

# Memorandum

**TO: ALL DEPARTMENT PERSONNEL**

**FROM:** Paul Joseph  
Chief of Police

**SUBJECT: DUTY MANUAL REVISION:  
A 2939 - MAXIMUM NUMBER OF  
HOURS FOR RESERVE OFFICERS**

**DATE:** July 10, 2025

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APPROVED

Memo #2025-009

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## **BACKGROUND**

Previously, the number of hours a reserve officer was allowed to work in compensated Secondary Employment Unit (SEU) assignments was limited to 30 hours per week. To align reserve officers with sworn Department members in this regard, Duty Manual Section A 2939 - MAXIMUM NUMBER OF HOURS has been updated to allow reserve officers to work up to 70 hours a week, which may consist of 70 hours of scheduled SEU assignments, or a combination of scheduled SEU assignments, volunteer work, and hours worked in outside (non-SEU) employment.

## **ANALYSIS**

The Duty Manual has been revised to reflect changes described below. Additions are shown in *italics and underlined*. Deletions are shown in ~~strike-through~~ form.

### **A 2939 MAXIMUM NUMBER OF HOURS**

*Revised 07-10-25*

No reserve officer will work more than ~~thirty (30)~~*70* hours of *any combination of* compensated assignments, *volunteer work, or the reserve officer's outside (non-Department) employment* in a one-week period. In addition, the combination of compensated assignments, *volunteer assignments*, and the reserve officer's regular ~~outside~~ employment shall not exceed ~~fourteen (14)~~*16* hours in a 24-hour period. ~~Department reliefs, parades and other volunteer departmental responsibilities will generally be considered to be exceptions to the time limitations.~~ *Reserve officers may only exceed the prescribed number of weekly or daily hours in cases of major Department emergencies (e.g., natural disasters).* When it is necessary to work emergency or departmental assignments which exceed the time limitations, the reserve officer is responsible for notifying an on-duty supervisor if relief is necessary. *required to obtain approval from the on-duty captain prior to exceeding the maximum number of hours.*

**ALL DEPARTMENT PERSONNEL**

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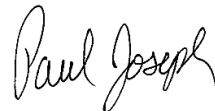
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*Reserve officers will be responsible for reporting all of their hours worked during the week, to include secondary employment compensated hours, volunteer work, and the reserve officer's outside employment hours, to ensure that they do not exceed the maximum number of hours policy.*

**ORDER**

Effective immediately, all Department personnel shall adhere to the above Duty Manual section.

A handwritten signature in black ink that reads "Paul Joseph". The signature is cursive and fluid, with the first letters of each name being capitalized and prominent.

Paul Joseph  
Chief of Police

PJ:PH