

ROSWELL POLICE DEPARTMENT PART TIME RESERVE OFFICER PROGRAM

4-19.1 PURPOSE AND POLICY

- A. The purpose of this policy is to establish the Roswell Police Department Part Time Reserve Officer Program.
- B. Part Time Reserve police officers will be certified as required by the Georgia Peace Officers Standards and Training Council (POST).
- C. Individuals certified as police officers are authorized to act as peace officers when serving in a law enforcement related activity which could reasonably be expected to require the assertion of police powers.
- D. Retired City of Roswell police officers may not work in a Roswell police uniform or represent themselves as Part Time Reserve police officers unless they are employed by the City of Roswell as part time reserve police officers.
- E. Part Time Reserve police officer positions must be approved each year in the City budget, and are subject to Human Resources position control policies. Part Time Reserve police officers will be considered part time employees as defined in the City of Roswell Human Resources Policies and Procedures Manual.

4-19.2 RESPONSIBILITIES

- A. Part Time Reserve police officers will be required to meet the professional standards as full-time officers.
- B. The Training Section will be responsible for the training of all individuals who serve as Part Time Reserve police officers. The Training Section Director will coordinate and schedule Part Time Reserve police officer training as mandated by POST certification and Departmental requirements.
- C. A Part Time Reserve Police Officer Program Supervisor, appointed by the Field Services Commander from among the existing full-time police supervisory staff, will monitor the certification status of Part Time Reserve police officers and related personnel matters; and maintain a directory and personnel file of all Part Time Reserve police officer personnel. This Supervisor will monitor the on-duty status of Part Time Reserve police officers and maintain an emergency and contingency call-up plan for Part Time Reserve police officers which will be initiated by the Chief of Police. The Part Time Reserve Police Officer Program Supervisor will submit an annual report to the Chief of Police on all activities of the Part Time Reserve police officers.
- D. Appropriate action will be taken by any level of supervision when a Part Time Reserve police officer is observed in noncompliance with Departmental directives, orders or procedures.

4-19

Page 1

Part Time Reserve Police

4-19.3 DUTIES AND SERVICE REQUIREMENTS

- A. The duties of Part Time Reserve police officers will vary in accordance with the needs of the Roswell Police Department. Generally, Part Time Reserve police officers will perform duties in support of the regular full time officers of the Roswell Police Department. These duties will include, but are not limited to, providing security, traffic control and increased police visibility at special events that occur within the City, and providing support to section commanders, as requested.
- B. Only Georgia certified police officers may submit a request for consideration for employment in the Part Time Reserve police officer program to the police department's recruitment/background investigations officer. Part Time Reserve police officer candidates will be vetted in the same manner as regular full-time officers. Part Time Reserve police officers may resign their employment at anytime with written notice to the Chief of Police.

4-19.4 ELIGIBILITY, TRAINING AND CONDUCT

- A. Selection requirements for Part Time Reserve police officers are the same as for full-time police officers. A Part Time Reserve police officer cannot be employed as a law enforcement officer with any department or agency while employed with the City of Roswell.
- B. Part Time Reserve police officers are required to complete the portions of the Roswell Police Department's FTO program that address those duties a Part Time Reserve police officer is authorized to perform. Part Time Reserve police officers are required to meet the same in-service training requirements including use of force, weapons proficiency training and firearms qualifications as regular full-time sworn employees of the Department.
- C. Part Time Reserve police officers will be required to conduct themselves in a professional manner governed by City ordinances, state laws, written directives, rules and regulations, and any other requirements set by the Chief of Police. Disciplinary matters involving Part Time Reserve police officers will be investigated in the same manner as those involving other Police Department personnel.
- D. Failure to meet the established training requirements and failure to comply with Departmental rules, regulations and code of personal and professional conduct may result in disciplinary action up to and including termination of part time employment. at the discretion of the Chief of Police.

4-19.5 SECONDARY EMPLOYMENT

- A. The Roswell Police Department recognizes that Part Time Reserve police officers will likely be employed full time in another capacity. This primary employment must not be incompatible with their service as a Part Time Reserve police officer. Secondary employment by a member of the Part Time Reserve police officer program involving an extension of police services is governed by Section 4-13 et seq. of the Roswell Police Department Employee Manual.

4-19.6 COMMUNICATIONS AND RADIO NUMBERS

All members of the Part Time Reserve Police Officer Program will be assigned a radio number. Part Time Reserve police officers will use the assigned number when making transmissions.

4-19.7 UNIFORMS

- A. The uniform will be identical to that of a regular full time Roswell police officer.
- B. Part Time Reserve police officers will have access to the same equipment as full-time active sworn personnel. Some equipment, such as uniform, badge, weapon, etc., may be issued to the Part Time Reserve police officer. Other equipment, such as a patrol car or radio, may be temporarily provided during their duty assignment. Part time reserve police officers are not eligible under the Roswell Police Department take home car policy.
- C. Each Part Time Reserve police officer will carry the issued identification card which identifies the officer as employed by the Roswell Police Department in the Part Time Reserve police officer program.
- D. A Part Time Reserve police officer will wear the Roswell Police Department uniform in accordance with Departmental policy.

--	--

4-19.8 LIABILITY AND PERFORMANCE EVALUATION

- A. The Part Time Reserve police officer program supervisor will conduct annual performance evaluations for Part Time Reserve police officers .
- B. Part Time Reserve police officers have the same liability protection as active full-time sworn personnel.

4-19.9 ORGANIZATION

Any section commander with a specific event or function coming up in his or her zone or section may request the assistance of Part Time Reserve police officers. Requests for assistance will be made as soon as possible prior to the event, in writing, through the chain of command to the Part Time Reserve Police Officer Program Supervisor. The request will state the number of officers needed, number of hours they are needed, as well as dates, location, and duties to be performed. **Part Time Reserve police officers will not be permitted to work more than 30 hours during any one calendar week.**