

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 15, 2016

GENERAL ORDER R-33

SUBJECT: BERKELEY POLICE RESERVE PROGRAM

PURPOSE

- 1 The purpose of this General Order is to define the Berkeley Police Reserve Program, including its organization, procedures and responsibilities.

POLICY

- 2 It is the policy of the Berkeley Police Department that a Police Reserve Program be maintained. It is further the policy of the Department that individual Reserve Officers be recruited, trained and equipped using the same standards applied to the Department at large.

DEFINITIONS

- 3 **BERKELEY POLICE RESERVE:** The Berkeley Police Reserve is an organization of duly appointed, sworn, trained and capable officers who occupy a support role within the Police Department. Reserve officers do not replace full time sworn officers but supplement and assist both on a regular basis and in time of need.
- 4 **DIRECTOR:** The Director of the Berkeley Police Reserve is a Sergeant who administers the program. The Director recruits, trains, equips and supervises a police reserve; assists regular police personnel when the need for police services exceeds that available from the normal complement of the Patrol Division; assigns police reserve officers to provide regular support activity in the field; coordinates, plans and staffs special events; provides supervisory personnel from within the Reserve ranks; performs other specialized police functions in times of emergency need.
- 5 **POLICE RESERVE OFFICER:** A duly appointed and sworn member of the Berkeley Police Department in accordance with applicable Penal and Administrative Codes of the State and policies of the City and the Department dealing with Police Reserve Officers.
- 6 **LEVEL I POLICE RESERVE OFFICER:** A Level I Police Reserve Officer is a trained and capable officer, as described in applicable sections of the California Penal Code and requirements set by P.O.S.T. for recognition as a Level I Police Reserve Officer. A Level I officer is authorized to perform police functions while working alone, including solo general law enforcement patrol.
- 7 **LEVEL II POLICE RESERVE OFFICER:** A Level II Police Reserve Officer is a trained and capable officer, as described in applicable sections of the California Penal Code and P.O.S.T. regulations. A Level II officer may function as a Peace Officer under the supervision of an officer possessing a P.O.S.T. Basic Certificate.

*Highlighted text is new.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 15, 2016

GENERAL ORDER R-33

A Level II officer may work alone on specifically authorized assignments, which are not general law enforcement.

- 8 LEVEL III POLICE RESERVE OFFICER: Although authorized by P.O.S.T., the Berkeley Police Department will not employ Level III Reserve Officers.
- 9 RESERVE POLICE STAFF OFFICER: A Reserve Staff Officer is a Level I Officer, appointed by the Chief, based upon the recommendation of the Director and Patrol Division Command Staff, to assist in the administration and operation of the Berkeley Police Reserve. Staff officers may act in the capacity of Reserve supervisors at the request of the Director.
- 10 ASSISTANT TO THE DIRECTOR: The Assistant to the Director is a staff officer who may serve as the Director in the absence of the Director and who may also assist the Director in the administration, organization, planning and operation of the Berkeley Reserve. The Assistant to the Director is appointed by the Chief, based upon the recommendation of the Director and Patrol Division Command Staff.
- 11 PLATOON LEADER (If appointed): A Platoon Leader is a staff officer appointed by the Director to assist in the administration and operation of a reserve platoon. Platoon leaders will be appointed by the Chief, based upon the recommendation of the Director and Patrol Division Command Staff.
- 12 ASSISTANT PLATOON LEADER (If appointed): An Assistant Platoon Leader is a staff officer who acts as a Platoon Leader in the absence of his/her Platoon Leader and assists the Platoon Leader in the operation of a reserve platoon. Assistant Platoon Leaders will be appointed by the Chief, based upon the recommendation of the Director and Patrol Division Command Staff.
- 13 RESERVE PLATOON (If applicable): A Reserve Platoon is a unit to which Reserve officers may be assigned for designated operations or events.
- 14 SUPPORT ACTIVITY: Support activity consists of the full range of duties within the Police Department to which a Reserve officer may be assigned, including training.

PROCEDURES

- 15 RECRUITMENT: The same procedures employed in the recruitment, testing and selection of regular officers shall apply for reserve officers. Additionally, reserve applicants must complete P.O.S.T. Peace Officer Orientation Modules I, II, or III or the P.O.S.T. Basic Academy prior to being appointed as a Reserve officer.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 15, 2016

GENERAL ORDER R-33

- 16 TRAINING: Within one year of appointment, Level I or II Reserve officers must successfully complete the regular Departmental Field Training Program.
- (a) All Reserve officers shall participate in mandated training such as Departmental firearms training and monthly Reserve officer training.
 - (1) Failure to participate in mandated training may result in termination, suspension or restricted status.
 - (b) Any Level I or II Reserve officer who is inactive for a protracted period of time shall go through a field training update similar to that used upon the return of a regular officer to the Department after being reinstated to the Department.
- 17 SUPPORT ACTIVITY: Reserve officers, unless excused by the Director, shall engage in a minimum of sixteen hours of support activity per month.
- 18 EMERGENCY CALLOUTS: One of the primary reasons for the Department having a Reserve Program is to have a trained force that can respond in the event of an emergency such as a large fire, earthquake, riot or other such natural or civil emergency. For this reason, it is assumed that, within reason, Reserve officers will respond in the event of an emergency.
- 19 TEMPORARY LEAVE: Any Reserve officer who will be unavailable for emergency response shall notify the Reserve Office in a timely manner regarding his/her unavailability. Being unavailable shall be known as "red-tagged."
- (a) Normal and acceptable use of red tagging would be for business trips, vacations or illness.
 - (b) Should exceptional circumstances occur, such as extended illness, military service, temporary change in business assignment, etc., a Reserve officer may be "red tagged" for a protracted period of time and then, only with the approval of the Director.
- 20 SIGN-IN/OUT PROCEDURES: At the beginning of each tour of duty, Reserve officers shall sign in on the Reserve Support Activity Log, indicating the nature of activity, and sign out at the conclusion of the tour.
- (a) Reserve officers shall report to the supervisor of the activity that they are assigned to work, prior to working. Reserve officers working patrol shall determine which patrol team they are working with and report to the patrol supervisor of that team, as well as to the communications center, prior to working. If a Reserve officer works beyond that patrol team's hours and

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 15, 2016

GENERAL ORDER R-33

onto another team, then the Reserve officer shall report to the subsequent patrol sergeant as well. Conversely, they shall report to the supervisor of that activity at the conclusion of the activity/tour.

- 21 UNIFORM: The uniform for Reserve Officers shall be the same as that of a regular officer.
- (a) Reserve badges shall have three digits, beginning with either 6 or 7.
 - (b) Reserve officers are not required to have a Class A dress jacket.

CARRYING A FIREARM

- 22 **Berkeley Police Reserve officers shall be allowed to carry a firearm when off duty as a Level 1 or 2 Reserve Officer and will be issued a CCW endorsement on their Departmental ID cards.**

TAKING POLICE REPORTS

- 23 Cases to which a Reserve Officer may be assigned to are as follows:
- (a) Vehicle collision reports, including citing the responsible party if the Reserve Officer has met the requirements of Vehicle code Section 40600.
 - (b) Parking violations.
 - (c) Lost/found property reports.
 - (d) Animal bite reports where the follow-up is reassigned to Animal Services.
 - (e) Non-Criminal Incident reports
 - (f) Miscellaneous Service Complaints.
 - (g) Traffic control, including issuing citations for moving violations.
 - (h) Supplemental reports based on incidents, witnesses, neighborhood checks, etc.
 - (i) Booking forms, including Consolidated arrest Reports, Juvenile Responsibility forms, Notice to Parents, etc.
 - (j) Transportation details, including Alameda County Hospital (Highland), Alta Bates Hospital, Juvenile Hall, etc.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 15, 2016

GENERAL ORDER R-33

- (k) Hit and run misdemeanor cases with no viable leads.
 - (l) Auto burglary, theft from auto cases, and malicious damage to vehicles with no viable leads.
 - (m) Abandoned autos. If necessary to comply with 72-hour follow-up requirements, the follow-up will be assigned to the Community Service Officer (CSO) assigned to tows.
- 24 Unless sworn supervisory approval is obtained, or a standing agreement exists between a Reserve and the Reserve Director, Reserve officers, due to assigned/handling officer follow-up responsibilities, shall not be assigned to the following types of offenses:
- (a) Auto burglary, theft from auto cases, and malicious damage to vehicle with leads.
 - (b) All misdemeanor assault/battery cases.
 - (c) Felony hit and run cases and misdemeanor hit and run cases with leads.
 - (d) Adult missing person cases.
 - (e) Juvenile missing person cases.
- 25 Unless sworn supervisor approval is obtained, or a standing agreement exists between a Reserve officer and a supervisor, Reserve Officers shall not be assigned as primary investigators on felony offenses.

ARRESTS BY RESERVE OFFICERS

- 26 Absent exigent circumstances, all arrests made by Reserve officers shall be approved by a Patrol Sergeant prior to leaving the scene of the arrest, and in all cases prior to booking.

RETIREMENT FROM THE BERKELEY RESERVE POLICE PROGRAM

- 27 Retirement is an honorary status that does not include any pension, benefits, or privileges usually associated with Peace Officer Retirements. Retired Berkeley Police Reserve Officers **are authorized to carry concealed weapons** based on their honorary retirement status **(See GO R-37 Retiree Concealed Firearms)**. Reserve Officers will be eligible for retirement upon meeting any of the requirements listed below :
- (a) May retire at age 50 with ten (10) years of continuous service.

BERKELEY POLICE DEPARTMENT

DATE ISSUED: September 15, 2016

GENERAL ORDER R-33

- (b) May retire with twenty (20) years of service at any age.
 - (c) In the event of medical disability, a Reserve may retire at any age with ten (10) years of continuous service. If the disability occurs while working as a Reserve, there will be no time requirement.
- 28 This General Order cancels and replaces Berkeley Police Reserve Information Bulletins previously issued, as well as any other memoranda or orders that are in conflict with it.

References: BPD Reserve Manual
BPD Field Training Officer Manual
CALEA Standards
Penal Code Sections 830.6 (a) (1), 830.6 (a) (2)
P.O.S.T. Administrative Regulations
BPD Special Order No. 91-26, "Arrests by Reserve
Police Officer," issued January 1, 1991.