

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2103.10, POLICE RESERVE UNIT**

EFFECTIVE:	2/22/2021
RESCINDS:	2103.9
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	SPECIAL PATROL SECTION COMMANDER
ACCREDITATION CHAPTERS:	2, 9, 10
CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY:

It is the policy of the Orlando Police Department to provide an avenue for retired officers to volunteer as law enforcement officers while at the same time supplementing the staffing of the Orlando Police Department at special events and during peak demands of calls for service.

PROCEDURES:

1. DEFINITIONS

The Florida Department of Law Enforcement recognizes only two types of law enforcement sworn employees; full-time and part-time. For the purpose of this policy, Reserve Officers are considered part-time employees although they are not compensated for their time.

Reserve Officer: A Reserve officer is a sworn law enforcement officer who has retired from the Orlando Police Department and serves as a volunteer to the agency. Reserve officers can ride solo patrol and have the same law enforcement authority as full-time officers.

Special Reserve Officer: A Special Reserve officer is one who has a full-time position with the City that may require him or her to have law enforcement powers. They are required to complete a Reserve or full-time police academy. Special Reserve officers will obey all Department Regulations and Policies and Procedures. They shall complete the 40-hour mandatory retraining as prescribed by the Criminal Justice Standards and Training Commission. Those Special Reserve officers authorized to carry firearms shall complete all Department-scheduled firearms qualifications and firearms training. This status is intended to be used primarily for investigative duties rather than for routine law enforcement activities. Special Reserve officers are not authorized to work extra-duty law enforcement assignments.

2. CHAIN OF COMMAND

2.1 APPOINTMENT

Members shall be appointed by the Chief of Police. Unless approved by the Chief of Police, only retiring Orlando Police Department sworn officers with 20 or more consecutive years of service and in good standing shall be considered for appointment to the Reserve Unit. As volunteer workers, Reserves have no employment or promotion rights and serve at the exclusive discretion of the Chief of Police.

The Reserve Unit will have a chain of command within the Reserve ranks. Selection of officers for the Reserve Lieutenant and Reserve Sergeant positions are appointed and will be at the discretion of the Special Services Bureau Commander. Selections of Reserve lieutenants and sergeants are subject to approval by the Chief of Police.

2.2 SPECIAL PATROL SECTION COMMANDER

The Reserve Unit is under the command of the Special Patrol Section Commander. The section commander is responsible for coordinating the deployment of the Reserve Unit with the operational needs of the Department.

The section commander will conduct Reserve meetings once every other month (bi-monthly). The section commander shall prepare quarterly status reports on the Reserve Unit for the Special Operations Division Commander.

2.3 RESERVE LIEUTENANT

The Reserve Lieutenant is a Reserve officer appointed by the Chief of Police. He or she serves in this rank at the discretion and approval of the Chief of Police. This rank is strictly administrative in nature, and the only supervisory and command authority allotted for this position is within the Reserve Unit. The Reserve Lieutenant has no supervisory or command authority over any sworn, full-time police officer.

The Reserve Lieutenant assists the Special Patrol Section Commander with administrative duties for the Reserve Unit and must volunteer at least 12 hours a month: Such hours can be completed in an administrative role or as a first responder. Administrative duties of this position include coordination and supervision of required training; assistance with yearly Reserve officer evaluations as required by accreditation standards; and any other activities and requirements of the unit as directed by the Special Patrol Section Commander.

The Reserve Lieutenant wears a silver "Reserve Lieutenant" badge and silver collar bars to differentiate this rank from full-time police lieutenants.

2.4 RESERVE SERGEANT

The Reserve Sergeants are Reserve officers appointed by the Chief of Police. A Reserve Sergeant serves in this rank at the discretion and approval of the Chief of Police. This rank is strictly administrative in nature, and the only supervisory authority allotted for this position is within the Reserve Unit. The Reserve Sergeants have no supervisory authority over any sworn, full-time police officer. The Reserve Sergeant assists the Reserve Lieutenant with administrative duties for the Reserve Unit and must volunteer at least six hours per month in this capacity and six hours per month in a patrol first-responder assignment.

The Reserve Sergeants wear a silver "Reserve Sergeant" badge and silver collar chevrons to differentiate this rank from full-time police sergeants.

3. RESPONSIBILITIES

3.1 THE VOLUNTEER COMMITMENT

Members of the Reserve Unit shall work at least 12 hours per month in a patrol first-responder assignment or specialized assignment that has been pre-approved by the Special Operations Division Commander. It is the responsibility of the Reserve officer to arrange his or her patrol time. The 12-hour commitment hours will not be carried over month-to-month for any hours worked in excess of the 12 hours. No hours worked in advance shall count towards the 12-hour monthly commitment. In extreme cases and on very rare occasions, the hours may be worked in advance only if the member has submitted a request in writing to the Special Patrol Section Commander and approval was granted. Only in the case of illness or family emergency shall the commitment hours be permitted to be accrued in a post-month. Extra-duty employment shall not count towards the first-responder hours commitment.

Reserve officers who are contract employees with the City of Orlando and work in a first-responder role may use their first-responder contracted hours as the mandatory Reserve hours. Reserve officers who are contract employees and who are not working in a first-responder role are still required to work the mandatory hours in addition to their contract position.

Members of the Reserve Unit will be required to attend the bi-monthly meetings, training sessions, physical examinations, qualifications, court, etc. Training will be the equivalent to the in-service training that full-time sworn members receive, to include mandatory retraining classes required by CJSTC, annual weapon proficiency testing, annual use of force training, biennial less-lethal weapon training, and legal updates. Time spent in the above will not be credited to required patrol time. Reserve Unit members shall sign up for all Departmental training and have their respective Reserve supervisor's approval. Reserve Unit members shall attend and successfully complete all scheduled training. Members shall also complete all computerized training mandated by the Department.

Members of the Reserve Unit may volunteer for extra patrol time or specialized activities in addition to the 12 hours per month of patrol commitment. These hours will not count towards their mandated Reserve hours.

Reserve Unit members may request to be excused from a bi-monthly meeting; however, requests shall be made in writing to the Special Patrol Section Commander at least 30 days prior to the commitment.

Reserve officers shall be subject to recall to duty at the sole discretion of the Chief of Police.

Reserve Unit members travelling for vacation, may be excused from a recall if they have submitted email notification to the Special Patrol Section Commander prior to the recall. This notification does not excuse members from their 12-hour monthly commitment.

3.2 BI-MONTHLY MEETING

The Reserve Unit will meet every other month (bi-monthly) as established by the Reserve Lieutenant and approved by the Special Patrol Section Commander.

During the meeting, the Reserve Lieutenant, as approved by the Special Patrol Section Commander, is responsible for providing in-service training, scheduling assignments, holding inspections, resolving problems (if possible), disseminating information, and discussing unit business. Members of the Reserve Unit will be required to attend all mandatory training (as determined by the Training Unit and CJSTC, to include weapons proficiency and use of force). The Training Unit will maintain records of such training. Members of the Reserve Unit are required to attend the scheduled meetings and training.

3.3 MAIL/CORRESPONDENCE

Reserve officers shall check their City email and respond to all emails in a timely manner. Reserve officers will have mailboxes assigned in the Special Operations Division, and the officers will check their mailboxes no less than once every ten days.

3.4 POLICIES AND PROCEDURES

Members of the Reserve Unit shall comply with all applicable Department and City written directives. They shall also regularly review all policies and sign acknowledgment of those policies.

In addition to adhering to policy and procedures, Reserve Officers must maintain the same residency requirements as full-time Sworn Officers under the FOP/City of Orlando Collective Bargaining Agreement.

3.5 DISCIPLINE

Since Reserve officers serve at the pleasure of the Chief of Police, they will not be governed by the same disciplinary procedures that govern full-time officers. Any decisions relative to their continued service at the Orlando Police Department will be at the sole discretion of the Chief of Police.

3.6 EVALUATIONS

Reserve officers are considered temporary employees; therefore, annual performance appraisals are not required.

4. EXTRA-DUTY AND OUTSIDE EMPLOYMENT

Certified Reserve officers are eligible to work extra-duty jobs and special events (those not designated by the section commander as "commitment time" special events) for compensation. Reserve officers will be compensated at the same rate as full-time officers but are not permitted to be compensated for special events or details that are sponsored or co-sponsored by the City of Orlando (i.e. Veteran's Day Parade, July 4th Celebration at Lake Eola,...). Reserve officers working extra-duty jobs will comply with the current issue of P&P 1117, Extra-Duty Employment. Extra duty is a privilege: The Special Patrol Section Commander may suspend or revoke any Reserve officer's extra-duty privileges for non-compliance of current policies.

Reserve Officers must adhere to the current issue of P&P 1117 Extra-Duty and Outside Employment pertaining to outside employment. Request for Authorization for Outside Employment forms must be submitted and approved for full or part-time employment outside of the department. Reserve Officers who engage in Non-Law Enforcement Security Services (e.g. personal body guard duties, private investigations, chauffer duties) must abide by the requirements listed in P&P 1117. Employees shall not engage in extra-duty employment outside of the jurisdiction of the City of Orlando.

5. EMPLOYMENT PROCEDURES

Retiring members with 20 years or more of consecutive full-time service, and who are in good standing, who desire to become Reserve officers will request such status in their retirement letters. If the Chief of Police approves the request, then changes of status are forwarded to Civil Service, and a Workday update must occur.

Retired members with 20 years or more of consecutive full-time service with OPD who have a break in service from retirement date who desire to become Reserve officers will submit a letter to the Chief of Police indicating the request. If approved to become a Reserve officer, each applicant will undergo an updated background check, psychological evaluation, medical examination, and polygraph.

Once the candidate has successfully completed these steps, the Chief of Police may appoint that person to Reserve status. If a Reserve officer resigns, they shall submit a resignation memo in writing. If a Reserve officer's appointed privilege is revoked, or the officer resigns, the officer shall complete the same procedures for all employment termination as a full-time officer. This includes the Orlando Police Department Sign-Out Form in current P&P 1620, Sworn Retirement and Separation Procedures.

Reserves and Special Reserves do not qualify for any additional form of retirement benefits from the Orlando Police Department.