CITY OF PORTLAND, OREGON

**Bureau of Police**
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EXECUTIVE ORDER

DATE: September 12, 2008

TO: All Members

RE: New directive 630.23 Reserve Officer Program

**630.23 RESERVE OFFICER PROGRAM**
Index: Title
Refer: ORS 656, Worker's Compensation
ORS 133, Citizen's Arrest
ORS 166, Unlawful Possession of Firearm
City of Portland Charter, Chapter 3
DIR 315.50 Unsatisfactory Performance
DIR 410.00 Injuries/Occupational Illness/Disability/LOS

**POLICY (630.23)**
This directive establishes guidelines unique to the Reserve Unit and does not address every situation. Reserve members shall adhere to all other applicable directives and SOPs.

**PROCEDURE (630.23)**
The overall responsibility of the Reserve Unit rests with the Chief of Police as outlined in the City of Portland Code (Chapter 3.20.180-210). The Reserve Unit will work with the Police Bureau to develop and formulate ongoing Reserve Unit activities, goals, policy and plans.

**Reserve Unit Mission Statement (630.23)**
The mission of the Portland Police Bureau Reserve Unit is to assist the citizens of Portland, members of the Portland Police Bureau, and the Reserve Unit members in delivering quality law enforcement services by maintaining and improving community livability by working with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment. Additionally, in time of disaster, riot or other emergencies, the Reserve Unit could assist other sworn personnel in accomplishing their goals. The Reserves strive to maintain a viable Reserve Unit that values the contributions of all members.

**Reserve Coordinator Responsibilities (630.23)**

The Reserve coordinator is responsible for the administration and coordination of the Reserve Unit. In addition to the duties and responsibilities listed below, the Reserve coordinator will report to the RU commander for other duties and responsibilities regarding the Reserve Unit.

a. Perform all administrative tasks for the Reserve Unit, including the maintenance and updating of Reserve officer Records.
b. Coordinate the diverse activities of the Reserves.
c. Coordinate all aspects of Reserve training, including developing training materials, and providing instruction.
d. Facilitate communication between the Reserve Unit and the Police Bureau.
e. Evaluate the reserve program and make recommendations regarding the program.
f. Assist in the preparation and management of the Reserve Unit annual budget.
g. In conjunction with the Personnel Division, recruit, test and select applicants for the Reserve Unit.
h. Monitor individual Reserve member participation and forward recommendations to the Chief about continued membership of Reserve members who fail to adhere to Bureau directives.

**Membership Requirements (630.23)**

a. The requirements to be a Reserve officer are the same as Community Police Officer, minus the college credits. Reserve recruiting, testing and appointment are coordinated through the Personnel Division and the Reserve coordinator. Background investigations are conducted by the Personnel Division in the same manner as for Community Police Officer. Reserve officers must successfully complete the Reserve Academy (or equivalent training in certain cases).
b. A former Portland Police Reserve who resigned from the Bureau in good standing may be reinstated if they apply within one year of resignation. A former Portland Police Reserve who resigned from the Bureau in good standing may apply for reappointment within five years of resignation; however, the former member shall have an updated background investigation conducted prior to reappointment. After five years from resignation, the former member shall go through the same process as a new applicant.
c. A former or retired Portland police officer may apply for direct appointment to the Reserve Unit with approval from the Chief of Police.

**Reserve Command Organization (630.23)**

a. The organization structure of the Reserve Unit is designed to mirror the organization structure of a precinct or unit.
b. The Reserve commander is the senior ranking Reserve.
c. Reserve captains, lieutenants and sergeants shall be assigned duties that may include, but are not limited to, liaison duties to precincts, units or other areas of the Police Bureau or Reserve Unit.

The Reserve Unit may reorganize the duties and reporting responsibilities as situations dictate.

d. The Reserve who is assigned as the Recruit/Training coordinator, and to oversee the non-sworn and in-active members will report directly to the Reserve Commander.
e. All Reserve command staff must be Senior Reserve officer in order to be eligible for promotion.
f. Promotions are made with the approval by the Chief of Police.

g. The rank structure and the numbers of Reserve command or supervisory positions will be determined by the RU commander based on the overall personnel strength of the Reserve Unit.

| RANK | INSIGNIA |
|---|---|
| Commander | Black Oak Leaf |
| Captain | Double Black Bars |
| Lieutenant | One Black Bar |
| Sergeant | Three Black Chevrons |

**Reserve Officer Organization (630.23)**

a. Recruit Reserve Officer.
   1. Not yet completed the Reserve Academy.
   2. Shall not engage in any enforcement action.
   3. May participate in plainclothes ride-along like a community member, but does not need to fill out form. All provisions of ride-along directive apply.
   4. Must attend all training and meetings as directed by superior officer.
b. Trainee Reserve Officer.
   1. Graduated from the basic Reserve Academy.
   2. Must complete any new-hire and advanced training as prescribed by the Chief of Police.
   3. An 18-month probationary officer.
   4. Must partner with non-probationary paid officer during patrol duties.
   5. Must be evaluated in accordance with the Reserve Field Training Manual.
   6. One year to complete Reserve Field Training Manual.
c. Intermediate Reserve Officer.
   1. May be an 18-month probationary officer.
   2. Completed Field Training Manual to this level and been advanced by the RU commander.
   3. Eligible to partner with Senior Reserve officer (after probationary period) or non-probationary paid officers during patrol duties.
   4. Must be evaluated in accordance with the Field Training Manual.
d. Senior Reserve Officer.
   1. Completed 18 month probationary period.
   2. Completed Field Training Manual.
   3. Completed 500 hours of additional non-administrative/training hours after obtaining Intermediate Reserve Officer status.
   4. Advanced to this level by RU commander, Reserve coordinator and Reserve commander.
   5. May partner with Senior or Intermediate Reserve officer or non-probationary paid officers during patrol duties.

**Non-Sworn Members (630.23)**

a. The objective of the non-sworn program is to expand opportunities to a greater number of citizens to volunteer within the Portland Police Bureau in a Community Policing environment. Non-sworn members will adhere to the following:

1. Meet all personnel requirements of the Police Bureau.
2. Be issued distinctive Reserve Unit apparel and Bureau ID card.
3. Complete non-sworn academy (or approved equivalent training).
4. Have no powers of arrest.
5. Not carry firearms.
6. Not operate marked or unmarked patrol vehicles unless authorized by an on-duty supervisor.
7. May attend Reserve Unit training and meetings.
8. Be involved in non-enforcement duties within the Reserve Unit and other duties at the discretion of the RU commander, Reserve coordinator and Reserve commander.

**Reserve Officer Activities (630.23)**

a. Reserve officers are not meant to supplement paid police officers, but instead to augment the Police Bureau's Community Goals by:
   1. Assisting with arrests and transport of custodies.
   2. Assisting with special missions.
   3. Assisting with crime scene preservation.
   4. Community events, festivals, parades, marathons, and sporting events.
   5. Presidential and VIP security.
   6. Crime prevention activities.
   7. Senior citizen programs.
b. While participating in certain special activities and details, the on-duty supervisor can make any type of personnel assignments as need to fulfill that duty.
c. Reserve officers can provide patrol support at the precinct or unit level, either as a two person reserve vehicle or by Training in Patrol (TRIP) with a paid police officer. During patrol support duty, Reserve officers must check-in with the on-duty supervisor to ensure authorization for duty and seek vehicles, radios and other equipment from the precinct in which they are working. Some general guidelines apply. These guidelines are not intended to limit the activities of Reserve officers as situations may dictate or as an on-duty supervisor may request. Patrol support duties may include but are not limited to the following:
   1. Reserve vehicles should not be dispatched on calls for service, unless directed by an on-duty supervisor.
   2. Reserve vehicles can serve as tertiary cover on priority calls.
   3. Reserve vehicles can assist with traffic accidents.
   4. Reserve vehicles can enforce traffic laws.
   5. While on TRIP duty, the patrol unit should be considered a one-person car for dispatch purposes.
d. As stated in the City of Portland Charter, the Chief of Police may direct Reserve officers to perform certain duties.

**Reserve Duty & Scheduling (630.23)**

a. Reserve officers are required to perform 20 hours service per month which includes attendance at all required training and meetings (General and Command Staff). Members, who fail to perform these mandatory requirements (unexcused), may be placed on probation for 90 days. If during this probationary period the member fails to perform

mandatory requirements, a one month suspension may be imposed. Repeat failure to perform mandatory requirements in a 12 month period will be treated as unsatisfactory performance.

b. Attendance at annual in-service training is required, unless excused by the RU commander, Reserve coordinator and Reserve commander. The Reserve coordinator will work with the Training Division to ensure the training is tailored to fit the activities Reserve officers participate in.
c. Members shall refer to the Reserve Unit calendar for scheduling of duties. All Reserve Unit duties and events shall be listed on the calendar.
d. Requests for Reserve Unit support is coordinated by the Reserve coordinator. RU's requesting Reserve Unit support should contact Reserve staff members or the Reserve coordinator early in the mission planning process to request assistance. The use of Reserve officers should be in addition to normal staffing levels, not a substitute for paid officers.
e. Normally Reserve officers should not work more than 10 hours in a 24 hour period, unless approved by the RU commander, Reserve coordinator and Reserve commander. In the case of an emergency situation, an on-duty supervisor may approve.
f. Monthly time reports are due to the Reserve Unit timekeeper by the General Meeting each month. Failure to turn in time sheet will be considered failing to perform mandatory duty.

**Leave of Service (630.23)**

a. Reserve members may request a leave of service in writing to the RU commander, Reserve coordinator and Reserve commander for up to one year. After one year a new request must be made to extend the leave of service.
b. Failure to return to duty after a leave of service will be considered absent without leave and will be treated as unsatisfactory performance.

**Notification of Reserve Coordinator (639.23)**

a. As the circumstances dictate, Reserve coordinator and Reserve commander shall be notified whenever an on-duty member of the Reserve Unit is:
   Injured or killed.
   1. Uses deadly force or force that causes serious injury.
   2. Involved in a pursuit.
   3. Involved in a vehicle accident.
   4. Involved in an incident that will likely generate media attention.
b. The Reserve coordinator shall be notified whenever an off-duty member of the Reserve Unit is arrested, had court action instituted against them from the scope of their duties or other legal actions that may affect their membership in the organization.

**Off-Duty Arrests and Weapons (630.23)**

a. An off-duty Reserve officer may make a citizen's arrest in accordance with ORS 133.225, unless inside the City of Portland where procedures for off-duty arrests are dictated by Bureau directives.
b. Off-duty Reserve officers are not considered police officers in ORS 166.260 and therefore are not exempt from ORS 166.250, Unlawful Possession of Firearms. If a

Reserve officer desires to carry a concealed weapon off-duty, they shall obtain the proper Concealed Weapon's permit as would any other citizen.

c. Reserve officers shall not carry a Bureau issued firearm concealed off-duty (to and from any official duty is an exception).

**Badge and Identification Issuance (630.23)**

a. The Personnel Division is responsible for issuance and inventory of Portland Police Reserve badges and the coordination of issuance of police identification.
b. Only active Reserve officers may be issued a Portland Police reserve badge.
c. Badges and identification issued to Reserve officers will be returned to the Police Bureau upon promotion, demotion, retirement, resignation, termination, or at the request of the Police Bureau.

**Trust Fund (630.23)**

a. A Trust Fund is established through the Fiscal Division for the Reserve Unit.
b. Any monies received by the Reserve Unit as a donation shall be directed to the Trust Fund.
c. The use of Trust Fund monies must be approved by the RU commander, Reserve coordinator and Reserve commander prior to use and must be used in an appropriate manner such as the annual banquet or unit member plaques.
d. Once a quarter the Reserve coordinator, in cooperation with the Reserve commander, shall provide a memo on the status of the Trust Fund to the Branch chief via the RU commander.

**Retirement (630.23)**

a. After serving as a Portland Police Bureau Reserve officer for a continuous period of ten years, the Reserve officer will be tenured for retirement.
b. If a Portland Police Reserve officer has 10 years of continuous satisfactory service with another agency and the Portland Police Bureau, the Reserve officer will be tenured for retirement.
c. Upon the approval by the Chief of Police (or designee), a retired Reserve officer may be presented with a retired Reserve officer badge mounted on a plaque or similar display.

**Workers Compensation (630.23)**

In addition to Directive 410.00 (Injuries/Occupational Illness/Disability/LOS), Portland City Code Section 3.20.190 states while on any authorized assignment Reserve officers shall be covered by the City's self-insurance as authorized under the provisions of the Oregon State Workers' Compensation Laws and Administrative Rules. For specific information contact Risk Management.

a. In the event a Reserve is killed, injured or suffers an occupational disease that is accepted pursuant to the provisions of Oregon State Workers' Laws and Administrative Rules, Risk Management will pay workers' compensation benefits as provided by Oregon State Workers' Compensation Laws and Administrative Rules.
b. The United States Government may compensate the surviving dependants under Public Safety Officers' Death Benefit Act.

c. Monthly hours are to be submitted monthly by the Reserve Unit time keeper to Risk Management and to Central Accounting.
d. The Reserve coordinator will report the current assumed wage information to Risk Management and to Central Accounting.

**Reserve Awards (630.23)**

a. The Jack A. Taliaferro Award is presented annually to the reserve member whose exemplary performance as a community servant promotes the favorable image of a Portland Police reserve officer. The award shall be in writing and name of the winner placed on a plaque retained by the Reserve Unit. The RU commander, Reserve coordinator and Reserve commander will choose a recipient based on:
    1. Exceptional performance and sound judgment in completing assigned duties.
    2. High level of expertise in law enforcement, crime prevention.
    3. Willingness to contribute to the community.
    4. Outstanding leadership within the Reserve Unit.
b. The Lloyd Coulter Award is presented annually to the Reserve officer whose skills and ability have been exceptionally demonstrated in the use of firearms. The award shall be in writing and name of winner placed on a plaque retained by the Reserve Unit.
c. The Reserve Commander's Award may be presented annually by the Reserve commander to a member of the Reserve Unit who provides exemplary service or duty to the Reserve Unit, Police Bureau and the City of Portland.

FOR MORE INFORMATION:
Please contact Marsha Palmer, Strategic Services Division, at 503-823-0264.

ROSANNE M. SIZER
Chief of Police

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