



TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Reserve Police Officer Unit		 Nationally Accredited 1986
	CHIEF OF POLICE <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

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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, reserve police officers, administrative officers, and 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.

Administrative Officer: A civilian volunteer who has separated from a Florida law enforcement agency in good standing and maintains their Criminal Justice Standards and Training Commission law enforcement certification 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 who is compensated for their hours of work for the Department and is assigned to either the operational or support tier.

PROCEDURES

I. GENERAL INFORMATION

- A. The protocols of this written directive apply equally to reserve police officers, administrative officers, and volunteer reserve police officers.
- B. Reserve police officers, administrative officers, and volunteer 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, reserve police officers, administrative reserve police officers, and volunteer reserve police officers are temporary employees and serve at the pleasure of the Chief of Police.

II. SELECTION PROCESS

- A. Former full time Tallahassee Police Department police officers may serve as a reserve police officer or an administrative officer.
 - 1. Full-time Department 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:

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- a. A letter to the Chief of Police requesting admittance to the unit, and
 - b. The TPD Reserve Unit Admittance Request and Approval Form (PD 174).
2. The officer shall submit the letter and PD 174 to their immediate supervisor for forwarding through the chain of command.
 3. The PD 174 is forwarded to the Chief of Police through Employee Resources and the Internal/External Affairs Bureau.
 4. The Chief of Police is responsible for approving or disapproving the request and submitting the response, via the PD 174, to Employee Resources.
 5. Employee Resources is responsible for notifying the Internal/External Affairs Bureau Commander and the requesting officer of the final decision.
 6. Full-time Department police officers (regardless of rank) who wish to re-join the Department in order to serve as a reserve police officer after having separated from the Department for any duration will be required to complete the application process.
- B. Former full time sworn law enforcement officers who have separated from a Florida Law Enforcement Agency in good standing may only serve as an administrative officer after completing the required application process.

III. AUTHORITY AND CHAIN OF COMMAND

- A. The Internal/External Affairs Bureau Commander or designee shall have command responsibility of all Reserve Police Officer Unit operations.
- B. The Special Events Unit Lieutenant 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,
 3. Approving/disapproving work schedules and secondary employment requests for reserve police officers performing Internal/External Affairs Bureau assignments,
 4. Coordinating and scheduling reserve police officer training and quarterly meetings, and
 5. Completing various administrative tasks for the unit and its members.
 6. Conducting quarterly formal line inspections in compliance with General Order 35 (Line Inspections) and forwarding the completed Line Inspection

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Form (PD 242) to the Accreditation and Inspection Unit (AIU).

- D. The immediate supervisor of a reserve police officer working in a bureau other than the Internal/External Affairs Bureau 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 Internal/External Affairs Bureau Commander. Team Leaders will be compensated at a higher rate to account for the additional supervisory responsibilities.

IV. RESERVE POLICE OFFICERS

A. AUTHORITY

Reserve police officers will have the same detention and arrest authority as that of a full-time, regular status officer.

B. UNIFORM PROTOCOLS

- 1. Except as noted in subsections B and C below, the appearance and uniform regulations of General Order 4 (Appearance and Uniform Regulations) are applicable to reserve police officers.
- 2. 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.
- 3. Exceptions to the uniform regulations of General Order 4 (Appearance and Uniform Regulations) can be authorized by the Bureau Commander for whom the reserve police officer performs work.

C. TRAINING PROTOCOLS

- 1. Reserve police officers shall complete the following training:
 - a. Department-mandated training to comply with policy, Florida Statute, or accreditation standards, and
 - b. Training required by the Criminal Justice Standards & Training Commission to maintain law enforcement officer certification.
- 2. 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.
- 3. 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.

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4. 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.
5. 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.
6. The training attendance and member responsibility protocols of General Order 57 (Training Protocols) are applicable to reserve police officers.
7. Reserve police officers shall only perform those duties which they have been trained by the Department.

D. ASSIGNMENT AND TIME COMMITMENT

1. Reserve police officers are required to work for the Department a minimum of 16 hours per quarter.
 - a. The quarters are January – March, April – June, July – September, and October – December.
 - b. Reserve Unit meetings and in-service training count toward the minimum total hours.
 - c. If permitted by the affected Bureau Commander, working a City of Tallahassee special event or similar work assignment counts towards the minimum hours total.
 - d. 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 but may not exceed a weekly average of 25 hours.
 - e. A reserve police officer who fails to complete the mandatory 16 hours of Department work for a quarter will be placed on Inactive Status and given the opportunity to complete work assignments in the following quarter to satisfy the deficit.
 - f. A reserve police officer who fails to complete the requisite hours as described in subsection 5 above may be subject to dismissal from the Reserve Police Officer Unit.
2. A reserve police officer on inactive status is prohibited from engaging in secondary employment.
3. 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.
4. 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).

5. 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 dismissed from the Reserve Police Officer Unit.

E. TIER ASSIGNMENTS

1. Upon entry into the reserve program and once annually for each subsequent year in the program, the member must select the tier under which they desire to perform their mandatory duty assignments.
2. Operational Tier: Patrol oriented activities or activities where the performance of the duties is considered operational such as activities that would otherwise be accomplished wearing a Class A/B/C Uniform or duties that include the operation of a marked vehicle. Reserve officers who elect the Operational Tier will be:
 - a. Issued all equipment issued to full-time officers,
 - b. Required to attend the same training as full-time members, and
 - c. Authorized to work secondary employment and special events.
3. Support Tier: Non-patrol related activities such as those performed in the Criminal Investigations Bureau or other similar administrative tasks throughout the department. Reserve officers who elect the Support Tier will be:
 - a. Issued only the equipment necessary for the reserve police officer to complete the assigned tasks. Equipment issuance will vary dependent on assignment and will be directed by the affected Bureau Commander.
 - b. Shall only wear their badge and firearm in a concealed manner or operate an unmarked department vehicle so as to not be readily identified as a law enforcement officer unless prior approval is obtained by their assigned bureau commander.
 - c. Required to attend reserve and assignment-applicable in-service training blocks as identified by the Reserve Unit Coordinator.
 - d. Prohibited from working off-duty details.
 - e. May fulfill support roles at special events if authorized by the Internal/External Affairs Commander.
4. Members selecting the Support Tier may only perform tasks described in IV.E.3.; however, members selecting the Operational Tier may perform tasks from either tier.

F. FIREARM PROTOCOLS

1. 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.

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2. 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.
3. A reserve police officer who meets the training and qualification mandates may be provided a Department-issued back-up handgun if one is available.

G. SECONDARY EMPLOYMENT

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

H. INACTIVE STATUS AND DISMISSAL FROM THE UNIT

1. Unless working to meet mandatory work hour requirements, a reserve police officer on inactive status is prohibited from:
 - a. Operating a Department vehicle,
 - b. Taking law enforcement action,
 - c. Engaging in secondary employment, and
 - d. Carrying a concealed firearm under the authority of FS 790.052 (carrying concealed firearms; off-duty law enforcement officers).
2. 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).
3. A reserve police officer who remains on inactive status for more than 180 days is subject to dismissal from the Reserve Police Officer Unit.
4. 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.
 - a. The Chief or designee may grant, modify, limit, or deny the request.
 - b. The Chief or designee may revoke an approved leave of absence at any time.
 - c. A reserve police officer granted a leave of absence shall maintain all training and qualification requirements for law enforcement officer certification during the absence.
5. 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.
 - a. The Reserve Unit Coordinator is responsible for coordinating with the Training Section in assessing the need for re-orientation training.
 - b. Re-orientation training may include, but not necessarily be limited to the following:

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- i. Policy and legal updates,
 - ii. Report writing and computer utilizations, and
 - iii. High liability topics (e.g., firearms/weapons, first aid/CPR, defensive tactics).
- c. 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.

V. ADMINISTRATIVE OFFICERS

A. AUTHORITY

Administrative officers will not have any detention or arrest authority.

B. EQUIPMENT PROTOCOLS

- 1. Administrative officers will be issued an identification card reflecting their status as an administrative officer but will not be issued any other department equipment. Administrative officers are expected to maintain a professional appearance when representing the department at any official events (i.e. court, department sanctioned events, training).
- 2. Administrative officers will not be issued a department firearm. If an administrative officer elects to carry a firearm, it shall be carried under the authority of, and consistent with, the Law Enforcement Officers Safety Act (LEOSA); not as an agent or employee of the Department.

C. TRAINING PROTOCOLS

- 1. Administrative officers shall complete all training required by the Criminal Justice Standards & Training Commission to maintain law enforcement officer certification.
- 2. Administrative officers shall only perform those duties which they have been trained by the Department.

D. ASSIGNMENT AND TIME COMMITMENT

- 1. Administrative officers are not required to work a minimum number of hours.
- 2. Administrative officers may attend one unit meeting each calendar year, reporting as directed (i.e., location, time, attire) and prepared to participate in the activities on the agenda (e.g., training).
- 3. Failure to complete/attend mandatory training may result in an administrative officer being dismissed from the Reserve Police Officer Unit.

E. SECONDARY EMPLOYMENT

Administrative officers are prohibited from working secondary employment assignments.

F. DISMISSAL FROM THE UNIT

1. Administrative officers who do not maintain their law enforcement certification, fail to attend mandatory training and/or meetings, or who otherwise conduct themselves in a manner that is contrary to General Order 46 may be subject to dismissal from the Reserve Police Officer Unit.
2. In the event the reserve unit coordinator deems it necessary to dismiss an administrative 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.

G. CATEGORY TRANSITION

1. An administrative officer who wishes to transition into the role of a reserve police officer must submit a letter to the Chief of Police requesting authorization.
2. An administrative officer may be required to complete the Field Training and Evaluation Program (FTEP) or other appropriate re-integration training if the separation from full-time employment with the Department is more than one calendar year.
3. An administrative officer who was not previously a full-time Department member shall be required to complete the FTEP prior to final re-classification.

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, 08/19/2009, 01/04/2020, 06/25/2021, 05/19/2022,.