POLICY/PURPOSE:
The purpose of this directive is to establish guidelines for the requirements, selection, and utilization of reserve officers.

Introduction
The Cedar Rapids Police Department (CRPD) is committed to operating under a philosophy of Community Oriented Policing, with the goal of identifying and solving problems and forging a partnership with the community.

In an effort to further Community Policing efforts and work in partnership with community members and supplement police personnel, the Cedar Rapids Police Reserve Program was created.

The purpose of the reserve officer program within the CRPD is to provide support for officers and the department, while increasing the level of service to the community.

The Police Reserve Program will be designed to serve as a ready-trained "Reserve Force" that could be mobilized on short notice in case of natural disasters, civil disorders or national attack.

The information contained within the Cedar Rapids Police Department Reserve program and Operations Manual is provided to serve as a guideline to assist the Reserve Officers in attaining the degree of performance and professionalism that will be a credit to the individual, to the Cedar Rapids Police Department, and to the City of Cedar Rapids. This manual will provide guidelines for a wide range of reserve officer activities, responsibilities, specific duties, training and chain of command.

All Orders and procedures of the CRPD are applicable to Reserve Officers. Reserve Officers shall become thoroughly familiar with the provisions of these rules and regulations, as well as CRPD policies and procedures, and shall conform to and abide by them. They shall observe the laws and ordinances and render their services to the City of Cedar Rapids with discretion, courage, and loyalty.

PROCEDURE: [16.3.3]
Reserve officers shall not function with the authority of a police officer unless they meet the mandatory training requirements as established by Chapter 80D of the State Code of Iowa.

Reserve officers will not act as a police officer unless they receive training equal to that required of full-time police officers in those areas of assigned duties and responsibilities. The training should be the same as that received by full-time police officers or an equivalent, parallel course that meets the requirements of the Iowa Law Enforcement
The subject matter in the training program should cover topics related to assigned duties and responsibilities to the same extent that full-time police officers are trained to perform the like functions.

The liaison officer between the department and the Cedar Rapids Police Department (CRPD) Reserve Unit will be the Special Operations Commander or his designated Reserve Officer Unit Commander as decided by the Chief of Police.

Reserve officers shall act at all times within the scope of their granted authority. They shall be provided the same public liability protection that full time officers have, for action taken, that falls within the scope of their official duty; and while following guidelines set out by the department. [16.3.7]

Reserve Selection: [16.3.2; 16.3.9]
Pursuant to Chapter 80D, Code of Iowa, General Requirements for Reserve Peace Officers, all applicants will be selected after a background investigation that is the same as for full-time, sworn officers. Educational level, experience, physical condition, and other selection criteria applicable to full-time officers will apply equally to reserves.

- Appointments will be made by the Chief of Police.
- Members of the Reserve Unit will possess a valid Iowa Motor Vehicle Operator’s License.
- Members of the Reserve Unit will comply with and adhere to the rules and regulations of the department.

Appointment:
Once an individual is appointed to Reserve Unit and sworn in, they will be placed on a 12-month probationary period. This period is considered as one (1) of the elements of the selection process. Termination of reserve officer service may result should a reserve officer on probationary status be found unsatisfactory. Reserve officers serve at the discretion of the Chief of Police. Termination from the Reserve Unit may result without cause during the probationary period and beyond.

A probationary police reserve must complete the training requirements as set by the Iowa Law Enforcement Academy before they can assume full police reserve status.

- Complete the State of Iowa requirements for Reserve Peace Officers in Chapter 80D State Code of Iowa, Carrying Weapons.
- Complete the State of Iowa requirements for Reserve Peace Officers in Chapter 80D State Code of Iowa, Training required (as prescribed by the ILEA Council).
• Complete the Cedar Rapids Police Reserve Field Training Program, and complete the Field Training Manual.
  o During the training period, the instructing officers will observe and evaluate the reserve officer's performance; and will report quarterly on the reserve officer's progress. At the conclusion of the training period, a report shall be forwarded by the Special Operations Commander for review. The report will contain the completed Reserve Field Training Manual and the final evaluation and recommendations on the retention and assignment of the reserve officer. The reports will be reviewed by the Community Services Division Captain and permanently filed in the reserve officer's personnel file. [35.1.3]
  o If at any time during the reserve officer's training period the Special Operations Commander is of the opinion that the reserve officer will not develop into a successful police reserve because of lack of interest, ability, poor conduct, or because of incompetency, the Special Operations Commander shall file such report with the Community Services Division Captain who will forward it to the Chief of Police.
  o The Chief of Police will decide what corrective action will be pursued. If the Chief of Police is of the opinion that the reserve is not likely to become a successful police reserve, the Chief of Police will take final action, which could include immediate steps to terminate the reserve.

• A police reserve officer shall be removed from probation and assume full police reserve status after:
  o One (1) year of service from the date of appointment and;
  o Upon completion of all described training and;
  o Upon review and approval of the reserve officer's probationary record by the following:
    ▪ Reserve Commander
    ▪ Community Services Division Captain
    ▪ Chief of Police

• The police reserve will continue to complete required training prescribed by State Law of Iowa Chapter 80D and the department.

Salary:
Police Reserves are paid in accordance to State Code of Iowa 80D.11 which states: “While performing official duties, each reserve peace officer shall be considered an employee of the governing body which the officer represents and shall be paid a minimum of one dollar per year.”

• The City of Cedar Rapids Finance Department is responsible for payment and will do so on an annual basis generally during the month of March.
Injury On Duty:
Police Reserve on duty injuries are handled as established by the State Code of Iowa Chapters 80D.12 and 85.36(9)(a).

Operation of the Reserve Unit:
Quarterly Police Reserve Meetings will be at the Cedar Rapids Police Station. The time of the meetings will be decided by the Reserve Officer Unit Commander. The meetings will generally be held during the first week of the last month of the quarter.

Reserves will be notified by the Reserve Officer Unit Commander at the quarterly meeting of their number of hours worked. This will give the reserve ample time to be in compliance of the reserve’s required time commitment. Required work hours of the Police Reserve Officers are:

- A minimum of thirty (30) hours per quarter, at least fifteen (15) of those hours must be ride along time with the Patrol Division; the remaining fifteen (15) may be comprised of the following:
  - Uniformed ride-along time assisting the Patrol Division.
    - The shift supervisor will determine duties and assignments.
  - Community service time in uniform - parades, open houses, etc.
  - Time (including travel) for Board Members' attendance of the Iowa State Reserve Law Officers Association business meetings.
  - Any time in uniform or plain clothes requested by the CRPD.
  - All training time as directed by the CRPD's Training Section. [16.3.5; 16.3.6]
  - All time in court.
  - All members of the Police Reserve shall receive at least one hour of time for attendance at the quarterly reserve meeting.
  - Reserve officers will be required to work During the Freedom Festival celebrations as well as during the 4th of July. Assignments and Need will be determined by the Special Operations Commander. Exceptions to this requirement must have prior approval by a Reserve Unit Commander.

- To receive credit for hours of service, each officer must fill out the Reserve Officer Service Hours Form (CRPD #773) and submit it to the Reserve Officer Unit Commander.

Non-Participation:
Non-participation is defined as:
- Failure to maintain minimum amount of quarterly uniform hours in one quarter
POLICY TITLE: Reserve Unit

STANDARD/REF #: 16.3.1; 16.3.2; 16.3.3; 16.3.4; 16.3.5; 16.3.6; 16.3.7; 16.3.8; 16.3.9; 35.1.12; 35.1.3

APPROVED BY: Wayne Jerman, Chief

REVIEWED DATE: 8/20/2018

REQUIRED REVIEWERS: Reserve Unit Commander

REVISED DATE: 8/20/2018

- Failure to maintain/attend/complete all training and certifications as required by the department within the deadline provided.
- Failure to meet any deadline.
- Failure to maintain city email account.
- Failure to respond to a request of a commander within 7 days of the request being made.

Dismissal:
Dismissal will occur when a reserve does not participate in the program. Due to the voluntary nature of the program the reserve will be given the option of voluntarily leaving the program in good standing or will be dismissed at the department’s discretion.

Temporary Leave:
A reserve officer can request to be placed on temporary leave of absence by making a written request to the Special Operations Commander.
- A reserve officer may take a leave of absence for medical reasons upon approval of the Special Operations Commander. They will not participate in any police-related duties unless approved by the Special Operations Commander.
- Leaves of absence that are not of a medical nature are limited to one (1) per year and for a period not to exceed three (3) months, unless approved by the Chief of Police.

Evaluations: [16.3.8; 35.1.2]
Annually the Reserve Officer Unit Commander will complete documented performance evaluations on all Reserve Officers. The evaluations will be the same as full-time officers and will be submitted to the Community Services Division Commander.