

**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 26, 2015		Amended Date		Directive 7.15.1	
Subject Reserve Officer Program					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference 7.27		Review Date December 12, 2017	
				Pages 3	

SECTION 1 PURPOSE

This directive establishes the Police Reserve Officer Program and outlines its objectives, responsibilities and operational format.

SECTION 2 POLICY

The department's policy is to use reserve officers to supplement the staffing level of full-time personnel, as needed, and to hold reserve officers to the same standards and accountability that is required of full-time police officers.

SECTION 3 PROCEDURES

A. POWERS AND DUTIES

1. By law, a reserve officer has the same statutory powers and duties as a full-time, paid peace officer. (TPCA 7.27)
2. The reserve officer's departmental duties and responsibilities are limited and empowered by this directive.

B. PROGRAM ADMINISTRATION

1. The Police Reserve Officer Unit is managed under the Support Services Division.
2. The Support Services Assistant Chief of Police is responsible for the recruiting, selecting, and training qualified reserve officers for various positions.
3. The Office of Professional Responsibility Supervisor shall be responsible for the overall administration and planning of the Police Reserve Officer Unit.
4. The Office of Professional Responsibility Supervisor, with approval of the Chief of Police, may designate a supervisor to serve as a Reserve Liaison to monitor reserve officer activities and assist.

C. RECRUITMENT

1. Reserve Officers shall be recruited on a continuous and ongoing basis consistent with this department's policy on equal opportunity nondiscriminatory employment. A primary qualification

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for participation in the application process shall be an interest in and an ability to assist the agency in serving the public.

D. ELIGIBILITY REQUIREMENTS

1. Applicants must meet all minimum requirements set forth by the Texas Commission on Law Enforcement (TCOLE).
2. Reserve Officers must have successfully completed Basic Peace Officer Certification and hold a Basic Peace Officer license. Only Reserve that will perform duties in patrol will be required to complete field training. Reserves assigned specific functions outside of patrol will receive training specific to the function to which they are assigned. In all cases, Reserves must complete training comparable to recruit academy training prior to any assignment involving the carrying of a weapon or where he/she is serving in a position to make an arrest.
3. Each applicant must:
 - a. complete a City of Lancaster employment application;
 - b. once the employment application is reviewed, if approved, the applicant will be given a background packet investigation for completion and a date when required to be returned;
 - c. if the background packet investigation is returned on time, the applicant will go through the same remaining hiring steps that are the same as that for regular sworn personnel

E. TRAINING, EVALUATION AND PERFORMANCE STANDARDS

1. Reserve Police Officers serve at the discretion of the Chief of Police and may be called into service at any time the Chief of Police or designee considers it necessary to have additional officers.
2. Reserve Police Officers shall be considered in an "on duty" capacity when:
 - a. performing "assigned duty" and
 - b. representing or identifying himself/herself as a Peace Officer for the purpose of taking enforcement action or discharging legal duties
3. Depending on the level of training and experience, Reserve Officers may perform the same duties as other full-time sworn personnel or be assigned to work with a regular officer. **(TPCA 7.27)**
4. All Reserve Police Officers are subject to the same rules, regulations, and orders as regular sworn personnel.
5. Reserve Police Officers assigned to patrol duties must successfully complete the Police Training Officer Program under the supervision and evaluation of a departmentally approved Field Training Officer. The Field Training Officer will complete daily evaluations of the Recruit Reserve

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Officer during training. Upon the successful completion of training, Reserve Officers will assume duties as designated by the Division Commander.

6. All Reserve Officers will be required to attend department in-service training to complete:
 - a. the same training as required of regular sworn officers including courses mandated by Texas Commission on Law Enforcement for certification requirements; and
 - b. departmentally required firearms qualifications, department Use of Force policy and any other equipment training deemed necessary

F. ORGANIZATIONAL FUNCTION (TPCA 7.27)

1. The Reserve Unit will perform a variety of functions as needed and directed by the Chief of Police and dependent upon the skills and experience of the individual.
2. Reserve Officers working to supplement patrol will only be assigned in patrol with a full time Lancaster Police Department Officer. They will not perform patrol functions alone.
3. Additionally, Reserve Officers will be on call for assistance in emergency situations such as disasters, riots, etc. and to provide additional manpower for special enforcement assignments.
4. All Reserve Police Officer assignments will be coordinated through the Office of Professional Responsibility Supervisor.

G. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.