


JOPLIN POLICE DEPARTMENT	11-05 STANDARD OPERATING GUIDELINE
SUBJECT: Police Reserves	REVIEW DATE: Annually - November
EFFECTIVE DATE: February 14th, 2007	ACTION DATE:
AMENDS/SUPERSEDES: 11-05 Nov. 1st, 2006	AMEND DATE: February 14th, 2007
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I. POLICY

The Joplin Police Department will maintain a volunteer force of reserve officers to supplement its manpower and assist in the activities of the department. The reserve officer's primary responsibility is the prevention and detection of crime and the enforcement of the criminal and traffic laws of the City of Joplin and State of Missouri. A Reserve Officer program will be utilized at the discretion of the Chief of Police. The Joplin Police Reserve will be administered through the Patrol Bureau. (16.3.1)

II. PURPOSE

To establish guidelines for membership in and the operation of Police Reserves.

III. DEFINITIONS

A. Joplin Police Auxiliary (Reserve Recruit)

Joplin Police Auxiliary are volunteers wishing to become reserves. While this program is designed for Police Academy Recruits, any person can become a Reserve Recruit. A person over 20 years of age can become a Reserve Recruit by filling out a Joplin Police Department application form and having no objectionable criminal history.

B. Reserve Officer

Persons 21 years of age who are POST certified are eligible to be Probationary Reserves. In order to be a Reserve one must complete most minimum hiring requirements including the written test, physical test, and a background check. These officers will be commissioned by the Joplin Police Department but will remain part of a two person unit until the modified field training program is completed and they have supervisory approval to become a Police Officer-1. These Reserves are unpaid. The training standard for full-time officers will be required of these Reserves. The primary difference between these Reserves and Police Officer-1 is the completing of the FTO and successful completion of a polygraph exam.

C. Police Officer-II Part-Time

These officers will have all the rights and privileges of a Joplin Police Officer. They will patrol in one person units and become essentially "part-time" employees at a rate set by the Finance Department. The training standard for full-time officers will be required of these officers.

IV. PROCEDURES

A. Police Reserve Authorized

The Joplin Police Reserve was established and is controlled by Joplin City Ordinance, Section 70-61 through 70-72. These ordinances set requirements for membership of the reserve force, give power to the Chief of Police as the administrator of the reserves and direct him/her to compile rules to regulate their actions.

B. Duties of Police Auxiliary (Reserve Recruit)

1. Joplin Police Auxiliary will be required to attend training at reserve meetings.
2. They may also attend Joplin Police Training, such as building clearing, computer and report modules, BA certification etc, in this way they can “jump start” their time as a reserve.
3. Joplin Police Auxiliary will be treated as uniformed civilian support staff available to help with traffic details, parades, etc.

C. Duties of Reserve Officers (16.3.1)

1. Reserve officers will be certified by the Peace Officers Standards and Training Commission (P.O.S.T.). (16.3.5)
2. Reserve officers will be utilized to lighten the workload of full-time officers, assist to maintain minimum road coverage or represent the department in any role designated by the Chief of Police. Duties include, but are not limited to:
 - a. Patrolling assigned areas and enforcing applicable traffic laws;
 - b. Investigating traffic crashes when a full-time member is unavailable;
 - c. Assisting disabled or stranded motorists;
 - d. Responding to calls for service and submitting the appropriate reports;
 - e. Make arrests.
3. Reserve officers are to follow all policies and procedures contained in the Joplin Police Department Standard Operating Guideline Manual and City of Joplin Employee Manual. Members in violation shall be subject to disciplinary action or removal from the Reserve force.
4. Reserve officers are responsible for being thoroughly familiar with the policies, procedures, duties and regulations contained in the Joplin Police Department Standard Operating Guideline Manual and City of Joplin Employee Manual.
5. Each member shall be required to donate 16 hours per month to the Police Department, and be available for duty during times of emergency or disaster.

D. Duties of Police Officer-II (Part-time officer)

1. Part-time officers will be certified by the Peace Officers Standards and Training Commission (P.O.S.T.). (16.3.5)
2. Part-time officers will be utilized to lighten the workload of full-time officers, assist to maintain minimum road coverage or represent the department in any role designated by the Chief of Police. Duties include, but are not limited to:
 - a. Patrolling assigned areas and enforcing applicable traffic laws;

- b. Investigating traffic crashes when a full-time member is unavailable;
 - c. Assisting disabled or stranded motorists;
 - d. Responding to calls for service and submitting the appropriate reports;
 - e. Make arrests.
3. Police Officer-II officers are to follow all policies and procedures contained in the Joplin Police Department Standard Operating Guideline Manual and City of Joplin Employee Manual. Members in violation shall be subject to disciplinary action or removal from the Reserve force.
 4. Police Officer-II officers are responsible for being thoroughly familiar with the policies, procedures, duties and regulations contained in the Joplin Police Department Standard Operating Guideline Manual and City of Joplin Employee Manual.
 5. Each member should be available for duty during times of emergency or disaster.
 6. Part-time officers will work less than 30 hours a week.

E. Police Auxiliary Selection Criteria

1. The applicant must be 20 years old.
2. The applicant testing will include:
 - a. Background Investigation – A thorough and complete background investigation is conducted and will include, but not limited to:
 - i. Education
 - ii. Employment
 - iii. Personal References
 - iv. Criminal History
 - v. Credit Check
 - vi. Spouse Interviews
 - vii. Military Records
 - b. Oral Interview with the Reserve Sergeant
 - c. Must be willing to attend 90% of all reserve officer meetings.
 - d. Must be willing to volunteer 20 hours a month and to volunteer their time in a professional manner as a strong representative of the Joplin Police Department.

F. Reserve Officer Selection Criteria (16.3.2)

1. Applications are provided to interested individuals. Upon their completion and return, applications are kept in a pool until the beginning of the police officer screening process. Reserve applicants are invited to participate in the testing phase based on the applications that are on file at the Joplin Police Department or Human Resources Department. Reserve applicants with an application on file that do not participate in the testing phase are eliminated from the current process and the application is discarded.
2. Applicant testing of entry-level skills is scheduled and will include:
 - a. Physical Fitness test;
 - b. Written test;
 - c. Background Investigation – A thorough and complete background investigation is conducted and will include, but not limited to:
 - i. Education (16.3.9)
 - ii. Employment
 - iii. Personal References
 - iv. Criminal History
 - v. Credit Check
 - vi. Spouse Interviews
 - vii. Military Records
 - d. Polygraph
 - e. Command Staff Interview
 - f. Conditional offer of acceptance
 - g. Medical physical and drug screen
 - h. Psychological testing
 - i. Appointment
3. Before appointment to the Reserve Force, a member will be required to possess a Missouri P.O.S.T. Law Enforcement Officer Certification, or be eligible for certification. (16.3.3, 16.3.9)
4. Any full time officer who leaves employment with the Joplin Police Department in good standing may continue to serve as a reserve officer at the discretion of the Chief of Police. These officers will be exempted from any selection process and or any additional certification above and beyond the P.O.S.T. certification they held as a full time employee. (16.3.3)

G. Police Officer-II Selection Criteria (16.3.9)

1. Applications are provided to interested individuals. Upon their completion and return, applications are kept in a pool until the beginning of the police officer screening process.

Reserve applicants are invited to participate in the testing phase based on the applications that are on file at the Joplin Police Department or Human Resources Department. Reserve applicants with an application on file that do not participate in the testing phase are eliminated from the current process and the application is discarded.

2. Applicant testing of entry-level skills is scheduled and will include:
 - a. Physical Fitness test;
 - b. Written test;
 - c. Background Investigation – A thorough and complete background investigation is conducted and will include, but not limited to:
 - i. Education (16.3.9)
 - ii. Employment
 - iii. Personal References
 - iv. Criminal History
 - v. Credit Check
 - vi. Spouse Interviews
 - vii. Military Records
 - d. Polygraph
 - e. Command Staff Interview
 - f. Conditional offer of acceptance
 - g. Medical physical and drug screen
 - h. Psychological testing
 - i. Appointment
3. Before appointment to the Reserve Force, a member will be required to possess a Missouri P.O.S.T. Law Enforcement Officer Certification, or be eligible for certification.(16.3.9)
4. In order to become a part-time paid employee, the officer must have completed the 560 hour FTO program.

H. Reserve Field Training

1. All Reserve Officers will be required to complete a Reserve Field Training Program approved by the Chief of Police, except those officers who have left active service and wished to remain as part of the reserve force.
2. Reserve Officers are required to meet the same in service requirements expected of full time sworn officers, including the entire field training and evaluation program. Those guidelines are outlined in SOG 7-01, SOG 7-02. (16.3.3)

3. All Reserves are encouraged to participate in all Department in-service training and will be required to participate as directed by the Chief of Police or his/her designee, in specified advanced training to meet P.O.S.T. requirements. (16.3.5)
4. Reserve officers will be trained in use of force policies and tested for weapons proficiency with the same frequency as full time officers. (16.3.6)

I. Reserve Officer Uniforms and Equipment (16.3.4)

Reserve Officers are to be issued the same equipment and uniforms as full time sworn officers. Equipment and uniforms to be issued can be found in SOG 2-06. The Chief of Police may modify regulations on uniforms and equipment issued to reserves as needed (i.e., number of uniforms issued, etc.).

J. Reserve Public Liability Protection (16.3.7)

The City of Joplin shall indemnify and defend its respective police officers without expense to those persons, with respect to any action filed against them in their official or individual capacities, or both, if the action complained of, was done within the scope and arising out of their official duties or responsibilities.

K. Police Reserve Liaison

The Chief of Police shall appoint a regular police officer of the rank of Sergeant or above to act as liaison with the Reserve Force.

1. All activities, problems, training and other police business shall go through the coordinator or liaison officer before being forwarded to the office of the Chief of Police.
2. The Reserve Liaison shall submit in writing a monthly report to the Chief of Police containing the roster of members and amount of hours worked on patrol, amount of hours worked other than patrol, amount of hours spent on training, and the attendance at monthly meetings.
3. There will be a regularly scheduled meeting each month to be set at the Reserve Liaison's discretion. Any member absent for two consecutive meetings or absent for five meetings per year will be subject to dismissal from the force.

L. Police Reserve Coordinator

The Police Reserve Coordinator will be selected from the reserve pool by the Reserve Liaison and Command Staff.

1. The Reserve Coordinator will report to the Liaison and regulate and organize all reserve activities.

M. Police Reserve Supervisor

The immediate supervisor for the Reserve Officer shall be the supervisor of the shift on which he/she is working.

1. The Chief of Police, or his/her designee, may appoint a member of the Reserve Force as Chief of Reserves, and other supervisors as necessary, for the purposes of direction, supervision and maintaining continuity of information within the Reserve Force.

2. The selection of Reserve supervisors shall be accomplished by recommendation of the Reserve Liaison and Coordinator, which may be based upon length of service, performance of duty, demonstrated capabilities, and interest demonstrated in the Reserve Force and/or recommendation of other officers.
3. The length of office of Reserve Supervisors shall be at the sole discretion of the Chief of Police.
4. Supervisor's of the Reserve have supervisory authority only within the ranks of the Reserve Force and none within the ranks of the Regular Police Force.

N. Police Reserve Performance Evaluations

Performance evaluations for reserve officers will be conducted in accordance with Standard Operating Guideline 2-03 Performance Evaluations, as required. (16.3.8) (35.1.3)

V. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

VI. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.