


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> RESERVE OFFICERS	<b>POLICY NUMBER</b> 18.01
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## 18.01.01 PURPOSE

To establish and describe the duties and functions of the Florida Highway Patrol Reserve Officer Program.

## 18.01.02 AUTHORITY

Section 122.16, Florida Statutes

## 18.01.03 POLICY

It is the policy of the Florida Highway Patrol to utilize reserve officers to lighten the workload of full-time members and provide additional assistance to the motoring public. Reserve officers may also be recruited and assigned to special duties as needed and determined by the Director.

## 18.01.04 DEFINITIONS

**RESERVE OFFICER** - A member of the Florida Highway Patrol who is a certified law enforcement officer appointed to work without compensation, vested with authority to bear arms and make arrests, and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic or highway laws of the State.

## 18.01.05 OBJECTIVES

- A. To implement and maintain procedures for the utilization of reserve officers.
- B. To establish selection criteria for reserve officers.
- C. To ensure that training of reserve officers is equivalent to that required for full-time members.
- D. To ensure that uniforms and equipment are the same as those issued to full-time members.
- E. To provide for bonding and/or public liability protection, for reserve officers that is equal to full-time officers.

## **18.01.06 PROCEDURES**

### **A. DUTIES OF RESERVE OFFICERS**

1. Reserve officers will be responsible for performing the same duties as full-time members.
2. Reserve officers will be utilized to lighten the workload of full-time officers by:
  - a. Patrolling areas where full-time members seldom have time to patrol.
  - b. Investigating traffic crashes when a full-time member is unavailable.
    - (1) Reserve officers may investigate serious traffic crashes only with the approval of an on-duty supervisor. Examples of serious traffic crashes include:
      - (a) Traffic crashes that result in fatalities.
      - (b) Traffic crashes that result in serious bodily injury.
      - (c) Traffic crashes involving DUI.
      - (d) Traffic crashes of a complex nature.
      - (e) Traffic crashes requiring extensive follow-up investigation.

The on-duty supervisor should consider the reserve officer's traffic crash investigation capabilities, training and past law enforcement experience.
    - (2) Traffic crashes of a minor nature do not require the approval of an on-duty supervisor to be investigated by a reserve officer.
  - c. Assisting disabled or stranded motorists.
  - d. Performing duties assigned by the Troop Commander, i.e., Background Investigator or FHPA Unit Instructor.
3. Reserve officers shall only be used to supplement and increase regular shift strength and shall not be used to replace a full-time member.
4. Reserve officers are to follow all policies and procedures contained in the Florida Highway Patrol Policy Manual.

5. Reserve officers are responsible for being thoroughly familiar with the policies, procedures, duties and regulations contained in the Florida Highway Patrol Policy Manual.

**B. SELECTION CRITERIA FOR RESERVE OFFICERS**

1. Application for reserve officer will be accepted from former or current full-time members of the Florida Highway Patrol who have resigned, retired or are pending retirement/resignation while in good standing. Former or current members must have completed a minimum of two (2) years of service, and must have received a satisfactory performance rating during their last two (2) years of full-time service.
2. Applicants requesting appointment to become a reserve officer after separation from the FHP\_must submit a completed Florida Highway Patrol Officer application, and a letter to the Director outlining the reason for the request.
3. All applications will be forwarded to the Deputy Director or the Chief of Special Services.
4. The Deputy Director or Chief of Special Services shall review the application to determine if the applicant meets the minimum qualifications.
5. The application shall then be forwarded to the appropriate Troop Commander for the background investigation, if applicable.
6. Reserve officer background investigations shall be conducted by a Florida Highway Patrol applicant background investigator, and shall not be assigned to Auxiliary members.
7. For reserve officer applicants, the same selection procedures will be followed that apply to full-time applicants, including pre-employment polygraph screening, drug screening, psychological screening, physical and eye examinations. This does not apply to current or full-time members of the Florida Highway Patrol that are retiring or resigning and entering the reserve program before there is any break in service.
8. Applicants for reserve officer positions must meet the same qualification and evaluation factors as outlined in Chapter 25.02, Florida Highway Patrol Policy Manual.
9. All applicants will be subject to staff review in the same manner as if the applicant was applying for reappointment as a full-time member.
10. The Director of the Florida Highway Patrol will make the final decision for acceptance or rejection of a reserve officer applicant.

**C. RESERVE OFFICER TRAINING**

1. Reserve officers will satisfactorily complete minimum (recruit) training as required by the Criminal Justice Standards and Training Commission, and the Division of Florida Highway Patrol, prior to any assignment in which the reserve officer is allowed to carry a weapon, or is in a position to make an arrest.
2. Formal training may be conducted at the Florida Highway Patrol Training Academy or at a regional training center.
3. Reserve officers must successfully complete 40 hours of mandatory retraining every four years as required by Section 943.135, Florida Statutes. The 40 hours of mandatory training will count towards the reserve officers required 96 hour annual minimum for retention in the program.
  - a. This training may be obtained by attending courses offered by the Florida Highway Patrol Auxiliary, the Florida Highway Patrol Training Academy, or other accredited colleges, universities, law enforcement agencies, or training centers offering approved mandatory retraining courses.
  - b. Any reserve officer, who receives approved mandatory retraining from a training facility other than one provided by the Florida Highway Patrol, may be responsible for any expenses incurred.
    - (1) Approval for such training shall be obtained from the Troop Commander.
    - (2) A copy of the certificate of completion from such a training facility will be forwarded to the Chief of Special Services by the Troop Commander.
4. Field Training
  - a. Reserve officers may be required to satisfactorily complete a minimum of 320 hours of field training.
  - b. Field training requirements may be waived by the Director of the Florida Highway Patrol based on length of separation of the applicant.
  - c. The field-training officer will document all field training.
  - d. The Troop Commander may request authorization to extend the 320 hours if the need exists.
5. Reserve officers shall be thoroughly trained in the Division's Use-of-Control Policy.

6. Reserve officers shall train and qualify with their assigned handgun annually in the same manner required of full-time members.

D. UNIFORMS AND EQUIPMENT

1. Reserve officers shall wear the same uniform and utilize the same type equipment as full-time members.
2. Reserve Officers working a minimum of 32 hours per month may at the discretion of their respective Troop Commander utilize and maintain a marked patrol unit. It will be the responsibility of the Reserve Officer to maintain the vehicle's service/operability/calibrations and make the vehicle available anytime required by the Troop Commander or designee.
3. Reserve officers working a minimum of 32 hours per month may at the discretion of the Troop Commander utilize and maintain a Department issued computer and printer.
4. Reserve officers are authorized to receive the following clothing and equipment:
  - a. Two long sleeve shirts
  - b. Two short sleeve shirts
  - c. Two pairs of trousers
  - d. One complete set of uniform brass, including badge
  - e. Identification card
  - f. One set of leather consisting of the Velcro inner belt, outer gunbelt, approved buckle, handgun holster, dual or triple magazine case, glove pouch, flashlight holster, ASR holster (if training was completed) or PR-24 belt ring, and handcuff case
  - g. Service handgun with three magazines and ammunition; Reserve officers who received the currently issued service firearm as a retirement gift will not be issued another weapon.
  - h. Two sets of handcuffs with keys
  - i. Florida Highway Patrol Policy Manual, via PowerDMS
  - j. One campaign hat
  - k. One jacket
  - l. One raincoat and rain hat cover

- m. Reflective traffic vest and gloves
  - n. Traffic wand
  - o. Whistle
  - p. Flashlight
  - q. Body armor
  - r. ASR canister (upon completion of ASR training course) or PR-24 baton
  - s. First Aid kit
  - t. Infectious disease control kit
  - u. Large crash report template
  - v. 100' steel measuring tape
  - w. Citation book cover
5. Reserve officers will not be routinely issued a shotgun.
- a. Reserve officers who desire to work traffic enforcement duties may make advance arrangements to check out a shotgun from the Office Operations Consultant or shift supervisor prior to beginning his/her shift.
  - b. Troop commanders may authorize the issuance of a shotgun to a reserve officer based upon the reserve officer's past history of regularly performing traffic enforcement duties.
  - c. If the reserve officer's performance of traffic enforcement duties becomes irregular or intermittent, the shotgun shall be picked up.
  - d. Only reserve officers that have successfully completed the shotgun familiarization course can be issued or check out a shotgun.

E. GENERAL

- 1. Reserve officers do not have, nor can they attain career service status.
- 2. Reserve officers serve without pay under the direction of the Director of the Florida Highway Patrol.
- 3. Employees that retire as a Florida Retirement System participating employee and immediately enter the Reserve Officer Program shall be familiar with and abide by section 122.16, Florida Statutes. Reserve officers need to be aware that if section

122.16, Florida Statutes applies to him/her that any pay from a Florida Retirement System employer during the time frames listed in section 122.16, Florida Statutes will void his/her retirement and he/she must repay all benefits received, including a DROP payout. Any pay may include Other Personal Services (OPS), Hireback, travel, per diem, classroom instruction etc.

4. Upon separation, all equipment issued by the Florida Highway Patrol must be returned.
5. Only former full-time members who have completed two (2) years of service with FHP are eligible to enter the Reserve Officer Program. Reserve officers that were never full-time members of the FHP must attend and complete the FHP academy in recruit status to become a full-time member.
6. To remain eligible to return to full duty status, reserve officers must work at least 32 hours per month and regularly complete required PowerDMS and all training.
7. Reserve officers are required to work at least 96 hours per year to maintain eligibility in the Reserve Program.
  - a. Schedules and work assignment for reserve officers will be the responsibility of the District Lieutenant.
    - (1) Reserve officers will be assigned to a shift supervisor.
    - (2) The shift supervisor will coordinate the reserve officer's work assignment with the District Lieutenant and ensure that required reports are submitted within established guidelines.
  - b. Reserve officers will not be on duty unless specifically authorized and scheduled.
  - c. When possible, reserve officers shall be scheduled to work holiday periods and weekends.
  - d. Reserve officer work assignments that directly support troop goals are to be encouraged.
  - e. When on duty, reserve officers shall be under the supervision of the FHP shift supervisor and will perform all assigned duties.
8. Reserve officers are to complete the designated time and activity report form.
  - a. A copy of the form will be forwarded through their respective Troop Commanders to the State Auxiliary/Reserve coordinator by the 10<sup>th</sup> of each month.

- b. A time and activity form **must** be completed regardless of whether or not any reserve duties were performed.
9. Reserve officers are not authorized to accept or perform private sector off-duty police employment.
- a. Reserve officers may participate in FHPA details.
  - b. Reserve officers will not receive any personal compensation for their participation in FHPA details.
  - c. Reserve officers are not authorized to schedule ODPE employment, since they are restricted from working private sector off-duty police employment.
  - d. When participating in FHPA details, reserve officers shall wear the reserve uniform.
  - e. Reserve officers may be utilized as supervisors for FHPA details, with the approval of the Troop Commander.
10. Upon receipt of a reserve officer's request to work a hireback project, the Troop Commander or designee shall verify that the reserve officer will not violate section 122.16, Florida Statutes and forward his/her findings through the chain of command to the Director. Reserve officers may only work a hireback project when permitted, in writing by the Director. Refer to FHP Policy 5.09 – Administration of Hireback Programs for further guidance. Hours dedicated to hireback details will not count towards the Reserve Officers annual mandatory work hours.
11. Reserve officers are authorized to carry concealed weapons when off-duty and in civilian attire, after complying with Section 10.02.06 (D) of this manual, but shall not use their official authority to make any off-duty arrests.
12. Reserve officers shall be covered under the same bond as that for full-time members.