

# Glendale Heights Police Department

**GENERAL ORDER # 735**

**SUBJECT:** Reserve Officers

**ACTIVE DATE:** 12-21-2018

**RESCINDS:** GO #735, issued 07-26-2018

**AUTHORITY:** Douglas R. Flint, Chief of Police

**RELATED DOCUMENTS:** ILETSB Part Time Police Officer Training Outline; Glendale Heights Village Code; Illinois Compiled Statutes

## **.01 Purpose**

The purpose of this policy is to establish guidelines for the requirements, selection and utilization of Reserve Officers.

## **.02 CALEA Standards**

16.1.1, 16.1.2, 16.1.3, 16.1.4, 16.1.5, 16.1.6, 16.1.7

## **.03 Policy**

It is the policy of the Glendale Heights Police Department to utilize Reserve Officers to supplement the full-time police force, and to establish guidelines for their authority and deployment.

## **.04 Definitions**

**Reserve Officer**—An armed sworn police officer who works less than full time, with compensation, and who, by assigned function and implied by his/her uniform, performs duties associated with those of a police officer. Reserve Officers are authorized by Glendale Heights Village Ordinance 6-1A-1 *et seq.* “Part Time Police Corps.”

## **ORDER**

### **.10 Reserve Officers**

A. The Department shall utilize Reserve Officers to assist in providing capable and efficient service to the community. The Reserve Officer Program shall be administered by the Chief of Police. The Chief of Police may appoint supervisors to coordinate the program.

B. Reserve Officers shall be members of the Police Department except for pension purposes. Reserve Officers shall be empowered with the identical authority of full time officers in the performance of their duties. They shall not be used as permanent replacements for full time officers, nor shall they at any time be authorized to supervise full time officers. Reserve Officers will generally be utilized to supplement full time officers and perform less hazardous duties.

C. Reserve Officers shall be assigned a full time officer as a partner at the start of their shift. They shall not initiate any enforcement action without the direction of a full time officer unless an emergency circumstance dictates that action be taken.

D. While working, Reserve Officers shall report to the Watch Commander. The Communications Center shall then be advised by the Reserve Officer of his/her work hours and assignment.

### **.15 Selection Criteria**

A. Reserve Officers will be selected based on, and required to pass, the same selection criteria as full time officers.

B. Reserve Officers may be hired by the Village pursuant to appointment by the Village President and as authorized by 65 ILCS 5/3.1-30-21, pursuant to the following hiring standards:

1. Must be U.S. citizen;

2. Must be twenty-one (21) years of age or older;
3. Must possess a high school diploma or GED equivalency;
4. Must have a valid Illinois driver's license;
5. Must have eyesight of 20/20, or correctable to 20/20;
6. Must not be colorblind;
7. Must be in good physical health and able to pass the Illinois Law Enforcement Training and Standards Board (ILETSB) P.O.W.E.R. test within six months from initial date of hire;
8. Must be able to pass a physical examination by a licensed medical doctor prior to the physical agility test, or have a valid waiver issued by a licensed medical doctor stating that the applicant is capable of participant in a physical agility test;
9. Must be certified by the state within two (2) years from the date of appointment demonstrating completion of five hundred-sixty 560 hours of law enforcement training, or the equivalent such as the Basic Part Time Law Enforcement Officer Training programs as approved by the Illinois Law Enforcement Training and Standards Board, or certification from another U.S. state that is equivalent to the State of Illinois training standards;
10. Must meet the 40 hour mandatory firearms training requirement within six months from the initial date of employment (65 ILCS 710/2).
11. Must have no felony convictions, or any violations (whether convictions or other dispositions where a finding of guilty was made) of other crimes involving moral turpitude as solely determined by the Village (see 50 ILCS 705/6.1 for list of disqualifying misdemeanor offenses);
12. Must meet all standards set forth in 430 ILCS 65/ et seq., pertaining to Firearms Owners Identification Act;
13. Successfully pass a pre-employment written examination, oral interview, psychological assessment, polygraph test and medical exam, which includes a comprehensive drug screen.

C. Former full-time police officers of the Glendale Heights Police Department, who left the Department in good standing within the past five (5) years and who served in a full-time capacity for at least three (3) years, may continue to serve as a Reserve Officer, at the discretion of the Chief of Police. These officers will be exempted from any selection process and/or any additional certification above and beyond the ILETSB certification they held as full-time officers.

D. Former Auxiliary Police Officers of the Glendale Heights Police Department, who served in an active capacity as Auxiliary Police Officer on April 30, 2008, and continued service to the Department as an Auxiliary Officer beginning May 1, 2008, may serve as a Reserve Officer, at the discretion of the Chief of Police. These members will be exempted from any selection process, but must achieve ILETSB certification as required in section .20 below.

## **.20 Entry Level Training**

A. In accordance with Illinois law, a person hired to serve as a Reserve Officer must obtain from the Illinois Law Enforcement Training and Standards Board a certificate attesting to his successful completion of the part-time police training course, which is comparable to that training received by a full-time police officer, a certificate attesting to his or her satisfactory completion of a training program of similar content and number of hours that has been found acceptable by the Illinois Law Enforcement Training and Standards Board, or a certificate attesting to the Board's determination that the reserve police training course is unnecessary because of the person's extensive prior law enforcement experience.

B. Reserve Officers must receive the certificate from the Illinois Law Enforcement Training and Standards Board prior to any routine assignment in any capacity in which the reserve officer is allowed to carry a weapon or is in a position to make an arrest, except as required in the field training program.

C. Reserve Officers shall complete a Field Training Program which is specific to their assigned duties. For Reserve Officers who are former full-time police officers of this Department, the Reserve Officer

Field Training Program period may be reduced or waived, at the discretion of the Chief of Police, based on the length of separation from the Department, the experience level of the former officer, and other factors.

**.25 Uniforms and Equipment**

Reserve Officers shall wear uniforms and equipment identical to full-time officers.

**.30 In-Service Training**

Reserve Officers shall receive in-service training equal to the training provided for full-time officers. It is recognized that the hours for assigned training may vary from full time officers because Reserve Officers may hold full time employment elsewhere.

**.35 Use of Force Training and Firearms/Weapons Proficiency**

Reserve Officers shall receive use of force training identical to full-time officers, are required to demonstrate the same firearms and weapons proficiency, and shall attend range training and qualification sessions of similar duration and intervals as full-time officers.

**.40 Liability Protection**

The Village of Glendale Heights shall indemnify Reserve Officers with the public liability protection equal to that provided to full-time officers.

**.45 Performance Evaluation**

All Reserve Officers shall have a minimum eighteen (18) month probation period. During that period they receive a monthly evaluation from their supervisor after being released for patrol duties. They also receive a one (1) year evaluation from the date of hire and a final probationary period evaluation at (18) months. After probation, all Reserve Officers will receive a six (6) month review and a twelve (12) month evaluation.