



Sheridan Police Department
Policies and Procedures
4.4
Chapter 4 – Department Organization
Section 4 – Reserve Officers

Date: November 1, 2022

Signature:

A handwritten signature in blue ink, appearing to read "T. K. M.", is written over a light blue horizontal line.

4.4.1 Purpose of Reserve Officers

- A. The Sheridan Police Department (SPD) Reserve Unit shall consist of up to five reserve police officers. The primary purpose of the unit is to preserve the public peace and to promote the general welfare of the city by giving certain volunteer citizens authority to assist officers of the city in enforcing city ordinances, state statutes and federal law, dispatching of calls, and accomplishing the overall mission of the SPD.

4.4.2 Authority and Oversight

- A. Reserve officers are volunteers and serve at the will of The Chief of Police after appointment by the Mayor. The Chief of Police, or designee, maintains complete authority of the Reserve Unit. Reserve Officers are governed by all SPD policies, special orders, procedures, and command authority of the SPD, except where any policies speak to issues uniquely related to full-time or compensated employment, or civil service protections.
- B. The department training coordinator will oversee each Reserve Officer until they have completed all necessary training to initially obtain their POST Reserve Certification.
- C. The Patrol Operations Lieutenant, and his or her designee, shall be tasked as the Reserve Officer Coordinator with administrative oversight for the Reserve Officer Unit which will include:
1. Maintenance and upkeep of the reservist training and activity journal.
 2. Maintenance and upkeep of training records.
 3. Annual performance evaluations.
 4. Discipline issues.
 5. Scheduling and tracking of hours worked.
 6. Coordinating schedules and work assignments with patrol supervisors.
- D. Reserve Officers will be subject to department discipline in adherence to SPD Policy 9.3, with exception to mention of civil service protection and city handbook references speaking uniquely to paid employees.

4.4.3 Scope of Employment

- A. Reserve Officers, while on-duty, shall have police powers equivalent to those of regular police officers subject to such limitations as the Chief of Police may direct, including but not limited to these policies. Under no circumstance does the appointment as a reserve police officer of the SPD allow an individual to exercise powers superior to those of private citizens if they are not on duty.

- B. For a reserve officer to be "on duty" they must:
 - 1. Have been scheduled by a member of the SPD with rank of Corporal or higher to come in and work, or
 - 2. request the approval of a Corporal or higher prior to coming to work and,
 - 3. be in approved uniform and,
 - 4. be mentally, physically, and emotionally fit for duty and,
 - 5. be logged in the SPD dispatcher record keeping system (currently Spillman) to document beginning of shift, all shift activities, and end of shift.
 - 6. Reserve officers shall not be allowed to drive marked patrol vehicles to and from the police department prior to, or at the end of their assigned shift. They may request a member of the SPD transport them to and from their residence or drive their personal vehicle to the department prior to their shift.
- C. Reserve police officers shall not be subject to or acquire any rights under the Civil Service rules of the city, or the police retirement system. While on duty, a reserve officer is covered by Worker's Compensation.
- D. Under no circumstance shall reserve officers receive any salary or other compensation for their service from the city.
 - 1. Reserve Officers may receive compensation for expenses accrued in training, travel, or equipment purchases when pre-approved by the Chief of Police. Such compensation shall not be assumed or expected.
- E. Reserve officers shall not be eligible for promotion

4.4.4 Selection

- A. The SPD primarily seeks citizen volunteers who are not interested in leaving their current profession but have a high sense of service to their community and are interested in police work and may have past experience as a law enforcement officer. These positions are not to be used as channels for full time employment with the SPD or other law enforcement agencies.
- B. Applicants will fill out a SPD application.
- C. Applicants will be vetted through the same hiring practices and standards as the department currently uses for full time police officer candidates to include a physical fitness assessment, a written examination, and an oral board interview. If a candidate passes those phases of testing, they will be subject to a complete background investigation.
- D. Applicants that successfully pass the initial testing will be subject to review by the Chief of Police. If the Chief of Police deems it appropriate, he or she shall recommend appointment to the Mayor for the candidate as a reserve officer with the SPD, and the applicant may begin training.

4.4.5 Equipment

- A. Upon appointment the reserve officer will be given:
 - 1. Two pairs of uniform pants.
 - 2. One short sleeved uniform shirt.
 - 3. One long sleeved uniform shirt.
 - 4. One uniformed cold weather coat.

- B. Upon appointment and completion of initial training the reserve officer will be given access to:
 - 1. A badge, name plate and appropriate uniform brass
 - 2. A handgun with three magazines and duty ammunition
 - 3. A Taser
 - 4. A body camera
 - 5. A collapsible asp
 - 6. Two pairs of handcuffs
 - 7. A flashlight
 - 8. O.C. spray
 - 9. Duty gear (belt, holsters, etc....)
 - 10. Ballistics resistant vest
 - 11. Ticket book
 - 12. PBT
 - 13. Helmet
 - 14. Portable radio
- C. When feasible, the SPD shall designate at least one patrol car, which primarily is designated for reserve officers. When not in use by an on-duty officer the car will be stored at the SPD. Reserve officers are never to drive a marked patrol car when not on duty.
 - 1. The reserve car will be equipped with all necessary equipment for an officer to do basic patrol work. All reserve officers are responsible for the maintenance and upkeep of the reserve car. The reserve car should be inspected prior to the beginning of shift. Any damage or missing equipment must be reported to the shift commander immediately. At the end of a reserve officer's shift, he or she shall clean the reserve car, ensure it is filled with gas, and ready to begin another shift.
 - 2. Should the need arise for more than one reserve officer to be using a patrol car at one time the on-duty shift commander will assign, and document, which vehicle the other reserve officer(s) are to use. Under no circumstance shall a reserve officer assume the responsibility of assigning a vehicle for use.

4.4.6 Training

- A. Reserve Officers will be trained to the same standards as full-time officers and will be required, within two years of appointment, to have completed a POST approved peace officer basic training program. The SPD will pay tuition fees associated with this training.
- B. Training will consist of three phases: Initial Orientation, Field Training Task List, and Field Training Demonstration. Trainees will be exposed to the same material as full-time officers in the FTO task list. Due to reservists' primary role being traffic enforcement and back up officers, they will not be required to demonstrate all the tasks to complete training. They will be required to demonstrate proficiency in all traffic, scene security, officer safety, and custody and control components of training that will allow them to respond to any emergency.
- C. It will be the candidate's responsibility to call ahead and make arrangements to have a supervisor or FTO available to train them. In general, the candidate should make arrangements a week ahead of

time and the supervisor should make notations on schedule soft for the dates and times the candidate will be coming in for training.

- D. Initial Orientation Training. Once appointed, and prior to wearing the SPD uniform, the reserve officer shall complete:
 - 1. Orientation of the SPD
 - 2. Orientation to City Hall and City staff.
 - 3. Uniform and equipment issuance and familiarization.
 - 4. Firearms Instruction / Qualification
 - 5. Custody and Control Training
 - 6. Report Writing Class
 - 7. Basic Call Taker Training
 - 8. ICS 100, and 700
 - 9. CPR certification
 - 10. Limited officer NCIC Teletype
- E. Field Training Task List. The candidate will have completed a task list that mirrors the department's FTO task list. A supervisor or FTO shall cover every item through either lecture or demonstration and sign off on that task in the Reserve Officer's Training and Activity Journal- signifying that they believe the trainee has a firm understanding of the task that would enable them to act as reserve police officer for the department.
 - 1. The Training Task List will overlap with the Training Demonstration phase.
- F. Field Training Demonstration. The trainee must successfully demonstrate the following activities and tasks. A supervisor or FTO must sign off that they had witnessed the candidate demonstrate a task to standard. The reserved candidate will always be under the supervision of a supervisor or FTO during all training phases.
 - 1. Must, first, ride along with a patrol officer for 16 hrs.- not in uniform. The candidate is essentially doing a citizen ride-along for these first 16 hours and will not participate in any police action. They are observing and becoming familiar with patrol work. This should generally be accomplished within two weeks.
 - 2. Ride along while in uniform, with a supervisor or FTO, for a minimum of 192 hours (equivalent to 24, 8 hr. shifts). This should generally be accomplished within 6 months. During this time, they will successfully complete the following tasks.
 - a. Act as a backup officer for 10 traffic stops.
 - b. Act as a backup officer, responding to 10 calls for service.
 - c. Write 10 reports in the Spillman system, free of error.
 - d. Make 35 traffic stops, as the primary officer.
 - e. Show proficiency in SFST's, completing at least two DWUI arrests.
 - f. Make 4 custodial arrests as the primary officer- to include all paperwork and book-in process.
 - g. Have investigated 5 traffic accidents, documented using Report Beam.
 - h. Entered 3 items into evidence correctly.
 - i. Review and sign off on all SPD policies via the Power DMS system.

3. Anytime the candidate receives training on the task list or spends time accomplishing ride along hours the supervisor or FTO will fill out a daily observation report (D.O.R.) and place it in the reserve officer's training and activity journal.
4. If a candidate has not been able to complete all activities and tasks listed in this section within 12 months, they will meet with the Chief of Police and determine if they are still a good candidate for the reserve position.

4.4.7 Post Training Reserve Duties

- A. Upon completion of the requirements of 4.4.6 the reserve officer will be eligible to work solo police work according to this policy:
 1. Special event gate security
 2. Basic crime scene security
 3. Dispatch Call taking
 4. Can do basic patrol and traffic work on their own. Primary emphasis and expectation is to do traffic enforcement, and back up full time officers on calls for service when needed.
 5. Can be assigned calls for service if the nature of the call indicates the investigation can be completed within twelve hours.
 6. On any call where a reservist may be assigned as the primary officer, the on-duty supervisor must first be briefed and approve the assignment.
- B. Requirements to Maintain Reserve Officer Position
 1. Will be required to work as a backup, partner officer, with a full-time officer three hours per month.
 2. Will be required to sit in and assist dispatch one hour per month.
 3. Will be required to do solo patrol work for four hours per month.
 4. Can work additional solo, or partner-patrol work, at their desire, with supervisor approval.
 5. From time-to-time SPD staffing could use extra coverage. If a supervisor makes a request to the reservists to help cover those shortages it is expected the reservists will make reasonable efforts to help cover those shifts. If a reservist refuses all requests for coverage in a six-month period, they shall meet with the Chief of Police to determine if they are still interested in the position.
 6. The community hosts several large-scale events throughout the year. Street Dance and Third Thursday are examples of these. The Reserve Officer Coordinator will schedule these events at least two months in advance and let reservists know if they are requested for assistance. These assignments are some of the primary benefits the reserve program can offer the community. If a reservist fails to attend 70% of these requests in one year, they shall meet with the Chief of Police to determine if they are still interested in the position.

4.4.8 Accelerated Training

- A. Upon the discretion of the patrol operation bureau lieutenant, and approval of the chief of police, a candidate may be accelerated through the selection and training addressed in 4.4.4, and 4.4.6. This will never be considered if it bypasses training to standards.
- B. Accelerated training may generally be considered when a candidate:
 1. Is already POST certified,

2. Has recent and demonstrated working experience as a police officer,
 3. Has separated from the Sheridan Police Department as an officer under good terms.
 4. Is able to demonstrate proficiency in the area of training accelerated through.
- C. If the patrol operation bureau lieutenant feels a candidate is eligible to have a portion of training accelerated, they will:
1. Develop a brief training and evaluation plan to ensure the candidate is in fact qualified to accelerate through the full training.
 2. Document the reason for the acceleration, and the evaluation plan that was accomplished by the trainee.