

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	1 of 10
	Approval:	PKF

1. PURPOSE

The purpose of this policy is to establish policy for the Reserve Police Officer program.

2. PERSONS AFFECTED

Volunteer reserve police officers.

3. POLICY

It shall be the policy of the Hawai'i Police Department that it establishes and maintains a body of sworn volunteer reserve police officers trained to support the department during times of emergency, disaster, and on other occasions which may require an increased complement of police personnel. Reserve police officers shall have the authority of a police officer. Reserve officer training and responsibilities shall be equivalent to that given to police officers and police recruits, and policies and procedures governing sworn personnel shall also apply to reserve police officers unless otherwise stated in this policy.

4. RESPONSIBILITIES

4.1. Police Chief – The Police Chief shall have control, authority, and direction over members of the police reserves. The Police Chief shall also have the authority to appoint or dismiss any applicant to the police reserves. The criteria for the selection of reserve police officers shall be equivalent to the selection used for police officers.

4.2. Police Reserve Coordinator/Reserve Training Coordinator – A full-time regular officer appointed and replaced by order of the Police Chief with the duty to oversee the operational and training aspects of the police reserve program. During Phase I and Phase II (Reserve Police Officer I) of reservist training, the coordinator is responsible for ensuring that reserve police officers receive training, including in-service training equivalent to that of police officers.

4.3. Reserve Police Officer – Reserve police officers shall be subject to all standards of conduct and all directives, orders, and procedures of the Hawai'i Police Department at all times, whether on or off duty, including all periods of absence, whether authorized or unauthorized.

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	2 of 10
	Approval:	PKF

5. PROCEDURES

5.1. Command and Authority

- 5.1.1. While on duty, reserve police officers will have the same legal authority and responsibility to act as regular police officers.
- 5.1.2. Reserve police officers shall hold no rank except for ceremonial occasions, or for purposes of discipline and control within the reserve unit.
- 5.1.3. Reserve police officers, when working with regular officers, shall be subordinate to the regular officers.

5.2. Compensation

- 5.2.1. Members of the police reserves shall be willing to serve, and shall volunteer their services without compensation by, or financial obligation to, the County of Hawai'i.
- 5.2.2. Medical care and hospitalization shall be provided to members of the police reserves for injuries sustained while on duty, or while in the process of receiving instructions or training.
- 5.2.3. The department shall not be liable for loss of time and wages from regular employment on the part of a member of the police reserves on account of injuries sustained while in the performance of police duty.
- 5.2.4. Members of the police reserves shall receive public liability protection equal to that provided to full-time officers.

5.3. Assignment

- 5.3.1. The primary responsibility of reserve police officers will be to assist the Field Operations Bureau in the performance of its duties.
- 5.3.2. Reserve police officers may be temporarily or permanently assigned to assist other department sections and may receive specialized training in conjunction with these expanded duties.

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	3 of 10
	Approval:	PKF

5.4. Eligibility – To qualify for appointment as a member of the police reserve, an applicant must be:

5.4.1. A citizen of the United States and a resident of the County of Hawai‘i.

5.4.2. Not less than 21 years of age.

5.4.3. In good health with the physical strength, agility, and endurance necessary to meet the normal demands and requirements of police duty.

5.4.4. In addition to these requirements, the applicant must meet the minimum requirements for police officers as specified by the County of Hawai‘i, Department of Human Resources.

5.4.5. Exceptions to the eligibility requirements may be granted at the discretion of the Police Chief.

5.5. Reappointment

5.5.1. Sworn officers retired or separated from the department in good standing may be reinstated within three (3) years from the date of separation as Reserve Police Officers with training requirements determined by the Reserve Training Coordinator subject to the approval of the Police Chief.

5.5.2. Reserve Police Officers who successfully complete all required phases of training and who resign in good standing may be reinstated within one (1) year from the date of resignation, with training requirements determined by the Reserve Training Coordinator subject to the approval of the Police Chief.

5.6. Selection Process – The selection process for Reserve Police Officers shall be conducted as needed, and shall be equivalent to the selection process of a police officer. The selection process may include but not limited to the following elements:

5.6.1. A scored written exam to determine aptitude for police work.

5.6.2. A pass/fail oral examination to evaluate aptitude for police work.

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	4 of 10
	Approval:	PKF

- 5.6.3. A background investigation including a review of driving records, personal, and employment history.
- 5.6.4. A valid drivers' license.
- 5.6.5. A pass/fail physical agility test to determine the applicant's physical ability to perform police work.
- 5.6.6. A psychological examination to determine the applicant's suitability for police work.
- 5.6.7. A polygraph exam.
- 5.6.8. A physical examination by a physician.
- 5.6.9. A drug screen examination.
- 5.7. Training and Development – The training of a Reserve Police Officer will consist of two phases. Phase I will consist of completion of the reserve recruit academy and Phase II the completion of the reserve recruit field training program. Training shall be equivalent to that given to police recruits. Reserve police officers shall complete Phase I prior to assignment in any capacity in which the officer is allowed to carry a weapon (other than for training purposes) or is in the position to make an arrest.
 - 5.7.1. Upon appointment, each applicant shall be designated as a Reserve Police Recruit and shall satisfactorily complete the basic reserve recruit training prior to uniformed assignment.
 - a. Failure to complete the required course of training within one year of initial appointment shall result in termination of the recruit.
 - b. Each recruit shall be required to attend all sessions of the academy training.
 - c. Exceptions to fulfilling the training requirements of Phase I or Phase II for the Reserve Police Recruit shall be determined by the Reserve Training Coordinator subject to the approval of the Police Chief. Exceptions may include

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	5 of 10
	Approval:	PKF

officers who retired or separated from service in good standings with no break in service.

- 5.7.2. Upon completion of the reserve police officer academy requirement, the reserve recruit shall be designated as a Reserve Police Officer I and assigned to a Field Training Officer who will supervise the completion of the reserve's field training program.
 - a. Each Reserve Police Officer I shall have six months to successfully complete the field training program.
 - b. Failure to complete the field training program in the required time may result in the dismissal of the Reserve Police Officer I.
- 5.7.3. Upon completion of the Reserve Field Training program, and with the approval of the Reserve Training Coordinator and Police Chief, the Reserve Police Officer I shall be designated Reserve Police Officer II. He will then serve a probationary period of one year.
 - a. A Reserve Police Officer II will primarily be assigned to and under the command of the Field Operations Bureau, but may be assigned temporarily or permanently to assist other department sections.
 - b. Commanders who have reservists under their command shall assume the responsibilities for formulating the work schedule, completing the Time & Attendance, Performance Evaluations, and all other duties associated with the management of the Reserve Police Officer II assigned to their respective districts. Commanders shall ensure reservists receive training, including in-service training equivalent to that of police officers.
- 5.7.4. Motor Patrol – A reserve police officer may utilize a county owned vehicle, or three wheeled Police Utility Vehicle if available, or to ride along with any other regular uniformed police officer during a scheduled tour of duty as authorized by the watch commander and/or police supervisor.

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	6 of 10
	Approval:	PKF

5.7.5. Duties – The duties of a police reserve officer shall be the same as required of and performed by regular commissioned officers of the department.

- a. Maintain and preserve peace.
- b. Protect life and property.
- c. Prevent and suppress crime.
- d. Apprehend law violators.
- e. Perform patrol duties as directed.
- f. Perform traffic control duties as directed.
- g. Perform special assignments as required.
- h. Carry out special functions and assignments during emergencies and disasters.

5.7.6. Rules and Regulations

- a. Members of the police reserve officer program shall obey the laws of the United States and the State of Hawai‘i; the ordinances of the County of Hawai‘i; the rules and orders of the department; and the rules and orders prescribed for the police reserves at all times.
- b. Members shall report for duty at least once each week, and shall serve not less than five hours on each tour of duty and not less than twenty hours a month. However, they may arrange additional tours of duty, if they so desire, at such times as the commanding officer shall determine.
- c. Commanders are responsible for constructing a weekly/monthly work schedule for the reserve police officer assigned under their command. Consideration should be given to schedule reserve police officers to work when their presence will best complement the work force.

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	7 of 10
	Approval:	PKF

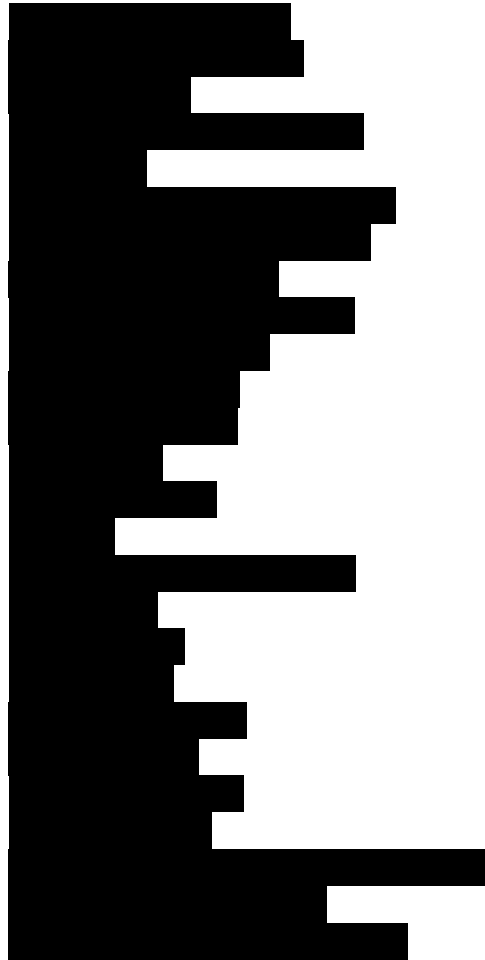
- d. Habitual absence from duty, habitual tardiness, and failure to report for duty when scheduled without good cause or insufficient attendance shall be grounds for dismissal from the service at the discretion of the Police Chief.
- e. In the event of a serious emergency or disaster, members shall report in person to designated assembly stations in their respective districts without waiting for notification.
- f. Members shall only wear the prescribed regulation uniform, and carry firearms and proper equipment while on duty or going to and from duty. Members are prohibited from carrying a firearm at all other times. Any violation of this section shall be grounds for dismissal from the service and possible criminal sanctions.
- g. Reserve Officers while on official duty will only utilize department owned firearms.
- h. Reserve Officers shall be qualified in the proper use and care of department owned firearms.
- i. Members shall display the police badge or departmental identification card only while on duty.

5.7.7. Equipment

- a. Members shall be issued such official property as may be provided herein, and shall be solely responsible for loss or damage to such property, unless it can be shown that such loss or damage was not caused by negligence. Issued equipment shall be the same as police officers.
- b. Each member of the reserve police officer's program shall be issued the following equipment:



RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	8 <i>of</i> 10
	Approval:	PKF



This property shall be receipted for by the member, and shall be surrendered to his commanding officer upon separation from service.

- c. Reserve Police Officers shall be entitled to a replacement cost for uniforms equal to that of other sworn personnel.
- d. Reserve Police Officers shall be subject to semiannual inspections at the time their assigned district is inspected. District Commanders shall ensure all Reserve Police Officers under their command are inspected during this time.
- e. Members shall be required to furnish (1) Pair black shoes with rubber heels at their own expense.

PUBLIC VERSION

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	9 of 10
	Approval:	PKF

- f. Members of the reserve police officer's program shall not use nor misrepresent their official position with the department for the purpose of personal gain, influence, advantage, or aggrandizement of any nature whatsoever.

5.7.8. Annual Physical Examinations – Reserve police officers shall pass annual physical examinations. Failure to pass the physical examination may result in termination from the police reserve program.

5.7.9. Organization

- a. For the purpose of administration, the police reserves shall be under the command of an officer(s) designated by the Police Chief. The coordinator(s) shall maintain appropriate personnel records and be responsible for the overall operations, functioning, and training of the police reserves.
- b. Members while on an assigned tour of duty shall be under the supervision of the officer in command of the division, district, or bureau to which they have been assigned to duty. Such commanding officers shall maintain an accurate record of the reserve officers assigned to them as to names, addresses, phone numbers and other personal data, and of their hours of duty, days off, leaves and other absences, assignments, and matters pertaining to their performance of duty. A monthly time and attendance report shall be submitted to the coordinator by each commanding officer.

5.7.10. Drug Screening – Reserve Police Officers are categorized in the mandatory Test Group I and shall be required to submit to a drug screening test on a regular basis.

- a. Refusal to submit to a Drug Urinalysis Test shall result in dismissal from the Reserve Police Officer program.
- b. When a drug screening test is confirmed positive, Reserve Police Officers shall be subjected to the sanctions of General Order 529, and all appropriate action taken as described therein.

RESERVE POLICE OFFICER	Document Number	GO 411
	Revision Date	04-27-2018
	Page Number	10 of 10
	Approval:	PKF

5.7.11. Discipline

- a. Members of the reserve police officer's program shall be subject to disciplinary action as provided by the rules of the department for violations of the rules and orders of the department and the rules and orders of the Hawai'i Police Reserves.
- b. Complaints and charges of misconduct against any member of the reserve police officer's program shall be processed, investigated, and disposed of according to the rules of the department.

5.7.12. Communication and Suggestions – Any reservist may communicate with the Police Chief or any commanding or supervisory officer via official channels within the member's own chain of command.

5.8. Performance Ratings

5.8.1. Reserve police officers are on probationary status during Phase I and Phase II (Reserve Police Officer I) of training and for one year after appointed a Reserve Police Officer II. Reserves on probationary status shall be rated (Employee Performance Appraisal) every three months. Upon completion of probationary status, reserve officers will be rated at the end of each 12 months of service. 12 month period shall commence from the police reserve's anniversary date of hire. The Reserve Training coordinator or designee shall complete the Employee Performance Appraisal during Phase I and Phase II of training. During the one year probationary period of a Reserve Police Officer II and thereafter, the reservist will be rated by his Commander or designee.

5.9. Personnel Files

5.9.1. The Assistant Chief of the Administrative Bureau is designated as the department's Personnel Officer and shall be responsible for ensuring that the personnel records of each Reserve Police Officer is properly maintained, secured, and kept current, within the department's Human Resources Section.