

## Reserve Officers

### 350.1 PURPOSE AND SCOPE

The Red Bluff Police Department Reserve Unit was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn volunteer reserve officers who can augment regular staffing levels.

### 350.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The Red Bluff Police Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department.

#### 350.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Before appointment to the Police Reserve Unit, an applicant must have completed a POST approved basic academy or extended basic academy.

#### 350.2.2 APPOINTMENT

Applicants who are selected for appointment to the Police Reserve Unit shall, on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

#### 350.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS

Level I reserve officers will be compensated at an hourly rate, without benefits.

Level II Reserve Police Officer is strictly a volunteer assignment and therefore there is no paid compensation.

For court appearances, Level I reserve officers will be paid at an hour-for-hour rate. If a Level I reserve officer is subpoenaed to court and must appear, he/she will be paid for a minimum of one hour even if the required appearance is less than one hour. After one hour, the reserve officer will be paid for whatever period of time the appearance requires.

There is no stand-by compensation for reserve officers. However, the Reserve Coordinator will closely monitor subpoenas and work with the court to place Reserves on-call, whenever possible.

Level I reserve officers requesting payment for court duties shall complete an Overtime Card, and submit it to the on-duty Watch Commander. Approved cards are forwarded to the Operations Division Commander for processing. Checks will be issued in compliance with City policy.

Reserve Police Officers will receive a uniform allowance of \$400.00 annually in July. All safety equipment shall be supplied by the Red Bluff Police Department.

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Safety equipment is defined as the following: Bullet resistant vest, Duty belt, holster, magazine case, handcuff case, handcuffs, baton, baton holder, OC Spray, OC holder, radio and radio holder.

All property issued to the reserve officer shall be returned to the Department upon termination or resignation.

#### **350.2.4 EMPLOYEES WORKING AS RESERVE OFFICERS**

Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department must not utilize the services of a reserve or volunteer in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the Reserve Coordinator should consult the Department of Human Resources prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

#### **350.2.5 CLASSIFICATION**

Reserve officers shall be placed into two different classifications:

**Level I Reserve Police Officer** - A reserve officer may be designated as a Level I when he/she has successfully completed a POST certified Law Enforcement Academy (832.6(a)(1) PC), and has completed the Red Bluff Police Department POST certified Field Training Program consisting of 560 hours of training with a Department approved Field Training Officer. All elements of the Red Bluff Police Department Field Training Manual must be completed. When these conditions have been met a Reserve Police Officer may be eligible for assignment as a designated or non-designated Level I Reserve Police Officer.

Nothing in this section should be interpreted to mean the Department is required to designate a reserve officer that has met these standards as a Level I reserve officer. The Designation of Level I Reserve Police Officer is at the discretion of the Administration.

**Level II Reserve Police Officer** -- A reserve officer may be designated as a Level II when he/she has successfully completed a POST approved Penal Code § 832 Course and a Level II Reserve Training Course. Level II Reserve Police Officers must work under the immediate supervision of a Peace Officer who has completed a POST basic course (Penal Code §832(2)). Level II Reserve Police Officers may only work without immediate supervision when assigned to limited duties that do not require general law enforcement powers. (Penal Code § 832.(2)(3))

#### **350.3 DUTIES OF RESERVE OFFICERS**

Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve officers will usually be to augment the Operations Division. Reserve officers may be assigned to other areas within the Department as needed. Reserve officers are required to work a minimum of 16 hours per month.

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#### 350.3.1 POLICY COMPLIANCE

Police reserve officers shall be required to adhere to all departmental policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn reserve officer unless by its nature it is inapplicable.

#### 350.3.2 RESERVE OFFICER ASSIGNMENTS

All reserve officers will be assigned to duties by the Reserve Coordinator or his/her designee.

#### 350.3.3 RESERVE COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Reserve Officer Program to a Reserve Coordinator.

The Reserve Coordinator shall have the responsibility of, but not be limited to:

- (a) Assignment of reserve personnel
- (b) Conducting reserve meetings
- (c) Establishing and maintaining a reserve call-out roster
- (d) Maintaining and ensuring performance evaluations are completed
- (e) Monitoring individual reserve officer performance
- (f) Monitoring overall Reserve Program
- (g) Maintaining liaison with other agency Reserve Coordinators

#### **350.4 FIELD TRAINING**

Penal Code § 832.6 requires Level II reserve officers, who have not been released from the immediate supervision requirement per the Completion of the Formal Training Process subsection, to work under the immediate supervision of a peace officer who possesses a Basic POST Certificate.

#### 350.4.1 TRAINING OFFICERS

Officers of this department, who demonstrate a desire and ability to train reserve officers, may train the reserves during Phase II, subject to Shift Sergeant approval.

#### 350.4.2 PRIMARY TRAINING OFFICER

Level II reserve officers who are interested in promoting to Level I status will be assigned to a "Primary Training Officer." The Level II reserve officer will be assigned to work with his/her "Primary Training Officer" during the first 560 hours of training. In order to obtain Level I status all of the 560 hours of training must be with one of the Department's Field Training Officers. All training must be in accordance with the Department's POST certified Field Training Manual.

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The Department will coordinate training of The Level II Reserve Police Officer. Level II Reserve Police Officers will be allowed to complete an extended Field Training Program over a period of weeks and/or months, as determined by the Department.

#### **350.4.3 FIELD TRAINING MANUAL**

Each new reserve officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Red Bluff Police Department. The reserve officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

#### **350.4.4 COMPLETION OF THE PRIMARY TRAINING PHASE**

When a Level II Reserve Police Officer has satisfactorily completed the Red Bluff Police Department POST certified Field Training Program he/she will have had a minimum of 560 hours of on-duty training. After completion of this program the Level II reserve officer may be eligible to be promoted to a classification of Level I Reserve Police Officer at the discretion of the Administration.

### **350.5 SUPERVISION OF RESERVE OFFICERS**

Reserve officers who have attained the status of Level II shall be under the immediate supervision of a regular sworn officer (Penal Code 832.6). The immediate supervision requirement shall also continue for reserve officers who have attained Level I status unless special authorization is received from the Reserve Coordinator with the approval of the Division Commander.

#### **350.5.1 SPECIAL AUTHORIZATION REQUIREMENTS**

Reserve officers certified as Level I may, with prior authorization of the Reserve Coordinator and on approval of the Division Commander, be relieved of the "immediate supervision" requirement. Level I reserve officers may function under the authority of Penal Code § 832.6(a)(1) only for the duration of the assignment or purpose for which the authorization was granted.

In the absence of the Reserve Coordinator and the Division Commander, the Shift Sergeant may assign a certified Level I reserve officer to function under the authority of Penal Code § 832.6(a) (1) for specific purposes and duration.

#### **350.5.2 RESERVE OFFICER MEETINGS**

All reserve officer meetings will be scheduled and conducted by the Reserve Coordinator. All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

#### **350.5.3 IDENTIFICATION OF RESERVE OFFICERS**

All reserve officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

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#### 350.5.4 UNIFORM

Reserve officers shall conform to all uniform regulation and appearance standards of this department.

#### 350.5.5 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator, at the discretion of the Operations Division Commander.

Reserve officers are considered at-will employees. Government Code § 3300 et seq. applies to reserve officers with the exception that the right to hearing is limited to the opportunity to clear their name.

Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual.

### **350.6 FIREARMS REQUIREMENTS**

Penal Code § 830.6(a)(1) designates a reserve officer as having peace officer powers during his/her assigned tour of duty, provided the reserve officer qualifies or falls within the provisions of Penal Code § 832.6.

#### 350.6.1 CARRYING WEAPON ON DUTY

Penal Code § 830.6(a)(1) permits qualified reserve officers to carry a loaded firearm while on-duty. It is the policy of this department to allow reserves to carry firearms only while on-duty or to and from duty.

#### 350.6.2 CONCEALED FIREARMS PROHIBITED

No reserve officer will be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve officers who possess a valid CCW permit. An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to departmental standards. The weapon must be registered by the reserve officer and be inspected and certified as fit for service by a departmental armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall have demonstrated his/her proficiency with said weapon.

When a reserve officer has satisfactorily completed all three phases of training (as outlined in the Field Training section), he/she may be issued a permit to carry a concealed weapon. The decision to issue a concealed weapon permit will be made by the Chief of Police with input from the Reserve Program Coordinator and administrative staff. In issuing a concealed weapon permit a reserve officer's qualification will be individually judged. A reserve officer's dedication to the

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program and demonstrated maturity, among other factors, will be considered before a concealed weapon permit will be issued. Once issued, the concealed weapon permit will be valid only for as long as the reserve officer remains in good standing as a Reserve Officer with the Red Bluff Police Department.

#### **350.6.3 RESERVE OFFICER FIREARM TRAINING**

All reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all areas of the firearms training section of the Policy Manual, with the following exceptions:

- (a) All reserve officers are required to qualify at bi-annually
- (b) Reserve officers may fire at the department approved range at least once each month and more often with the approval of the Reserve Coordinator
- (c) Should a reserve officer fail to qualify that reserve officer will not be allowed to carry a firearm until he/she has reestablished his/her proficiency

#### **350.7 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL**

The Reserve Coordinator shall develop a plan outlining an emergency call-out procedure for reserve personnel.