

San Diego Police Department Reserve Operations Manual



2019



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Section 1 Introduction

1.1 MISSION STATEMENT

The mission of the San Diego Police Department Reserve Unit:

- A. To augment the department's regular force through the strategic deployment of sworn reserve police officers in a variety of assignments.
- B. To provide each member of the reserve unit the opportunity to use individual education and career expertise to enhance the department's level of service to the community.

1.2 RESERVE POLICE OFFICERS - DEFINED

California Peace Officer Standards and Training (POST) recognizes three separate and distinct categories of reserve police officers as outlined in section 832.6 PC:

Level I Reserve Officers: May perform general law enforcement duties alone. The entry-level training requirement for Level I reserve officers appointed after January 1, 1997 is the POST Basic Course. The requirement for the Basic Course may be completed by graduation from Modules A, B, C and D under the previous POST training standard or Level I Training under the new training standard. A minimum of 24 hours of POST Continual Professional Training is required every two years.

Level II Reserve Officers: May perform general law enforcement duties under the immediate supervision of a Basic Course graduate or the limited support duties of a Level III reserve officer without immediate or proximate supervision. The entry level training requirement for Level II reserve officers appointed after January 1, 1997 is Module A and B under the previous POST training standard or Level II Training under the new training standard. A minimum of 24 hours of POST Continual Professional Training is required every two years.

Level III Reserve Officers: May perform limited support duties such as traffic control, security at parades and sporting events, prisoner and evidence transportation, parking enforcement and other duties that are not likely to result in physical arrests while working in the approximate vicinity of a Level I reserve officer or Basic Course graduate. The entry level training requirement for Level III reserve officers appointed after January 1, 1997 is Module A under the previous POST training standard or Level III Training under the new training standard. There is no requirement for POST Continual Professional Training.

1.3 DEPLOYMENT OF SAN DIEGO POLICE RESERVE OFFICERS

The Reserve Unit of the San Diego Police Department is currently comprised of only Level I reserve officers.

Reserve officers are sworn police officers with the same duties and abilities as a full-time police officer when they are on duty or performing an authorized assignment. Reserve officers should be utilized wherever full-time officers are assigned and should not routinely be relegated to prisoner processing or transportation details.

Division captains may directly solicit their assigned reserve officers to work a variety of uniformed and plainclothes assignments depending on the needs of the division or the Department. Such details might include, but are not limited to, beach teams, crime suppression details, etc.

Any Commanding Officer may request a specific reserve officer (meeting the criteria set forth in section 4.1) to work an investigative or special assignment. Such requests should be made in writing to Reserve Administration. Requests will specify the nature and expected duration of the assignment.

Level I reserve officers may perform general law enforcement duties alone or with another Level I reserve officer. They may work in any assignment with a Captain, Lieutenant or Sergeant's approval with the exception of a primary beat unit.

Level II reserve officers may work only under the immediate supervision of a POST Basic Course graduate when performing general law enforcement duties. Level II reserve officers may perform the limited support duties of a Level III reserve officer without immediate or proximate supervision.

The San Diego Police Department does not utilize Level II or Level III reserve officers.

1.4 ORGANIZATIONAL CHART

The Reserve Captain (Lieutenant in the absence of a Captain) will report to the Sergeant in Volunteer Services Administration.

The Reserve Lieutenant manages the Reserve Sergeants. The Reserve Sergeants are responsible for supervising the Reserve Officers.

Reserve Officers are assigned to patrol and special unit sergeants throughout the Department for day-to-day supervision.

Section 2 Training

2.1 RESERVE FIELD TRAINING PROGRAM

All new reserve officers will be assigned to the Volunteer Services Administration Sergeant and begin the field training program. Field training includes a minimum of 400 hours working with a Field Training Officer (FTO). Under no circumstances should the field-training program take longer than one year to complete.

Probationary reserve officers must successfully complete all critical tasks and pass the Department Policy and Procedures examination. Probationary reserve officers are not permitted to participate in special details during the field-training program.

2.2 ASSIGNMENT AND ADDITIONAL TRAINING REQUIREMENTS

Upon completion of the field-training program, probationary reserve officers will be assigned to a squad within an area command based on the geographical area of residence and the staffing requirements of the divisions.

When full time SDPD Supervisors become reserve officers, they may after two years service, be assigned to, or work the command where they were a full-time supervisor upon review and approval of the Volunteer Services Administration Captain.

Probationary Level I reserve officers are required to complete an additional 300 hours at their assigned division by working with a full-time officer, performing the full range of law enforcement duties. Upon the completion of the entire 700-hour training program, reserve officers shall be considered fully qualified to perform the duties of their respective positions.

2.3 ADVANCED OFFICER TRAINING

POST requires a minimum of 24 hours of Continual Professional Training for all reserve officers every two years. This training will occur during Advanced Officer Training (AOT) conducted by the San Diego Regional Police Academy. (Formerly ROT)

Reserve officers are required to sign up and attend this training on the same schedule as full time officers. Reserve officers will be allowed to attend AOT in daily blocks if necessary. The Department may mandate training in addition to AOT as necessary.

The Reserve Sergeants and ultimately the Reserve Administration Coordinator are responsible for tracking and ensuring that all Reserve Officers are compliant and attend AOT. If a Reserve Officer is not in compliance, they will not be allowed to work until they complete the required training.

2.4 FIREARMS QUALIFICATIONS

Reserve personnel shall qualify with firearms on the same schedule as full-time officers. In accordance with Department Procedure 1.5, reserve personnel who fail to attend the regularly scheduled qualification shoot will be relieved of field duties until the qualification is completed.

Failure to attend the regularly scheduled qualification shoot will result in a written warning on the first offense and a reprimand on the second offense within a calendar year. Also, in accordance with Department Procedure 1.5, reserve personnel are required to demonstrate familiarity and proficiency with the duty weapon and department shotgun prior to returning from duty from an extended absence or injury.

An extended absence is defined as an absence from duty, for any reason, for a period of 90 or more consecutive days. "Injury" includes any injury that might impair any member's ability or proficiency with the duty weapon and shotgun.

The Reserve Sergeants and ultimately the Reserve Administration Coordinator are responsible for tracking and ensuring that all Reserve Officers are compliant and attend quarterly qualification shoots. If a Reserve Officer is not in compliance, they will not be allowed to work until they complete the required shoot.

2.5 ATTENDANCE AT RESERVE UNIT MEETINGS

All reserve personnel are required to attend scheduled unit meetings. Reserve personnel who are unable to attend the unit meetings must notify their supervisor in writing prior to the scheduled date. Reserve supervisors will forward the written request to the Reserve Administration Officer within ten days after the meeting date. Unexcused absences may result in disciplinary action.

2.6 RESERVE OPERATIONS MANUAL

Major additions, deletions and changes to the Reserve Operations Manual may only be made with the approval of the Volunteer Services Captain, the Department Legal Advisor and the Assistant Chief of Patrol Operations.

Section 3 Reserve Administration

3.1 RESERVE ADMINISTRATION OFFICER

The Reserve Administration Officer is the coordinator for the San Diego Police Reserve Unit and shall have the following areas of responsibility:

Program Administration: The Reserve Administration Officer should be the department expert on the reserve program and act as a liaison between the reserve unit and Department Command Staff. The reserve administration officer should promote a positive image of the reserve unit, and handle both internal and external requests for additional assistance.

Required Inspections: The Reserve Administration Officer will assure inspections are conducted in accordance with the Department's Inspections Guidelines.

Training: The reserve administration officer is responsible for coordinating all training for the reserve unit to ensure that POST Continual Professional Training standards are met. The reserve administration officer shall also schedule field training for reserve trainees with the Field Training office.

Recruiting: Working with the Department's Recruiting Unit the Reserve Administration officer should act as a liaison between the department and local training academies to coordinate presentations and promote the selection of the most viable candidates for the Reserve Unit.

Networking: The Reserve Administration officer should also periodically contact reserve coordinators at other agencies and POST for the purpose of keeping abreast of changes that might have an impact on the Reserve Unit.

The Reserve Administration officer reports to the Volunteer Services Administration Sergeant, who reports to the Volunteer Services Administration Lieutenant.

3.2 RANKING RESERVE OFFICERS

Ranking reserve officers will include those reserve officers having the authority to carry out reserve policies and to administer and supervise reserve officers at the divisions and special details. All ranking reserve officers are named below in descending rank order:

- Reserve Captain
- Reserve Lieutenant
- Reserve Sergeant

A ranking reserve officer shall exercise the authority of the position under all conditions that require the use of such authority in the best interests of the reserve unit and the San Diego Police Department. Although a ranking officer is assigned to a particular Division, rank authority is applicable across the reserve unit. All ranking reserve officers are expected to take appropriate action in situations requiring supervision within the Reserve Unit.

3.3 COMMANDING RESERVE OFFICERS

Commanding reserve officers include the reserve captain and the reserve lieutenant. The reserve command staff is in charge of all activities within the reserve unit. The authority of the reserve command staff extends solely within the reserve unit.

3.4 SUPERVISORY RESERVE OFFICERS

Supervisory reserve officers are ranking reserve officers holding the rank of reserve sergeant. They are assigned by the reserve administration officer to supervise a squad within a Patrol or Investigative Command, or a specialized function within the reserve unit. The authority of reserve supervisory officers extends solely within the reserve unit.

3.5 STAFF RESERVE OFFICER AND/OR SERGEANT

The Reserve Administration Officer may appoint a reserve officer or reserve sergeant to assist with the coordination of their duties as outlined in Section 3.1 of this manual. The reserve staff officer or reserve staff sergeant shall perform in accordance with the duties and goals of the Reserve Administration Officer.

3.6 ABSENCE OF RANKING RESERVE OFFICER

Ranking reserve officers that are absent from their assigned duty will designate a standing replacement to act in their capacity. The ranking reserve officer will notify the Reserve Administration officer of the designated replacement.

3.7 CHAIN OF COMMAND

The chain of command shall be preserved in order to maintain principles of good administration. Rank generally shall not be bypassed. The Reserve Administration Officer shall disseminate all information, via the chain of command, which is pertinent to the smooth and orderly function of the reserve unit. Ranking reserve officers shall also keep their subordinates informed in all matters pertaining to their position.

3.8 RESERVE PERSONNEL FILES

- A. All reserve personnel files are maintained in the Volunteer Services Administration Office. Reserve divisional files are maintained at the command where the reserve is assigned. Reserve officers wishing to review their own personnel files and supervisor's wishing to review subordinate files may do so only after contacting the reserve administration officer. Prior to viewing a personnel file, the requester must sign a log, stating their name, the date and the reason for viewing the file.
- B. A reserve officer has the right to review his or her own personnel file at any time.
- C. Reserve officers are entitled to review copies of all documents pertaining to discipline. All documents will be reviewed and initialed by the reserve officer prior to being placed in the personnel file.
- D. The following documents will be purged from the divisional files after one year:
 - 1. Documented Counseling (written warnings)
 - 2. Inspection/Discrepancy Reports
 - 3. Transfer Requests
 - 4. Informal and Citizen Commendations
- E. The following documents will remain part of the reserve officer's permanent file, and will not be purged:
 - 1. Reprimands/suspensions
 - 2. Formal commendations
 - 3. Supplemental performance report
 - 4. Leave of absence requests
 - 5. Weapon approvals
 - 6. All documents related to demotions or terminations.
- F. All documents relating to medical conditions, including injury forms will be maintained in a separate file by the medical assistance unit. Items from this file will not be purged.
- G. The Reserve Administration Officer is responsible for maintaining reserve personnel files. The Reserve Administration Officer is the only person authorized to purge files with the exception of divisional files, which may be purged by the assigned patrol/investigative supervisor. All purged documents will be returned to the reserve officer. A log indicating the date and name of the person who purged the files will be kept in the personnel file.
- H. All reserve training records and certificates will be maintained in a separate training file at the In-Service Training Office.

- I. The Background Investigations Unit will maintain all backgrounds investigations material.

Section 4 Promotions/Special Assignments

4.1 PROMOTION REQUIREMENTS

Promotion to the rank of reserve sergeant will require a minimum of four years as a non-probationary Level I reserve officer after the completion of the entire 400-hour field training program.

The applicant must have performed at a satisfactory or above rating in the last two annual performance evaluations. Applicants with pending or current discipline will not be considered for promotion. Applicants must submit a Reserve Promotion Application Form, see attached.

4.2 PROMOTION TO SERGEANT

The reserve administration officer will determine eligibility and interview dates.

The oral interview board will consist of the Volunteer Services Administration Sergeant and may include up to two other board members at the discretion of the Reserve Administration Sergeant.

Promotion will be made from an eligibility list established after completion of an oral interview. The eligibility list will be in effect for two years.

4.3 REMOVAL FROM ELIGIBILITY LIST

The Volunteer Services Administration Sergeant may remove any reserve officer who is placed on the promotional eligibility list for good cause. Good cause shall include any subsequent disciplinary action that makes the person unsuitable for promotion from that list. A reserve officer who is so removed may appeal the decision by notifying the Volunteer Services Administration Sergeant in writing within 15 working days of such removal. If an appeal is made, the reserve officer will be permitted an opportunity to present his/her case to the Volunteer Services Administration Lieutenant either in person or in writing. The decision of the Volunteer Services Administration Lieutenant shall be final.

4.4 SPECIAL ASSIGNMENTS

Any Commanding Officer may request a reserve officer to work an investigative or special assignment such as Vice, Narcotics, Gangs etc. Reserve officers wishing to work such an assignment may do so providing the following conditions are met:

- A. Requests must be submitted to the Reserve Administration Officer. These requests must specify the nature and duration of the assignment.
- B. The reserve officer must have a minimum of four years as a non-probationary Level I Reserve Officer at the completion of the 400-hour field-training program or be a retired

Police Officer II with at least 4 years of full-time service.

- C. The reserve officer must not have any active or pending discipline.
- D. The reserve officer will request the full-time supervisor of the special assignment to provide input to the Volunteer Services Administration Sergeant.
- E. The reserve officer will continue to report their hours to their reserve supervisor and will be required to attend all reserve training and meetings.
- G. The reserve officer must be in good standing as determined by the Reserve Coordinator.

Section 5 BASIC EXPECTATIONS

5.1 LEVEL 1 RESERVE POLICE OFFICERS

Reserve officers report to a reserve sergeant and are expected to work in a uniformed law-enforcement capacity and provide support to their assigned division. Non-probationary reserve officers may also provide assistance at special events as outlined in Section 9.0 of this manual. All reserve officers are expected to:

- A. Attend the scheduled reserve meetings. Notify their reserve sergeant in writing prior to the reserve meeting if a conflict exists.
- B. Keep their reserve sergeant aware of work availability pertaining to vacation, school and holiday schedules. At least once a month, contact their reserve sergeant.
- C. Notify their reserve sergeant and the Volunteer Services Administration Sergeant within 24 hours of any change in telephone numbers, address, etc.
- D. Enter hours on Better Impact System
- E. Provide a monthly hour report on the approved form to their reserve sergeant by the fifth of the following month without exception.
- F. Complete minimum hour requirements.
- G. Keep the reserve office and reserve sergeant advised of any problems or incidents that occur on or off duty, which may relate to the position of reserve officer.
- H. Volunteer to meet the needs of the reserve unit as required, in addition to the minimum hour requirements.
- I. Maintain skill levels through a balance of special detail, training and field hours. Notify their reserve sergeant of any specialized training courses that have been completed.
- J. Maintain a current Department Policy and Procedures Manual and Reserve Operations Manual. And review Department orders and training bulletins.
- K. Reserve officers who cannot work a future assignment that they have accepted will make every effort to find a replacement. If a replacement cannot be found, the reserve officer must notify the officer in charge of the detail as soon as possible.

5.2 RESERVE SERGEANT

A reserve sergeant reports to a reserve lieutenant and is responsible for the direct supervision of the reserve officers within an Area Command or direct supervision of reserve officers on specific details. Reserve sergeants will coordinate with full-time officers on any special detail and ensure that reserve officers are used in a manner consistent with the reserve operations manual and Department guidelines. Reserve sergeants are expected to:

- A. Contact the reserve lieutenant as needed.
- B. Keep the reserve lieutenant advised of any problems that are affecting the reserve officers at their area command.
- C. Be responsible to see that all orders or requests are promptly executed.
- D. Routinely assume supervisory assignments in special details unless otherwise directed by a full-time officer in charge of the detail. Evaluate the detail for any changes in the contingency plan. Monitor the performance of the assigned reserve officers.
- E. Reserve sergeants must maintain accurate squad records. These records will contain detail assignments, officer participation, officers' monthly time sheets, AOT and qualification shoot attendance and any other pertinent data such as counseling or corrective interview sessions with your officers. Records must be forwarded to the Volunteer Services Administration Sergeant.
- F. Provide a written monthly hour report for their squad to the reserve office by the seventh of each month. Approve each reserve officer's monthly hours, prior to submitting them to the reserve office.
- G. Initiate corrective action for squad members failing to meet monthly minimum hour requirements.
- H. Obtain and issue new equipment and supplies to reserve officers at your division.
- I. Attend reserve supervisor's meetings as scheduled. Reserve supervisors that are not able to attend the supervisor's meeting will designate a replacement from their squad to act in their capacity.

5.3 RESERVE LIEUTENANT

The reserve lieutenant reports to the reserve captain and makes personnel assignments with the approval of the reserve captain.

The reserve lieutenant acts as a liaison with full-time lieutenants when reserve personnel are requested and gives direction to subordinate personnel. The reserve lieutenant is expected to:

- A. At least once a week, contact the reserve captain.
- B. Keep the reserve captain advised of any problems that are developing with your squad personnel or any problems affecting the reserve officers at your area command.
- C. Be responsible to see that all orders or requests be promptly facilitated.
- D. Do not routinely assume non-supervisory assignments in special details unless otherwise directed by full-time officer in charge of the detail. Evaluate the detail for any changes in the contingency plan. Evaluate and monitor performance of the reserve sergeants and officers assigned.
- E. Ensure that your sergeants maintain accurate records.
- F. Maintain a current roster of the Reserve Unit and distribute an updated version as necessary.
- G. Act as a liaison between the Department and the San Diego County Reserve Commander's Association.

5.4 RESERVE CAPTAIN

The reserve captain reports to the reserve administration, makes personnel assignments within units, and gives direction to subordinate reserve personnel.

The reserve captain has responsibility for all reserve personnel at each area command, and is expected to:

- A. Lead reserve supervisor's meetings: Arrive early to read mail, memos and other information so that the meeting starts on time. Have a written agenda prepared for the meeting and use it.
- B. Identify problem areas and recommend solutions to the reserve administration sergeant.
- C. Maintain information on upcoming details and other information, which may be needed during the normal operation of the reserve unit.
- D. Act as a liaison to the San Diego County Reserve Commander's Association.

Section 6 CCW PERMITS

6.1 CONCEALED WEAPONS OFF DUTY

Reserve officers may seek Department authorization to carry a concealed firearm if they meet the following criteria:

1. Receive a signed letter of authorization from the Chief to carry a concealed firearm.
2. Successfully pass the last Department quarterly shoot.
3. Maintain a minimum of 240 hours of Department service per year.
4. Meet the approval of the Volunteer Services Administration.

6.2 CCW PERMIT APPLICATION CRITERIA

Non-probationary reserve officers may request a CCW permit authorization letter by making a written request to the Volunteer Services Administration Sergeant via the reserve officer's chain of command. The applicant must meet the following criteria:

- A. Have completed the requirements to become a non-probationary reserve officer per section 2.2 of this manual.
- B. Maintain a minimum of 240 hours of service per year with a significant portion enforcement related.

After the Volunteer Services Administration Sergeant has determined that the reserve officer is qualified for a CCW permit authorization letter, it shall be drafted and forwarded to the Chief of Police for signature. The letter will then be given to the reserve officer so that he or she may apply for a CCW permit.

The Volunteer Services Administration Sergeant may deny CCW requests for good cause. The applicant may appeal the decision of the Volunteer Services Administration Sergeant in writing within fifteen calendar days. The Volunteer Services Administration Lieutenant will conduct all appeal hearings. Decisions of the lieutenant are final.

Upon the issuance of a CCW permit, reserve officers may carry a concealed firearm in compliance with the terms of the permit.

6.3 CCW ENDORSEMENTS

The Department shall endorse the identification card of any reserve officer who has met the standards and received a CCW authorization letter from the Department after the reserve officer has obtained a CCW permit. This endorsement shall only be valid in *conjunction with* the valid CCW permit and shall not supercede it. All identification cards and issued CCW permits will be reviewed annually to assure compliance.

6.4 HONORABLY RETIRED RESERVE OFFICERS

Pursuant to section 12027.1 (iii) P.C., reserve officers who have honorably retired after January 1, 1999 may obtain an authorization letter for CCW permit renewals by making a written request to the Volunteer Services Administration Sergeant. Such requests shall be granted upon a case-by-case basis.

6.5 DISPOSITION OF REQUESTS

Approved requests shall be kept in the reserve officer's personnel file.

6.6 CCW PERMIT REIMBURSEMENT

The San Diego Police Department will reimburse reserve personnel for all fees for new and renewal CCW permit applications. Reserve personnel seeking reimbursement for CCW permit fees shall submit a Petty Cash form and original receipt within ten days to the Reserve Coordinator. Fiscal management will coordinate reimbursement.

6.7 RETRACTION OF CCW PERMIT

Reserve officers who leave the San Diego Police Department, have been removed from the program, are considered not in good standing, or have not honorably retired will have their CCW permit retracted. It is the responsibility of the Reserve Coordinator to verify the CCW status of all reserve officers who leave the Department for any reason. Any wording or reference to the San Diego Police Department will be removed from any future CCW applications by the individual and the Sheriffs Department will be immediately notified of this change.

Section 7 RULES OF CONDUCT

7.1 DEPARTMENT POLICY

The San Diego Police Department Policies and Procedures Manual will apply to the San Diego Police reserve unit as sworn personnel, with the following exceptions:

- 1.19 Bi-Weekly Labor Cards
- 1.20 Overtime Compensation
- 1.32 Volunteers in Police (VIP) Program
- 5.13 Educational Incentive Pay
- 5.14 Tuition Reimbursement Program
- 5.16 Exceptional Merit Pay Plan
- 5.18 Discretionary Leave
- 9.1 General Duties - Paragraphs 2,3,4.
- 9.17 Reporting for Duty Policy - Paragraph 2.

7.2 PEACE OFFICER STATUS PER 830.6 PC

Each reserve officer shall have the status of a police officer and have the same powers as a full-time officer when on duty as defined in 830.6 P.C.

Reserve officers are “on-duty” when they are performing an authorized assignment. An authorized assignment includes any hours specified in section 8.0 of this manual.

7.3 OFF-DUTY STATUS

When not on duty, members of the San Diego Police reserve unit shall not have any power as a police officer.

If any off-duty reserve officer is summoned to assist a peace officer, pursuant to section 830.6 (c) P.C., the reserve officer has peace officer status for those tasks assigned and for those actions reasonably necessary to carry out those tasks.

7.4 OBEDIENCE

Members of the reserve unit shall promptly obey any lawful order issued by a ranking reserve officer or full-time police officer. Refusal of a reserve officer to accept an assignment change, except for an emergency reason will be grounds for disciplinary action.

7.5 EQUAL EMPLOYMENT OPPORTUNITY

All reserve officers are expected to adhere to the equal employment opportunity guidelines outlined in Department Procedure 5.03.

7.6 RESPONSIBILITY UPON OBSERVING VIOLATION OF POLICY

All ranking reserve officers are required to bring to the attention of their subordinates any violations of the Reserve Operations Manual or Department Policy and Procedures Manual, which come to their attention. In all cases where the violation does not require immediate attention and where the reserve officer in violation is not in the observing officer's chain of command, the information shall be forwarded to, and handled by the Reserve Administration Sergeant.

7.7 SUBPOENAS AND CITATION CORRECTION NOTICES

Subpoenas and citation correction notices will be sent to the reserve officer's assigned division and distributed to the reserve officer by the subpoena clerk at the area command or the regular supervisor of the reserve officer's squad.

Failure to appear will result in appropriate disciplinary action.

7.8 EMPLOYMENT

In accordance with Department Procedure 5.12, reserve personnel shall not be employed in any business that is not compatible with professional law enforcement.

7.9 RIDE ALONG PROGRAM

To assist in recruiting new reserve officers and promoting the program within the general public, Level 1 reserve officers are authorized to conduct citizen ride-alongs in accordance with Department Procedure 6.15 with the permission of a division patrol sergeant.

7.10 DMV CONFIDENTIALITY

Reserve officers are entitled to request DMV confidentiality of their home address. This will allow the reserve's home address, or that of his/her spouse and/or children to be made confidential except for inquiries from law enforcement and from the courts.

This may be accomplished by completing form INV 32, available from the Human Resources Division. Upon termination or resignation, form INV 32 must be filed with the DMV within 15 days to remove the request for confidentiality.

Honorably retired reserve officers are entitled to permanent DMV confidentiality by state law. The “retired” box should be checked on confidentiality requests initiated after a reserve officer retires.

7.11 USE OF CITY VEHICLES

Reserve officers may only use city vehicles while working patrol or when assigned to a special detail. City vehicles will not be used for travel to range practice, department qualification shoots or meetings/training unless approved in advance by the reserve administration sergeant or area command.

Reserve officers assigned to a detail outside their assigned division, may take a pool car and a radio from their assigned division with approval from a division patrol sergeant.

Section 8 RESERVE HOURS

8.1 METHOD OF REPORTING HOURS

Every member of the reserve unit is required to document each month's hours on the "Reserve Officer's Monthly Report" form. This form shall be turned into the officer's supervisor prior to the 5th of the following month without exception. Hour sheets that are not turned in on time may be recorded as "zero" hours worked for the reporting month. Failure to turn hour sheets in on time may result in disciplinary action.

Hour sheets must be turned in even if the officer did not work any hours in the reporting month. The sheet will simply indicate a zero hour worked and is necessary for record keeping purposes.

Each reserve sergeant is responsible for signing and turning in the original monthly hour report for all of his squad members to the Reserve Lieutenant no later than the 7th of each month without exception. All reports shall be completed pursuant to the instructions on each form.

8.2 MINIMUM HOURS

Each reserve officer is expected to work a minimum of 20 hours per calendar month. These hours will be completed in a uniformed patrol assignment at the reserve officer's assigned division. Additional hours may be completed in any capacity or at other divisions.

Reserve officers with a minimum of two years experience who are interested in working detective assignments may do so in lieu of the above requirements with the approval of their reserve sergeant and the reserve administration officer.

Ranking reserve officers also must meet the minimum monthly hour requirements.

Reserve personnel who are unable to meet their minimum monthly hour requirement must submit written documentation to their supervisor explaining the circumstances. Reserve personnel who fail to meet their minimum monthly hour requirement more than twice in a calendar year are subject to appropriate disciplinary action.

8.3 PATROL HOURS WILL INCLUDE

All hours worked in a uniformed field operations assignment, excluding detective assignments. Reserve officers receive 1.5 hours for each hour worked overtime and on city holidays.

8.4 DETECTIVE HOURS

Will include all hours working within a detective unit. Examples include, but are not limited to Vice, Gangs, Narcotics, Robbery, etc.

8.5 F.T.O. HOURS

All hours working with an F.T.O. in a regular patrol unit. This will usually only apply to reserve trainees while they are in the Field Training Program.

8.6 ADMINISTRATIVE HOURS

Reserve administration time. Each entry must be specific as to function and/or duty.

8.7 TRAINING

Training courses at the police academy when approved in advance by the Volunteer Services Administration Sergeant. Menu training courses or other department authorized training.

8.8 SPECIAL EVENTS

All City and department special events, including, but not limited to parades, street fairs, concerts, sporting events, and assistance to other law-enforcement agencies.

8.9 RANGE PRACTICE

Actual time spent practicing at the SDPD police pistol range.

Quarterly department qualification shoots completed as part of a monthly reserve meeting or accomplished during your patrol shift should be listed accordingly. If the shoot is completed off duty, it should be listed as range practice.

Range practice must be done with a department approved duty weapon, or back-up weapon that is used during your patrol shift.

If the department shoot is done while on duty, the hours spent at the range are included in the normal 10-hour shift and not added separately to the reserve hour's log.

8.10 RESERVE MEETINGS

Reserve Unit meetings, 4 hours minimum.

8.11 COURT

Actual court appearances, 4 hours minimum.

8.12 CALLBACK

All Department emergency call back (at 1.5 hours).

8.13 MAXIMUM HOURS

Reserve officers will not work more than one regular field shift per day, and there must be at least a nine-hour interval between regular field shifts. Emergency holdovers or overtime required by a regular shift (or special detail) is an exception to this rule.

8.14 TRAVEL TIME

Travel time to and from authorized assignments should be included in the hours for that assignment and will not exceed the time reasonably necessary for the reserve officer to travel directly to, and return directly from that assignment. Travel time will not be included in the 20-hour minimum requirement.

Section 9 REQUESTS FOR ASSISTANCE

9.1 NON-EMERGENCY REQUESTS

Requests for reserve assistance are usually received from two sources, internal and external.

- A. Internal requests for assistance may originate from any command within the San Diego Police Department. **Requests, in memorandum form, should be sent to the Volunteer Services Administration Sergeant two weeks in advance of the event.**
- B. External requests are generally routed through the Chief of Police, who forwards them to the Volunteer Services Administration Sergeant.

The Volunteer Services Administration Sergeant will review all requests for reserve assistance. Copies of the approved request will be mailed to the residence of each reserve officer if time permits. Telephonic notification is appropriate if there is insufficient time to notify reserve personnel by mail.

- A. **Internal Requests** - Reserve officers will follow the instructions on the memorandum. If they wish to work the detail, they will telephone the regular officer/sergeant in charge of the detail directly. No further notification will be necessary. The regular officer in charge of the detail will advise if reserve personnel are still needed or if the detail has been filled.
- B. Reserves should make a special effort to support the details at their assigned division.
- C. **External Requests** - Reserves receiving requests to work a special detail in another city must notify the Volunteer Services Administration Sergeant if they wish to work the detail.

9.2 EMERGENCY CALLBACK

Reserve officers may be called to active duty, via the Watch Commander, when an urgent or emergency situation requires additional manpower on short notice.

- A. A full callback is initiated by a ranking regular officer calling the Watch Commander's office. The Watch Commander will notify the Reserve Administration Officer. Information about the reporting location and number of personnel needed must be given on the first call. In the event of a full callback, the Volunteer Services Administration Lieutenant will be notified.
- B. An abbreviated callback may be initiated by a ranking regular officer at any area command, via the Watch Commander. The Volunteer Services Administration Sergeant must be called with specific information about reporting location and number of

personnel needed. When the detail is approved the Reserve Captain and Reserve Lieutenant will be notified. The Reserve Captain must notify his subordinate supervisors and begin a callback of personnel.

- C. A “standby” for reserve personnel may be initiated as described above, with the request specifying that reserve officers remain available at work or home in the event of actual need. This method is preferred whenever possible.
- D. In the event of a large-scale disaster or critical incident, it is very probable that telephone communications will be disrupted, or overloaded, and normal callback procedures will be infeasible. In that event:
 - 1. Off-duty reserve officers will immediately go to their assigned duty station without delay.
 - 2. If unable to reach their station, they are to go to the nearest police facility.
 - 3. Reserve officers will monitor local radio stations for emergency communications.

Section 10 UNIFORMS

10.1 UNIFORMS

Reserve officers shall carry, and/or have available uniform items as provided in the Department Procedure 5.10.

10.2 INSIGNIA OF RANK

Insignia of rank shall be in accordance with SDPD regulations.

10.3 SERVICE STRIPES

Service stripes shall be in accordance with SDPD regulations.

10.4 NAMETAGS AND TIE BARS

Nametags and tie bars shall be in accordance with SDPD regulations.

10.5 UNIFORM INSPECTIONS

Uniforms and equipment will be inspected at the direction of the Reserve Administration Officer.

10.6 UNIFORM REIMBURSEMENTS

After successful completion of the field-training program, reserve officers will receive an initial \$200.00 uniform allowance.

In each subsequent fiscal year, reserve officers who meet the 240-hour minimum annual hour requirement will receive a \$500.00 annual clothing allowance. Reserve Officers working 500 hours will receive a \$650.00 annual clothing allowance.

Only one clothing allowance check will be issued during a fiscal year. All clothing allowance checks will be mailed to the reserve officers.

As the uniform allowance is intended to maintain police uniforms, only those functions which require a uniform will be counted towards uniform allowance checks.

10.7 BADGES AND IDENTIFICATION CARDS

All reserve officers including trainees will be issued a San Diego Police Department reserve officer badge and ID card. Those officers who are promoted will be issued badges and ID cards commensurate with their rank. Retirement badges will be issued to those who meet the requirements for service eligibility retirement, see section 12.1. Reserve officers who have retired and were issued the original silver and gold badge may purchase the current badge (all gold) at their own expense, through the Volunteer Services Administration.

10.8 LOST OR DAMAGED PERSONAL PROPERTY

In accordance with Department Procedure 5.11, if personal property (i.e., watch, glasses, etc.) is damaged or lost while performing an authorized assignment, a claim may be filed against the City of San Diego. This can be accomplished in the following manner:

- A. Complete form RM-9 (claim against the city) and submit the completed form to the Volunteer Services Administration Sergeant. The forms are available in the Reserve Administration office and at each area command.
- B. The Volunteer Services Administration Sergeant or area command will submit the form to the City's Risk Management Department.
- C. All claims must be filed within six months of the incident or event.

10.9 EQUIPMENT LIST

The Volunteer Services Administration Sergeant will maintain an equipment list and update it at least twice each year. All issued equipment will be signed for upon receipt and returned. This equipment list will be maintained in the reserve officer's personnel file.

- A. Reserve Officers are not eligible to receive their department issued firearm upon retirement.

10.10 SERVICE AWARDS

Reserve Officers will be recognized for their service to the department beginning at their ten-year anniversary and for each five year period thereafter. A new name tag will be issued along with the Service Award selected from the *City Service Awards* form available through Human Resources. The Reserve Coordinator will provide the Reserve Officer with the form and will submit it for processing.

Section 11 INJURY / ILLNESS

11.1 INJURY/ILLNESS

The City of San Diego covers reserve officers for injuries or illness incurred while on duty.

11.2 ON-DUTY INJURY/ILLNESS

It is the responsibility of each reserve officer to immediately report any on-duty injury or illness, no matter how minor.

11.3 ON-DUTY INJURY REQUIRING MEDICAL ATTENTION

On-duty injury reporting and benefits are the same as for full-time officers. See Department Procedure 5.1 for additional information.

In all cases where the reserve officer requires medical attention, the following persons are to be notified immediately:

- Watch Commander
- Division Reserve Sergeant
- Reserve Administration Officer
- Field Supervisor

11.4 ON-DUTY INJURY NOT REQUIRING MEDICAL ATTENTION

On-duty injuries not requiring medical attention must be reported on the form RM-1568 (Minor Injury Report). These must be submitted to the area command where the reserve officer is working within 24 hours.

11.5 OFF-DUTY INJURY

Reserve officers, when injured off-duty or when sufficiently ill to preclude acceptance of assignments, shall notify their immediate supervisor as soon as possible.

A medical report indicating fitness for duty shall be given to the Volunteer Services Administration Sergeant for all injuries, which would preclude a reserve officer from accepting an assignment, and for all illnesses, which have had a life-threatening effect or other serious effect on the reserve officer's health. This report must be provided before the reserve officer returns to duty.

11.6 DEATH BENEFITS

As of January 1, 1984, reserve officers killed in the line of duty are eligible to receive death benefits under the California Worker's Compensation Bill (AB 684). According to the California Labor Code, the benefits as of January 1, 2006 are as follows:

Death Benefits (One dependent) - \$250,000

Death Benefits (Two dependents) - \$290,000

Death Benefits (No total dependents) - \$250,000

In addition, the Public Safety Officers Benefit Act, signed by the President on September 29, 1976, authorizes the Law Enforcement Assistance Administration to pay a \$250,000 death benefit to the eligible survivors of a public safety officer who died as the "direct and proximate result of personal injury sustained in the line of duty."

Section 12 LEAVE / RETIREMENT

12.1 RETIREMENT

Reserve officers will be eligible for retirement upon a case-by-case basis or meet one of the following requirements:

- A. Ten years of consecutive service. Time of service will be calculated from the date the reserve officer begins, not including any leave of absence(s).
- B. Medical retirement shall also require a minimum of ten years of service, but no such minimum shall be required if the medical retirement results from an on-duty injury.
- C. Mandatory retirement may be enforced when it is determined that a reserve officer can no longer meet the physical or medical requirements of the position.

12.2 DISABILITY

Reserve officers that become permanently disabled and can no longer perform the functions of a reserve officer may:

- A. Medically retire from the reserve program. Such a retirement will be granted at any level of service if the injury occurred on duty, and after 10 years of service if the injury occurred off duty.
- B. Resign from the reserve unit or transfer to the Volunteers in Police (VIP) program.

12.3 REQUIREMENTS UPON RESIGNATION OR TERMINATION

Reserve officers who resign or are terminated are required to:

- A. Return all department issued equipment within one week.
- B. If the reserve officer has resigned, the Volunteer Services Administration Sergeant will conduct a resignation interview.
- C. If the reserve officer has been terminated, a Notice of Appointment/Termination will be completed by the Volunteer Services Administration Sergeant. The original form (POST 2-114) will be sent to In Service Training and a copy will be placed in the individual's personnel file. In unusual circumstances, and with the approval of the Volunteer Services Administration Sergeant, this procedure may be scheduled during other than normal working hours.
- D. Retract CCW permit from Sheriff's office if applicable.

12.4 LEAVE OF ABSENCE

With approval of the Volunteer Services Administration Sergeant, leave of absence for a period of up to six months may be granted and any rank attained will be protected. Leave of absence for a period over six months, but less than one year, will permit the officer to be re-appointed, but with the loss of any rank obtained prior to the leave of absence. Any officer, who so lost rank, will be eligible to take the next examination available for the rank held prior to the leave of absence. Reserve officers returning from any leave of absence must qualify at the police pistol range prior to returning to normal duty. The Volunteer Services Administration Sergeant will also determine if/what other training must be completed. If possible, officers should attend training meetings during a leave of absence. **All department issued equipment must be turned in prior to starting any leave of absence.**

12.5 TEMPORARY INABILITY TO ACCEPT ASSIGNMENTS

Reserve officers who will not be available for any assignments for a period of five days or longer, must notify their immediate supervisor prior to the period of unavailability.

12.6 TRANSFERS

Any reserve officer may request a transfer to any division within the reserve unit. Transfer requests will be forwarded through the reserve officer's chain of command to the Volunteer Services Administration Sergeant. Requests for transfer will be honored based on the immediate needs of the department.

12.7 DISCHARGES

Reserve officers are held to the same standard as full time sworn officers by the public and the Department's Policies and Procedures Manual. It is imperative these officers remain up to date on all issues which effect patrol functions to retain their qualified status.

Any officers who are deemed "not in good standing" are subject to discharge from the reserve program. Patterns of behavior could include but are not limited to the following.

- Pattern of not working a minimum of 20 hours a month
- Pattern of missing Regional Officer Training
- Pattern of missing Quarterly department shoot qualification
- Pattern of missing all training mandated for full-time sworn officers
- Pattern of missing Subpoena and court testimony
- Pattern of missing scheduled reserve meetings.
- Pattern of not reviewing or updating Department orders and training bulletins

The Department has established standards of performance and training to ensure the welfare and safety of officers and the public. Consistent lack of adherence to these standards poses a serious threat to City Operations and will be reviewed on a case by case basis in determining the discharge status of any reserve officer.

Section 13 Discipline

13.1 POLICY

The San Diego Police Department believes in treating reserve personnel as mature, respected professionals. The Department wants them to understand the importance of their work and how much it is valued by the community and the Department.

The Department has established standards of performance and conduct that are reasonable, job related and nondiscriminatory. It is our expectation that all personnel will live up to those standards; thereby creating a reserve unit and an environment that is a source of pride to all.

On those occasions when it is necessary to discipline a reserve officer, the Volunteer Services Administration Sergeant will be guided by several objectives. The first is that discipline is intended to build morale and esprit de corps, and to strengthen organizational effectiveness and efficiency. It is NOT intended to tear down the reserve officer.

Other objectives of discipline include:

1. Reinforcing expectations.
2. Reinforcing the values of the Department.
3. Correcting unacceptable performance or conduct.
4. Improving performance.
5. Prevention of willful misconduct or gross negligence.

13.2 INITIATION OF DISCIPLINARY ACTION

Any ranking reserve or regular officer may initiate an investigation into misconduct by reserve personnel.

13.3 DISCIPLINARY ACTION INITIATED BY THE WATCH COMMANDER

The Watch Commander is empowered to temporarily suspend a reserve officer for good cause. The reserve officer's badge, identification card, and department issued firearm will be forwarded to the Volunteer Services Administration Sergeant with a detailed report of the incident. A reserve officer will accompany any regular ranking officer to the Watch Commander's office if necessary.

13.4 DISCIPLINARY ACTION INITIATED BY A RANKING FULL-TIME OFFICER

A ranking full-time officer who verbally counsels a reserve officer for minor misconduct which, in the ranking officer's opinion, should be brought to the attention of the Volunteer Services Administration Sergeant, should forward such information by means of form PD-951 (interoffice memorandum) briefly outlining the circumstances. The Volunteer Services Administration Sergeant will notify reserve officer's chain of command.

When a ranking full-time officer feels that more formal disciplinary action may be required, that officer will forward a detailed report to the Volunteer Services Administration Sergeant for review. The Volunteer Services Administration Sergeant will investigate the complaint.

13.5 DISCIPLINARY ACTION INITIATED BY A RANKING RESERVE OFFICER

Reserve supervisors are expected to correct minor misconduct by reserve officers with informal counseling. Should the misconduct continue, the Reserve Administration will be notified and the need for further corrective action will be discussed. The Volunteer Services Administration Sergeant will administer any discipline other than informal counseling after conferring with the effected officer's chain of command.

13.6 CITIZEN COMPLAINTS

- A. The divisional sergeant in whom the reserve officer is assigned will be responsible for investigating all Category II complaints when a reserve officer is the primary subject officer. Category I complaints will be investigated by Internal Affairs.
- B. All completed CCF investigations will be filed and maintained in the Internal Affairs section in accordance with Department Procedure 1.10.

13.7 FORMS OF DISCIPLINE

A. Informal Counseling

Counseling is a discussion between a supervisor and an individual for the purpose of advice and guidance to the individual. Counseling is to be used when an individual has committed an honest error.

Counseling is both a training and disciplinary tool and should be used to assist individuals to improve their performance by advising them of both positive and negative performance. Individuals should understand exactly what they should do to improve and, if appropriate, when improvement is expected.

B. Documented Counseling

Documented counseling is a discussion between a supervisor and a subordinate about specific problems with the individual's performance, which will be documented in a note of counseling.

C. Written Warning

The use of the written warning is limited to a specific incident or aspect of an individual's performance or behavior. The individual must be advised that, if the misconduct reoccurs, more serious action will ensue.

D. Reprimand

A reprimand is a more serious disciplinary action than a warning. It is used to document a specific incident of misconduct and notify the employee that any subsequent misconduct may result in more serious disciplinary action.

E. Supplemental Performance Report (Performance Development Plan)

A pattern of repeated misconduct that could not be corrected by counseling or warnings will result in an individual being placed on a supplemental performance report.

During this period, generally 6 months, the reserve officer's performance will be closely monitored. Failure to successfully complete the probation period will result in further disciplinary action including suspension, demotion or termination.

F. Suspension for Misconduct

The suspension of an individual for misconduct is used in response to a specific act of misconduct or an ongoing repetition of past offenses. Such suspension should be used to stress to an individual the seriousness of the misconduct and motivate needed changes.

G. Demotion

Demotion is the involuntary reduction of a reserve officer from a higher to a lower rank. Aside from termination, demotion is the most severe penalty that can be given. It will be used when circumstances indicate that less severe discipline or guidance will not correct the individual's performance difficulties. Only the Volunteer Services Administration Sergeant may demote a reserve officer with the concurrence of the Volunteer Services Administration Lieutenant.

H. Termination

Termination is the most severe discipline that can be received by reserve personnel. It should be used when circumstances indicate that less severe discipline or guidance will not correct the misconduct or incompetence. Frequently, termination will be used as a final step in resolving a history of misconduct or incompetence. Termination may be appropriate even for a first offense if the infraction poses a serious threat to City Operations, the welfare of coworkers, or to the public. The Volunteer Services Administration Sergeant may only terminate a reserve officer with concurrence of the Volunteer Services Administration Lieutenant.

I. Use of Disciplinary Records

Documented counseling, written warnings and reprimands will be considered for a period of two years when evaluating transfer requests and requests for specialized assignments. Supplemental performance reports, suspensions and demotions will be considered for a period of five years.

J. Discharge

Discharging should be used when circumstances indicate that less severe discipline or guidance will not correct the lack of adherence to procedures. The Volunteer Services Administration Sergeant may only discharge a reserve officer with concurrence of the Volunteer Services Administration Lieutenant.

13.8 APPEALS

- A. Documented counseling and written warnings will not be included in the appeal process. A reserve officer may, however, submit a written rebuttal and have it attached to the documented counseling or written warning. The rebuttal must be submitted to the Reserve Administration Sergeant within 15 working days of receipt of the discipline.
- B. Reprimands, supplemental performance reports, suspensions, discharges, demotions or termination may be appealed by scheduling an appointment with the Volunteer Services Administration Lieutenant. The reserve officer must contact the Volunteer Services Administration Lieutenant within 15 working days of receipt of discipline to schedule and appeal hearing date. Decisions of the lieutenant hearing the appeal will be final.

Section 14 RESERVE FORMS

Hour documentation for POST Certification - Used to document the 400 training hours required by the Field Training Program and the second three hundred hours working with a full-time officer.

Request for Transfer - Used to request a transfer to another command. This form is to go through the reserve officer's chain of command.

Request for Leave of Absence - Used to take a leave of absence. This form is to go through the reserve officer's chain of command.

Change of Address - Used every time there is a change in employment, home address, home and work phone numbers and workstation.

Application for Award of POST Reserve Officer Certificate - The Volunteer Services Administration Sergeant completes this form and sends it to POST with a copy of the academy graduation certificate to get the Level I POST certificate.

Notice of Appointment/Termination - The Volunteer Services Administration Sergeant completes this form for newly appointed reserve officers and for officers that retire, resign, pass away, are convicted of a felony or are discharged.

Change of Employment Form - To be filled out whenever employment changes.

Resignation Form - Every reserve officer who resigns will complete this form.

Reserve Hour Monthly Report - This form needs to be completed by all reserve officers and submitted to their supervisor by the 10th of each month.

Reserve Supervisor's Monthly Report - This form is completed by all supervisory reserve officers and submitted to the Reserve Administration Officer by the 15th of each month.

Emergency Notification Form - Documents emergency contact information for reserve officers.