

1 **WAYNESBORO POLICE DEPARTMENT**
2 **GENERAL ORDER**

3
4 **GO Number: 18.04**
5

6 Subject: Waynesboro Police Reserve Unit Operation

7 Replaces:

8 Effective Date: 10/18/96

9 Approved By: Chief P.A. Broadfoot

10 Revised: 7/01/98

11 Policy Review Date: 04/05

12 VLEPSC Standards Affected:
13

14 **POLICY:** The Waynesboro Police Department (WPD) will maintain a volunteer auxiliary police
15 unit hereafter called the Waynesboro Police Reserve (WPR) Unit. The WPR will operate as a
16 function of the WPD and will be supervised by the WPD.
17

18 **PURPOSE:** To provide the Department with capable and dependable Reserve Officers to assist
19 with police duties in times of need.
20

21 **PROCEDURE:** As follows:
22

23 **General:**
24

- 25 1. The Waynesboro Police Reserve Unit is an organization comprised of men and women
26 volunteers.
27
- 28 2. The Reserve Unit will have its own organizational structure and chain of command.
29
- 30 3. Regardless of rank, the Reserve Officer will be subordinate to any regular officer of the
31 Waynesboro Police Department in all law enforcement matters.
32
- 33 4. The Reserve Unit will be comprised of no more than thirty-one (31) members.
34
- 35 5. Chapter 42, Article III of the Waynesboro City Code defines aspects of the WPR Unit.
36

37 **Selection Process:**
38

- 39 1. Application to the Waynesboro Police Reserves will be made by submitting an Application
40 For Employment to the City Personnel Office. The application and all supporting
41 documents, including the Authorization For Release Of Information form, must be
42 completely and correctly filled out.
43

44 **General Qualifications and Process:**

- 45
- 46 1. Applicants must have a high school diploma or GED Certificate before being considered for
- 47 the Reserves.
- 48
- 49 2. No one convicted of a felony will be considered for the Reserves.
- 50
- 51 3. All applicants must be eligible to carry a firearm.
- 52
- 53 4. All applicants must have a valid operators license.
- 54
- 55 5. Conviction of other offenses will be considered on an individual basis.
- 56
- 57 6. Reserve Officers must be at least 21 years of age when sworn as a Reserve, must be of good
- 58 mental and physical health, and of good character.
- 59
- 60 7. There will be no discrimination based on race, color, creed, national origin, age, sex or
- 61 religious affiliation in selection, promotion or assignment of Reserves.
- 62
- 63 8. Applications will be first screened by the Police Department as the need for additional
- 64 officers arises.
- 65
- 66 9. Applicants who pass the initial screening will be asked to complete a Personal History
- 67 Questionnaire.
- 68
- 69 10. The Reserve Advisory Board will then review the applicant's file and conduct a second
- 70 screening.
- 71
- 72 11. Those applicants successfully passing the second screening may then be invited to
- 73 participate in a personal interview with the Reserve Advisory Board and one or more
- 74 representatives from the Police Department.
- 75
- 76 12. At the time of the interview, the candidate will allow two applicant fingerprint cards to be
- 77 completed for use during a background investigation.
- 78
- 79 13. At the time of the interview, the candidate will allow two photos to be taken for use during
- 80 a background investigation.
- 81
- 82 14. The Reserve Advisory Board will evaluate the candidates and recommend that the Police
- 83 Department conduct background checks on any potential reserve officers.
- 84

- 85 15. During the background check, the names of all potential Reserve Officers along with their
86 photo will be posted in the Briefing Room for all current officers to view.
87
- 88 16. Suitability of the potential reserve officer will be heavily influenced by the likelihood of the
89 potential Reserve Officer fitting into the culture and value system of the WPD with minimal
90 effort.
91
- 92 17. Background checks will be conducted in accordance with standard practices and all
93 applicable laws.
94
- 95 18. Upon completion of a background investigation, the background investigator will submit a
96 written report and recommendation to the Chief. The Chief will forward to the Reserve
97 Commander those files which are approved for further consideration.
98
- 99 19. The Advisory Board will review the information on each candidate and decide who will be
100 offered a position with the Reserves.
101
- 102 20. Upon selection, a Reserve Officer will provide emergency contact information to enable the
103 WPD to contact family or relatives in an emergency as needed.
104

105 **Promotion Process:**
106

- 107 1. The Reserves will maintain its own chain of command with the rank and organization
108 structure patterned after the Department with ranks from Officer to Major.
109
- 110 2. A Reserve Officer must demonstrate the proper position skills, willingness to accept
111 additional responsibilities and maturity to be considered for promotion.
112
- 113 3. Officers being considered for advancement in rank will be promoted only after accepting
114 the higher rank and the additional responsibility associated with that rank.
115
- 116 4. Reduction in rank may be made if an officer is not performing satisfactorily in the position
117 or at the request of the officer.
118
- 119 5. The Reserve Commanding Officer will make the decision to move an officer from one rank
120 to another and he may enlist the advice and recommendations of the Advisory Board and
121 the Department in making these decisions.
122

123 **TRAINING OF RESERVE OFFICERS:**
124

125 **Initial Training of Recruits:**
126

- 127 1. Applicants who have been accepted for the position of Reserve Officer will be required to
128 satisfactorily complete an initial training course prior to being issued equipment and
129 beginning to work.
130
131 2. This training course will consist of approximately fifty (50) hours of classroom lectures,
132 discussions and practical activities.
133
134 3. In addition, there are several video tapes the trainee will be asked to view outside the
135 classroom.
136
137 4. The goal of the training program is to provide the Department with capable and dependable
138 Reserve Officers.
139
140 5. The recruit will receive a training manual with text material which will be covered in the
141 training.
142
143 6. The training will be conducted by members of the Reserve Unit called Reserve Training
144 Officers (RTO) who have been appointed by the Advisory Board.
145
146 7. Training will also be conducted by various members of the Police Department.
147
148 8. At the completion of the training program, a final examination will be administered to the
149 recruits which will be used to evaluate the progress made by the trainee.
150
151 9. The results may also be used to enhance the training program and serve as documentation
152 for the Department on the quality of the training course.
153
154 10. The training places a strong emphasis on safety for the Reserve Officers, the full-time
155 Officers and the public.
156
157 11. When a recruit completes the initial training, he will be sworn in as a Reserve Police Officer
158 and receive the uniforms and equipment necessary.
159

160 **Field Training and Evaluation Program (FTEP):**
161

- 162 1. For the purpose of training a Reserve Officer a Field Training Officer (FTO) is any full-time
163 WPD officer.
164
165 2. After completion of initial training and the Oath of Office is taken, the recruit must
166 participate in and complete the FTEP.
167

- 168 3. The FTEP involves subjects the FTO must cover and the Reserve must complete them
169 satisfactorily and proficiently to the satisfaction of the full-time officer acting as the FTO.
170
171 4. The FTO will initial and date each item the Reserve performs adequately.
172
173 5. Upon completion of the FTEP, the documentation will be placed in the Reserve Officer's
174 personnel folder maintained by the WPD administrative secretary.
175
176 6. A Reserve Police Officer will be on probation during the first six months after the Oath of
177 Office, or longer, pending completion of the FTEP.
178
179 7. During this probationary period, immediate dismissal can occur if recommended by
180 departmental liaison personnel, Advisory Board personnel or training officers.
181
182 8. It is the responsibility of each Reserve Shift Commander and his shift to monitor the
183 progress of a Reserve Officer on the shift who is in the FTO Program.
184

185 **Continuing Training:**
186

- 187 1. All Waynesboro Police Reserve Officers must attend a mandatory monthly business
188 meeting.
189
190 2. The monthly business meeting is the second Wednesday of every month except for the
191 month of December.
192
193 3. The business meeting will start at 7:30 p.m. at the designated place.
194
195 4. The monthly business meeting will cover business pertaining to the Waynesboro Police
196 Reserve Unit.
197
198 5. For a Reserve Officer to be excused from the monthly business meeting, you must have a
199 valid excuse. (IE. sickness, work, school, etc.)
200
201 6. A Reserve Officer must notify their immediate superior prior to the meeting for an excused
202 absence.
203
204 7. An unexcused absence will occur if their immediate superior is not notified prior to the
205 meeting.
206
207 8. Credit for the monthly business meeting will be recorded in the monthly meeting minutes
208 and a copy will be forwarded to the designated officer in charge of keeping the time record
209 for the reserve unit.
210

211 **Monthly Training Sessions:**

- 212
- 213 1. All Waynesboro Police Reserve Officers must attend one of the training sessions during the
- 214 month.
- 215
- 216 2. For a Reserve Officer to be excused from the monthly training session they must have a
- 217 valid excuse. (IE. sickness, work, school, etc.)
- 218
- 219 3. A Reserve Officer must notify their immediate superior prior to the meeting for an excused
- 220 absence.
- 221
- 222 4. An unexcused absence will occur if their immediate superior is not notified prior to the
- 223 training session.
- 224
- 225 5. If the training for the month is deemed not necessary for the Reserve unit, then a Reserve
- 226 training session will be held on the second Wednesday of the month after the business
- 227 meeting at the designated location and will deal with a Reserve topic.
- 228
- 229 6. Training topics, times, and locations will be posted in the front of the reserve book each
- 230 month.
- 231
- 232 7. All Reserves attending a monthly training session during the day must sign the roster for
- 233 that session and must include their PR number.
- 234
- 235 8. If a Reserve Officer cannot attend the second Wednesday training session, they must decide
- 236 on a training session that can be attended, and they must notify their immediate superior of
- 237 the date and time.
- 238
- 239 9. No training time will occur if one of the training sessions is not attended.
- 240
- 241 10. Training time for the Reserve Officer attending a day session will be gathered from the
- 242 Captain of the Waynesboro Police Department by the designated officer in charge of
- 243 keeping the time sheets for the reserve unit.
- 244
- 245 11. The second Wednesday training session of each month will be recorded in the monthly
- 246 business meeting minutes, and a copy will be forwarded to the designated officer in charge
- 247 of keeping the reserve time sheet.
- 248

249 **Specialized Training:**

- 250
- 251 1. This training will be in addition to monthly training programs and will generally be in
- 252 specialized areas of law enforcement.
- 253

- 254 2. Examples include drug interdiction, drug search warrants, etc.
255
256 3. Some training on topics such as firearms or chemical agents is mandatory and failure to
257 complete this training will cause a Reserve Officer to be suspended pending completion of
258 this training.
259

260 **Duty Requirements:**
261

- 262 1. Reserve Officers will be required to devote a minimum of 24 hours of service to the Police
263 Department per quarter and two hours of regular training per month. Service is defined as
264 time logged in while dressed in the uniform of the day and performing routine patrol, court,
265 administrative, or other assigned or emergency tasks approved by the Reserve Commander,
266 the Chief of Police or a designee of either.
267
268 2. Satisfying these requirements will qualify an officer to receive an annual stipend from the
269 City of Waynesboro to assist with the officers expenses incurred in connection with
270 performing their duties.
271
272 3. When reporting for duty, a Reserve Officer must be dressed in the uniform of the day as
273 directed by the Chief of Police or his designee. Special dress may be designated for special
274 assignments by the Chief of Police or his designee.
275
276 4. Court appearances must be made in the uniform of the day or coat and tie for men and
277 appropriate dress clothes for women.
278
279 5. Reserve Officers reporting for duty must provide their own transportation to and from the
280 Police Department.
281
282 6. Reserves must log-in personally in the Reserve Log Book with the exact time duty begins
283 and log-out personally in the Reserve Log Book with the exact time duty is terminated.
284
285 7. Elapsed time of duty will be calculated to the nearest half-hour and entered in the log.
286
287 8. An exception to this rule is if a Reserve Officer is called in for a special detail or has to
288 appear in court, the actual times of arrival and departure will be entered in the log but
289 calculation of the time worked will be a minimum of four (4) hours. If the time elapsed is
290 over four hours, the time will be calculated to the nearest half-hour.
291
292 9. Logging in is a required step in the process of being called to duty and also ensures that the
293 Reserve Officer has been called to duty which then allows the Reserve Officer to exercise
294 police powers.
295

296 10. Failure to log-in or log-out properly results in time that cannot be credited.
297

298 11. Reserves reporting for duty will notify the Shift Commander that they are reporting for duty
299 and receive their assignment. The Reserve must then notify EOC that he is on duty and
300 inform them of his assignment.
301

302 **Conduct And Authority:**
303

304 1. Reserves will not wear parts of the police uniform. Reserves will wear the full police
305 uniform with authorized equipment when on duty or during their direct travels to and from
306 the Police Department.
307

308 2. Even when in uniform, a Reserve Officer has no law enforcement powers unless he has
309 been called to duty. Logging in at the WPD is evidence of being called to duty.
310

311 3. The auxiliary police force shall have all the powers and authorities and all the immunities of
312 constables at common law (Waynesboro City Code 42-57). Localities for the further
313 preservation of the public peace, safety and good order of the community, may
314 establish, equip and maintain auxiliary police forces, the members of which when called
315 into service as hereinafter provided shall have all powers and all the immunities of
316 constables at common law (Code of Virginia 15.2-1731A).
317

318 4. The Reserve Officer's role will be primarily that of an assistant to the full-time officer with
319 whom they work.
320

321 5. Reserves will at all times perform the assignment given to the best of their ability.
322

323 6. A Reserve who receives an assignment or direction that is not understood from a full-time
324 officer, or that the Reserve does not know how to perform, or that the Reserve considers
325 such assignment or direction to be unsafe, will immediately inform the full-time officer of
326 the same.
327

328 7. Experienced Reserve Officers who have consistently demonstrated their law enforcement
329 skills and knowledge may be designated by the Chief of Police as officers who may patrol
330 independently in a Department vehicle.
331

332 8. These officers will receive defensive driving instruction from a certified driving instructor
333 and also practical patrol techniques under the supervision of an officer designated by the
334 Chief of Police.
335

336 9. These officers will not normally receive the entire driving instruction course required to
337 operate an emergency vehicle and therefore should not use the emergency lights and/or siren

- 338 while the vehicle is in motion unless otherwise directed by a regular full-time officer.
339
- 340 10. Emergency lights may be used when the vehicle is stopped to aid in the safe movement of
341 traffic and to identify the scene of an incident.
342
- 343 11. Reserve Officers designated and trained to work independently will normally be required to
344 be available for back-up of other officers, non-emergency calls, animal control activities,
345 traffic direction, business checks, etc.
346
- 347 12. The Shift Commander will be responsible for making assignments of independently
348 operating Reserve Officers.
349
- 350 13. Notwithstanding the above, specific task-oriented vehicle operations (e.g., taking vehicles to
351 the shop, running errands) can be conducted by any Reserve Officer under the direction of a
352 full-time officer providing this does not include the actual or potential operation of the
353 emergency lights or siren while the vehicle is in motion.
354
- 355 14. Reserve Officers often receive confidential information such as special police actions or
356 plans, orders, regulations and procedures, case files and details of police activities. All such
357 information will be held in confidence and not communicated to anyone except as a
358 NECESSARY part of official police business.
359
- 360 15. Reserve Officers will sign for equipment and uniforms issued to them and maintain them in
361 good condition.
362
- 363 16. Equipment and uniforms must be turned in immediately upon dismissal and within one
364 week of resignation to the Administrative Secretary of the Waynesboro Police Department.
365
- 366 17. If a Reserve wishes to carry a concealed weapon while off duty, even if it is the weapon
367 assigned by the Department, he must obtain a Concealed Weapon Permit pursuant to the
368 Virginia Code at his own expense.
369
- 370 18. Reserve Officers will always operate within the Department General Orders that apply to a
371 Reserve Officer's activities.
372
- 373 19. Reserves who encounter problems related to the performance of their duties shall report the
374 problem through the Reserve chain of command.
375
- 376 20. If the problem cannot be resolved satisfactorily by the Reserve Commanding Officer, the
377 matter may be brought to the attention of the Chief of Police who will work with the
378 Reserve Commanding Officer to resolve the problem.
379

380 21. If a problem arises while the Reserve is on duty and constitutes an emergency, the Shift
381 Commander may be consulted to reach an interim solution.
382

383 **Corrective Action:**
384

- 385 1. This section will apply to any Waynesboro Police Reserve Officer who misses a monthly
386 business meeting or a monthly training session which may be counted as unexcused.
387
- 388 2. The first offense is a verbal warning by the Lieutenant of that officer's shift.
389
- 390 3. The Lieutenant of the Reserve officer's shift will contact the officer that has an unexcused
391 absence to find out the reason.
392
- 393 4. Once the Lieutenant of the shift has contacted the Reserve Officer, he will notify the
394 Advisory Board of the Reserve's reason for the unexcused absence.
395
- 396 5. The second offense requires personal contact of the officer and a written letter from the
397 Advisory Board. A copy of the letter will be maintained in the officer's file for a period of
398 12 months. The letter will be signed by the Advisory Board members and the officer. A
399 copy will be provided to the officer.
400
- 401 6. The third offense requires that the officer appear before the Advisory Board for possible
402 termination if the unexcused absence has occurred within a 12-month period of the first &
403 second offense.
404

405 **Organization Of The Reserve Unit:**
406

- 407 1. The Reserve Unit will create and maintain its own organization.
408
- 409 2. The ranking officer is a Major and will work closely with and under the authority of the
410 Chief of Police to structure the organization to best serve the Department and its needs.
411
- 412 3. The present structure contains active positions for Major, Captain, Administrative
413 Lieutenant, Shift Lieutenants, Sergeants, Corporals and Officers.
414
- 415 4. There are three shifts, each having a Lieutenant in command, a Sergeant, a Corporal and
416 Officers.
417
- 418 5. The Advisory Board consists of all officers of the rank of Lieutenant and above.
419

420 **Termination Of A Reserve Officer:**
421

422 1. The Reserve Commander may terminate a Reserve Officer.

423

424 2. The Chief of Police may terminate a Reserve Officer.

425

426 **Department Support of the Reserves Police Organization:**

427

428 1. The Department will supply each Reserve Officer with the uniforms and equipment
429 necessary to perform law enforcement duties.

430

431 2. Any additional equipment a Reserve Officer wishes to use not issued by the Department
432 must be approved by the Chief of Police.

433

434 3. The Department does not supply footwear and gloves.

435

436 4. The Department will assist when possible and appropriate with the training of Reserve
437 Officers with instruction and recertification on specific items of equipment performed by a
438 certified instructor.

439

440 5. The Department will appoint a Liaison Officer which is the Patrol Commander to interface
441 with the Reserve Unit.

442

443 6. The Department will provide records support to include:

444

445 • Time keeping records of Reserve activities

446 • Records of training activity completed by Reserves

447 • A personnel file to include individual work history maintained in a separate file

448 • Background investigation maintained in a separate file and is to remain confidential from
449 the Reserve Officer.