

OGDEN CITY POLICE

Office of the Chief

Policy No: 29

Subject Ogden Police Department Reserve Corps	Effective Date May 16, 2022
Department Police	Replaces Policy Dated March, 2018
Division All Police Personnel	Review Date Indefinite
Authorized Signature 	

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

This policy is suspended effective May 1, 2022, and may be reinstated at a later date if needed to manage the use of the Reserve Corps. This suspension does not preclude the use of short-term Reserves to accomplish needs of the Department.

I. PURPOSE

The purpose of this policy is to define the Reserve Corps and set forth the guidelines and framework under which recruitment and service of reserve officers shall occur within the department. The Reserve Corps exists to supplement the full-time police department, particularly for special events and in times of emergency within the City. This policy and the listed procedures are subject to change and modification from time to time as necessary and appropriate as determined in the sole discretion of the Chief of Police upon review and approval of the Chief Administrative Officer.

II. POLICY

The policy of the Ogden City Police Department is to maintain a 25-person Reserve Corps of volunteer police officers.

The Corps is authorized and governed by Ogden Municipal Ordinances 2.82.020 through 2.82.130. Service in the corps shall occur in a manner consistent with the mission of the department and the safety and security of the public.

Nothing in this policy or the practice of the department shall effect or change the "at-will" nature of the policy of Ogden City. Recruitment and service standards, procedures, forms, and records for Reserve Corps members shall be consistent with all state and federal laws pertaining to equal employment opportunity, applicable standards and ordinances of Ogden City, and law enforcement requirements.

III. PROCEDURE

A. Conditions of Service

All members of the Corps serve under the authority and at the pleasure of the Chief of Police. They are appointed, non-paid, state certified police officers who are exempt from state and local civil service systems. Resignation or termination of a reserve officer may occur at any time. Notice of resignation shall be in writing and provided to the Chief of Police or his representative. Cause for dismissal may or may not be articulated.

B. Command and Control

A Reserve Corps Coordinator shall be designated by the Chief of Police. As his representative, the Coordinator shall manage the daily affairs of the corps. This includes but is not limited to appointing/terminating Reserve Corps Officers, overseeing compliance with certification guidelines, and ensuring that Corps assignments are properly and adequately completed. The Coordinator will select a staff of Reserve Officers to assist in supervising and directing the affairs of the Corps. Staff members have equal authority over their respective assignments, the responsibilities they carry out, and all Reserve Officers.

C. Authority and Governing Policies

In addition to the OPD policies, Reserve Officers are governed under and covered by some of the policies governing all City appointees. These policies include *Fit for Duty* and *On the Job Injury* as well as other policies deemed appropriate by the Chief of Police, the Personnel Director and the Director of Risk Management.

D. Reserve Corps Dues

The Reserve Corps has authority to levy dues and maintain a fund for acknowledgement of bereavement, congratulations, and social activities within the Corps. The Reserve Corps Coordinator and staff shall establish and follow procedures in accordance with accepted fiscal and accounting procedures regarding the collection and disbursement of reserve dues.

Reserve Corps members and the Reserve Corps Coordinator will contribute annual dues of \$20.00 no later than April 15 of each year. The full amount will apply to officers added to the roster prior to August 1 each year; half the amount (\$10.00) will be due from officers placed on the Corps roster after August 1. For new officers brought on after April, dues are payable 30 days after the officer's appointment to the Corps.

E. Recruitment and Selection

When vacancies within the Corps occur, a standing operating procedure shall determine the process of selecting new Corps members. Information about qualifications, recruiting efforts and other procedures are provided through the Ogden City Personnel Office. The Personnel Office shall maintain applicant information and other records pertinent to selection; and shall assist the department in certain procedures and steps to conduct initial screening and interviewing.

Continual active recruitment will be conducted by the Reserve Corps Coordinator and supported by all Bureaus within the Police Department.

F. Minimum Qualifications

The department shall set minimum qualifications for entrance into and maintenance of membership standing in the Reserve Corps. Applicants and Reserve Corps members must:

1. Be at least 21 years of age (Minimum Age Requirement.)
2. Have successfully completed a POST basic training course and be eligible for certification as a Special Function Officer.
3. Successfully pass a specific criminal and driver's license background check as established through standard procedures and conducted by the department with state and federal law enforcement agencies.
4. Be of high moral character and reputable in the community. This includes those personal behavior and experience characteristics that

will materially assist in the completion of law enforcement duties and assignments as set by internal standards of the department.

5. Accurately represent to the department a complete record of all personal, social behavior to reflect a record free from criminal convictions other than minor traffic offenses.
6. Maintain current phone and email contact information.
7. Maintain a valid Utah Driver License.
8. Successfully complete the prescribed Field Training Program.

G. Initial Training and Introduction

New Reserve Officers shall be required to successfully complete a classroom and field training program. Part of this includes direct service in department vehicles/units and on-the-job training as determined in the sole discretion of the department. After completing initial training, the reserve corps officer continues to serve in an appointed, exempt (at-will) status.

H. Continuing Conditions of Selection

Each member selected shall be provided a copy of the department's Reserve Corps Policies that he shall read and adhere to.

Additionally, to maintain status as an Ogden City Police Reserve Officer a person must:

1. Maintain POST certification by completing in-service training hours as mandated by POST.
2. Donate at least 20 hours per calendar month in service as a reserve officer.
3. Participate in at least 50 percent of the details (functions) assigned to the reserve officer's squad, and all work details designated by the reserve staff as mandatory. This requirement is regardless of total hours donated.
4. Attend all meetings as designated and/or directed by the reserve staff as mandatory.
5. Maintain current phone and email contact information with the Department.

I. Reporting and Recording

Each time a Reserve Officer reports for duty he shall sign the reserve work roster. This applies to all reserve activities. At the completion of the assignments a timecard of the day's activities will be completed and submitted.

J. Uniforms, Equipment and Accessories

Reserve Officers are subject to the same uniform standards as full-time officers. The badge(s) issued to reserve officers may vary from those issued to full-time officers. Reserve Officers are eligible to collect a clothing allowance as distributed by the Chief of Police.

Reserve Officers are not allowed to work any private employment where the OPD badge, uniform, equipment, or adherence to their status as OPD appointees are involved. If Reserve Officers work a full-or part-time job that requires peace officer status, that authority must emanate from their standing in another organization and is not granted by OPD.

K. Work Assignments

When on duty, Reserve Officers are subject to working the same types of assignments as the full-time officers. These may include being assigned with a full-time officer on uniform patrol; special events sponsored by the City; special events sponsored by private entities that have been approved by the City; plainclothes and undercover assignments including the Narcotics Strike Force; and other duties as assigned by supervisory police officers.

L. Powers and Limitations

While on duty, Reserve Officers have full arrest powers as sanctioned by the State. However, it is common practice of OPD that full-time Officers should make all arrest decisions except in those situations where the circumstances require immediate action. In the event a Reserve Officer takes enforcement action, a full-time Officer will be notified and asked to review the situation as soon as is practical. Reserve Officers have no arrest powers off-duty other than those granted every citizen.

M. Weapons Use and Possession

Reserve Officers will be governed by the same policies as regular officers concerning the type, caliber and firing of their police service weapon.

Additionally, Reserve Officers are not authorized to carry any off-duty weapon unless specifically authorized by the Chief of Police or his designated representative. Permission will apply to a specific event, purpose or time period and will cease once that time has passed. Nothing in this policy restricts or negates a Reserve Officer's personal concealed carry in accordance with Utah's laws and/or a Concealed Firearms Permit. A Reserve Officer MAY NOT carry concealed, under the auspices of a concealed carry permit, a Department-issued firearm.

N. Alternative Assignment

When a Reserve Officer is assigned to a division other than the Field Operations Division, that Division Commander will be responsible for all aspects of the Reserve Officer's supervision such as training, internal affairs investigations, etc.

O. Termination of Service

Any Reserve Corps member who does not meet the requirements and conditions of either their initial membership and selection or the continued performance standards established for the department shall be subject to review for possible termination of their membership and status.