

RESOLUTION 1102

RESOLUTION APPROVING WEST BRANCH POLICE DEPARTMENT RESERVE POLICE OFFICER FORCE POLICY AND PROCEDURE.

WHEREAS, the City of West Branch Police Department is interested in developing a reserve program and updating its policies and procedures concerning the reserve program; and

WHEREAS, the policies and procedures include recruitment, selection, staffing, training and minimum requirements, duty assignments, duty procedures, uniforms and appearance and expectations, and off-duty conduct and procedures; and

WHEREAS, training and minimum requirements will be determined by a four-tier ranking system; and

WHEREAS, the recommendation and approval of the Police Chief will be required for reserve officers to progress through this four-tier system.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Cedar County, Iowa, that the City Council approves the adoption of the West Branch Police Department Reserve Police Officer Force Policy and Procedure.

Passed and approved this 15th day of April, 2013.



Mark Worrell, Mayor

ATTEST:



Matt Muckler, City Administrator/Clerk

SECTION 01
RESERVE POLICE OFFICER FORCE

POLICY: The Reserve Police Officer Force is authorized to supplement the staffing of the regular officers and employees, and will be governed by this and all Policies and Procedures adopted for the West Branch Police Department. Unless specifically addressed in this section, all policies and procedures for regular officers also apply to Reserve Officers. This policy shall not be in contradiction with West Branch City Code Chapter 31.

PROCEDURES:

A) General

- 1) Members of the Reserve Police Officer Force will be sworn in upon their acceptance to membership and completion of training. The taking of this oath does not give the newly sworn Reserve Police member full powers and authority of a sworn law enforcement officer.
- 2) The uniform prescribed for the Reserve Police Officer Force is as specified in **SECTION 107, UNIFORMS/GROOMING**, this Policy Manual.
- 3) The Chief of Police, or his/her designee, will serve as liaison between the department and the Reserve Police Force.
- 4) The staffing level of the Reserve Police Officer Force will be a maximum of four (4) Reserve Police law enforcement officers.

B) Recruitment/Selection/Staffing

- (1) Applications from persons desiring to become a Reserve Police Officer will be accepted on a continuous basis throughout the year and retained by the Chief of Police.
- (2) Once annually, or as needed to fill a vacant position, the Reserve Police Force Supervisor will process those applications on file and make appropriate recommendations to the Chief of Police pertaining to the selection of new Reserve Police officers for any open positions. The Supervisor of the Reserve Police Force shall be appointed by the Chief of Police.
- (3) Once a Reserve Officer is selected, appropriate basic training will be scheduled.
- (4) Newly selected Reserve Police officers waiting for basic training will be encouraged to ride with Officers in plain clothes, keeping in mind that they can take no law enforcement action.

C) Membership

- (1) Members of the Reserve Police Force will be classified as Patrol Reserve Police Officers and will perform those duties as defined in paragraph H.
- (2) Applicants who meet the following requirements, which are essentially the same as for regular law enforcement officers, will be considered for membership in the Reserve Police Force:
 - (a) Applicants must be 21 years of age.
 - (b) Must be a US citizen and a resident of Iowa. Must be a resident of Cedar, Johnson or Muscatine Counties.
 - (c) Must have a high school diploma, GED or equivalent.
 - (d) Must hold a valid Iowa license and be able to operate a vehicle with no mechanical adjustments to standard equipment.
 - (e) Must be of good moral character as determined by a thorough background investigation including a fingerprint search conducted of local, state and national fingerprint files and have not been convicted of a felony or a crime involving moral turpitude.
 - (f) Must not be opposed to use of force to fulfill duties
 - (g) Must not be addicted to drugs or alcohol and must submit to a drug screening.
 - (h) Must complete a physical fitness assessment per Iowa Law Enforcement Academy Standards.
 - (i) Must complete and submit a law enforcement officer application, personal history statement, and medical history questionnaire.
 - (j) Must be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
 - (k) Must be interviewed by the Chief of Police or his representative(s) to determine such things as motivation, appearance, demeanor, attitude and ability to communicate.
- (3) An interview of all applicants will be conducted by the Chief of Police or his representative(s). Applicants will be notified of the date, time and location of the interviews.

- (4) Applicants tentatively selected will be required to provide a copy of a recent (within the last year) medical examination showing satisfactory physical capability to perform duties as a law enforcement officer and. Medical standards include, but are not limited to, having uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement. Applicants must also have normal hearing in each ear (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer. Applicants may also be required to complete the MMPI psychological test. If the MMPI is required it shall be at the candidates expense.
- (5) Completed files, with the comments of the Reserve Police Officer Force Supervisor, will be sent to the Chief of Police for membership determination.
- (6) The West Branch Police Chief will interview all candidates.
- (7) The West Branch Chief of Police will make his recommendation to the Mayor.
- (8) All candidates will be notified in writing of acceptance or rejection of their application by the Chief of Police or his/her designee.

D) Training and Minimum Requirements

The required training and responsibilities of Reserve Officers will be determined by a four tier ranking system. Reserve Officers will be designated as: Reserve Officer I, Reserve Officer II, Reserve Officer III or Reserve Officer IIII. In order to be eligible for appointment to a higher rank, all requirements must be met, but simply meeting the minimum requirements does not entitle the Reserve Officer to a new rank. All decisions on advancement in rank are made at the discretion of the Chief of Police with recommendations from the Reserve Police Officer Force Supervisor and the Lead Reserve Officer. Any exceptions to the minimum training requirements must be approved by the Chief of Police. Additional training may be required at the discretion of the Chief of Police, the Reserve Police Force Supervisor or the Lead Reserve Officer. All training records, including copies of certificates, must be submitted to the Lead Reserve Officer for tracking and documentation purposes.

Reserve Officer I (Newly-Recruited Reserve Officers)

- Approved application of employment for the City of West Branch
- Clear Background check/fingerprints
- Passed physical and psychological evaluation
- Completed Physical Fitness Assessment
- Must have the recommendation and approval of the Chief of Police.
- Must be appointed by the Mayor and approved by the City Council.

Reserve Officer II

All of the following must be completed prior to appointment to Reserve Officer II

Pursuant to Iowa Code Section 80 D.7, Reserve Officers are not authorized to carry a handgun on duty until they have been appointed Reserve Officer II.

- Must complete Basic Volunteer Services Training Courses
- Must complete Basic First Aid/CPR Training
- Must complete Human Diversity Training
- Must complete basic traffic control training
- Must complete basic radio operations training
- Must complete Parking Enforcement Training
- Must pass exam on City Ordinances
- A minimum of 40 hours supervised training with a full-time certified Officer
- 8 Hours of Classroom Firearms Instruction
- 4 Hours of Range Firearms Instruction
- Passed firearms qualification (80% or Better on the Police Qualification Course)
- Completed training in Blood Borne Pathogens
- Completed training in Traffic Stops
- Completed in-house training in radio operations and communications procedures
- Completed training and passed exam on West Branch Geography (streets, businesses, public buildings etc.)
- Read and sign off on entire West Branch Police Department Policies and Procedures
- Must read and sign off on Reserve Officer Policy
- Must have the recommendation and approval of the Chief of Police.
- Must be sworn in.

Reserve Officer III

All of the following must be completed prior to appointment to Reserve Officer III

- Minimum of 100 total hours of supervised training, a minimum of 60 of which must be uniformed patrol
- Serve a minimum of 5 hours assisting and observing dispatchers at the Cedar County Communications Center
- Serve a minimum of 5 hours assisting and observing operations at the Cedar County Jail
- Minimum of 6 months as a Reserve II
- ILEA certified Reserve Law Enforcement Officer Certification
- Must have the recommendation and approval of the Chief of Police.

Reserve Officer IV

All of the following must be completed prior to appointment to Reserve Officer IV

- Minimum of 6 months as a Reserve Officer III
 - Must have the recommendation and approval of the Chief of Police.
- (1) Reserve Police recruits will be required to fire a score of 80% or above on the Police Qualification Course - Handgun before being sworn. Each recruit will be given 2 opportunities to qualify.
 - (2) Those recruits who are unable to qualify will be invited to remain active as a Civilian Citizen Volunteer. If that is not agreeable they will be removed from membership.
 - (3) Reserve Police recruits will be required to fire a score of 80% or above on the Police Qualification Course-Shotgun in order to be certified to carry a shotgun on duty. If a Reserve Officer passes handgun qualification, but is unable to pass shotgun qualification, they will not be allowed to use the shotgun.
 - (4) Detailed training records will be kept on each member showing satisfactory accomplishment of performance objectives.
 - (5) To remain active as an Reserve Police Officer, members will be required to qualify semi-annually at the firearms range by firing a score of 80% or above on the current handgun qualification course. If at the end of 6 months, an officer has not qualified, or after two unsuccessful attempts to fire a qualifying score of 80%, the member will not be allowed to continue as a Reserve Police Officer. At that point the member can either change to a Civilian Citizen Volunteer position or they will be removed from the membership.
 - (6) Specialized training may be provided as requested by the members of the Reserve Police Officer Force and as available.
 - (7) On-the-job training will be accomplished by working with regular officers on vehicle patrol.
- E) Probationary Status: All Reserve Police officers will serve a minimum one year probationary period. Following this one year period, a review board consisting of the Chief of Police, the Reserve Police Supervisor and a Patrolman Police will review the probationary officer's record and will either
- 1) approve the officer for permanent status,
 - 2) extend the probation period for a period determined by the review board,
 - or 3) terminate the officer.
- F) The Chief of Police, in conjunction with the Supervisor of the Reserve Police Officer Force will conduct an annual review of the performance of the Reserve Police Officer Force and determine if changes are needed in the organizational structure or personnel assignments.
- G) Service Requirement: A minimum of 120 hours of in-service time (e.g. training sessions, monthly meetings, patrol duties, administrative duties) is required each year. This will be accomplished by working

at least 10 hours of patrol or administrative duty per month. Members failing to meet this requirement without valid reason will be considered for inactive status.

H) Duty Assignments

- (1) Reserve Police Officer powers and authority are restricted by this department in that they are not authorized to work unless under direction of regular police officer nor are they authorized to exercise full powers of arrest unless under the direction of their assigned supervisor. Direct supervision is defined as being in communication with the full-time certified law enforcement officer by some form of immediate electronic form of communication. (i.e. cell phone, radio etc.) Defined by Iowa Code Chapter 80D.9 under Supervision of Reserve Officers. Reserve Officer's duty assignments are determined by rank as follows:

Reserve Officer I

- General clerical and administrative support
- Special event traffic control
- Plain clothes ride-a-longs with full time certified officers

Reserve Officer II

- All those conferred upon an Reserve Officer I
- Uniformed/Armed Patrol with a Certified Full-Time Officer Physically Present. Any exceptions, such as for the purposes of traffic control, must be approved by the Chief of Police or his/her designee.
- Fingerprinting
- General Parking Enforcement
- Animal Complaints
- Garbage and junk vehicle abatements

Reserve Officer III

- All those conferred upon an Reserve Officer II
- Patrol in vehicle alone while a full-time certified officer is on duty.

Reserve Officer IV

- All those conferred upon an Reserve Officer III
- Patrol in Vehicle alone while a full-time certified officer is on call and within 20 minutes driving time of West Branch.
- Authorized to conduct approved ride-a-longs with the knowledge and approval of the Chief of Police.
- No reserves shall be allowed to have ride-a-longs with civilians unless it is in the course of his duty.

A Lead Reserve Officer may be appointed by the Chief of Police to serve as coordinator of the Reserve Police

Force. To be eligible to be appointed Lead Reserve Officer, a Reserve Officer must be a Reserve III or Reserve IV.

Any Reserve Officer may be assigned by the Chief of Police or other Full-Time Regular Police Officers to the following types of assignments:

- Performing traffic control at designated locations for parades and special events
- Assisting at special events in the parks, downtown areas, sporting events or any other events which draw large crowds and require crowd and pedestrian control
- Assisting Regular Officers with investigations, performing stake-outs, undercover assignments, surveillance, security at crime scenes etc.
- Assist dispatcher in Communications Center
- Assist Officers/Jailers in Holding Facility
- Assist staff members with special administrative projects
- All Reserve Officers must make themselves available as resources to the department in case of emergency, natural disaster, civil disturbances, etc.
- In addition to all regular responsibilities each Reserve Officer III and above, will be assigned one special project per year which will allow them to utilize their unique skills and background for the betterment of the department and the community. The Reserve Officer is expected to demonstrate leadership with respect to their special project. Special projects will be chosen by the Reserve Officer with approval from the Reserve Police Force Supervisor and the Lead Reserve Officer.

I) Duty Procedures

- (1) Reserve Officers will report to and update regularly, the Lead Reserve Officer as to their availability and schedule.
- (2) Reserve Police officers reporting for duty will report to the on-duty Officer or on-call Officer, who will assign the officer to duty based on current need. Reserve Police officers will not report for duty unless they are physically and mentally prepared and capable to perform any duty assignment. Reserve Police Officers will not report to duty within 8 hours of having consumed alcohol and are subject to breath-testing with a result of no more than .000. Random alcohol and drug testing may be performed at any time.
- (3) Reserve Police officers will personally log in (10-41) and out (10-42) with the Cedar County dispatchers either via radio or telephone. They will also complete the Reserve Officer log-book for all hours worked.
- (4) Reserve Police officers will normally be notified 48 hours prior to any event where their services are needed, except in emergency situations.
- (5) Reserve Police officers will be expected to fulfill assignment commitments unless an emergency arises, in which case the on-duty or on-call Officer and the Lead Reserve Officer should be notified as soon as is practically possible.

- (6) Supervisors and regular officers working with Reserve Police officers are encouraged to submit to their supervisor any positive or negative comments pertaining to Reserve Police duty performance. These comments will in turn be referred to the Reserve Police Supervisor and Chief of Police.

J) Inactive Roster:

- (1) Reserve Police officers may be placed involuntarily or may voluntarily request in writing to be placed on an inactive status for:
 - (a) Reasons of health.
 - (b) Pursue education.
 - (c) Employment conflicts.
 - (d) Failure to satisfy service requirements.
 - (e) Reasons deemed appropriate by the Chief of Police.
- (2) Reserve Police officers will be allowed to remain in an inactive status for a period of six (6) months. At the end of that time the officer must return to active duty or resign, unless placed on the permanent inactive roster. Inactive officers will be required to turn in uniforms, equipment, weapon permit, badges, and ID cards.
- (3) Reserve Police officers will be placed on the permanent inactive roster at age 60 and may be allowed to perform limited non-street duty. Officers may request, in writing, a waiver of this requirement in which case the request will be reviewed by the Chief of Police and a decision made.

K) Uniforms and Appearance and Expectations:

- (1) Uniforms for Reserve Police officers are prescribed by **SECTION 107, UNIFORMS/GROOMING**.
- (2) Reserve Police officers will not carry an off-duty gun unless they have a valid and current concealed weapons permit obtained under current state law.
- (3) Reserve Police Officer's police powers and arrest authority are limited per Iowa Code to times when the Officer is on-duty. Reserve Officers should not attempt to take police action when they are not on duty.
- (4) Reserve Police officers who issue a citation, make an arrest or assist an officer at an incident or arrest must be aware that their testimony may be required in court and that they are subject to subpoena in any case. As well, supplemental reports and statements must be provided upon the request of Attorneys and other law enforcement officers.
- (5) In the eyes of the public, Reserve Police officers on-duty are viewed as regular law enforcement officers and their conduct must at all times be totally professional. Just as regular law enforcement officers are held by the community to a higher standard of off-duty conduct, so will be Reserve Police officers.

L) Injury on Duty:

- (1) Reserve Police officers are covered by the worker's compensation system.
- (2) Reserve Police officers injured on duty will report to their supervisor, and if medical treatment is necessary will report to the hospital for examination.

- (3) Reserve Police officers will be required to complete any and all paperwork related to injuries in a timely manner, including a "Employee Report of Injury" form.

M) Termination: Reserve Police officer appointments may be terminated by the Chief of Police for cause.

O) Equipment

Equipment Issued by the Department

All department-issued equipment remains the property of the Police Department and must be returned if the Officer leaves the Department for any reason.

- 1) State-Issued City Employee Identification Card
- 2) 1 Pair Uniform Pants
- 3) 1 Short-Sleeve Uniform Shirt
- 4) 1 Long-Sleeve Uniform Shirt
- 5) Badge
- 6) Name Plate
- 7) Collar Brass
- 8) Radio/Microphone/Earpiece
- 9) Belt Radio Holder
- 10) Video Microphone
- 11) Rain Jacket
- 12) Reflective Safety Vest
- 13) Handgun Duty Ammo (only .40 caliber ammunition will be provided, if another caliber is used, the Reserve Officer will be required to provide their own ammunition which must be approved by the department).
- 14) Taser, if certified in its use, Reserve Officers will share a taser which must be locked up in the Police Department when not in use.

Equipment Provided by the Reserve Officer

Reserve Officers are encouraged to contact the Lead Reserve Officer prior to purchasing any equipment to determine if there are ways to defray some of the costs. The Police Department recognizes the high cost of the equipment and will provide support for Reserve Officers in finding ways to reduce that cost such as purchase programs, used equipment, law enforcement discounts, grant programs and the use of Reserve Officer funds if available.

Required:

- 1) Duty Handgun: Must Be Semi-Automatic in Caliber 9mm or larger (.40 Caliber Recommended). Must pass armorer's inspection and be approved by the Chief of Police.
- 2) Total of three duty magazines. Must be approved by the Chief of Police along with the handgun.
- 3) Magazine Holder

- 4) Handgun Holster: Must be at least Level II Retention and must be approved by the Chief of Police.
- 5) Inner and Outer Duty Belt
- 6) Double-Locking Chain Handcuffs
- 7) Double-Locking Hinged Handcuffs
- 8) Double Handcuff Holder
- 9) Handcuff Key
- 10) Taser Holster (If Certified)
- 11) Duty OC Spray (If Certified)
- 12) OC Spray Holder (If Certified)
- 13) ASP Baton (If Certified)
- 14) ASP Baton Holder (If Certified)
- 15) Belt Flashlight
- 16) Flashlight Holder
- 17) Boots or other Approved Footwear
- 18) Body Armor

Recommended:

- 19) Pouch for Protective Gloves
- 20) Belt Key-Holder
- 21) Weapon Light for Handgun
- 22) Night Sights for Handgun
- 23) Duty Bag

P) Reserve Officer Duty Status

There are 3 possible duty statuses for Reserve Officers. Reserve Officers should advise the Lead Reserve officer of their schedules and availability and of any necessary changes to the schedule. If no other information is available, the Reserve Officer will be considered off duty.

On Duty

Reserve Officers are considered on duty when **all** of the following conditions are met:

- The Reserve Officer has informed the Chief of Police, the Reserve Police Force Supervisor, or any other Full-time certified Police Officer who is an employee of the West Branch Police Department that they will be on duty.
- The Reserve Officer is either within the corporate city limits or has received specific permission to work outside the Corporate City Limits or has been dispatched to a location outside the corporate city limits.
- The Reserve Officer has personally announced their on-duty status (10-41) with the Cedar County Sherriff's Department dispatcher via radio or telephone.
- The Reserve Officer is in direct supervision of a full-time certified peace officer. Direct supervision, as defined by Iowa Code Chapter 80D.9 is being in communication with the full-time certified law

enforcement officer by some form of immediate electronic form of communication (i.e. cell phone, radio etc.).

- The Reserve Officer has filled out the Reserve Officer log book.

Available:

Reserve Officers are considered available when **all** of the following conditions are met:

- The Reserve Officer is available and able to safely respond to emergency calls and requests for assistance by any on-duty West Branch Police Department Officers.
- The Reserve Officers is within 30 minutes drive of the West Branch Corporate City Limits

Off Duty (Unavailable):

Reserve Officers are considered off duty when **any** of the following conditions exist:

- The Officer fails meet all of the conditions of either of the other two statuses
- The Officer is out of the area (further than 30 miles away from the West Branch Corporate City Limits)

Off Duty Conduct and Procedures

Per Iowa Code Chapter 80D, Reserve Police Officers' Police Powers including powers of arrest are limited to times when they are "in actual performance of official duties". If the Reserve Officer is not "on duty" per this policy and "in actual performance of official duties" per Iowa Code, the Reserve Officers will not exercise or attempt to exercise police powers or any other authorities beyond those granted to an ordinary citizen. Reserve Officers will not wear their uniform or badge unless they are "on duty" as defined by this policy. Reserve Officers are allowed to wear their uniform and badge when traveling to/from their work assignments. When not on duty, as defined by this policy, Reserve Officers will not be authorized by the department to carry weapons unless they have current, valid weapons permit issued under then-current state law.

Uniform Policies

Generally, Reserve Officers when on duty will wear the prescribed and issued uniform per current policy. There are times, however, when it is necessary to not be in uniform while on duty:

- Plain Clothes Assignments
 - Permission must be granted by the Chief of Police to complete an assignment in plain clothes. Requirements for these assignments will vary depending on the nature of the assignment and will be described by the Chief of Police.
- Administrative work at the Police Department
 - It is not necessary for a Reserve Officer to be in uniform if they are simply performing administrative duties at the Police Department. If, however, the Reserve Officer wishes to carry their handgun exposed to view, if authorized to do so, they will display their badge in a conspicuous place (typically on their belt near their holster or on a chain around their neck).
- Court Appearance Wearing and Suit and Tie as opposed to uniform

- When it is necessary to appear in court and the Reserve Officer prefers not to wear their uniform, they are to wear a suit and tie. Reserve Officers are allowed to carry their handgun either concealed or exposed. If they choose to carry their handgun exposed, they must display their badge in a conspicuous manner.
- Emergency/Request for Assistance
 - In Emergency situations, it may not be possible for the responding Reserve Officer to be in full uniform. In these situations, however, the Reserve Officer should be clearly identifiable as law enforcement officers by wearing a distinctive armband, jacket, T-Shirt or some other indicator of office. These items should be approved in advance by the Department.