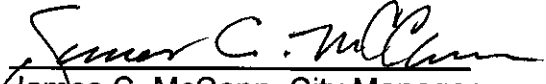


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Jonathan Mills – Chief of Police
DATE: February 19, 2008
SUBJECT: Calistoga Police Department Reserve Unit Program

APPROVAL FOR FORWARDING:


James C. McCann, City Manager

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REQUEST: Consideration of a proposal to reestablish the Calistoga Police Department Reserve Unit Program.

RECOMMENDATION: Receive proposal and provide direction as appropriate.

BACKGROUND/DISCUSSION: For most of its history, the Calistoga Police Department had an active Reserve Police Officer unit. Reserve Police Officers function as part-time Police Officers and work with regular full-time Officers in their daily patrol duties and special details such as traffic control, transportation, community events, parades and school events. The Reserve Police Officer unit was depleted in the 1990's primarily through hiring on as regular full-time officers.

The re-implementation of the Reserve Officer Unit would provide this department the opportunity to seek out and take on dedicated individuals who have an interest in community service and especially, to find within our own community, those with an interest in law enforcement and a desire to serve the City of Calistoga.

Reserve Officers are held to the same level of accountability as any other Police Officer as set forth in the department's policy and procedures manual. The training and performance of Reserve Officers will be regulated by the Reserve Unit guidelines.

Reserve Police Officers work on a volunteer basis. They earn training and experience as a result of their participation in the program. Once a Reserve Officer is fully trained that officer may be requested to work on a shift or a special detail.

FISCAL IMPACT: The use of Reserve Officers to supplement our existing work force would expand service to the community and off set some over-time costs. Funding of paid

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29 shifts for Reserve Police Officers would come primarily from special event reimbursements;
30 entities billed for police services, such as parades, the Fair, or motion picture filming.

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32 The City would provide Reserve Officers with a uniform and safety equipment. Uniform
33 expense is currently budgeted at \$650 per year per officer.

34
35 **ATTACHMENT:**

36 1. Reserve Unit Program Outline

Calistoga Police Department Reserve Unit Program Outline

Purpose and Scope

The Calistoga Police Department Reserve Unit is established to supplement and assist regular sworn Police Officers in their duties. This unit provides professional sworn reserve officers who can augment regular staffing levels.

Selection and Appointment

The Calistoga Police Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this department. All applicants shall be required to meet and pass the same pre-employment procedures as regular Police Officers before appointment.

Applicants who are accepted for appointment to the Reserve Unit shall, on the recommendation of the Chief of Police, be sworn in by the City Clerk and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their abilities.

Compensation for Police Reserve Officers

Reserve Officers shall be compensated as part-time employees when working a scheduled assignment. All other time will be on a volunteer basis.

Duties of Reserve Officers

Reserve Officers assist regular officers in the enforcement of laws and maintaining peace and order within the community. Assignment of Reserve Officers will usually be to augment line officers. Reserve Officers may be assigned to other areas within the Department as needed.

Policy Compliance

Police Reserve Officers shall be required to adhere to all departmental policies and procedures. A copy of the policies and procedures will be made available to each Reserve Officer upon appointment and he/she shall become familiar with these policies.

Whenever a rule, regulation or guideline in the manual refers to a regular full-time officer, it shall also apply to a sworn Reserve Officer unless by its nature it is inapplicable.

Reserve Officer Assignments

All Reserve Officers will be assigned to duties by the Reserve Coordinator or his/her designee.

Reserve Coordinator

The Chief of Police shall delegate the responsibility for administering the Reserve Officer Unit to a Reserve Coordinator.

The Reserve Coordinator shall have the responsibility of, but not limited to:

- A. Assignment of reserve personnel
- B. Conducting reserve meetings
- C. Establishing and maintaining a Reserve Officer call-out roster
- D. Maintaining and ensuring performance evaluations are completed
- E. Monitoring individual Reserve Officer performance
- F. Monitoring overall Reserve Program
- G. Maintaining liaison with other agency Reserve Coordinators

Field Training

Penal Code 8832.6(a)(2) requires level 1 Reserve Officers, who have not been released from the immediate supervision requirement, work under the immediate supervision of a peace officer who possesses a Basis P.O.S.T. certificate.

Each new Reserve Officer will be issued a Field Training Manual at the beginning of his/her training phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Calistoga Police Department. The Reserve Officer shall become knowledgeable of the subject matter as outlined. He/she shall become proficient with those skills as set forth in the manual.

New Reserve Officers will be assigned to a primary Training Officer. The primary Training Officer will be selected from the members of the FTO program and will work with the Reserve Officer during the first 160 hours of training (Phase 1). At the completion of this phase of training the Reserve Officer will meet with the Reserve Coordinator to evaluate the progress of the Reserve Officer's training. If the Reserve Officer has progressed satisfactorily, he/she will then proceed to a second phase of training (phase 2).

The second phase of training shall consist of 100 hours of additional on-duty training. The Reserve Officer will no longer be required to ride with his/her primary Training Officer. The Reserve Officer may now ride with any officer designated by the Reserve Coordinator and shift supervisor. During this training phase, the Reserve Officer's performance will be closely monitored and work will continue towards completion of the Field Training Manual.

At the completion of Phase 2 training, the Reserve Officer will return to his/her primary Training Officer for Phase 3 – a 24 hour evaluation period. During this period the Reserve Officer will be judged for suitability to graduate from the training program. If the Reserve Officer has progressed satisfactorily, he/she will then graduate from the training program. If his/her performance is not satisfactory, the Reserve Coordinator will decide upon the appropriate action to be taken.

When a Reserve Officer has satisfactorily completed all three phases for formal training, he/she will have had a minimum of 284 hours of on duty training. He/she will no longer be required to ride with a Training Officer. The Reserve Officer may now be assigned to

ride with any officer for the remaining 200 required hours of training. Upon completion of 484 hours of on duty training the Reserve Officer will be considered for relief of the immediate supervision requirement.

Supervision of Reserve Officers

Penal code section 832.6(a)(2) requires that a Level 2 Reserve Officer be under the immediate supervision of a regular sworn officer who possesses a POST certificate. Although a Reserve Officer may have attained the status of Level 2 Reserve Officer, this provision shall continue to apply unless special authorization is given which relieves the "immediate supervision" requirement.

Reserve Officers certified as Level 1, may with prior approval of the Reserve Coordinator and on approval of the Sergeant, be relieved of the "immediate supervision" requirement. Level 1 Reserve Officers may function under the authority of Penal Code section 832.6(a)(1) for the duration of the assignment or purpose for which the authorization was granted. In the absence of the Reserve Coordinator and Sergeant, the shift supervisor may assign a certified Level 1 Reserve Officer to function under the authority of Penal Code section 832.6(a)(1) for a specific purpose and duration.

Reserve Officer Meetings

All Reserve Officer meetings will be scheduled and conducted by the Reserve Coordinator. All Reserve Officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

Identification of Reserve Officers

All Reserve Officers will be issued a uniform badge and department identification card.

Uniform and Equipment

Reserve Officers are issued uniforms and safety gear by the department. All issued equipment will remain the property of the City of Calistoga, and shall be returned to the department upon the Reserve Officer's resignation or termination.

Reserve Officers shall conform to all uniform regulations and appearance standards of this department.

Investigation of Complaints

Any complaint made against a Reserve Officer may be investigated by the Reserve Coordinator, at the discretion of the Chief of Police.

Government Code section 3300 et seq. (Peace Officers' Bill of Rights) applies to Reserve Officers with the exception that the right to a hearing is limited to the opportunity to clear their name.

Reserve Officer Evaluations

During training Reserve Officers will be continuously evaluated using standardized daily and weekly observation reports. The Reserve Officer will be continued a trainee until all

of the required training phases have been completed. Reserves Officers will then be evaluated annually.

Firearms Requirements

Penal Code section 830.6(a)(1) permits qualified Reserve Officers to carry a loaded firearm while on duty. It is the policy of this department to allow reserves to carry firearms while on duty or to and from duty.

Concealed Firearms

No Reserve Officer will be permitted to carry a concealed firearm while in off-duty, other than to and from work, except those Reserve Officers who possess a valid Concealed Weapon (CCW) permit. If a Reserve Officer is assigned to a plain clothes detail he/she may be permitted to carry a concealed firearm for the duration of that assignment with the knowledge and approval of the supervisor in charge of that detail.

When a Reserve Officer has satisfactorily completed all three phases of training he/she may be issued a permit to carry a concealed weapon (CCW). The decision to issue a CCW permit will be made by the Chief of Police with input from the Reserve Coordinator and administrative staff. The Reserve Officers dedication to the program and demonstrated maturity, among other factors will be considered before issuing a CCW permit. Once issued, the CCW permit will remain valid only for as long as the Reserve Officer remains in good standing with the Calistoga Police Department Reserve Officer Program.

Reserve Officer Firearms Training

All Reserve Officers are required to maintain proficiency with firearms used in the course of their assignment. Reserve Officers will comply with all requirements Calistoga Police Department's Policy and Procedures Manual regarding firearms.

Emergency Call-Out for Reserve Personnel

The Reserve Coordinator will develop a procedure outlining the emergency call-out of Reserve Officers.