

Tom Bean Police Department

Administrative Directive

Number: 103.045	Effective Date: 09/10/2018
Subject: Police Reserve Program	Revision Date: 01/01/2021
Affected Personnel: Sworn Personnel	Amends/Supersedes: N/A
Reference:	

I. Policy

As an ~~auxiliary volunteer support~~ program, The Tom Bean Police Reserve Program shall, under the direction of the Chief of Police, cooperate with and assist the Tom Bean Police Department in the protection of life, property, and the preservation of peace and order. The reserve program has been established for the primary purpose of augmenting the department's patrol function, and secondarily to assist the department with other needs as determined by the Chief of Police. Reserve police officers serve the community in an ~~volunteer~~, ancillary / auxiliary capacity and are commissioned by the department to perform a variety of law enforcement duties.

II. Composition

1. The Chief of Police will specify the number of members assigned to the Police Reserve Program; however, this number should not exceed more than two and a half times the number of full-time officers on staff.

III. Selection & Appointment

1. The Tom Bean Police Department shall endeavor to recruit and appoint to the Reserve Program only those applicants who meet the highest ethical, moral and professional standards set forth by this department.
2. Assignment to the Police Reserve Program is ~~voluntary and~~ open to anyone that meets and complies with the following criteria and requirements listed below:
 - a) Must be an American citizen,
 - b) must be a resident of Grayson County, or a contiguous county, unless a special exception has been granted by the Chief of Police,
 - c) must be at least 21 years of age,
 - d) must have a high school education or (GED) general equivalency diploma,
 - e) must be licensed (TCOLE) as a peace officer in the State of Texas,
 - f) *must have at least two years of prior law enforcement experience with a law enforcement agency of comparable size or larger,*

- g) applicants must submit a completed, signed, and notarized personal history statement citing experience and training, and accompanied by supporting documentation,
- h) applicants must submit a completed, signed and notarized background check authorization form,
- i) applicants' background review must show them to be unsullied in all major aspects (work history, personal life, etc.), clearly demonstrate suitability for reserve assignments, and clearly show an aptitude to function as a reserve officer.
- j) Once selected to the police reserve program, applicants must complete and pass the field training and evaluation program as designated and determined by the Chief of Police and / or the Reserve Coordinator.
- k) All newly selected reserves are placed on probationary status in the program for a period of one year, during which time the reserve may be removed from the program upon the recommendation of the Chief of Police or Reserve Coordinator. The Reserve Coordinator will evaluate probationary members every three months.

IV. Ineligibility

- 1. All elected officials for the City of Tom Bean, private detectives, private security officers, and any other persons whose employment status could be considered as a conflict of interest (determined by the Chief of Police), are ineligible for appointment to the police reserve program.
- 2. Individuals not meeting basic qualification criteria identified in III.2.a-h of this directive are ineligible for appointment to the police reserve program.

V. Structure

- 1. The following chain of command will be observed for Police Reserve Program operations:
 - 1. Chief of Police
 - 2. *Patrol Sergeant*
 - 3. *Patrol Corporal (Police Reserve Coordinator)*
- 2. Police Reserve Coordinator
 - 1. The Police Reserve Coordinator shall:

- a) Be responsible for the overall management of the Police Reserve Program and report **directly** to the Chief of Police via the chain of command;
- b) Assist with recruiting and development of reserve officers;
- c) Supervise, command, control, and coordinate the Police Reserve Program and be accountable for all reserve operations and functions;
- d) Coordinate reserve operations through cooperation and communication with the Chief of Police **and / or Patrol Sergeant** to ensure the program is being administered in a manner that is complimentary to full-time efforts;
- e) Ensure that reserve officers are properly trained and equipped for deployment;
- f) Review policies and equipment annually and modify them as needed; and,
- g) Ensure that the communications division at the Grayson County Sheriff's Office maintains an updated roster of Police Reserve Program personnel.

VI. Police Reserve Program Operations

1. General Duties

- a) Reserves assist full-time personnel in the enforcement of laws and in maintaining peace and order within the community.
- b) Assignments of reserves will usually be to augment the Patrol Unit, however reserve officers may also be assigned to the Administrative Unit, and perform other duties such as investigations, policy advising and development, warrants / fugitive apprehension, training and / or municipal court & facilities security.
- c) The services of reserves should not be used in any manner that would circumvent or preclude the increase in size of the regular, full-time police force consistent with the population, nor shall the services of the individual members be used to the detriment of regular full-time police personnel.

2. Patrol Unit Operations

1. Patrol Unit Operations may be supplemented by uniformed reserves in the following manner:
 - a) Providing shift coverage in the absence of a full-time officer due to vacation, sick leave, moratorium, separation, etc.
 - b) Providing secondary (backup) shift coverage to supplement / complement an on duty, full-time officer's shift coverage.
 - c) Providing perimeter security during an ongoing crime scene investigation, traffic control during a major traffic accident, parade, or other special event or operation.
3. Administrative Unit Operations (reports directly to the Chief of Police)
 1. Administrative Unit Operations may be supplemented by uniformed or plain clothes reserves in the following actions / activities:
 - a) Providing expert advice / assistance on policy development and administration;
 - b) information technology;
 - c) recruiting and hiring;
 - d) training and education;
 - e) municipal court and facilities security;
 - f) *professional standards and internal affairs matters*;
 - g) major criminal investigations (felony level crime);
 - h) expert witness testimony in municipal, state, or federal court;
 - i) manpower / support for full time personnel in locating and apprehending wanted persons
 4. Any reserve may be used as a supplement to any situation requiring additional manpower or immediate response to an emergency situation (natural disaster, etc.). The Chief of Police or Reserve Coordinator should make the determination and request for reserve supplementation.

VII. Reserve Assignment

1. Reserves shall be assigned to one of two units: Patrol or Administrative. The determination of assignment shall be made by the Chief of Police.
2. Reserves assigned to the Administrative Unit must have a minimum of fifteen years, prior full-time law enforcement experience and possess an Advanced Peace Officer license or higher in order to be eligible for assignment.
3. Anyone failing to meet the qualification criteria for the Administrative Unit shall thusly be assigned to the Patrol Unit by default.

VIII. Reserve Officer Classifications

1. *Reserves shall be classified in two separate categories:*

- a) *Paid – Receives monetary compensation for services rendered.*
 - b) *Unpaid – Voluntarily serves as needed, required or desired but does not receive monetary compensation.*
2. The ~~decision on whether or not to compensate a reserve officer for services rendered will be determined by the~~ Chief of Police *shall determine and / or assign reserve officer classifications. and Classifications* should be *based* determined largely (but not entirely) upon the availability of resources, *as well as the individual officer's own request or needs.* The Chief's decision is final and is not subject to appeal or negotiation.

IX. Field Training

1. All uniformed reserves, ~~who have not completed will complete~~ the Field Training and Evaluation Program, *and* shall be required to work under the immediate supervision of a licensed peace officer who possesses at least an Intermediate TCOLE License, three years of law enforcement experience, and has completed training and been designated as a Field Training Officer.
2. Reserves who have at least two years of prior law enforcement experience and have completed a field training and evaluation program elsewhere may be eligible to participate in an abbreviated field training and evaluation program. The determination for assignment to an abbreviated field training and evaluation program (160 hours) shall be at the discretion of the Chief of Police.
3. ~~Upon appointment, reserve trainees with no prior experience will be assigned to a primary training officer. The primary training officer will be selected from members of the Field Training Officer (FTO) Program. The reserve trainee will be assigned to work with his/her primary training officer during the first 160 hours of training. This time shall be known as the Primary Training Phase. During this phase, the trainee should only be performing approximately 15-20% of the workload. This is primarily a time for observation and instruction.~~
4. ~~Upon completion of the Primary Training Phase, (Phase I) the primary training officer will meet with the Chief of Police. The purpose of this meeting is to discuss the progress of the reserve trainee. If the reserve trainee has progressed satisfactorily, he/she will then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Chief of Police will determine the appropriate action to be taken. Actions to be considered range from remedial training to separation.~~
5. ~~The Secondary Training Phase (Phase II) shall consist of 160 hours of additional on-duty training. During this phase, the trainee should be more "hands on". The trainee should be handling about 35-50% of the workload. The reserve officer will no longer be required to ride with his/her primary training officer. The reserve officer may then ride with any FTO designated / approved by the Chief of Police.~~
6. ~~During Phase II of training, as with Phase I, the reserve trainee's performance will be closely monitored. In addition, rapid progress should continue towards the completion of the trainee's Field Training Manual.~~

7. ~~Phase III of training shall consist of 160 hours of additional on-duty training. During this phase, the trainee should be handling 75-90% of the workload. For this training phase, the trainee will return to his/her original primary training officer. During this phase, the training officer will evaluate the reserve trainee for suitability to advance to the final evaluation phase of the program.~~
8. ~~At the completion of Phase III training, the primary training officer will meet with the Chief of Police. Based upon the reserve trainee's evaluations, plus input from the primary training officer, the Chief shall decide if the reserve trainee has satisfactorily completed his/ her formal training and is ready to face the final 40-hour evaluation phase (ghost phase). If the reserve trainee has progressed satisfactorily, he/she will then begin the ghost phase. If his/her progress is not satisfactory, the Chief of Police will decide upon the appropriate action to be taken. Actions to be considered range from remedial training to separation.~~
9. ~~Once a reserve trainee has successfully completed the entirety of the field training and evaluation program, he/she shall be permitted to function as a solo officer and be assigned to shift work as needed.~~

X. Reserve Maintenance

1. ~~Being A~~ reserve officer *commission* with this agency is a privilege that is subject to revocation (at-will) at any time, for any reason or no reason at all.
2. After initial appointment and completion of the field training and evaluation program, reserves must meet certain criteria to maintain status as a reserve officer with the department. Included in these criteria are firearms qualifications, service requirements, and attendance at mandatory events and training. Failure to fulfill any one of these criteria is grounds for removal from the program.
 - a) Reserves must qualify annually at the department's firearm qualification course, with all weapons used by that reserve, with at least a minimum score depending on the course of fire used.
 - b) Reserves must attend all scheduled training unless the Chief of Police or Reserve Coordinator authorizes an absence.
 - c) Reserves must complete all state mandated training including the mandatory 40 hours of training per training cycle as determined by TCOLE.
 - d) *Reserves sent to training at the behest of the department shall be credited with reserve service hours equivalent to the number of training hours credited to the reserve through the duration of the training.*
 - e) *Reserves who attend training of their own choosing outside of department sponsorship, shall not be credited with reserve service hours.*

- f) Reserves shall be present in uniform at all major city events (parades, festivals, etc.) as directed and assigned by the Chief of Police or Reserve Coordinator.
- g) Reserves must attend *quarterly* reserve meetings when scheduled by the Reserve Coordinator.
- h) Reserves assigned to patrol duties must volunteer a minimum of forty (40) hours service to the department every quarter (3 months).
- i) *Reserves are free to work dates, times, and durations of their own choosing, and are generally not required to conform to a scheduled assignment unless otherwise discussed and agreed upon in advance.*
- j) *All Reserves, regardless of classification shall complete and submit offense reports, citations, and other related paperwork acquired / assigned during their tour of duty prior to ending their tour of duty unless otherwise authorized or excused by the Reserve Coordinator or Chief of Police.*
- k) It is the responsibility of every member of the Tom Bean Police Reserve *Program* to have knowledge of all policies, procedures and regulations of the Tom Bean Police Department. Some policies may not be applicable to reserve officers. In those instances, the lack of applicability should be obvious based on the job responsibility of the position.
- l) Reserves are responsible for completing and submitting a reserve officer timesheet to the ~~Chief of Police or~~ Reserve Coordinator each month. This is to adequately keep track of all volunteer hours being logged by officers pursuant to their quarterly requirements.

XI. Police Reserve Activation

1. Once a decision has been made to call in reserves due to an emergency situation, crime scene, or special operation, the Chief of Police, Police Sergeant, or Reserve Coordinator shall initiate a reserve activation.
2. *All Reserves, regardless of classification* shall provide the Reserve Coordinator with a copy of their work schedule (weekly or monthly) from their regular full-time employer so that the Reserve Coordinator may have better insight as to availability in any given situation.
3. Reserves generally should be available for call-out on an “as needed” basis, although outside circumstances (work schedule, availability of child care, etc.) shall be taken into consideration when a reserve officer is unavailable for call out.
4. Reserves are required to respond via telephone (not SMS / MMS or other types of text messaging) in a timely manner (1-2 hours maximum) to activation

requests regardless of whether they are or are not going to be available for service, and (if unavailable) disclose reason(s) why.

5. Reserves may be granted a leave of absence upon approval of the Chief of Police. Any request for a leave of absence shall be addressed to the Chief of Police in writing at least 10 days prior to the date the proposed absence is to begin.
6. Leaves of absence may be granted for several reasons including but not limited to medical issues, family issues, full-time work issues, etc.
7. A leave of absence shall only be granted for a period of sixty (60) days, with one (1) permissible extension of an additional thirty (30) days depending upon the circumstances.
8. Reserves granted a leave of absence shall return all city owned *or issued* property prior to taking said leave.
9. Reserves when requested and available shall respond to the police department in a timely manner, and report for duty at the time and for the duration specified by the Chief of Police or Reserve Coordinator.

XII. Reserve Compensation

1. Generally, reserve officers serve in an *non-unpaid, volunteer* classification.
2. *A Special fund* ~~s however has been~~ *may be* designated for reserve compensation. When a *paid* reserve officer has ~~been~~ specifically requested, *or has been assigned* to work a designated shift for any ~~purpose the purpose of providing shift coverage due to an absence or vacancy~~, that officer may be compensated for his / her time at the established rate.
3. *Reserves, regardless of classification shall not receive monetary compensation for any time spent in training.*
4. All reserve officers assigned to patrol duties shall be issued one set of service *(Class A)* uniforms and one set of utility *(Class B)* uniforms. Reserve officers shall be responsible for providing their own duty gear, weapons, and ammunition. Reserve officers may be issued other equipment as needed / determined by the Chief of Police. Any / all department owned property issued to the reserve officer shall be returned to the Department upon separation.

XIII. Reserve Restrictions

1. Reserves are not authorized or eligible to work off regular duty police service jobs (armed security, etc.) under the authority of their status as a peace officer.
2. Unless specifically authorized by the Chief of Police, reserves are not permitted to wear department uniforms, insignia, or other items identifying them as an

officer with the City of Tom Bean outside of the scope of their duties as a peace officer in service to the City of Tom Bean.

3. Reserve officers ~~shall not~~ *serve* in a supervisory capacity ~~and~~ are limited to ~~non-supervisory~~ *rank* authority only ~~based upon their service and tenure with this department where other reserve officers of lesser rank are involved. No reserve supervisor shall have supervisory authority over any full-time member of the agency regardless of rank or tenure.~~

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