

Earlham Iowa Reserve Officer Program

6-1. Introduction:

A Reserve Officer Program is a very effective way of supplementing the Earlham Police Department's staff on an "as needed" basis. An Officer will earn certification through the Iowa Law Enforcement Academy (ILEA) and completing the mandatory field training program through Earlham Police Department. A Reserve Officer will assist Officers with patrol duties, public service assignments, traffic direction and any other assigned duties approved by the Chief. Once approved by command staff the Officer may work alone performing duties as outlined by Iowa code (80D) but will work with other Officers until approval is granted.

The Earlham Police Department Reserve Program will have four stages of merit and promotion

A. Probationary I Officer

- a. Allowed to partake in Traffic Control, surveillance, observation and training
- b. Allowed ride alongs, civilian business casual dress
- c. Absolutely no Police or arrest powers
- d. Unarmed unless Chief approval with prior military or police training
- e. Does not partake in any Police duties unless ordered by superior
- f. Will be enrolled in the (ILEA) Iowa Law Enforcement Reserve Academy within 18 months of appointment.
- g. Once certified in firearms and LTL (less than lethal) weapons will be allowed to carry on duty.
- h. Will have 40 hours of ride time completed by graduation of the academy for promotion
- i. Will be issued a used uniform & vest toward the end of the academy before graduation.
- j. Will be issued a Badge and credentials by graduation and promotion to Probationary II.

B. Probationary II Officer

- a. Will be a certified Reserve Officer through ILEA, passing and graduating the academy.
- b. Will be accompanied by a Chief, Certified or Senior Reserve Officer at all times
- c. Will work with a Certified Officer FTO (Field Training Officer) for FT (Field Training) until the Chief, FTO(s) and Senior Reserve deem the Officer ready for promotion to Reserve Officer.
- d. Will perform any and all Police duties of an Iowa Reserve Police Officer pursuant to Iowa Code 80D with the FTO or Senior Reserve Officer or with Chief's permission
 - i. Traffic Stops- Warning & Citations

- ii. Investigations, Warrants
 - iii. Surveillance
 - iv. Calls for service
 - v. Iowa and City code
 - vi. Train in report writing, radio communications, addresses, driving, accident reports and any Police duties
 - e. Once FT is completed the Probationary II will work with any Certified, Reserve or Senior Reserve Officer.
 - f. If summoned to a complex or Officer Safety call or traffic stop the Probationary Officer will assist, back up and observe the lead Officer as they will take over the case.
 - g. Will work a minimum of 8 hours a month
 - h. A Probationary II Officer is encouraged to promote to Reserve Officer, although realize not everyone wants to work alone.
- C. Reserve Officer
- a. May work alone or accompanied by a Certified or Reserve Officer
 - b. May periodically have a Certified Officer ride for evaluation
 - i. Tactics
 - ii. Professionalism
 - iii. Knowledge
 - iv. Case Handling
 - v. Iowa and City code
 - vi. Other job duties as a Peace Officer
 - c. At this time new gear may be ordered as needed such as uniforms and vests
 - d. A Reserve Officer Will NOT
 - i. Perform FSTs (Field Sobriety Testing) if probability of intoxication of alcohol or illicit drug is sensed on a traffic stop, the Reserve WILL contact a Certified Officer immediately. The Reserve will summon a warning or citation to the probable cause of the stop. The Certified Officer will make the determination of the next steps of the process.
 - ii. Respond to an Officer Safety call ie... domestic, fight, weapons involvement without gaining permission from a Certified Officer. The Reserve will wait until backup arrives and go in as a team.
 - e. A Reserve Officer will
 - i. Have constant communication with the on call Officer if working alone
 - ii. Follow orders of the Lead Officers
 - iii. Follow and have knowledge of the Policies and Procedures of the Earlham Police Department

- iv. Have the knowledge and ability of the use of Tracs, Mach, and department report writing software.
- v. Have working knowledge of the Iowa and City code
- vi. Will have communication with the Senior Reserve for training & scheduling
- vii. Will work a minimum of an 8 Hour shift per month
- viii. May be needed and able to respond in short notice

D. Senior Reserve Officer

- a. Will follow Reserve Officer Protocol
- b. Must have a minimum of 3 years as a Certified Reserve Police Officer
- c. Must show leadership and teaching qualities
- d. Oversees the Reserve Program
- e. Takes responsibility for his/her peers in education and promotion or discipline
- f. Will plan and execute monthly trainings and meetings
- g. Will schedule ride time with the Probationary I & II as well as Reserves
- h. Will have constant communication with the Chief, Certified Officers and all Reserves
- i. Will delegate responsibilities to Reserves

All 4 phases are required to attend all monthly meetings and trainings, city functions and celebrations. Also is a requirement to plan and participate in fund raising events.

6-2. Purpose

The purpose of the program is to establish reasonable guidelines to the requirements of the operation of the Stuart Police Department's Reserve Police Officer Program

6-3.1 Iowa Code terms and definitions

80 D Reserve Peace Officers

6-3.2 Requirements:

A. Minimum Requirements for application

1. Candidates will be 18-55 years of age
2. Candidates will possess a valid Iowa Driver's License
3. Candidates shall pass a written test (POST) as required
4. Candidates shall have the ability to take a psychological examination (MMPI) as requested
5. Candidates shall have the ability to pass a physical agility test (Cooper) as requested

6. Candidates will have a clean background without criminal record or convictions
7. Candidates and Officers will have and maintain a good driving record
8. Candidates will complete the hiring packet and turn it in before the due date.
9. Candidates will interview with the Chief and Command Staff
10. Candidates will have a diploma from High School or GED
11. Candidates will show evidence of excellent community image
12. Candidates will show evidence of sound judgement
13. Officers will earn certification from the Iowa Law Enforcement Academy
14. Officers will complete the Department's Field Training program
15. Officers will attend a mandatory minimal 12 monthly meetings and or trainings
16. Officers will mandatorily work a minimum of (one) 8 hours shift per month
17. Officers will be available for special event duty
18. Officers shall be available to assist other Officers in short notice
19. Officers will conduct themselves on and off duty within scope of the Stuart Police Department's and City of Stuart's Rules, Policies and Procedures
20. Probationary I, II, Reserve Officers and Senior Reserve are mandated to participate in monthly trainings and meetings
21. All will participate in all city celebrations and functions.
22. All Officers will partake in fundraising ideas and events.
23. All Firearm certified Officers will qualify yearly on their duty weapons, shotgun and/or rifle.

6-3.3 Training

1. Iowa Law Enforcement Academy (approximately 180 hrs.)
 - a. Module A
 - i. Court Organization
 - ii. Criminal Law
 - iii. Domestic Abuse-Violence
 - iv. Hazmat Awareness
 - b. Module B
 - i. Collision Scene Control
 - ii. Critical Incident Management
 - iii. Felony Calls
 - iv. Role of Emergency Communications
 - v. Traffic Direction
 - vi. Vehicle Stops
 - c. Module C
 - i. Defensive Tactics
 - ii. Ethics
 - iii. Force Management

- iv. Patrol Techniques
 - d. Module D
 - i. Blood Borne Pathogens
 - ii. Current Drug Trends-Investigations
 - iii. Juvenile Law
 - iv. Search & Seizure
 - v. Testifying in Court
 - e. Module E
 - i. Civil Liability
 - ii. Cultural Diversity
 - iii. Discretion
 - iv. Interviews & Interrogation
 - v. Laws of Arrest
 - vi. Precision Driving
 - f. Module F
 - i. Community Policing
 - ii. Intro to Crime Scene
 - iii. Mandatory Reporting
 - iv. Motor Vehicle Law
 - v. Recognizing Impairment
 - vi. Report Writing
 - vii. Working with your community
 - g. Firearms (80 hours) Pistol/shotgun
 - h. Observation/ride time (40 hrs.)
- 2. Field Training inter Department
 - a. Performance/Training
 - i. Policies & Procedures
 - ii. Daily vehicle inspection
 - iii. Computer programs
 - iv. Driving slow-high speed
 - v. Traffic stops, ticket writing
 - vi. Calls for service
 - vii. Dealing with public/community relations
 - viii. Following direction/taking orders
 - ix. Domestic
 - x. Investigations
 - xi. Observations
 - xii. Evidence collection/filing
 - xiii. Recognition of impaired drivers

- xiv. Report writing
- xv. Officer safety, situational awareness

6.4 Policy:

A. Bylaws of the Earlham Police Reserve Program.

Membership qualifications

- i.. Members will be between 18 and 60 years of age
- ii. Any Officer in good standing that terminates his/her membership may Re-affiliate without duty, vote or compensation with the majority approval vote of the membership.
- iii. As per Iowa Code Chapter 80D, before any Officer is acting in any professional capacity, they must successfully earn certification through the Iowa Law Enforcement Academy, and be certified in firearms.
- iv. FTO and monthly training with be conducted in house
- v. Academy classes such as MCTC classes are available to Certified Reserves with approval of the Chief

B. Specific Rules of the Earlham Police Department

Any member of the Earlham Iowa Reserve Police Department shall be subject to demotion, suspension and termination for neglect of duty, disobedience of orders of direction, misconduct or failure to properly perform his/her duties including not following the policies included in this document. In setting out the specific rules, it is recognized that all acts of conduct which may occur warranting such action, cannot be particularly classified, and the following is not all inclusive. However, among the causes for disciplinary action, suspension, demotion or dismissal shall be included in the following.

1. Disregard for Officer or Citizen safety
2. All complaints or grievances against Certified or Reserve Officers utilized as "Training Officers" in the Reserve Unit shall be lodged with the Chief of Police. Each complaint or grievance shall be reduced to writing and filed to the Chief in no less than 48 hours from the time the grievance arose.
3. Members shall not consume intoxicants off duty prior to reporting to duty, and shall not have evidence of consumption. Members

shall not consume any intoxicant while on duty unless necessary under the order of the Chief and never in uniform.

4. Members will not consume any illicit or illegal drug on or off duty including marijuana.
5. Officers will not take part in any illegal activity, including where illegal drugs are being consumed or juvenile consumption of alcohol is happening.
6. Members shall not keep any intoxicating liquor or drug in the department premises unless necessary in the performance of a task in locker and sealed. Evidence should be logged, bagged and put into evidence locker.
7. Immoral conduct
8. Neglect of duty
9. Violation of any criminal law
10. Inattentive to duty
11. Sleeping while on duty unless on call at home
12. Lounging or loafing on post of duty or beat
13. Incapacity or inefficiency in the service
14. Disorderly conduct
15. Disobedience of orders
16. Malicious assaults committed by members constitute gross misconduct. The use of physical force shall be restricted to circumstances specified by law when necessary to accomplish a police task successfully. Whenever a member on or off duty is required to strike or use considerable physical force against another person, the Officer must immediately call a Supervisor Officer to the scene, or if not immediately practical contact the Supervisor as soon as possible. A written use of force report is due immediately to the Chief.
17. Unlawful use of weapons
18. Making false reports
19. Receiving bribes
20. Publically criticizing official action of another Officer
21. Communication or disseminating information concerning the affairs of the Department without authorization by the Chief
22. Refusing to give badge number and name upon request by one accused of a public offense
23. Neglect to furnish persons arrested with a receipt, when requested, for all property taken from them

24. Neglect to turn over property placed in your custody for safe keeping, or for use by persons or by the Department when requested by the Chief of Police to do so.
25. Appropriation of any equipment furnished by the Department.
26. Willful or reckless, or wanton use of operation of any equipment of the city, or willful, reckless or wanton destruction of any supplies of the Department or City.
27. Each Reserve Officer is deemed to have committed themselves for at least one regular patrol assignment with a minimum of 8 hours per month. When the situation prevents his/her fulfilling his/her assigned duty, he/she must notify the Senior Reserve and/or Chief in charge of the detail. The Officer will schedule another time to make up the shift. When an Officer learns that he/she cannot fulfill any duties for an extended period of time a "Leave of Absence" must be obtained to remain a member in "Good Standing". Failure to submit in writing the requested Leave of Absence, Command staff will review the situation and notify the Officer of the decision.
28. Members are required to attend a minimum 12 monthly meetings and/ or trainings. When an Officer learns that he/she cannot attend the requirement he/she must make that training up with a Certified Officer or Coordinator that month. Any meetings/trainings missed over an extended period of time a "Leave of Absence" must be obtained to remain a member in "Good Standing". Failure to submit in writing the requested Leave of Absence, Command staff will review the situation and notify the Officer of the decision.
29. Members shall work all city celebrations, events or calls for duty. The inability to do so will be supplied in writing by the Officer to the Command Staff and total failure to sign up for shift or duties or total disregard will be reviewed by Command Staff to determine the worthiness of the Officer.
30. When short staffing transpires on the Department due to vacancies, training and vacations, the Reserve Officers permissioned to work alone shall commit to fulfill shifts as permitted by the Chief.
31. Social Media, Reserve Officers shall refrain from posting pictures, opinions or verbiage that may possibly in others prospective make that person look nonprofessional which will reflect the Stuart Police Department.
32. Members are prohibited from attempting to coerce or influence any Law Enforcement Officer for the purpose of causing him/her to

- refrain from properly performing his police duties. Officers shall immediately report, through chain of command, any such attempts.
33. All members are required to take appropriate action toward aiding a fellow peace officer exposed to danger, or in a situation where danger might be impending.
 34. Male and Female Officers members permitted to wear civilian clothing during a tour of duty that conforms to the standards normally worn by office personnel in private business firms, unless otherwise directed. All items of clothing shall be of conservative nature.
 35. It shall be mandatory for each Reserve Officer to log before going on duty with the exception of an emergency call out and will be logged at a later time.
 36. Members shall never display firearms unnecessarily, or draw or display them in any public place other than for inspection or official use. Members are required to report to the Chief if any accidental or deliberate discharge occurs other than training. Members shall make the report to departmental procedures. Members shall exhaust every other means of apprehension before resorting to the use of a firearm. A member refusing to testify under oath, before any legally qualified court, tribal, public body, or officer in the grounds of self-incrimination, shall be subject to disciplinary measure.
 37. A member shall neither contract expensive debts nor refuse to make payment of a claim for which he/she is liable.
 38. Members are required to not use illegal narcotic drug or controlled substance while on or off duty unless prescribed by a doctor for illness, at that time the Chief will determine if the Officer maybe excused from duty and when they shall return.
 39. A member shall not circulate rumors, or engage in conversations or activity which may adversely affect the morale of the Department without permission.
 40. When a member of their immediate family becomes personally involved in an altercation, or any situation involving police intervention, the Officer shall summon another Officer to take the call.
 41. A member will not join any organization designed to interfere by illegal means, the orderly process of government.
 42. A member will not incur liability charges to the Department without proper authorization.

43. Members are forbidden to act as private investigators or private detectives, or any other capacity when the primary purpose of such employment is to gather information for, or appear as a witness in civil action.
44. Members will advise the Chief immediately upon change of address, phone number or marital status.
45. Members are forbidden to use their official status to acquire information solely for the purpose of being utilized by the litigants in civil action.
46. Members are forbidden to knowingly falsify any official report, or enter or cause to be entered any inaccurate, false or improper information on the books, records, or registers of the department.
47. Members shall not interfere with proper administration of criminal justice.
48. Members shall not permit their names or photographs to be used to endorse any product or service which is in any way connected with law enforcement without the permission of the Chief of Police. They shall not, without the permission of the Chief, allow their names or photographs to be used in any commercial testimonial which alludes to their position or employment with this Department.
49. No member may seek the influence or intervention of any person outside the Department for purposes of personal preferment, advantage, transfer or advancement.
50. ALL members will abide by the policies and procedures of the Stuart Police Department.
51. ALL Officers will conduct themselves in professional manner on duty and off with the recognition that any negative conduct will not only make the Officer look bad but reflects the department and Officers in a negative view. Disciplinary actions will be put in place up to include termination and loss of certification.