

Reserve Officers

326.1 PURPOSE AND SCOPE

The Garden Grove Police Department Reserve Unit was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn reserve officers who can augment regular staffing levels.

326.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The Garden Grove Police Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department.

326.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Before appointment to the Police Reserve Unit, an applicant must have completed, or be in the process of completing, a POST approved basic academy or extended basic academy.

326.2.2 APPOINTMENT

Applicants who are selected for appointment to the Police Reserve Unit shall, on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

326.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS

Reserve officers are considered part-time, at-will employees. They are identified and compensated under the part-time schedule by resolution of City Council.

Reserve officers, while on duty, are completely covered for any medical treatment arising from any sustaining on-duty injury and are covered by California Labor Code 4458.2 for temporary and permanent disability indemnity.

The City of Garden Grove is self-insured and provides liability coverage for all employees, including reserve officers while they are on duty.

All reserve officer appointees are issued uniforms and all designated attire and safety equipment. All property issued to the reserve officer shall be returned to the Department upon termination, resignation or retirement. Reserves shall receive replacement uniforms and safety equipment as needed, equal to that of regular officers.

326.2.4 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

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officer for reduced or no pay). Therefore, the Reserve Coordinator should consult the Human Resources prior to an employee serving in a reserve or volunteer capacity (29 CFR 553.30).

326.3 DUTIES OF RESERVE OFFICERS

Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve officers will usually be to augment the Community Policing Bureau. Reserve officers may be assigned to other areas within the Department as needed. Reserve officers are required to work a minimum of 16 hours per month.

326.3.1 POLICY COMPLIANCE

Police reserve officers shall be required to adhere to all department 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 police officer, it shall also apply to a sworn reserve officer unless by its nature it is inapplicable.

326.3.2 RESERVE OFFICER ASSIGNMENTS

All reserve officers will be assigned to duties by the Reserve Coordinator or his/her designee.

326.3.3 RESERVE COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Reserve Officer Program to a Reserve Coordinator. The Reserve Coordinator is the sworn recruitment officer assigned to the Professional Standards Division. The Reserve Coordinator will perform duties as assigned by the Professional Standards Division Training Sergeant and act as an intermediary between reserve officers and staff personnel.

The Reserve Coordinator 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

326.3.4 RESERVE SERGEANT

The Reserve Sergeant is assigned to the Administrative Services Bureau and reports to the Professional Standards Division Manager on reserve personnel matters. The reserve Sergeant shall have functional supervision of the Reserve Officer Program and all reserve officers.

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326.4 FIELD TRAINING

Newly appointed reserve officers will complete the same Field Training Program a full-time police officer would complete within the first 18 months of appointment. This is to allow for part-time training. See the Field Training Program manual for additional details.

Once a Level I Reserve Officer has successfully completed the Field Training Program, they may apply for special authorization to work as a solo police officer.

Once a Level II Reserve Officer has successfully completed the Field Training Program, they will be assigned to work with a full-time police officer.

Penal Code § 832.6 requires Level II reserve officers, who have not been released from the immediate supervision requirement per the Completion of the Formal Training Process subsection, to work under the immediate supervision of a peace officer who possesses a Basic POST Certificate.

326.4.1 FIELD TRAINING MANUAL

Each new reserve officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Garden Grove Police Department. The reserve officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

326.4.2 COMPLETION OF THE FORMAL TRAINING PROCESS

When a reserve officer has satisfactorily completed all three phases of formal training, he/she will have had a minimum of 480 hours of on-duty training. He/she will no longer be required to ride with a training officer.

326.5 SUPERVISION OF RESERVE OFFICERS

Reserve officers who have attained the status of Level II shall be under the immediate supervision of a regular sworn officer (Penal Code 832.6). The immediate supervision requirement shall also continue for reserve officers who have attained Level I status unless special authorization is received from the Reserve Coordinator with the approval of the Bureau Commander.

326.5.1 SPECIAL AUTHORIZATION REQUIREMENTS

Reserve officers certified as Level I may apply for special authorization after the completion of field training and an additional 160 hours of advanced solo officer training. The application must include written recommendation of two field sergeants and be submitted through the chain of command for authorization of the Bureau Commander. Upon approval, the reserve officer will be relieved of the "immediate supervision" requirement. Level I reserve officers may function under the authority of Penal Code § 832.6(a)(1) only for the duration of the assignment or purpose for which the authorization was granted.

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326.5.2 RESERVE OFFICER MEETINGS

All reserve officer meetings will be scheduled and conducted by the Reserve Coordinator. All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

326.5.3 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.

326.5.4 UNIFORM

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

326.5.5 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 may be investigated by the Reserve Coordinator, at the discretion of the Administrative Services Bureau.

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.

326.5.6 RESERVE OFFICER EVALUATIONS

While in training reserves will be continuously evaluated using standardized daily and weekly observation reports. The reserve will be considered a trainee until all of the training phases have been completed. Reserves having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve.

326.6 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.

326.6.1 CARRYING WEAPON ON DUTY

Reserve officers will be issued a department weapon, or may carry an authorized weapon from the approval optional weapon list for sworn personnel pending training and qualification.

326.6.2 CONCEALED FIREARMS PROHIBITED

Pursuant to Title 18, U.S. Code 926B, Level I and Level II reserve officers who are required to carry a firearm on duty, may carry a weapon off-duty provided that they:

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- (a) Are not the subject of any disciplinary action by the agency which could result in suspension or loss of police powers;
- (b) Meets standards as specified in the Firearms Policy, which outline the requirements for off-duty firearms.
- (c) Are not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

326.6.3 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, with the following exceptions:

- (a) All reserve officers are required to qualify at the same intervals as regular, full-time officers
- (b) Reserve officers may fire at the department approved range at least once each month and more often with the approval of the Reserve Coordinator
- (c) Should a reserve officer fail to qualify, that reserve officer will not be allowed to carry a firearm until he/she has reestablished his/her proficiency

326.7 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL

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

326.8 RESERVE RETIREMENT PROGRAM

A reserve officer may retire from the Department if he/she has at least 10,000 hours of service or a minimum of 20 years of service with the City and is in good standing.

A reserve officer who meets the qualifications shall submit a memorandum to the Chief of Police expressing their desire to retire. If granted, the retired reserve officer will be eligible to receive the following from the City:

- (a) A "Retired Officer" flat badge and identification card.
- (b) Be eligible for a CCW-approved endorsement on their identification card pursuant to Title 18 U.S. Code 926B and 26300(2) CPC – Retired Peace Officer Carrying a Concealed and Loaded Firearm.

326.9 RELATED PROCEDURES

See RESERVE OFFICER PROCEDURES in the Garden Grove PD Procedures Manual.