



# NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

## CHAPTER: 16.3

### TITLE: POLICE RESERVE OFFICER PROGRAM

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#### PURPOSE

The New Orleans Police Department Reserve Officer Program was established to provide volunteer professional and special function commissioned reserve officers and non-commissioned volunteers who can augment and supplement staffing provided by commissioned full-time officers.

#### POLICY STATEMENT

1. Reserve volunteers and reserve police officers are considered at-will members and may be removed from the reserve officer program at the discretion of the Superintendent of Police or the Reserve Division commander.
2. The New Orleans Police Department shall operate and maintain a Reserve Division whose primary duties and responsibilities are to assist district and line support members in the delivery of services to the residents and visitors of the City of New Orleans.
3. The New Orleans Police Department shall recruit and appoint to reserve positions only those applicants who meet the same pre-employment screening standards (e.g., personal history investigation and medical and psychological screening) as a full-time member of the Department to the position of a Reserve Police Officer.
4. The Department of Civil Service does not participate in the application process for reserve police officers. All other phases of the regular applicant review process are followed and the same hiring criteria utilized for screening shall be applied.
5. No one may be appointed as a reserve commissioned officer of any rank who has not met the minimum requirements of Louisiana Commission on Law Enforcement and Administration of Criminal Justice – Peace Officer Standards and Training Council.
6. No one may serve as an NOPD reserve volunteer or reserve officer in any capacity who has not successfully completed the training requirements outlined in the Chapter for his/her volunteer level.
7. Only Level I Reserve Officers may work alone in any field assignment.
8. Reserve officers shall not receive compensation for serving as a reserve officer other

than a yearly uniform allowance. They may be compensated for any hours worked as an employee of the City as a part-time police officer, however the hours worked as a part-time employee will not count toward his/her volunteer time.

9. Reserve officers, while performing their duties with the New Orleans Police Department, shall be attired in the approved NOPD uniform (See: **Chapter 41.10 – Uniform Specifications**). A request for a reserve officer to work his/her assigned duties (this does not apply to police secondary employment. See: **Chapter 22.08 – Police Secondary Employment**) in plain clothes must be approved, in writing, through the chain of command by the Superintendent of Police.
10. Level I Reserve Officers are expected to perform the same duties and responsibilities as full time employed non-probationary Police Officers.
11. Level II Reserve Officers are expected to perform the same duties and responsibilities as a full-time employed Police Officer who is under the Field Training Program and directly supervised by an FTO at all times while working.
12. Retired or resigned New Orleans Police Officers of any rank, who have retired or resigned in good standing, may, within the time limitations necessary to maintain Louisiana POST certification, be appointed as Level I Reserve Officers, and provided he/she has maintained currency in all required qualifications, certifications and training.
13. The requirements for previous 480 hours of cumulative annual volunteer time for purposes of Police Secondary Employment is **waived** for the first calendar year for retired or resigned New Orleans Police Officers of any rank, who have retired or resigned in good standing and he/she is allowed to work Police Secondary Employment immediately upon meeting the requirements for Level I Reserve Officer and acceptance and commissioning in the Reserve Division. Officers falling under this exemption are required to fulfill all other requirements to remain in good standing as a Reserve Officer in order to work Police Secondary Employment.

## DEFINITIONS

**Creditable Service**—Months during which the officer completed the minimum required service of a reserve police officer. Any period of time spent on leave, or in an ADD or inactive status without completion of the required minimum service for that month, shall not count or accrue towards the required total hours of a minimum of 24 per month average, for all non-paid, volunteer, P.O.S.T.-certified police officers.

**Good Standing (Full-Time)**—An NOPD member is in good standing when he/she has maintained all required certifications (e.g., firearms qualification, driving, TASER, etc.); is not the subject of ongoing disciplinary action that would be considered serious or egregious and contain allegations that could be subject to 'Level E' discipline, including dismissal; and is substantially current with all required reports (e.g. EPR, CCMS, CRASH, etc.).

**Good Standing (Reserve)**—A Reserve Division member is in good standing when he/she has maintained all required certifications (e.g., firearms qualification, driving, TASER, etc.); is not the subject of ongoing disciplinary action that would be considered serious or egregious and contain allegations that could be subject to 'Level E' discipline, including dismissal; and is substantially current with all required reports (e.g. EPR, CCMS, CRASH, etc.). They must also be current on the minimum monthly volunteer hours required for his/her Level, attend the mandatory monthly Reserve Division meetings and complete all training requirements both annual and monthly for his/her respective Level.

**Lateral Entry Reserve Officer** – in addition to the requirements for all Reserve Officer applicants, a Lateral Entry Reserve Officer must have a current Louisiana P.O.S.T. certification as a peace officer or certification from an equivalent state board (as determined by La. P.O.S.T.) and two (2) consecutive years of full-time patrol and/or investigative law enforcement experience beyond academy and field training.

**Part-time Employee**—A classified or unclassified employee of the Department who works fewer than 30 scheduled hours per week.

**Reserve Officer**—A non-paid volunteer, certified by the Louisiana Peace Officer Standards and Training (POST) Council and commissioned by the Superintendent of Police to enforce laws, provide community service, and assist in the furtherance of the goals and objectives of the New Orleans Police Department, and serves as a Level I or Level II Reserve Officer.

**Reserve Volunteer**—A non-paid volunteer with limited law enforcement authority and no arrest powers, who perform administrative functions within the Police Department including, administrative assistance for District Investigative Unit detectives, assist in community relations and with supervised traffic direction and barricade control during special events.

**Special Officers**—A class of individuals who, because of their job duties, must carry a weapon and/or have limited powers of arrests or detention (i.e. security guards). They are empowered by the Superintendent of Police as “special officer permits” which denote the authority, rights and limitations on the credentials. They are not members of the NOPD.

#### **RESERVE DIVISION – GENERAL**

14. The New Orleans Police Department Reserve Division is comprised of community members who volunteer their time to fulfill many of the roles handled by full-time sworn police officers.
15. NOPD Reserve members can be:
  - (a) Retired or resigned NOPD officers in good standing,
  - (b) Retired officers (full-time or reserve) in good standing from another law enforcement agency that meets all Louisiana POST requirements (Lateral Reserve Officer),
  - (c) Non-commissioned members of the NOPD, and
  - (d) Community members who have no previous law enforcement background.
16. Applicants for the NOPD Reserve Division will be required to successfully complete the same background processing required for a full-time New Orleans Police Officer. The applicant background investigation shall only be handled by qualified members assigned by the Police Recruitment and Applicant Investigation Administrator. The investigation, review and approval process for a Reserve Division applicant is the same as for a full-time member of the Department. (See: **Chapter 31.1 – Recruitment**).
17. In addition to the minimum requirements for all applicants, an applicant for Lateral Entry Reserve Officer must:
  - (a) Have current La. P.O.S.T. certification or certification from an equivalent state board; **and**
  - (b) Two (2) consecutive years of full-time patrol and/or investigative law enforcement experience beyond the basic POST academy and field training.
18. Lateral Entry Reserve Officer Applicants shall attend training at the NOPD Education & Training Division for additional NOPD-specific training prior to performing any law enforcement duties as an NOPD Reserve Officer. They are not required to attend

additional Louisiana P.O.S.T. training unless directed by La. POST.

19. Any active, full-time commissioned officer of the Department who desires to become a member of the Reserve Division upon his/her separation from regular service in good standing shall submit a written request in the form of an Interoffice Correspondence (105) to the Superintendent of Police.
20. The request (105) must be submitted at least 30 days prior to the full-time member's separation date. The correspondence must:
  - (a) Process through the officer's chain of command.
  - (b) Include an approval/disapproval block for the commander of the Reserve Division.
  - (c) Include an approval/disapproval block for the Deputy Chief of the Field Operation Bureau if the officer is not assigned within the Field Operations Bureau.
  - (d) Include a current Public Integrity Bureau (PIB) "short-form" for the member and a printout of the officer's attendance record for the last two years.
  - (e) Information on the history of all sustained complaints and all uses of force that were determined not justified shall be included.
21. An applicant for Reserve Officer who is a retired or former NOPD commissioned member in good standing at the time of separation from employment with the NOPD but did not apply at the time of separation but still retains eligibility under Louisiana POST as a peace officer, can be appointed as a Level I Reserve Officer if:
  - (a) They meet the minimum requirements for Level I applicants.
  - (b) Pass the departmental drug screening.
  - (c) Are approved by the commander of the Reserve Division, the Deputy Chief of FOB and the Superintendent of Police after a review of his/her prior NOPD record.
22. Once received by the Superintendent, the written request shall be forwarded to the Police Reserve Officer Program Screening Panel for consideration. The requestor shall successfully complete an, in person, interview before the Panel which is comprised of the Deputy Chief of FOB, the commander of the Reserve Division (or their designee) and one additional Deputy Chief, selected by the Deputy Chief of FOB.
23. The Superintendent of Police may allow a retired or former NOPD commissioned member who has applied to be a Reserve Officer maintain his/her previous permanent civil service rank, or any lesser rank the Superintendent deems appropriate.

#### **RESERVE DIVISION VOLUNTEER LEVELS**

24. There are three (3) levels of volunteers in the NOPD Reserve Division. The levels define the requirements, training, uniforms and permissible duties and restrictions of the volunteer.

##### **Level I Reserve Officers –**

25. Level I Reserve Officers perform the same functions as regular, full-time commissioned NOPD officers. They are armed, uniformed peace officers who work in police vehicles, in the Districts.
26. A Level I Reserve Officer is either a:
  - (a) Retired or former NOPD commissioned member.
  - (b) A Lateral Entry Reserve Officer who has completed all requirements and training.
  - (c) A Level II Reserve Officer who has successfully completed all requirements and training to transition to a Level I Reserve Officer.

27. Level I Reserve Officers are required to work a minimum of 288 cumulative hours (total) within a given calendar year, 24 hours a month, attend the mandatory monthly Reserve Division Meetings and maintain currency on all required training and certifications.

### **Level II Reserve Officers –**

28. Level II Reserve Officers perform the same functions as regular, full-time, commissioned NOPD officers, however they work under the direct supervision of an FTO. Level II Reserves are armed, uniformed peace officers.

#### Level II applicant requirements:

- (a) U.S. Citizen or National, Lawful Permanent Resident (LPR).
  - (b) At least 20 years old (must be 21 by completion of Academy training, not FTO training).
  - (c) A U.S. high school graduate, possess a Certificate of High School Equivalency or U.S. state approved G.E.D. equivalent; (non-US diplomas require a credential evaluation as to high school equivalency (or greater) from a recognized academic evaluation service, written in English).
  - (d) Licensed to drive in the state in which you reside at the time of application and have a minimum of 3 years of driving experience.
  - (e) In good physical and psychological condition to perform the essential functions of the job of Police Officer.
29. Level II applicant examination:
- (a) Preliminary Background Application (PBA) and Job Preview Questionnaire (JPQ).
  - (b) Multiple Choice Written Test.
  - (c) Personal Qualifications Essay.
  - (d) Physical Abilities Test.
  - (e) Initial Background Review.
  - (f) CVSA.
  - (g) Background Investigation.
  - (h) Department Interview.
  - (i) Medical Evaluation.
  - (j) Psychological Evaluation.
  - (k) Drug testing.
30. Level II Reserve Officer training:
- (a) Level II Reserve Officer Applicants receive all Louisiana POST required training and the NOPD-specific training outlined in the Reserve Division Level II Training Curriculum maintained and taught by the Education & Training Division. (See **Appendix A – Reserve Division Training Curriculum**).
  - (b) Level II Reserve Officer Trainees must work with a fully commissioned training officer until they successfully complete all required training and successfully complete the standard FTO Program requirements and matriculate to Level I Reserve Officer.
  - (c) Level II Reserve Officers are required to successfully complete all POST and NOPD Annual In-Service and Firearms Training required of full-time officers.
31. Once a Level II Reserve Officer has completed ALL of the Louisiana POST required training, the NOPD-specific training outlined in the Reserve Division Level II Training Curriculum and Field Training under an FTO, they are reclassified as Level I Reserve Officers, fully released and be able to work any District patrol assignment in the Department without the direct supervision of a Field Training Officer. In all cases, the entire training requirement must be completed within 24 months from the commencement of the POST-required training classes.
32. Level II Reserve Officers are required to work a minimum of 288 cumulative hours (total)

within a given calendar year, 24 hours a month, attend the mandatory monthly Reserve Division Meetings, and maintain currency on all required training and certifications.

**Level III Reserve Volunteer -**

33. Level III volunteers are unarmed members of the Reserve Division with limited law enforcement authority and no arrest powers, who perform administrative functions within the Police Department such as assigned duties at the police District Station front desk, administrative assistance for District Investigative Unit detectives, and assist in community relations and with supervised traffic direction and barricade control during special events.
34. Level III volunteers are uniformed in NOPD dark blue B.D.U.'s, with NOPD patches, name tag and "**RESERVE DIVISION**" embroidered over the left breast and in large print on the back of the uniform shirt. They will wear no badge or facsimile of a badge. Level III volunteers will receive training from approved Reserve Division trainers or the Education & Training Division on traffic direction and control, community interaction, radio and communications procedures, report writing and specific administrative duties depending on the volunteer's assignment.
35. Level III applicant requirements:
  - (a) Must be at least 18 years of age at the time of application.
  - (b) Must be in good physical and psychological condition and able to perform the essential functions of the Level III position.
  - (c) Must possess a valid Louisiana driver's license with a good driving record and driving experience with a minimum of 1 year of driving experience.
  - (d) Must not have a history of criminal or improper personal conduct that may affect suitability for police work;
  - (e) A U.S. high school graduate, possess a Certificate of High School Equivalency or U.S. state approved G.E.D. equivalent; (non-US diplomas require a credential evaluation as to high school equivalency (or greater) from a recognized academic evaluation service, written in English).
  - (f) U.S. Citizen or National, Lawful Permanent Resident (LPR)
36. Level III applicant examination:
  - (a) Preliminary Background Application (PBA) and Job Preview Questionnaire (JPQ).
  - (b) Multiple Choice Written Test.
  - (c) Personal Qualifications Essay.
  - (d) Physical Abilities Test.
  - (e) Initial Background Review.
  - (f) Review of Candidate Qualifications.
  - (g) Background Investigation.
  - (h) Department Interview.
  - (i) Drug testing.
37. Level III applicant training:
  - (a) Level III Reserve volunteers receive a minimum of 80 hours of instruction (see: **Appendix A - Reserve Division Training Curriculum**) from the Education & Training Division or qualified and approved Reserve Division trainers. Training instructors, methods, curriculum, course content and standards shall be set and monitored by the Education & Training Division.
  - (b) Level III Reserve volunteers also receive 24 hours of basic self-defense training and instruction on **Chapter 1.3 – Use of Force** policy guidelines. Physical fitness

exercises and physical skills drills are used to prepare volunteers for self-defense training.

38. Level III Reserve volunteers, after successful completion of all training requirements, will be assigned to a Field Operations Bureau District / Division. Level III Reserve volunteers are required to work a minimum of 288 cumulative hours (total) within a given calendar year, 24 hours a month, attend the mandatory monthly Reserve Division Meetings and maintain currency on all required training and certifications.

#### **APPOINTMENT AS A RESERVE POLICE OFFICER**

39. Upon acceptance into the Reserve Division, and after the required training for his/her volunteer level as set out in this Chapter, a reserve volunteer or officer accepts the same hazards and risks accompanying the position as a full-time employed member of that level.
40. Reserve police officer applicants who are selected for appointment as reserve police officers shall, on the recommendation of the Superintendent of Police, be sworn in and take the Oath of Office as required for the position of Police Officer or volunteer.
41. Members of the Reserve Division serve at the Superintendent's discretion.

#### **EQUIPMENT, COMPENSATION AND BENEFITS OF RESERVE POLICE OFFICERS**

42. All Departmental property and equipment issued to a reserve volunteer or officer remains the property of the Department and shall be returned to the Department upon request, termination, or resignation.
43. Any loss or damage to Departmental property and equipment shall be documented as required by regulation and the reserve officer held to the same standard of responsibility for the property as a full-time commissioned officer. (See: **Chapter 17.3 – Department Owned and Personal Property**).
44. A reserve officer or volunteer may receive compensation as follows:
  - (a) The Department may provide hospital and medical assistance to a reserve volunteer or officer who sustains an injury in the course of performing his/her official duties.
  - (b) Level I Reserve officers shall be allowed to work police secondary employment in accordance with the guidelines of the New Orleans Police Department and the Office of Police Secondary Employment. (See also: **Chapter 22.08 – Police Secondary Employment**). No reserve officer shall be allowed to work more than 16 hours and 35 minutes within a 24-hour period.
  - (c) Reserve officers wishing to work police secondary employment shall comply with the requirements set forth in **Chapter 22.08 – Police Secondary Employment**.
45. Level I Reserve Officers are allowed to register for and work police secondary employment assignments through the OPSE. However, the following limitations and restrictions shall apply to all NOPD Reserve members: (See also: **Chapter 22.08 – Police Secondary Employment**)
  - (a) Plain clothes police secondary employment coordinated through the OPSE must be approved by the Superintendent of Police or his/her designee prior to allowing any Reserve member to work a police secondary employment assignment in plain clothes.
  - (b) Reserve officers shall not work police secondary employment for their regular employer.

- (c) Level I Reserve Officers shall have completed a minimum of 480 credited volunteer hours in the previous calendar year before they may apply to work police secondary employment. The Reserve Division shall certify to the Office of Police Secondary Employment, by January 1<sup>st</sup> of each calendar year, a list of those Level I Reserve Officers who have met the annual hourly requirement, are in good standing, and are eligible to work police secondary employment for the current year. (See: **Chapter 16.3 – Reserve Division**).
  - (d) The requirements for previous 480 hours of cumulative annual volunteer time for purposes of Police Secondary Employment is **waived** for the first calendar year for retired or resigned New Orleans Police Officers of any rank, who have retired or resigned in good standing and he/she is allowed to work Police Secondary Employment immediately upon meeting the requirements for Level I Reserve Officer and acceptance and commissioning in the Reserve Division.
  - (e) No Reserve Officer shall be allowed to work a Police Secondary Employment as a Level II Officer. Only Level I Reserve Officers can work police secondary employment within the supervision guidelines of the OPSE.
  - (f) Level I Reserve Officers who have met the requirements, are in good standing and have satisfied the OPSE requirements may work the same maximum number of hours of police secondary employment as is authorized for a regular, commissioned, full-time employee of the NOPD.
  - (g) Reserve officers shall follow the same OPSE agreement and authorization procedure as established for active members of the Department (**OPSE/NOPD Form Per-1**). The Secondary Employment Agreement and Authorization Form shall be submitted to the commander of the Reserve Division for approval and forwarding through the chain of command to the Superintendent of Police or his/her authorized designee for final approval.
  - (h) Reserve officers shall follow all policies and procedures of the New Orleans Police Department and the Reserve Division while working police secondary employment.
46. The commander of the Reserve Division shall maintain records on each member of the Reserve Division indicating his/her eligibility to qualify for police secondary employment on an annual basis and report to the OPSE, by the 1<sup>st</sup> of each month, any member who is no longer in good standing and shall be suspended from eligibility to work police secondary employment. Once the member is again in good standing, the change in eligibility shall be communicated to OPSE in the following month's report.

#### **NON-COMMISSIONED DEPARTMENT EMPLOYEES AS RESERVE OFFICERS**

- 44. Qualified, full-time, non-commissioned employees of this department, who meet all the requirement for the Level II reserve officer position, when authorized by his/her Division commander, may also apply and serve as reserve police officers once they have met the certification and training requirements of a Reserve Officer.
- 45. The Department shall not utilize the services of a reserve police officer in such a way that it would violate employment laws or labor agreements.
- 46. The Reserve Division commander shall consult with the New Orleans Police Department Personnel Division prior to a full-time, non-commissioned employee serving in a reserve capacity (29 CFR 553.30).
- 47. Reserve police officers, while in the course and scope of their duties, may be represented by the City Attorney's office when such representation is warranted and the need stems from actions or circumstances surrounding his/her reserve police officer duties.



48. The level of protection, methods of defense, and procedures for notification of the proper city agencies relative to legal actions shall be the same as for full-time, employed police officers.

#### **DUTIES OF A RESERVE POLICE OFFICER**

49. Level I Reserve police officers perform the same law enforcement duties as a full-time police officer.
50. Level II Reserve Officers perform the same law enforcement duties as a full-time police officer that is under the direct supervision of a Field Training Officer.
51. Assignments of reserve police officers shall augment the Field Operations Bureau police Districts and the Special Operations Division Traffic Section. However, reserve police officers may be assigned, in writing, to other units within the Department by the Superintendent of Police.
52. Reserve police officers shall possess the same authority as a full-time commissioned member of the New Orleans Police Department and must abide by the regulations, policies and procedures of this department. Such authority shall be executed within the legal limits established by federal and state law and the rules, policies and procedures of this department.
53. All reserve police officers are obligated to provide a minimum of 288 cumulative hours of departmentally assigned police service each calendar year as a condition of membership in the New Orleans Police Department Reserve Division.
54. All reserve police officers are obligated to provide a minimum of 24 hours of departmentally assigned police service each calendar month as a condition of membership in the New Orleans Police Department Reserve Division. Specific exceptions may be granted at the discretion of the Superintendent of Police.
55. The monthly Reserve Division meeting is mandatory for all volunteer members of the Reserve Division (Level I, II or III). A Reserve Division member may have one excused absence from the monthly meeting if approved in writing by the commander of the Reserve Division.
56. Any reserve police officer failing to maintain his/her specified service requirement is subject to disciplinary action and/or dismissal from the New Orleans Police Department. Dismissal from the department shall cause the immediate revocation of the reserve member's commission and possible recall of his/her POST Certification. (See: **Chapter 1.1.2 – Law Enforcement Credentials and Certifications**).
57. At the discretion of the Superintendent of Police, and disseminated via the Reserve Division commander, reserve police officers may be **required** to work a portion of the mandatory 24 hour departmentally assigned police service in a specific assignment, location, or activity that falls within the scope of their qualifications and certifications.
58. The balance of the required departmentally assigned police service time, as well as any additional time volunteered by reserve officers, may be in any other Department or Reserve Division sanctioned activity that is contributory to the mission and support of the Unit and the Department. These assignments are determined by the Deputy Chief of the Field Operations Bureau.

**DEPARTMENTAL REGULATIONS AND RESERVE POLICE OFFICER COMPLIANCE**

59. Reserve police officers shall adhere to all department regulations, Rules, Chapters, policies, and procedures. The Department Operations Manual will be made available to each reserve police officer upon appointment and he/she shall become familiar with the Operations Manual and the Reserve Division Standard Operating Guidelines (SOG).
60. Whenever a rule, regulation or guideline in the Operations Manual refers to a commissioned full-time officer, it shall also apply to a commissioned reserve police officer, unless by its nature it is inapplicable.
61. Reserve volunteers (officers and civilian) shall have their records maintained in INSIGHT in the same manner as a full-time member. (See: **Chapter 35.1.9 – INSIGHT**).
62. Reserve members may be afforded access to information and data as part of his/her official duties. The access is granted because of the reserve member's affiliation with the NOPD and as a requirement of his/her duties and not a right as an individual. As such, the access and information shall be governed by existing Departmental regulations in the same manner as a full-time, paid member and the reserve member shall meet all federal, state and departmental requirements before access is granted. The use, access and information is restricted according to the data source and systems guidelines. Any reserve member who may hold another position, either full, part-time or volunteer with another law enforcement or related criminal justice agency shall not use his/her NOPD access, or share the information gained for purposes outside of his/her NOPD Reserve Division duties absent a specific agreement (MOU / CEA) between the NOPD and that agency covering the granting and use of that data access.

**RESERVE OFFICER TRAINING REQUIREMENTS**

63. Each NOPD reserve officer must successfully complete all reserve officer training requirements set forth by the Department for his/her Level. This includes:
  - (a) Certification for LA POST Basic Law Enforcement Peace Officers training for Level I and II Reserve Officers,
  - (b) Successfully complete NOPD's reserve officer training course, a supplement to the POST training that focuses on NOPD policy and procedure.
  - (c) Level I and II Reserve Officers shall complete an annual POST firearms re-qualification course (see **Chapter 1.4.2 – Firearms Training Qualification and Requalification**),
  - (d) Level I and II Reserve Officers shall complete the CEW certification course and maintain certification (see **Chapter 1.7.1 – Conducted Electrical Weapon**),
  - (e) Level I and II Reserve Officers shall complete Departmental Annual In-service Training Program, (See: **Chapter 33.1 – Training and Career Development**)
  - (f) Level I and II Reserve Officers shall complete the annual Tactical Police Driving Course requalification, (See: **Chapter 33.4.2 – Driver Training Program**)
  - (g) Level I and II Reserve Officers shall complete all other mandatory training (i.e. Annual In-Service) designated by the Superintendent of Police and/or the Education & Training Division in the Master Training Plan for reserve police officers. (See: **Chapter 33.1 – Training and Career Development**)
  - (h) Level II Reserve Officers shall complete the Reserve Officer Field Training Program following the guidelines of **Chapter 33.4.3 – Field Training Program** as modified herein.

**RESERVE OFFICER FIELD TRAINING PROGRAM**

64. All Level II reserve police officers will be assigned to structured field training to prepare

the new reserve officer to perform in a patrol assignment with the knowledge and skills needed to operate in a safe and professional manner. (See: **Chapter 33.4.3 – Field Training Program**).

65. The Reserve Division shall have their own Field Training Supervisor (FTS) and may have their own certified Field Training Officers (FTO). The Reserve FTS and all Reserve FTOs must have been full-time NOPD officers and/or supervisors prior to becoming a member of the Reserve Division and serving in these capacities. Reserve FTS and FTO's shall meet all requirements outlined in **Chapter 33.4.3 – Field Training Program**.
66. The Reserve Field Training Program shall follow the following
  - (a) Phase 0 – the first 10 shifts riding with an FTO as an “observer” only.
  - (b) Phase 1 – the next 20 shifts after Phase 0.
  - (c) Phase 2 – the next 20 shifts after Phase 1. breakdown:
  - (d) Phase 3 – the next 20 shifts after Phase 2.
  - (e) Phase 4 - the last 10 shifts where the Reserve Officer handles all duties.

**Note: For purposes of the Reserve Field Training program, a “shift” is a minimum of 4 continuous hours with an FTO for which a Daily Observation Report (DOR) is generated. A Special Assignment may qualify as a “shift” if it is at least 4 hours of continuous service and a DOR is completed by an FTO.**

67. All DOR's shall be completed by the Reserve FTO and forwarded to the Reserve FTS for review of completeness and supporting documents for each “shift” with a Reserve Officer trainee.
68. The FTS shall forward the DOR's, after review to the Field Training Coordinator at the E&TD bi-weekly.
69. The FTS and FTC shall ensure that all necessary end of phase evaluations and meetings are held.
70. The FTC is responsible for maintaining all training records of Reserve Officers.

## **RESTRICTIONS**

71. Reserve police officers who hold special officer permits / commissions shall, when wearing the uniform of a special officer, be **prohibited** from wearing, displaying or using any NOPD equipment, insignias, badges, patches or credentials, other than those designating or identifying those individuals as security and/or special officers.
72. Reserve police officers who hold a special officer permit / commission and are engaged in any form of security work that is not specifically assigned or approved by the New Orleans Police Department or the Office of Police Secondary Employment for them as a Reserve Officer, shall be governed by the provisions in the NOPD Operations Manual relating to special officers, and the authority and limitations of their permits pertaining to special officers and security officers. Reserve police officers who hold other law enforcement agency commissions (federal, state, or local), when wearing the uniform of that agency, are **prohibited** from wearing, displaying, or using any NOPD equipment, insignias, badges, patches, or credentials while acting in the capacity of that agency.
73. Reserve officers holding other law enforcement agency commissions (Federal, State, or Local), when attired in plainclothes and performing the duties of that agency, are **prohibited** from using any NOPD equipment, insignias, badges, patches, or credentials while acting in the capacity of that agency.

74. Reserve police officers are **prohibited** from having/using a departmental vehicle as a “take-home” vehicle absent a specific, individual grant or approval by the Superintendent of Police.

### **RESERVE DIVISION PROMOTION PROCESS**

75. The Department adheres to the practice of giving all qualified reserve officers the opportunity to seek upward mobility within the Reserve Division. In assessing the aptitude and suitability of candidates for promotional consideration, a variety of methods may be utilized. These methods may vary from rank to rank and may include, but are not limited to, some or all of the following testing/assessment techniques:
- (a) Objective Written Tests,
  - (b) Assessment Center Exercises, and
  - (c) Candidate Assessment by the Promotion Committee.
76. The Reserve Division promotional process only applies to the ranks of reserve police sergeant thru reserve police captain and shall conform, as closely as possible to the process outlined in **Chapter 34.2 – Promotions and Promotion Committee**.
77. The Reserve Division promotional process, tests, scoring and evaluation process shall be outlined by the commander of the Reserve Division, in writing, and approved by the Deputy Chief of the Field Operations Bureau and the Superintendent of Police at least 30 days prior to the posting of the announcement for testing and promotion.

### **RESERVE POLICE OFFICER DUTY ASSIGNMENTS**

78. All reserve police officers will be assigned to duties by the as directed by the Deputy Chief of Field Operations Bureau through the Reserve Division commander or his/her authorized designee unless otherwise stated in this Chapter.
79. All duty-related time recorded for reserve police officers must be verified or substantiated by a supervisor assigned to the Reserve Division before the reserve police officer will be credited with the time towards his/her minimum monthly requirement.
80. Means of verification may include TRIP sheets, written confirmation by a supervisor who worked the same assignment or other methods deemed satisfactory by the Reserve Division commander.
81. During any Special Event (as designated by the Department and including but not limited to Mardi Gras season, Essence Fest, Decadence Fest, Bayou Classic, etc.), a reserve police officer’s first priority will be to fulfill any specific assignments given to the Reserve Division under that Special Event Operations Order. While working a designated Special Event or under a written Operations Order, the designated work assignment for a Reserve Officer takes precedent over the individual reserve officers rank. (e.g. a Reserve sergeant, lieutenant, or captain may be assigned a duty responsibility similar to a regular officer’s on a parade route and is responsible for performing that duty rather than a purely supervisory function.)
82. During a designated Special Event, no work in specialized units, regular district patrol, or any other activity will be allowed without the prior written approval of the Deputy Chief of FOB or the Reserve Division commander.

### **RESERVE DIVISION ORGANIZATION**

83. The Reserve Division is staffed, maintained and falls within the Field Operation Bureau.
84. The commander of the Reserve Division shall be a commissioned full-time or commissioned reserve police officer appointed by the Superintendent of Police.
85. The Reserve Division commander shall, with the approval of the Superintendent of Police, designate a Reserve Division Assistant commander.
86. The Reserve Division Assistant commander shall assist the Reserve Division commander in managing the operation of the Reserve Division and shall function as acting commander in the absence of the Reserve Division commander.
87. Reserve police officers who have completed the departmental and POST training process shall operate under the same command-and-control and supervisory requirements as regular police officers.
88. The Reserve Division shall establish an internal organization for Reserve Division administrative authority, control, and accountability such that the all departmental guidelines and regulations regarding supervision, accountability and span of control are maintained.
89. Reserve police officers can attain the appointed positions of Reserve Sergeant, Reserve Lieutenant, Reserve Captain and Reserve commander. The level of authority and supervisory responsibility shall be the same as full-time employed officers, subject to the following:
  - (a) Full-time employed police officers shall be considered superior in rank to reserve officers of any rank.
  - (b) Full-time employed police officers and ranking officers shall be held accountable for the exercise of and use of his/her authority over, and instructions given to, reserve officers.
  - (c) Reserve officers shall not obey any order from a superior reserve officer or full time employed officer that is illegal, immoral, unethical or criminal.
  - (d) Any order received by a reserve officer which is felt to be in conflict with any policies, rules and regulations of the Department shall be addressed as per current regulation pertaining to Instructions from an authoritative source.

#### **RESERVE DIVISION MEETING**

90. All Reserve Division meetings will be scheduled and conducted by the Reserve Division commander or his/her authorized designee.
91. All reserve police officers are required to attend scheduled meetings. Any request for excusal must be submitted to and approved by the Reserve Division commander in advance. Reserve officers are only allowed two (2) unexcused absences from the monthly meeting requirement in a calendar year. All training provided at a monthly meeting shall be completed by the member(s) who missed within 30 days of the missed meeting.
92. A Reserve Division member who fails to maintain standards of service shall be subject to discipline, up to and including dismissal. Standards of service includes maintaining the minimum number of monthly volunteer hours for the members Level and / or failing to maintain the required training, without prior excusal, in writing from the Reserve Division commander.
93. Reserve Division meetings will consist of a business section and a training component.

94. The business section will be used to conduct the business of the Division, to schedule members for upcoming assignments and address any outstanding issues or concerns.
95. The training section will be used to keep officers updated on recent developments affecting the operation of the Department and the Reserve Division and will allow timely dissemination of information, updates, and roll-call style training.
96. Reserve police officers attending the Reserve Division meeting will be credited with 4 hours of service time unless the meeting and training is longer. If the meeting/training is longer than 4 hours, the reserve police officers in attendance will be credited with the actual time attended rounded to the nearest half-hour. The Reserve Division meeting is not considered a "shift" for purposes of the Reserve Field Training Program.
97. Reserve Division meeting times will be applied to the both the 24 hour per month and the 288 or 480 hour per year Departmentally assigned police service time requirements.
98. Reserve Division training times, as long as they are structured, formal training (this includes training during monthly meetings) count toward both the 24 hour per month and the 288 or 480 hour per year Departmentally assigned police service time requirements.

#### **IDENTIFICATION AND DESIGNATION OF RESERVE POLICE OFFICERS**

99. All reserve police officers shall be issued an NOPD badge, frontispiece, building identification (swipe card), and a department identification card.
100. Badge numbers for reserve police officers shall be numbered as follows:
  - (a) The first two digits of the badge number shall be "10" followed by three additional numbers.
  - (b) No individually issued badge numbers shall be the same, except for duplicates or spare badges held by the same reserve police officer. Individual badge numbers of retired reserve police officers may be re-issued to "active" reserve police officers.

#### **RETIREMENT OF RESERVE POLICE OFFICERS**

101. Reserve police officers who have completed a minimum cumulative total of 192 months of creditable service (16 year equivalent) and remain in good standing with the Department shall be eligible to retire from the Reserve Division and, at the discretion of the Superintendent of Police, receive a retired officer identification.

#### **RESERVE POLICE UNIFORM**

102. Reserve police officers shall conform to all uniform regulation and appearance standards of this department. (See: **Chapter 41.10 – Uniform Specifications**)
103. While working, except with written permission to dress otherwise, reserve police officers shall be attired in the complete department uniform that is appropriate for their rank. The uniform shall be outwardly indistinguishable from the uniform worn by full time employed police officers.
104. Reserve officers shall be responsible for the purchase and maintenance of all uniform parts and accessories.

#### **COMPLAINTS AND INVESTIGATIONS OF RESERVE POLICE OFFICERS**

105. Supervisory actions, discipline, complaints or internal investigations involving a reserve police officer shall be investigated by the Reserve Division, another NOPD Division or the Public Integrity Division as determined by the Deputy Chief of FOB or PIB. Disciplinary hearings that solely involve Reserve Division officers may be handled by the Reserve Division commander or another commander assigned by the Deputy Chief of PIB.
106. Any misconduct complaint from members of the community shall only be investigated by PIB or a full-time NOPD supervisor that has been assigned the case by PIB.
107. Use of Force investigations of Reserve Division members shall be handled in the same manner as full-time members. (See: **Chapter 1.3.6 – Reporting Use of Force**).
108. For purposes of Use of Force investigations and reporting, supervisory actions and responsibilities fall on the District / Division regular (non-reserve) supervisor the Reserve member was working for or reporting to at the time the action in question took place.
109. Reserve police officers shall have no property interest in continued appointment or retirement status as a Reserve Officer.
110. Reserve members of the New Orleans Police Department who have been separated from service or employment (if civilian) with the NOPD under less than honorable circumstances shall also have his/her Reserve commission (active or retired) revoked by the Superintendent and a notice sent to the Louisiana Council on Peace Officer Standards and Training recommending his/her Louisiana P.O.S.T. (See: **Chapter 1.1.2 – Law Enforcement Credentials and Certifications**).

#### **RESERVE POLICE OFFICER PERFORMANCE EVALUATIONS**

111. While in training, reserve police officers (applicant, recruit, field trainee) will be continuously evaluated using standardized daily and weekly observation reports as utilized by the Education & Training Division / Field Training Program.
112. The reserve police officer will be considered a trainee until all the training phases, as defined by the Education & Training Division, have been successfully completed.
113. Reserve officers who have completed their field training will be evaluated annually using the same performance dimensions applicable to the duties and authorities granted to full-time commissioned officers and utilizing the same form(s).
114. The quarterly and annual evaluations of reserve police officers shall be reviewed, signed and filed in the MSB - Personnel Division in the same manner as a full-time commissioned member. (See: **Chapter 13.34 – Evaluation of Employees**).

#### **EMERGENCY ACTIVATION / CALL-OUT OF RESERVE POLICE OFFICERS**

115. The Superintendent of Police may activate or call-out any reserve police officer for a declared emergency. Failure to respond, once notified, may lead to disciplinary action and/or termination. (See: **Chapter 46.2 – Emergency Operations Plan and Chapter 1.1 – Law Enforcement Authority**).
116. The commander of the Reserve Division shall develop an emergency notification and activation/call-out plan for the Reserve Division.

**APPENDIX A - Reserve Division Training Curriculum**

Introductory reserve member (NOT retired regular officers) training shall include, at a minimum, all POST required training and the following classes:

| <b>Course Name</b>                                | <b>Hours</b> |
|---|--------------|
| Department Rules, Policies and Procedures         | 3            |
| Consent Decree Discussion                         | 1            |
| Tourniquet Application/Bloodborne Pathogens       | 2            |
| Preparing Field interview Cards                   | 3            |
| Preparing Arrest and Search Warrants              | 4            |
| Mobile Data Terminal/Electronic Police Report     | 4            |
| Rights of Arrestee Form                           | 1            |
| Report Writing Exercise - Narcotics Arrest        | Home         |
| Report Writing Exercise - Aggravated Battery      | Home         |
| Report Writing Exercise - Domestic Violence       | Home         |
| Report Writing Exercise - Armed Robbery           | Home         |
| Affidavits and Summons                            | 3            |
| Daily Activity Sheets                             | 2            |
| Municipal Criminal Code                           | 3            |
| Civil Rights and the Color of Law                 | 3            |
| Major Crime Scene Investigation and Preservation  | 2            |
| Central Evidence and Property                     | 1            |
| Vehicle Pursuits                                  | 4            |
| Situational Decision Making - Stop and Frisk      | 7            |
| Building Searches                                 | 11           |
| NAPD Driver's Training                            | 28           |
| National Incident Management System (NIMS 100)    | Home         |
| National Incident Management System (NIMS 700)    | Home         |
| National Incident Management System (NIMS 200)    | Home         |
| Police Canine Operations                          | 2            |
| Body Worn Cameras                                 | 3            |
| Electronic Control Weapon - Taser                 | 10           |
| USPCA Dog Bite Prevention/Recognizing Abuse       | Home         |
| Community Policing - Foundations                  | 7            |
| Community Policing - Procedural Justice           | 4            |
| Community Policing - Relationship Based Policing  | 3            |
| Tactical Community Policing for Homeland Security | 4            |
| Community Policing - Problem Solving Opiate Abuse | 4            |



|   |   |
|---|---|
| Fair and Impartial Policing - Bias Free               | 7 |
| EPIC - Ethical Policing                               | 7 |
| LGBTQ Awareness Training                              | 3 |
| Officer Assistance Program                            | 1 |
| Police Radio Operational Instruction                  | 2 |
| Police Radio Protocol                                 | 2 |
| LA. Law Enforcement Telecommunications System         | 3 |
| INSIGHT - Early Intervention System Introduction      | 1 |
| Verbal Communications as a Force Option - Verbal Judo | 7 |
| Human Performance                                     | 4 |
| Tactical De-escalation                                | 4 |
| Use of Force Reports                                  | 2 |