



Effective 07/01/96

# CHANDLER POLICE DEPARTMENT GENERAL ORDERS



General Order C-10

By Order of

Approved

Bobby J. Harris, Chief of Police

Police Legal Advisor

## C-10 POLICE RESERVE PROGRAM

### 100 PURPOSE

The purpose of this order is to establish the rules and regulations for governing reserve officers.

### 200 POLICY

[16.3.1]

Police reserve officers will comply with all departmental General Orders, rules, regulations, and policies. Reserve officers will spend the majority of their efforts augmenting the Field Operations Division.

### 300 RESERVE OFFICER CLASSIFICATION

[16.3.3]

A. Chandler Police Department has three reserve officer classifications – Retired officer reserve, former officer reserve, and regular reserve officer (hereafter referred to as reserve officer).

1. All personnel working within the reserve officer program will hold the rank of reserve officer, relinquishing their previous rank held as a full-time member of the department.
2. Retired personnel will maintain their rank when representing the department at functions as a retired member, not as a reserve officer.
3. Personnel in all classifications are responsible to maintain their AZ POST certification.

B. Retired Officer Reserve

Upon retirement, a Chandler police officer may elect to enter into the reserve program. A retired officer reserve may be utilized by the department to provide services on a paid or non-paid basis. This peace officer category shall meet the guidelines outlined in AZ POST Rules and Procedures Manual, Section R13-4-104B. The retired officer reserve **is not** held accountable for the duties described in Section 800 of this order.

1. A retired officer reserve is authorized to carry a concealed weapon.
2. If a retired officer reserve elects to work for the Police Department, the department will issue a reserve badge and necessary equipment.
3. Retired officer reserves may be paid as temporary employees under the following conditions:
  - a. Paid duties will be that of desk officer, traffic control when no regular status officers are available, or other assignments within the department at the discretion of the Chief of Police.
  - b. Paid reserve hours shall not be more than 19 hours per week for any reserve officer. Work week is defined as Sunday 12:01 a.m. through Saturday midnight.
  - c. Paid reserve officer hours will conform to departmental scheduling needs.
  - d. Hourly pay will be set at top officer pay

C. Former Officer Reserve

Upon separation from the department in good standing and after having been released to solo status, a Chandler police officer may elect to enter into the reserve program. A former officer reserve may be utilized by the department to provide services on a paid or non-paid basis. The person in this peace officer category shall maintain AZ POST certification as outlined in AZ POST Rules and Procedures Manual Section R13-4-111 through R13-4-113. The former officer reserve **is** held accountable for the duties and requirements described in section 800 of this order.

1. If a former officer reserve elects to work for the Police Department, the department will issue a reserve badge and necessary equipment.
2. Former officer reserves may be paid as temporary employees under the following conditions:
  - a. Paid duties will be that of desk officer, traffic control when no regular status officers are available, or other assignments within the department at the discretion of the Chief of Police.
  - b. Paid reserve hours shall not be more than 19 hours per week for any reserve officer. Workweek is defined as Sunday 12:01 a.m. through Saturday midnight.
  - c. Paid reserve officer hours will conform to departmental scheduling needs.
  - d. Hourly pay will be set at top officer pay if officer was at top of pay range or a supervisor or at the pay level at which the officer left City of Chandler employment.

## D. Reserve Officer

A reserve officer is an individual utilized by the department to provide service on a non-salaried basis and who is granted full arrest authority after completing an AZ POST-certified academy.

1. The person in this peace officer category shall maintain AZ POST certification as outlined in AZ POST Rules and Procedures Manual, Sections R13-4-11 through R13-4-113.
2. Reserve officers must be trained in any function to which they are assigned to perform.
3. Reserve officer duties include the following:
  - a. Patrol operations performed for the purpose of detection, prevention, and suppression of crime, or enforcement of the traffic or criminal laws of this state
  - b. Traffic direction or crowd control assistance with or without immediate supervision
  - c. Maintaining public order in the event of a riot, insurrection, or natural disaster
  - d. Any other assigned duties, such as clerical support, communications, desk duty, jail transport, etc.

## 400 RESERVE OFFICER MINIMUM QUALIFICATIONS

[16.3.2]

The minimum qualifications criteria for reserve officers shall be the same as that used for full-time officers and is outlined in AZ POST Rule 13-4-105 Minimum qualifications for appointment include the following criteria: (See B21)

- A. United States citizenship
- B. 21 years of age prior to graduation from academy
- C. High school diploma or GED equivalency certificate
- D. Complete background investigation that attests to his good moral character as outlined in AZ POST Rule 13-4-106
- E. Medical examination meeting the standards of AZ POST rule R13-4-107
- F. No felony convictions in this state, or any offense that would be a felony if committed in this state, or conviction of an offense involving moral turpitude
- G. Not dishonorably discharged from the United States armed forces
- H. Not previously denied certified status by AZ POST
- I. No illegal use of drugs as outlined by AZ POST
- J. Traffic violations shall not show a pattern of disrespect for the law and safety of other persons in the past three years
- K. Sign the Code of Ethics found in General Order A-01.1000 Code of Ethics

**500 RESERVE OFFICER BACKGROUND INVESTIGATION REQUIREMENTS**

[16.3.2]

Reserve officers must satisfactorily complete all of the employment requirements of regular officers (exception: Retired reserve officers and Chandler police officers who resign, and with the approval of the Chief, may be appointed to reserve status within 30 days of resignation without going through the recruitment and selection process). The requirements follow:

- A. Proof of citizenship
- B. Proof of education
- C. Record of military discharge
- D. Department of Transportation driving record
- E. Personal references and previous employer inquiries
- F. Law enforcement agency records for past five years in residency area
- G. FBI and DPS fingerprint records prior to graduation from academy
- H. NCIC/ACIC response
- I. Physical agility test
- J. Written test
- K. Oral interview
- L. Background investigation
- M. Polygraph examination
- N. Psychological evaluation
- O. Medical examination per R13-4-107
- P. Pre-appointment drug testing
- Q. Appointment to the reserve program by the Chief of Police

**600 RESERVE OFFICER IN-SERVICE TRAINING**

[16.3.5] [16.3.6]

Each reserve officer shall satisfactorily complete the following:

- A. At least eight hours of continuing education each calendar year
- B. Eight hours of proficiency training every three years.
- C. Qualification with his service weapon and participation in use of force training at least once per calendar year. All reserve officers are, however, encouraged to participate in all department firearms training.

**700 RESERVE OFFICER UNIFORMS AND EQUIPMENT**

[16.3.4]

The reserve officer's uniform and equipment requirements shall be the same as a regular full-time officer's uniform and equipment with the following exceptions:

- A. Reserve Badges – the badge will be the same except for the numbering sequence. Retired and former officer reserves will retain their former patrol officer badge number preceded with a zero (0), making it a four-digit number. Regular reserves will have four-digit badge numbers beginning with the number 2000.

- B. Radios and Flashlights – Reserve officers will check out a radio and flashlight for their shifts. The equipment checkout will be coordinated with the quartermaster. Radios and flashlights will be returned at the completion of the officer’s shift.

800 RESERVE OFFICER DUTIES

A. Meetings

1. Reserve officers will be required to attend scheduled meetings on the date and time set.
2. Any reserve officer unable to attend a meeting must advise the reserve coordinator prior to the meeting time and give the reason for his absence.
3. Failure to attend a meeting without an excused absence shall be cause for disciplinary action.
4. A second violation in any twelve-month period may result in dismissal.

B. Mandatory Work Time

1. Reserve officers will be required to work a minimum of 20 hours each month. Time spent on training and reserve meetings will be credited to the 20-hour minimum.
2. Failure to meet the 20-hour minimum for two months in any twelve-month period may result in dismissal.
3. If unable to respond to a duty assignment because of injury or illness, the reserve officer must notify the reserve coordinator.

C. Duty Status

1. Reserve officers are considered on duty when they are engaged in an assignment or a tour of duty as assigned by the patrol shift sergeant or other authority.
2. Reserve officers do not have police officer authority unless they are specifically on duty as defined above.

D. Time Accounting

All reserve officers will complete a time accounting sheet for each pay period they work. The sheet will be turned in to the reserve coordinator at the end of each pay period.

900 RESERVE OFFICER BENEFITS

[16.3.7]

- A. All reserve officers are covered by Workman's Compensation during the time that they are working for the City of Chandler.
- B. While on duty, reserve officers are provided with the same liability protection as that of the full-time officers.

1000 RESERVE OFFICER RESTRICTIONS

Reserve personnel will comply with the following special regulations:

- A. Reserve officers are not authorized by virtue of their status as reserve officer to carry a concealed weapon. (Exception: Retired officer reserves are authorized to carry concealed weapons. See 400.A)
- B. Reserve officers shall refrain from taking any police action while not on duty except when life or property would be seriously jeopardized or to go to the aid of a regularly commissioned police officer. If a reserve officer takes such action, he will do so as a private citizen only.
- C. Reserve officers may carry their commission card and badge while off duty but shall display it only when requested by any police officer.
- D. Reserve personnel shall not wear their regulation uniform in full or in part except in the line of authorized duty or at functions authorized by the Chief of Police. They shall not participate in any police function in civilian clothing without prior approval of the ranking patrol supervisor or other competent authority.

1100 RESERVE OFFICER SUPERVISION.

- A. Reserve officers on duty are subject to supervision from any regular police officer but normally would receive direction only from police supervisors.
- B. The Chief of Police shall appoint a regular police officer as the reserve coordinator.
  - 1. The coordinator will work directly with the Administrative Services Division commander, Field Operations Division commander and supervisors, CIS supervisors, and Support Services supervisors to ensure that needed reserve officers are available for special functions and peak activity times.
  - 2. The police reserve coordinator will be responsible for the following:
    - a. Supervising and coordinating all reserve officers

- b. Maintaining an accurate list of the names, addresses, and phone numbers of the reserve members in order to call the officers to duty if an emergency should arise
- c. Developing monthly work schedules
- d. Compiling activity records at the end of each month with detailed records of each individual and the entire reserve program
- e. Completing annual performance evaluations

**1200 RESERVE OFFICER RESIGNATION OR DISMISSAL**

- A. Upon resignation from the Reserve Program, a reserve officer shall immediately notify the Chief of Police in writing and turn in all issued equipment.
- B. If a reserve officer is dismissed from his position for any reason, there is no right to an appeal process of any sort. The decision by the Chief of Police to dismiss a reserve officer is final.

**SUMMARY OF CHANGES:**

300A1 Add "All personnel working within the reserve officer program will hold the rank of reserve officer, relinquishing their previous rank held as a full-time member of the department.

300A2 Add Retired personnel will maintain their rank when representing the department at functions as retired member, not as a reserve officer."

Renumber following items of section.