

# WINTER HAVEN POLICE DEPARTMENT

## GENERAL ORDER 16.3

### RESERVE OFFICER AND EXPLORER PROGRAMS

**ACCREDITATION STANDARDS: CALEA – 16.3.1, 16.3.2, 16.3.3, 16.3.5, 16.3.6, 16.4.2;  
CFA – 2.08, 9.06, 10.14**

**EFFECTIVE DATE: April 26, 1995**

**RESCINDS: G.O. 16.3, May 22, 2017 and all applicable Amended/Temporary Orders prior to  
January 5, 2018**

**LAST REVISED DATE: January 5, 2018**

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#### **POLICY**

It shall be the policy of the Winter Haven Police Department to utilize a Reserve Police Officer Program to supplement the operations of the Department to the extent allowed by law.

#### **PURPOSE**

The purpose of this General Order is to establish guidelines for the operations and administration of the Department's Reserve Police Officer and Explorer Programs. (CALEA 16.3.1)

#### **SCOPE**

This General Order shall apply to all Department members.

## **DISCUSSION**

Reserve Police Officers form a vital subcomponent of the Uniform Services Bureau serving the various operational needs of the Department. Reserve Police Officers are sworn members possessing certification from the Florida Criminal Justice Standards and Training Commission.

## **PROCEDURE**

### **I. Reserve Police Officer Selection Process**

- A.** The selection criteria, process, and appointment shall be identical to that employed for the selection of full-time police officers as established in General Order 32.1. (CALEA 16.3.2) (CFA 9.06)
- B.** Applicants for the Reserve Police Officer Program shall be a sworn law enforcement officer, certified by the Florida Criminal Justice Standards and Training Commission (CJSTC) and shall have met the officers' minimum qualifications for employment/appointment, in accordance with Florida State Statute 943.13. (CALEA 16.3.3)(CFA 2.08)
- C.** Full-time Officers who request retention as a Reserve Officer, upon their resignation from the agency, shall apply, via memorandum, through their chain of command to the Chief of Police for approval.
- D.** A law enforcement officer who retires in good standing from employment with a law enforcement agency in the state of Florida and who within three months applies as a Reserve Officer, may be exempt from certain requirements of the selection process. The individual shall be a sworn law enforcement officer certified by CJSTC and shall have met the officers' minimum qualifications for employment/appointment with their previous employer, in accordance with Florida State Statute 943.13. All exemptions must be approved by the Chief of Police.

### **II. Reserve Police Officer I: (CALEA 16.3.1)**

- A.** A Reserve Police Officer I is a member who has received certification from CJSTC as a law enforcement officer and serves the Department without compensation, but has not completed the Department's Field Training and Evaluation Program.
- B.** A Reserve Police Officer I shall function only within the span of control of a full-time police officer or a Reserve Police Officer II.
  - 1.** A Reserve Police Officer I may initiate a traffic citation when directed by a fully certified police officer while rendering assistance during patrol activities.
  - 2.** A Reserve Police Officer I may work extra-duty details pursuant to General Order 22.3, only when supervised by a full time police officer or Reserve Police Officer II.
  - 3.** A Reserve Police Officer I is covered by the Department's Worker's Compensation insurance for injuries received while acting in the capacity of a Reserve Police Officer I. A Reserve Police Officer I is provided the same liability protection equal to that which is provided to full-time police officers, and is bonded in the same manner as full-time police officers.

- C. *Firearms:* A Reserve Police Officer I shall be subject to the General Orders, Directives and Procedures of the Department with regard to firearms and shall carry only those firearms or less-lethal weapons that have been approved by the Lead Firearms Instructor. They shall demonstrate proficiency in an official qualification course with the approved firearm. (CALEA 16.3.6)
  - 1. Concealed firearms may be carried only with written approval from the Chief of Police.
  - 2. A Reserve Police Officer I shall carry Department identification and badge when firearms are carried.
- D. *Use of Force:* A Reserve Police Officer I shall be instructed in the Use of Force and demonstrate weapon(s) proficiency, in accordance with General Order 1.5, at minimum, on an annual basis. (CALEA 16.3.6)
- E. A badge and identification card may be carried by a Reserve Police Officer I, while off duty, but shall not be displayed for unofficial purposes.
- F. A Reserve Police Officer I is specifically prohibited from enforcing traffic laws while in their personal vehicles or when not in uniform on a specific tour of duty.
  - 1. A Reserve Police Officer I shall not, for law enforcement purposes, carry or display emergency lights (red or blue) in their private vehicles.
  - 2. A Reserve Police Officer I shall not conduct independent off-duty investigations, with the exception of an in-progress crime.
- G. Duties of a Reserve Police Officer I:
  - 1. Assist full-time officers in the performance of law enforcement duties.
  - 2. Perform training or law enforcement functions, which may be assigned by a full-time officer, during a tour of duty.
- H. Reserve Police Officer I shall be required to serve a minimum of twelve hours per month of volunteer duty.
- I. Reserve Police Officer I shall assist with at least one special event per year.
- J. A Reserve Police Officer I shall not miss more than two consecutive meetings without authorization from the Reserve Liaison or competent authority.
- J. Reserve Police Officer I is not required to complete the Department's Field Training and Evaluation Program if they do not wish to work on their own as a Reserve Police Officer II.

### III. Reserve Police Officer II: (CALEA 16.3.1)

- A. A Reserve Police Officer II is a member who has received certification from CJSTC as a law enforcement officer, has successfully completed the Department's Field Training and

Evaluation Program and who works for the Department less than full-time and serves without compensation.

- B.** The Chief of Police has delegated full law enforcement powers to Reserve Police Officer II's with the following restriction of authority: law enforcement powers shall be used only during specific tours of duty, or in response to in progress crimes. (CFA 2.08)
1. A Reserve Police Officer II is provided with the same liability protection, are bonded in the same manner and are covered by the Department's Worker's Compensation insurance as full-time police officers.
  2. A Reserve Police Officer II shall not, for law enforcement purposes, display or activate emergency equipment in their private vehicles.
  3. A Reserve Police Officer II is specifically prohibited from enforcing traffic laws while in their personal vehicles or when not in uniform on a specific tour of duty.
  4. *Firearms:* A Reserve Police Officer II shall be subject to the General Orders, Directives and Procedures of the Department with regard to firearms and shall carry only those firearms or less-lethal weapons that have been approved by the Lead Firearms Instructor. They shall demonstrate proficiency in an official qualification course with the approved firearm. Reserve Police Officer II may carry a concealed firearm off-duty when specifically authorized by the Chief of Police. Identification card and badge shall be carried by Reserve Police Officer II when firearms are carried. (CALEA 16.3.6)
  5. *Use of Force:* A Reserve Police Officer II shall be instructed in the Use of Force and demonstrate weapon(s) proficiency, in accordance with General Order 1.5, at minimum, on an annual basis. (CALEA 16.3.6)
- C.** *Duties of a Reserve Police Officer II:* The primary duty of the Reserve Police Officer II shall be to augment and supplement the Patrol Division and to execute such special assignments as may be established by the Chief of Police or designee. A Reserve Police Officer II shall:
1. Assist full-time police officers in the performance of law enforcement duties.
  2. Perform law enforcement related functions which may be assigned during a tour of duty.
  3. Perform the law enforcement duties of a uniform police officer, to include answering calls for service, writing reports, and enforcing laws.
- D.** A Reserve Police Officer II shall not carry nor display emergency lights (red or blue), siren, or radio capable of transmitting on Department frequencies in their private vehicles, unless specifically authorized by the Chief of Police.
- E.** A Reserve Police Officer II shall be required to serve a minimum of twelve hours per month.
- F.** A Reserve Police Officer II shall not miss more than two consecutive meetings without authorization from the Reserve Liaison or competent authority.
- G.** Reserve Police Officer II shall assist with a minimum of one special event per year.

- H. A Reserve Police Officer II may work extra-duty details in accordance with General Order 22.3.

#### **IV. Reserve Trainee**

- A. The primary duty of a Reserve Trainee is to perform the duties commensurate with that of a full time Recruit Officer enrolled in the Field Training and Evaluation Program. A Reserve Trainee shall: (CALEA 16.3.1) (CFA 2.08)
  - 1. Assist full-time Officers in the performance of law enforcement duties;
  - 2. Perform law enforcement related functions which may be assigned during a tour of duty; and
  - 3. Perform law enforcement duties of an officer, to include answering calls for service, writing reports and enforcing laws.
- B. The FTO schedule for Reserve Trainee may be modified to meet the schedule of the Reserve Trainee or to meet the needs of the Department (e.g. fulltime trainee will take priority over reserve trainee).
  - a. The Reserve Trainee shall complete the FTO program within twenty-four months of appointment, unless an extension is approved by the Chief of Police or their designee.
    - a. No Reserve Trainee shall be penalized for not meeting the above time requirement if the delay is due to Department needs or FTO scheduling.
- C. Upon successful completion of the Field Training and Evaluation Program, the Reserve Trainee may be appointed as a Reserve Police Officer II or as a full-time Police Officer.
- D. A Reserve Trainee may not work extra-duty details as described in General Order 22.3, until they have completed the Field Training and Evaluation Program.

#### **V. Organization**

- A. Reserve Police Officers shall be assigned to the Uniform Services Bureau; however, they may be utilized by other operational components as authorized by the Chief of Police or designee.
- B. A supervisor designated as the Reserve Liaison by the Chief of Police shall be responsible for, but not limited to, duty assignment, all Reserve administrative and monthly activity reports (to include duty hours worked), and completion of annual performance evaluations, in accordance with General Order 35.1.
- C. Reserve Police Officers will be evaluated annually by the Reserve Liaison based on monthly activity reports, and comments solicited from supervisors and full-time members familiar with the performance of the Reserve Police Officer.
- D. Ranks held by members of the Reserve Program shall only be in effect within the organizational structure of the Reserve Program. A Reserve Police Officer, regardless of rank, is subordinate to any full-time Police Officer.

- E. Reserve Police Officers may be assigned to the Emergency Response Team with approval of the Chief of Police. The Emergency Response Team Commander or designee shall coordinate all activities of the Reserve Police Officers within the Emergency Response Team.

## **VI. Training (CFA 10.14)**

- A. Basic recruit training (Police Minimum Standards) for Reserve Police Officer I and Reserve Police Officer II shall meet or exceed state minimum standards as required by CJSTC. Reserve Police Officer's shall not be commissioned until satisfactorily completing minimum standards and successfully passing the state law enforcement certification test. (CALEA 16.3.3)
- B. Training for Reserve Police Officers shall be the same as provided to full-time police officers that perform the same duties.
- C. Reserve Police Officers shall keep their certification active by complying with FDLE mandatory retraining requirements. If FDLE places a Reserve Police Officer on inactive status for failure to comply, the Uniform Services Bureau Commander or designee shall immediately suspend the Officer from the Reserve program and retrieve the member's weapon, credentials, and other agency issued equipment. The Chief of Police shall issue the Reserve Police Officer a dismissal letter. (CALEA 16.3.5)
- D. All Reserve Police Officers shall participate in the following training:
  - 1. Show proficiency with all issued weapons (e.g. firearm, baton, ECD) annually.
  - 2. Complete annual use of force training as required by General Order.
  - 3. Complete annual blood borne pathogens training.
  - 4. Complete annual or as assigned legal update training.
  - 5. Reserve Officers are encouraged to attend all other offered in-service training.
  - 6. Reserve Officers are allowed to attend advanced and specialized training offered through the Criminal Justice Program at Polk State College.

## **VII. Uniforms and Equipment**

- A. The authorized uniform for Reserve Police Officer shall be the same as full-time uniformed members as outlined in General Order 22.2. Badges worn by Reserve Police Officers shall include the word "Reserve"
- B. Uniforms, equipment and identification cards shall be provided by the Department and remain the property of the Department.
- C. Equipment for Reserve Police Officers shall be the same as for full-time regular Police Officers; however, the quantity of uniforms and equipment may be reduced to reflect the level of the activity of the Reserve Police Officer.

## **VIII. Authority of the Chief of Police**

- A. The Chief of Police with concurrence of the City Manager shall appoint or rescind the appointment of any Reserve Police Officer and shall limit the extent of their law enforcement authority. Reserve Police Officers have no proprietary rights and may be dismissed from the Program without cause.

## **IX. Explorer Program**

- A. The Department sponsors a Police Explorer Post in accordance with guidelines and regulations set forth by the Boy Scouts of America. The Post shall have by-laws governing its day-to-day operations, which may not conflict with Department directives.
- B. The Department provides members who shall serve as advisors for the purpose of overseeing the operations of the Post.
- C. Special fund-raising projects may be held from time to time for the purpose of raising money necessary to operate the Post. Donations received from the community or for specific services performed by Post members shall be deposited in an account maintained by the City of Winter Haven. Additional funding for the Post shall be provided by the Department.
- D. Explorers are not sworn/certified law enforcement officers. Accordingly, they may not present themselves as such, interfere with the duties of a law enforcement member, or carry any weapon, either lethal or less-lethal.
- E. Uniforms, equipment and identification cards shall be provided by the Department and remain the property of the Department. These uniforms shall be distinguishable from the uniform worn by sworn members.
- F. Explorers serve as volunteers in the Uniform Services Bureau via a ride-along program. Explorers seeking to ride along with a sworn member must first be 16 years of age and be authorized by an Advisor. Explorers conducting such activities shall be under the direct supervision of an assigned member and shall obey all directions provided. The duties of an Explorer may include, but are not limited to:
  - 1. Assisting in collecting evidence;
  - 2. Testifying in court;
  - 3. Assisting in crime scene protection;
  - 4. Assisting in writing reports but may not write the report itself;
  - 5. Patrolling with a full-time police officer or Reserve Officer II;
  - 6. Using the law enforcement radio;
  - 7. Assisting in law enforcement community relations;
  - 8. Assisting in traffic direction; and/or
  - 9. Assisting in emergency medical procedures.
- G. Explorers shall receive in-service training on those topics relative to the duties they perform, as well as, day-to-day police operations. (CALEA 16.4.2)

## **XI. Alumni Program**

- A.** The Department shall maintain an Alumni Program. The purpose of the Alumni Program shall be to promote and maintain relationships among the alumni, members, and friends and families of the Department, and to support the Department's mission and vision. The Alumni Program shall be comprised of retired sworn members.
  - 1.** Alumni members shall be assigned to the Uniform Services Bureau.
  - 2.** The Reserve Liaison shall be the point of contact for Alumni members and responsible for coordinating any activates or notification of training for Alumni members.
- B.** For a member to apply to the Alumni Program the member must have completed ten years of service with the Department as a sworn police officer and reached the age of fifty-five years, or have completed twenty years of service as a sworn police officer.
- C.** Retiring members requesting retention in the Alumni Program as an alumni police officer upon their retirement from the Department shall apply via memorandum, through their chain of command, to the Deputy Chief of Police for approval.
- D.** Before a retired member may become a member of the Alumni Program, they must be approved and appointed by the Chief of Police. The Chief of Police is the appointing authority and retains full authority to rescind the membership appointment of an Alumni Program member at any time. The Chief of Police may also limit the extent of law enforcement authority delegated to members.
  - 1.** Upon retirement, supervisors shall officially be relieved of their supervisory duties, authority and command. Retired supervisors shall retain their supervisory rank.
- E.** Alumni members shall be appointed as Reserve I or II police officers and be assigned to the Alumni Program, and shall meet the following qualifications:
  - 1.** Member shall be a sworn law enforcement officer, certified by the Florida Criminal Justice Standards and Training Commission (CJSTC) and shall have met the officers' minimum qualifications for employment/appointment, in accordance with Florida State Statue 943.13.
- F.** Alumni members shall keep their certification active by complying with FDLE mandatory retraining requirements. If FDLE places an Alumni member on inactive status for failure to comply, the Uniform Services Bureau Commander or designee shall immediately suspend the member from the Alumni Program. The Chief of Police shall issue the Alumni member a dismissal letter. The Uniform Services Commander or designee shall then:
  - 1.** Retrieve the member's weapon(s), the only exception would be if the service pistol was issued to the member for retirement.
  - 2.** Retrieve the members Alumni identification card and replace with an identification card marked "Retired".



3. Retrieve any Department issued equipment that has not been awarded to the member for retirement (e.g. one uniform, badge).
- G.** Alumni members shall abide by all Department General Orders.
1. Alumni members shall comply with General Order 1.6, Firearms. Concealed firearms shall be carried only when specifically authorized by the Chief of Police. The Department's badge and identification card shall be carried whenever firearms are carried.
- H.** Alumni members shall be exempt from the Reserve volunteer duty requirements.
- I.** When representing the Department, Alumni members shall wear a full uniform in accordance with General Order 22.2.

**XI. Definition**

- A.** *Explorer* – A person who belongs to the Police Explorer Post, in accordance with the guidelines and regulations set forth by the Boy Scouts of America.
- B.** *Full-Time Officer* – A person appointed by the Chief of Police as a full-time law enforcement officer who has met the training requirements prescribed for full-time law enforcement officers by CJSTC, to whom law enforcement authority and powers are delegated pursuant to Florida law.
- C.** *Reserve Police Officer I* – A person appointed by the Chief of Police as a Reserve Police Officer I who has met the training requirements prescribed for part-time law enforcement officers by CJSTC, but has not completed the Department's Field Training and Evaluation Program.
- D.** *Reserve Police Officer II* – A person appointed by the Chief of Police as a part-time law enforcement officer who has met the training requirements prescribed for part-time law enforcement officers by CJSTC, successfully completed the Department's Field Training and Evaluation Program and to whom law enforcement authority and powers are delegated pursuant to Florida law, with such limitations of authority as established by the Chief of Police.

APPROVED   

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**Charles E Bird**  
**CHIEF OF POLICE**