

## Reserve Officers

### **350.1 PURPOSE AND SCOPE**

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

Reserve officers work part-time and shall hold certification by the Arizona Peace Officer Standards and Training Board (AZPOST) (AAC § R13-4-103).

### **350.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS**

The Peoria Police Department shall endeavor to recruit and appoint 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 sworn police officers before appointment (AAC § R13-4-110).

Before appointment as a reserve officer, an applicant must have completed, or be in the process of completing, a state-approved basic academy or extended basic academy unless granted a waiver pursuant to state law (AAC § R13-4-110(D)).

#### **350.2.2 APPOINTMENT**

Applicants who are selected for the position of a reserve officer shall be sworn in and take the Oath of Office as required for regular officers. Members of the reserve unit serve at the Chief of Police's discretion.

A reserve officer may not perform any law enforcement function without completing the training required by AAC § R13-4-110, and without the AZPOST certification pursuant to AAC § R13-4-103.

#### **350.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS**

Compensation for reserve officers is provided as follows:

- All reserve officer appointees are issued the designated safety equipment. All property issued to the reserve officer shall be returned to the Department upon termination or resignation. Reserve officers shall receive a yearly uniform allowance equal to that of regular officers.
- The Department may provide hospital and medical assistance to a member of the reserve force who sustains injury in the course of performing official duties.

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

Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department shall 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 with the Human Resources Department prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

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#### **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 20 hours per month.

Reserve officers may act only in a supplementary capacity to the regular force.

##### **350.3.1 POLICY COMPLIANCE**

Police reserve officers shall be required to adhere to all Department 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 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 a 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:

- Assigning reserve personnel.
- Conducting reserve meetings.
- Establishing and maintaining a reserve call-out roster.
- Maintaining and ensuring performance evaluations are completed.
- Monitoring individual reserve officer performance.
- Monitoring the overall Reserve Program.
- Maintaining liaison with other agency Reserve Coordinators.

#### **350.4 FIELD TRAINING**

All reserve officers are required to complete the same field training program as a regular full-time officer.

Every reserve officer will complete a monthly e-mail report that will be sent to the Reserve Coordinator. This report will include all hours worked by the reserve officer, any training obtained, any problems encountered while volunteering in their assignment, and any other information deemed necessary by the Reserve Coordinator.

##### **350.4.1 COMPLETION OF THE FORMAL TRAINING PROCESS**

When a reserve officer has satisfactorily completed all three phases of formal training. He/she will no longer be required to ride with a reserve training officer.

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#### **350.5 SUPERVISION**

Reserve officers perform some of the duties of a peace officer and shall be under the immediate supervision of a sworn peace officer and may not be employed as a fulltime officer.

##### **350.5.1 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. The time spent at the meeting is included in the reserve officer's minimum monthly reporting time.

##### **350.5.2 IDENTIFICATION OF 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.

##### **350.5.3 UNIFORM**

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

##### **350.5.4 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 Deputy Police Chief of Operations in compliance with the Personnel Complaint Procedure Policy.

Reserve officers are considered at-will employees. Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual with the exception that the right to hearing is limited to the opportunity to clear his/her name.

##### **350.5.5 RESERVE OFFICER EVALUATIONS**

While in training, reserve officers will be continuously evaluated using standardized daily and weekly observation reports. The reserve will be considered a trainee until all of the training phases have been completed. Reserve officers having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

#### **350.6 TRAINING REQUIREMENTS**

Reserve officers are required to meet the training requirements applicable to full-time sworn officers, pursuant to AAC § R13-4-110 and AAC § R13-4-111 as outlined in the Training Policy. All work time spent in training counts towards the reserve officer's minimum monthly requirement.

#### **350.7 FIREARMS**

Reserve officers shall successfully complete both AZPOST firearms training, pursuant to AAC § R13-4-110(C), and Department-authorized training in the use of firearms. Their appointment must be approved by the City prior to being issued a Department firearm or otherwise acting as an officer on behalf of the Peoria Police Department.

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Reserve officers will be issued a duty firearm as specified in the Duty Firearms Policy. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Duty Firearms Policy.

#### **350.7.1 CONCEALED FIREARMS**

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 Department standards. The weapon must be registered by the reserve officer and be inspected and certified as fit for service by a Department Rangemaster.

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.

#### **350.7.2 RESERVE OFFICER FIREARM TRAINING**

Reserve officers are required to maintain proficiency with firearms used in the course of their assignments pursuant to AAC § R13-4-111(C). Reserve officers shall comply with all areas of the firearms training section of the Policy Manual.

#### **350.8 EMERGENCY CALLOUT FOR RESERVE PERSONNEL**

The Reserve Coordinator shall develop a plan outlining an emergency callout procedure for reserve personnel.

#### **350.9 RESTRICTIONS TO DUTY**

Reserve officers are responsible to follow all city and departmental policies and guidelines that are applicable to compensated employees.

All reserve officers will be responsible for reading the department's policy manual and adhering to all policies and procedures.

Confidentiality agreements: All reserve officers will be required to sign the Peoria Police.

Department Confidentiality Statement prior to approval as a reserve officer.

Reserve officers will receive written authorization from a Patrol Services Bureau commander concerning the successful completion of the required police officer academy training and certification and the FTO Program and related training prior to the solo operation of a fully marked patrol unit.

Reserve officers must not be employees in any job, which creates a conflict of interest for the City of Peoria. A few limited examples include criminal defense attorney, tow truck driver, or liquor establishment employee. If a reserve officer becomes employed in a job other than, or in addition to, the one they had when hired, he or she will notify the Reserve Program Coordinator as soon as possible, regardless of the job.

Reserve officers will be provided with the same coverage as full-time officers with public liability protection equal to that provided for full-time police personnel. (16.3.7)

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Reserve officers will be allowed to work police related off-duty jobs only with approval of the Reserve Program Coordinator.