

CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: July 25, 1997

Revision Date: March 31, 2001

Subject: Police Reserve Program

Reference:

TO: ALL OFFICERS

I. POLICY:

The Police Reserve Program, under the direction of the Chief of Police, or his designee, will assist in the accomplishment of the Craig Police Department goals and objectives by: augmenting the personnel strength of the Department; perform duties as a second officer in a patrol unit during heavy work periods or periods of personnel shortages; assist the department during large public gatherings or major events, and perform other assignments as directed by the Chief of Police or his designee.

II. PROCEDURE:

Reserve personnel are not intended to replace full-time police officers. They are trained citizen volunteers, who assist the department. When a Reserve Officer is deployed with a patrol officer, the patrol officer is responsible for the Reserve's performance.

A. Reserve Coordinator

The Reserve Coordinator shall be an officer of supervisory rank, appointed by the Chief of Police and shall be responsible for:

1. Ensuring adherence to established procedures and standards, and required training of the Program.
2. Recruitment of new reserve personnel.

The Reserve Coordinator may appoint a patrol officer as an Assistant Coordinator if desired, with the approval of the Chief of Police.

B. Appointment Of Personnel:

Police Reserve personnel will be appointed using the same criteria as full-time officers. If the applicant meets all the requirements they will be appointed as a Reserve Officer for a one-year probationary period.

C. Training

1. Introductory Training - Requirements

Upon appointment by the Chief of Police, the following training will be completed before the Reserve Officer will be assigned to work with a police officer or Field Training Officer.

- a. Complete the State of Colorado requirements for certification.
- b. Successfully qualify with their handgun and a shotgun.
- c. Possess a current first aid and CPR card.
- d. Exhibit familiarity with the Craig Police Department Policy Manual.

Once the Reserve Officer has completed their introductory training, they will be assigned to a Field Training Officer (FTO) to begin training.

2. Regular Training

Reserve personnel will be required to attend all scheduled department training. This includes firearms training and practical training exercises. Reserve Personnel, who, for ample reason cannot attend training sessions, will notify the Reserve Coordinator at the earliest possible date. Failure to attend required training, without notification, may be grounds for dismissal.

- a. Reserve personnel will be required to complete a minimum of ten (10) training hours per month. This training can be time spent on patrol with another patrol officer, attending a department training seminar/meetings or a combination of the before mentioned. Failure to complete the hours is grounds for dismissal.

D. Emergency Duty Assignment

Reserve Personnel are expected to respond to call-outs by reporting for duty in the event of an emergency. When called out, a Reserve Officer shall report, as instructed, with proper uniform and equipment as soon as possible. Failure to respond to the call, without just cause, may be grounds for disciplinary action.

E. Reserve Division Structure

There will be no rank structure within the Reserve Division, unless the Chief of Police and/or Coordinator, feel that the appointment of one Reserve Officer to the rank of Sergeant will benefit the organization. The Chief of Police based on the recommendation of Coordinator will make the appointment.

F. Individual Equipment And Uniforms

While completing field training, working court security, and/or augmenting the police department, the Reserve Officer will comply with the uniform policy set forth in the department policy manual.

Upon appointment, the following equipment will be issued to the Reserve Officer:

- 1 - long sleeved uniform shirt
- 1 - short sleeved uniform shirt
- 1 - pair of uniform pants
- 1 - set of leather gear to include handcuffs (with key)
- 1 - uniform jacket
- 1 - flashlight
- 1 - uniform necktie
- 1 - uniform dickie or turtle neck shirt
- 1 - uniform hat
- 1 - shirt badge and cap badge
- 1 - ammunition

All equipment issued to the Reserve Officer will remain the property of the Craig Police Department.

G. Rules Of Conduct And Disciplinary Procedures

Reserve personnel are expected to maintain the same standards of conduct as regular officers. These requirements are set forth in the Department Policy Manual (3.02). Failure to comply with the Policy and Procedures of the manual will result in disciplinary actions, which are set forth in the Policy Manual (3.03).

Approved by:



Walter K. Vanatta
Chief of Police