



DEPARTMENTAL REGULATIONS  
CONCORD POLICE DEPARTMENT

GENERAL ORDER 91  
EFFECTIVE DATE: 8/2005  
REVISION DATE: 12/2010  
REVIEW DATE: 12/2012  
I.D. NUMBER: 250

\_\_\_\_\_  
Chief of Police

---

---

**RESERVE OFFICER PROGRAM**

---

---

**A POLICY STATEMENT**

The Concord Police Reserve Unit is established to supplement and assist regular sworn police officers in their duties. The Unit provides professional, sworn volunteer reserve officers who can augment police staffing levels and provide service to the community that may otherwise be unavailable. The Concord Police Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this Department.

**B GENERAL**

This policy establishes guidelines for the function and conduct of persons appointed as Concord Reserve Police Officers. Reserve peace officers are required by POST Commission Regulation 1007(a) to meet the same selection standards (e.g. personal history investigation and medical and psychological screening) as full-time regular officers in the State of California

**C THE CONCORD POLICE RESERVE ASSOCIATION**

Reserve officers in the Concord Police Department are members of the Concord Police Reserve Association. The Association is responsible for the organization and operation of Concord reserve officers, as described in the Concord Police Reserve Officer Association By-Laws and Manual of Operations.

**D RESERVE COORDINATOR**

1. A designated Watch Commander (assisted by the Training Sergeant) will serve as the Reserve Coordinator with the responsibility for administering the Reserve Officer Program with duties to include:
  - .1 Assignment of reserve personnel.
  - .2 . Maintain and ensure annual performance evaluations are completed.
  - .3 Manage the Reserve Officer Program.
  - .4 Act as Department liaison with the Concord Police Reserve Association.
  - .5 Monitor reserve officer fulfillment of training mandates.
  - .6 Coordinate reserve in-service training and FTO training.
  - .7 Hiring process coordination

**E RESERVE CLASSIFICATIONS**

1. Reserve officers are classified into levels as provided by California Law, which defines the rights, duties, and responsibilities of each class. The State has three classifications of Reserve Officers. The following describes the rights and duties of Reserve Officers by classification and in some instances where the Concord Police Department places additional restrictions on duty assignments and additional training requirements.

- .1 Level I

- .01 Assignment

- .001 A Level I Reserve Officer is eligible to function in a solo mobile cover unit capacity to the Patrol Division. Level I Reserve Officers are expected to provide cover, transportation, and other similar duties. Traffic stops and other on-view type activities should be minimal and are especially discouraged when radio traffic is heavy, patrol is short-staffed, and other times when such on-view, independent activity would distract from the reserve officers' primary responsibility of providing cover.

- .02 Authority

- .001 A Level I Reserve Officer has limited authority (powers and duties) to include general law enforcement only for the duration of the officers specific assignment defined as "while on duty" and requires no immediate supervision

- .03 Training

- .001 Regular Basic Course (664 hours) which may be satisfied by successfully completing an intensive, extended or modular format
    - .002 Completion of a Field Training Program (400 hours)
    - .003 Completion of 24 hours of CPT every two years

- .2 Level II

- .01 Assignment

- .001 A Level II Reserve Officer can conduct general law enforcement duties only while under the immediate supervision of a peace officer who has completed the POST Regular Basic Course
    - .002 May conduct limited support duties authorized for Level III Reserve Officers without immediate supervision

- .02 Authority

- .001 A Level II Reserve Officer has limited authority (powers and duties) to include general law enforcement only for the duration of the officer's specific assignment defined as "while on duty" and while under immediate supervision of a peace officer who has completed the POST Regular Basic Course
    - .002 A Level II Reserve Officer requires no immediate supervision while conducting limited support duties designated for Level III reserve officers

- .03 Training

- .001 Completion of Modules III and Modules II (333 hours)

- .002 Although not a POST requirement, completion of the department field training program for Level II Reserve Officer candidates with a full-time peace officer who has completed the POST Regular Basic Course and is a POST Certified Field Training Officer (FTO)
  - .003 Completion of 24 hours of CPT every two years
- .3 Level III
- .01 Assignment
    - .001 Limited Support Duties: Traffic control, security at parades and sporting events, report writing as needed, evidence transportations, parking enforcement and other duties that are not likely to result in physical arrests
    - .002 A Level III Reserve Officer must be supervised in the immediate accessible vicinity by a Level I Reserve Officer or a full-time regular officer
    - .003 May transport prisoners without immediate supervision
  - .02 Authority
    - .001 Only for the duration of the officers specific assignment defined as “while on duty”
  - .03 Training
    - .001 Completion of Module III (144 hours)
2. The peace officer authority of a Concord Police Reserve Officer extends only for the duration of the officer’s specific assignment, pursuant to 830.6(a)(1) PC.

**F APPOINTMENT**

- 1. The selection and appointment of reserves will occur in accordance with the procedures described in Administrative Instruction – Administration 12.
  - .1 Upon appointment, all Reserve Officers shall be considered to be within the Level III classification until they have met the training requirements described in this policy allowing progression to Level II or Level I status.

**G RESERVE OFFICER TRAINING (Agency Specific In-Service)**

- 1. All reserve officers shall demonstrate firearms and defensive tactics proficiency, and complete the Concord Police Reserve Officer Orientation packet within 6 months from their date of appointment, prior to their participation in *any* other reserve officer function.
  - .1 The firearms and defensive tactics training will include provisions for the demonstration of proficiency as required by Department policy.
- 2. Reserve officers are urged to attend the Concord Police Department in-service training cycle whenever possible.
  - .1 It is understood that this may be difficult due to reserve officers’ other employment obligations.

- .01 In the case the in-service training cycle includes a topic determined to be essential for reserve officers, the Reserve Coordinator will insure the class is made available during a monthly reserve meeting.
- 3. Perishable skills proficiency training.
  - .1 Reserve officers shall attend firearms and defensive tactics training in the same manner as required by policy for full-time sworn officers.
    - .01 POST Perishable Skills Program (PSP) training mandates do not apply to reserve police officers. This does not relieve reserve officers from meeting Departmental training mandates.
  - .2 In order to maintain continuity in perishable skills training within the Department, reserve officers shall annually attend firearms and defensive tactics classes with the same course outline as those courses attended by full-time sworn officers.
    - .01 The Reserve Coordinator shall insure that reserve perishable skills trainers are provided training on these course outlines from full-time sworn perishable skills instructors as appropriate.

## **H CONCEALED FIREARMS CARRY**

- 1. Pursuant to the Law Enforcement Safety Act of 2004 (18 USCS 926B / HR218), reserve officers authorized to carry a firearm on duty are permitted to carry a concealed firearm while off-duty.
  - .1 The Law Enforcement Safety Act of 2004 does not extend the duration of peace officer powers for reserve officers. Reserve officers may exercise peace officer authority only while on-duty and engaged in a specific assignment.
  - .2 Reserve officers choosing to carry a weapon concealed shall adhere to the provisions of general Order 39.

## **I OPERATIONS**

- 1. Reserve officers shall observe and obey all laws, ordinances, rules, and regulations of the Concord Police Department and City of Concord.
- 2. The operations and duties of Concord Reserve Officers are defined in the Concord Police Reserve Association By-Laws and Manual of Operations.
- 3. All reserves reporting for patrol or any detail shall check in with the on-duty Watch Commander and/or the Sergeant on duty. Reserve officers will indicate how long they will be working and provide a description of the detail, if applicable.
  - .1 Upon signing onto an MDC, reserve officers shall create a notation in their unit history indicating their classification level. In the event an MDC is not available, dispatch shall be requested to make this notation.
- 4. Reserve Officer Details
  - .1 The Concord Police Reserve Association (CPRA) often receives requests for services from persons and organizations in the community or from City representatives.
    - .01 Details are processed in a manner described in the CPRA Manual of Operations.
    - .02 All detail requests shall be approved by the Special Operations Lieutenant or in his or her absence, the Reserve Coordinator

- .2 Under all circumstances, reserve officers working details have a primary duty to provide security to the detail to which they have been assigned.
  - .01 No reserve officer shall leave a detail to perform a normal patrol function or handle a patrol assignment except:
    - .001 Upon the direct order of a street supervisor or operations commander; or
    - .002 When the urgency of the circumstances are such that reason dictates no other reasonable alternative exists.

## **J SPONSORSHIP**

1. In order to enable and support the continuing professional development of Concord Reserve Officers, the Department may elect to sponsor individual officers through the Level II or Level I reserve academy modules.
  - .1 Reserve Officers desiring Departmental sponsorship will submit a memorandum to the Chief of Police via the chain of command. The memorandum shall include:
    - .01 An explanation of the sponsorship request.
    - .02 A description of associated costs.
    - .03 The officer's prior related experience.
    - .04 Length of time as a Concord Reserve Officer.
      - .001 To be eligible for Level I sponsorship, a reserve officer must have completed at least two years of uninterrupted reserve service with the Department
  - .2 The Reserve Coordinator will arrange to meet with the officer requesting sponsorship and a member of the CPRA Board of Directors. The purpose of this meeting is to discuss the reserve officer's past performance and contributions to the reserve unit, and to identify how sponsorship may assist with the officer's professional goals.
    - .01 The Reserve Coordinator will submit to the Investigations and Administrative Division Commander a memorandum which includes recommendations for the Department's response to the sponsorship request. This information will be presented to the Chief of Police for final authorization or denial of sponsorship.