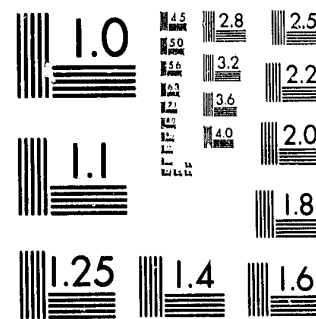


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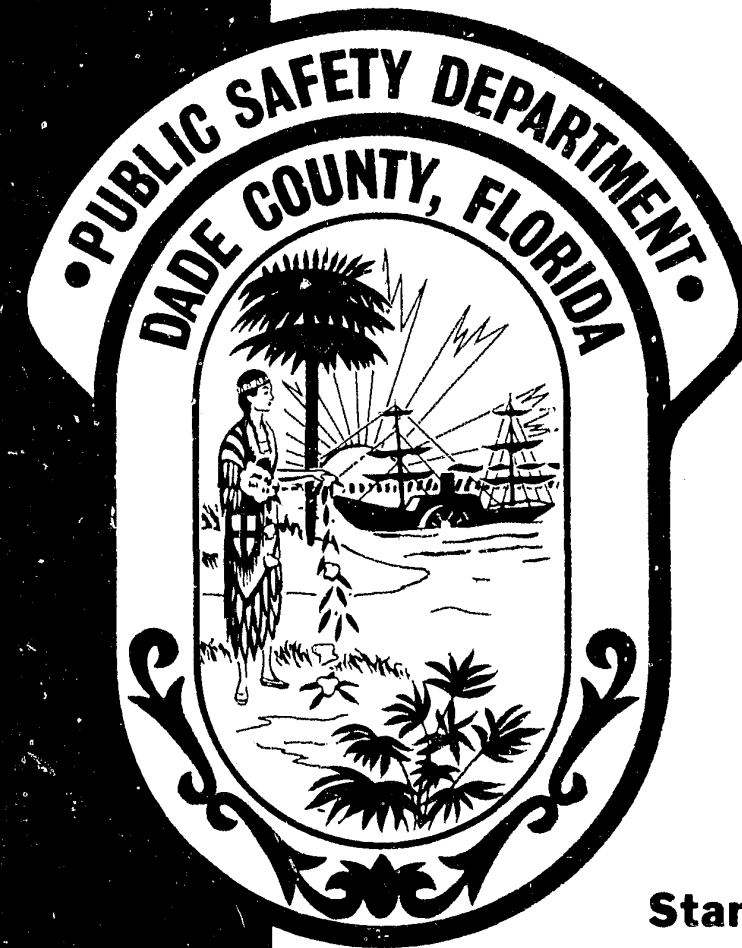
National Institute of Law Enforcement and Criminal Justice
Law Enforcement Assistance Administration
United States Department of Justice
Washington, D. C. 20531

DATE FILMED

3-27-80

POLICE RESERVE OFFICER

NO. 4-18



Standard Operating Procedures

Published: August, 1977

60454
DADE COUNTY PUBLIC SAFETY DEPARTMENT

For Departmental Use ONLY
PUBLIC SAFETY DEPARTMENT
DADE COUNTY, FLORIDA

NCJRS

JUL 23 1979

STANDARD OPERATING PROCEDURE NO. 4-18

ACQUISITIONS

SUBJECT: Police Reserve Officer

- I. BACKGROUND: Utilization of reserve personnel by police agencies is an extension of a tradition which precedes the existence of structured police forces. The Department's reserve officer program encompasses the concept that law enforcement is the responsibility of every citizen and that opportunities should be provided to concerned individuals to serve in an ex-officio capacity as police officers.
- II. ACTION: A standard operating procedure entitled Police Reserve Officer has been prepared. Knowledge of the contents should result in proper utilization and guidance of the reserve officer program.
- III. CROSS REFERENCE: Florida Statutes, Chapter 943; Resolution number R-845-76 Board of County Commissioners, Agenda Item No. 7-20-76; Departmental Manual; Police Division Order 71-8; Standard Operating Procedure, Personnel Selection.
- IV. REVOCATION: Administrative Order No. 2-18, Police Reserve Officer Program; Police Division Order 74-9.
- V. EFFECTIVE DATE: Upon publication.

E. Wilson Purdy
E. WILSON PURDY
Director

Attachment:

Police Reserve Officer; Standard Operating Procedure

Distribution B

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| LEAVE OF ABSENCE | III | 4-1 |
| Request | III A | 4-1 |
| County Property | III B | 4-1 |
| CREDENTIALS AND AUTHORIZED FIREARM | IV | 4-1 |
| On-Duty Firearm | IV A | 4-1 |
| Off-Duty Firearm | IV B | 4-1 |
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ANNEXES

- A - Reserve Officer Evaluation Form
- B - Employee Performance Report for Police Officers on Road Patrol
- C - Employee Performance Report

SECTION I - SELECTION

- I. GENERAL: Police Reserve Officer (PRO) candidates must comply with eligibility requirements established for regular police officers and published by Dade County Personnel Administration.
- II. ELIGIBILITY:
 - A. Departmental Employees: Non-police employees of the Department may participate in the program provided the request receives concurrence of the division chief to whom the employee is assigned and approval by the Director.
 - B. Ineligible for Program: To preclude a conflict of interest, persons within the following categories are ineligible to participate in the program:
 - 1. Currently employed as a guard, private detective, security patrolman, or similar occupation.
 - 2. Members of, or applicants for, police agencies.
 - 3. Employees of County departmental entities which prohibit acceptance of appointment as PRO.
 - 4. Members of the criminal justice system; e.g., judges, attorneys, or correctional personnel.
- III. SELECTION PROCESS:
 - A. Responsibility: Reserve officer selection process is accomplished by Personnel Selection Section.
 - B. Procedure: The selection process consists of:
 - 1. Distribution of confidential Police Officer Applicant Questionnaire to candidate.
 - 2. Review of completed questionnaire by Personnel Selection Section Supervisor or administrative sergeant.
 - 3. Oral interview by three sworn personnel with review by the Personnel Selection Section Supervisor.
 - 4. Background investigation by permanent staff members of Personnel Selection Section with review by the supervisor.
 - 5. Review by Administrative Division Chief, Uniform Bureau Major, and Director.
 - 6. Physical examination.

7. Documentation from Personnel Selection Section to Training Bureau for certification and class admittance (at least 30 days prior to commencement of training for submission to State of Florida Police Standards and Training Commission).
- C. Disqualified Applicants: Disqualified applicants may make written request for a conference with the Personnel Selection Section Supervisor or the administrative sergeant concerning reasons for disqualification.

SECTION 2 - TRAINING PROGRAM

- I. GENERAL: Training Bureau will administer the PRO training program. The Bureau will ensure that academy training meets or exceeds State minimum standards for recruits.
- II. ACADEMY TRAINING:
 - A. Training Program:
 1. Length of course: Meet or exceed minimum standards legislation.
 2. Training schedule: Prepared by Training Bureau.
 3. Scope of instruction: Classroom instruction, preparation of notes and notebook, practical application, firearms familiarization and qualification, field patrol assignments, and oral and written examinations.
 4. Attendance:
 - a. Students will attend scheduled classes.
 - b. If circumstances cause a student to be absent, the class supervisor will be notified prior to class time.
 - c. Instructional hours missed may be made up when approved and scheduled by the class supervisor.
 - d. A student who misses ten percent of departmentally prescribed recruit training or state minimum standards training will be dismissed from the program.
 5. Personal appearance: As outlined in existing departmental orders.
 6. Termination: A student will be subject to the same procedures for termination as that of a police trainee.
 7. Certification: Training Bureau will forward required documents to the State of Florida for issuance of Certificate of Compliance upon successful completion of the training program.
 8. Student records:
 - a. Student records will be maintained by Training Bureau throughout academy training.
 - b. Upon graduation, records will be forwarded to Personnel Bureau.
- III. IN-SERVICE TRAINING:
 - A. Required Attendance: Reserve officers shall attend four hours of in-service training monthly as a part of scheduled duty.

1. Training Bureau will schedule in-service classes and provide concerned departmental entities with a calendar of training dates.
 2. The individual reserve officer will be scheduled for in-service training by Training Bureau.
- B. Disciplinary Action for Non-Attendance: Training Bureau will forward to the district/unit names of reserve officers who do not attend scheduled in-service training. Appropriate disciplinary action will be administered by the concerned organizational entity.

SECTION 3 - UTILIZATION AND ASSIGNMENT

- I. GENERAL: The Police Reserve Unit is a supplementing unit which provides an additional cadre of trained personnel employing full police powers to further the efforts of the Public Safety Department. The PRO is subject to the same policies, rules, and procedures pertaining to full-time sworn police personnel.
- II. DUTY ASSIGNMENTS:
 - A. Initial Assignment: Upon graduation, reserve officers will be assigned to Police Division, Uniform Bureau. Assignment will be for a minimum of one year.
 - B. District Coordinator: The district administrative sergeant will function as district coordinator and be responsible for the following:
 1. Maintain direct liaison with the concerned commander or his designee.
 2. Assist in preparation of work schedules.
 3. Apprise commander as to individual reserve officer's duty performance.
 - C. Additional Responsibilities: On-duty reserve officers will function as a regular police officer but will remain under the supervision of a full time police officer. Additionally, reserve officers will:
 1. Work a minimum of 20 hours per month in the assigned position. Four hours are scheduled for in-service training.
 2. Coordinate duty hours and days with the district administrative sergeant.
 3. Advise the district administrative sergeant when a situation dictates absence from a scheduled tour of duty.
 4. Maintain the uniform and issued equipment as outlined in departmental directives.
 5. Perform all duties in such a manner as to enhance the Department's image in the community.
 - D. Commander Responsibilities: Bureau/district commanders will ensure that personnel under their command are aware of the benefits of the reserve program and provide:
 1. Adequate supervision to facilitate evaluation.
 2. Disciplinary action when necessary.

3. Appropriate departmental publications.
4. Completion of departmental work commitment.

III. TRANSFER:

- A. Inter- and Intra-District: Inter- and intra-district transfer of reserve personnel requires approval of concerned district commanders and the Police Division Chief. The concerned reserve officer must have completed at least 12 months of satisfactory performance in the initial district of assignment.
- B. Specialized Units: Transfer to a specialized unit requires approval of the Director. The reserve officer must have:
 1. Completed at least 12 months of satisfactory performance in the initial district of assignment.
 2. Skills which can be utilized by the specialized unit.
- C. Requests: Requests for transfer will be initiated by the concerned reserve officer on the appropriate departmental form and routed through the chain-of-command.

IV. ROSTER: The district administrative sergeant will provide the Uniform Bureau Major and Training Bureau with a quarterly roster of assigned reserve officers.

- A. Separations: A copy of paper work relating to terminations and resignations will be forwarded to Training Bureau.

2. Bureau Supervisor will advise the OCB Correspondence Unit Supervisor and the Property and Evidence Bureau Supervisor when an item is bonded out.
3. This bonding procedure is limited to cases where the impounded item is not required as trial evidence.

G. Transportation Officer: The departmental Transportation Officer will:

1. When awarded to the County, request assignment of the item to Public Safety Department and initiate property inventory control procedures.

SECTION 4 - STATUS AND RESTRICTIONS

- I. GENERAL: The reserve officers are authorized to function as a regular police officer only during specific tours of duty. Police action outside the specific tour of duty will be in the capacity of a private citizen.
- II. PERMANENT STATUS: The reserve officer does not attain permanent status with the Department and is subject to dismissal for infractions of departmental rules and directives. Use of a review board is at the discretion of the Director or his designee.
- III. LEAVE OF ABSENCE: A reserve officer may be granted a leave of absence:
 - A. Request: Justification and request for leave of absence will be submitted in writing through the chain of command for approval by the Director.
 - B. County Property: All county-owned property will be returned prior to the start of leave of absence.
- IV. CREDENTIALS AND AUTHORIZED FIREARM:
 - A. On-Duty Firearm: The approved firearm will be carried during the scheduled tour of duty.
 - B. Off-Duty Firearm: A reserve officer in an off-duty status will not carry a handgun on his person unless a valid concealed weapon permit has been issued. The county-issued firearm will not be carried under provisions of the permit.
 - C. Credentials Off Duty: The authorized badge and deputy card may be carried while off-duty.
- V. OFF-REGULAR-DUTY POLICE SERVICE: Reserve officers are not eligible to work off-regular-duty police service jobs.
- VI. REMUNERATION: Compensation for the classification of PRO is established by the Board of County Commissioners.
- VII. INSURANCE COVERAGE: When on duty, reserve officers are entitled to death and injury benefits presently afforded Public Safety Department officers.

SECTION 5 - EVALUATION AND DISCIPLINE

- I. GENERAL: The PRO functions as a police officer while on duty and can be held accountable for acts of misconduct.
- II. EVALUATION: Reserve officers will be evaluated by the district administrative sergeant or responsible supervisor annually and upon transfer. Evaluations will be based on the officer's monthly activity report, Reserve Officer Evaluation Form, and comments solicited from supervisors and regular officers:
 - A. Road Patrol Tour: Reserve officers assigned to Uniform patrol will be evaluated on the Reserve Officer Evaluation Form (Annex A) during each tour of duty by a regular police officer:
 1. Completed form will be placed in the reserve officer's field file and retained until annual evaluation has been completed.
 - B. Road Patrol Annual: Reserve officers assigned to uniform patrol will be evaluated annually on the Employee Performance Report for Police Officers on Road Patrol (Annex B). Distribution of the report is:
 1. White to employee.
 2. Yellow to field file.
 3. Green to PSD personnel file.
 - C. Non-Road Patrol: Reserve officers in other than uniform patrol positions will be evaluated annually on the Metropolitan Dade County Employee Performance Report (Annex C). Distribution of the report is:
 1. White to employee.
 2. Yellow to field file.
 3. Green to PSD personnel file.
- III. COUNSELING AND DISCIPLINARY ACTION:
 - A. Scope: The reserve officer is subject to counseling and disciplinary action in the same manner as any departmental employee.
 - B. Termination: Reserve officers who chronically miss scheduled assignments when no mitigating circumstances exist will be terminated.

RESERVE OFFICER EVALUATION FORM

Name

Period Covered

District

| (last) | (first) | (initial) | (from) | (to) |
|---|---------|---|--------|--|
| Job Knowledge — Awareness of procedures, laws, and court rulings, and changes in them. | | Judgment — Observation and assessment of the situation and taking appropriate action. | | Initiative — Individual personal performance conducted without either direct supervision or commands, including suggestions for improved departmental procedures. |
| Dependability — Predictable job behavior, including attendance promptness, and reaction to boredom, stress and criticism. | | | | |
| (9) | (9) | (9) | (9) | (9) |
| (8) | (8) | (8) | (8) | (8) |
| (7) | (7) | (7) | (7) | (7) |
| (6) | (6) | (6) | (6) | (6) |
| (5) | (5) | (5) | (5) | (5) |
| (4) | (4) | (4) | (4) | (4) |
| (3) | (3) | (3) | (3) | (3) |
| (2) | (2) | (2) | (2) | (2) |
| (1) | (1) | (1) | (1) | (1) |
| Demeanor — Professional bearing as determined by overall neatness of uniform, personal grooming, and general physical condition. | | Attitude — General orientation toward the law enforcement profession and the department. | | Relations with others — Ability to deal with people he comes into contact with during the performance of his job, including the public, fellow officers, and supervisory personnel. |
| Communication — Ability to make oneself understood and gather and transmit information, both in oral and written fashion. | | | | |
| (9) | (9) | (9) | (9) | (9) |
| (8) | (8) | (8) | (8) | (8) |
| (7) | (7) | (7) | (7) | (7) |
| (6) | (6) | (6) | (6) | (6) |
| (5) | (5) | (5) | (5) | (5) |
| (4) | (4) | (4) | (4) | (4) |
| (3) | (3) | (3) | (3) | (3) |
| (2) | (2) | (2) | (2) | (2) |
| (1) | (1) | (1) | (1) | (1) |

REMARKS:

This report is based on my observation and knowledge. It represents my best judgment of the employee's performance.

RATER _____ Date _____
DIVISION _____ Unit _____

I have reviewed this report. It represents the facts to the best of my knowledge.

REVIEWER _____ Date _____

In signing this report I do not necessarily agree with the conclusions of the rater. I understand that I may write my comments on the reverse side. I have received a copy of this report.

EMPLOYEE'S SIGNATURE _____ Date _____

ANNEX A - Police Reserve Officer

**METROPOLITAN DADE COUNTY—PUBLIC SAFETY DEPARTMENT
EMPLOYEE PERFORMANCE REPORT FOR POLICE OFFICERS ON ROAD PATROL**

Name _____ Period Covered _____ Civil Service Status _____ If Prob., Date Ends _____ District _____

| | | | |
|--|---|---|---|
| (last) _____ (first) _____ (initial) _____ (from) _____ (to) _____ | _____ | _____ | _____ |
| Job Knowledge -- Awareness of procedures, laws, and court rulings, and changes in them. | Judgment -- Observation and assessment of the situation and taking appropriate action. | Initiative -- Individual personal performance conducted without either direct supervision or commands, including suggestions for improved departmental procedures. | Dependability -- Predictable job behavior, including attendance promptness, and reaction to boredom, stress and criticism. |

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(2) _____
(1) _____

Demeanor -- Professional bearing as determined by overall neatness of uniform, personal grooming, and general physical condition.

Attitude -- General orientation toward the law enforcement profession and the department.

Relations with others -- Ability to deal with people he comes into contact with during the performance of his job, including the public, fellow officers, and supervisory personnel.

Communication -- Ability to make oneself understood and gather and transmit information, both in oral and written fashion.

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(7) _____
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(5) _____
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(3) _____
(2) _____
(1) _____

Rater's Recommendation (for employees under consideration for a merit raise or permanent status)
This is to certify that the overall performance of the subject employee _____ is _____ is not satisfactory.
The employee _____ is _____ is not recommended for _____ a merit raise _____ permanent status.

This report is based on my observation and knowledge. It represents my best judgment of the employee's performance.

RATER _____ Date _____
DIVISION _____ Unit _____

I have reviewed this report. It represents the facts to the best of my knowledge. I concur in the recommendation, if any, as to merit raise or permanent status.

REVIEWER _____ Date _____

In signing this report I do not necessarily agree with the conclusions of the rater. I understand that I may write my comments on the reverse side. I have received a copy of this report.

EMPLOYEE'S SIGNATURE _____ Date _____

(Rater's summary comments should be put on attached sheets).

ANNEX B - Police Reserve Officer

ANNEX C - Police Reserve Officer METROPOLITAN DADE COUNTY
EMPLOYEE PERFORMANCE REPORT

| | | | |
|-------------------------------|---------------------|----------------------|--------------------|
| Name (Last) (First) (Initial) | | Period Covered | |
| | | From | To |
| Civil Service Title | Social Security Nr. | Civil Service Status | If Prob, Date Ends |
| Department | | Division | Unit |

| | | | | |
|--|---|--|--|---|
| CHECK ITEMS + Strong ✓ Satisfactory - Weak ○ Not applicable | INDICATE FACTOR RATING BY "X" | | | |
| | UNSATISFACTORY | NEEDS ATTENTION | SATISFACTORY | OUTSTANDING |
| 1. QUANTITY OF WORK Amount of work performed Completion of work on schedule | Seldom produces enough work or meets deadlines. | Does not always complete an acceptable amount of work. | Consistently completes an acceptable amount of work. | Amount of work produced is consistently outstanding. |
| 2. QUALITY OF WORK Accuracy Effectiveness Compliance with instructions Use of tools & equipment Neatness of work product Reports & correspondence Thoroughness | Too poor to retain in job without improvement. | Quality below acceptable standards. | Performs assigned duties in a satisfactory manner. | Performs all duties in an outstanding manner. Exceptional accuracy, skill or effectiveness. |
| 3. WORK HABITS Attendance Observance of working hours Observance of rules Safety practices Personal Appearance | Too poor to retain in job without improvement. | Work habits need improvement. | Work habits satisfactory. | Exceptional work habits. Always observes rules and safe practices. |
| 4. PERSONAL RELATIONS With fellow employees and supervisors With public | Too poor to retain in job without improvement. | Personal relations need improvement. | Maintains satisfactory work relations with others. | Exceptionally co-operative with public, co-workers and supervisors. |
| 5. SUPERVISORY ABILITY Planning & assigning Training & instructing Disciplinary control Evaluating performance Delegating Making decisions Fairness & impartiality Unit morale | Poor supervisory ability. Work of unit frequently unsatisfactory. | Supervisory ability inadequate in some respects. Works results of unit below par at times. | Obtains good results from subordinates. Controls unit efficiently. | Outstanding ability to get maximum from unit and available resources. |

RATER'S COMMENTS: (attach additional sheets if needed)

| | |
|--|---|
| <p>RATER'S RECOMMENDATION (for employees under consideration for a merit raise or permanent status)</p> <p>This is to certify that the overall performance of the subject employee <input type="checkbox"/> is <input type="checkbox"/> is not satisfactory</p> <p>The employee <input type="checkbox"/> is <input type="checkbox"/> is not recommended for <input type="checkbox"/> a merit raise <input type="checkbox"/> permanent status.</p> <p>This report is based on my observation and knowledge. It represents my best judgment of the employee's performance.</p> <p>RATER _____ Date _____</p> | <p>I have reviewed this report. It represents the facts to the best of my knowledge. I concur in the recommendation, if any, as to merit raise or permanent status.</p> <p>REVIEWER _____ Date _____</p> <p>In signing this report I do not necessarily agree with the conclusions of the rater. I understand that I may write my comments on the reverse side. I have received a copy of this report.</p> <p>EMPLOYEE'S SIGNATURE _____ Date _____</p> |
|--|---|

END