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Reserve Officer Manual DM 25

The Department has developed a Reserve Officer Manual (DM 25) in order for Department members to be aware of the specific policies and procedures related to Reserve Officers. Reserve Officers are sworn members of the Department and have the same or similar authority as full time officers based on their level of Academy training and POST status. Reserve Officers are required to have a working knowledge of all Department policies and procedures and are to follow Department policy in the same manner as a full time officer.

Reserve Officers are volunteers and have received the same testing, background and selection process as full time officers. In addition, Reserve Officers, based on their level of POST training (Modulars II and I), upon selection, are required to complete a Field Training Program and must volunteer a minimum of 16 hours per month.

The Reserve Officer Manual should be a directive and reference for Department members and may be located on the Department's Intranet under "Manuals."

Community members interested in becoming a Reserve Officer should contact the Community Engagement Division's Youth and Community Engagement Unit at 415-558-5595.


WILLIAM SCOTT
Chief of Police

Per DB 19-070, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.

SAN FRANCISCO POLICE DEPARTMENT

RESERVE POLICE OFFICER PROGRAM



Safety with Respect

RESERVE POLICE OFFICER MANUAL DEPARTMENT MANUAL 25

JANUARY 2019



SAN FRANCISCO POLICE DEPARTMENT

Reserve Police Officer Program
MANUAL RECEIPT

I have received the attached Reserve Police Officer Department Manual #25 and understand that I must read the manual and will be held accountable to each rule and/or procedure. I understand that I will be tested on the material and must have a working knowledge of its contents.

I understand that this manual does not take the place of or replace any Department General Order and/or Department Bulletins. I further understand that I must adhere to all Department General Order and/or Department Bulletins.

I understand that I will maintain this Department Manual with my Department General Orders.

Print Name: _____ **Star:** _____

Signature: _____ **Date**

Received: ____/____/____

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POLICY COMPLIANCE

Reserve Police Officers are required to adhere to all Departmental General Orders, bulletins, and policies and procedures of the Department. A copy of the Departmental General Orders is to be made available to each Reserve Police Officer upon appointment and is to become thoroughly familiar with these policies. Whenever any General Order, Department rule, regulation, or guideline is referenced, it applies to both full time and Reserve Police Officers.

RESERVE POLICE OFFICER MANUAL

All members of the Reserve Police Officer Unit are provided a copy of this manual. It is the duty of each Reserve Police Officer to become familiar with the contents thereof, that they might thoroughly understand all policies, and will conduct themselves accordingly.

The San Francisco Reserve Police Officer shall also adhere to the minimum standards and expectations of The Reserve Officer Program. The purpose of the minimum standards and expectations is to provide specific guidance to Reserve Police Officers.

SUPPORT ROLE

A Reserve Police Officer is a duly appointed, part-time sworn non-paid member of the San Francisco Police Department in accordance with applicable Penal Codes of the State of California, the rules and regulations of the Commission on Peace Officer Standards and Training and, the Charter of the City and County of San Francisco Administrative Code.

Reserve Police Officers occupy a support role within the Police Department. Reserve Police Officers are not designed to replace full-time Police Officer positions, but to supplement and assist the full-time officers as assigned.

Reserve Officer deployment is not intended to reduce overtime or substitute full time officers.

DEFINITIONS

RESERVE POLICE OFFICER UNIT: At the discretion of the Chief of Police or designee, the unit includes the selection, appointment, management of training, assignment of resources, and recommendation of awards or for discipline or termination of Reserve Police Officers for the San Francisco Police Department.

RESERVE POLICE OFFICER LEVELS: The designation Level I, II, or III is conferred upon a Reserve Police Officer in accordance with the State of California Penal Code Sections 830.6 and 832.6. The Reserve Police Officer's powers and skill level based upon the Reserve Police Officer's training, capabilities, and experience.

DESIGNATED LEVEL I: Reserve Officers who have completed a full POST certified peace officer regular basic course and successfully completed the Field Training Program consisting of approximately 400 hours of training are eligible to be appointed as a designated level I reserve who has 24 hour peace officer status.

DESIGNATED LEVEL II: Reserve Officers who have completed Level II training as outlined by California Commission on Peace Officer Standards and Training and has successfully completed 200 hours of field training are eligible to be designated as a Level II officers. These officers will only have peace officer status while on duty.

DESIGNATED LEVEL III: Reserve Officers who have completed Level III training as outlined by California Commission on Peace Officer Standards and Training. These officers are not required to go through a field training program nor will they have the ability to patrol. Their duties will be limited to events or fixed post assignments. Level III reserve officers shall qualify with their duty firearm four times a year.

ON OR OFF DUTY: A Reserve Police Officer is considered "on-duty" when they are assigned to a function by the San Francisco Police Department. This can be accomplished in or out of uniform and includes traveling to and from the assignment. A Reserve Police Officer is considered "off-duty" when they have completed their assigned tour of duty and is no longer conducting law enforcement duties.

MONTHLY COMMITMENT: The San Francisco Police Department requires attendance of a 4-hour administrative and training meeting each month. The Department and P.O.S.T requires minimum of 16 hours working other assignments as approved by the Reserve Police Officer Coordinator.

Reserves are required to inform the Reserve Coordinator by email or by telephone in advance of their plans to work. Information given to the Reserve Coordinator shall include date, estimated time of assignment and location. As necessary the Reserve Coordinator will then enter HRMS and assign the Reserve Officer to the appropriate Division, Unit or Station

Activity data is documented in HRMS and is utilized to ensure member compliance with POST and SFPD minimum activity requirements.

RETIREMENT/SEPARATION

A San Francisco Reserve Police Officer is eligible for a retirement status/honorary separation if the Reserve Police Officer has completed ten years aggregate employment as a Reserve Police Officer. A Reserve Police Officer wishing to retire submits a memo to the Police Reserve Coordinator.

Pursuant to Penal Code Section 25455 (a) the retiring Reserve Police Officer is eligible to receive their star and issuance of a Retired Peace Officer Identification card with endorsements consistent with California Penal Code sections 26300(c)(2), and the United States Law Enforcement Officers Safety Act (LEOSA).

ORGANIZATION AND ADMINISTRATION

AUTHORITY

The Charter of the City and County of San Francisco (Administrative Code Section 7.10) establishes and maintains the Reserve Police Officer Unit under the direction of the Chief of Police. California Penal Code 830.6 and 832.6 defines the authority of a Reserve Peace Officer.

COMMAND AND SUPERVISORY RESPONSIBILITY

Supervisors of all levels are responsible for the performance, uniform appearance, and personal conduct of Reserve Police Officers during assignment to their command or detail.

GENERAL ORGANIZATION

The Reserve Police Officer Unit is currently assigned to the Youth and Community Engagement Unit of the San Francisco Police Department.

RESERVE POLICE OFFICER UNIT CHAIN OF COMMAND

The chain of command for the Reserve Police Officer Unit is as follows:

- 1) Chief of Police
- 2) Assistant Chief of Operations
- 3) Deputy Chief, Field Operations Bureau
- 4) Commander, Community Engagement Division
- 5) Captain, Youth and Community Engagement Unit
- 6) Lieutenant, Youth and Community Engagement Unit

- 7) Sergeant, Reserve Coordinator, Youth and Community Engagement Unit
- 8) Reserve Police Officer Unit Platoon Leader (Reserve Captain)
- 9) Reserve Police Officer Unit Asst. Platoon Leader (Reserve Lieutenant)
- 10) Reserve Police Officer Unit Squad Leader (Reserve Sergeant)
- 11) Reserve Police Officer Unit Assistant Squad Leader
- 12) Reserve Police Officer

Each member of the Reserve Police Officer Unit has an immediate supervisor. This supervisor is to be identified prior to each Reserve Police Officer's tour of duty. That member is notified if a change in supervision occurs.

INSIGNIA OF RANK

Although the Reserve Unit chain of command includes a rank structure, this rank structure is limited internally to the Reserve Unit. Signature of rank shall not be worn by any reserve officer regardless of internal reserve unit rank structure unless approved by the Chief of Police.

POST TRAINING STANDARDS

The State of California, Commission on Peace Officer Standards and Training (POST) has established minimum standards for the selection, training, appointment, retention and certification of Reserve Police Officers.

Training standards are based on POST standards and necessary academic and physical skills demanded of Reserve Police Officers in the performance of their duty.

The Department may establish or amend specific additional Reserve Police Officer standards and training as applicable.

SELECTION PROCESS

Applicants for Reserve Police Officer are accepted by the City and County of San Francisco Human Resources Department. Applications that are submitted will be analyzed for compliance with POST and San Francisco Police Department standards. Once cleared they will be referred to Police Backgrounds Unit for further processing.

The Backgrounds Unit of the Staff Services Division will evaluate the reserve applicants and perform the same background investigations afforded regular Q2 applicants.

If a reserve applicant successfully completes the backgrounds process, the applicant is referred to the Reserve Coordinator to complete the interview process and recommend appointment approval as appropriate.

Minimum Requirements to be a Reserve Police Officer:

- Be at least 21 years of age at the time of appointment;
- Not have any felony or serious misdemeanor convictions that would prohibit possessing a firearm;
- Be a United States citizen or have applied for U.S. citizenship;
- Possess a High School diploma or GED equivalency;
- Possess a California driver's license;
- Successfully pass a complete Peace Officer Background Investigation;
- Pass the Police Entrance Exam
- Successfully pass a polygraph exam, psychological screening, & medical examination;
- Possess the required P.O.S.T. training certificate (either Basic Police Academy, Reserve Officer Level I, Level II, or Level III);
- Successfully pass an Oral Interview.

FIELD TRAINING

Appointments to designated (completed Field Training) or non-designated Level I (not completed Field Training) Reserve Police Officer are required to complete 400 hours of field training. Level II Reserve Police Officers are required to complete 200 hours of field training. Level III Reserve Police Officers are not required to complete field training. Reserve Police Officers who have taken leaves of absence longer than six months are required to complete 50 hours of re-entry field training. Reserve Officers will be assigned to a field training officer through the Field Training Coordinator. Participation in the Field Training Program is completed through an agreed upon schedule between the Reserve Officer and Field Training Office. The Field Training Program is identical to the full-time officer Field Training Program including the requirement for documentation and remediation.

In order to be certified as a Level I or Level II Reserve Officers, the Reserve Officer shall successfully complete the field training program.

TRANSITION FROM LEVEL I RESERVE TO Q-2 LATERAL

As approved by California POST Code of Regulations (CCR Section 1950 Peace Officer Selection Requirements) a certified designated Level I San Francisco Police Reserve Officer is eligible for lateral appointment as a full time Q2 police officer subject to approval by the Chief of Police. Level I Reserve Officer shall be a member in good standing for a period of five consecutive years, complete 3000 hours of patrol work with no discipline or outstanding complaint issues. Training records must be up to date. Confirmation must be established that the Reserve Officer is up to date with their required continuous professional training. Level I Reserve Officers shall complete a lateral police academy course. Department seniority starts on the first day of sworn status.

REGULAR FULL TIME OFFICER RETIREE APPOINTMENT AS RESERVE

As allowed by California POST Code of Regulations (CCR Section 1950 Peace Officer Selection Requirements) regular full time San Francisco Police Officers who wish to continue to work in law enforcement after retirement as a volunteer Reserve Police Officer may be appointed a Reserve Police Officer by the Chief of Police.

Once approved the retiree will retain their star, however will not retain their civil service rank. After retirement their firearm will be returned to the Range for inspection. It will be up to the Range if the retiree will receive the same or a new firearm. The Reserve Officer will be able to keep all other assigned equipment unless specified by the Reserve Coordinator. A uniform reserve identification card will be issued to the retiree. Retirees will retain their Department "A" numbers, email address and standard Department Disaster Service Worker Card.

Full-time retirees will be appointed as designated Level I. If there is no break in service longer than 6 months by the retired full-time officer, the Reserve Officer is not required to participate in the FTO Program.

A retiree in good standing can join the reserves no later than six months after retirement. If within six months, the retiree will need to complete 50 hours of field training.

POST C.P.T. REQUIREMENTS

After appointment the Reserve Police Officer must complete 24 hours of POST mandated Continued Professional Training requirements every two years as well as any and all Department mandated training.

UNIFORM, EQUIPMENT, TECHNOLOGY PROCEDURES

- Reserve Police Officers in good standing and meeting the required hours of service may request a new set of police uniforms annually provided by the Department.
- Reserve Police Officers are issued but not limited to the following equipment: Department firearm, police star, nametag, bullet resistant vest, police radio, Department phones, body worn cameras, access to the DOJ- Stop Data Collection System (tied to Department phones), OC spray, and updated Department identification cards. All Police Reserves must have an active City email account.

TRAINING REQUEST

In addition to mandatory training, including CPT, CIT, Use of Force, EVOC and LEP, additional training may be requested through a memorandum to the Reserve Coordinator.

RESERVE POLICE OFFICER PROGRAM COORDINATOR

A Reserve Police Officer Program Coordinator is designated by the Chief of Police to organize, staff, manage, and supervise the Reserve Police Officers, and Reserve Officer Unit. The Reserve Police Officer Coordinator shall be notified by Department Operations Center (DOC) when a Reserve Officer is injured on duty, engaged in misconduct, has discharged their firearm, has been involved in a major incident. The Reserve Police Officer Coordinator shall be notified of a Reserve Officer's use of reportable force by the supervisor who conducts the use of force evaluation involving the Reserve Officer. The Reserve Officer Program Coordinator is assigned to the Youth and Community Engagement Unit of the Community Engagement Division.

The Reserve Coordinator is the Officer-In-Charge of the Reserve Officer's Unit and shall have the responsibility of, but not limited to:

- Assignment of Reserve Personnel
- Conduct Reserve Officer meetings
- Establish and maintain Reserve callout roster
- Maintain personnel records
- Conduct Reserve Officer performance reviews
- Establish and monitor the Reserve Officer budget
- Coordinate training for Reserve Unit
- Conduct periodic equipment inspections

RESERVE POLICE OFFICER PERSONNEL FOLDER

Reserve Police Officer personnel folders are to be retained at the Staff Services Division.

Reserve Police Officer PIP Binders are managed by the Reserve Police Officer Coordinator of the Reserve Police Officer program.

EVALUATIONS

The Reserve Police Officer Coordinator or a first line supervisor who has had regular supervision responsibility of a Reserve Police Officer shall complete a Semi-Annual Performance Appraisal. These appraisals are part of their personnel and PIP files.

RESERVE POLICE OFFICER UNIT STAFF MEETINGS

Reserve Police Officers are required to attend mandatory monthly administrative and training meetings in order to be provided with updates, training, and other important information. Reserve Police Officers must attend all meetings, unless excused from attending by the Reserve Police Officer Coordinator.

GENERAL NOTIFICATIONS

Reserve Police Officers who are not able to report for duty for any reason, (sick leave, personal commitments, or work related) are required to notify the Reserve Police Officer Unit Coordinator and if assigned to a Station, the Watch Commander as soon as possible.

RESERVE OFFICER ASSIGNMENTS

Reserve Officers may have any assignment approved by the Chief of Police or designee. A Reserve Police Officer may not self-deploy without authorization. Reserve Officers may be selected for specialized assignments with approval from the Chief of Police. Reserve Officers will be required to demonstrate proficiency and certification. For example, a reserve Officer may be assigned to the Solo or Honda Motorcycle Units as long as they have successfully passed the required training and have maintained their skill and certification as required. Reserve Officers are not to take the place of officers waiting on P1 lists for specialized assignments.

REPORTING FOR DUTY PROCEDURES

When a Reserve Police Officer reports for duty, they are to report to the senior ranking officer, on site. The Reserve Police Officer must follow proper station protocols, such as attending the watch "line-up," or briefing. The same procedure is to be utilized when the member reports off-duty.

Reserve Police Officers are assigned to the Youth and Community Engagement Unit of the Community Engagement Division, and are entered into HRMS when detailed for assignments to other units.

The Reserve Police Officer is required to report for duty in full uniform and with their necessary equipment unless otherwise directed by a supervisor.

With the approval of the Chief of Police or the Chief's designee, Reserve Officers may select their volunteer assignment. (Note: Reserve Officers must be trained and certified for specialized assignments i.e. Solos, Hondas, or Mounted Unit.) Commanding Officers may provide Reserve Officers with locker space when available.

The Reserve Officers retain their 3L call signs unless transferred to another assignment at which time they will be provided with that units call sign (i.e. 3A44B).

ACCIDENTS/ INJURIES WHILE ON DUTY

All accidents or injuries while performing a reserve function shall be immediately reported to the on-duty Sergeant, who is acting as their immediate supervisor. A written memorandum shall be submitted to that supervisor as to what occurred. An additional photocopy of this memo shall be submitted to Officer-In-Charge of the Reserve Unit as soon as practical. Standard industrial investigations are to be conducted.

Reserve Officers are covered by Workers' Compensation for any injury, illness, exposure to an infectious disease or to any bodily fluid. Reserve Officers shall respond to a City approved treatment facility and advise them that they are covered by Workers' Compensation and that all forms must be submitted to the Department's Medical Liaison Unit.

The on-duty supervisor shall complete the necessary collision paperwork and/or injury report.

MISCONDUCT COMPLAINTS

The procedures for complaints against officers as set forth in Department General Order 2.04 apply to Reserve Officers. A complaint from a member of the public or non-law enforcement agency against a Reserve Officer shall be

investigated by the Department of Police Accountability. A complaint made against Reserve Officers who place themselves on duty by verbally identifying themselves as an officer, displaying a department issued star or department issued ID card or taking enforcement action shall be investigated by the Department of Police Accountability. A complaint from a police officer or law enforcement agency against a Reserve Officer or a complaint about a Reserve Officer's off duty conduct(except as described above) shall be investigated by the Internal Affairs Unit. The Reserve Police Officer Coordinator shall be notified of all complaints.

REQUEST FOR RESERVE POLICE OFFICER(S)

All special details that require the services of Reserve Officers shall be requested through the Reserve Officer Coordinator at least two weeks in advance.

COMMITTEE AND SUBCOMMITTEE WORK

Reserve Police Officer Unit can be broken into committees and subcommittees to more effectively meet the Unit's goals and efficiency of operations. Committees and subcommittees may include but are not limited to an advisory committee, recruiting committee, training committee and safety committee.

EMERGENCY CALLOUTS

Reserve Police Officers are considered to be Disaster Service Workers and are expected to be called out if a major event occurs. Reserve Police Officers are issued a Police Disaster Service Worker card identical to regular officers.

In event of a disaster and call out, Reserve Officers shall report to their assigned stations. Reserve Officers who have not been assigned to a station shall report to the Reserve Officer Program Coordinator for emergency duty assignment. Reserve officers may be assigned to assist Department A.L.E.R.T. personnel during an emergency callout. (See A.L.E.R.T manual)

POLICE ACTION TAKEN WHILE OUTSIDE CITY LIMITS

If police action is taken by a Reserve Police Officer while off duty outside the city limits of San Francisco, the Reserve Police Officer is required to notify the appropriate agency that has jurisdiction of the action taken and request

assistance. Once the situation has been stabilized, the Reserve Police Officer is required to notify the Reserve Police Officer Coordinator as to what occurred. If the incident occurs after-hours or on a weekend, the Reserve Police Officer is required to notify the Department Operations Center at (415) 553-1071 immediately.

The Reserve Police Officer is required to immediately complete an inter-departmental memorandum and forward thru the chain of command to the Commanding Officer of the Youth and Community Engagement Unit regarding the circumstances, what actions were taken, and which allied agency was notified. (Refer to DGO 2.01)

POLICE ACTION TAKEN WHILE INSIDE CITY LIMITS

If a Reserve Officer observes a crime taking place or about to take place in the city while off duty, the Reserve Officer shall notify 911 as soon as practical and safe. If any police action was taken, contact the Reserve Police Officer Coordinator.

STARS AND IDENTIFICATION CARDS

Reserve Police Officer stars are issued 7-point stars identical to regular police officers.

A Department star is not to be displayed unless the Reserve Police Officer is on official business and acting under the scope of their employment. A Reserve Police Officer has the option to carry their star while off-duty. Members retiring from the Department may keep their assigned stars. A Reserve may request approval from the Chief of Police to purchase a flat star at their own expense.

Identification Cards for Reserve Police Officers are identical to cards issued to full time officers and include LAW ENFORCEMENT OFFICERS SAFETY ACT (LEOSA) endorsement wording consistent with Title 18 USC Chapter 44 Sec. 926(b) and are provided all applicable off duty carry conceal weapon privileges as long as they are Level I and have successfully completed the Field Training Program.

Department business cards shall be made available for all levels of Reserve Officers.

LATERAL ENTRY AS RESERVE POLICE OFFICER

Currently employed California POST certified Reserve or full time Police Officers who wish to accept lateral appointment to the San Francisco Police Department

as a Reserve Officer shall submit an application through the City and County of San Francisco Human Resources Department and successfully complete the Department's background process before consideration for appointment. Lateral Reserve Officers shall complete the appropriate level of FTO:

Designated or non-designated Level I and Level II will need to attend the San Francisco Police Department's lateral police academy and complete the P.O.S.T required field training hours. Level III Reserve are not required to participate in FTO but are limited to certain duties. Lateral Police Officer Reserves must not only comply with POST standards, but must pass the applicable SFPD medical examination, background investigation, polygraph exam, psychological evaluation and must meet any additional State or Department training requirements.

RETIREMENT/SEPARATION

A Reserve Police Officer with 10 years of continuous satisfactory service wishing to retire must submit a memorandum to the Police Reserve Coordinator.

A San Francisco Reserve Police Officer is eligible for a retirement status/honorary separation if the Reserve Police Officer has completed ten years aggregate employment as a Reserve Police Officer.

Pursuant to Penal Code Section 25455 (a) the retiring Reserve Police Officer is eligible to receive their star and issuance of a Retired Peace Officer Identification card with endorsements consistent with California Penal Code Sections 26300(c)(2), and the United States Law Enforcement Officers Safety Act (LEOSA). A carry concealed weapon is only granted when a Reserve Officer has completed twenty years of service, is a Level I and has successfully completed Field Training Program.

DISCIPLINE LEVELS

Disciplinary actions may include but are not limited to the following actions.

- Written reprimand
- Education based discipline
- Suspension from duty for a determined period, including surrender of credentials and weapon privileges
- Reduction in rank
- Termination

DISMISSAL FROM THE POLICE RESERVE PROGRAM

Reserve Police Officers are sworn volunteers who assist the Chief of Police in maintaining public safety and law enforcement services in the community. All Reserve Officers are “at will employees”, meaning that they can be discharged from the Police Reserve Program by the Chief of Police at any time and for any reason.