

GENERAL ORDER, OPERATION, NUMBER 22
APRIL 3, 2001
WATERLOO POLICE DEPARTMENT

A. SUBJECT:

Waterloo Police Reserve Unit

B. PURPOSE:

To establish guidelines, policies and procedures for the Department Reserve Unit.

C. POLICY:

All employees shall comply with the following guidelines, policies and procedures.

D. PROCEDURES:

1. Staff:

- a. Reserve coordinator shall be assigned by the Chief of Police from the membership of the Department and shall be responsible to the Chief of Police for the supervision, training, recruitment and activities of the Police Reserve Unit.
- b. Reserve Captain shall be appointed by the Chief of Police upon recommendation of the Reserve coordinator and shall be responsible to the Reserve coordinator for the command, control and direction of Department Reserves. The duties of the Captain shall be to assist the Department in the enforcement of all laws and City ordinances in such a manner and at such times as directed by the Police Chief.
- c. Reserve Lieutenant shall be appointed by the Chief of Police upon recommendation of the Reserve coordinator and assist the Reserve Captain and supervise the Reserve Sergeants.
- d. Reserve Sergeants shall be appointed by the Chief of Police upon recommendation of the Reserve coordinator and shall serve as squad leaders for each squad of five (5) or more reservists as deemed necessary.
- e. The Reserve Captain, Lieutenant and Sergeants shall not wear any rank insignia nor have any operational supervision responsibilities except for Reserve Unit activity without Department employees present to provide orders or direction.

2. Membership:

- a. A "Reserve Officer" is a volunteer, nonregular sworn member of a law enforcement agency who serves with a salary of two dollars (\$2.00) yearly (from the city at the beginning of each fiscal year), has regular police powers while functioning as an agency's representative and participates on a regular basis in the agency's activities, including those of crime prevention and control, preservation of the peace and enforcement of the law.
- b. Membership shall not exceed that as approved by the Chief of Police.
- c. Membership in the Department Reserve Unit shall be determined upon standards established in Section 5. Recruitment, and approved by the Chief of Police.
- d. Applications for membership shall be certified by the Chief of Police upon recommendation of the Department reserve coordinator after satisfactory completion of the training standards.
 1. All standards and training requirements under Chapter 80D of the Iowa Code shall constitute the minimum standards for Police Reserve Officers.
 2. Reserve officers shall not carry a weapon for police purposes until the reserve officer has been approved and certified by the Iowa Law Enforcement Academy Council.
- e. All reserve officers shall satisfactorily pass a department-approved physical examination at their own expense and provide documentation thereof to the reserve coordinator prior to being appointed.
- f. Each reserve officer shall take an oath of office administered by the Mayor.
- g. Department reserve officers shall be considered employees of the city while they are performing Department duties as authorized and directed by the Chief of Police. However, they are not subject to the conditions of the Collective Bargaining Agreement of the Police Bargaining Unit nor can they derive and benefit from the Police Pension. They are not subject to the Civil Service provisions of the Code of Iowa. They shall receive a salary of two dollars (\$2.00) yearly from the city at the beginning of each fiscal year.
 1. Department reserve officers shall serve at the discretion of the Chief of Police. They may be removed and discharged from such position by the Police Chief who may consider

recommendation of the Department reserve coordinator, or others.

2. Routine disciplinary matters may be handled by the Reserve Unit Coordinator. If they are unable to resolve the problem, it will then be turned over to the Internal Affairs Section, with the final decision being made by the Chief of Police.

3. Equipment/Uniform:

- a. The city shall furnish all reserve officers with the following equipment and uniform items.

1. 1 reserve breast badge;
2. 1 reserve hat badge;
3. 1 ID card;
4. 2 police reserve patches;
5. Ammunition for weapon;

- b. Reserve officers must furnish, at their own expense, the following items. Items shall be replaced as needed to provide the minimum as listed from department approved suppliers.)

1. 1 - Pair of pants, navy blue;
2. 1 - Summer shirt, navy blue;
3. 1 - Winter shirt, navy blue;
4. 1 - Tie, black;
5. 1 - Jacket, navy blue;
6. Leather equipment: to consist of duty belt, handcuffs w/case, punch spray w/case;
7. 1 - Department approved firearm;
8. 1 - ASP Baton, 21"
9. 1 - Ballistics vest;
10. 1 - Helmet;
11. Name tags for shirts and jacket.

- c. During their hours of duty, members of the Police Reserve shall wear the uniform as prescribed by the Chief of Police.

- d. All property owned by the Department shall be returned to the reserve coordinator upon discharge, resignation or removal.

4. Policies:

- a. The Department reserves will adopt by-laws for the conduct of meetings and activities consistent with City ordinances, department policies, and the laws of the State.

- b. All reserve officers are subject to the Department Code of Conduct, Rules and Regulations, and such other regulations as established by the Chief of Police. Reserve officers shall be provided with copy of the same and all revisions.
 - c. All weapons shall be inspected annually and approved by the Department Armorer. The reserve coordinator shall maintain records thereof.
 - d. Reserve officers requesting a duty assignment with a scheduled patrol watch.
 - 1. Shall make prior arrangements to ride with the Watch Commander of the affected patrol watch.
 - 2. Reserve officers assigned regular street patrol duties shall be scheduled to ride with a regular sworn officer or another reserve officer who is a member in good standing and has completed his/her probationary period. All reserve officers must ride with a sworn officer or another reserve officer. No reserve officer can ride by himself/herself.
 - 3. Reserve officers may access the department's computer system, the department records section and criminal files as long as they are on duty at the time. Access to the aforementioned files shall be based on need required in the performance of the on duty reserve functions. Access to any of the aforementioned files while off duty, will have to be cleared by the Watch Commander.
 - 4. Reserve Officers shall not be assigned to follow-up investigatives of criminal cases.
 - e. Reserve officers may volunteer for and be assigned to work special events.
5. Recruitment:
- a. The Department Personnel Officer shall be responsible for overseeing the reserve unit officer recruitment/selection process.
 - b. An interview panel shall be established to evaluate the reserve officer applicants applying for the position and they shall recommend the most qualified. The panel shall consist of the reserve coordinator, the Department Personnel Officer and a Department officer.
 - c. Minimum standards for appointment:
 - 1. Officers shall be volunteers.
 - 2. Officers shall possess a valid Iowa Driver License.
 - 3. Officers shall be eighteen (18) years of age by the date of

- application deadline.
4. Must be a graduate of an accredited high school or possess an equivalency certificate (GED) by the date of the application deadline. Verification of GED or high school graduation will be required.
 5. Pass a physical examination by a licensed medical doctor of the City's choice prior to appointment to determine if an applicant is free from any physical, emotional or mental condition which might adversely affect performance.
 6. Physical requirements:
 - a. Vision must be at least 20/100 in both eyes, corrected to 20/20 in both eyes.
 - b. Normal color vision as determined by the American Optical Company, Pseudo Isochromatic Plate Test requiring correct identification of ten (10) out of fourteen (14) plates.
 - c. Have normal hearing in each ear. Hearing is considered normal when tested by an audiometer and hearing sensitivity thresholds are within 25 db measured at 1000 hz, 2000 hz, and 3000 hz averaged together.
 - d. Eyesight and hearing will be verified by a licensed practitioner of the City's choice prior to an applicant being appointed.
 - e. Drug Screen Test will be administered by a licensed practitioner of the City's choice prior to being appointed.
 - f. Hepatitis and TB Test are available to the applicant at their own expense.
 7. Must be a citizen of the United States.
 8. Does not have an alcohol or drug dependency.
 9. Is able to read and write the English language.
 10. Is of good moral character and has not been convicted of a public offense or a crime involving moral turpitude.

The Department reserves the right to make this determination through a background investigation including a fingerprint search.

11. Is not by reason of conscience or belief opposed to the use of force when necessary to fulfill his or her duties.

BY ORDER OF:

Thomas J. Jennings
Chief of Police