



**PFLUGERVILLE POLICE DEPARTMENT
GENERAL ORDER**

Reserve Peace Officer Unit

NUMBER: 3.12

EFFECTIVE: XXXXXX

APPROVED: _____
Chief of Police

I. POLICY

The Pflugerville Police Department has a policy in place directing and outlining the appointment, retention, and activities of Reserve Peace Officers it may commission in service to the City of Pflugerville.

II. PURPOSE

The Pflugerville Police Department recognizes the value and benefit of commissioning Reserve Peace Officers who may have skills and experiences that can bolster the Department's capabilities. This policy serves to define who may serve in these roles, the requirements surrounding their initial appointment & continued retention, their duties and responsibilities. It is not the intention to utilize reserve officers in a uniformed role – reserve officers will typically provide support, investigatory, or instructional services.

III. DEFINITIONS

Department Overtime – Court overtime, late calls, overtime related to workload, or emergency holdovers, City festivals.

Law Enforcement Related Employment (LERE) – Any secondary employment that is conditioned on the actual or potential use of law enforcement powers by the officer (e.g., private security contracts).

Modified Field Training Program – A documented course of field-based training and evaluation that is decided upon by the Chief of Police or their designee in consultation with both the Department Training Coordinator and the Field Training Coordinator. The purpose of this training is to ensure a Reserve Officer possesses the skills, knowledge and ability to function safely and to Department standards in an unsupervised, field-based capacity as a Pflugerville Police Officer.

Non-Law Enforcement Related Employment (Non-LERE) – Any secondary employment that is not conditioned on the actual or potential use of law enforcement powers by the off-duty employee (e.g., lawn care business, real estate agent).

Reserve Law Enforcement Officer – A person designated as a reserve law enforcement officer under Section 85.004, 86.012 or 341.012, Local Government Code, or Section 60.0775, Water Code (Texas Occupations Code 1701.001(6)). Reserve police officers are not eligible for participation in any program provided by the governing body that is normally considered a financial benefit of full-time employment or for any pension fund created by statute for the benefit of full-time paid peace officers and are not exempt from Texas Occupations Code 1702 – Private Security (Texas Local Government Code 341.012).

TCOLE – The Texas Commission on Law Enforcement.

IV. RESERVE UNIT

1. The Reserve Unit is a function of the Community Services Division. Members assigned to this unit will report to the Professional Standards Sergeant as their direct supervisor.
2. Reserve Officers shall not receive compensation for their service.
3. Reserve Officers shall be required to agree to a job description approved by the City of Pflugerville Human Resources Department prior to their appointment to their role at Pflugerville Police Department.
4. Reserve Officers shall only be awarded the rank of “Police Officer” and are not eligible for promotion. This does not prohibit, however, a Reserve officer from being assigned to a unit that typically maintains a rank requirement, such as the Criminal Investigations Division.

V. RESERVE OFFICER REQUIREMENTS

1. Typically, only current sworn employees who are seeking to retire or honorably separate, or those who have honorably retired from the Pflugerville Police Department, will be considered for appointment to a Reserve Officer position.
2. Exceptions to this rule will be made on a case-by-case basis by the Chief of Police.
3. Reserve Officers are expected to meet all the requirements and legal mandates for Full Time Police Officers employed by the Pflugerville Police Department. This includes:
 - a. Possession of a currently valid and active State of Texas Peace Officer License as required by TCOLE standards and any other legal mandates
 - b. Compliance with all State of Texas and TCOLE training & licensure mandates
 - c. Compliance with all City of Pflugerville & Pflugerville Police Department training & qualification mandates to include firearms testing and less-lethal weapons certifications
 - d. Maintenance & proof of any certifications required for Special & Instructor services to be provided before those services are offered to the Pflugerville Police

Department (Basic Instructor Proficiency, Firearms Instructor Proficiency, Taser Instructor, Driving Instructor, Investigative Hypnosis Certification etc.)

4. Reserve Officers will be subject to the same Performance Evaluation standards as regular Full-Time employees.
5. Reserve Officers shall be subject to all testing requirements that Full-Time officers are subject to.
6. Reserve Officers are subject to all City of Pflugerville & Pflugerville Police Department Policies & Procedures, rules, regulations and orders as Full-Time Pflugerville Police Officers are.

VI. RESERVE OFFICER SELECTION

1. Current full-time Pflugerville Police Officers who wish to transition into a Reserve Officer role due to retirement or honorable separation from the Department may do so with the consent of the Chief of Police without any further testing or selection process.
 - a. It shall be the responsibility of the Chief of Police or their designee to ensure the appropriate notifications are made to TCOLE, and that all appropriate documents are submitted reference this change in employment status.
2. Individuals wishing to become a Reserve Pflugerville Police Officer who are not current Full-Time Pflugerville Police Officers shall be subject to the same application process of those applying to be a Full-Time Pflugerville Police Officer.
3. If the Reserve Officer was previously a Full-Time Pflugerville Police Officer, without a break in service, who had previously successfully completed the Pflugerville Police Field Training Program, then they may serve in any assignment at the discretion of the Chief of Police or their designee.
4. If the Reserve Officer was not previously a Full-Time Pflugerville Police Officer or experienced a break between Full-Time and Reserve Pflugerville Police service, they shall be required to satisfactorily complete, at minimum, a modified Field Training program prior to any unsupervised field-based assignment. They shall also be required to review and sign off on all City of Pflugerville & Pflugerville Police Department Policies, Procedures, Rules and Orders prior to engaging in any service as a Pflugerville Police Officer.

VII. RESERVE OFFICER DUTIES

1. Reserve Officers serve at the discretion of the Chief of Police and are considered “at will” employees. They may be relieved of their duties and status at any time.
2. Reserve Officers shall work only those assignments or duties provided to them by their Chain of Command. Consideration to the officer’s experience level, training and previous duties can be taken into consideration.

3. Reserve Officers shall be considered in an “on duty” capacity whenever:
 - a. Performing an assigned duty
 - b. Representing or identifying themselves as a Peace Officer for the purpose of taking enforcement action or discharging legal duties
4. Reserve Officers shall attend all in-service & developmental training as required of a full-time Pflugerville Police Officer including:
 - a. The same training as required by full time sworn officers, including coursework mandated by TCOLE for certification purposes
 - b. Agency required qualifications and proficiency demonstrations with firearms, less-lethal weapons, tools and other equipment as deemed necessary
 - c. Reserve Officers shall review and sign-off on new policies & procedures as well as revisions to current policies & procedures in the same manner and frequency required of Full-Time Officers
 - d. Reserve Officers are responsible for ensuring all their training is reported to the Department’s Training Coordinator

VIII. RESERVE OFFICER EQUIPMENT

1. Reserve Officers shall comply with the Appearance Standards mandated for full time employees based on the assignment they are working.
2. Reserve Officers shall be issued the following:
 - a. Pflugerville Police Badge
 - b. Pflugerville Police Identification Card
 - c. Ammunition for one duty handgun
3. Reserve Officers will not normally be issued a body worn camera but shall be subject to all recording requirements & training mandates while working a Department approved assignment that involves police investigations or potential interaction with the Public in an official capacity. Reserve Officers shall coordinate with their chain of command ahead of an assignment to arrange for the use of a body worn camera.
4. Reserve Officers will not normally be issued a handheld radio and shall coordinate with their chain of command ahead of an assignment to secure a radio.
5. Reserve Officers will not normally be issued a Taser and, if currently certified through a Pflugerville Police Department Taser instructor, should coordinate with their chain of command ahead of time to arrange for the use of a Taser platform they are certified through PPD.

6. Reserve Officers will not be issued a PPD vehicle. If their assignment requires the use of a vehicle, they will be notified which vehicle they are authorized to use.
 - a. Prior to the use of any Pflugerville Police vehicle in a patrol, enforcement or pursuit related capacity the employee shall first complete a PPD approved Emergency Vehicle Operations Course (EVOC) or show prior training & certification in EVOC operations that is satisfactory to the Pflugerville Police Department.

IX. ADDITIONAL RESERVE OFFICER CONSIDERATIONS

1. Reserve Officers desiring to carry a handgun under their authority as a Pflugerville Police Officer while off duty are authorized to do so in compliance with applicable laws and considerations, including:
 - a. The handgun must be approved for use by the Pflugerville Police Department and the employee must have a current certification to carry the handgun on file with the Pflugerville Police Firearms Training Unit
 - b. In Texas, the carrying of this handgun is regulated by Texas Penal Code 46.15 and Texas Code of Criminal Procedure 2.1305. Additionally, 18 U.S.C. § 926C regulates the carrying of firearms by peace officers at the federal level.
 - c. Reserve Officers are expected to understand these statutes, as well as any other statutes or rules that may apply, and abide by any rules or restrictions applicable to them
2. Reserve Officers are ineligible to work any secondary Law Enforcement Related Employment based on their role, authority or position as a Pflugerville Police Officer (security services at a wedding, providing traffic control for “road jobs” etc.).
3. Reserve Officers are ineligible to work as courtesy officers at apartment complexes, condominiums or other such establishments based on their role, authority or position as a Pflugerville Police Officer.
4. Reserve Officers are authorized to engage in Non-Law Enforcement Related Employment as long as those roles or occupations do not conflict with the policies, procedures or rules of the City of Pflugerville, the Pflugerville Police Department or the employee’s role as a Reserve Officer. Employees who engage in such employment after acceptance as a Reserve Officer shall have their appointment to the Pflugerville Police Department terminated immediately. Examples of incompatible occupations or Non-Law Enforcement Related Employment include, but are not limited to:
 - a. Bars and other establishments where the primary source of income is derived from the sale of alcoholic beverages; more commonly known as TABC “51%” locations
 - b. Bail bond agencies
 - c. Investigative services for insurance companies

- d. Collection agencies
- e. Attorneys
- f. Wrecker services
- g. Sexually oriented businesses
- h. Pawn shops
- i. Gambling establishments
- j. Any location or entity that is under investigation for the violation of Federal, State or Local laws
- k. Any location or entity that advocates hatred, prejudice, or oppression of any racial, ethnic, gender, or religious group, or that disseminates defamatory materials
- l. Any location that is subject to frequent calls for service in reference to disturbances or violations of the law
- m. All others as determined by the Chief of Police