

**CITY OF SCHERTZ
POLICE DEPARTMENT**

Policy: 4.63

Title: *Reserve Officers*

Date Issued: June 26, 2015

Revised: May 27, 2021

I. POLICY

It is the policy of the Schertz Police Department to maintain the highest standards of professional law enforcement services. Volunteers for Reserve Police Officers must meet the same standards as other sworn personnel of the Department. Reserve Police Officers should fulfill two primary functions. First, Reserve Officers serve as auxiliary personnel in situations as needed and second, they provide an additional interactive link between the community and the Police Department. Reserve Officers are subject to all the applicable rules and regulations that govern regular sworn personnel.

II. PURPOSE

The purpose of this policy is to establish a Police Officer Reserve Unit, and outline its objectives, responsibilities, and operation.

III. GENERAL GUIDELINES

A. Chain-of-Command and Operations

1. The Reserve Unit reports to the Uniform Services Lieutenant or designee.
2. The overall activities, daily administration and planning for the Unit shall be the responsibility of the Uniform Services Lieutenant or designee.

B. Organizational Function

1. The primary function of Reserve Police Officers will be to supplement Patrol Operations.
2. Additionally, Reserve Police Officers will be on call for assistance in emergency situations, such as natural disasters, riots, etc. and to provide additional staffing for special enforcement assignments.
3. Reserve Police Officers will supplement the needs of the department during special events, such as performing traffic control during parades and marathons, as well as providing security during City sponsored events. Reserve Police Officers are expected to participate in these special events.
4. Reserve Officers may, at the discretion of the Uniform Services Lieutenant, be assigned to other functions within the Department depending on the skills and experience of the individual.

C. Requirements and Certification

1. Requirements for age, education, and experience of regular sworn personnel applicants are the same for Reserve Officer Applicants.
2. Reserve Officer Applicants must meet all minimum requirements set forth by the Texas Commission on Law Enforcement (TCOLE).
3. The selection process for Reserve Officer Applicants is the same as regular sworn personnel.

D. Assignments

1. The Uniform Services Lieutenant, or designee, is the primary supervisor of all Reserve Officers.
2. A Reserve Officer will undergo the Field Training Program as outlined by policy before assuming regular patrol duties.
3. While on duty, Reserve Officers shall report to the designated on-duty supervisor for assignment.
4. The designated on-duty supervisor may, at his/her discretion, reassign a Reserve Officer when personnel are required to assist in other areas.
5. Reserve Officers will be issued the same style and type equipment as regular officers.

E. Training, Performance Standards, and Expectations

1. Reserve Police Officers serve at the discretion of the Chief of Police and may be called into service at any time it is considered a necessity to have additional officers.
2. Reserve Police Officers shall not identify themselves as employees of the Police Department or as a Police Officer for any purpose other than as necessary to perform an assigned or required duty. They explicitly shall not identify themselves as an employee of the City, Police Department or as a Police Officer for personal gain or reward.
3. All Reserve Police Officers must serve a minimum of 16-hours of on-duty service time per calendar month.
 - a. The Chief of Police reserves the right to modify the number of hours worked by Reserve Officers per calendar month.
4. All Reserve Police Officers are subject to the same rules, regulations, policies and orders as regular sworn personnel.
5. All Reserve Police Officers must obtain their Peace Officer License through TCOLE prior to appointment as a Reserve Police Officer.
6. For training and evaluation purposes, all Reserve Police Officers who have completed the Field Training Program will work one eight (8) hour tour of duty with a Field Training Officer every six (6) months.
7. All Reserve Police Officers are required to attend:
 - a. The same training required of all regular sworn personnel, including courses mandated by TCOLE for certification requirements.

- b. Department required qualifications on firearms, defensive tactics, baton, OC spray and any other equipment deemed necessary.
 - c. Any required training on behalf of the City of Schertz and the Department.
8. Reserve Officers will only carry Department issued firearm(s) as their duty weapon(s).

By order of

Michael R. Hansen
Chief of Police