

City of Johns Creek Police Department

<i>Subject:</i> Reserve Officer Program		<i>Number:</i> 03-25
<i>Reference:</i>		<i>Amends:</i>
<i>Effective:</i> 11/18 <i>Revision:</i> 02/21 04/21 03/22 11/22	<i>Review Date:</i> Annually	<i># of Pages:</i> 4

I. PURPOSE

The purpose of this Standard Operating Procedure is to establish guidelines for the Johns Creek Police Department Reserve Officer Program. The guidelines are established to provide consistency and efficiency in procedures, to include pay and assignments.

II. POLICY

This policy applies to all sworn employees of the Johns Creek Police Department. The participation of reserve officers can have significant benefits for both the individual and the JCPD by providing the Department with a knowledgeable and experienced pool of candidates to help meet business needs.

III. PROCEDURE

A. Eligibility

In order to be considered for part time employment through the JCPD Reserve Officer Program, the following criteria must be met:

1. Minimum of seven (7) years' service as a sworn officer at the Johns Creek Police Department

2. Retire, voluntarily separate from employment, or transfer to a differently classified position within the City of Johns Creek.
3. Must leave the sworn position in good standing, with no disciplinary activity for the last 12 months
4. Maintain Georgia POST Certification in good standing.

B. Request and Approval Process

1. Sworn personnel who have met the eligibility requirements above, and wish to participate in the Reserve Officer Program, shall submit a letter of interest to the Chief of Police, prior to, or within 30 days after separation from their position.
2. Reserve Officer part-time status is not guaranteed. Approval depends on the department's needs at the time of application, the applicant's qualifications, status, and available funding. Final approval rests with the Chief of Police.

C. Compensation and Benefits

1. Sworn personnel who participate in the JCPD Reserve Officers Program will be classified as part-time employees, and will not receive medical, paid leave, or other such benefits assigned to full-time status. Reserve officers will, however, be covered under the City of Johns Creek Liability Insurance and Worker's Compensation policies and practices.
2. Reserve officers may work a maximum of 29.5 hours per week.
3. Reserve officers must work a minimum of 120 hours per year.
4. Reserve officers' hourly rate of pay will be determined by the City of Johns Creek approved pay scale.
5. Reserve officers are not entitled to receive contributions under the City's retirement plan.
6. Reserve officers are not entitled to step increases, promotions or longevity pay.
7. Regardless of rank held at the time of retirement; JCPD Reserve Officers assigned to uniformed duties will wear the uniform of and be recognized at the rank of Police Officer.
8. Reserve officers are not entitled to overtime hours.

D. Training Requirements

1. Reserve Officers will be required to maintain their Georgia POST Certification.
2. The City of Johns Creek recognizes that sworn personnel may separate from employment with the Johns Creek Police Department and seek employment with other law enforcement agencies. Regardless of any outside law enforcement employment, Reserve Officers shall be required to attend JCPD in-service and meet all training requirements, as mandated by Johns Creek Police Department Standard Operating Procedures.
3. Reserve officer training will be documented and maintained by the Training Division.

E. Assignments

1. Reserve assignments are established and terminated at the discretion of the Chief of Police.
2. Reserve officers may be utilized for the following assignments:
 - a. Court/ Council Security;
 - b. Bicycle Patrol;
 - c. Special Events;
 - d. Supplement Departmental Training Staff (POST Certified Instructors);
 - e. Extra Jobs;
 - f. Uniform Patrol; and
 - g. Other assignments, as necessary and approved by the Chief of Police, or his designee.

F. Equipment and Vehicles

1. All necessary uniforms and equipment will be provided by the Johns Creek Police Department.
2. Officers assigned to uniformed duty shall wear the designated uniform when reporting for duty, while on duty, and during any assigned special assignment.
3. Reserve officers will not be assigned take-home vehicles. Vehicle use will be assigned and documented as directed by SOP 01-07 Fleet Management.

G. Conduct and Supervision

1. Reserve officers shall abide by the City of Johns Creek Employee Handbook, the Johns Creek Police Department rules, policies and procedures.
2. Reserve officers will schedule shifts with the Special Operations Lieutenant at least 24 hours prior to the intended shift; and shall work a minimum of 4 hours for a scheduled shift.
3. The Special Operations Lieutenant will notify the appropriate shift Lieutenant or Supervisor of the reserve officer's scheduled work, prior to the officer's shift.
4. If working a shift in the Uniform Patrol Division, reserve officers shall be under the direct supervision of the on duty UPD shift Lieutenant or Supervisor. If working a special event, reserve officers shall be under the direct supervision of the supervisor in charge of the event.
5. If possible, reserve officers should attend a roll call to receive their assignment and briefing prior to their scheduled shift. If roll call attendance is not possible, the reserve officer **shall** meet with the shift Lieutenant or Supervisor prior to beginning the scheduled shift for briefing and assignment.
6. The shift Lieutenant or Supervisor **will** document the reserve officer's shift assignment and hours worked on the Daily Activity Report (DAR). This shall include working special events, court, extra duty jobs, etc.