

## GENERAL ORDER XXXV

**SUBJECT:** Police Reserve Officer Program

**EFFECTIVE DATE:** 06-25-08 **REVIEW DATE:** 03-05-2015

**NOTE:** This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department and then only in a non-judicial administrative setting.

### I. Purpose

The purpose of this policy is to establish guidelines and requirements for the commissioning of private citizens as reserve police officers.

### II. Policy

It is the policy of the West Plains Police Department to maintain a paid, commissioned police reserve unit which augments the Department's day-to-day delivery of law enforcement services. This is for internal use only; it does not enlarge the reserve officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

### III. Definitions

A. Reserve Officer-A part-time sworn law enforcement officer possessing the same powers and performing the same duties as full-time sworn officers.

B. Sworn Officer-A paid, full-time commissioned law enforcement officer, subject to an oath of office and possessing those general peace officer powers prescribed by constitution, statute or ordinance.

### IV. Qualifications

A. Only a person of good character and health, a minimum of twenty-one (21) years of age, a U.S. citizen, who has successfully completed such medical, physical, mental or other requirements as may be prescribed by the Chief of Police and rules and regulations of the City of West Plains, and who is a certified peace officer as defined in Sections 590.100 through 590.150 RSMo, may be appointed to the police reserve force of the City of West Plains.

B. Candidates for the police reserve force will make formal written application for such position by using the same application for employment forms used by those seeking full-time employment. The application forms will be returned directly to the Chief of Police or his designated representative for review and processing. The candidate screening process will consist of an interview by the Chief of Police and/or his designated representative and a limited background investigation. Candidates who successfully complete this screening process may be appointed to the police reserve force as vacancies permit.

### V. Duties and Responsibilities

A. Certified commissioned officers of the police reserve force shall be responsible for enforcement of laws, statutes, and municipal ordinances within the boundaries of the city limits of West Plains.

B. Members of the police reserve force are required to complete 8 hours of Patrol service per month. Members of the police reserve force who are required to testify in court relative to the police actions performed by them will be granted "time credit" on an hour for hour basis toward their 8 monthly hours of service requirement. Training Hours and Events (Paid by City) will be additional hours with a maximum of 260 hours a year combined total. (approx.. 20 hours monthly)

1. All members of the police reserve force shall be under the authority of the Chief of Police or his designated representative and shall remain subject to all rules and regulations governing the full-time commissioned officers of this agency. The Chief of Police shall have the authority to remove, suspend or discharge, with or without cause, any member of the police reserve force.

2. It shall be the duty of the reserve upon acceptance into the reserve unit to complete field training time with a full-time officer or reserve officer before being released on his or her own for patrol. This time will be determined by the Chief of Police or his designate. Field Training time is consisting of reserve patrol time, answering calls, assisting full-time officers, etc. Reserve officers are not encouraged to be the primary/first responding officer on a major incident scene.

3. It shall be the duty of all members of the police reserve force of the City of West Plains to successfully complete all of the training requirements established by the State of Missouri and the Chief of Police of the City of West Plains. Upon completing those prescribed requirements, members of the police reserve force shall have the power to make arrests without process in all cases where any offense against an ordinance of the City of West Plains or of a law of the State of Missouri shall be committed in their presence, or when they have probable cause to believe that such an offense has been committed; and they shall have the

power to serve and execute all warrants, subpoenas, writs or other process, and to make arrests, with proper authority, as established by the State of Missouri and the City of West Plains; and they shall perform such duties as assigned by the Chief of Police or his designated representative. With approval of the Chief of Police or his designate, members of the police reserve force may perform regular patrol duties or other special duties as assigned without the presence of a full-time member of this department.

4. Members of the police reserve force of the West Plains Police Department are prohibited from wearing the designated duty uniform while participating in similar reserve force programs with other agencies, or participating in ride-along programs sponsored by other law enforcement agencies.

#### VI. Firearm Requirements

A. Members of the police reserve force may carry authorized firearms only while in full duty uniform and participating in a police reserve force duty assignment with this agency or with the approval of the Chief of Police or his designate, while off duty.

B. Only those firearms issued or authorized by the West Plains Police Department may be carried by members of the police reserve force, and then only after meeting all firearms qualification requirements

as mandated by the Chief of Police or his designated representative. Failure to meet firearms qualification requirements is grounds for termination as a member of the police reserve force.

A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

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Jeffrey S. Head, Chief of Police