

PINEVILLE POLICE DEPARTMENT
GENERAL ORDER
SECTION: 15 RESERVE UNIT
SUBJECT: 1500 RESERVE UNIT REGULATIONS
EFFECTIVE: 01/01/2015

1. **PURPOSE.** This General Order establishes the authority and jurisdiction of the Pineville Police Reserve Unit. The Pineville Police Reserve Unit has been initiated to allow civic-minded citizens with the desire to assist the regular officers uphold the peace in their community. This is a volunteer and unpaid organization within the Pineville Police Department and serves at the discretion of the Chief of Police. Those individuals accepted into the Pineville Police Reserve Unit are City of Pineville employees but do not fall under civil service guidelines.
2. **POLICY.** The Pineville Police Department Reserve Unit is established under the authority of the Chief of Police. The Reserve Police Officer shall have full police authority while on duty including the powers of arrest. The Reserve Officers shall adhere to all department policies, rules, and general orders.
3. **MISSION.** The mission of the Pineville Police Reserve Unit will be to supplement the police department personnel in the performance of their duties in a safe and consistent manner using current and valid policing techniques.
4. **ORGANIZATION & STRUCTURE.** Under the direction of the Chief of Police or his designee, the Police Reserve Unit shall have a divided command appointed by the Chief of Police. The Chief of Police or his designee will oversee all policies, training, procedures and practices of the unit. The Police Reserve Unit will be divided into teams as deemed necessary by the Chief of Police or his designee. The purpose of this is to allow structure within the Reserve Unit. For necessity, the Chief or his designee will appoint Reserves to achieve certain goals, no matter of rank. The rank structure within the Reserve Unit will be consistent with that of the Pineville Police Department. All Reserve Officers will begin service as a Patrolman.
5. **ADDITIONAL OFFICERS.** Additional “Officers”, such as Captains, Lieutenants and Sergeants may be recommended as the need arises for supervisors among the Reserve Officers. Final selection and promotions to these positions will be based on the recommendation of the Reserve Unit Commander then approval and selection by the Chief of Police.
6. **RESERVE OFFICER RESTRICTIONS.** Reserve Police Officers will follow the special restrictions:
 - a. Reserve Officers shall refrain from taking police action while not on duty except when life or property would be seriously jeopardized or to go to the aid of a regular commissioned police officer.

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- b. Reserve Officers may carry their commission card and badge while off duty but shall display it only when requested by any police officer.
 - c. Reserve Officers shall not wear their regulation uniform in full or in part except in the line of duty or at a function authorized by the Chief of Police. They shall not participate in any police function in civilian clothing without prior approval of the ranking patrol supervisor or other competent authority.
 - d. Reserve Officers may carry a concealed weapon while off duty but they must also carry their Police Commission card, POST Firearms Certification card and badge with them should they choose to carry a concealed weapon.
7. APPLICATION PROCEDURE. All applicants for the Pineville Police Reserve Unit will be at least 18 years old, possess a valid Louisiana Drivers license, High school Diploma or equivalent. An applicant packet will be issued by the Pineville Police Training Officer.

PHASE I

- A. Pineville Police Department Application
- B. Background Investigation
- C. Panel Review
- D. Computerized Voice Stress Analysis
- E. Psychological Testing
- F. UA/Alcohol Testing

PHASE II

- A. P.O.S.T. Firearms Pre-Test Written Exam (Omitted for unarmed)
- B. P.O.S.T. Firearms Qualification Practical Exam (Omitted for unarmed)
- C. Commission Card, Swearing In, Oath of Office, Uniform Issue, Squad Assignment.

All of the above are required and should be considered pass/fail. Any item failed will result in the applicant being denied admission to the Reserve Police Unit. All testing and interviews will be conducted through the Pineville Police Training Division and include designees of the Chief of Police. All certification training will be given under the supervision of the Pineville Police Training Staff. Those individuals passing all requirements will be recommended to the Chief of Police for acceptance.

8. TRAINING. Upon selection to the Pineville Police Reserve Unit each individual will be provided with the following training, as available, to prepare them for police service. The training is divided into three levels:

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LEVEL I: This level is the basic entry level for new Reserve Officers, which, when completed will allow them to continue to the next level. Until this level of training is completed no police service will be performed without the approval of the Reserve Unit Commander.

- A. 8 hour orientation to the Pineville Police Reserve Unit. This orientation will be conducted by the Reserve Force Commander or his designee.
(Level III Officer only)
- B. Defensive Tactics/impact weapons training and certification.
- C. Officer Survival Skills.

LEVEL II: This is the intermediate level for Reserve Officers, which when completed satisfactorily will allow them to perform duties assigned, however, no completely independent action will be allowed. These officers must work in the company of a LEVEL III Reserve Officer or a fulltime officer.

- A. Radar Familiarization
- B. First Aid/CPR & AED
- C. Probable Cause & Reasonable Suspicion
- D. Building Search
- E. Use of Force
- F. Defensive Driving
- G. Report Writing
- H. Introduction to the FTO Program (see section 15)
- I. Any other training deemed helpful or necessary will be added as indicated.

LEVEL III: This level will be an advanced level of training for those Reserve Officers that wish to participate. This will allow the Reserve Officers to perform those duties closest to the duties of a regular police officer. Reserve Officers in this category will be required to complete the FTO program. (See section 15)

LEVEL IV: This level is for Reserve Officers that are POST certified.

UNARMED UNIT: These Reserve Offices are considered an “Unarmed” Reserve Officer. These Reserve Officers will function in an administrative and dispatching capacity only and therefore are exempt from “PHASE II” of the hiring process. These Reserve Officers will supplement a vital role for the department in the event of a city emergency requiring additional non-patrolling personnel. This Unit will require the following training:

- A. 8 hour orientation to the Pineville Police Reserve Unit. This orientation will be conducted by the Reserve Force Commander or his designee.
(Level III Officer only)
- B. First Aid/CPR & AED
- C. Dispatch training with current department dispatchers

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D. Administrative training with current department administrative employees

9. **UNIFORMS & EQUIPMENT.** Each Reserve officer will be issued the following items upon completion of PHASE II of the application process:
- a. 2 uniform shirts (1 long sleeve & 1 short sleeve)
 - b. 2 uniform pants
 - c. 1 rain coat
 - d. 1 traffic vest
 - e. 1 name tag
 - f. 1 American flag pin
 - g. 1 jacket
 - h. 1 cover with rain cover
 - i. 1 cover badge
 - j. 2 department badges
 - k. 1 ballistic vest (as they become available)

SPECIAL NOTE - Reserve Officers that will be listed as UNARMED Officers will be issued the following items: 1 uniform shirt, 1 uniform pants, 1 name tag, 1 American flag pin and 1 badge. Unarmed Reserve Officers are not permitted to wear their uniform shirt outside of the department for Officer Safety purposes as they are un-armed.

- A. Upon issue of the above items, each Reserve Officer will sign an issue form as having received these items. When a Reserve Officer resigns or is terminated, all department issued including those purchased bearing the Pineville Police emblem or logo, will be returned to the department. The returned items will be recorded on a return form and signed.
- B. The wearing of the uniform will always be in a neat and clean manner. Shoes and leather goods will be polished at all times. All insignia and devices on the uniform will be correctly displayed and worn properly.
- C. Reserve Sergeants will be issued one additional uniform shirt with no rank insignia. Should a Reserve Sergeant, Lieutenant or Captain choose to patrol with a fulltime officer, all rank insignia will be removed from their uniform in order to avoid "Rank Confusion" with the general public.

10. **OTHER NON-ISSUED EQUIPMENT.** Reserve Officers will need to obtain the following items and maintain them in good appearance and serviceability:
- a. Black shoes or boots
 - b. Firearm (Omitted for unarmed)
 - c. Black leather duty belt (Omitted for unarmed)
 - d. Handcuffs and case (2 pair) (Omitted for unarmed)

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- e. Flashlight (Omitted for unarmed)
- f. Spare magazines or speed loaders (2), and case (Omitted for unarmed)
- g. Expandable Baton or PR-24 and holder (Omitted for unarmed)

11. **MANDATORY SERVICE.** Each Reserve Officer will be required to work 8 (eight) hours per month in a non-paid status. Details for which pay is received will not be counted toward the mandatory 8 hours; however it will be logged for monthly totals. A log book is located in the dispatch area for recording all hours worked. Failing to record hours worked will be considered the same as not working. Officers working details for the City of Pineville will be allowed to record those hours toward their monthly requirements. If for any reason an officer is ordered to work a paid post, he will contact a supervisory officer for approval to log those hours to meet their monthly requirements. There are certain functions sponsored by the City of Pineville that will require mandatory service from the Reserve Unit. Examples of these are: The Pineville Christmas Parade, Mardi Gras Parade, the Pineville Fall Festival at Kees Park and Fireworks over Buhlow/Red River. All Reserve Officers will be assigned locations of responsibility for these functions. Excused absences will be allowed if the Reserve Unit Commander is contacted and a valid excuse is given.

12. **MONTHLY MEETING.** A monthly meeting will be conducted on the first Thursday of every month at 7:00pm in the Tudor Center on Bragg Street or other designated place. All Reserve Officers are required to attend this meeting. Excused absences will be allowed if the Reserve Unit Commander is contacted prior to the meeting and a valid excuse is given. Reserve Supervisors will refer any Reserve Officer who fails to obtain the required monthly hours for two consecutive months to the Chief of Police or his designee. The same standard will apply to monthly meetings. Any behavior that may require disciplinary action will be referred to the Chief of Police or his designee

- A. The Reserve Unit Commander will report to the Chief of Police or his designee any activities, training, and business following the Reserve Unit meeting. Any information or communication needed with the Chief of Police will be scheduled through his designee.

13. **EXTRA DUTY ASSIGNMENTS.** Periodically there will be occasions when a paid detail must be worked to maintain city contracts. If no volunteer is available from the regular or Reserve Unit, an officer may be instructed or ordered to perform this duty. It should be remembered that Reserve Officers are allowed to perform police duties to supplement the regular police force, and that will include paid details.

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14. FIELD TRAINING OFFICER PROGRAM. A set of goals and achievements will be set within the Reserve Unit that meets the expectations and requirements by the Chief of Police. Passing these requirements will allow the Reserve Officer some independent, but supervised activities without a permanent officer's presence. A secondary level of the F.T.O. program will be coordinated through the Departments Training Officer, and upon completion of this will allow some independent patrol functions.

15. YOUR DUTY. All Reserve Officers are to perform their duties to the best of their abilities, however when questions arise, officers are instructed to refer to the Departmental Policies and Procedures or a superior officer for guidance.

BY ORDER OF

Darrell B. Basco
Chief of Police
Pineville Police Department