

# Capitola Police Department



## Paid Reserve Program

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## **FORWARD**

All orders and procedures of the Capitola Police Department are applicable to Reserve Officers unless by their very nature they do not apply. In the event that regulations of the Reserve Unit are in conflict with those of the Department, the Department's orders will prevail.

It shall be the responsibility of each Reserve Officer to abide by the policies and procedures of the Department.

## **PURPOSE**

### **(MISSION)**

The purpose of this organization shall be to cooperate with, assist, and augment the duly constituted Police Department of the City of Capitola, County of Santa Cruz, and State of California.

Under the orders and direction of the Chief of Police, the Reserve Unit members shall render police service upon occasions, when such augmentation to the regular department is essential to the public welfare and safety.

Reserve Unit members shall also assist in the enforcement of law and order during any and all emergencies declared to exist within the City of Capitola by the Chief of Police.

# **OBJECTIVES**

## **SECTION I**

The name of the organization shall be the Capitola Police Reserve Unit.

## **SECTION II**

The objectives of the Capitola Police Reserve Unit shall be to promote civic interest in law enforcement, gain personal knowledge and proficiency in the field of law enforcement and serve the community through the maintenance of a Reserve Unit ready to supplement the regular force at times of need.

## **SECTION III**

The services of this organization shall not be used in any manner that would circumvent the building-up of, or the maintenance of, the regular Department of its proper strength; nor shall the services of individual members be used to the detriment of personnel of the regular Police Department.

## **SECTION IV**

The police of this organization shall be non-partisan, and said organization, as such, shall not take part in political activities of any kind.

# **MEMBERSHIP**

## **SECTION I**

The total membership of the Capitola Police Reserve Unit shall not exceed the number approved by the Chief of Police.

## **SECTION II**

Members shall possess employment standards equal to the requirements for full-time Officers. All Reserve Officers must be in compliance with P.O.S.T. regulations at the time of appointment.

## **SECTION III**

Personnel whose regular employment entitles them to limited peace officer status may be Reserve Officers. However, in the course of their regular employment, they shall not have upon their person any Capitola Police Department identification, credential, or Capitola Police Department issued equipment. Level I Reserves are considered to be part-time employees of the Department unless otherwise noted.

## **SECTION IV**

Correctional Officers employed outside Capitola Police Department may hold the position of Reserve Officer if the following conditions are met:

- They present written permission of their unit commander or department head.
- There shall not be a conflict of interest, and reserve status cannot in any way affect duties, responsibilities, or job performance of full time employment.

## **SECTION V**

No person shall engage in any employment or affiliation with a business, which could result in a conflict of interest. Additionally, the following occupations shall be considered a conflict of interest and non-acceptable for appointment as a Reserve Officer:

- A. Bail Bondsman
- B. Private Detective
- C. Private Patrol Operators
- D. Nor shall they have employment, ownership, interest, directly or indirectly in any business within the County of Santa Cruz, to be operated or conducted ***exclusively*** under an alcoholic beverage license.

## **SECTION VI**

In the event that any member of the Capitola Police Reserve Unit shall embrace any of the occupations listed above, they shall immediately forfeit their employment with the Reserve Unit.

## **SECTION VII**

Any occupation not covered, which may be considered a conflict of interest, shall be referred to the Patrol Division Commander and the Chief of Police for final decision.

# **CHAIN OF COMMAND**

## **SECTION I**

The Chief of Police shall be the Executive Officer of the Police Reserve Unit.

## **SECTION II**

The Patrol Lieutenant shall be responsible for the overall command and direction of the Reserve Unit. The Reserve Coordinator shall communicate any and all information necessary for the proper direction of the Reserve Unit to the Patrol Lieutenant.

## **SECTION III**

The Reserve Coordinator shall be responsible for the coordination of the functions of the Reserve Unit as well as maintaining discipline and day-to-day management of the Reserve Unit. The Reserve Coordinator is responsible for the processing of Reserve Unit candidates, and the Field Training Sergeant is responsible for new-hire field training.

## **SECTION IV**

The "Chain-of-command", necessary for direction, supervision, discipline and control shall be strictly adhered to and followed by all members of the Reserve Unit.

## **SECTION V**

An Assistant Reserve Coordinator, if utilized, shall be responsible for the following:

1. Report directly to the Reserve Coordinator.
2. Act as a liaison between the Reserve Unit and the Coordinator.
3. Help facilitate the day-to-day operations of the Unit.
4. Assist in organizing and running of the monthly Reserve Unit general membership meetings.

## **SECTION VI**

When Reserves are working outside the direct supervision of the Reserve Coordinator or the Assistant Coordinator, he/she will report to the on-duty Sergeant, Officer or Designated Supervisor. (i.e.: Field Sergeant, Patrol Officer, and Investigator.)

## **GOOD STANDING REQUIREMENTS and DISCIPLINE**

### **SECTION I**

A Reserve Officer is considered in “good standing” when the requirements outlined below are being met:

1. Attends the *mandatory* meetings and completes scheduled training.
2. Work a minimum of sixteen hours a month at the Department, unless otherwise directed by the Reserve Unit Supervisor.
3. Satisfactorily completes the range courses as scheduled.
4. Participate in work details to which the Reserve was either assigned or he/she accepted at an open-call request, or as a replacement for another Reserve Officer.
5. Adhere to all Departmental rules, regulations, and policies.

### **SECTION II**

A Reserve Officer who falls out of good standing may be directed to relinquish his/her badge, police identification and building access. They may also be removed from such position until they meet Department standards.

### **SECTION III**

Nothing shall preclude the Department or Reserve Coordinator from establishing additional requirements and needs for Reserve Officers to remain in good standing.

## **MONTHLY MEETINGS & ABSENCES**

Reserve Officers are expected to fulfill their assignments and duties. If they are unable to do so, it is their responsibility to notify the Reserve Coordinator in order to maintain their good standing.

### **SECTION I : Mandatory Monthly Meeting / Training Session**

If a conflict arises where a Reserve Officer is unable to attend a monthly meeting/training session, or previously assigned detail, they will notify the Reserve Coordinator or on-duty Sergeant as soon as possible and ***prior to the assignment date.***

The monthly meeting is usually held on the first Wednesday of the month at 1900 hours. Reserves are to be prompt, and late arrivals must notify the Reserve Coordinator as to the reason for their tardiness.

Reserves are required to bring note-taking materials to all meetings.

For any absence, the Reserve Officer will be required to submit a memo within one (1) week, through the chain-of-command, explaining the circumstances. The memo will be included in the Reserve Officer's Supervisor Log.

The Reserve Unit Supervisor will note whether the absence is excused or unexcused, and the reason for the absence.

Those Reserves who do not have an excused absence or tardiness will receive a Supervisor's log entry by the Reserve Coordinator.

### **SECTION II: Minimum Sixteen Hours Service to the Department**

Reserve Officers are expected to work a minimum of sixteen hours service at the department a month, excluding extra-duty and court time. If a Reserve Officer is unable to meet the minimum monthly hours, they shall immediately notify the Reserve Coordinator and explain the situation.

The Reserve Coordinator will notify the Patrol Lieutenant as to the request and justification. The decision as to whether the Reserve Officer will remain in good standing will be based on the Reserve Officer's performance over a period of time with contrasts to the reasons for the inability to maintain the minimum standings.

### **SECTION III: Range Training**

All mandated range training must be performed. If a Reserve Officer is aware they will be unable to successfully complete mandated range training they shall notify the Reserve Coordinator through the chain-of-command.

The Reserve will contact the Rangemaster and determine how the requirements not fulfilled will be met. The Reserve Officer shall advise the Reserve Coordinator as to how they may meet the requirements. It will be the responsibility of the Reserve Officer to complete the requirements. Those Reserves who fail to qualify due to a no-show during the course dates will receive a log entry by the Reserve Coordinator.

### **SECTION IV : Leave-of-Absence**

A leave-of-absence, (not to exceed 180 days), may be granted to a Reserve Officer by the Patrol Lieutenant. Matters such as extended illness or other such reasons, causing the Reserve to fail to report for training or duty, require a request for leave-of-absence.

The Reserve Officer shall submit a memo to the Reserve Coordinator stating reasons for desiring the leave. The Reserve Coordinator shall review the request, contact the Patrol Lieutenant for his/her review and concurrence with the request. The request and approval or denial shall be placed in the Reserve Officers Supervisor's file.

### **Vacations & Business Trips**

Those Reserves who will be unavailable to the Department due to vacations or out-of-town trips, must submit a memorandum to the Reserve Coordinator at least one week prior to the affected dates.

## **PROCESSING FORMER FULL-TIME OFFICERS INTO THE RESERVE UNIT**

### **SECTION I**

Former full-time Capitola Police Officers who make application to become a Reserve Police Officer will be processed in the same manner as any applicant for the position of Reserve Police Officer unless they have recently retired or left in good standing.

### **SECTION II**

If the retiring Officer wishes to become a Reserve Police Officer immediately upon separation, the Reserve Coordinator and Patrol Lieutenant shall review the Officer's personnel packet. The Patrol Lieutenant shall forward a memorandum to the Chief of Police outlining the dates of service and eligibility for hire.

### **SECTION III**

Applicants will not be credentialed until all processing has been completed.

## **FIELD TRAINING & PROBATIONARY PERIOD**

On swearing-in by the Chief of Police or his designee, the Reserve Officer will be assigned to the Field Training Officer Program. Level I Reserve Officers will normally complete the full, four-phase (560 hour) F.T.O. program. Level II Reserves will successfully complete at least the first three phases (480 hours) of the F.T.O. Program. Level III Reserves will participate in a training program as directed by the Reserve Coordinator.

During this period of time, the trainee will report directly to the F.T.O. and will be required to complete a Critical Task List designed to acquaint the Reserve with the necessary tools and skills to safely and properly conduct their assignment as a Capitola Reserve Police Officer.

Upon successful completion of the F.T.O. Program, the Reserve will continue to work until their one-year anniversary of employment before being considered for non-probationary status. It will be at the discretion of the Patrol Lieutenant and

the evaluation of the Reserve's performance by the Reserve Coordinator as to whether they have successfully completed probation.

During the probationary period, the Level 1 or Level 2 Reserve Officer will work specifically as a second Officer in the patrol car unless otherwise directed by the Reserve Coordinator.

A Level I Reserve Officer with prior experience, at the discretion of the Chief of Police, can participate in an accelerated F.T.O. program. The length of the program will be determined by the Reserve Officer's performance, as documented by the F.T.O. and Reserve Coordinator. The Reserve Officer must complete the Capitola Police Department F.T.O. manual prior to being released from his/ her training program.

## **COMMENDATIONS & DISCIPLINE**

### **SECTION I**

Reserves who receive commendations from either citizens or members of the Department will receive them at the regularly scheduled monthly meeting. Copies will be placed in their personnel packet and a log entry made on same.

### **SECTION II**

The Reserve Coordinator, having become aware of a minor infraction of the Departmental Manual or Rules and Regulations, may orally reprimand the Reserve Officer involved, with no further action necessary.

### **SECTION III**

Any full-time Officer, having become aware of an incident or activity on the part of a Reserve Officer, may prepare a written report on the matter and forward it to the Reserve Coordinator:

1. The Reserve Coordinator shall review the report and investigate in the appropriate manner.
2. Any disciplinary action shall be noted along with the report and placed in the Reserve Officer's file.

3. The minimum action that must be taken is that of making the Reserve Officer aware of the report, as well as making the person who prepared the report aware that action has been taken.

#### **SECTION IV**

When an incident on the part of a Reserve Officer is of a nature warranting such action, the Reserve Officer may be temporarily suspended from the Unit.

- A. The period of suspension shall be determined by the nature of the incident, but shall in no case, be in excess of ninety (90) days.
- B. The decision on whether a Reserve Officer should be suspended shall rest with the Chief of Police.

#### **SECTION V**

When the incident on the part of a Reserve Officer is of a nature requiring such action, the Reserve Officer may be removed from the Reserve Unit.

- A. The decision on whether a Reserve Officer should be terminated shall rest with the Chief of Police.

#### **SECTION V**

The involved member, in those cases where they feel the suspension or removal is unjustified, may request a hearing before the Chief of Police, and may request the presence of a full-time member of the Department to act as their representative.

- A. The final decision shall rest with the Chief of Police.
- B. Any findings shall not be made public except at the discretion of the Chief of Police.

## **EXTRA DUTY**

### **SECTION I**

Reserve Officers who are deemed in good standing and have completed their probationary period, are eligible to work as directed.

It is the responsibility of each Reserve Officer to be aware of their current eligibility standing.

### **SECTION II**

A Reserve Officer who is eligible to work extra duty must notify the Reserve Coordinator of their willingness to be assigned and/or pick-up extra duty events via memorandum through their chain-of-command.

### **SECTION III**

Full-time Officers may replace a Reserve Officer seventy-two (72) hours or more prior to the event. They must notify the Reserve Officer of the replacement as soon as possible.

### **SECTION IV**

A Reserve may replace an Officer but cannot replace a Sergeant.

## **UNIFORMS / EQUIPMENT**

### **SECTION I**

Reserve Officers' uniforms and equipment shall meet the basic requirement of full-time Officers' uniforms and equipment, (i.e. uniforms kept clean and pressed, leather gear and shoes in good condition and polished).

### **SECTION II**

The Reserve Officers shall not obtain uniforms or equipment without prior approval of the Reserve Coordinator. Replacement equipment may be obtained via a memorandum, through the chain-of-command explaining the need.

### **SECTION III**

Department-issued uniforms and equipment remain the property of the Department, and shall be returned to the Department when the Reserve Officer separates from service.

### **SECTION VI**

Reserve Officers' badges, shall be provided by the Department. The Reserve Coordinator shall be responsible for issuing badges and maintaining a record of same.

### **SECTION V**

Business cards will be issued after the successful completion of the probationary period. Business cards can be given during citizen contacts made in the course of the Reserve's assignments when specifically requested, or when follow-up contact is needed for the Reserve through the Reserve Unit Office.

### **SECTION VI**

Service stars are only issued to those full-time members of the Department who have **continuous full-time** employment as a Police Officer in the State of California. Therefore, Reserves are not eligible for this uniform addition.

Reserves will be issued a service pin indicating increments of 5 years of continuous years of service to the Capitola Police Department.

## **WEAPONS**

### **SECTION I**

Reserve Officers shall not carry a concealed firearm except:

1. While going to or from a duty or training assignment.
2. While on-duty.
3. Going to or from the Departmental pistol range.
4. When in possession of a Concealed Weapon Permit authorized by the Chief of Police.

### **SECTION II**

Reserve Officers, while “off-duty” are not exempt from the “Control of Deadly Weapons Laws” Section 12000 through 12551 of the California Penal Code, and shall abide by the law, except when in possession of a C.C.W. permit authorized by the Chief of Police.

### **SECTION III**

Reserve Officers are required to complete the Departmental courses and shall report to the appointed place of training at the time and on the dates assigned by the Reserve Coordinator, or provided by the Range Master.

### **SECTION IV**

The qualification standards for Reserve Officer are those imposed on all other sworn members of the Department. Reserve Officers failing to meet the standards for range training for the Department **will be suspended from all enforcement duties until those standards are met.**

# **ISSUANCE OF CONCEALED WEAPON PERMITS**

## **SECTION I**

A Reserve Officer must meet the listed minimum requirements to apply for a Concealed Weapons Permit:

1. A minimum of 400 hours in the Capitola Police Reserve Unit after completion of the Reserve Officer Field Training Program (completion of probation).
2. Reserves must be in good standing within the Unit.
3. Completion of interview process with the Patrol Lieutenant or his appointee.
4. Successful completion of all range courses for the preceding twelve months.
5. Pass a written examination with the Training Bureau Firearms Training Staff.
6. A Reserve issued a CCW pursuant to their retirement from a position as a full-time peace Officer shall carry their Retired Police Officer CCW card with them (issued by the Chief's Office), along with their Capitola Police Reserve Officer identification. It is not necessary under these circumstances for a retired Police Officer to be issued a CCW Permit as a Capitola Police Reserve Officer.

## **SECTION II: SELECTION**

- A. Any Reserve Officer meeting the basic requirements listed above may apply for a Concealed Weapon Permit by submitting a memo to the Patrol Lieutenant, via the Reserve Coordinator. The memo should indicate the following:
  1. The Reserve Officer's Date of Appointment.
  2. The date F.T.O. Program was completed.
  3. Total hours since the completion of the F.T.O. Program (minimum of 400 additional hours required).

4. The Reserve Officer's confirmation that they have successfully completed all range courses for the preceding twelve months.
  5. County of residence.
  6. CCW test score.
- B. The Reserve Coordinator upon receiving a request to carry a concealed weapon from a Reserve Officer shall:
1. Review the Officer's personnel file as to the basic qualifications.
  2. Review all full-time Officers' evaluations regarding the applicant's performance as a Reserve Officer, if applicable.
  3. Investigate any and all matters involving the Reserve Officer's fitness to be recommended to carry a concealed weapon.
- C. The application for a C.C.W. Permit shall then be processed through the normal chain-of-command, to the Chief of Police for certification and issuance. The Chief of Police shall retain the absolute right to grant or deny an application for a Concealed Weapon Permit. The application shall be processed within thirty (30) days from the date of initial application.
- D. Upon approval of an application, the Reserve Officer must qualify with the weapons listed on the application. Only those weapons the Reserve Officer qualifies with may be listed on the Concealed Weapon Permit.
- E. If denied a Concealed Weapon Permit, a Reserve Officer may re-apply in six (6) months, after he/she has achieved an additional one hundred fifty (150) hours of field patrol experience.
- F. Denied applications to carry a concealed weapon shall be entered into the Reserve Officer's personnel file with the reason for the denial.
- G. Those Officers who retire from the Capitola Police Reserve Unit are eligible for C.C.W. privileges under Penal Code 12027(a) 1(iii) effective January 1, 1994.

### **SECTION III**

There are two processes for initial issuance of a C.C.W. Permit and two for renewal of the permit. The following is the procedure for each of the above:

#### **Santa Cruz County Resident – First Time Request**

1. Memo completed and submitted.
2. Approval by the Chief of Police.
3. Contact Administrative Support Secretary for an application, complete and return once an appointment is made with the secretary for approval of the Chief of Police.
4. Fingerprint card completed and sent along with application to the Department of Justice in Sacramento along with a money order made out to the **Department of Justice** in the amount of \$124.00.
5. Application sent back to Administrative Support Secretary in approximately two months and Reserve Officer is called in for a thumbprint on the card. Permit signed by the Chief of Police.
6. The permit is good for 4 years.

#### **Santa Cruz County Resident – Renewal of Permit**

1. Memo and Reply completed.
2. Contact Administrative Support Secretary for renewal form, thumbprint and signature of Chief of Police.
3. Money order made out to the **Department of Justice** for the amount of \$76.00 sent to D.O.J. along with the renewal paperwork.
4. The permit is good for 4 years.

### Out of County – First Time Request

1. Memo completed and submitted.
2. Upon approval, Reserve to obtain an application by the resident Police Department or Sheriff's Station where they live.
3. Copy of application to be directed to the Administrative Support Secretary.
4. Upon issuance of the C.C.W. by the out of county agency, copy of C.C.W. to be forwarded to the Administrative Support Secretary and the Reserve Coordinator for the Officer's personnel file.

### Out of County Renewal

1. Memo completed and submitted.
2. Copy sent to Administrative Support Secretary.
3. Copy of renewal C.C.W. Permit sent to Administrative Support Secretary.
4. Copy sent to Reserve Coordinator for file.

## **SECTION IV: CONTINUED QUALIFICATION**

- A. A Reserve Officer shall remain qualified in the use of the off-duty weapons they are authorized to carry. The weapons will be registered with the range master and periodic qualification will be at his/her direction.

## **SECTION V**

Reserve Officers carrying an off-duty weapon shall have in their possession their Concealed Weapon Permit and their Capitola Police Reserve Officer's badge and Identification Card.

## **SECTION VI**

Reserve Officers authorized to carry a concealed weapon shall ensure that said weapon is carried in an appropriate holster and concealed at all times.

## **SECTION VII**

A Reserve Officer shall not carry an off-duty weapon while performing any type of outside employment, full-time or part-time, without the expressed, written permission of the Chief of Police.

## **SECTION VIII**

A Reserve Police Officer carrying a concealed weapon shall not consume alcohol to the degree that it diminishes his/her ability to act in a reasonable and responsible manner.

## **SECTION IX: REVOCATION**

- A. A Reserve Officer's Concealed Weapon Permit shall be surrendered to the Capitola Police Department on any one of the following conditions:
  - 1. Resignation from the Capitola Police Department Reserve Unit.
  - 2. Dismissal from the Capitola Police Department.
  - 3. Failure to meet Departmental qualification with the use of the off-duty weapon.
  - 4. Failure to meet the minimum requirements of the Capitola Police Reserve Unit.
  - 5. Any conduct involving the use/display of such weapon in public that would, in itself, bring discredit to the Police Department or the City of Capitola.
  - 6. If, at any time, the Chief of Police implements a more restrictive policy.
- B. The Chief of Police shall be the sole judge in any alleged violation.
- C. CCW permits issued by this agency and surrendered to the Reserve Coordinator will be forwarded to the Administrative Patrol Lieutenant for return to DOJ.

# **INJURIES**

## **SECTION I**

Any Reserve Officer sustaining any injury while engaged in any official training exercise or otherwise in an “on-duty” capacity, shall immediately notify his/her immediate supervisor and complete the Report of Employee Injury form. Upon completion, this form must be forwarded to the on-duty supervisor for review.

## **SECTION II**

The immediate supervisor, upon being notified of an injury sustained by the Reserve Officer, shall complete all necessary forms.

## **SECTION III**

The Reserve Officers are not permanent employees of the City of Capitola and as such are not included under the State Employee’s Retirement Act. They are however, covered under the Public Agency Retirement System (PARS). Refer to Retirement, page 32.

## **SECTION IV**

Reserve Officers are eligible for worker’s compensation benefits if injured in the line of duty. There are also benefits available through Peace Officers Research Association of California and California Reserve Peace Officers Association. Should an injury occur while working as a Reserve Officer, modified-duty in accordance with the minimum required monthly hours will be available at the Department provided the Reserve is capable of responding to the Department for such work.

## **SECTION V**

Reserve Officers shall be entitled to receive full protection and benefits provided for disaster service workers and civilian defense workers as contemplated and set forth under the provisions of the Labor Code of the State of California relating to such workers.

## **SECTION VI**

Medical attention for injuries incurred while working as a Reserve Officer can be sought as soon as possible at one of the City-approved clinics.

## **SECTION VII**

Should a Reserve be injured off-duty and the injury is such that full-duty status is questionable, the Reserve is required to contact the Reserve Coordinator prior to any field duty / enforcement assignments.

## **SECTION VIII**

In the event of dismemberment or death while on duty, benefits are available by both state and federal agencies. See your Reserve Representative for more information.

# **COURT APPEARANCE / TESTIMONY**

## **Section I: On-Call**

Reserve Officers may be subpoenaed for a court appearance. Should this occur, every effort will be made to place the Reserve Officer on stand-by / on-call status.

## **Section II: Response**

When on court stand-by, Reserve Officers are expected to be prepared to be present in court at the time which appears on the subpoena, and to be able to arrive in court within sixty (60) minutes after receiving a telephone notification.

## **Section III: Relief**

No Reserve Officer is relieved from court stand-by status except as outlined above.

## **Section VI: Communication**

Any Reserve Officer required to appear in court, and in an on-call status, shall be notified via telephone to appear. If a Reserve Officer must leave their residence or business, they shall contact the court liaison clerk and provide a telephone number where they may be reached. If the Reserve Officer has a pager, it is his/her responsibility to inform the court of that number.

## **Section VII: Reporting**

Upon arrival at Court, all Reserve Officers are responsible for reporting to the Assistant District Attorney responsible for the case.

## **Section VIII: Compensation**

Level I and Level II Reserve Officers will be compensated at their scheduled hourly rate. A minimum of two (2) hours will be paid for the Reserve Officer's court appearance. An overtime form must be completed and be accompanied by the subpoena when submitted. The overtime form and subpoena shall be placed in the Sergeant's Office in-box for review and approval. No pay will be given to Reserves for stand-by when an actual appearance is required.

A Reserve Officer assigned to stand-by duty for purposes of being on-call for court appearances within the scope of his/her employment arising at times other than during normal working hours (including any other place of employment) shall be guaranteed two (2) hours of pay at the employee's regular Reserve Officer salary for each calendar day of such stand-by duty. An employee assigned to stand-by duty for purposes of being on-call for two separate court subpoenas for both a morning session and an afternoon session on the same day shall be guaranteed two (2) additional hours of pay at the employee's regular hourly rate-of-pay for each calendar day of such stand-by duty. This provision does not apply to carryovers from a single subpoena from a morning session to an afternoon session.

To be eligible for paid stand-by time as outlined above, each Reserve Officer must submit, in advance, a memorandum outlining his/her work schedule(s) from any other place(s) of employment for the up-coming month, by the last calendar day of the previous month. If a Reserve Officer fails to provide a projected work schedule for the next calendar month in advance, he/she will not be eligible for on-call compensation for that calendar month.

# **RESIGNATIONS / TERMINATIONS**

## **SECTION I**

A Reserve Officer may resign at any time by submitting a memorandum to the Reserve Coordinator. This should include the reason for leaving the Department. This form will become part of the personnel packet and a copy sent to the Chief of Police for his review.

## **SECTION II**

A Reserve Officer may be terminated for a violation of Departmental policy, violation of Reserve policy, or continued substandard performance of Reserve duties.

## **SECTION III**

Both resignations and terminations will be documented by memorandum from the Reserve Coordinator to the Patrol Lieutenant, briefly outlining the reason for the departure.

## **SECTION IV**

An exit interview should be completed with the Reserve Coordinator and the Chief of Police.

## **SECTION V**

All equipment initially issued to the Reserve must be turned into the Reserve Coordinator prior to separation from the Department.

# **EVALUATIONS**

## **SECTION I**

Reserve Officers in the Reserve Field Training Program will follow the guidelines for that program.

## **SECTION II**

Reserve Officers are required to have an annual evaluation.

1. The full-time Officer/s the Reserve has worked with during the year and the Reserve Coordinator will complete the evaluation.
2. Both the rater and Reserve Officer shall sign the evaluation.
3. The evaluation will be forwarded to the Reserve Coordinator for review.
4. The Reserve Coordinator will initial the evaluation and place it in the Reserve Officer's personnel packet.

## **SECTION III**

A full-time Officer may submit a Performance Memorandum on a Reserved Officer. This could take the form of:

1. Outstanding performance.
2. Outlining a particular problem.

# **RETIREMENT**

## **SECTION I**

The Chief of Police may grant reserve retirement to qualified Reserve Officers in recognition of time and service to the City of Capitola. Retirement shall not imply any obligation by the City of Capitola to bestow any income or any other benefits not specifically mentioned in this section.

## **SECTION II**

Reserve Officers shall be eligible for retirement after ten (10) years of continuous reserve service with Capitola Reserve Unit, upon approval of the Chief of Police.

## **SECTION III**

The retirement will be in the form of appropriate ceremony, and the presentation of a retirement plaque with the Reserve Officer's uniform badge mounted on it.

## **SECTION IV**

Reserves who retire are eligible for C.C.W. endorsement under Penal Code Section 12027(a)(1)(iii) upon the approval of the Chief of Police.

## **SECTION V**

Reserve Officers are eligible to participate in the Public Agency Retirement System (PARS). Members participating in PARS will contribute their own portion.

## **OFF-DUTY INCIDENTS**

### **SECTION I**

Any off-duty incident involving a Reserve Officer, where they are identified as being affiliated with the Capitola Police Department and/or the Capitola Reserve Unit, will require the Reserve Officer to notify the Reserve Coordinator as soon as possible.

- A. The Reserve Coordinator will determine the appropriate course of action.
- B. If the Reserve Coordinator is unavailable, the on-duty Capitola Police patrol watch commander will be contacted and advised of the circumstances.

### **SECTION II**

Any situation or incident that involves a Reserve Officer that could reflect negatively on the Capitola Police Department or Reserve Unit shall be brought to the attention of the Reserve Coordinator **as soon as possible**.

## **SENIOR RESERVE OFFICER STATUS**

### **SECTION I**

The Reserve Unit has initiated a Senior Officer Program. Seniors are utilized in a semi-supervisory capacity and are called upon to assume some leadership roles. The following is a list of the duties & responsibilities:

1. Take the lead role in the “liaison program” as primary reserve in the unit. Duties include locating and assigning reserves to fill the compliment needed to properly staff the event. Seniors will also report back to the on-duty supervisor at the end of the detail with the results of the operations.
2. Assist in the coordination of special enforcement programs.

3. Assist the Reserve Coordinator, in his/her absence, as the team leader and assume the responsibilities of that position.
4. Assist with training issues as needed and presentation of these materials at the monthly reserve meeting.

## **SENIOR RESERVE OFFICER QUALIFICATIONS**

### **SECTION I**

There are two classifications of Senior Reserve Officer for application purposes. They are the Entry level and the Lateral Officer candidates.

### **SECTION II**

The Entry Level Reserve is one who has completed a Level I Academy with no prior experience as a Reserve at this or another agency. The following is the criteria for selection:

1. Completion of the Capitola Reserve Field Training Officer Program.
2. Completion of probation – One year of successful service.
3. Total of 1,500 hrs. of service time with C.P.D. (inclusive of the F.T.O. and probation hours).
4. Successfully passing a 50 question written exam on various topics including Department Policy and Procedure, Reserve Unit Policy and Procedure, Laws of Arrest, Search and Seizure, Vehicle Code and Collection and Preservation of Evidence. 80% passing score is required.
5. Written input from past and present Reserve Coordinators and F.T.O.'s.
6. Field evaluation on a ride-along by the Reserve Coordinator or a Field Training Officer.
7. Oral interview with the Reserve Coordinator, Patrol Lieutenant, and Support Lieutenant.

### **SECTION III**

The Entry Level Lateral Reserve is one who has completed a Level I Academy or higher with prior experience as a Reserve or full-time Police Officer with a California agency at which he/she completed a probationary period. The following is the criteria for selection:

1. Completion of Reserve Field Training Officer Program.
2. Completion of probation – One year of successful service.
3. Total of 1,000 hrs. of service time with C.P.D. (inclusive of the F.T.O. and probation hours).
4. Successfully passing a 50 question written exam on various topics including Department Policy and Procedure, Reserve Unit Policy and Procedure, Laws of Arrest, Search and Seizure, Vehicle Code and Collection and Preservation of Evidence. 80% passing score is required.
5. Written input from current and past Reserve Coordinators and F.T.O.'s.
6. Field evaluation on a ride-along by the Reserve Coordinator or an F.T.O.
7. Oral interview with the Reserve Coordinator, Patrol Lieutenant, and Support Lieutenant.

Those candidates who do not successfully complete the written portion of the process can re-apply in one month. Those who fail any other portions of the process must wait a minimum of three months before testing again.

## BILINGUAL PAY

### SECTION I

1. Members of the Reserve Unit are eligible to receive Bilingual Pay upon completion of the F.T.O. Training Phase.
2. Reserves who are fluent (for translation purposes) may submit a memorandum to the Reserve Coordinator via their chain-of-command requesting to be tested.
3. An appointment with City Authorized Personnel will be made for the translation test.
4. Upon successful completion of the process, the Reserve will be designated a Department translator in that language(s) and may be called upon to respond to calls-for-service.
5. Translators may be required to interview witnesses, victims and/or suspects and write a police report on their findings.
6. Reserves who qualify as department translators will be paid an additional 2½ % per hour.

## RESERVE/ ANNUITANT OFFICER PAY SCALE

### **REQUIREMENTS**

- STEP I = Entry level  
STEP II = After 1 year of satisfactory Successful Service  
STEP III = After 2 years of service  
STEP IV = After 3 years of service  
STEP V = After 4 years of service  
STEP VI = After 5 years of service

### **LEVEL I RESERVE OFFICER**

LEVEL I RESERVE OFFICER	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI
HOURLY RATE	\$18.32	\$19.24	\$20.20	\$21.22	\$22.27	\$23.34

## LEVEL II RESERVE OFFICER

LEVEL II RESERVE OFFICER	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI
HOURLY RATE	\$14.64	\$15.39	\$16.16	\$16.95	\$17.81	\$18.76

## LEVEL III RESERVE OFFICER

Level III Reserve Officers are voluntary, non-paid positions.

## ANNUITANT OFFICER

Salary will be based on experience and training to be determined by the Chief of Police. However, Capitola Police Officers who apply and are accepted as contract officers will be paid an hourly wage consistent with Step F of the Police Officer salary range, currently \$29.23 an hour. An Annuitant Officer is further described in the "Two-Tier" program, pages 33-34 of this policy.

Reserve Officers with prior experience may, after completion of their Field Training Program, apply to the Chief of Police, via the Reserve Coordinator and request additional step increases.

## PUBLIC EMPLOYEES RETIREMENT SYSTEM RESTRICTIONS

### SECTION I

1. Reserves are restricted to a monthly / yearly allotment of work hours as dictated by the Reserve Coordinator.
2. **In no case, without the permission of the Reserve Coordinator, shall a Reserve Officer work in excess of 960 hours per year.**
3. Reserves who were previously City of Capitola employees enrolled in P.E.R.S. will notify the Reserve Coordinator of this status.
4. Regular reserve time is calculated on a calendar year basis. Due to P.E.R.S. restrictions, former full-time officers who become Reserves must calculate their hours based on the Fiscal year (July – June).

# **LIAISON PROGRAM**

## **SECTION I**

The Reserve Unit has established the Liaison Program, which is designed to give the Reserves an opportunity to develop an expertise in specific areas of police work. This program also provides the various units of the department with additional staffing levels to further their investigative abilities.

## **SECTION II**

Reserves who have completed probation will be eligible to sign-up to work these assignments. Reserves should limit the number of special assignments to approximately 3 in order to be available when called and to maintain patrol hourly commitments.

## **SECTION III**

The investigative units have been directed to call the Reserve Coordinator to explain the particular assignment needs including the date, time, duration, number of Reserves needed and their level rating (senior or regular), uniform or plain clothes, briefing time & location and any other specific needs.

The Reserve, after receiving the request, must then contact the Reserve Coordinator to clear the assignment prior to committing members of the Reserve Unit to the detail.

The Reserve Coordinator will be the “clearing house” to all the various liaison programs and will assure available staffing levels exist, and that there are no scheduling conflicts with other programs that may be planned.

Once authorized by the Reserve Coordinator, he/she will re-contact the specific unit requesting assistance and confirm the detail & staffing levels. He/she will also contact the assigned Reserves to confirm the specifics of the assignment.

Primary responders for deployment should come from the established list of reserves that indicated a special interest in working the unit. If additional personnel are needed, the on-call week list will be available to supplement the needs. Additionally, notification to the Reserve Coordinator for call-down to team members can be initiated.

## **SECTION IV**

At the conclusion of each liaison program assignment, the Reserve Coordinator will either call the Patrol Lieutenant with a recap report, or make available in written form the results of the operation. This should include, but not be limited to:

1. Final list of which Reserves worked the detail.
2. Total hours worked by all Reserves.
3. The hours of the operation.
4. Total Stats; Arrests, Cites, F.I.'s, Impounds, etc.

This report must be filed within 3 working days, and is needed for inclusion in the monthly recap done at the beginning of each month by the Reserve Coordinator for Department distribution. Therefore, the Reserve's report must reflect an accurate account of the program's results.

## **ON-CALL WEEK**

### **SECTION I**

Reserves are required to respond to calls made to them from their Reserve Coordinator during their on-call week. Failure to do so will result in appropriate discipline. Should the Reserve need to be at a location other than their normal telephone number, it is his/her responsibility to make appropriate arrangements to get the message relayed to them for prompt response.

## **TWO-TIER RESERVE PROGRAM**

During 2002, the Department established a "Two-Tier" pay scale for Level I Reserve/Annuitant Officers. The purpose of this program is to retain experienced and highly trained Officers in order to meet current and future needs of this Department.

The program establishes two levels of compensation for Level I Reserve Officers. This new classification is an internal change and does not impact any of the requirements or standards established by the Commission on Peace Officers Standards and Training. The purpose for this change is to address the anticipated retirements as a result of the enhanced retirement package agreed upon between the City and the Capitola Police Officer's Association.

Currently, the Department pays Level I Reserve Officers up to \$23.34 per hour. The second tier pay scale for Reserve/ Annuitant Officers is up to \$28.66 per hour. This rate-of-compensation will be paid to Reserve Officers, meeting the requirements outlined as follows.

- Honorably Retired: Retiring full-time police Officers whose talents and expertise would be beneficial to the Department if retained. This gives the Department the opportunity to have full-time police Officers retire and become Level I Reserve Officers for the Department. These personnel will be assigned to work in area(s) the Department deems necessary for up to 960 hours per year. An example would be a retiring detective the Department retains to assist with case investigations.
- Break in Full-time Service: Full-time police Officers who desire to become a part-time, Level I Reserve Officer for personal reasons, but would like the opportunity to return to full-time status in the future. These employees will be utilized to help meet the Department's needs by using their training and expertise. They would be eligible to contribute to P.E.R.S. on a pro-rated basis, and would receive the benefits associated with the Reserve Officer Position. Employees could use this position to pursue educational goals on a full-time basis, care for family members with long-term illnesses, or dedicate their time to address family issues.

To qualify for this program, the Department will evaluate the employee's past performance record, their training and expertise, and the needs of the Department. The same criteria will be utilized if an employee requested to return to full-time status. If Police Management decides to grant the request, the employee would resign their full-time status and be sworn in as a Reserve Officer on the same day. By not breaking employment with the City, the employee could be transitioned immediately to their new part-time status. The process to hire an Officer who utilized the "Break in Full-time Service" option is already in place as well. This process is currently utilized to process Reserve Officers who apply for a full-time position. These personnel may be exempted from the normal Reserve Officer expectations, as approved by the Reserve Unit Coordinator, such as minimum monthly uniformed patrol assignments.

Interested personnel are to submit a Capitola Police Department Reserve Officer Request Form to the Reserve Coordinator for consideration.

**RESERVE OFFICER  
SPECIAL ASSIGNMENT REQUEST FORM**

I \_\_\_\_\_ am requesting to be considered as a Level I Reserve Officer assigned to the "Two-Tier Reserve Program" at the higher pay rate. I have read and understand the Capitola Police Reserve Officer Manual section detailing the "Two-Tier Reserve Program." My qualifications for such position/s are as follows:

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I understand that to qualify, the Department will review my past performance record, training and expertise along with the needs of the Department. My acceptance would require me to attend monthly Reserve meetings, complete all required departmental training, and meet all of the training requirements established by P.O.S.T. for all Level I Police Reserve Officers. In addition, I will work in any capacity the Department deems necessary.

Name: \_\_\_\_\_

Date: \_\_\_\_\_