

Reserve Officers

325.1 PURPOSE AND SCOPE

The Louisville Police Department Reserve Unit was established to supplement and assist regular certified police officers in their duties. This unit provides volunteer professional and special function reserve officers who can augment regular staffing levels (CRS § 16-2.5-110).

325.2 SELECTION AND APPOINTMENT OF POLICE RESERVE OFFICERS

The Louisville Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

Reserve officers who hold certification by the Colorado Peace Officer Standards and Training (POST) Board are considered peace officers while engaged in the performance of their duties under CRS § 16-2.5-110(1)(b).

325.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as certified police officers before appointment.

Before appointment as a reserve officer, an applicant must have completed a state-approved basic academy or a reserve academy within the previous two years.

325.2.2 APPOINTMENT

Applicants who are selected for appointment as a reserve officer shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office as required for the position. Members of the Reserve Unit serve at the appointing authority's discretion.

A reserve officer may not perform any law enforcement function without obtaining a POST Reserve Certificate or Peace Officer Certificate (CRS § 16-2.5-110(1)(b)).

Reserve officers may act only in a supplementary capacity to the regular force and shall be under the direct supervision of a fully certified peace officer (CRS § 16-2.5-110(1)(b)).

325.2.3 COMPENSATION FOR POLICE RESERVE OFFICERS

A reserve officer shall serve without compensation but may be reimbursed at the discretion of the City for (CRS § 16-2.5-110(5)):

- a. Any authorized out-of-pocket expenses incurred in the course of his/her duties.
- b. For his/her time during a declared emergency or during a time of special need.

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The City shall pay the cost of workers' compensation benefits for injuries incurred by a reserve officer while on-duty and while acting within the scope of his/her assigned duties.

325.2.4 EMPLOYEES WORKING AS RESERVE OFFICERS

Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department shall not utilize the services of a reserve in such a way that it would violate employment laws (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the Reserve Coordinator should consult with the Department of Human Resources prior to an employee serving in a reserve capacity (29 CFR 553.30).

325.3 DUTIES OF RESERVE OFFICERS

Reserve officers assist regular officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve officers will usually be to augment the Operations Division. Reserve officers may be assigned to other areas within the Department as needed. Reserve officers are required to work a minimum of 20 hours per month or as directed by the Chief of Police.

325.3.1 POLICY COMPLIANCE

Police reserve officers shall be required to adhere to all Department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in the Policy Manual refers to a certified full-time officer, it shall also apply to a certified reserve officer, unless by its nature it is inapplicable.

325.3.2 RESERVE OFFICER ASSIGNMENTS

All reserve officers will be assigned to duties by the Reserve Coordinator or the authorized designee.

325.3.3 RESERVE COORDINATOR

The Chief of Police shall delegate the responsibility of administering the Reserve Officer Program to a Reserve Coordinator.

The Reserve Coordinator shall have the responsibility of, but not be limited to:

- a. Assigning reserve personnel.
- b. Conducting reserve meetings.
- c. Establishing and maintaining a reserve call-out roster.
- d. Maintaining and ensuring performance evaluations are completed.
- e. Monitoring individual reserve officer performance.

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- f. Monitoring the overall Reserve Program.
- g. Maintaining liaison with other agency Reserve Coordinators.

325.4 FIELD TRAINING

All reserve officers shall complete the same department-specified field training program as regular officers as described in the Field Training Officer Program Policy.

At the completion of field training, the primary training officer will meet with the Reserve Coordinator. Based upon the reserve officer's evaluations, plus input from the primary training officer, the Reserve Coordinator shall decide if the reserve officer has satisfactorily completed his/her formal training. If the reserve officer has progressed satisfactorily, he/she will then graduate from the formal training process. If his/her progress is not satisfactory, the Reserve Coordinator will decide upon the appropriate action to be taken.

When a reserve officer has satisfactorily completed field training, he/she will no longer be required to ride with a reserve training officer. The reserve officer may now be assigned to ride with any officer.

325.5 SUPERVISION

Reserve officers perform some of the duties of a peace officer and shall be under the immediate supervision of a certified peace officer (CRS § 16-2.5-110(1)(b)).

325.5.1 RESERVE OFFICER MEETINGS

All reserve officer meetings will be scheduled and conducted by the Reserve Coordinator. All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

325.5.2 IDENTIFICATION OF OFFICERS

All reserve officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

325.5.3 UNIFORM

Reserve officers shall conform to all uniform regulation and appearance standards of this department.

325.5.4 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator, at the discretion of the Chief of Police in compliance with the Personnel Complaints Policy.

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Reserve officers are considered at-will employees. Any disciplinary action that may have to be administered to a reserve officer shall be accomplished as outlined in the Policy Manual with the exception that the right to a hearing is limited to the opportunity to clear his/her name.

325.5.5 RESERVE OFFICER EVALUATIONS

While in training, reserve officers will be continuously evaluated using standardized daily and weekly observation reports. The reserve will be considered a trainee until training has been completed. Reserve officers having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

325.6 FIREARMS REQUIREMENTS

An appointment to the reserve force must be approved by the City before the person appointed may carry a weapon or otherwise act as a peace officer.

325.6.1 CONCEALED FIREARMS PROHIBITED

No reserve officer will be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve officers who possess a valid concealed firearm permit or LEOSA identification card.

An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to Department standards. The weapon must be registered by the reserve officer and be inspected and certified as fit for service by a Department Rangemaster.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall have demonstrated his/her proficiency with said weapon.

When a reserve officer has satisfactorily completed training, he/she may be issued a permit to carry a concealed weapon. The decision to issue a concealed weapon permit will be made by the Chief of Police with input from the Reserve Coordinator and administrative staff.

In issuing a concealed weapon permit, a reserve officer's qualification will be individually judged. A reserve officer's dedication to the program and demonstrated maturity, among other factors, will be considered before a concealed weapon permit will be issued. Once issued, the concealed weapon permit will be valid only for as long as the reserve officer remains in good standing with the Louisville Reserve Officer Program.

325.6.2 RESERVE OFFICER FIREARM TRAINING

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All reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers who carry a firearm while on-duty shall comply with all areas of the firearms training section of the Policy Manual and shall be certified for firearms proficiency with the same frequency and subject to the same requirements as a regular certified officer (CRS § 16-2.5-110(2)).

325.7 EMERGENCY CALLOUT FOR RESERVE PERSONNEL

The Reserve Coordinator shall develop a plan outlining an emergency callout procedure for reserve personnel.

