

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 16.3

RESERVE POLICE OFFICERS

ISSUED APRIL 2006

16.3.1 Reserve Officer Program

The Santa Clara Police Reserves have been an integral part of the Police Department for over 50 years. Each year thousands of hours are donated to assisting the City and the full-time officers in the performance of policing duties. Reserve Police Officers are much needed and they are an important part of our operations.

Therefore, it is important that every member of the Department work with the reserve members in a cordial and cooperative manner and encourage their participation in areas of mutual law enforcement and service to the city.

Guidelines:

The following guidelines are intended to be used for the benefit of the Department. If these guidelines are followed whenever possible, the overall working relationship between the full-time Department and the Reserves will be enhanced.

Cooperation on everyone's part is essential to promote harmony within the Department: Reserve Officers should be treated similar to that of a full-time officer. The Reserves of today have extensive training in law enforcement subjects and are qualified to handle many assignments if given the opportunity to do so. If a Reserve Officer exhibits a lack of training in a particular area, every effort shall be made to take the time to help him/her overcome that area of need. Many Reserve Officers are supervisors and managers in their civilian occupations and have much to offer the Department. Assistance by the full-time officer will enhance their capabilities and provide a valuable asset to this organization.

The vast majority of the time the Reserve Officer works in a volunteer capacity. It is important that Reserve Officers feel welcome, and a positive attitude is expressed toward their efforts. He/she is volunteering his/her time to help the Department and community and they should never feel their efforts have been wasted or services not needed.

Level I Reserve Officers

Level I Reserve Officers should be qualified to work alone without the close supervision of a full-time officer. This provides a learning opportunity for the Reserve Officer and provides a back-up officer when the need arises. Reserve Officers are authorized to self-initiate arrests for on-view felonies and misdemeanors. A self-initiated arrest by a Reserve Officer assumes that the officer has had sufficient training to recognize conduct and make the appropriate response. Reserve Officers are subject to the supervision of the duty Sergeant or a full-time officer.

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Level I Reserve Officers working alone in a volunteer or paid capacity should write their own reports, including when making arrests. This would pertain to crimes where the Reserve Officer is the initiating officer and there is no substantial follow-up required. Content and format will be reviewed by the duty Sergeant.

Level I or Level II Reserve Officers working with a full-time officer should be allowed to write misdemeanor and simple felony reports based upon the officer's training and the degree of confidence of the full-time officer in the Reserve Officer's capabilities.

Driving

Reserve Officers who are qualified drivers (EVOC proficient) should be allowed to drive on patrol whenever possible. A Reserve Officer working with a full-time officer should be allowed to drive the patrol car at the discretion of the full-time officer. Denial of this privilege shall be predicated on an individual basis and not a blanket prohibition for all Reserve Officers.

Back-Up Unit

Qualified Reserve Officers (Level I) should be allowed to work as a solo back-up unit. This allows the Reserve Officer the experience of taking out a patrol unit on his/her own and the experience of self-initiating activity and increasing their self-confidence in the job.

Rules and Regulations

Reserve Officers are subject to the same Departmental rules and regulations that govern the full-time officer as stated in this Manual. This excepts any regulation, which, in its scope, is limited to a full-time employee. For purposes of this section attention is drawn to the [Peace Officers Bill of Rights](#) (California Government Code Sections 3300, et seq.) which shall be applied to Reserve Police Officers.

Supervision

The Reserve Police Officer in the Santa Clara Police Department should be utilized as much as possible, depending on the competency of the Reserve Officer as determined on an individual basis. Level I or Level II Reserve Officers working with a full-time officer would be subject to the full-time officer's immediate supervision and act accordingly.

The Reserve Officer should receive the same level of supervision that a full-time officer would receive. Close supervision, constructive criticism and training should be applied whenever possible by the on-duty Watch Supervisor or Watch Commander.

16.3.2 Selection Process

The selection process for prospective Reserve Officers is very similar to that for full-time officers, in that the level of experience, physical condition and other selection criteria applies equally. At

this time, the level of education required for a reserve officer is less than that for a regular sworn police officer.

The order of the testing process for Reserve Officers may be different than for full-time officers, but applicants are judged against similar standards.

16.3.3 Required Pre-Service Training

Prior to being accepted as an applicant for a Reserve Officer position, candidates must show proof of completion of an applicable Reserve Officer Training Academy in the State of California.

Once accepted into the Santa Clara Police Department Reserve Officer program, new officers are assigned to the Field Training Program, where training and evaluation is provided by regular Training Officers.

16.3.4 Uniforms and Equipment

Reserve Officers wear uniforms identical to those worn by full-time officers. They are issued similar equipment, and other than a different badge numbering system, are outwardly identical in appearance to full-time officers.

Reserve Officers are allowed the full use of Departmental equipment to the same extent as a full-time officer. Radios, patrol vehicles (when available), etc., are accessible to the Reserve Officer assuming the officer has met the necessary qualifications to utilize the equipment.

16.3.5 In-Service Training

Reserve Officers receive on-going training to at least a comparable level as full-time officers. While the Reserve Officers receive training primarily conducted for the Reserve Department, coordinated Department-wide training will also be conducted.

16.3.6 Use of Force and Firearms Training

Reserve Officers are required to undergo the same level and frequency of Use of Force and weapons training as full-time officers. They are required to qualify with firearms on a quarterly basis, as are full-time officers.

16.3.7 Liability Protection

Reserve Police Officers are afforded the same level of liability protection as full-time officers are provided by the City.

16.3.8 Concealed Weapons Permits

Concealed weapons permits (CCW's) are covered in [General Order 1.9](#).