

# City of Smyrna Police Department

<i>Subject:</i> <b>Reserve Police Officer (RPO) Program</b>		<i>Chapter:</i> 22-04
<i>Reference:</i>		<i>Amends:</i> 12 Jan 2016
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(The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.)

## **I. PURPOSE**

The purpose of this policy is to establish guidelines for the Department regarding Reserve Police Officers.

## **II. POLICY**

Unless noted otherwise, it is the policy of this Department that Reserve Police Officers (RPO’s) will be treated the same as full-time officers regarding selection, training and equipment. The purpose of the RPO program is to supplement the full-time police force as directed by the Chief of Police.

## **III. PROGRAM ESTABLISHMENT**

The RPO Program consists of volunteer officers, who will volunteer at least sixteen (16) hours of service per month in accordance with this policy; [Note: RPO’s are not entitled to benefits.]

- A.** The Chief of Police shall prescribe the powers and duties of RPO’s and they shall be subject to removal by him at any time, with or without cause.
- B.** Volunteer RPO’s are not paid for their time while working for the Department or attending training.
- C.** Prior to assuming their duties, RPO’s shall meet all requirements set forth by Georgia law, the Georgia Peace Officer Standards and Training Council (P.O.S.T.), and Department policy.
- D.** All city of Smyrna and Department policies, procedures, and code of conduct shall apply to RPO’s while on duty (performing the service requirements), working extra duty employment, and off duty. Violations of said policies, procedures, and codes of conduct may result in dismissal from the RPO program or other such discipline as may be appropriate.

## **IV. SELECTION OF RPO’S**

- A.** The selection criteria for a RPO shall be subject to the requirements from the

Chief of Police and the Office of Professional Standards. Certain criteria may be omitted, depending on the requirements of the position, whether the person applying is from this agency or an outside agency, the length of time separated from their last law enforcement position, and any other criteria deemed applicable.

- B.** To be eligible for a position as an RPO, the person must be a POST certified police officer in good standing with POST and from their prior Georgia law enforcement agency.
- C.** If the RPO is retired or resigned from their previous agency, the employment application date for the City of Smyrna must be within two (2) years of the retirement/resignation date.
- D.** No person will be accepted to the RPO program that has a conflict of interest with this Department.
- E.** All RPO's must be sanctioned and endorsed by the Chief of Police or his designee.

## **V. TRAINING**

- A.** If an RPO applicant's P.O.S.T. certification has lapsed, then he must attend all training necessary to become re-certified, and any other training required by the Department.
- B.** Reserve officers shall receive in-service training equivalent to that statutorily required for full-time officers.
- C.** Reserve officers shall be trained in use of force policy(s) and tested for weapons proficiency with the same frequency as full-time officers in accordance with Policy 10-03 (Firearms Training) and 11-01 (Use of Force).
- D.** Completion of the required training shall not count toward the officer's volunteer obligation to the Department.

## **VI. LIABILITY AND WORKERS COMPENSATION PROTECTION**

- A.** It is the intent of this Department to consider RPO's as peace officers and government officials, when they are acting in such capacity. Therefore, when legally appropriate, they should receive the same qualified and official immunity from torts as full-time officers.
- B.** RPO's are considered "Certified Police Officers" of the City of Smyrna when they are acting in an official capacity on behalf of the City of Smyrna. As such, Workers Compensation benefits will be provided to any RPO when they are acting in an official capacity on behalf of the City of Smyrna.

## **VII. UNIFORMS AND EQUIPMENT**

- A.** The Department shall provide uniforms and equipment to all RPO's. The number of uniforms and other issued equipment provided to an RPO will be established by the Chief of Police and based upon the resources of the Department and the number of service hours provided to the City of Smyrna.
  - 1.** RPO's shall wear an insignia designated by the Chief of Police to signify their status as Reserve Officer.

2. With the exception of the reserve officer insignia, uniforms and equipment for RPO's shall be the same as those for full-time officers (retired rank shall be worn on the collar).
- B.** Reserve members are required to keep their uniforms clean and in good repair. They will wear their uniform in a manner directed by Department Policy 07-01 (Dress Code).
1. RPO's will appear in uniform only while on-duty, traveling to and from work assignments, or while performing law enforcement Extra Duty Employment.
  2. RPO's will not pose in uniform for advertising or publicity unless authorized by the Chief of Police.
- C.** All RPO's are accountable for their equipment and are to exercise care in the use and maintenance of all uniforms and equipment, whether issued by the Department or personally purchased/owned.
1. An on-duty supervisor is to be notified immediately in the event that equipment is lost, stolen or damaged. A report on the loss or damage will be forwarded to the RPO's Coordinating Officer.
  2. Reserve members are required to return all issued equipment and any other Department-owned items upon exit from the Reserve Police Officer Program.

## **VIII. DUTIES AND RESPONSIBILITIES**

- A.** RPO'S serve as a supplement to the full-time police force to enhance law enforcement service to the citizens of the City of Smyrna.
- B.** RPO's shall be considered under the Chain of Command of the Uniform Division Commander. They will receive their assignments by the RPO Coordinator appointed by the Uniform Division Commander.
- C.** All RPO's shall be considered the rank of a patrol officer and shall answer to the supervisor for whom they are assigned while performing their service requirement.
- D.** Normally, RPO's will be assigned to administrative duties. However, they may be assigned to any patrol duty and may utilize any equipment that they are qualified or certified to use. They shall remain in proximate contact, by radio or otherwise, with the supervisor to whom they are assigned.

## **IX. EXTRA DUTY EMPLOYMENT**

All employment outside of this Department falls under the definition of "Extra Duty Employment" as stated in department policy 05-10 (Off Duty/Extra Duty Employment). Therefore, all employment must be approved by this Department.

- A.** RPO's are authorized to work law enforcement related extra duty employment in accordance with Policy 05-10 (Off Duty/Extra Duty Employment).
- B.** The following additional limitations apply to RPO's regarding secondary employment:
1. RPO's shall work no more than twenty (20) hours of law enforcement related secondary employment in the seven-day, forty (40) hour work cycle of Monday through Sunday.
  2. RPO's are not authorized to use Department vehicles while working extra duty employment.

C. Extra duty employment hours will not count towards volunteer or part-time hours.

**X. ANNUAL PERFORMANCE REPORTS**

Annual performance reports of RPO's will be completed to ensure they are meeting all department requirements.

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