

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Paid Reserve Officer Program	Chapter: 3.603
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Reviewed:	March 24, 2022	

I PURPOSE

This policy provides guidelines for JPD's reserve officer program. The policy establishes the rules and criteria under which members of the PROs Program will exist and perform.

II. POLICY

It is the policy of JPD to allow police officers upon their retirement or separation, and who meet the qualifications, to continue employment in a part-time limited status to assist the Department with the following:

- providing adequate staffing during the cruise ship season in the downtown district;
- assisting with major emergencies;
- providing adequate staffing for special events.

PROs are not to be used as a way to replace permanent employees and will not be used to supplement short patrol teams or count towards minimum staffing requirements.

III. DEFINITION

Alaska Police Standards Council (APSC) – A committee empowered to establish minimum standards for employment as a police officer in the State of Alaska.

IV. PROCEDURE

A. Requirements

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1. Participants must be former certified Juneau Police Department officers and will be placed as reserves in a police officer classification upon hiring as a reserve.
2. A certified officer from another state who meets the APSC requirements for certification in Alaska may be hired as a PRO at the discretion of the Chief of Police.
3. A PRO must meet all Alaska Police Standards Council requirements for a regular full time police officer before being granted full peace officer status.
4. A PRO is compensated at an hourly rate.
5. PROs are subject to all applicable collective bargaining agreement provisions, personnel rules and regulations, and all other City and Police Department policies and directives.
6. A PRO is not entitled to participate in any employee benefit program unless specifically authorized by ordinance or City personnel rule.
7. PROs have the same status as regular sworn officers for all on and off-duty enforcement actions, liability protection, and worker's compensation protection for on-duty injuries.
8. PROs are authorized as peace officers to carry concealed weapons off-duty and take enforcement action off-duty following Department policy and procedures.
9. PROs are members of the bargaining unit that represents JPD officers and pay dues according to terms of the current contract.
10. The Department may cancel the program at any time.

B. Command Structure

1. PROs hold the rank of officer and are under the functional supervision of the assigned supervisor of the work unit or event they are working.

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2. When a PRO and a regular officer are assigned to the same call or activity, the full-time officer is in command but is encouraged to seek advice if needed from the PRO.
3. PRO officers are managed by the Administrative Lieutenant for scheduling and rating purposes.
 - a. The Administrative Lieutenant will ensure that PRO officers are aware of all training requirements and all other issues related to maintaining employment with the City.

C. Training

1. PROs must maintain APSC in-service training requirements at all times including the following:
 - a. mandatory Department training, such as, use of force
 - b. firearms qualifications
 - c. intermediate weapons training
 - d. any other required training
2. Other training opportunities may be attended on a voluntary basis with approval of the Administrative Lieutenant or designee.
3. Depending on the length of time the officer was separated from service the PRO may be required to complete a modified field training program with a Field Training Officer (FTO).

D. Scope of Work

1. PROs will be assigned to the cruise ship tourist area and will normally walk foot patrol.
 - a. Exceptions may be made at the direction of the office of the Chief of Police.
2. PROs will be scheduled to work in advance at the direction of the Administrative Lieutenant.
 - a. PROs will report to the duty sergeant or OIC prior to the shift.
 - b. PROs will be assigned a patrol vehicle.
 - c. PROs who are authorized may opt to ride a bicycle on patrol.
 - d. PROs are available for calls for service within their normal work area.

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- e. PROs will not respond to calls outside their work area unless an emergency exists or they are directed to respond by the duty sergeant or OIC.
- 3. When working normal duty, PROs are responsible for paperwork related to arrests and initial reports of incidents they investigate.
 - a. PROs will transport arrested persons to LCCC as required.
 - b. Cases requiring follow-up investigation will be forwarded to the Criminal Investigations Unit.
 - c. PROs may need to seek assistance with computer related tasks such as entering information into the evidence module of RMS or locating and storing digital videos or evidence due to their infrequent use of those systems.
- 4. PROs are responsible for any arrest they make that can be handled with a "cite and release" procedure.
- 5. PROs will assist regular patrol officers as back-ups in their work area when appropriate.

E. PRO Selection

- 1. Eligible candidates must:
 - a. Be former Juneau police officers who have successfully completed the probationary period;
 - b. At the discretion of the Office of the Chief, have been certified peace officers in Alaska or another state.
 - c. All candidates must complete a CBJ job application.
- 2. The Administrative Lieutenant will conduct an administrative review of the candidate's personnel file.
 - a. Any significant performance or disciplinary issues will be documented on a memorandum for the Chief or designee to review.
 - b. PROs must have been separated from active service in good standing with no significant disciplinary or unresolved performance issues.
- 3. Candidates will undergo a pre-employment process in accordance with personnel rules, APSC requirements, and departmental policies.

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4. Candidates must have completed a certified police academy prior to or during previous active service and must meet all APSC standards for police officer status.
5. Candidates who have been away from regular service longer than one year may be required to pass a polygraph test prior to appointment.
6. The Chief of Police will give final approval and authorization to be a PRO.

F. Separation from the PRO Program

1. An officer who leaves the program is subject to the same CBJ personnel rules and Department policies as a regular sworn officer with one exception – an exit interview is not required.
2. All issued equipment must be returned to the Department upon separation.

G. Off-Duty/Special Grants

1. PROs are subject to all of the policies relating to off-duty and outside employment described in the Regulations and Operations Manual.

H. Appearance and Attire

1. Officers who separate from regular JPD employment and commit to the PROs program may keep their assigned equipment at the time of separation for as long as they participate as a PRO.
2. The PRO uniform is identical to that of a full-time sworn police officer and is described in ROM Policy #3.601 Dress and Grooming Standards.
 - a. Reserve officers will maintain the same appearance standards as full-time officers.

I. Attendance and Compensation

1. PRO's are paid according to the applicable personnel rules and the collective bargaining agreement.

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2. PROs are required to work a minimum of one full 10-hour shift per month or the equivalent of 60 hours per year.
 - a. The Chief of Police may waive this requirement for cause.
3. PROs may not work more than 779 hours per year.
4. PROs must be willing to respond to emergency call-out situations, such as, natural disasters or critical incidents that place an increased demand on patrol staffing.
5. PROs functioning as on-duty police officers, while under subpoena for any Department-related court trial/hearing, or in emergency call-out situations are compensated at an hourly rate.
6. PROs are only used in an extra-duty capacity when other staffing is not available.

J. Performance Appraisals

1. PROs are evaluated annually by the Administrative Lieutenant.

K. Disciplinary Procedures

1. PROs are represented by the Public Safety Employees Association.
2. Discipline is to be administered in accordance with applicable provisions of the collective bargaining agreement and policy.

L. Use of Force or Enforcement Actions while Off-Duty

1. PROs are authorized, but not required, to carry a concealed firearm off-duty.
 - a. If a firearm is carried, the PRO will adhere to all Department rules and policies related to regular officers and firearms.
 - b. Any employee may carry a holstered firearm off-duty in plain view pursuant to state law when not identified as a police employee.
2. PROs may not use a State of Alaska Concealed Weapons Permit to avoid compliance with this policy.

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3. PROs must be in possession of Department identification when carrying a concealed firearm.
4. When carrying a firearm off-duty, PROs must not be impaired by alcohol or drugs.
5. Concealed weapons must be the same as authorized to carry on-duty.
6. PROs are permitted to take enforcement action while off-duty within the City and Borough, if they observe an incident that requires immediate police action.
 - a. Immediate police action should only be taken in situations involving an apparent significant criminal act or threat to public safety.
 - b. Officers are encouraged to carefully evaluate circumstances prior to taking action.
7. PROs shall report off-duty enforcement action to an on-duty supervisor as soon as possible.
 - a. PROs are considered on-duty during the entire time of the enforcement action and must follow all Department policies.

Ed Mercer

A handwritten signature in dark ink, appearing to read "Ed Mercer".

Chief of Police