




Clayton County Police Department PROCEDURES

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| Subject RESERVE OFFICER PROGRAM | | Procedure # G3 | |
| Authorizing Signature  | Effective 08-26-2024 | <input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds | Total Pages 6 |

I. PURPOSE

To establish guidelines and procedures for the establishment, maintenance and management of the Clayton County Police Department’s Reserve Officer Program.

II. POLICY

The policy of the Clayton County Police Department (CCPD) is to offer a Reserve Officer Program for individuals who are certified as peace officers in the State of Georgia, pursuant to OCGA § 35-8-1 et al, and in good standing with the Georgia Peace Officer Standards and Training Council (GPOSTC). All GPOSTC-certified peace officers, regardless of rank, who resign or retire from active duty in good standing, and have no open internal investigations pending against them at their previous agency(ies), may apply for membership in the Reserve Officer Program as a Reserve Part-time Security Officer or Reserve Unit Officer.

All former, resigned or retired police officers are prohibited from wearing a Clayton County Police Department uniform, or any apparel, part, piece or version of the uniform, or in any way represent themselves as police officers of the CCPD, unless they have been appointed as a Reserve Unit Officer in the Department’s Reserve Officer Program, and are currently members in good standing.

III. DEFINITIONS

Reserve Officer: A certified peace officer in the State of Georgia, pursuant to OCGA § 35-8-1 et al, who is in good standing with GPOSTC, not currently employed with the CCPD, but is appointed to the Reserve Officer Program by the Chief of Police, and required to fulfill annual volunteer service hour obligations and/or respond to emergency mobilizations. Reserve Unit Officers are permitted to engage in off-duty employment, as defined by CCPD SOP: *B6: Off-Duty & Secondary Employment*.

Reserve Part-time Security Officer: A certified peace officer in the State of Georgia, pursuant to OCGA § 35-8-1 et al, who is in good standing with GPOSTC, employed with the CCPD for the Clayton County Public Library System or other duties as assigned by the Chief of Police.

Reserve Unit Commander: Active Reserve Officer who is appointed by the Chief of Police to carry out the duties as outlined in this policy.

Reserve Unit Officer: Inclusive of all Reserve Part-time Security Officers or Reserve Officers referred to in this policy.

IV. APPLICATION PROCESS & APPOINTMENT

A. Eligibility Criteria for Applicants

1. Individuals who are actively certified as peace officers in the State of Georgia, pursuant to OCGA § 35-8-1 et al, and in good standing with the GPOSTC, may apply.

It is the responsibility of the individual to ensure that their GPOSTC certification is current and in good standing, and that they are up to date and have met all requirements to maintain their certification prior to consideration for the Reserve Officer Program.

2. Though all GPOSTC-certified peace officers are eligible to apply, retired police officers of this Department are given priority over all other applicants for consideration.
3. Individuals who had a sustained internal affairs investigation or currently have any open internal investigations at any previous employing law enforcement agency to include this Department, may be considered for the Reserve Officer Program. If the individual is denied a position in the Reserve Officer Program due to an open investigation, they may submit another written request to the Chief of Police once the investigation is closed. The final decision will be left to the discretion of the Chief of Police. Individuals who were terminated, for any reason, from any previous employing law enforcement agency shall not be considered for the Reserve Officer Program.
4. To avoid any appearance of conflict of interest, any individual who is holding any elected office in Clayton County or the State of Georgia, or who is serving as a member of any Clayton County board, is prohibited from serving as a Reserve Unit Officer. The Chief of Police reserves the right to exclude from membership in the Reserve Officer Program any person whose occupation either poses a conflict of interest or could give the appearance of a conflict of interest.

B. Application

1. Individuals seeking membership shall submit their request for appointment to the Reserve Officer Program in writing to the Chief of Police, prior to their completion of the off-boarding process. The individual shall complete and sign the *Clayton County Police Department Reserve Officer Program Request Form* (see *Appendix A* of this policy) to fulfill this request.

The written request shall contain and include the following information:

- a. Request for a specific appointment to the Reserve Officer Program (e.g. Reserve Part-time Security Officer or Reserve Officer).
- b. Complete law enforcement employment history and the reason for separation (e.g., resignation, retirement, etc.) from each law enforcement agency where the applicant was previously employed; and
- c. Current GPOSTC certification status.

The requesting individual will attach a complete copy of their *Individual Officer Profile Fact Sheet* from GPOSTC. This form is available via the GPOSTC's website (<https://gapost.org/>).

1. If a former employee requests to join the Reserve Officer Program, and has been separated from the Department longer than (6) six months, they will need to apply to the Background and Recruitment Unit for a background investigation to be completed.
2. Paid Reserve Officers will only be required to complete the application packet, GCIC and driver's history, and medical examination to include the physical and drug screening portion.
3. If a former employee requests to join the Reserve Officer Program, and has been separated from the Department longer than (12) twelve months, they will be required to complete the application background process as outlined in CCPD SOP: C6: *Applicant Selection*.

4. The written request and attachment(s) shall be reviewed and all information verified by the Background and Recruitment Commander. The Background and Recruitment Commander, or designee, shall make a written recommendation to the Assistant Chief or Deputy Chief within the Reserve Unit Commander's chain of command for all applicants who have been confirmed to meet all eligibility requirements.

The Background and Recruitment Commander, or designee, shall also inform the Assistant Chief/Deputy Chief in writing of all applicants who fail to meet the eligibility requirements for appointment. The Assistant Chief/Deputy Chief shall review the applicants' eligibility. Upon confirmation of ineligibility, the Background and Recruitment Commander, or designee, shall notify the ineligible applicants in writing within ten (10) days of the determination.

5. The OPS Commander, or designee, shall attach a disciplinary history to each application file and forward them to the Assistant Chief/Deputy Chief who will review the applications and submit their recommendations to the Chief of Police.
6. The Chief of Police will review all the eligible applications, decide to appoint or deny each application, and return the applications to the Assistant Chief/Deputy Chief for further action. The Assistant Chief/Deputy Chief shall forward all appointments/rejections to the Reserve Unit Commander who will notify the applicants within ten (10) days of the decision.

C. Appointment

1. Appointment to the Reserve Officer Program, and continued participation as a Reserve Unit Officer, is at the discretion of the Chief of Police and subject to the needs of the Department.
2. Individuals appointed as Reserve Unit Officers by the Chief of Police are authorized to act as peace officers when it could reasonably be expected to require the assertion of police powers within Clayton County, or otherwise directed by the Chief of Police.
3. Sworn personnel who have retired from this Department and are appointed to the Reserve Officer Program may retain their Department-issued equipment and uniforms at the discretion of the Chief of Police.
4. Reserve Officers will be issued a Clayton County Police Department identification card stating their status as Reserve Officer and shall maintain an identification card with the current Chief of Police's signature. All previously issued identifications with signatures from previous administration will be null and void.
5. Reserve Unit Officers are bonded and/or provided with public liability protection equal to that of full-time officers.
6. A *Personnel Order* will be issued directly from the Chief of Police advising the appointment of an individual to the Reserve Officer Program.

V. PROCEDURES

A. Maintaining Membership

Any Reserve Unit Officer who fails to maintain eligibility for membership, or who is removed by the Chief of Police, shall not participate in the Reserve Officer Program. These former members are prohibited from wearing the Clayton County Police Department uniform, or any part of such uniform, or from working off-duty employment under the authority of this Department.

In addition to the eligibility requirements, all Reserve Unit Officers are responsible for adhering to the following information to maintain membership in the Reserve Officer Program:

1. Upon appointment, each Reserve Unit Officer must read, understand, and acknowledge all current departmental policies, procedures and directives. All Reserve Unit Officers shall adhere to all departmental policies, procedures and directives.

2. Reserve Unit Officers must successfully complete all required training, pursuant to OCGA 35-8-1 et al., and departmental policies by December 31st of each calendar year. Failure to successfully complete any required training will result in immediate suspension of the Reserve Unit Officer from any participation in the Reserve Officer Program and such suspension shall remain effective until the Reserve Unit Officer follows training standards and GPOSTC rules. Reserve Unit Officers receive in-service training equivalent to that of full-time officers who perform like functions.
3. Comply with all Georgia Crime Information Center (GCIC) Council rules, successfully complete the GCIC Security & Integrity course biennially, and acknowledge and sign the GCIC Awareness Statement.
4. Responding to emergency call outs, at the direction of the Chief of Police.
5. If charged with a criminal offense or serious traffic offense, or has their driving privileges suspended or revoked for any reason, immediately report the circumstances, facts and charge(s) to the Reserve Unit Commander and OPS Commander, in writing.
6. Annually, Reserve Unit Officers will perform a minimum of forty (40) hours of voluntary service in a law enforcement-related capacity for the Department. The voluntary service hours shall include the mandatory twenty (20) hours of GPOSTC training. No more than twenty (20) hours of training will be credited towards the forty (40) hours of voluntary service.
7. The Reserve Unit Officer must attend all training, meetings and all other requirements. If a Reserve Unit Officer is required to be at a function and is unable, they will be required to notify the Reserve Unit Commander via telephone, no later than one (1) hour prior to the scheduled function. The Reserve Unit Commander reserves the right to approve or deny the request.

B. Reserve Unit Commander's Responsibilities

1. Monitor the GPOSTC certification status of all Reserve Unit Officers;
2. Monitor the training hours of all Reserve Unit Officers and ensure they follow applicable law and departmental policies;
3. Maintain a directory of all active Reserve Unit Officers;
4. Maintain a personnel file for each Reserve Unit Officer;
5. Monitor each Reserve Unit Officer's fitness for duty; and
6. Complete an annual report following each calendar year on all of the activities and details either conducted or participated by the Reserve Unit and/or Reserve Unit Officers. The annual report shall be submitted through the chain of command to the concerned Division Commander, the Assistant Chief/Deputy Chief, and the Chief of Police, no later than January 15.

The annual report shall include the following:

- a. Total number of Reserve Unit Officers at the beginning and end of the year;
- b. Total number of Reserve Unit Officers added during the year;
- c. Total number of Reserve Unit Officers who were dismissed, resigned and removed for any reason during the year;
- d. Training requirements achieved and failed by each Reserve Unit Officer;
- e. Total number of volunteer service hours completed by each Reserve Unit Officer; and
- f. All special events or mobilizations by the Reserve Unit and/or any Reserve Unit Officers. Provide exact date(s) and duration of each special event or mobilization worked.

7. Ensure that all new and current Reserve Unit Officers are familiar with, understand and acknowledge all current and updated departmental policies, procedures and directives, and that Reserve Unit Officers adhere to them.
8. Ensure that all Reserve Unit Officers are carrying and utilizing only authorized equipment, weapons and uniforms while acting under the authority of this Department.
9. Investigate complaints against Reserve Unit Officers, when directed by the OPS Commander or the Chief of Police.
10. Coordinate all training for Reserve Unit Officers, specifically mandated training, with the Training Unit. This includes, but is not limited to, sufficient training time at the Larry Young Firing Range.
11. Report, in writing, all incidents in which a Reserve Unit Officer is charged with a criminal offense or serious traffic offense, or has their driving privilege suspended or revoked for any reason, to the concerned Division Commander, the Assistant Chief/Deputy Chief, and the Chief of Police, through the chain of command.
12. Schedule individual Reserve Unit Officers or the Reserve Unit, as needed, for voluntary service details. Except in the case of an emergency, Reserve Unit Officers will have at least seven (7) days' notice of any voluntary service assignment. The Division Commander(s) who utilized Reserve Unit Officers will accurately report the completed voluntary service hours of each utilized Reserve Unit Officer to the Reserve Unit Commander within three (3) days after completion of any assignment or detail within their command.
13. Complete an annual performance evaluation, similar to that of a full-time departmental police officer, for each Reserve Unit Officer. The annual evaluation shall be submitted to the Chief of Police through the chain of command. [CALEA 35.1.5]
14. Maintain a Shift and/or Unit file for each Reserve Unit Officer.
15. Maintain a copy of each Reserve Unit Officer's active and valid Georgia driver's license.

C. Resignation or Dismissal from the Reserve Officer Program

1. Reserve Unit Officers may resign their membership at any time with written notice to the Chief of Police.
2. The Chief of Police reserves the right to dismiss the membership of a Reserve Unit Officer. They will be provided a memorandum from the Chief of their dismissal.
3. Any Reserve Unit Officer who is dismissed or resigns from the Reserve Officer Program for any reason is prohibited from wearing the Clayton County Police Department uniform, or any part of such uniform, and from any off-duty employment (law enforcement-related) under the authority of this Department.

The Clayton County Police Department identification card shall be surrendered by the former Reserve Unit Officer to the Reserve Unit Commander, or designated member of the Office of the Chief of Police Division.

All departmental uniforms and/or equipment shall be returned to the Department immediately, either through the Reserve Unit Commander, or designated member of the Office of the Chief of Police Division.

VI. ACTIVITIES & ASSIGNMENTS

A. Voluntary Service

1. The duties of Reserve Unit Officers will vary in accordance with the needs of the Department. Generally, Reserve Unit Officers will perform duties in support of the active

police officers of the Department, as directed by the Assistant Chief/Deputy Chief, or the Chief of Police. The duties will include, but are not limited to, the following:

- a. Providing security and increased police visibility at special events sanctioned and/or sponsored by the County or Department;
- b. Providing security at County libraries;
- c. Staffing departmental Watch Offices during emergencies; and
- d. Providing security for designated County facilities and property, as needed.

2. Supervisory Authority

Reserve Unit Officers who retired as a supervisor from this Department may be assigned supervisory duties over lower ranking Reserve Unit Officers for a particular assignment. Reserve Unit Officers have no supervisory authority over active officers, regardless of rank at the time of retirement or resignation.

3. The Reserve Unit Commander may recommend to the Assistant Chief/Deputy Chief over the Career Development Division, adjustments to the mandatory hours set annually by the Chief of Police for reserve officers who experience medical impairments. Reserve officers will be required to submit the appropriate documentation to the Reserve Unit Commander for consideration. The Assistant Chief/Deputy Chief may approve adjustments due to medical necessity.

- B. Any Division Commander with a specific event (e.g., neighborhood festival, road race, parade, departmental support, etc.) or other function attended, participated or sponsored by the County may request the assistance of the Reserve Unit. Requests for assistance should be made no less than seven (7) days in advance of the special event to allow ample scheduling and planning time for the Reserve Unit Commander. Such requests will be made in writing through the chain of command to the Reserve Unit Commander. The request will state the number of officers needed, estimated number of hours to be worked, exact date(s) and time(s) of event, location of event, and the duties expected to be performed.
- C. At the discretion of the Chief of Police, the Reserve Unit Officers may be mobilized to meet any Homeland Security demands, mutual aid or any other service need of the Department. Each Reserve Unit Officer's participation during emergency mobilization of the Reserve Unit is mandatory, regardless of the number of volunteer hours previously contributed by a member in that calendar year.

VII. RADIO COMMUNICATIONS & NUMBERS

- A. Each Reserve Unit Officer will be assigned a radio number which shall be utilized when acting under the authority of the Department in an official capacity or while working off-duty employment.
- B. When inventory permits, Reserve Unit Officers will have access to portable radios (walkie-talkies).
- C. When inventory permits, Reserve Unit Officers may be issued a radio and are authorized to use the issued radio while working approved off-duty employment. The Reserve Unit Commander will maintain a log of all issued radios, when applicable.

VIII. CANCELLATION

This procedure amends and supersedes the following standard operating procedure: *G3: Reserve Officer Program*, dated September 17, 2020.