

**RESERVE OFFICER(S)
DUTIES AND RESPONSIBILITIES**

RESERVE OFFICERS

The authority to organize the Milaca Police Reserve was granted by the Mayor and the City Council for the City of Milaca. The purpose of the Police Reserve shall be to cooperate with and assist the legally constituted police department of the City of Milaca under the order and directions of the Chief of Police. In accordance with MN SS 626.84 subd. 1 (G) under definitions and scope a reserve officer means an individual whose services are utilized by a law enforcement agency to provide supplementary assistance at special events, traffic or crowd control, and administrative or clerical assistance. A reserve officer's duties do not include enforcement of the general criminal laws of the state, and the officer does not have full powers of arrest or authorization to carry a firearm on duty. Also, in accordance with MN SS 169.98 subd. 1 b, number 4, a marked vehicle that is operated by a reserve officer providing supplementary assistance at the direction of the chief law enforcement officer or the officer's designee, when a licensed peace officer as defined in MN SS 626.84 subd. 1, Para. (C) who is employed by the political subdivision, is on duty within the political subdivision, is permissible.

1. Services of the Police Reserve shall not be used in any manner in which to circumvent guidelines put in place by State Statute.

PURPOSE

1. The services of the Police Reserve shall not be used in any manner which could circumvent the development of the regular department to its proper strength, nor shall the services of the individual members be used to the detriment of the personnel of the regular police department.
2. The policy of the Police Reserve shall be non-partisan, and said organization, as such, shall not take part in political activities of any kind.
3. When, in the opinion of the Chief of Police, the public health, welfare and safety is endangered, the Police Reserve may be activated and assigned to duties and responsibilities which are in the competence of the members of the Police Reserve to discharge.
4. All officers and members of the Police Reserve shall serve without compensation, except in those instances where the service of Police Reserve are requested on a compensated basis in a non-emergency situation.
5. The Reserve Officers are a part of and work for the Police Department with a very clear definable chain of command. Their tenure of duty will be at the pleasure of the Chief of Police.
6. Personnel accepted as active Reserve Officers for the Police Department will be expected to abide by all laws, rules, regulations, policies and procedures expected of any law enforcement agency.

COMMANDING OFFICERS

The Chief of Police of the City of Milaca shall be the commanding officer of the Milaca Reserves. He/She may appoint an assistant, Reserve Commander, from the regular police officers, who may be assigned such duties and responsibilities as the Chief shall direct.

1. The Reserve Commander shall preside at all reserve meetings. He/She shall be responsible for the actions, training, conduct and personal appearance of the Reserve Officer. The Reserve Commander reports directly to the Chief and is answerable for any violations or misconduct of the Reserve Officers.
2. Regular license officer(s) shall have charge over any situation when aided by a reserve officer.

MEMBERSHIP

1. There shall be one class of membership. However, one reserve officer may be promoted to the rank of sergeant at the appointment of the Chief of Police and/or Reserve Commander. The Police Reserve Sergeant will assist the Reserve Commander with various tasks and responsibilities. The Sergeant will be ranked within the Police Reserves only and will not outrank any licensed peace officer.
2. The total membership of the Police Reserve shall be maintained at not less than one commander and 4 Reserve Officers. Whenever the membership falls below the minimum number, every effort shall be made to recruit additional personnel.
3. Applicants for membership shall be required to pass a satisfactory physical examination, be fingerprinted, photographed, thoroughly investigated, be at least 18 years of age, have a clear police record, and must possess a high school diploma or GED equivalent.
4. Applicants must have a valid Minnesota driver's license and a good driving record.
5. There shall be no discrimination in the selection, appointment, compensation, terms, conditions, facilities, or privileges of members because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, age or disability.
6. All members of the Police Reserve once accepted shall hold appointment as long as a record of satisfactory performance and attendance is maintained.

DUTIES, GRIEVANCES, ETC.

1. The duties of the officer of the Police Reserve:
 - A. The Commander of the Reserve shall be appointed by the Chief of Police. The commander shall preside at all reserve meetings. The Commander shall be responsible to the Chief for the actions, training, conduct and personal appearance of the Reserve Officer. The commander reports directly to the Chief and is answerable for any violations or misconduct of the Reserve Officers.

- B. The Reserve Officers will be expected to comply with the instructions, written or verbal, of the Reserve Commander. Disagreement with any course of action received from the Commander will not be cause to disobey. Upon completion of the instruction, the Reserve Officer may submit complaints through the Commander or the Chief for a solution. If a disagreement does occur, the Reserve member will not argue with the Commander, or Police Chief, but shall retire from his tour of duty until he/she can submit it in writing to the Chief.
2. Familiarization:
- A. Each member of the Police Reserve is requested to read and understand the full police manual and policy.
3. Operations, orders governing Reserve activity:
- A. Operations – Orders are instructions issued by the Chief of Police to direct the operations of the Police Department. As such, they include all subject related to police activities. Compliance with the Police Department orders and instruction is of utmost importance. Additionally, however, it must be stressed that at times there will be orders, directives, rules and regulations, and procedures written specifically for Reserve Officers.
 - B. It is mandatory that when members of the Reserve are in active Reserve capacity, their conduct and actions will be controlled by police policy. Other related documents such as procedures, rules and regulations, and general orders include instructions will be promulgated by the Chief and will be compiled with the same as operations orders.
 - C. Members of the Milaca Police Reserve, either on or off duty, will conduct themselves at all times in such a manner so as not to being discredit upon themselves, the Police Reserve, or the Milaca Police Department. While on or off duty, Reserve members will not present themselves as police officers.
4. Data Privacy Act.
- A. Absolutely no information regarding juveniles, adults, civil cases, criminal cases or investigations will be given out to the public, friends, or family members. All police records are off-limits to all Reserve members.

REWARDS AND GRATUITIES

Members shall not, either while on duty or off, through the representation of any position or connection with the department, solicit or accept any reward or gratuity of any nature, including money or any form of merchandise, personal services, admissions to entertainment, or the receiving of special discounts or privileges.

MERITS AWARDS

Since extended service to the community as a volunteer Police Reserve Officer is commendable and noteworthy, awards may be presented for recognition of services rendered by Reserve Officers when deemed appropriate.

TRAINING

1. Upon acceptance, the following training is required:
 - A. Firearms
 - B. Self Defense
 - C. Department Manual (Rules and Regulations)
 - D. General Police Operations
 - E. Use of Department Issued Gear and Vehicles

WEAPONS

1. As previously stated by MN SS 626.84 definitions and scope under subd. 1 (G) definition of Reserve Officers last sentence: A Reserve Officer's duties does not include enforcement of the general criminal laws of the State, and the officer does not have full powers of or authorization to carry a firearm while on duty.
2. The only exception that will be allowed for a Reserve Officer to use a firearm while on duty would be as a last resort to protecting the Reserve Officer's life from the immediate threat of great bodily harm.

LOST, STOLEN, DAMAGED PROPERTY

1. Members are responsible for the proper care of department property and equipment assigned to them. Damaged or lost property may subject the responsible individual to reimbursement charges and appropriate disciplinary action.
 - A. Members shall immediately report to the officer on duty and in writing to the Chief of Police with a copy to the Reserve Commander any loss, stolen, or damaged department property assigned to or used by them.
2. Members shall surrender all department property in their possession upon separation from the Reserve. Failure to return any non-expendable items will require the person to reimburse the department for the fair market value of the articles not turned in.

POLICE VEHICLES

1. In compliance with MN SS 169.98 subd. 1 b: Operation of marked vehicles (4) A marked vehicle that is operated by a Reserve Officer providing supplementary assistance at the direction of the Chief Law Enforcement Officer or the Officer's designee, when a licensed Police Officer as defined in MN SS 626.84, subd. 1, Para. (C) who is employed by the political subdivision, is on duty within the political subdivision, is permissible.

2. Again, in accordance with 169.98, subd. 1 a: Vehicle stops: No Reserve Officers will at any time be allowed to make a vehicle stop when operating a motor vehicle of a municipal Police Department whether that vehicle be marked or unmarked.
3. When may a Reserve Officer use a police vehicle's red lights?
 - A. When directing funeral traffic or leading funeral procession.
 - B. After arriving at the scene of an accident for safety reasons.
 - C. When directing traffic during community functions as directed by the Police Chief or his/her designee.
 - D. When offering supplementary back-up to a full-time officer during a traffic stop only after arriving at the scene. In this particular case the amber flashing lights to the rear of the squad if at all possible should be the only lights used.
 - E. When so ordered by the Police Chief or his/her designees, except where it may violate state law.

JOB DESCRIPTION – PRIMARY OBJECTIVE OR POSITION:

1. Patrols assigned areas on foot or in squad car.
2. Preserves law and order.
3. Protect life and property.
4. Facilitate traffic flow.
5. Prepares reports when needed or directed to.
6. Provides counsel, guidance and service to the public.
7. Responds to all calls when directed to.
8. Administers first aid.
9. Transport or arranges transportation of injured to hospital as needed.
10. Maintains order at accident or crime scenes.
11. Calls for assistance as needed.
12. Responds to Fire Department alarms.
13. Collects and preserves evidence as directed.
14. Shares information with the Milaca Police Officers only.

15. Assist in making arrests and searches when directed to do so and safely transports prisoners as may be required in accordance with approved department policies.
16. Directs traffic to relieve congestion.
17. Checks security of business establishments and vacant residences.
18. Checks public gathering places.
19. Cleans office area.
20. Perform minor squad maintenance.
21. Performs other duties, where competent to do so, and responsibilities as assigned.
22. Respond to all dog complaints as directed, transport dogs to the city pound and fill out impoundment sheet.
23. Assists with all safety programs sanctioned by the Milaca Police Department.
24. Assists in the protection and promotion of public safety, health and welfare in the City of Milaca during civil defense emergencies.
25. Keeps daily log with number of hours worked.