

//J. Bammann//

GENERAL ORDER 16
RESERVE OFFICER & AUXILIARY/CIVILIAN POSITIONS
EFFECTIVE DATE: March 22, 2024
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PURPOSE: The purpose of this chapter is to describe the requirements, duties, and training for Reserve Police Officer personnel to assist full-time sworn officers in the day-to-day delivery of law enforcement services and emergencies. This chapter defines the authority of the Reserve Police Officers and their limitations or restrictions of their authority, as well as to identify their supervision protocol while on duty.

16.1 RESERVES

16.1.1 RESERVE OFFICER PROGRAM (LE1)

The “Mansfield Reserve Police Force” is created in the Codified Ordinances of the City of Mansfield and is limited to a current authorized strength not to exceed 10 officers without prior written approval of the Chief of Police. Reserve Officer applicants must pass the same minimum qualifications as a full time police applicant in terms of age and background.

A. **Reserve members:** “Members of the Reserve Police Force” shall have all police powers, but shall perform only such duties as are assigned to them by the Chief of Police or his/her designate and shall act only when in uniform as prescribed by the Chief.” Reserve Officers will complement, not supplement or replace, full time officers.

B. **Objectives:** The objective of the Reserve Officers shall be to assist the Chief of Police and all regular officers in the performance of police work within the jurisdictional limits of Mansfield, Ohio.

- Reserve Officers will report to the shift commander and may be assigned a specific task or general patrol duties as a single or second unit in a patrol vehicle
- Paperwork that is prepared by a Reserve Officer will be thoroughly reviewed by the full time officer or supervisor before being submitted.
- In cases of emergency, Reserve Officers **may be called upon to augment the agency’s resources** by acting alone in providing police services to the community. This action must first be approved by the shift supervisor or other higher ranking officer.
- Reserve Officers may be given **specific tasks relative to special events**, special duty, or other similar type activity that can be performed without the direct supervision of a full time officer. Failure to abide by this policy may result in the suspension of special duty privileges.
- Reserve Officers will be expected to **work at least eight (8) hours per month** to maintain their proficiency and familiarity with police procedures. This requirement may be an average over a twelve month period with the approval of the Chief or his/her designate. Such a schedule is normally allowed to meet work and/or educational schedules that may restrict the volunteers’ ability to perform monthly. Failure to meet this requirement may result in removal from the Reserve Officer Program.
- Reserve Officers may also be asked or expected to **work certain special functions** that would otherwise seriously impact our agency’s fulltime manpower resources.
- Reserve Officers will be expected to attend and complete all **mandatory in-service police training**. In-service training time will not count toward a Reserve Officer’s required monthly hours. Failure to attend and complete all mandatory in-service police training will restrict the volunteers’ ability to perform his/her duties and may result in removal from the Reserve Officer Program.
- Exceptions to any of the requirements may only be granted from the Chief of Police.

C. **Rules and regulations for Reserves:** Reserve Officers are subject to the same General Orders, Special Orders, Personnel Orders, Memoranda, Training Bulletins, and other rules, regulations, orders, and directives applicable to other officers as well as any special standards imposed by the Chief of Police.

- The Reserve Officer Program shall be **under the general control of the Assistant Chief of Police** or his/her designee, who shall report to the Chief of Police regarding the activities, training, evaluation, discipline, and grievances of Reserve Officers.
- **Disciplinary action** may consist of any action that is appropriate to the offense, including and up to removal from the Reserve Officer Program.
- The primary responsibility for the administration of discipline shall rest upon the immediate

supervisor of the member to be disciplined.

– Disciplinary action taken against a Reserve Officer shall be documented in writing and made a part of the Reserve Officer's file. Whenever a disciplinary action is taken that would result in an entry in the Reserve Officer's file, the Reserve Officer will be given a copy of such record.

– Reserve Officers shall be governed by **grievance procedures** as follows:

– A Reserve Officer who feels aggrieved by the action of a supervisor in the administration of discipline may appeal such disciplinary action according to the step(s) set forth: there shall be no appeal to an oral reprimand; a Reserve Officer may appeal a written reprimand to the Deputy Chief, within seven calendar days of the notice of the written reprimand; the decision to suspend or dismiss a Reserve Officer shall be made by the Chief of Police and the decision of the Chief of Police shall be final.

D. Reserve officers will be required to complete any training mandated by the Ohio Peace Officer Training Council that is required to maintain certification.

Reserve officers, though not normally assigned to specialized duties, will be required to complete any specialized training commensurate with the duty they intend to perform and/or are assigned. This training will conform to standards set by Ohio Peace Officers Training Council and standards set by the Mansfield Division of Police.

16.1.2 RESERVE OFFICER SELECTION CRITERIA (LE1)

Reserve officer selection criteria meet those for full time officers. However the selection process does not include a competitive written examination, physical or an oral examination by a committee. Candidates meeting the selection criterion will undergo the following screening process; oral interview with Reserve Commander; background check; polygraph examination; and psychological evaluation.

16.1.3 RESERVE OFFICER EDUCATION

Reserve Officers are required to possess a High School Diploma, GED, or equivalent at the time of sworn appointment.

16.1.4 RESERVE OFFICER ENTRY LEVEL TRAINING (LE1)

Reserve officers will be required to complete any training required by the Ohio Peace Officer Training Council for a law enforcement officer prior to beginning service with this agency. Reserve officers will be required to complete any training mandated by the Ohio Peace Officer Training Council that is required to maintain certification.

16.1.5 RESERVE IN-SERVICE TRAINING (LE1)

Reserve officers will receive in-service training equivalent to that of full time officers performing like functions.

16.1.6 RESERVE FIREARM PROFICIENCY (LE1)

Reserve officers will receive training on use of force policy and tested for firearms proficiency with the same frequency as full time officers.

16.1.7 PUBLIC LIABILITY PROTECTION

Reserve officers are provided with public liability protection equal to that provided to full time officers.

16.1.8 UNIFORM AND EQUIPMENT

Reserve officers shall wear the same uniform as full time officers and shall be responsible for the purchase of approved uniform items, with the exception of service weapon and body armor.

Reserve officers will be provided with or will purchase equipment necessary to perform functions of a full time officer performing like functions. Reserve Officers shall wear body armor while on uniformed patrol duty.

16.1.9 RESERVE PERFORMANCE EVALUATION

Reserve officers will be evaluated annually by the Reserve Officer Program Coordinator/Commander or his/her designee using a modified Police officer evaluation form and the guidelines set forth concerning performance evaluations in General Order 35.

16.2 AUXILIARIES

16.2.1 AUXILIARY VOLUNTEER PROGRAM

A. Auxiliary members, including VIPS volunteers and chaplains, are **not sworn officers**.

B. **Chaplains** for the division of police provide support, guidance, and counsel to members of the Mansfield Division of Police and to the public, especially in times of emotional crisis (suicides, homicides, etc.) All Division chaplains will maintain a close working relationship with the agency chaplain liaison officer and will be available to assist officers in emergencies where their services would be of benefit to department personnel or the public. Chaplains may also act as a resource for agency personnel or the public in spiritual or other specialized matters, when requested.

Other special functions or duties Division chaplains may perform at the request of the Chief of Police or the agency's chaplain liaison officer include:

- Representing the agency at public functions.
- Chaplains are encouraged to maintain an average of four hours per month of agency involvement, which can be in the form of a ride along, attending roll call sessions and meetings.

The Chaplain Coordinator is expected to maintain membership in The International Conference of Police Chaplains (ICPC). Chaplains shall be issued an official identification card, jacket, hat, shirt and badge when such items are available. When called to a scene the senior chaplain shall wear an identifiable garment or identifying badge on their outer clothing. Chaplains shall be willing to maintain an agency issued pager for around the clock availability. Transportation to training and calls for service shall be the responsibility of the individual chaplain. Chaplains are subject to all the rules, regulations, and procedures of this agency. The chaplain liaison officer, currently the detective sergeant, is appointed at the discretion of the Chief of Police.

The Auxiliary Program will include Auxiliary Officers, the Divisions Law Enforcement Explorer Post and Volunteers In Police Service Programs such as civilian volunteers to include Neighborhood Watch Associations, youth program leaders and community volunteers who assist the Division in the prevention of crime and the identification and apprehension of violators.

- Auxiliary Officers must be at least 18 years of age and must pass a background investigation and have a good driving record
- Explorer Post participants must be at least 14 years of age
- Volunteers are subject to a records check

Auxiliary Officers will report to the shift commander for assignment which may include crime prevention patrol and/or administrative duties alone (following a one year probation and evaluation by the Reserve Program Coordinator and required training) or with sworn or civilian police personnel while on probation. Auxiliary Officers are expected to work at least **four hours per month**.

- **Auxiliary Officers and other involved in the Auxiliary Program are prohibited from making arrests, confronting suspects or attempting to apprehend or stop violators under normal conditions.**
- **Examples of Auxiliary duties include, but are not limited to; community service details, house checks, building checks, traffic control, taking “no suspect” reports, parking violations, vehicle tows and other support functions allowing full time sworn officers to resume normal patrol.**

16.2.2 AUXILIARY TRAINING

Auxiliary personnel shall receive training and certification in any authorized equipment, tools and/or assigned duties in which they have been authorized.

16.2.3 AUXILIARY UNIFORMS

Uniforms worn by auxiliary members shall be clearly distinguishable from the uniforms of sworn members. Chaplains are authorized to wear the division’s formal uniform with a chaplain’s badge for formal events, but shall not wear the uniform when performing customary chaplains’ functions.

16.3 CIVILIANS

16.3.1 CIVILIAN POSITIONS

Positions not requiring sworn personnel, including clerical personnel and communications technicians, are specified as civilian positions and are staffed accordingly. This is not to be construed to prohibit officers from performing civilian duties, such as when an urgent need arises for assistance in a civilian position, for purposes of broadening the officer's experience, or for purposes of temporary assignment when an officer is on light duty.

CROSS REFERENCE TO STANDARDS AND POLICIES: N/A

CROSS REFERENCE TO FORMS: Evaluation Form