

GENERAL ORDER 16.4.1

Reserves

GENERAL ORDER CROSS-REFERENCE: 16.4.2

SUMMARY

Describes the Department's reserve officer program.

DISCUSSION

The intent of this program is to provide supplemental personnel for routine law enforcement activities, enhance public service, and create police career opportunities.

The police reserve broadens the capabilities of the Springfield Police Department in handling unusual events, natural disasters, and other emergencies.

The police reserve unit increases citizen involvement in law enforcement by their participation in police activities.

The police reserve unit prepares its members to become police officers through training and experience.

POLICY

I

DEFINITIONS

Reserve Recruit:

A member accepted into the reserve unit who has not graduated from a departmentally approved Police Reserve Academy or has not met all qualifications required of a reserve officer.

Reserve Officer:

Any member of the Springfield Police Department reserve program who has successfully completed all defensive tactics, baton and firearms training, the Police Reserve Academy or its equivalent as determined by the Chief of Police based upon a comparative assessment of the training, and is involved in or has completed the field officer training program. The reserve officer wears a uniform identical to the police officer uniform with reserve badge.

Reserve Field Training Officer (RFTO):

A sworn police officer who assists in the training of reserve officers during the field training program.

Reserve Advisor:

A police sergeant appointed by the Patrol Division Commander who is in charge of the reserve officer program.

II

The chain of command in the Springfield Police Department Reserve Unit is as follows and will be adhered to by all members of the reserve unit when conducting Department business:

1. Chief of Police
2. Lieutenant
3. Sergeant and/or Reserve Advisor
4. Police Officer
5. Reserve Commander
6. Reserve Officer
7. Reserve Recruit

III

In order to develop and maintain a professional image of its law enforcement representatives, the Springfield Police Department maintains a list of required qualifications. It is recognized that the mental and physical stresses experienced by reserves are equivalent to those of a full-time police officer. For those reasons, the following minimum requirements apply:

Reserves and reserve recruits:

1. Be a citizen of the United States.
2. Possess a valid Oregon driver's license at time of acceptance.
3. Be at least 21 years of age.
4. Have no felony convictions.
5. Have graduated from an accredited high school or have a GED.

6. Meet minimum physical standards as set by the Department of Public Safety Standards and Training (DPSST).
7. Must pass a physical examination administered by a physician.
8. Satisfactorily pass the Department's psychological screening.
9. Satisfactorily pass the Department's physical abilities examination.

IV

The reserve organization shall accept applications for membership as needed. Applications shall be processed and applicants tested to coincide with the Police Reserve Academy. The Springfield Police Reserve Organization will have a maximum membership of fifteen members. Should there be no vacancies within the organization, applications may not be accepted.

The applicant review board may consist of the reserve advisor, two full-time members of the police department, and two members of the reserve program if available.

The following testing procedures will be required of a reserve applicant. Failure to successfully pass items 4, 5, or 6 will eliminate the applicant from further consideration. Those applicants failing 1, 2, or 3 may retest during the next reserve selection process.

1. Written examination.
2. Physical abilities test.
3. Oral board interview.
4. Background investigation.
5. Medical examination by a physician.
6. Psychological examination.

V

The reserve commander shall be appointed by the Patrol Division Commander from a list of applicants provided by the reserve advisor. The reserve commander applicant shall have completed the FTO program or be actively pursuing this goal. If the reserve commander fails to meet his/her obligations, he/she will be relieved of his duties by the Patrol Division Commander.

Responsibilities:

1. The reserve commander shall be responsible for conducting monthly meetings in a professional and organized manner.

2. The reserve commander shall be responsible for seeing that all reserve personnel conduct themselves in an orderly and professional manner.
3. The reserve commander shall be responsible for the needs of his subordinates in matters concerning the reserve unit.
4. The reserve commander shall keep the reserve sergeants informed on matters concerning the reserve unit.
5. The reserve advisor of the unit, with the approval of the Patrol Division Commander, possesses the authority to terminate any member of the reserve unit.
6. The reserve commander shall be responsible for documenting all and reporting to the Office Supervisor all hours worked by the reserve officers.

VI

TRAINING

Upon obtaining the rank of reserve officer, the reserve will enter into a field training program. The new reserve officer will be issued a DPSST FTO manual to be used as training guides. It will be the responsibility of the reserve officer to maintain this manual and to have it signed off by the RFTO as he/she progresses in the reserve FTO program. The RFTO shall evaluate and document the reserve officer's progress using the FTO Daily Observation Report (DOR) at the completion of each shift in which the reserve officer participates.

The reserve officer is expected to complete 480 documented training hours on patrol with a RFTO to complete the field training program. These training hours will be documented with a DOR at the end of each training period and forwarded to the reserve advisor. Upon completion of the required training hours and the DPSST Manual, the reserve advisor will review and sign off the DPSST Manual and prepare a memorandum signifying the completion of the FTO program to be filed in the reserve officer's training file.

Reserve meetings will be held at the discretion of the Reserve Advisor and attendance is mandatory. Any non-emergency absence must be scheduled through the Reserve Advisor.

Reserve officers shall make every effort to attend departmental mandatory training. Reserves officers must maintain their firearms qualifications.

VII

ASSIGNMENTS/AUTHORITY

Reserve officers have legal authority to perform the same duties as regular officers while

functioning as police reserves on duty with the Springfield Police Department. The specific tasks to be performed are determined by the watch commander or regular officer with whom the reserve is working, or other competent authority. Reserve officers may drive patrol vehicles while engaged in the Field Training Program upon approval of the RFTO and documentation of driver training.

Once the Field Training Program is completed, reserve officers may drive patrol vehicles while engaged in subpoena service or other designated duties assigned, upon approval of the Watch Commander or competent authority.

The reserve officer may not engage in vehicle pursuits under any circumstances without an officer present in the vehicle. Reserve officers may not engage in other enforcement action unless accompanied and directed by a sworn officer unless exigent circumstances exist that by their very nature, immediate action must be taken.

The primary role for reserve officers is to function as a second officer in a patrol unit as a backup to an officer.

Reserve officers are subject to direction by officers and are expected to comply with all lawful directions issued by an officer.

Reserve officers are required to complete 24 hours of training or other reserve program related duties each month.

VIII

DISCIPLINARY ACTIONS

Reserves are responsible for compliance with all Department rules, policies, procedures, and other directives, except those which by their very nature do not apply to reserves.

Reserves are subject to disciplinary action in the event of wrongful conduct, including verbal or written reprimand, suspension or termination of the reserve commission.

A reserve may be suspended for cause by any sworn supervisor, pending full review by the Patrol Division Commander. The reserve advisor shall be immediately notified of any such action.

A reserve may be terminated without cause at any time by the Chief or designee. Reserves are volunteers and have no property right to a position and have no "due process" rights.

When the reserve officer has one unexcused absence from a mandatory meeting, the member will receive a memo to be placed in his file. After 2 unexcused absences, a letter of reprimand will be placed in the file. After 3 unexcused absences, termination of reserve status

will be considered.

Upon request of the reserve officer, written reprimands/warnings will be removed from the reserve officer's personnel file after two years, so long as no other disciplinary actions occur within that time period. Reserve officers shall have the right to submit rebuttal material to any critical material contained in their personnel file.

IX

FIREARMS

Reserve officers are subject to the same firearms policy, procedures, and qualification standards as established by the Department for full-time officers.

A firearm will be issued by the department. The reserve recruit will be required to satisfactorily complete the approved firearms training during the Police Reserve Academy. The reserve recruit shall participate in all mandatory Department firearms training. Upon completion of the academy, the reserve recruit will be qualified by the Springfield Police Department range master or his designee. Only upon successful completion of both training programs and promotion to reserve officer status will the officer be allowed to carry a firearm on duty.

Reserve officers are not authorized to carry a concealed weapon off duty. This does not preclude the holder of a valid concealed weapons permit issued pursuant to State law from carrying a concealed weapon off duty.

Reserves are bound by the weapons specifications and rules as set forth in the Department policy manual.

X

EQUIPMENT

Reserves shall utilize Department equipment only for its intended use, in accordance with Department procedures, and shall not abuse, damage or lose Department equipment.

Reserve officers are equipped the same as full-time police officers where they perform the same functions.

Reserve officers may carry or utilize only those weapons or devices specifically authorized by the Chief of Police, and with which they have qualified to carry and use by the training division. Issued and/or approved weapons or devices shall not be modified. Reserve officers found carrying or using unauthorized or modified equipment, or carrying or using equipment which they are not certified to carry or use shall be immediately suspended pending disciplinary action.

Each reserve will be issued an equipment locker. Anything lost or damaged shall be immediately reported to the reserve advisor.

Reserves shall be issued one uniform plus necessary equipment and accessories.

Except for the badge, there is no distinction between the uniform worn by reserve officers and regular police officers.

Richard L. Lewis
Chief of Police