



Police Department Policies, Procedures and Guidelines

Policy Name: Ch. 20 RESERVE PROGRAM	Effective Date:
Supercedes: 4.44, 4.46, 4.50, 4.52, 4.54, 4.56, 4.58, 4.60, 4.62, 4.64, 4.66, 4.68, 4.70, 4.72, 4.74, 4.76, 4.78, 4.80, 4.82	Originating Office:
	Approved by:

CHAPTER TWENTY (20) RESERVE PROGRAM

Recommend cutting entire section from existing manual and replacing with the existing Reserve Manual, which was written in 1997 and modified last year.

4.44 AUXILIARY

As a volunteer civilian defense program, the Longview Police Auxiliary shall, under the direction of the Chief of Police, cooperate with and assist the Longview Police Department in the protection of life, property, and the preservation of peace and order. All members of the Auxiliary shall hold their appointment in accordance with the Constitution and Bylaws of the Longview Police Auxiliary, as approved by the Chief of Police. The executive officers of the Auxiliary shall be the Commander, Captain, Lieutenant, and Sergeant in such numbers as may be determined by the Auxiliary staff and approved by the Chief of Police.

4.46 Commander of Auxiliary

It shall be the duty of the Commander of Auxiliary to preside over all reserve meetings. He shall appoint standing and ad hoc committees as the need arises. The Commander shall provide general supervision over all matters pertaining to the Auxiliary, and shall see that harmony is instilled and perpetuated and the Articles of the Constitution and Bylaws are enforced.

4.48 Captain of Auxiliary

It shall be the duty of the Captain to work in close cooperation with the Commander of Auxiliary; to preside over meetings in his absence, and to carry out such duties as may be assigned.

4.50 Lieutenant/Secretary-Treasurer

The Lieutenant shall keep minutes of all Auxiliary meetings and shall have custody of all moneys assigned to the Auxiliary, and shall perform other duties generally assigned to a secretary-treasurer. In addition, he shall keep records of all communication correspondence, and proposals for membership, together with the actions taken, recording them in the minutes of the Auxiliary meetings.

4.52 Sergeant

An Auxiliary Sergeant shall be appointed and placed in command of not more than (12) officers in each squad. He shall acquaint himself with all persons in his command and shall maintain a listing of names, telephone numbers, addresses and availability for duty.

4.54 Auxiliary officer

Each Auxiliary Officer, when on duty with a regular police officer, shall assist in the preservation of the peace, prevention of crime, detection and apprehension of offenders, and the enforcement of all laws and ordinances at the direction of members of the Longview Police Department. Members of the Auxiliary shall only have commissioned law enforcement powers as directly vested in them by the Chief of Police as needed. All Auxiliary Officers must be trained to the standards set by the Chief of Police. While serving without compensation, every Auxiliary officer is required to devote not less than twelve (12) hours of police duty each month. It is the responsibility of each Auxiliary officer to become thoroughly familiar with the policies, rules and regulations, and procedures of the Longview Police Department as well as the Constitution and Bylaws of the Police Auxiliary. Specifically, an Auxiliary officer shall:

1. Assist the Longview Police Department in the event of a major disaster or declared emergency affecting the citizens of the City of Longview.
2. Aid in the control of traffic and maintenance of order at parades, and general policing of large assemblies of people.
3. Assist officers in patrolling areas within the City as may be assigned.
4. Assist officers at the scene of a crime or accident in accordance with the policies, rules and regulations set forth by the Longview Police Department and Police Auxiliary.
5. Maintain a running log of all activities while on duty.
6. Help maintain a sound community relations attitude.
7. Wear a prescribed uniform when on duty consisting of department issued light blue shirt and dark trousers.
8. Perform all related duties as may be assigned.

4.56 LONGVIEW POLICE AUXILIARY

RESERVE- Reserve members are selected volunteers of the Longview Police Department who meet minimum required training standards and may be given limited police authority.

AUXILIARY- Auxiliary members are selected volunteers of the Longview Police Department who perform duties which do not require a police commission. These members can either be newly appointed volunteers who have not yet completed the Reserve Academy or volunteers who perform duties which do not require a commission.

For purposes of this Chapter, references to Reserves also apply to auxiliary personnel.

4.58 MEMBERSHIP REQUIREMENTS

The following are requirements for membership in the Reserves:

1. All members must be citizens of the United States of America and residents of Cowlitz County.
2. The maximum service age is identical as that for regular officers. The regularly recognized age for appointment will be 21 years of age.

4.60 APPLICATION

An applicant for membership to the Auxiliary or Reserve Unit shall complete a department approved application form. A background investigation, polygraph examination, and or psychological testing will be conducted on each applicant. The results of these examinations is considered confidential and the exclusive property of the Longview Police Department. All applicants must sign a Release of Liability Waiver and an Authorization to Release Information form.

4.62 APPLICATION REVIEW

The application will first be reviewed by the Auxiliary Program Coordinator and members of the Auxiliary staff. A background investigation will be conducted per procedures. During the background investigation process the application shall be forwarded to the Patrol Division for comment as to the applicant's acceptability. An Auxiliary Board will then be convened for the purpose of interviewing the applicant. The Board's recommendations shall state reasons for approval or rejection of the applicants and will be forwarded to the Program Coordinator for final determination as to the applicant's eligibility. Rejected applicants may appeal the decision of the Program Coordinator to the Chief of Police. Membership in the Auxiliary program is solely at the discretion of the Chief of Police.

4.64 INELIGIBLE CATEGORIES FOR AUXILIARY

All elected officials of the City of Longview, employees of any law enforcement agency, private detectives, private security officers and any other persons whose employment status could be considered a conflict of interest as determined by the Chief of Police, are ineligible for membership.

4.66 TERMINATION OF AUXILIARY MEMBERSHIP

The membership of any Auxiliary may be terminated without cause by the Chief. Auxiliary serve at the pleasure of the Chief. Auxiliary may resign at any time by notifying the Auxiliary Program Coordinator in writing. The organization does not establish property rights to employment.

4.68 RESERVE OFFICER BASIC TRAINING

Any member who wishes to become a Reserve status shall successfully complete a recognized Law Enforcement Academy prior to receiving commission status. Each member shall be classified as an Auxiliary until completion of the Academy. Equivalency granted in accordance with Rules and Regulations of the Washington State Criminal Justice Training Commission or other appropriate

authority. Auxiliaries serving in non-commissioned capacity may be required to complete specific training.

4.70 AUXILIARY/RESERVE FIREARM QUALIFICATION

Commissioned Reserves shall qualify with their firearm in accordance with Departmental standards. Commissioned Reserves who fail to qualify with a firearm according to Chapter 10 will be re-classified until qualification at a regularly scheduled Reserve qualification is obtained. Auxiliaries may participate in range activities. Auxiliaries may not routinely carry firearms except when qualified and specifically directed by the Chief of Police or his designee for use only during an emergency or an unusual occurrence.

4.72 AUXILIARY UNIFORM

The Auxiliary uniform shall consist of the following:

1. blue jacket
2. dark blue trousers
3. light blue shirt
4. black tie (no exposed tacks or clasps)
5. dark blue air force type cap
6. black plain toe shoe or boot
7. hat piece
8. one name tag
9. badge (with wording Auxiliary)
10. Auxiliary banner under left arm patch
11. white cotton crew neck T-shirt (bra for female)
12. duty belt
13. firearm, as directed

4.74 RESERVE INSIGNIA

The Department will furnish all required insignia, badges, shoulder patches, and commission cards. Insignia shall be worn in accordance with Section 4.45.08. Upon termination of membership, the Auxiliary shall turn these items into the Department.

4.76 RESERVE OFFICER

This Reserve is a graduate of a certified Reserve Academy, is currently qualified with a firearm and has been appointed to the position. A Reserve is still in the field training phase, although they possess the basic skills necessary to perform limited law enforcement duties. Reserves are authorized to work with regular officers. Under direction of a supervisor, a Reserve is authorized to work any assignment as directed. Reserves are authorized to work private paid details, such as: dances, football games, auto races, guard details and serve civil process. After completion of a defensive driving course, Reserves are authorized to operate marked patrol vehicles while with a fully commissioned member on patrol. Reserves may also operate unmarked vehicles. Reserves maintain a limited commission. The commission is limited to on duty situations as assigned.

4.78 AUXILIARY

This member has not completed a certified Reserve Academy. The Auxiliary is working with the field training officer program. Auxiliaries will wear the prescribed uniform as outlined in this section. Auxiliaries will work only those details authorized by the Program Coordinator and/or employee supervisors. They may work other details such as football games, dances, etc., in a training capacity when supervised by a Department employee. They may also work front counter reception. Auxiliaries are authorized to ride on patrol, however, at the supervising officers discretion, they may be required to leave a situation or to limit participation in an incident. Auxiliaries may not operate marked patrol vehicles. After completion of a defensive driving course, Auxiliaries may operate non-patrol vehicles. Auxiliaries are not commissioned.

4.80 REQUIREMENTS FOR PROMOTION TO RESERVE

In order to be considered for promotion to Reserve an Auxiliary must have completed a Reserve Academy, the Field Training program, be qualified in all required areas, including firearms, and receive the recommendation of the Operations Division. Prior to promotion the Program Coordinator will forward the applicant's completed Field Training manual to the Patrol Division Head for recommendations as to the applicant's suitability for promotion. The Program Coordinator will make a recommendation to the Chief based upon his knowledge of the applicant and the information provided by the Operations Division. The Chief's decision is final.

4.82 POLICY AND PROCEDURES MANUAL IN APPLICABLE SECTIONS

Longview Police Department Auxiliaries are considered members of the Department. All applicable sections of this manual shall apply equally to Auxiliary members. Auxiliary members are required to read and understand those sections of the manual which are applicable.

20.01 PURPOSE AND MISSION

- A. The Longview Police Department has established a Reserve program for the primary purpose of augmenting the department's patrol function. Reserve officers may perform duties as needed to assist the Longview Police Department in achieving the overall mission of the department. The reserve program is intended as a supplemental organization and will not be used as a replacement for regular police officers.
- B. Reserve officers are a non-paid volunteer position.
- C. In the event of a labor dispute or "strike," no member of the Reserves shall be called into service nor assigned to duty that would in any manner tend to involve him/her in the controversy.
- D. The services of the Reserves shall not be used in any manner that would circumvent the building up of the regular police force consistent with the population, nor shall the services of the individual members be used to the detriment of the personnel of the regular police force. Reserve officers will not be used for any detail that the department would pay overtime for a regular officer.

20.02 POLICY MANUAL APPLICABLE TO RESERVE OFFICERS

It is the responsibility of every member of the Longview Police Department Reserve Unit to have knowledge of all policies, procedures and regulations contained in this manual. Some policies will not be applicable to reserve officers. In those instances, the lack of applicability should be obvious based on the job responsibility of the position.

20.03 QUALIFICATIONS FOR ENTRY LEVEL OR LATERAL RESERVE OFFICERS

A. An applicant for membership in the Longview Police Department Reserve Program is required to meet the following minimum standards:

1. Be at least 21 years of age by the last day of the academy;
2. Must hold a valid Washington or Oregon driver's license;
3. Be a resident of the state of Washington and a citizen of the United States and live within Cowlitz County unless a special exception is authorized by the Chief of Police;
4. Have graduated from an accredited high school or completed and passed a GED;
5. Fluently read and write the English language;
6. Be in ordinary good health having no physical defects that would hamper performance of their duties;
7. Never been convicted of any felony;
8. Never been convicted for any crimes that would preclude ownership or possession of a firearm per RCW 9.41;
9. No arrests for offenses involving moral turpitude or a pattern of arrests, which indicate moral character of a questionable nature;
10. Be regularly employed, a full-time student, or financially secure.
11. If prior military service, must have been honorably discharged.

B. The following background incidents are considered disqualifies for membership into the Reserve Unit unless exigent circumstances are demonstrated and a waiver is granted by the Chief of Police:

1. Unacceptable personal references;
2. Poor credit practices;
3. Poor prior work record;

C. Reserve candidates are subject to the same criminal history and drug usage criteria as full-time regular police officers. See chapter five (5) Department Organization and Hiring for the matrix of the specific hiring standards for police officers. Failure to meet the hiring standards will result in an automatic rejection of the reserve application.

20.04 APPLICATION PROCESS

A. All applicants shall complete a Longview Police Department Reserve Officer Application.

B. Applicants shall also complete an “Authorization For Release of Information” which must be signed and notarized.

C. Any untruthful statements made in the application will disqualify the applicant from further consideration.

D. The application packet will include an introductory letter from the Reserve Supervisor, explaining the application and testing process. The Fitness Ability Testing information will also be included in the information.

E. Normally, the written and physical test will be scheduled at least forty-five (45) days or more from the beginning of the application process, giving applicants enough time to condition and practice the physical test.

F. The application packet will also include a form for the Department of Licensing-requesting a driver’s history of the applicant. The applicant must obtain a drivers history from the Department of Licensing and return their drivers history with their completed application packet.

G. An open enrollment period and test date will be established. Once established the Reserve Coordinator or Reserve Supervisor will run an advertisement in the Daily News and submit a Public Service Announcement to all local radio stations and local access television. The Longview Police Department Web-page will post an announcement. Normally, the test date will be included in the advertisements and announcements.

H. Applicants must submit, with their completed application, a letter from a physician stating that the applicant is physically capable, to the best of the doctor’s opinion, of completing the Fitness Ability Test and performing the duties of a field law enforcement officer.

20.05 SELECTION PROCESS

A. Applications shall be reviewed and an initial screening conducted by the Reserve Coordinator or Reserve Supervisor. The initial screening will consist of a records check, NCIC III check and completeness of the application.

B. Applicants who pass the initial screening will be given a written test. The written test will be developed and administered by the Reserve Coordinator or Reserve Supervisor. Those applicants eliminated by the initial screening will be notified.

C. Applicants will be required to take the same physical agility exam that the Civil Service Commission requires for regular salaried police officers. Applicants must receive a passing score as established by the Criminal Justice Training Commission. Those applicants who do not successfully complete this portion of the process shall be notified.

D. Applicants, prior to taking the fitness agility test, must have a letter from their doctor certifying that they are physically able to perform the fitness agility test and they are medically capable of performing the duties of a field law enforcement officer.

E. For those applicants who pass the written and physical test, they will be given a Longview Police Department Personal History Questionnaire. The applicant will be instructed to complete the questionnaire. Once filled out, they will need to call and schedule a CVSA. They must bring the completed questionnaire when they arrive for their CVSA appointment.

E. Applicants who successfully pass the written and physical test, will undergo a complete investigation of their background. The purpose is to determine the eligibility of the applicant and the absence of any disqualifying facts.

F. Applicants shall be required to submit to a polygraph/CVSA examination to verify truthfulness of statements made during the application process. The examiner's finding of "truthful" shall be considered passing. Findings of inconclusive or deceptive shall be considered failing. The expense for the polygraph/CVSA will be borne by the Department.

G. Applicants shall be required to submit to a psychological evaluation. From the written and oral tests administered, the examiner's conclusions will provide the decision as to the applicant's ability to work in the law enforcement field. The expense for the psychological evaluation shall be borne by the Department.

H. Reserve Officers from other jurisdictions may apply to "lateral" to the Longview Police Department Reserve Program. The lateral candidates must have successfully passed the Reserve Academy and must be in "good standing" in their current reserve unit or, if not currently with a reserve unit, have passed the Reserve Academy within the past two years and left their last unit in good standing. Lateral reserve candidates will be required to take the Fitness Ability Test, CVSA and psychological examination. However, if the other agency completed the tests within the past two years, a waiver may be granted for one or more tests if the other agency will release the test results. The decision to waive one or more of the tests rest with the Reserve Supervisor after consultation with the Chief of Police.

20.06 ACCEPTANCE PROCESS

A. Final acceptance of applicants shall be the decision of the Reserve Supervisor. If there are questions or concerns, the Reserve Supervisor shall consult with the Chief of Police. Those applicants successfully completing the application and testing process shall be notified of their acceptance as a Reserve Student Officer. All applicants, regardless of their success in the process, shall be notified of their acceptance or rejection either in person or via mail.

B. Once accepted into the program, as a Reserve Student Officer , the Student Officer must participate in and successfully complete an accredited Washington State Reserve Academy.

C. Reserve Student Officers are members of the Reserve program, but will not be issued uniforms until the academy is at least three-fourths complete. Student Officers will be issued the following items to facilitate their training while in the academy: Equipment belt, handcuffs and handcuff case, keepers, holster and weapon, pepper spray and holder, handcuff key, magazine pouch and ammunition, ballistic vest, radio holder, baton and baton holder, pocket criminal and traffic RCW books. A building key will be issued at the discretion of the Reserve Supervisor.

D. Reserve Student Officers will make every effort to ride with a regular officer on patrol, in civilian clothes, prior to the beginning of the regional reserve academy. The riding assignment will be made by the Reserve Coordinator or Reserve Supervisor.

E. During the reserve academy, Reserve Student Officers may make arrangements to ride with a regular officer, no more than once per month, subject to the approval of the Reserve Coordinator or Reserve Supervisor.

F. Reserve Student Officers may not wear a firearm while riding with a regular officer, even if the candidate possesses a concealed weapons permit.

G. Reserve Student Officers are not allowed to participate in any police operation or special assignment unless expressly authorized by the Reserve Supervisor, Reserve Division Commander or Chief of Police. This includes any type of plain clothes detail, crime scene protection, parade details, Go 4th Celebration or the August Cruise.

20.07 LEVEL ONE- STUDENT OFFICER

A. Following successful completion of the academy, a Reserve Student Officer shall become a Level I Student Officer.

B. Level I Reserve Student Officers shall complete a field training program with a designated Field Training Officer, who shall be a regular, full time, fully commissioned officer. The Reserve field-training program shall be similar to the field-training program administered by the Department for regular officers, and shall be performance objective based. Only certified Field Training Officers will be utilized to train reserve officers. Lateral reserve officers must also complete the Field Training Program and will be a Level I Student Officer until the program is complete. A primary and secondary Field Training Officer will be selected by the Reserve Coordinator or, in his/her absence, the Reserve Supervisor. During the field-training program, the designated FTO's will be required to submit daily observation reports to the Reserve Coordinator. The daily observation reports will be on a form designated by the department.

C. Level I Reserve Student Officers will have twelve (12) months to compete the self paced field training program. Should a Level I Reserve Student Officer fail to successfully complete the Reserve Field Training Program within twelve (12) months, they may be dismissed from the Reserve unit. An extension of an additional six- (6) months may be granted for extenuating circumstances. The

extension must be endorsed by the Reserve Captain and approved by the Reserve Coordinator and Reserve Supervisor.

D. Level I Reserve Student Officers will not ride with regular officers, other than their designated Field Training Officers, unless express approval is obtained from the Reserve Coordinator or Reserve Supervisor.

E. Reserve Student Officers are not allowed to participate in any police operation or special assignment unless expressly authorized by the Reserve Supervisor, Reserve Division Commander or Chief of Police. This includes any type of plain clothes detail, crime scene protection, parade details, Go 4th Celebration or the August Cruise.

F. Level I Reserve Student Officers must complete the entire Field Training Program and have all areas signed by a Field Training Officer, Department Supervisor, Reserve Coordinator or Reserve Supervisor. When the Level I Reserve Student Officer has completed the Field Training Program (including the completion of the required number of reports and forms) they must complete a check ride with the Reserve Coordinator or his/her designee. The check ride purpose is similar to a final exam: To make sure the student officer has sufficient knowledge of the City of Longview, department policies and procedures, knowledge of arrests, search and seizure and a general knowledge of their authority and restrictions.

G. In addition to the check ride, to advance to Level II, the reserve student officer must be endorsed by their designated Field Training Officer, the Reserve Captain, two patrol sergeants, the Reserve Coordinator and the Reserve Supervisor. Such endorsement shall be based on the following considerations:

1. Interest displayed by the Reserve Student Officer.
2. Performance of duties.
3. Compatibility between the Reserve and regular officers.
4. Compatibility of the Reserve as a law enforcement officer.
5. Attitude of the Reserve Student Officer.
6. Appearance.
7. Any acts, omissions or general information which may reflect negatively on the Reserves, the police dept. or the City.

H. Level I Reserve Student Officers may, while in the field training program, drive a patrol car, under the direct supervision of their FTO so long as they have attended and passed the defensive driving class provided in the Reserve Academy. They may not, however, drive code two or three unless they have attended and passed High Speed EVOC.

20.08 LEVEL TWO RESERVES

A. Level two reserves shall receive a **limited commission** from the Chief of Police. A level two reserve limited commission means that a Reserve may only exercise commissioned police powers-including arrest powers-while officially on-duty with the Longview Police Department. Unless there are exigent circumstances, reserve officers will sign- in "on duty" on a form designed for that purpose and kept in the patrol area.

B. Level two reserves are allowed to ride with regular salaried police officers and assist them in the performance of their duties.

C. Level two reserve officers may, with a department supervisor's approval, operate a two reserve officer car. The shift supervisor may assign the two officer reserve car as a cover car or to a specific area to assist the regular officer area car. Shift supervisors may, at their discretion, assign two officer reserve cars to specific enforcement assignments. For example: Assist a regular officer with radar in a school zone, seat belt enforcement or 15th Ave. emphasis.

D. Level two reserve officers are not allowed to conduct single officer patrol unless an exception is granted by the Reserve Supervisor, Reserve Division Commander or Chief of Police.

E. Level II Reserves are authorized, when serving as a two officer cover car, to make traffic stops when the action of the violator warrants contact. Reserves are to use discretion when deciding to stop a vehicle. Shift supervisors have the authority to relax or restrict the ability of two officer reserve units to make traffic stops on their shift. This determination may be made based on the supervisor's knowledge of the reserve officers and their level of training and experience.

F. Level II Reserves are authorized to issue infractions or criminal citations depending on the situation. The Reserve officer, in making the decision to cite, must evaluate the seriousness of the violation, the conduct and attitude of the driver and the ability of the Reserve officer to testify in court. The amount of latitude given to two officer reserve units to cite is vested with the shift supervisor responsible for the shift the reserves are assisting.

G. Level II reserve officers may, with the Reserve Coordinator or Reserve Supervisor's approval, work as a single officer unit when conducting the following department approved details:

1. Parades
2. Sex Offender Registration
3. Sex Offender Address Confirmation
4. Go 4th Lake Bank Activities
5. DUI Impact Panel
6. Other details approved by the Reserve Supervisor, Reserve Division Commander or Chief of Police.

H. When level II reserves are conducting single officer details as authorized in G. above, they will not make routine traffic stops or respond to calls unless the call is an officer needing assistance. Exceptions may be granted by a shift supervisor but only for critical needs. Shift supervisors are not authorized to have a single officer reserve unit simply work as a cover car due to an increased call load.

I. Level II reserves are authorized to operate patrol vehicle's while with a fully commissioned officer or when conducting reserve functions. The level II Reserve may **NOT** operate a patrol car code 2 or 3 **UNLESS** they have attended and passed High Speed EVOC. In the event of a serious and imminent threat of serious injury or death to another officer or citizen a level II Reserve may respond accordingly and within the laws of the state and department policy.

J. When two level II Reserves are in a patrol car, the driver must have attended and passed High Speed EVOC- regardless of rank.

K. Level II reserve officers are NOT authorized to pursue fleeing vehicles unless the offense is a violent felony AND the reserve officer receives approval from the on-duty shift supervisor to pursue. The shift supervisor must be aware of the nature of the violent felony before authorizing a level II reserve officer the authority to pursue.

L. The call sign of a two officer level II reserve car will be assigned by the shift supervisor. Reserve officers will need to either make prior arrangements or check with the on duty supervisor prior to logging on duty.

M. Level II Reserves must maintain a minimum of twelve (12) hours of patrol time per month to remain a member of the unit. The minimum hours can be a combination of riding with a regular, working as a two officer reserve cover car or any of the special details outlined in G. above.

N. A level II Reserve who is absent for three (3) consecutive reserve meetings without sufficient excuse, or who fails to maintain twelve (12) hours of patrol time per month, may be terminated from the unit.

O. A level II Reserve may be reduced to a level I Reserve if the Reserve officer's conduct reflects a need for additional training or for failure to properly follow established regulations. Reduction in levels is made by the Reserve Supervisor after a recommendation is made by the Reserve Coordinator. A Reserve officer may appeal the decision to the Chief of Police whose decision is final.

P. Level II Reserve officers may be placed in a limited level II status or a "restricted" status. Restrictions could include: Only ride with a regular officer until a specific deficiency is corrected, only ride with a Field Training Officer, ride with the Reserve Coordinator or designee until specific deficiencies are corrected. Restricted or limited status may be done for remedial training or other areas as identified by the Reserve Coordinator or Reserve Supervisor. The Reserve Coordinator and Reserve Supervisor must approve restricted or limited status. The Reserve Supervisor should notify all patrol sergeants of the restrictions.

O. Level II Reserve Officers must remain current in the following areas: Duty pistol, shotgun, AR-15, Defensive Tactics, High Speed EVOC, First Aid/CPR, Blood borne Pathogens and Fit Testing. Failure to remain current and exceed the grace period as described in 20.11 will result in a reduction to Level I. An exception may be granted for high speed EVOC if the reserve officer has received the defensive driving course in the reserve academy and the department has been unable to offer a high speed EVOC through no fault of the reserve officer.

20.09 LEVEL THREE RESERVES

A. To qualify as a level three Reserve officer:

1. Must have completed all level two requirements;
2. Served as a level two Reserve for a minimum of two (2) years, and have at least four

hundred (400) hours of patrol (as defined in 20.08 (M)). Lateral officers may apply patrol time from their former reserve unit, subject to approval by the Reserve Supervisor;

3. Shall be currently qualified in High Speed EVOG, ACCESS, First Aid/CPR, Blood borne Pathogens, Fit Testing, Defensive Tactics, Radar/Lidar, Duty Weapon, AR-15, and shotgun;
4. Received a minimum of eighty (80) percent on a written exam prepared by the Reserve Coordinator and Reserve Supervisor covering: Use of Force, Domestic Violence Mandatory Arrests, State Laws Governing Accident Investigations, Department Pursuit Policy, State and Local Criminal Laws, Case Laws Governing Frisks vs. Searches, Plain View Doctrine, Miranda Rights and the Misdemeanor Presence Rule (10.31.100)
5. Participate in an oral interview conducted by the Reserve Captain, Reserve Coordinator and Reserve Supervisor. The Level two Reserve must receive a positive recommendation from this panel to advance to level three. If the Reserve Captain is the candidate, the Reserve Supervisor may select an alternative oral board member;
5. Must receive the endorsement of the Reserve Supervisor, Reserve Coordinator and at least two patrol sergeants. Any negative endorsements must be accompanied by an explanation of the areas needing improvement and any suggested training that may assist the reserve officer;
6. Final approval for level three Reserve status rests with the Chief of Police.

B. Level three Reserves may, when authorized by a Sergeant or above, work in a single patrol unit or may work in pairs with another reserve (level II or level III) or ride with a regular officer.

C. Every twelve months a level III reserve will be evaluated by the Reserve Coordinator and Reserve Supervisor, after consulting with the patrol sergeants. The purpose of this evaluation is to determine their continued fitness to remain a level III Reserve Officer.

D. A level three Reserve may be reduced to a level two Reserve if the Reserve officer's performance or evaluations reflect a need for additional training or for failure to properly follow established regulations.

E. Level III reserve officers are allowed to operate a patrol car code 2 or 3 so long as they are current in high speed EVOG. Level III reserve officers are NOT authorized to pursue fleeing vehicles unless the offense is a violent felony AND the reserve officer receives approval from the on-duty shift supervisor to pursue. The shift supervisor must be aware of the nature of the violent felony before authorizing a level III reserve officer the authority to pursue.

F. The call sign of a two officer level III reserve car will be assigned by the shift supervisor. Reserve officers will need to either make prior arrangements or check with the on duty supervisor prior to logging on duty.

G. Level III Reserves must maintain a minimum of twelve (12) hours of patrol time per month to remain a member of the unit. The minimum hours can be a combination of riding with a regular, working as a reserve cover car or any of the special details outlined in G. above.

H. A level III Reserve who is absent for three (3) consecutive reserve meetings without sufficient excuse, or who fails to maintain twelve (12) hours of patrol time per month, may be terminated from the unit.

I. Level III Reserve officers may perform any other special detail as directed by a department supervisor, consistent with their commission.

J. Level III Reserves are authorized, when serving as a cover car, to make traffic stops when the action of the violator warrants contact. Reserves are to use discretion when deciding to stop a vehicle. Shift supervisors have the authority to relax or restrict the ability of a level III reserve to make traffic stops on their shift. This determination may be made based on the supervisor's knowledge of the reserve officers and their level of training and experience.

K. Level III Reserves are authorized to issue infractions or criminal citations depending on the situation. The Reserve officer, in making the decision to cite, must evaluate the seriousness of the violation, the conduct and attitude of the driver and the ability of the Reserve officer to testify in court. The amount of latitude given to a level III reserve is vested with the shift supervisor responsible for the shift the reserve is assisting.

L. Level III Reserve Officers must remain current in the following areas: Duty pistol, shotgun, AR-15, Defensive Tactics, High Speed EVOG, BAC, ACCESS, First Aid/CPR, Blood borne Pathogens and Fit Testing. Failure to remain current and exceed the grace period as described in 20.11 will result in a reduction to Level II or Level I.

20.10 DUTIES AND STANDARDS OF RESERVE OFFICERS

A. Each Reserve, while on duty, shall: assist in the preservation of the peace, prevention of crime, detection and arresting of offenders, enforcement of laws and ordinances, exercise police powers when circumstances warrant action to preserve order, aid in the control of traffic and maintenance of order at parades, crowd control and, in the case of emergency, assist the regular police force in the protection of life, property, and preservation of peace and order; and perform such other duties as the Chief of Police or his designee shall prescribe.

B. When on duty with a regular police officer, the Reserve, regardless of level or rank with the Reserves, shall be subordinate to the regular officer. When a regular police officer is not present, the ranking Reserve shall have authority over subordinate Reserves.

C. When reporting for duty, a reserve must be neat, clean-, with uniform pressed and shoes shined. The mustache and haircuts must comply with department standards. The Reserve officer shall take pride in having a smart and correct appearance and shall follow all grooming and uniform standards as set forth in the Department Policy Manual.

- D. Drinking intoxicating liquors in public when in uniform or reporting for duty with the odor of alcoholic beverages on the breath is strictly forbidden and is grounds for immediate dismissal.
- E. Orders must be obeyed without delay. Failure to follow orders of a superior officer is insubordination and grounds for discipline.
- F. When reporting for duty, every Reserve officer shall sign on and off duty using the Reserve sign-in sheet. Signing on and off with the Communications Center will be subject to the current procedure adopted by the department.
- G. Reserve officers are **not** authorized to carry a firearm off duty. Each Reserve must obtain a concealed pistol license to carry a concealed pistol off duty.
- H. Reserve officers shall not display their firearms or draw them in any public place except for inspection or use. Should a Reserve fire a gun accidentally or intentionally, except on the target range, they shall report such firing immediately to a shift supervisor. Reserve officers are subject to all regulations regarding firearms as specified in the Department Policy Manual.
- I. Should a Reserve officer, while off-duty, have contact with any police agency due to a police response caused by a disturbance, any reported crime, or traffic offense/accident, the Reserve officer must report the incident to the Reserve Coordinator or Reserve Supervisor as soon as possible. Should a Reserve officer become involved in any conduct, which could potentially bring discredit upon the Longview Police Department or Reserve Unit, they must report the incident as soon as possible to the Reserve Coordinator or Reserve Supervisor.
- J. Reserve officers shall limit ride-alongs or working as a cover car to no more than twelve (12) consecutive hours. Reserves may remain on-duty, assisting patrol, for an additional four- (4) hours if there is a need and subject to approval of the shift OIC. Reserve officers are strictly prohibited from riding or working as a cover car on back to back shifts. Provided: In the event of an emergency or unusual event, the Reserve Coordinator, Reserve Supervisor, department Captain or the Chief of Police can authorize Reserves to remain on-duty longer than 16 hours.

20.11 MINIMUM STANDARDS AND GRACE PERIODS

- A. Reserve officers are required to maintain a pistol , shotgun and AR-15 certification. Whenever the department requires a mandatory shoot, all reserve officers must attend. In the event a reserve officer misses a certification shoot, the reserve officer is required to make arrangements with a department firearms instructor to make up the shoot. Failure to qualify at a shoot or failure to complete a make-up shoot within sixty (60) days will result in the reserve officer being placed in a level I **UNARMED** status. While in this restricted status, a reserve will NOT be able to ride with reserve or regular officers or participate in any special details. Failure to qualify in a reasonable time after the sixty days could result in dismissal from the Reserve Unit.
- B. Reserve officers are required to maintain specific certifications or qualifications to remain a level II or level III reserve. When the department announces mandatory training sessions for any of the topics listed, the reserve officer is required to attend. In the event a reserve officer is unable to attend, they

will be granted a grace period as specific below. Failure to make up the training in a reasonable amount of time after the grace period has elapsed could result in dismissal from the Reserve Unit.

1. First Aid and CPR. Grace period of 90 days.
2. Blood borne Pathogens. Grace period of 90 days.
3. Fit testing. Grace period of 90 days.
4. Defensive Tactics. Grace period of 90 days.

20.12 UNIFORMS AND EQUIPMENT

A. Reserve officers will be issued one short sleeve and one long sleeve shirt, one pair of pants, web gear, weapon, magazine and magazine holder, mace, baton and holder, portable radio and radio holder, flashlight and flashlight holder, ballistic vest, badge, ID card, name tag, building keys, handcuffs and case, and any other item as determined by the Reserve Supervisor.

B. The standards of handguns will be established by the department and will be the same as that of regular police officers.

20.13 RESERVE SUPERVISOR

A. To provide supervision and direction to the Longview Police Department's reserve program, the Chief of Police will designate a Reserve Supervisor who will function as the program manager.

B. It is the responsibility of the Reserve Supervisor to set policy for the Reserve program, evaluate Reserve officers, supervise scheduling for patrols and special events, supervise the training program for the Reserves, perform general supervision of the Reserves, supervise the Reserve applicant hiring process, and perform other duties related to the operation of the program as directed by the Chief of Police.

C. The Reserve Supervisor shall have control and direction over all members of the Reserves with the authority to issue orders, make assignments, and shall have the power to suspend any reserve for insubordination, dereliction of duty, or conduct unbecoming an officer.

D. The Reserve Supervisor shall have custody of all City of Longview property that may be assigned to the Reserve unit.

E. The Reserve Supervisor will be a department sergeant, selected by the Chief. A division commander, designated by the Chief will serve as the Reserve Division Commander.

20.14 RESERVE COORDINATOR

- A. The Chief of Police may designate a regular police officer to assist the Reserve Supervisor as the Reserve Coordinator.
- B. The Reserve Coordinator will manage the training of the reserve unit and the reserve field training program.
- C. The Reserve Coordinator may assist the Reserve Supervisor, as directed, in all operations of the unit. The Reserve Coordinator has the authority to direct reserve officers in the field or while on a special detail, to issue verbal warnings and to make recommendations, to the Reserve Supervisor, for discipline. The Reserve Coordinator does not have the independent authority to suspect a reserve officer however, may facilitate that process after consulting with the Reserve Supervisor, department Captain or the Chief of Police.
- D. The Reserve Coordinator will have responsibility for all equipment and property assigned to the reserve unit. The Reserve Coordinator may work with the department designated equipment custodian and may designate a reserve sergeant to assist in controlling reserve uniforms and equipment.

20.15 RESERVE RANK STRUCTURE

- A. The following civilian ranks are authorized for reserve officers: Reserve Captain, Reserve Lieutenant, and three Reserve Sergeants.
- B. Reserve ranks are appointed positions and serve at the discretion of the department. The Reserve Captain shall make appointments for the position of Reserve Sergeant and Reserve Lieutenant, subject to concurrence by the Reserve Coordinator and Reserve Supervisor. The Reserve Supervisor is the appointing authority for Reserve Captain subject to concurrence by the Chief of Police.
- C. Ranking reserve officers may be removed from their position when their level of performance is not meeting the needs of the organization. The Reserve Captain with concurrence by the Reserve Coordinator and Reserve Supervisor may make re-assignments and rank reductions as he/she deems necessary for the effective operation of the unit for the positions of Sergeant and Lieutenant. The Reserve Coordinator must make recommendations to the Reserve Supervisor with regards to removal of the Reserve Captain.
- D. Duties and responsibilities of the ranking members of the Longview Police Reserve Unit will be established by the By-Laws of that organization and the Reserve Coordinator and Reserve Supervisor.
- E. The reserve unit may be broken into squads. Each squad will be coordinated by a reserve sergeant/squad leader. Reserve squad leaders may select one reserve officer to serve as a lead patrol officer to assist them in coordinating their squad. The lead patrol officer may represent the squad leader in their absence.

20.16 INSURANCE

A. Insurance protection and compensation covering death and/or injuries sustained by a Reserve officer while in the performance of duty shall be provided by the Washington State Industrial Insurance Program (Labor and Industries). The premium for such coverage shall be paid by the City of Longview. The City may chose to self insure or pay an outside vendor to manage the industrial insurance program.

20.17 MEETINGS

A. The Reserve Captain shall have a minimum of one Reserve Membership Meeting per month. All meetings are mandatory, unless excused due to exigent circumstances. In addition to regular meetings, the Captain may call staff meetings or other meetings as deemed necessary.

B. An important part of the Reserve program will be training. The Reserve Coordinator in conjunction with the Reserve Supervisor shall endeavor to bring appropriate training to as many meetings as possible.

C. If a Reserve officer is unable to attend a meeting or training session, they are required to notify their Sergeant. If they cannot contact or leave a message for their Sergeant, they shall contact the Reserve Lieutenant then the Reserve Captain.

D. Reserve officers are excused from attendance at business meetings, so long as they have notified their Sergeant in advance of the meeting, for the following reasons: Work at their regular occupation or other reasons as approved by a Reserve Sergeant or above.

E. Failure to notify a Sergeant will result in an absence being counted as an unexcused absence. Three unexcused absences may result in suspension or dismissal from the Reserve unit.

20.18 MISUSE OF AUTHORITY AND MISCONDUCT

A. A Reserve officer for the City of Longview is a representative of the city, both on and off duty. All Reserve officers are expected to maintain the highest degree of moral and social standards both on and off duty. In order to maintain department and community expectations and standards, any misconduct that occurs will not be tolerated.

B. Any misconduct by a Reserve officer will be thoroughly investigated. The Reserve officer may be suspended pending the outcome of the investigation. The suspension will remain in effect until lifted by the Reserve Supervisor, a department Captain or Chief of Police.

C. Any Reserve convicted of a crime or serious traffic offense may be dismissed immediately.

D. Should an internal investigation of a reserve become necessary, the Reserve Supervisor will normally conduct the investigation unless otherwise directed by the Chief of Police. The findings of this investigation will be forwarded to the Reserve Division Commander and Chief of Police.

E. A Reserve officer may be dismissed or suspended for any of the following:

1. Being under the influence of intoxicating liquor and/or drugs while in uniform or on duty.
2. Disobedience of orders.
3. Dereliction of duty.
4. Leaving an assignment without proper relief or authorization.
5. Any conduct unbecoming an officer of the Longview Police Dept.
6. Failure to act in a truthful manner when reporting or testifying in court or while in the performance of any duties as a Reserve.
7. Divulging any confidential information regarding the activities of Longview Police Department or any criminal history information.
8. Violations of any criminal code or city ordinance.
9. The unauthorized use of any Reserve or City of Longview equipment, uniforms, or identification.
10. Failure to complete Reserve training or perform the minimum number of hours required each month.
11. The abuse or misuse of City property.
12. Any violations of the Longview Police Department Policy and Procedures Manual.
13. Failure to follow the direct order of the Reserve Coordinator or Reserve Supervisor or any department supervisor.

F. The following disciplinary options are available: Coach and counsel, written warning, written reprimand, reduction in level, reduction in rank, suspension or dismissal. The severity of the misconduct or rule violation will dictate the appropriate response. The progressive level of discipline need not be followed when the violation warrants a more serious response.

G. Coaching and counseling will be done by a Reserve Sergeant. Written warnings will be done by the Reserve Captain and Reserve Coordinator. Reprimands and suspensions, level reductions and rank

removal (except for Captain) are done by the Reserve Supervisor. Dismissals are done by the Reserve Supervisor after consultation with the Division Commander and Chief of Police.

H. Reserve officers may appeal discipline up their chain of command as follows: Reserve Sgt., Reserve Captain, Reserve Coordinator, Reserve Supervisor, Reserve Division Commander, Chief of Police. The Chief of Police is the final authority.

I. The following discipline procedure shall apply when officers fail to meet the twelve (12) month requirement:

1. First incident: the Sergeant shall discuss the situation with the officer and document the incident in the form of a coaching and counseling. A copy of documentation shall be forwarded to the Reserve Captain.
2. Second incident within twelve months: The Reserve Captain shall meet with the officer. The officer will receive a written warning, which will be forwarded to the Reserve Coordinator for placement in their personnel file.
3. Third incident within a twelve months: Reserve will meet with the Reserve Coordinator. The officer will receive a written reprimand, which will be placed in the officer's personnel file.
4. Fourth incident within twelve months: Suspension or dismissal of the officer by the Reserve Supervisor.

20.19 LEAVE OF ABSENCE

A. Reserve officers may be granted a leave of absence of up to one year, depending on the circumstances, for family emergencies or medical reasons. The Reserve Captain may grant leave of absences from one to three months with concurrence of the Reserve Coordinator. The Reserve Supervisor must approve leave of absences for more than three months and up to one year. All leave of absences must be in writing, setting forth the specific reason for the request and signed by the Reserve officer.

B. When a leave of absence is granted, the Reserve officer will be placed on an inactive status. While on inactive status, the officer is not required to meet the twelve- (12) hour requirement and is exempt from attending meetings. Any mandatory requirements or certification requirements not fulfilled while on inactive status may need to be made up, depending on the circumstances. Any determination about make up courses or requirements will be made by the Reserve Supervisor after consultation with the Chief of Police.

20.20 OATH OF OFFICE

A. Reserve officers will be administered an oath of office by the Chief of Police.

B. The following oath of office shall be utilized for Reserve Officers:

I, (state your name), do solemnly swear, that I will support and defend, the Constitution of the United States of America, and the Constitution of the State of Washington, against all enemies, foreign and domestic, that I will bear true faith and allegiance, to the Constitution of the United States, and the Constitution of the State of Washington, that I take this obligation freely, without mental reservation, or purpose or evasion, and that I will honestly, and faithfully, discharge the duties, of a Reserve Police Officer, with the City of Longview, so help me God.

C. The oath of office will take place at the Reserve Academy Graduation or at another time as arranged by the Reserve Supervisor and Chief of Police.

20.21 MISCELLANEOUS

A. Reserve officers, serving as a cover car, are to answer dispatched calls with their designated call sign and location. If a Reserve cover car is not dispatched but volunteers to respond, the Reserve unit must notify dispatch of their location and their intent to respond. The Reserve unit will be advised to proceed or disregard. Reserve cover cars are not to respond to calls for service without notifying dispatch or the OIC.

B. Reserve officers will be issued passwords allowing access to the Report Management System (RMS). Reserve officers are only authorized to log on to the RMS to write narrative reports or file supplements. Reserve officers are not authorized to access and/or read other reports or conduct any searches unless they are specifically working on a case and the search of another report or name search is an official part of that investigation. Any misuse of the RMS will subject the reserve to immediate dismissal and possible criminal charges.

C. Reserve officers are not authorized to conduct any criminal history, drivers or vehicle checks (ACCESS) via WACIC or NCIC unless they have been certified to operate a terminal. However, there is a six-month "training period" allowed by the state. During that time reserve officers are allowed to conduct checks to familiarize themselves with the process in preparation for the formalized training. Further, Reserve officers are not authorized to conduct any of the above-mentioned queries, via Comm. Center or Records, or another officer, unless it is in the official performance of their duty. Any unofficial or unauthorized ACCESS checks will subject the Reserve officer to immediate dismissal and possible criminal charges.