



NORTH MIAMI POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES



RESERVE OFFICER PROGRAM 400.17

EFFECTIVE DATE: 09-22-23

APPROVED: *Cherise A. Lause*
Chief of Police

SUPERSEDES: 10-30-20

CFA: 2.08, 9.06, 10.14

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I. PURPOSE

To provide qualified, sworn police personnel, in a volunteer capacity to supplement the North Miami Police Department. Reserve Officers will be utilized for a variety of functions.

II. POLICY

To provide sworn personnel who will supplement the needs of the Department on a volunteer basis.

III. SCOPE

This policy applies to all members of the Department.

IV. DEFINITIONS

A Reserve Officer is a sworn police officer with the authority to bear arms, make arrests, and has the responsibility for the prevention and detection of crime. Furthermore, a Reserve Officer will be responsible for the enforcement of

the penal, criminal, traffic, and/or highway laws of the State, County, and Municipality. **CFA 2.08**
Language Clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

V. REQUIREMENTS/SELECTION

Applicants must be State of Florida certified police officers in good standing. The selection process for Reserve Officer will be the same as for a full-time police officer. However, this will not apply in the case of a North Miami retiree making an immediate transition to a Reserve Officer. **CFA 9.06**

Upon acceptance, the Reserve Officer will complete an orientation period to include review of Department S.O.P.s and evaluation of firearms proficiency. Other training and/or proficiency evaluations may be included as necessary. Upon completion of the orientation period, the officer will be released to the Field Training Officer (FTO) Program.

VI. TRAINING

- A. Training will be established by the Criminal Justice Standards and Training Commission (CJSTC) and be considered “Part-Time”.
- B. With the exception of recently retired (within 90 days of retirement) North Miami Police Officers, all Reserve Officers will be required to participate in the Field Training Officer Program. The length of the program shall be determined by the Training Supervisor or higher authority, and will be evaluated on a daily basis until the Reserve Officer is released by the FTO and Uniform Patrol Major.
- C. Required training time will be credited towards volunteer time requirements.
- D. The Training Supervisor will maintain training records of all the Reserve Officers and will ensure that they are in compliance with CJSTC Standards.
- E. Reserve Officers will attend all scheduled in-service training, equivalent to that of full-time sworn members. **CFA 10.14**

VII. RESPONSIBILITIES

All Reserve Officers with the Department are required to abide by the following:

CFA 2.08

- A. Reservists must work a minimum of sixteen (16) hours a month to stay active, but may work additional hours in other Department Sections, as needed. This requirement may be waived by the Chief of Police, or his/her designee.
- B. All Reserve Officers will be subject to the same policies, rules and regulations, and procedures as full-time, sworn police personnel.
- C. Reserve Officers must be certified by the State of Florida Criminal Justice Standards and Training Commission prior to being sworn in.
- D. Reserve Officers are appointed by the Chief of Police and will have met the pre-employment and training requirements. Reserve Officers are vested with full police authority when on duty.
- E. Reserve Officers may ride alone in a police vehicle with the approval of the on-duty supervisor and subject to availability of a spare police vehicle. While operating City vehicles, Reserve Officers are bound by the City's applicable administrative regulations governing vehicle maintenance, usage, and accident reporting.
- F. Reserve Officers will familiarize themselves with and adhere to all the North Miami Police Department's Rules and Regulations. While on duty, Reserve Officers shall take all appropriate actions to safeguard the life and property of the citizens of North Miami and to keep the peace of the City.
- G. Reserve Officers will treat all official business of the North Miami Police Department as confidential.
- H. Due to the nature of their voluntary duty, Reserve Officers will become involved in investigations and arrest situations, which will result in required court appearances. They will be expected to attend all scheduled court appearances that are generated by any arrest affidavit, which bears their name as a witness or arresting officer. Court appearance time will be credited as work time.
- I. The Reserve Officer Program will be managed under the Uniform Patrol

Section Major. The Chief of Police may elect to assign rank among the reservists.

VIII. EQUIPMENT AND UNIFORMS

- A. Reserve Officers will be issued and wear uniforms and equipment that meet the same requirements as full-time police officers. However, when not on duty, Reserve Officers will not wear any item of police equipment or any part of the uniform.
- B. Reserve Officers will carry a personally owned, Department-approved firearm while on duty, and qualify with this firearm per Department policy.
- C. Reserve Officers may carry a handgun off-duty, provided they carry a City authorized badge and identification card, have successfully completed the required training, and are eligible to perform on-duty as a single unit.

IX. BENEFITS

- A. Worker's Compensation coverage will be provided for Reserve Officers only while on duty on behalf of the North Miami Police Department, and will not extend in any manner to family health coverage, etc., which is voluntarily subscribed to by full-time officers.
- B. Benefits to Reserve Officers include the issuance of equipment and uniforms, and mandatory retraining for certified Reserve Officers.
- C. Reserve Officers are provided with public liability protection equal to that provided to full-time officers.
- D. Reserve Officers will be permitted to fill off-duty positions on an as-needed basis. **CFA 2.08**
 - 1. Off-duty work does not count toward the minimum 16 hours per month as required.
 - 2. Off-duty work can be limited for any Reserve Officer based on performance and for not completing the minimum 16 hours per month as required.
 - 3. Priority for off-duty work will be given to full-time officers.