

Germantown Police Department

Policies and Procedures

Number: 1-21
Effective Date: April 11, 2008
Subject: Reserve Police Officers
Previous Revisions:

I. PURPOSE

The Reserve Police Officer Program provides supplemental personnel for routine law enforcement activities, broadens the capabilities of the Department to handle special events and emergencies, enhances public service and garners citizen support and understanding of the police function through citizen involvement. The Reserve Police Officer Program increases citizen involvement in law enforcement through participation in police activities.

II. POLICY

It is the policy of the Germantown Police Department to utilize qualified volunteers to assist the department in a limited capacity, to preserve the peace and to protect the safety, property and welfare of the community.

III. DEFINITIONS

Reserve Academy: An organized training program of reserve recruits.

Reserve Recruit: A member accepted into the reserve program who is expected to participate in reserve training activities and successfully completes the Reserve Academy. Reserve recruits are not sworn and may not carry firearms.

Reserve Police Officer: Defined as any person serving as a trained, citizen volunteer, whose primary duty is to support full-time regular police officers of the City of Germantown.

IV. GENERAL

- A. Reserve Officers may perform all assigned duties and responsibilities of a regular police officer and will be subject to all applicable policy, procedures, rules and regulations of the Germantown Police Department.
- B. Reserve Officers will assist the Department with special events, large public gatherings and perform in other assignments as directed by the Chief of Police.

- C. Reserve Officers will be subject to call outs in the event of a civil emergency or Police Department personnel shortage.
- D. Reserve Officers will protect and serve the general public according to established departmental standards, goals and objectives.
- E. Reserve Officers will receive \$1.00 (one dollar) per year for their service.

V. ORGANIZATION

- A. Reserve Officers are assigned to the Administrative Division.
- B. The immediate supervisor for all Reserve Officers will be the Reserve Officer Coordinator. The Reserve Coordinator will be responsible to the Administrative Division Commander.
- C. The Reserve Coordinator will be involved in the recruitment, interviewing, hiring and training of Reserve Officers. The Reserve Coordinator will maintain work records, training records, schedules, assignments, commendations and disciplinary records. The Reserve Coordinator will investigate and document all complaints made against any Reserve officer. The Reserve Coordinator will ensure Reserve Officers adhere to all department policies and procedures.
- D. If a Reserve Officer has a question or a problem, he/she should contact the Reserve Coordinator. In the event that this individual is unavailable, the on-duty shift supervisor.
- E. Reserve Officers are also subject to the supervision and orders of a regular police officer when assigned to that officer or with any other regular police officer working a detail to which the Reserve Officer may be assigned.
- F. There is no rank structure for Reserve Officers. In the event of an emergency situation and no regular police officer is available, the Senior Reserve Officer present will be the responsible authority until relieved. Seniority is determined by date of hire.

VI. MANDATORY WORK REQUIREMENTS

- A. Although a minimum of 16 hours on-duty per month is recommended, Reserve Officers will be required to complete 96 on-duty hours per six-month period (unless excused, in writing). The six-month periods will be evaluated from January through June and from July through December each year.

- B. The maximum number of hours on duty per month will be limited to guidelines set forth in Chapter 1110-8-.01 – Part-Time/Temporary/ Auxiliary Police Officers, Tenn. Code Annotated.
- C. Reserve Officers may schedule a regular eight-hour shift, 6 a.m. to 2 p.m., 2 p.m. to 10 p.m., or 10 p.m. to 6 a.m. Roll call is conducted 15 minutes prior to the beginning of the shift.
- D. Contact a Uniform Patrol Supervisor at least one hour prior to roll call to schedule a shift. Do not call Communications to schedule a shift. Ensure that your presence is documented on the supervisors' log sheet in order to receive credit for hours worked. Do not show up for roll call unless prior approval by a supervisor has been granted.
- E. Reserve Officers who complete between one (1) to four (4) hours will be credited with four (4) hours work. Reserve Officers who complete between four (4) and eight (8) hours work will be credited with eight (8) hours. Reserve Officers who complete more than eight (8) hours will be credited on a 1:1 ratio (i.e., 10 hours will receive 10 hours credit). Training hours will be credited on a 1:1 ratio (i.e., 4 hours training will mean 4 hours credit).
- F. Reserve Officers are personally responsible for keeping up with hours worked and plan work schedules in order to meet mandatory minimum requirements. Reserve Officers may contact the Reserve Coordinator regarding work records.
- G. Failure of a Reserve Officer to work the required 96 hours on-duty per six-month period or to attend the required 40-hours of training will be documented. Documentation will be submitted to the Chief of Police, who will determine what disciplinary action will be taken. Factors such as prior work record and extenuating circumstances may be taken into consideration by the Chief of Police when deciding on disciplinary action.

VII. SPECIAL EVENTS

- A. Reserve Officers must be present for duty at all mandatory special events, unless excused.
- B. If unable to report for duty at a special event, Reserve Officers must contact the Reserve Coordinator and submit a memo with an explanation for the absence.
- C. Unexcused absences or failure to notify the Reserve Coordinator in the above described procedure will be documented and may result in disciplinary action, which includes written reprimands, suspension from duty or termination.

- D. Reserve Officers are required to be present at multi-day special events. Fifty (50) percent is a minimum acceptable number of days without being excused.
- E. Reserve Officers must be present at 50 percent of all school football/basketball games.
- F. Reserve Officers will report to and be under the supervision of a Regular Police Officer during a special event.
- G. Reserve Officers will not leave their assigned post or duty assignment until properly relieved and authorized by the Regular Police Officer supervising the detail.

VIII. BASIC RECRUIT RESERVE TRAINING ACADEMY

- A. The Tennessee Peace Officer Standards and Training Commission requires a minimum of 80 hours of training within the first year of being employed as a reserve police officer (P.O.S.T. Rule H10-8-03). The City of Germantown Reserve Academy training shall consist of 160 hours of instruction comprising fundamental law enforcement skills and knowledge. The following guidelines will apply to Basic Recruit Training:
 - 1. Attend basic training 2 nights per week, 12 weeks, 4 hours.
 - 2. Attend basic training on 7 Saturdays for 8 hours each.
 - 3. Independent study NIMS courses for 8 hours.
 - 4. Qualify with an authorized semi-automatic pistol and shotgun.
 - 5. Successfully complete 12 week basic training.
- B. Absenteeism:
 - 1. Notify Reserve Coordinator prior to missing class.
 - 2. Submit a memo explaining why class was missed.
 - 3. Excessive absences will result in termination.
 - 4. Excused absences must be made up.
 - 5. Injuries on duty will be covered under Worker's Compensation.

IX. YEARLY TRAINING REQUIREMENT

- A. All Reserve Officers must attend, in addition to Basic Recruit Training, forty (40) hours of training each calendar year. These hours may be completed by attending the Germantown Police Department In-Service Training, which is held for one week, Monday through Friday, during the months of September, October, November and December of each year. It is not required that the In-Service Training be completed on five consecutive days, but a combination of 40 hours must be completed during this time period to receive credit for In-Service Training.
- B. Law enforcement training videotapes may be available for viewing for Reserve Officers who cannot attend the regular in-service training during the day.
- C. Reserve Officers may also attend Germantown Police Department's In-House Training Sessions in order to meet the 40-hour training requirement.
- D. Substitute training from a P.O.S.T. approved training class may be used to satisfy the 40- hour requirement at the discretion of the Training Officer.

X. EQUIPMENT

- A. New Recruits will be issued an authorized semi-automatic pistol.
- B. Uniforms and other equipment will be furnished. Yearly uniform allowance is currently \$300 and is available on July 1st. Submit requisition forms to the Administrative Captain for approval prior to visiting a uniform store.
- C. An Evasive Vehicle Operations Course must be successfully completed before a Reserve Officer will be allowed to operate any City vehicle.
- D. A Germantown Commission will be issued upon successful completion of Basic Recruit Training.

XI. FIREARMS

Reserve officers of this department are authorized to carry the departmental issued firearm while in the performance of police duties, subject to required training and qualification. Reserve officers are required to be proficient with their firearm in regards to its use, care, cleaning, field stripping, loading and unloading, visual and operational inspections as instructed by the Firearms Training Staff. Reserve officers are not full-time law enforcement officers as defined in Tenn. Code Ann. 39-17-1350(d), therefore, are not to carry the departmental issued firearm when off duty. Reserve Officers who carry a personal firearm off duty must comply with the requirements of Tenn. Code Ann. 39-17-1351 (Handgun Carry Permits).

XII. CONDUCT

- A. All Reserve Officers are subject to the rules, regulations, policies and procedures of the Germantown Police Department.
- B. Reserve Officers will familiarize themselves with all policies and procedures of the City of Germantown and of the Germantown Police Department, and they will adhere to and act accordingly.
- C. Reserve Officers will exercise no authority as peace officers when such individual is not on duty with a specific assignment with the Department.
- D. Reserve Officers will not equip their personal vehicles with any emergency vehicle equipment such as blue lights, siren or radio.
- E. Personal vehicles will not be used to apprehend traffic law violators.

XIII. REVIEW PROCESS

An annual review of this policy will be conducted to determine if it should be revised, cancelled or continued in its present form.

This order shall remain in effect until revoked or superseded by competent authority.