

Procedures Manual

2018



Reserve Unit

San Jose Police Department
Bureau of Field Operations

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INTRODUCTION

On December 8, 1941, a civilian emergency police unit was formed. The unit was initially designated the San Jose Auxiliary Police and was an active part of the San Jose Police Department with an original chartered membership of 250.

In 1960, the Auxiliary Police Unit was reorganized into today's San Jose Police Reserve Unit. Originally formed to be a civil defense unit assisting the San Jose Police Department, the redesigned unit now has a broader range of responsibilities. These duties included not only civil defense, but general police assignments as well.

Today, the San Jose Police Reserve Unit is one of the best in the nation. To continue in this spirit of excellence, the following Procedures Manual was written for the San Jose Police Reserve Officers. This Procedures Manual is not intended to supersede or replace the Department's Duty Manual. Rather, it is to supplement the Department's Duty Manual with procedures that were developed specifically for the Reserve Unit.



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MISSION STATEMENT

The San Jose Police Reserve is a volunteer organization that provides emergency callback to the Police Department on a 24-hour basis. The Police Reserve provides assistance for Department relief, special functions, patrol, and community events. The Police Reserve works closely with the Community Services Division and the Bureau of Field Operations to support the Police Department's Community Policing goals.



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ADMINISTRATION

UNIT ORGANIZATION

POLICY
A 100

GENERAL PROVISIONS: The San Jose Police Department is augmented by the San Jose Police Reserves. A regular member of the Department will serve as the Director, appointed by the Chief of Police. Members are Office of Emergency Services volunteers who receive training to provide professional assistance to the Department in law enforcement activities during disaster and other public service activities. The regulations establishing the organization and function of the San Jose Police Reserve are found in the San Jose Municipal Code Section 2.16.150 through 2.16.250.

PROCEDURE
A 101

ORGANIZATION: The following is the established organizational structure for the Police Reserve.

A 102

DIRECTOR: Will be appointed from within the Department by the Chief of Police to serve as Chief Executive Officer of the Reserve. (SJPDM A 2902)

A103

RESERVE ADMIN OFFICER: All Reserves report to the Reserve Admin Officer who is their first line of supervision. The Reserve Admin Officer reports to the Director.

A 104

DEPUTY DIRECTORS: Reserve Deputy Directors are appointed by the Reserve Director to assist, advise and perform such other duties as designated. One will command each of the Divisions and one will serve as Reserve Deputy Director of Administration. They are selected from the ranks of Reserve Captain and Reserve Lieutenant. Each will serve no more than two years in a single Reserve Deputy Director's assignment and then may be reappointed to a different Reserve Deputy Director's assignment at the discretion of the Reserve Director. (SJPDM A 2903)

A 105

COMMAND STAFF: Will Consist of the Director, Reserve Admin Officer, reserve command officers, clerical support and any other persons determined by the Director.



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A 106

DIVISIONS: For organizational purposes, the Police Reserve is divided into divisions:

- **ADMINISTRATIVE DIVISION:** The Office of the Reserve Director is responsible for administering the affairs of the Police Reserve. The Administrative Division is composed of the Reserve Director, a Reserve Deputy Director, Internal Affairs Unit, clerical support and other persons and functions determined by the Reserve Director.
- **PERSONNEL AND TRAINING DIVISION:** A Reserve Deputy Director and reserve officers responsible for recruiting, testing, selecting and training reserve officers.
- **OPERATIONS DIVISION:** This is the primary operational component of the Police Reserve, responsible for fulfilling field assignments and is commanded by Reserve Deputy Director(s) (SJPDM A 2904)



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COMMAND AND SUPERVISION

POLICY
A 200

PRINCIPLES OF COMMAND: A Command Officer will exercise command authority in the interest of the Reserves. A Reserve member assigned to a position of authority will carry out the policies and procedures of the Department, Reserves and the orders of the superiors in a manner as to enhance the accomplishment of the Reserve mission, goals and objectives.

The applicable sections can be found in the SJPDM A 2901-2940 sections.



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RANK AND SCOPE

POLICY **A 300**

STRUCTURE AND DELEGATION OF DUTIES: The structure of the Reserve unit is designed to assure the effective performance of functions and tasks that are necessary to achieve the Reserve mission. The Director remains responsible for the overall performance of the Reserve unit but cannot personally plan, direct, coordinate, and supervise every function and task. Functions and tasks must be assigned to subordinates who are responsible for their achievement. Therefore, the Reserve unit employs a rank structure, where Reserve Supervisors may delegate tasks to subordinates when appropriate.

PROCEDURE **A 301**

MANAGEMENT LEVELS: The established management levels within the Reserve unit are as follows: Top management; Middle management; Direct supervisors; and Non-supervisory personnel.

A 302

TOP MANAGEMENT: The Department member assigned to the position of Director, Reserve Admin Officer and the Deputy Directors shall be considered "Top Management Personnel".

A 303

RESPONSIBILITY OF RANK: All Reserve members have a basic responsibility to perform assigned tasks and duties in a professional manner that ensures the success of the Reserve commitment to the Department. In addition to this basic responsibility, and other responsibilities and duties contained in the Duty Manual, Reserve Procedures Manual, or assigned by a competent authority, Reserve members have responsibilities which are commensurate with rank.

A 304

DUTIES AND RESPONSIBILITIES – DEPUTY DIRECTOR: The second highest Reserve rank within the Reserve Chain of Command. Responsibilities of a Deputy Director include the command of Level I units, Level II units, and Special Operations, assuming general responsibility of overall Reserve operations in the absence of superior ranking command personnel, and the performance of other tasks assigned by competent authority.

A 305

EXAMPLE OF DUTIES:

- Reports to the Director
- Attends monthly meetings.
- Ensures that Reserve business/issues are addressed at every CPT/Company meetings, and Level II meetings.



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- Recommends disciplinary action in cases involving members of their command.
- Notifies Director/Asst. Director of any issues of major importance.
- Responsible for the placement of new personnel and implementation of procedural changes within command.
- Responsible for the ride-along program.
- Supervises and evaluates subordinates under their command.

A 306

DUTIES AND RESPONSIBILITIES – CAPTAIN: The Reserve Captain is the highest middle management rank in the Reserves. Responsibilities of a Captain may include command of a Line unit, a section of Special Operations, or unit of Level II Reserve officers.

A 307

EXAMPLE OF DUTIES:

- Reports to assigned Deputy Director.
- Ensures that company personnel are current in training requirements.
- Responsible for supervising assigned personnel.
- Responsible for supervising/evaluating assigned supervisors.
- Ensures that Department/Reserve procedures, policies, and directives are implemented and adhered to.
- Attends monthly meetings.
- Assigns functions and tasks to subordinate personnel.

A 308

DUTIES AND RESPONSIBILITIES – LIEUTENANT: A Reserve Lieutenant is the beginning of middle management/supervisory position of the Chain of Command within the Reserves. Responsibilities include the command of assigned function(s), unit(s), and assigned subordinate personnel.

A 309

EXAMPLE OF DUTIES:

- Reports to assigned Captain.
- Supervises assigned subordinates.
- Supervises/evaluates assigned sergeant(s).
- Ensures that all assigned supervisors are kept informed of changes affecting the Reserves.
- Ensures that all assigned personnel turn in time sheets on time.
- Review assigned personnel's time sheets.
- Ensures that assigned personnel do not work in excess of (30) hours of compensatory time per week without prior authorization by the Director.
- Ensures that all personnel meet monthly training requirements.
- Provides written notification to the Company Commander of evaluations and recommendations for any action taken by assigned personnel who are in violation of Department or Reserve Procedure/Policy.
- Keeps the Company Commander informed of the company's status.



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A 310 **DUTIES AND RESPONSIBILITIES – SERGEANT:** A Reserve Sergeant is the direct link between the management and non-management personnel of the Reserves. Reserve Sergeants supervise and evaluate assigned personnel and are responsible for the efficient and effective accomplishment of functions and tasks assigned to them.

A 311 **EXAMPLE OF DUTIES:**

- Ensure that time sheets are turned in on time.
- Review time sheets, complete monthly team reports.
- Encourages and ensures that personnel duties.
- Maximum (30) hours per week compensatory policy is adhered to.
- Ensure that personnel maintain requirements as specified by the Department Duty Manual and Reserve policy.
- That all assigned personnel have current addresses and phone numbers on file.
- Supervise assigned subordinates.

A 312 **DUTIES AND RESPONSIBILITIES – RESERVE OFFICER – LEVEL I:** A level I Reserve officer is the most visible member of the Reserves and has the greatest influence over the achievement of the Reserve mission to the Department. Conduct displayed by the Reserve Officer sets the tone for the Department Regular Officers response and the public’s response to the Reserves. Success or failure of the Reserve mission is dependent on the Reserve Officer’s professional conduct, knowledge and sense of duty.

A 313 **EXAMPLE OF DUTIES:**

- Attend Bi-Annual meetings.
- Complete a minimum of 192 hours of service to the City on a yearly basis, averaging 16 hours per month, with, unless otherwise authorized by the unit Director, the required hours may be accomplished by performing a patrol beat function, volunteering at community policing events or performing tasks authorized by the Unit Director.
- Be available for emergency call-ups and declared departmental reliefs.
- Turn-in monthly activity reports on time.

A 314 **DUTIES AND RESPONSIBILITIES – RESERVE OFFICER – LEVEL II:** Even though a Level II Reserve Officer is technically in a training phase of the Reserve program, he/she has the same responsibilities as the Level I Reserve Officer. Additional responsibilities include, but are not limited to, training requirements, patrol assignments, and monthly training. The goal of the Level II Reserve Officer is to attain Level I status within (1) year from the date of swear-in.



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Note: Level II Reserve Officers must be supervised by a Regular Full-time Officer or Level I Reserve Officer.

A 315

EXAMPLE OF DUTIES:

- Attend CPT/Bi-Annual meetings
- Turn-in monthly activity reports on time.
- Be available for emergency call-ups and Department reliefs.

A 316

DUTIES ASSOCIATED WITH RESERVE RANK: Members will do so in accordance with direction supplied to Regular officers of similar rank in SJPDM A 2800 through A 2818.

- Reserve rank will be worn only during Reserve functions and for the purposes of administering Reserve business.
- Rank insignia will not be worn while performing patrol or other police related duties for the Department.
- A Reserve officer may be subject to non-disciplinary reduction in rank if he/she is unable to perform his/her duties and responsibilities because of time constraints. (SJPDM A 2905)

A 317

DELEGATION OF DUTIES: The Director may assign to the Deputy Director(s) the responsibility for the achievement of a major function of the Reserves. Assigned Deputy Director(s) will perform those tasks that pertain to the administration of the assigned major function and may delegate to the Middle Management Personnel the direct management of specific programs, projects, or tasks within the function.

A 318

TYPES OF DUTIES: Police duty is defined as attending meetings, range, emergency duty, regularly assigned duty, or special duty assigned by the Director.

A 319

DELEGATION OF AUTHORITY: The Reserve unit is rank structured from greatest authority to least as follows: Director; Reserve Admin Officer; Assistant Director; Deputy Director(s); Captain(s); Lieutenant(s); Sergeant(s); Reserve Officer Level I; and Reserve Officer Level II.

A 320

RESERVE RANK – FIELD SITUATIONS: A Reserve Command Staff Officer is not entitled to wear the appropriate rank except at Reserve functions. The Reserve rank is nonetheless still in effect whenever Reserve members are working an assignment with other Reserve members and there are no regular Department officers present.



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EXAMPLES:

- On compensated assignments, where only Reserve Officers are working and no Regular Officers are present, the highest ranking Reserve may assume responsibility for the successful completion of the assignment. In the event that an incident occurs, i.e., either civil or criminal in nature, the highest ranking Reserve officer present will assume control and responsibility until such time he/she is properly relieved of that responsibility.

Note: As soon as possible, appropriate Reserve “Pay-job” co-coordinator will be notified as to the type of incident and the final outcome.

- The highest ranking Reserve Officer may assume responsibility on a field assignment if the situation is deemed appropriate or necessary for the successful completion of the assignment.
- When a Department Supervisor requests the assistance of the Reserve Command staff member to assume a supervisory role.

A 321 **PROMOTIONS:** Promotion to and demotion from a Reserve rank will be based upon procedures established by the Director. (SJPDM A 2913)

A 322 **ON-DUTY ASSIGNMENTS:** While on regular duty with the Department, the Reserve Officer will be under the supervision of the Department chain of command, to include a Department Regular police officer. The Reserve Officer’s name will appear on all reports while working with a Regular Officer. (SJPDM A 2906)

A 323 **RULES AND REGULATIONS:** Reserve Officers will be subject to all applicable laws, policies, rules, and regulations affecting officers of the Department. They will also be subject to such additional policies, procedures, rules and regulations promulgated by the City Manager or his designee. (SJPDM A 2924)

A 324 **DEPARTMENTAL RELIEF AND CALL-UP:** The Director will formulate procedures, which will be periodically updated and submitted to the Deputy Chief, Bureau of Field Operations. (SJPDM A 2931)

A 325 **ATTENDANCE:** All Reserve Officers will attend any General Assembly, unit meetings, and assigned training.

- Reserve officers may only be excused from meetings by the Director or his/her designee. (SJPDM A 2914)



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A 326

NON-ATTENDANCE AT SCHEDULED MEETINGS/TRAINING

CLASSES: Attendance is mandatory at all scheduled meetings and training classes. Reserve Officers are responsible for informing their immediate supervisor and the Reserve Admin Officer when they know in advance that they will be unable to attend.

Note: Unexcused absences from a scheduled meeting/training class may result in administrative or disciplinary action.



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EMPLOYMENT STATUS

POLICY
A 400

GENERAL PROVISIONS: The following section contains information regarding Reserve Officer employment status, changes in status, and the impact a Reserve Officer's status has on compensated assignments.

PROCEDURE
A 401

"REQUEST FOR CHANGE OF EMPLOYEE STATUS": Form 190-21 must be submitted no later than (60) calendar days prior to the beginning date of the leave and submitted to the appropriate immediate supervisor. The request will be routed to the Director via the requesting party's chain of command.

- Each supervisor will recommend either approval or disapproval and submit reasons for the recommendation.
- No "Leave of Absence" will exceed (6) months.
- Upon granting a "Leave of Absence" all City issued equipment, including badge and ID, will be turned in unless instructed otherwise by the Director.

A 402

MODIFIED/LIMITED DUTY STATUS: It will be at the discretion of the Director, or designee, where a Reserve will be placed, and the duration of time that a Reserve may be on Modified/Limited Duty Status.

Reserve Officers on modified or limited duty status will not be authorized to wear the uniform or perform police functions, unless they receive permission from the Director, or designee.

A 403

MODIFIED/LIMITED DUTY STATUS – WORK PERMITS: Reserve Officers will not work compensated assignments while on modified/limited duty.

A 404

LEAVE OF ABSENCE: The Director may approve a request for leave of absence, during which time the Reserve Officer will not wear the uniform or perform the duties as a Reserve officer. Upon approval for a leave of absence, the officer on leave will surrender their badge, I.D. card, CCW permit, and city-issued weapon until they return from their leave of absence, unless instructed otherwise by the Director. All leaves of absence are at the discretion of the Reserve Unit Director.



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All Reserve officers on a Leave of Absence will adhere to the following:

- No compensated assignments will be approved
- Must complete all CPT/Mandatory training
- Must maintain all Range qualifications

A 405 **RETURNING FROM “LEAVE OF ABSENCE”:** A return from a leave of absence must be requested in writing and forwarded via the appropriate Reserve Chain of Command to the Director for approval. Upon approval from the Director, the officer will be reissued their I.D. card, badge, CCW permit, and duty weapon.

Note: A Reserve Officer returning to duty from a leave of absence will not automatically be entitled to assume the rank held prior to the leave of absence. Consideration will be based upon the availability of an opening in that rank and the recommendation of the Reserve Chain of Command.

A 406 **RETURN FROM MEDICAL LEAVE:** The Reserve Officer will submit a written clearance from the attending physician to the Director for approval prior to returning to duty. (SJPDM A 2918)

A 407 **RESIGNATIONS:** To be handled by the Reserve Director.

A 408 **REINSTATEMENTS:** Persons requesting reinstatement (from resignation) to the Reserve will forward a written request to the Director for consideration and approval. According to POST regulations, any break in service requires the officer to be rehired in accordance with current hiring procedures as set by police personnel.

A 409 **DEPARTMENT HIRE:** Whenever a Reserve Officer has been selected by the Department for hire as a Regular Officer, the Reserve officer will resign from the SJPDM Reserves prior to their first day of fulltime employment with the SJPDM.

- All Reserve issued equipment, including badge and ID, will be returned to the Reserve office, effective from the date of full-time hire.

A 410 **POLICE RESERVE OFFICER MAXIMUM AGE FOR ASSIGNMENTS INVOLVING ENFORCEMENT ACTION**

No member of the Police Reserve Program shall work an assignment involving enforcement action (e.g. patrol, secondary employment, etc.) past his/her 70th birthday. Nothing herein, however, changes a reserve officer's volunteer status, and the Department remains free to release the reserve officer from the Police Reserve at any time. (SJPDM A 2915)



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A411 **DOUBLE BADGING:** Reserve officers will not be allowed to “double badge” (except for those reserves already grandfathered as of July 1, 2012). Double badging occurs when an officer works for more than one agency, or is a reserve for more than one agency, or is working full time for an agency and is a reserve at the same time.

A412 **DOUBLE BADGING NOTIFICATION:** Whenever a Reserve officer is about to accept sworn employment or become a reserve at another agency, the Reserve officer will immediately notify the Director of the Reserves. The Reserve officer will be required to resign before the first day of employment or before the first day of becoming a reserve at another agency.

The Reserve officer will coordinate the return of their badge, I.D card, CCW, Duty weapon, and all equipment before their last day as a Reserve



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UNIFORM-RELATED

- POLICY**
A 500 **GENERAL PROVISIONS:** Information specific to the police uniform is contained in the section.
- PROCEDURE**
A 501 **INSIGNIA OF RANK:** Refer to the SJPDM section A 2919.
- A 502** **SERVICE STRIPES:** Reserve Officers may wear one service stripe for each five years of service completed. (SJPDM A 2921)
- A 503** **BADGES:** Will be silver in color and consistent with the design established for the Department. (SJPDM A 2922)
- A 504** **UNIFORM PURCHASE:** Members will be responsible for the initial purchase of their uniforms, with the exception of the safety equipment issued by the Department. Uniform repair necessary by Department service will be repaired at City expense. (SJPDM A 2923)
- A 505** **COMPENSATION (UNIFORM):** While performing a police function or related duties for the Department, members of the Reserve will be compensated for their time with uniform points which will be distributed at the rate of one point per hour of time worked. All requests for uniform points will be approved by the Director. (SJPDM A 2917)
- A 506** **BALLISTIC VESTS/BODY ARMOR:** All Reserve Officers sworn-in after August 28, 1989 will be required to wear a vest when performing police duties.



WEAPON-RELATED

POLICY
A 600

GENERAL PROVISIONS: This section provides information regarding the firearms and disposition of firearms for the Reserve Police Officer.

PROCEDURE
A 601

HANDGUN: All Reserve Officers will, while on duty in uniform, carry the standard Department issued weapon or other weapon approved by the SJPD Range.

Only those Reserve Officers who have the Reserve Director's written permission to work plainclothes may carry the same weapon authorized for Regular officers under similar circumstances. (SJPDM A 2927)

A 602

[REDACTED]

[REDACTED]

CARRYING A CONCEALED WEAPON PERMIT: Reserve officers who wish to be issued a CCW permit will adhere to the following guidelines.

- Must be a Level 1 Reserve
- Be approved by the Reserve Unit Director
- Pass an internal background review
- Apply for the CCW with the Permits Unit once approved by the Director
- Pay fee's as required by the Permit's Unit
- Live scan fingerprints submitted to DOJ
- Attend in-house training arranged by the Reserve Director
- Attend CCW class at the SJPD Range
- Be approved by the Chief of Police



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MAINTAINING CCW PERMIT: Reserve officers who are issued a CCW Permit will adhere to the following guidelines.

- Adhere to the monthly requirements and duties of a Reserve Officer
- Qualify bi-annually at the San Jose Police range
- Maintain all required CPT and other Department mandated training
- Use good judgment and common sense when carrying CCW
- Immediately inform the Director of the Reserves if the Officer is involved in conduct or alleged conduct or alleged acts that may constitute a violation of Department policy or violation of law.
- Immediately inform the Director if involved in any off-duty event or situation that required a police response, call(s) to the police or witness for the police.
- Maintain good standing in the Reserve program

A603

RANGE TRAINING QUALIFICATIONS: Sworn members are required to qualify with their firearms biannually. Biannual qualifications are conducted during March/April and September/October. Qualification is with the member's primary duty weapon, City-issued 12 gauge shotgun or approved 12 gauge shotgun. (SJPDM S 1804)

No Reserve Officer will carry any weapon for which he/she is not currently qualified. (SJPDM A 2928)



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GENERAL INFORMATION

POLICY
A 700

GENERAL PROVISIONS: This section contains other general information relating to the Reserve Police Officer.

PROCEDURE
A 701

TIME SHEETS: All Reserve personnel are required to complete time sheets no later than the 7th day of each month.

- Recorded on the time sheets will be all volunteer time, compensated time, and training time.
- Reserve officers may be deemed ineligible to work compensated assignments or Department relief if their training is out of date or for failure to complete time sheets as specified.

A 702

DUES, ASSESSMENTS: There will be no dues or assessments levied against the members of the Reserves. (SJPDM A 2932)

A 703

CONTRIBUTIONS: May be received from the public to finance special activities of the Reserves. (SJPDM A 2933)

A 704

TELEPHONE REQUIRED: Reserve members will maintain a telephone. Command staff will also be informed of a telephone number whereby the member can be reached at their place of business.

A 705

CHANGE OF ADDRESS, EMAIL OR TELEPHONE: Within 24 hours members of the Reserve will notify the Command staff of any changes of address (residence or business), change of email address or any change in phone number, (residence or business).

- Each Deputy Director will periodically ensure that all members within his/her unit abide by this procedure. Rosters will be checked every three months by the Deputy Directors.

A706

E-MAIL: A City e-mail account will be set up for each member of the Reserve Unit. This account will be used to distribute and receive Department memorandums, policies and procedures, and other Department information deemed sensitive in nature. This account can also be used for Department-related communication, including such business as registering for CPT classes through *Eventbrite*. Reserve Officers are required to check their City e-mail at least once a week.



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Note: Use of City e-mail is governed by City Policy 1.7.1, which states, in part, that "...use of City computer equipment, electronic facilities and electronic data are limited to *official City purposes* only. In general, employees should use the information systems for the City of San Jose business only." Members of the Reserve Unit are responsible for becoming familiar with policies contained in the City Policy Manual.

Reserve members should also have a personal e-mail account. This private e-mail account will be utilized by the Director and/or his agent to make job announcements and provide other information deemed non-sensitive in nature. Members should check this account at least once a week

A 707 **SECURITY OF RESERVE OFFICE:** After normal office hours, the highest ranking Reserve officer present will ensure that the Reserve office is properly secured.

A 708 **MAINTENANCE OF DEPARTMENT PROPERTY:** Reserve Officers are responsible for the proper care of Department property and equipment. Damaged or lost property may subject the responsible Reserve to reimbursement charges and/or appropriate disciplinary action. (SJPD C-1440)

A 709 [REDACTED]

[REDACTED]

A 710 **EMPLOYMENT VERIFICATION:** Reserve Officers may not list the San Jose Police Department as their employer on any loan application, employment application, or any other form of application. The SJPD address, 201 W. Mission St., is not to be used as the employment address. The only verification that will be done will be to confirm that an individual is a Reserve Police Officer.



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A 711

DISCIPLINE: The procedures are specified in the Duty Manual and the applicable rules that apply will be enforced according to the Duty Manual. (SJPDM C 1500- C 1545) (SJPDM A 2925)

A 712

RECOGNITION OF SERVICES: Members of the Police Reserve are not eligible for regular retirement from City employment, but a form of recognition for their volunteer service is appropriate. The Director may recommend "honorary retirement" recognition for members who have served for at least fifteen years or who have suffered disability in the line of duty. Such recognition may include a "retirement" badge, identification card, certificate or other acknowledgment. Badges shall be the same color as the duty badge, and badges and identification cards shall display the word "RESERVE" preceding the rank. Identification cards shall include the word "RETIRED." (SJPDM A 2934)

This recognition may be in the following form:

- 15-20 years of service: Plaque
- 20-25 years of service: Flat Badge mounted on a Plaque
- 25+ years of service: Badge in a Shadow Box



SELECTION PROCESS

POLICY
B 100

GENERAL PROVISIONS: In order to maintain the high caliber of Reserve Officer that is required by the Department, a Standards and Selection process that maintains those standards is necessary. Those criteria will be found in the San Jose Police Duty Manual sections A 2907 through A 2912.

PROCEDURE
B 101

SELECTION PROCESS: The following is the established selection process for the Police Reserve.

B 102

APPLICANT PREREQUISITES: In order to apply for Reserve Police Officer Position, applicants must satisfy the following prerequisites:

- Successfully pass the California P.O.S.T. Basic Police Academy and possess a certificate of completion or verification letter.
- Possess a verification letter noting completion of the California P.O.S.T. Entry-Level Law Enforcement Test Battery (PELLETB) with a “T-score” of 50 or higher.
- Possess a verification letter noting completion of the Work Sample Test Battery (WSTB) with a minimum T-score of 384 and successfully pass the 1.5 mile run in 14 minutes or less.

Locally, the Basic Police Academy is currently offered by the South Bay Public Safety Regional Training Consortium. Individuals can complete the academy in either the full-time intensive course or the night/weekend modular format. Applicants, who attended the modular version of the police academy, must successfully complete **all three modules**, in order to be eligible for hire as a San Jose Reserve Officer. Interested applicants are encouraged to apply as they are nearing completion of the academy. The basic academy must have been completed within the last three years. The written and agility exams must have been completed within the last year. (SJPDM A 2908)



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MINIMUM QUALIFICATIONS AND REQUIREMENTS: The applicant must meet the minimum standards established by the Department.

- Must be at least 20½ years old at the time of application
- Must possess a valid United States driver's license
- Must possess a U.S. high school diploma or general education diploma (GED). Waived, if you have a college degree, from an accredited college within the U.S.
- Must possess U.S. Citizenship or be a permanent resident alien who has applied for citizenship
- Must have at least 20/40 uncorrected vision. See the vision standards in the medical examination section for further details.
- Cannot have any felony, domestic violence, misdemeanor assault convictions or currently be on parole or probation. (SJPDM A 2908)

B 104

APPLICATION: After meeting the minimum prerequisites and requirements, interested applicants will apply by completing the on-line Reserve Police Applicant Reservation Form found at the end of the “Reserve Police Applicants” internet page. Once submitted, Reserve Unit personnel will review the application, in order to determine whether the applicants meet the minimum requirements for the Reserve Police Officer position. (SJPDM A 2910)

B 105

PERSONAL HISTORY QUESTIONNAIRE (PHQ): Applicants, who meet the minimum requirements, will be contacted by a member of the Reserve Unit’s staff, with information regarding how to complete the PHQ. The PHQ is a screening tool, which helps determine an applicant’s suitability for police work. Applicants will log into an internet based tool, complete, and submit the PHQ for review.

B 106

ORAL BOARD: This is a formal selection interview. It is designed to assess the applicant’s ability in important areas of police work such as communication skills, decision making, and judgment. The interview takes approximately one half hour. Applicants who successfully pass the oral exam will be invited to participate in the background investigation phase of the hiring process.

B 107

BACKGROUND INVESTIGATION: Applicants who pass the oral interview will begin the background investigation process. The background investigation is required by the San Jose Police Department, P.O.S.T., and by law (California Penal Code Sections 13510 through 13523 and Government Code Section 1031).



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Selection Process

Applicants will be contacted by a Background Investigator assigned to the applicant's case. It is extremely important that applicants complete the statements in the Personal History Questionnaire (P.H.Q.) completely and honestly. The investigation normally takes several weeks to complete and will review the following areas:

- Personal and family history
- Places of residence (past and present)
- Financial status
- Employment history (past and present)
- Military service (if applicable)
- Education
- Driving record (all states)
- Criminal record and all police contacts (all states)
- Membership in any organizations (past and present)
- Relationship(s) (past and present)
- Drug use
- References

The following items will or may disqualify applicants from selection:

- A criminal record with a **FELONY** conviction, conviction of a **SEX CRIME**, or have a lengthy misdemeanor record may disqualify the applicant.
- A criminal record with a **CRIME OF VIOLENCE conviction**, including **DOMESTIC VIOLENCE**, may prohibit that applicant from carrying a firearm. This restriction is disqualifying.
- As a subject named in a **RESTRAINING ORDER**, there may be restrictions related to firearms, which would be disqualifying.
- An applicant, who is currently on **PAROLE** or **PROBATION**, whether for a traffic or criminal matter, is disqualified.
- An applicant who has been terminated, resigned in lieu of termination, or failed probation from a law enforcement agency may be disqualified.
- If an applicant's **DRIVING RECORD** suggests immaturity, irresponsibility, or an inability to follow rules and regulations, this may also indicate unsuitability for employment.

B 108

WRITTEN PSYCHOLOGICAL EXAM: This exam will be conducted by the Police Department's staff psychologists. The exam meets the minimum P.O.S.T. and government standards. Applicants will be given a battery of tests which will take from 4 to 6 hours.

B 109

POLYGRAPH EXAMINATION: The exam consists of a 90 minute interview which determines the applicant's suitability for police work. The



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examiner will prepare a confidential report which will be maintained in the applicant's background file.

- B 110** **ORAL PSYCHOLOGICAL INTERVIEW:** After completing the written psychological exam, applicants will be scheduled for an interview with one of the psychologists. The interview takes approximately an hour. The psychologist will complete an evaluation and prepare a confidential report that is maintained by the psychologist. This exam is a pass/fail evaluation, with the results kept confidential and protected by law.
- B 111** **DIRECTOR'S INTERVIEW:** Once the background investigation is complete and no issues, which would disqualify the applicant or demonstrate unsuitability for employment, have been discovered, the applicant will meet with the Director of the Reserve Unit. This is a formal interview. It is designed to assess the applicant's ability in important areas of police work. The interview will take approximately one half hour.
- B 112** **STAFF BOARD REVIEW:** Final selection of applicants is made by staff within Police Department. The selection is based on a combination of test scores, information gathered during the background investigation, the psychological assessment, findings from the polygraph examination, and notes from the Director's interview.
- B 113** **MEDICAL EXAMINATION:** The city physician assesses each applicant using medical standards and qualifications established by state law for peace officers. For detailed information regarding the medical evaluation, contact Employee Health Services at (408) 794-1250.
- B 114** **APPLICANT NOTIFICATION:** All applicants will be notified in writing as to the results of the various stages in the selection process. (See appendix for sample letters.)



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TRAINING

- POLICY**
C 100 **GENERAL PROVISIONS:** The following section highlights both the Reserve Officers participation in the Department's Field Training Program, as well as the requirement to satisfy state-mandated CPT courses.
- PROCEDURE**
C 101 **RESERVE TRAINING PROGRAM:** The Reserve training program will operate through the Department's FTO program and will be completed within 18 months of initial Limbo Ride. Failure to complete FTO within 18 months can result in termination from the Program. The following guidelines will be in effect for the Reserve training program.
- C 102** **FTO SERGEANTS:** All DOR's will be reviewed by the FTO Admin Sergeant through the FTO office.
- C 103** **FIELD TRAINING OFFICER:** FTO's will be selected from existing certified FTO's within the FTP. FTO's must have a current certificate per P.O.S.T.
- C 104** **LIMBO PERIOD:** The first 8 Rides, L01-L08, will not be rated by DOR.
- C 105** **PRIMARY FTO:** The first shift chosen by the Reserve Officer will determine the Primary FTO. The Primary FTO will be responsible for the Limbo period (L01-L08), Training and Evaluation Rides 01-16 and 49-56.
- C 106** **SECONDARY FTO:** The secondary FTO's will be responsible for Training and Evaluation Rides 17-32 and 33-48 on the remaining shifts not covered by the Primary FTO.
- C 107** **LEVEL I RESERVE OFFICER:** A SJPD Reserve Officer who has successfully completed the Post Level I course, the FTO program, the 10-month oral interview and who is capable of a solo beat assignment during departmental reliefs.
- C 108** **10-MONTH ORAL INTERVIEW-PROBATIONARY REVIEW:** A formal hearing to decide if the Level I Reserve Officer has successfully completed the FTO program. This will be conducted by the FTO Program.



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C 109

“ROOK BOOK”: Each Level I Reserve Officer will be required to carry his/her recruit book during each tour of duty while in the FTO program.

- The master FTO log will be completed by the FTO, along with a DOR, after each ride.
- The Reserve Officer will be responsible for making a copy of the DOR and a copy of all reports written. These copies will be maintained by the Reserve Officer in his/her “rook book”, be made available for examination, and carried with them on all rides.

C 110

CPT ATTENDANCE: All CPT classes are mandatory. The Director, designate, or appropriate Reserve Chain of Command may excuse a Reserve from attendance for a valid excuse.

- Reserve Officers missing a CPT class will receive a notice advising the Reserve to contact the Department Training Staff (408-501-0960) to make arrangements to attend a make-up class. Documentation and remediation must be completed one month from the date of their notice.
- Should the CPT training year expire, before the Reserve’s one month time limit expires, the Reserve will have until the first scheduled CPT of the new training year to complete the required CPT.
- Failure to attend CPT or to attend and complete a make-up class will result in the Reserve being placed on limited duty assignments (no uniform assignments), until the class has been completed.
- Reserve Officers arriving over (15) minutes late for a class or who leave early, must retake the class. The senior ranking Reserve Officer will ensure compliance.



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Relief / Patrol

RELIEF / PATROL

POLICY
D 100

GENERAL PROVISIONS: The primary mission of the Reserves is to be available to augment or to relieve the Department Regular officers when needed. When called upon, the Reserve Officer must be able to provide the same caliber of professionalism as a Regular Officer. Duty Manual section A 2901 and the Reserve Procedures Manual section A-101 define the Chain of Command that will take affect.

- Level I Reserve Officer may work alone or with another Level I or Level II Reserve.
- Level II reserve Officer must work with another Level I Reserve Officer or full-time Officer. Level II Officers are not allowed to work alone.

PROCEDURE
D 101

GENERAL PROVISIONS: The appropriate Duty Manual sections that pertain to Patrol Procedures and Conduct will be strictly adhered to. (Duty Manual sections L1000 and C1000)

D 102

PROPER WEARING OF DUTY UNIFORM: Will be adhered to as specified in the Duty Manual S 1100 sections. No changes or alteration of the proper wearing of the duty uniform will be done without the permission of the Director or the Director's designee.

D 103

RESERVE/CRIME PREVENTION RIDE-ALONG DETAIL: When this program is active, the assignment shall be rotated among the various Reserve Line units. The Deputy Directors will have the responsibility of assigning the detail to the individual unit commander for the successful completion of the detail. The unit commander will advise the Deputy Director, in writing, of the following: 1) which Reserve Officers are assigned the detail; 2) final outcome of the detail. The deputy Director will advise the Director during the weekly briefing with the Director.



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Relief / Patrol

D 104

RIDE-ALONG PROCEDURES: The following procedures have been established to assist assigned Reserve Officers in the successful completion of the detail.

- Make the necessary arrangements with the Reserve office staff for obtaining the release forms, certificates, and key to the Reserve car during the normal business hours the day for the ride-along.
- Detail hours are from 1900-2300hrs. Ride-along must be picked up at 2000hrs.
- Detailed Reserve Officers will be in uniform, conduct themselves in a professional manner at all times, and work in pairs.
- Sign out a handpack from Central supply at PAB. (This can be done before you log on or during PAB tour)
- The pick up point for the students will be PAB.
- Log on as 9080 and advise dispatch that you will be working Crime Prevention Ride-along and that you have 10-12's with you.
- Conduct a PAB tour which should take no more than 30-40 minutes. The tour could include visiting the following locations: Central ID, Range, Property room (outside), Garage (patrol cars, etc), Briefing room

The tour should **NOT** include the following areas: Records are (inside), Vice, Narcotics, Merge, and the Watch Commanders area.

Note: Reserve Officers are reminded to use common sense as to what is and is not appropriate to show.

- The students can listen to the radio calls but must remain in the vehicle at all times. The Officers may take them to the calls but **CODE 5 ONLY!** Officers do not take any enforcement action and will use the radio for on-view incidents so that a beat unit can be dispatched. The safety of the students is your main concern.
- Return the students to their homes by 2300 hours and in no case later than 2400 hours. Ensure that all certificates are signed.
- Return the vehicle to the appropriate location, return the keys, log off and return handpack to Central supply. (SJPDM S 1600-S 1611)



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Relief / Patrol

D 105

DEPARTMENT RELIEF RIDE-ALONG: During Department relief, only Level I Reserve Officers may have a Ride-along under the following conditions and restrictions:

- Request must be made one week in advance on Form 201-13 (Ride-along), it must be signed by the person wishing to ride and the Director or designate.
- The Ride-along must wait in the visitors lobby and will be picked up after the briefing.
- This request must be approved by the Watch Commander prior to the Ride-along.

D 106

TRAFFIC CITATION “SIGN-OFF”: Level I Reserve Officers may “sign-off” on the citations while working an assigned Department function, or while working in any capacity while in full duty uniform. Level II Reserve Officers may only “sign-off” on a citation while under the supervision of his/her RTO.

D 107

ATTENDING BRIEFING: All Reserve Officers who have volunteered or are assigned to work a certain shift will attend the “Watch Briefing” for that shift before beginning their tour of duty. Any absence of briefing will be approved by the Briefing Sergeant or the district sergeant where the Reserve Officer is assigned to work.



COMPENSATED ASSIGNMENTS

POLICY
E 100

GENERAL PROCEDURES: The primary purpose of the Reserves is to augment the Department. It has been the policy of the City of San Jose and the Department to allow members of good standing to accept and be referred for compensated assignments. This is a privilege granted to those Reserve Officers that have met their commitments to the Department, have fulfilled their Reserve obligations, and met their training requirements. Only Level I Reserve Officers are eligible for consideration and can apply for work permits to work compensated assignments. (SJPDM A 2935)(SJPDM C 1500-C 1537)

PROCEDURE
E 101

ELIGIBILITY: A Level I Reserve Officer who has fulfilled Reserve obligations, training requirements, and has met Department commitments, (SJPDM A 2935) is eligible to work SEU assignments if the Reserve Officer meets all of the following requirements:

- Must be a Level I Reserve Officer of good standing.
- Received and filled-out Compensated Assignment Orientation Check List.
- Have on file an approved work permit (Form SJR-204-29), signed by the appropriate Commanders.
- Must comply with Departmental Manual Section A 2912 (Officer must be off probation) and C 1509-C 1515 (the application process)
- SJPDM C 1506
- SEU Insurance up to date

E 102

WORK PERMITS: Will be valid, unless revoked, from the date approved to January 31 of each year unless otherwise stated by SEU staff. (SJPDM C 1511)

E 103

SOLICITING WORK ASSIGNMENTS: A Reserve Officer may not solicit compensated assignments from any public or private person or organization. (SJPDM A 2936)

E 104

MAXIMUM NUMBER OF HOURS: Reserve Officer may not work in excess of (30) hours of compensated assignments in a one week period, unless authorized by SEU or the Reserve Unit Director. In addition, the combination of compensated assignments and the Reserve officer's civilian employment shall not exceed (14) hours in a (24) hour day. (SJPDM 2939)



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- E 105** **MINIMUM HOURS:** Assignments shall not be less than (3) hours in duration, except when the Reserve Officer and requesting party are in agreement.
- E 106** **DEPARTMENTAL RELIEF:** Departmental assignments shall be given preference over compensated assignments. When necessary to meet a Departmental need, the Director may cancel compensatory assignments. The Director is responsible for advising the affected Reserve Officers (24) hours in advance whenever possible. (SJPDM A 2940)
- E 107** **REPLACEMENTS:** It is the duty of the original assigned Reserve Officer to find a replacement, in the event he/she is unable to fulfill the assignment. The replacement officer, either Regular or Reserve, must have a valid work permit on file and the original assigned Officer will confirm the permit before reassigning the job.
- E 108** **CARRYING CONCEALED WEAPON:** Must have written permission from the Chief of Police in order to be CCW, and have a valid CCW permit in possession.
- E 109** **CITY LIMITS:** All compensated assignments must be within the city limits of San Jose, unless authorized by the Director or designee.
- E 110** **AUTHORIZED WORK ASSIGNMENTS:** Only those assignments approved by the Director, where a current work permit is on file, or temporary assignments approved by the Director will be considered as authorized assignments.
- E 111** **REQUESTED OFFICER:** Requests for secondary employment referred to SEU. Reserve Officers will refer all requests from potential outside employers to the Secondary Employment Unit (SEU). (SJPDM C 1504)
- E 112** **WEARING OF UNIFORM OFF DUTY:** Reserve Officers will not wear the uniform, or parts of the uniform, when off duty except when going to or going from work or when working authorized off-duty assignments (SJPDM S 1105).
- E 113** **RATE OF PAY:** To be established by the Department for all authorized assignments. Reserve Officers may not negotiate salaries, rate of pay, or other compensations.
- E 114** **CITY EQUIPMENT:** The use of unauthorized city equipment is prohibited without the approval of the Director.



INTERNAL AFFAIRS

POLICY
F 100

GENERAL PROVISIONS: The Reserve unit has an obligation to serve the community in a professional manner, when called upon by the Department or when representing the Department on a compensatory assignment. All actions taken by the Reserve member, to fulfill this obligation, will be in accordance to Department procedures and policies. The Department and the Reserves provide a readily available process in which the community and Reserve members can have confidence that complaints against Department procedures and actions will be given efficient and fair attention. This unit will not only provide for corrective action when appropriate, but will ensure that members are protected against unwarranted criticism when procedures or actions are proper. (SJPDM C 1700)

POLICY
F 101

GENERAL PROVISIONS: Internal Affairs personnel are assigned the responsibility of conducting complete investigations of a complaint against the Reserve member, policies, procedure or action. All complaints will be handled in accordance to the Department policies and procedures. The only member of the Reserve Unit that will conduct minor internal affairs investigations will be the Director of Reserves. All other internal affairs investigations will be handled by the Internal Affairs Unit (SJPDM C 1701).

F 102

PROCESSING I/A RECOMMENDATIONS: The Director of Reserves will prepare a memorandum containing the following information:

- Date of interview with member involved and persons present during such interview.
- Recommendation for finding (include justification).
- Recommendation for departmental action.

F 103

DISPOSITON BY THE RESERVE DIRECTOR: The Commander of the Reserve Unit, which currently is the Commander of the FTO Unit, may approve an investigation and finding requiring disciplinary action by affixing his/her signature to the I/A memorandum. The Commander of the FTO Unit will forward, via appropriate channels, the entire investigation packet to the Chief of Police. Upon return of the investigation packet, the Reserve Director will initiate the approved action.



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Internal Affairs

F 104 **NOTIFICATION OF FINDINGS:** The Director will notify the Reserve member of the findings and the appropriate departmental action. The notification will be in writing and in person.

F 105 **APPEAL PROCESS:** Reserve members who wish to respond may do so in the following manner:

He/she may either in writing or orally, at a place and agreed upon, respond to the findings. The request will constitute an administrative hearing and will be presented before B.F.O Command Staff member(s).

F 106 **IMPLEMENTATION OF FINDINGS:** The proposed disciplinary action, as confirmed, will be evoked by the Director. This procedure will in no way subordinate the Chief of Police in altering, modifying, or redirecting any disciplinary course of action or other managerial prerogatives.



WORKER'S COMPENSATION

POLICY
G 100

GENERAL PROVISIONS: Per Labor Code Section 3362.5: Whenever any qualified person is deputized or appointed by the proper authority as a reserve or auxiliary sheriff or city police officer, a deputy sheriff, or a reserve police officer of a regional park district or a transit district, and is assigned specific police functions by that authority, the person is an employee of the county, city, city and county, town, or district for the purposes of this division while performing duties as a peace officer if the person is not performing services as a disaster service worker for purposes of Chapter 10 (commencing with Section 4351).

PROCEDURE
G 101

NOTIFICATIONS IN THE EVENT OF INJURY: It is the responsibility of the Reserve Officer to notify his immediate supervisor when he/she has sustained a duty related injury while in the performance of his/her duties. All copies of related documents will be forwarded to the Reserve Director for review. (SJPDM S 2610-S 2612)