

Reserve Officers

325.1 PURPOSE AND SCOPE

The Redding Police Department Reserve Program is an organization comprised of sworn and non-sworn personnel as authorized by California Penal Code Section 830.6 and the City of Redding. The primary function of the Police Reserve is to provide support to the operations of the Police Department.

The Reserve Officer Program shall not be used to supplant or replace paid officer positions.

325.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The Redding Police Department Reserve Program is administered through the Redding Police Department and the Volunteer Services Unit of the City of Redding. The following reserve officer Levels are recognized by the Redding Police Department:

- (a) Level III as defined in California Penal Code Section 832.6(a)(3).

325.2.1 RESERVE OFFICER SELECTION AND CLEARANCE

Applicants for the position of reserve officer will meet the following qualifications:

- (a) Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- (b) Be at least 21 years of age.
- (c) Be fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
- (d) Pass a POST approved background investigation.
- (e) Be a high school graduate, pass the General Education Development (GED) test or have attained a two-year or four-year degree from an accredited institution.
- (f) Be free of any felony convictions and sexual related convictions.
- (g) Complete a volunteer services section application.
- (h) Complete an oral interview by a qualification appraisal board to determine his/her motivation, tact, judgment problem-solving ability, and oral communications skills.
- (i) Complete a written examination that tests the applicant's general knowledge.
- (j) Be of good health and complete a medical examination by the City of Redding.
- (k) Complete the same psychological evaluation as performed by officers seeking full-time employment.
- (l) Complete a polygraph examination.

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325.2.2 APPOINTMENT

Final selection of reserve officers will be determined by the Field Operations Division Captain or Chief of Police. If rejected, the applicant will be advised by the Reserve Officer Program Manager. All reserve officers will be appointed by the Chief of Police.

325.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS

Compensation for reserve officers is provided as follows:

All reserve officer appointees are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the reserve officer shall be returned to the Department upon termination or resignation.

325.2.4 EMPLOYEES WORKING AS RESERVE OFFICERS

Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department must not utilize the services of a reserve or volunteer in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the Reserve Coordinator should consult the Personnel Department prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

325.3 DUTIES OF RESERVE OFFICERS

Level III reserve officers may perform specified limited support duties and other duties that are not likely to result in physical arrests, while supervised in the accessible vicinity by a full-time regular officer. Additionally, Level III reserve officers may transport prisoners without immediate supervision.

Immediate supervision refers to POST Level III reserve officers working under the direction and control of the supervisor or full-time officer who possesses a Basic POST Certificate, who is routinely in the physical proximity of, and available to the reserve officer, and who is deemed qualified to instruct by the Chief of Police or his designee.

Reserve officers will not take enforcement actions under the color of the law enforcement authority while off duty. Reserve officers who are off-duty are permitted to perform those actions that are permitted by a citizen of the State only.

Active participation in the Police Reserve Program is defined as completing 10 hours of volunteer service each month. A minimum of 10 hours per month and attendance of all applicable trainings are mandatory unless excused by the Reserve Coordinator or his/her designee.

A practice of failure to work the required number of hours may result in discipline up to and including termination. Reserve officers attending a basic academy, or working a designated assignment, may be exempted from the minimum monthly requirement.

Every reserve officer will report their total number of hours of service to the Reserve Program Manager on a monthly basis.

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Reserve officers must meet the minimum continuous professional standard training (CPT) requirement as identified by POST for their skill level. Reserve officers must meet the requirements for individual weapons qualifications as identified by the Redding Police Department established standards.

325.3.1 POLICY COMPLIANCE

Police reserve officers shall be required to adhere to all departmental policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn reserve officer unless by its nature it is inapplicable.

325.3.2 RESERVE PROGRAM MANAGER

The Chief of Police shall delegate the responsibility for administering the Reserve Officer Program to a Reserve Program Manager.

The Reserve Program Manager shall have the responsibility of, but not be limited to:

- (a) Assignment of reserve personnel
- (b) Conducting reserve meetings
- (c) Establishing and maintaining a reserve call-out roster
- (d) Maintaining and ensuring performance evaluations are completed
- (e) Monitoring individual reserve officer performance
- (f) Monitoring overall Reserve Program
- (g) Maintaining liaison with other agency Reserve Coordinators

325.4 FIELD TRAINING

Level III reserve officers shall complete the Redding Police Department approved orientation program. The orientation program shall include as a minimum:

- (a) Review all Police and City of Redding applicable policies and procedures.
- (b) A tour of all City of Redding and Redding Police Department facilities.
- (c) A review of the officer-involved shooting protocol.
- (d) A review of City of Redding vehicle accident reporting procedures.
- (e) A review of common Redding Police Department report forms.
- (f) Firearms qualification.
- (g) All reserve officers, regardless of level, shall complete racial profiling training according to 13519.4(p) CPC.

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325.4.1 RESERVE OFFICER CHAIN OF COMMAND

The Chain of Command for the volunteers assigned to the Reserve Officer Program will follow that of the Field Operations Division.

325.5 IDENTIFICATION OF RESERVE OFFICERS

All reserve officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

325.6 UNIFORM

Reserve officers shall conform to all uniform regulation and appearance standards of this department.

325.7 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation shall be investigated by the Redding Police Department.

Reserve officers are considered at-will employees. Government Code § 3300 et seq. applies to reserve officers with the exception that the right to hearing is limited to the opportunity to clear their name.

Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual.

325.8 RESERVE OFFICER EVALUATIONS

Reserves will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve.

325.8.1 PERSONNEL RECORDS

Personnel files will be maintained by the Reserve Program Coordinator on all reserve officers in the same manner as sworn officers.

As a minimum, these files will contain: personnel evaluations, original application, personnel forms, commendations and complaints, certificates of training and awards, background packets, and other pertinent information. These records will be maintained in locked cabinets consistent with established City of Redding and Redding Police Department policies. Personal history questionnaires and background files will be maintained in the same manner. Reserve officers personnel files are not subject to public inspection except for official, legitimate business. Except as required by an order of a court of competent jurisdiction, personnel files will only be shared with agencies who present written permission from the officer or past officer.

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325.9 FIREARMS REQUIREMENTS

Penal Code § 830.6(a)(1) designates a reserve officer as having peace officer powers during his/her assigned tour of duty, provided the reserve officer qualifies or falls within the provisions of Penal Code § 832.6.

325.9.1 CARRYING WEAPON ON DUTY

Penal Code § 830.6(a)(1) permits qualified reserve officers to carry a loaded firearm while on-duty.

When on-duty, whether in or out of uniform, reserve officers shall carry their Department issued firearm and have their police ID card on their person while:

- (a) Performing assigned activities.
- (b) Emergency “call-outs”.
- (c) To and from training sessions.
- (d) To and from the Police Department (directly from and to home).

Backup weapons must be approved in the same manner as the Redding Police Department Firearms policy.

325.9.2 CONCEALED FIREARMS PROHIBITED

No reserve officer will be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve officers who possess a valid CCW permit. Reserve officers may apply, in writing, via the chain of command, to the Chief of Police for a California Concealed Weapons permit after completing twelve months of service in the Reserve Program, unless previously obtained.

325.9.3 RESERVE OFFICER FIREARM TRAINING

All reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all areas of the firearms training section of the Policy Manual.

325.10 USE AND CARE OF EQUIPMENT

Reserve officers will be issued all required safety equipment. Reserve officers shall not work without the proper safety equipment. Off-duty loss or damage to equipment issued by the City of Redding/Redding Police Department shall be the officer’s responsibility to repair or replace. Damage or loss of departmental equipment while on-duty will be replaced or repaired by the Redding Police Department. Failure to exercise reasonable care in the use of such equipment or property may result in disciplinary action.

325.10.1 REQUIREMENT UPON RESIGNATION OR TERMINATION

Reserve officers who resign or are terminated are required to report to the Reserve Officer Program Manager.

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325.10.2 RETURN ALL ISSUED EQUIPMENT

If the reserve officer has resigned, a letter of resignation will be prepared by the reserve officer. The letter will be addressed to the Chief of Police via the chain of command. The letter, upon acceptance, will become an official part of the reserve officer's personnel file.

If a reserve officer has been terminated, a termination report shall be prepared by the program's manager. This will be reviewed by the Field Operations Division Commander and, upon return, shall become a part of the reserve officer's personnel file. A copy of the report will be provided to the reserve officer and the Chief of Police. The reserve officer may write a response to the action; which will be given to the Field Operations Division Commander and placed in the reserve officer's personnel file.

325.11 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL

The Reserve Program Manager shall develop a plan outlining an emergency call-out procedure for reserve personnel.