annually, during firearms qualifications, HB218 certifications will be administered to reserve officers meeting the established standards.

## **4. APPLICATION AND SELECTION PROCESS**

- a. Application processing of persons seeking reserve officer positions shall be coordinated through the City's Human Resources Department and the Training Sergeant.

- b. All Reserve officers shall be subject to the same application and selection criteria as full-time officers.
  - i. The Reserve application/selection process will be waived for retired PBGPD officers.
- c. The selection process shall include: written application, CVSA exam, oral interview, psychological exam, background investigation, and medical/physical exams.
- d. The expense for the physical examination, psychological and polygraph or CVSA exam required of applicants for reserve officers shall be covered by the City of Palm Beach Gardens.
- e. Applicants must satisfy all selection criteria prior to appointment. Applicants who fail to satisfy the above criteria will not be selected.

## **5. TRAINING**

- a. Reserve officers will be provided with training that meets or exceeds the Department and the Florida Criminal Justice Standards and Training Commission requirements.
- b. The training unit staff shall assist with in-service training for reserve officers consistent with the guidelines for sworn officers.
- c. Reserve officers shall complete a field training program as prescribed by the Department.
- d. Reserve officers will be tested for weapons proficiency and trained in the Response to Resistance policy with the same frequency as full-time officers performing like functions.

## **6. EVALUATIONS**

- a. Reserve officer performance evaluations shall be conducted in accordance with this agency's policy on evaluating members.

## **7. INSURANCE AND BENEFITS**

- 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 fulltime officers performing like functions.
- b. Medical costs for injuries sustained in the line of duty will be covered by the City of Palm Beach Gardens.
- c. Reserve officers shall be entitled to receive death benefits from the State of Florida Death Benefit Fund if death occurs while on-duty or as a result of an injury incurred while on-duty.
- d. Reserve officers of the Department will not be provided with life, accidental death, or dismemberment insurance benefits.
- e. Vacation pay, holiday pay or sick leave benefits are not provided.
- f. Reserve officers shall not be entitled to benefits under the Police pension and City retirement fund.

## **9. UNIFORMS AND EQUIPMENT**

- a. Reserve officers shall be equipped with uniforms and equipment as described in the department's policy and procedure 4.2.1.7 - Uniform & Equipment Specifications & Dress Code.
- b. Reserve officers will wear rank insignia as designated by the Chief of Police.
- c. Reserve officers will not be allowed to carry a handgun while off-duty, except while going to or from an official duty assignment. This does not exclude reserve officers who have a valid concealed weapon permit. Reserve officers who possess a concealed weapon permit are not allowed to carry a weapon issued by this Department while off-duty.
- d. All reserve officers will be clearly distinguished through uniform attire by wearing a badge and nameplate that indicates "Reserve."

**10. AUTHORITY OF THE CHIEF**

- a. The Chief of Police shall be the final authority in the selection, suspension, promotion, or dismissal of reserve officers.

**11. GLOSSARY**

**Auxiliary-** A non-sworn, unarmed, uniformed or non-uniformed, affiliate whose duties contribute to the mission of the agency in a support capacity. Included are police volunteers, law enforcement cadets, law enforcement explorers, and other volunteers. Excluded are part-time paid employees of the agency and reserve officers.

**Reserve-** A sworn officer, armed or unarmed, who works less than full time, with or without compensation, and who, by their assigned function or as implied by their uniform, performs duties associated with those of a police officer.

**Reserve Force** -The term "Reserve Force" shall mean all volunteer part-time officers assigned to the department's police reserve program that meet the definition for reserve officer I and reserve officer II.

**Reserve Officer I** - A part-time volunteer police officer who has met all pre-employment and training requirements prescribed by the police department and the Florida Criminal Justice Standards and Training Commission for Police Officers. After training requirements have been met, a police reserve officer I may exercise full police authority.

**Reserve Officer II** - A part-time volunteer reserve police officer (auxiliary officer) who has met all pre-employment and training requirements prescribed by the police department and Florida Criminal Justice Standards and Training Commission for Auxiliary Officers. After training requirements have been met, a police reserve officer II can aid and assist a full-time or fully certified reserve officer I and shall exercise police authority only while under the direct supervision of a full-time or reserve I officer.

**Special Reserve Officer** - In addition to the Reserve Officer I or II requirements, special reserve officer(s) possess specific expertise and perform specific roles for the Department such as serving as a police trainer, serving as a SWAT medic, etc.

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**INDEX AS:**

- RESERVE FORCE

**RESPONSIBILITY INDEX**

- CHIEF OF POLICE
- BUREAU MAJORS
- POLICE TRAINING SERGEANT
- SERGEANTS

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**APPROVED:**

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Stephen J. Stepp  
Chief of Police

04/01/2011  
Date