



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	<b>SUBJECT</b>  Reserve Police Officer Unit		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b>  <i>Signature on file</i>		
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## AUTHORITY/RELATED REFERENCES

FS 790.052, Carrying Concealed Firearms; Off-duty Law Enforcement Officers  
 FS 943.10(6), Definition of Part-time Law Enforcement Officer  
 General Order 4, Appearance and Uniform Regulations  
 General Order 35, Line Inspections  
 General Order 48, Outside and Secondary Employment  
 General Order 57, Training Protocols  
 General Order 61, Weapons, Firearms and Less-lethal Firearms

## ACCREDITATION REFERENCES

CALEA Chapters    1, 16, 35  
 CFA Chapters        2, 10

## KEY WORD INDEX

<b>Assignment and Time Commitment</b>	Procedure VI
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## POLICY

At the direction of the Chief of Police, the Department may establish a Reserve Police Officer Unit to assist full-time members with Department-related activities. Members are responsible for adhering to the established protocols in administration of the Reserve Police Officer Unit, and reserve police officers and volunteer reserve

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police officers are responsible for adhering to established procedures in fulfilling their duties.

### DEFINITIONS

**Active Status:** The duty status of a reserve police officer authorized to perform the functions of a part-time law enforcement officer with the Department.

**Inactive Status:** The duty status of a reserve police officer not authorized to perform the functions of a part-time law enforcement officer with the Department except as needed to satisfy a Department work hour deficit (see Section VI below).

**Part-time Law Enforcement Officer:** As defined in FS 943.10(6), “any person employed or appointed less than full-time, as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.”

**Reserve Police Officer:** A member who is a part-time law enforcement officer and is compensated for their hours of work for the Department.

**Volunteer Reserve Police Officer:** A member who is a part-time law enforcement officer and is not compensated for their hours of work for the Department.

### PROCEDURES

#### I. GENERAL INFORMATION

- A. The protocols of this written directive apply equally to reserve police officers and volunteer reserve police officers.
- B. Reserve police officers shall meet the same minimum standards and abide by the same rules and regulations as full-time police officers.
- C. The maximum number of reserve police officers permitted to serve in the Reserve Police Officer Unit is determined by the Chief of Police.
- D. Reserve police officers are authorized to supplement staffing levels of any bureau with the approval of the affected Bureau Commander.
- E. By City of Tallahassee employment regulations, a reserve police officer is a temporary employee and serves at the pleasure of the Chief of Police.

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### **II. SELECTION PROCESS**

- A. The Reserve Police Officer Unit is comprised solely of former full-time Department police officers.
- B. Full-time police officers (regardless of rank) who wish to join the Reserve Police Officer Unit after retirement or resignation in good standing shall complete and submit:
  - 1. A letter to the Chief of Police requesting admittance to the unit, and
  - 2. The TPD Reserve Unit Admittance Request and Approval Form (PD 174).
- C. The officer shall submit the letter and PD 174 to their immediate supervisor for forwarding through the chain of command.
- D. The PD 174 is forwarded to the Chief of Police through Employee Resources and the Special Operations Bureau.
- E. The Chief of Police is responsible for approving or disapproving the request and submitting the response, via the PD 174, to Employee Resources.
- F. Employee Resources is responsible for notifying the Special Operations Bureau Commander and the requesting officer of the final decision.

### **III. AUTHORITY AND CHAIN OF COMMAND**

- A. The Special Operations Bureau Commander or designee shall have command responsibility of all Reserve Police Officer Unit operations.
- B. The Special Events Unit Sergeant serves as the Reserve Unit Coordinator and ensures all reserve police officers maintain compliance with required work hours, training, and other Department mandates.
- C. The duties and responsibilities of the Reserve Unit Coordinator shall include, but not necessarily be limited to:
  - 1. Leading and coordinating the activities of the Reserve Police Officer Unit,
  - 2. Assisting reserve police officers in locating required work assignments, as needed,

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3. Approving/disapproving work schedules and secondary employment requests for reserve police officers performing Special Operations assignments,
  4. Coordinating and scheduling reserve police officer training and quarterly meetings, and
  5. Completing various administrative tasks for the unit and its members.
- D. The immediate supervisor of a reserve police officer working in a bureau other than Special Operations shall approve/disapprove work schedules and any work related documentation.
- E. A Reserve Police Officer Team Leader is a designated reserve police officer appointed by the Reserve Unit Coordinator and approved by the Special Operations Bureau Commander.
- F. Each Reserve Police Officer Team Leader has supervisory responsibilities over other reserve police officers and is responsible for the completion of the following:
1. Maintaining and updating the reserve police officer roster and ensuring it is provided to the designated Special Operations Bureau administrative aide,
  2. Conducting quarterly formal line inspections as delegated by the Reserve Unit Coordinator and:
    - a. Conducting the inspections in compliance with General Order 35 (Line Inspections), and
    - b. Forwarding the completed Line Inspection Form (PD 242) to the Reserve Unit Coordinator,
  3. Conducting performance evaluations as delegated by the Reserve Unit Coordinator and in compliance with General Order 84 (Performance Evaluations and Performance Improvement Plans),
  4. Assisting the Reserve Unit Coordinator with contacting reserve police officers, and
  5. Completing other tasks as directed by the Reserve Unit Coordinator.
- G. A reserve police officer shall not have supervisory responsibilities over full-time or reserve police officers except:

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1. As outlined in subsection E above for reserve police officers, and
2. As directed by the affected Bureau Commander, when a reserve police officer possesses Department supervisory/command experience and those skills are needed to address a particular situation or event.

### **IV. UNIFORM PROTOCOLS**

- A. Except as noted in subsection B below, the appearance and uniform regulations of General Order 4 (Appearance and Uniform Regulations) are applicable to reserve police officers.
- B. A reserve police officer is authorized to wear the uniform badge assigned at the time of separation from full-time status, in lieu of the standard silver officer badge.

### **V. TRAINING PROTOCOLS**

- A. Reserve police officers shall complete the same law enforcement related training required of full-time police officers, for example:
  1. Department-mandated training to comply with policy, FS or accreditation standards, and
  2. Training required by the Criminal Justice Standards & Training Commission to maintain law enforcement officer certification.
- B. A reserve police officer may be required to complete the FTEP or other appropriate training if the separation from full-time employment is more than one calendar year and they will be working in a uniformed, patrol oriented role.
- C. A reserve police officer may be required to complete reintegration or other appropriate training if they have been assigned to a non-patrol position for more than two years and they will be working in a uniformed, patrol oriented role.
- D. The Reserve Unit Coordinator is responsible for ensuring each reserve police officer is kept informed about applicable mandatory training sessions (e.g., in-service training, policy training) and may do so via e-mail, in-person/telephone conversations, or during the quarterly meetings.

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- E. In addition to training announcements and line inspections, the quarterly meetings shall be utilized to disseminate other relevant administrative information provided to full-time police officers.
- F. The training attendance and member responsibility protocols of General Order 57 (Training Protocols) are applicable to reserve police officers.

### **VI. ASSIGNMENT AND TIME COMMITMENT**

- A. Reserve police officers are required to work for the Department a minimum of 16 hours per quarter.
  - 1. The quarters are January – March, April – June, July – September, and October – December.
  - 2. Reserve Unit meetings and in-service training count towards the minimum hours total.
  - 3. If permitted by the affected Bureau Commander, working a City of Tallahassee special event or similar work assignment counts towards the minimum hours total.
  - 4. With approval of the Bureau Commander for whom they perform work assignments, reserve police officers may work more than the 16 hours per quarter minimum.
  - 5. A reserve police officer who fails to complete the mandatory 16 hours of Department work for a quarter will be given the opportunity to complete work assignments in the following quarter to satisfy the deficit.
  - 6. A reserve police officer who fails to complete the requisite hours as described in subsection 5 above shall be placed on Inactive Status.
  - 7. Reserve police officers placed on Inactive Status will be given the opportunity to complete work assignments in the following quarter to satisfy the deficit.
- B. A reserve police officer on inactive status is prohibited from engaging in secondary employment.
- C. Except as needed to satisfy a Department work hour deficit, a reserve police officer on inactive status is prohibited from carrying a firearm under the auspices of the Department.

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- D. Reserve police officers shall attend quarterly meetings, reporting as directed (i.e., location, time, attire) and prepared to participate in the activities on the agenda (e.g., line inspection, training).
- E. Failure to complete/attend mandatory duty assignments, training and meetings may result in a reserve police officer being placed on inactive status (see definitions) or terminated from the Reserve Police Officer Unit.

### **VII. FIREARM PROTOCOLS**

- A. The duty handgun carried by reserve police officers is the same as that carried by full-time police officers and the protocols of General Order 61 (Weapons, Firearms and Less-lethal Firearms) is applicable to reserve police officers.
- B. A reserve police officer who meets the training and qualification mandates may be provided a Department-issued shotgun or patrol rifle if one is available or may utilize a personally owned rifle.

### **VIII. SECONDARY EMPLOYMENT**

The protocols of General Order 48 (Outside and Secondary Employment) are applicable to reserve police officers.

### **IX. INACTIVE STATUS AND DISMISSAL FROM THE UNIT**

- A. Unless working to meet mandatory work hour requirements, a reserve police officer on inactive status is prohibited from:
  - 1. Operating a Department vehicle,
  - 2. Taking law enforcement action,
  - 3. Engaging in secondary employment, and
  - 4. Carrying a concealed firearm under the authority of FS 790.052 (carrying concealed firearms; off-duty law enforcement officers).
- B. A reserve police officer on inactive status must complete any required Department work hours, training or meeting attendance requirements prior to being approved for a return to active status (see definitions).
- C. A reserve police officer who remains on inactive status for more than 180 days is subject to dismissal from the Reserve Police Officer Unit.

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- D. A reserve police officer anticipating an absence from the Reserve Police Officer Unit for more than 180 days may, in order to remain in good standing with the unit, submit a written request for a leave of absence to the Chief of Police.
1. The Chief or designee may grant, modify, limit or deny the request.
  2. The Chief or designee may revoke an approved leave of absence at any time.
  3. A reserve police officer granted a leave of absence shall maintain all training and qualification requirements for law enforcement officer certification during the absence.
- E. For a leave of absence of more than one calendar year, the reserve police officer may be required to participate in re-orientation training prior to a return to active status.
1. The Reserve Unit Coordinator is responsible for coordinating with the Training Section in assessing the need for re-orientation training.
  2. Re-orientation training may include, but not necessarily be limited to the following:
    - a. Policy and legal updates,
    - b. Report writing and computer utilizations, and
    - c. High liability topics (e.g., firearms/weapons, first aid/CPR, defensive tactics).
- F. In the event the Reserve Unit Coordinator deems it necessary to dismiss a reserve police officer from the Reserve Police Officer Unit, they shall forward a written request for dismissal to the Chief of Police through the chain of command stating the reason for the dismissal request.

History: previous title (*volunteer police chaplain*) – issued 07/15/1985, retired 07/27/1998. new title (*reserve police officer unit*) – issued 07/27/1998, revised 10/01/2001 and 08/19/2009.