

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

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| DIRECTIVE TYPE General Order | EFFECTIVE DATE March 20, 2006 | NUMBER 604 |
| SUBJECT Reserve Police Officers | | |
| REVISED | | |
| REFERENCE SCLEA 6.1.4 – 6.1.7 | AMENDS/SUPERSEDES All Others | |
| DISTRIBUTION All Personnel | RE-EVALUATION DATE Annual | NO. PAGES 6 |

I. Purpose:

To establish guidelines for the use of reserve police officers by the City of Anderson Police Department.

II. Policy:

It is the policy of the City of Anderson Police Department that the use of reserve police officers be in compliance with state law and regulations. (SCLEA 6.1.4)

III. Procedures:

A. Reserve Police Officers

1. The City of Anderson Police Department established the reserve police officer program as a volunteer service to aid and supplement the department as directed by the City Manager. The reserve police officers will be primarily utilized for the purpose of providing patrol services and emergency patrol support, but may be utilized to supplement other units within the City of Anderson Police Department.
2. The reserve officer program is organized under the Authority of the City Manager. The term of office for each reserve officer is the same as that of the Chief of Police; however, the Chief of Police may remove reserve police officers at any time.

3. The reserve program is organized pursuant to S.C. Code of laws 23-28-10 through 23-28-120, which grants the reserve police officer powers equivalent to full time officers while on duty.
4. The reserve police officers function as a part of the patrol division.
5. The Chief of Police shall designate one (1) member of the Command staff to serve as the Reserve Liaison. This individual will be directly responsible to the chief.
6. There is no rank within the reserve officer program. Members of the reserves are positioned on the organizational chart by seniority. Seniority is determined for reserves in the same fashion as for full time officers. All members are in the grade of Reserve Police Officer and are under the supervision of the Reserve Liaison and/or shift supervisor on whose shift or in whose division they are working.
7. The City of Anderson Police Department Reserve Police Officers will have a Reserve Coordinator and an Assistant Reserve Coordinator. Generally, these two (2) individuals will be the most senior Reserve Officers. They are expected to work closely together.
 - a. The duties of the Reserve Coordinator are to:
 - (1) Maintain an accurate and up-to-date log of all hours worked by Reserve Officers;
 - (2) Coordinate the Reserve Officers' training with the City of Anderson Police Department's Training officer and verify that this training is documented;
 - (3) Coordinate with the Reserve Liaison or the Liaison's Designee to cover scheduling for special events.
 - (a) A Lieutenant or above may contact either the Reserve Coordinator or Assistant Reserve Coordinator directly.
8. The number of reserve officers may not exceed the number of Class 1 L/E officers nor may the number of Class 1 L/E officers be reduced because of the use of reserve officers.

B. Selection and Training

1. Reserve police applicants must make application and comply with all the same requirements of the selection process as required of full time officers, to include (SCLEA 6.1.5):

- a. Must be at least twenty-one (21) years of age;
 - b. Must be a high school/GED graduate;
 - c. Must have a satisfactory background investigation;
 - d. Must pass all medical and psychological exams (including a drug screening);
 - e. Must complete an interview board; and
 - f. Any other components required of full time officers.
2. All reserve police officers must successfully complete all basic reserve-training courses prior to being sworn in and commissioned. S.C. Code of Laws 23-28-30 mandates the required training. Additionally, the reserve officer should be trained in:
- a. Impact weapon, if necessary;
 - b. Traffic Law;
 - c. Criminal Law;
 - d. Driver's Training;
 - e. Officer Safety
 - f. Patrol Techniques; and
 - g. Any other training mandated by law or the City of Anderson Police Department.
3. Reserve Police Officers who have previously completed the basic law enforcement course at the South Carolina Criminal Justice Academy will be credited for the training, provided they complete any refresher training required by the South Carolina Criminal Justice Academy.
4. Reserve Officers shall have limited duties. Without prior approval from the on-duty or division supervisor to whom they are assigned, they shall not:
- a. Sign search warrants;
 - b. Sign arrest warrants;
 - c. Issue traffic or parking tickets;
 - d. Be issued a citation book;

- e. Respond independently to calls for service;
 - f. Serve mental process papers;
 - g. Make independent traffic stops;
 - h. Drive police vehicles on patrol;
 - (1) When a Reserve Officer is riding with a Class 1 L/E Officer, the police vehicle should be driven by the Class 1 L/E Officer.
 - (2) Exceptions: When a Reserve Officer has permission from the Supervisor in charge, the Reserve Officer may drive a police vehicle.
 - (a) The Supervisor in charge may grant permission to a Reserve Officer to drive a patrol vehicle with a Class 1 L/E Officer present or the Supervisor in charge may elect to grant permission to a Reserve Officer to ride alone.
 - i. Although Supervisors should refrain from allowing Reserve Officers to ride alone as a routine course of business, the proper management of special events and special projects may justify – in some cases – allowing Reserves to ride alone.
 - i. Operate speed measuring devices; and/or
 - j. Investigate traffic accidents or criminal cases, except to assist a regular officer.
5. All reserve police officers must successfully complete the in-service training equivalent to that of full time officers. This requirement is forty (40) hours of in-service training every three years with a minimum of a legal update and a core course each year.
 6. Reserve police officers must be trained on the City of Anderson Police Department's use of force policies and procedures, as are full time officers. They must also meet the same firearms qualifications requirements.
 7. All training will be coordinated by the City of Anderson Police Department's Training Officer, who shall send verification of all in-service training to the South Carolina Criminal Justice Academy.

C. Uniforms and Equipment

1. The City of Anderson Police Department will provide each reserve police officer with all the necessary equipment, uniforms, and weapons for the performance of his or her duties.
2. Except for quantity issued, each reserve police officer will receive uniforms and equipment equal to that of primary officers (SCLEA 6.1.6).
3. Reserve police officers will wear the same uniform as primary officers.
4. Reserve police officers will be individually responsible for the proper maintenance and care of the items issued to them. Any lost, damaged, or stolen items must be reported immediately to the Reserve Coordinator.

D. General Guidelines

1. Each reserve police officer will be responsible for knowledge of and compliance with all rules, regulations, orders, policies, and procedures of the City of Anderson Police Department.
2. Reserve police officers must work in uniform at all times.
3. Reserve police officers must work a minimum of twenty (20) hours per month or sixty (60) hours per quarter, based on the calendar year.
4. Reserve police officers are bonded with the same coverage provided to primary officers. (SCLEA 6.1.7)
5. Reserve police officers are provided with public liability protection equal to that of primary officers.
6. The City of Anderson Police Department will issue weapons to Reserve Officers for on-duty use. These are the only weapons that may be carried by City of Anderson Police Department Reserve Officers. Weapons will only be carried while en-route to the duty station, on duty, or from the duty station to the place of residence. Reserve Officers are prohibited from carrying weapons while off duty.
7. When reporting for duty, reserve police officers must report to the shift supervisor for approval for work and for duty assignment.
8. When on duty, a reserve police officer should always be accompanied by a primary sworn officer.

- a. Exception: When a Reserve Officer is on Special Assignment as determined by the supervisor in charge. Examples of Special Assignments are walks, runs, parades, and etc.
 - (1) The Reserve Officer must be in contact with a primary sworn officer at all times by a radio or some other form of communication.
9. When the primary officer leaves the patrol unit, the reserve police officer shall also leave the patrol unit and take a position of cover unless otherwise ordered.
10. A reserve police officer will not interrupt a primary officer while a primary officer is making contact with the public or conducting an investigation. If the reserve officer has a question or concern, the reserve officer may take it up privately with the primary officer.
11. No reserve officer shall disclose anything that is observed or discussed in his or her presence to anyone outside the City of Anderson Police Department, unless authorized by the Reserve Coordinator.
12. At any crime scene the reserve police officer is there only to protect the scene and/or to aid the primary officer. The reserve officer will collect no evidence. If the reserve officer notes something, the reserve officer must bring it to the attention of the primary officer.
13. When conducting an investigation, the reserve police officer's primary responsibility is to assist the primary officer in the collection of information. The primary officer is responsible for collating this information into the report.
14. Each reserve police officer will complete a Daily Activity Report upon completion of his or her assignment and forward it to the Reserve Officer Coordinator.

By order of:


Martin D. Brown, Chief of Police

3-13-2006
Date