

RESOLUTION #108

A RESOLUTION APPROVING THE POLICE RESERVE UNIT DUTY MANUAL

WHEREAS, the City of Chesterfield uses, as part of its overall Police Force, individuals who are in the Police Reserve; and

WHEREAS, it is in the best interest of the City to have an established policy regarding the Reserve Unit and its rules and procedures. Accordingly the City of Chesterfield has developed the Police Reserve Unit Duty Manual.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHESTERFIELD, ST. LOUIS COUNTY, MISSOURI, AS FOLLOWS:

The City Council of the City of Chesterfield hereby adopts as the official policy of the City of Chesterfield as it relates to the Police Reserve Unit, the Police Reserve Unit Duty Manual, a copy of which is attached hereto and made a part hereof as if fully set out herein.

Future changes to the Police Reserve Unit Duty Manual shall be made in accordance with votes of the City Council approving the same and may be included within the officially designated manual upon voice vote of the City Council of the City of Chesterfield.

Passed and approved this 2<sup>nd</sup> day of DECEMBER, 1991.

Jack Leonard  
MAYOR

ATTEST:

Marilyn L. De May  
CITY CLERK

6.

CHESTERFIELD POLICE DEPARTMENT

RESERVE POLICE UNIT MANUAL

PREFACE

The purpose of the Chesterfield Reserve Police Unit Manual is to establish standards and conditions, adopt rules and procedures, duties and responsibilities for the citizen volunteers who serve with the Reserve Police Unit of the Chesterfield Police Department for the City of Chesterfield, St. Louis County, Missouri.

This Manual, as prepared by the Chief of Police and approved by the City Administrator, is a policy manual of the Police Department and all members of the Chesterfield Police Department, paid and voluntary, certified, non-certified and clerical are responsible for the contents herein.

August, 1991

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I. OVERVIEW

- A. The Chesterfield Reserve Police Unit was created by the Chesterfield City Council via Ordinance Number 136 (subsequently codified to Chapter 24, Article IV, Sections 24-86 through 24-92) on July 18, 1988.
- B. As with full-time paid employees, all members of the Reserve Unit are included in the police professional liability, workers compensation, automobile liability, and federal death benefit insurance programs. However, Reserve Police Unit members are not recipients of salary and other remunerations and benefits such as social security retirement, life insurance, and disability programs generally associated with full-time paid employees.
- C. All members of the police Reserve Unit are governed by the Rules and Regulations, General and Special Orders, Written Directives and Policy Manuals of the Police Department. Additionally they will be held to the same standards and must comply with the conditions of the City Safety Manual and the ethics, standards of conduct guidelines, and drug and alcohol screening requirements of the City Personnel Manual unless otherwise specifically exempted.
- D. The authorized strength of the Reserve Police Unit is twenty-five (25) officers.

II. GOALS

The Reserve Police Unit has been created to supplement the Chesterfield Police Department during times of emergency or other details or incidents which require the use of additional personnel.

A. Primary Goal

The primary goal of the Unit shall be to relieve Police Officers from certain details and duties allowing them to spend additionally realized man-hours on their primary patrol or investigative assignments.

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B. Secondary Goal

The secondary goal is to provide on-going training with Police Officers so that Reserve Police Unit Members will be prepared to perform potentially expanded roles during emergency or disaster situations.

III. CLASSIFICATION OF RESERVE POLICE OFFICERS

There shall be two (2) classifications of Reserve Police Officers with authorization as set out below:

A. Certified Reserve Police Officer

Any person who serves as a Certified Reserve Police Officer must fulfill the requirements set forth in all Sections of the Revised Statutes of the State of Missouri. At the option of the City of Chesterfield, Reserve Police Officers may participate in the training program required under the provisions of Sections 590.100 to 590.180 of the Statutes of the State of Missouri. Upon meeting the requirements set forth in statute form, the Reserve Police Officer shall be certified in the same manner as provided for peace officers.

B. Non-Certified Reserve Police Officers

Within the Chesterfield Reserve Police Unit there will be two (2) sub-categories of Non-Certified Reserve Police Officers with limited duties and authority as set out below:

1. Non-Certified Reserve Police Officers

Non-Certified Reserve Police Officers are those Officers who have not completed State certification requirements and who, without certification, have no power of arrest and must be under the direct and immediate accompaniment of a certified peace officer of the same agency at all times while on duty.

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Exception: During a declared disaster or emergency, as defined by the City of Chesterfield's Emergency Operations Plan, the Chief of Police or his designee may appoint Non-Certified Officers to act as Police Officers during the period of the declared disaster or emergency as provided under Chapter 44 of the Statutes of the State of Missouri.

2. Administrative Reserve Personnel

Administrative Reserve Personnel are Non-Certified and will serve in a clerical function only.

IV. DUTIES

It shall be the duty of all members of the Reserve Police Unit of the City of Chesterfield to be conservators of the peace and they shall be active and vigilant in the preservation of law and order in the City of Chesterfield. Certified Reserve Police Officers, when on duty, with the approval of the Chief of Police, shall have power to serve and execute all warrants, subpoenas, writs or other process, and to make arrests, with proper process, for any offense against the local laws of the City or of the State of Missouri. They shall also have the power to make arrests without process in all cases where any offense against an Ordinance of the City or of a law of the State of Missouri shall be committed in their presence or upon probable cause; and they shall perform such other duties and have such other powers as may be provided for by law or by ordinance of the City to Chesterfield.

Duties and detail assignments shall be defined from time to time by the Chief of Police (an example of a Chesterfield Reserve Police Unit Duty and/or Detail is attached hereto) and shall include but not be limited to:

- A. Providing officers to ensure security for the Chesterfield Municipal Court and making warrant/wanted arrests when required.

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- B. Providing officers to ensure security for official City meetings or gatherings.
- C. Providing officers for traffic direction and/or to ensure security for special events which might include but not be limited to:
  - 1. Airshows or other heavily attended events.
  - 2. Park, School, Athletic or City sponsored events.
  - 3. Directed Patrol in specific areas.
    - a. Business patrol, updating emergency notification files.
    - b. Foot patrol, i.e. Chesterfield Mall.
    - c. Close watch patrol in targeted high incident areas.
- D. Providing station personnel for clerical relief, multiple prisoner booking, prisoner release, i.e. making bonds, large evidence seizures and packaging.
- E. Providing officers at scenes where a Police Officer would have to remain out of service for an extended period, thereby returning the Police Officer to service.
- F. Supplementing manpower for searches.
- G. Prisoner conveyance from Court and other venues.
- H. Assigned as a second officer in a unit on patrol thereby reducing the necessity to dispatch second units.
- I. Such other activities as directed by the Chief of Police.

V. ORGANIZATION

The Chesterfield Reserve Police Unit shall be an element within the Bureau of Field Operations and shall report to the Bureau Commander.

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- A. The administrative chain of command is as follows:
1. City Administrator.
  2. Chief of Police.
  3. Commander, Bureau of Field Operations.
  4. Commander, Reserve Police Unit.
  5. Assistant Commander, Reserve Police Unit.
  6. Reserve Police Unit Member(s).
- B. When Reserve Police Unit Members are working on any particular assignment, they will be reporting to that particular chain of command. The Reserve Police Unit Commander shall be kept informed of a member's proficiency while working with another unit.

VI. COMMAND OF UNIT

A. Officer(s)-in-Charge

The Commander of the Reserve Police Unit and his Assistant shall be appointed by the Chief of Police with the approval of the City Administrator, and shall also serve without compensation. The Commanders of the Reserve Police Unit shall be certified Reserve Police Officers and shall possess all powers and authority as established by Chesterfield City Ordinance, Chapter 24, and Sections 590.100 to 590.180 of the Revised Statutes of the State of Missouri. The Assistant Commander shall be the Officer-in-Charge in the absence of the Commander. In the absence of both the Commander and the Assistant Commander, the Commander of the Bureau of Field Operations may, on a temporary basis, designate an Acting Commander.

B. Responsibilities



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The Commander and his Assistant are responsible for:

1. Recruitment, issuance and processing of applications.
2. Coordination of training with Department Training Officer.
3. Scheduling of assignments and meetings and appointing "Lead Reserve Police Officers" to act as a Senior Officer at a Duty or Detail in the absence of a Reserve Commander.
4. Record keeping and reporting.
5. Maintaining discipline including temporarily relieving from duty if necessary.
6. Participating in the Unit's planning and budgeting processes.
7. Responding to scenes involving their officers if the officers are injured or involved in an incident causing or potentially causing a complaint to be filed.

C. Authority

The Commander of the Reserve Police Unit and his Assistant Commander shall be the first-line supervisors of the Reserve Police Unit, and as such, shall be on-call for-duty 24 hours a day. They shall each be assigned a permanent radio call number and shall within the confines of their specific assignments, have the authority and responsibilities commensurate with a Police Lieutenant and a Police Sergeant. They shall not wear rank insignia other than their command badges.

VII. CONDITIONS OF APPOINTMENT

- A. General eligibility requirements for individuals

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to apply to become Chesterfield Reserve Police Unit Members are the following:

1. Citizen of the United States and Missouri resident.
2. No felony record or serious misdemeanor.
3. Minimum age of 21 years or must have reached their 21st birthday at time of completion of an appropriate training course.
4. High school graduate or equivalent.
5. Height and weight must be proportional.
6. Must hold valid Missouri driver's license.
7. Must have an honorable discharge from military, if applicable.
8. Be in good physical condition with no handicaps which would interfere with their Reserve duties.
9. Any other requirements as may from time to time be prescribed by the Chief of Police, the Board of Police Commissioners, the Personnel Director, or the City Administrator.

B. Processing of Applicants

1. Documents required

Applicants to the Reserve Police Unit shall complete the same application form(s) as do applicants for the position of Police Officer and shall submit copies of the following documents:

- a. Driver's license.
- b. Birth certificate.
- c. High School diploma or Missouri equivalency certificate.

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- d. Transcripts of college credits (if applicable).
- e. College diploma (if applicable).
- f. Discharge papers (if previous veteran).
- g. Certificate of service, DD214 (if previous veteran).
- h. Naturalization papers (if applicable).
- i. Training certificates, such as radar, CPR, traffic (if applicable).
- j. Police Academy certificate (if applicable).
- k. Two (2) recent photographs (for identification purposes only).

2. Testing and Assessment

At the discretion of the Chief of Police, Reserve applicants may be required to submit to certain testing as scheduling and fiscal constraints warrant. Testing shall be approved by the Personnel Director and may include:

- a. Physical assessment.
- b. Written test.
- c. Psychiatric or Psychological test.
- d. Drug test.
- e. Polygraph.
- f. Medical exam.

3. Oral Interviews

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a. Officers' Interview

Reserve applicants will be interviewed by an Oral Review Board appointed by the Commander of the Reserve Police Unit. The Board members will consist of Chesterfield: Reserve Police Officers, Police Officers who were formerly Reserve Police Officers, Police Training Officers and/or Senior Police Officers who display an interest in assisting the Reserve Program.

b. Board of Police Commissioners' Interview

Reserve applicants who successfully pass the Officers' Oral Review Board interview will be referred to an Oral Review Board interview comprised of Members of the Board of Police Commissioners.

4. Background Investigation

a. A thorough and complete background investigation will be conducted for all applicants by members of the Chesterfield Police Department and/or assisting law enforcement agencies. Applicants must successfully complete said background investigation as deemed reasonable by the Chief of Police.

b. Credit check/report.

C. Recommendation

Upon the conclusion of the processing procedure, the Commander of the Reserve Police Unit will forward the applicant's file to the Chief of Police with a recommendation for:

1. Approval.

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2. Disapproval given standards of the Chesterfield Reserve Unit per the basic guidelines and ethics of the City Personnel Manual.
3. Application to be kept on file for a period of one year.

D. Appointment

Reserve applicants who successfully complete the application procedures, shall be appointed by the Chief of Police, with the approval of the City Administrator, and shall serve without compensation and at the discretion of the Chief of Police. Reserve Police Officers upon appointment shall be administered the oath of office by the City Clerk.

VIII. STANDARDS OF PERFORMANCE

A. Minimum service standards

Reserve Unit Members shall be required to provide a yearly minimum of 225 total hours of volunteer service. When reporting for duty all non-supervisory members of the Unit shall sign the duty log book AND inform the on-duty supervisors of their presence and their intended duties.

B. Availability

It is the responsibility of each member of the Reserve Police Unit to communicate availability, i.e. business or vacation trips, and to provide any information representing a change from information which was provided within the application process.

C. Leave of Absence

A member of the Reserve Police Unit may apply in writing to the Chief of Police for a leave of absence not to exceed one year if said member is unable to fulfill their minimum duty requirements as a result of prolonged illness, injury, family hardships or their regular employment. If a member is granted leave for

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over 60 days or if it appears a leave will unexpectedly extend past 60 days, all department property will be returned immediately.

D. Performance Evaluation

The Commander of the Reserve Police Unit, with the approval of the Chief of Police and the Director of Personnel, shall develop an evaluation system concurrent with the volunteer spirit of the Reserve Unit Member's relationship with the City of Chesterfield.

IX. TRAINING

A. Police Academy

All Chesterfield Reserve Police Officer appointees who are not graduates of State Certified Police Academy and thereby certifiable, shall be required to attend a course of training concurrent with state laws, city ordinances and departmental procedures. All Chesterfield Reserve Officers are encouraged to complete the formal academy and field training necessary to be recommended by the Chief of Police to be certified by the State of Missouri as a Certified Peace Officer.

B. Field Training

All Chesterfield Reserve police officer appointees shall complete a course of Field Training with Field Training Police Officers or approved Senior Police Officers as designed by the Commander of the Bureau of Field Operations and approved by the Chief of Police. All qualified non-supervisory Reserve Officers should attempt to spend at least one watch every sixty (60) days with a Field Training Police Officers or approved Senior Police Officers to maintain proficiency.

C. In-Service Training

All Chesterfield Reserve Police Unit Members are

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required to attend all in-service training: firearms, first-aid, self-defense and any other courses of study deemed necessary by the individual training coordinators, i.e.: Firearms Coordinator or Department Training Officer as approved by the Chief of Police.

D. Specialized Training

Reserve Police Unit Members will have the opportunity to make application to attend specialized training or seminars, either in-house, i.e.: working with Detectives or Crime Scene Technicians, or external, i.e.: federal, state or local academies or department seminars, REJIS classes.

E. Training Funding

The City of Chesterfield shall pay for all basic academy and in-service training as required for duty. Specialized training may be funded, depending on scheduling and budgetary constraints. The Chief of Police may sponsor a prospective candidate for specialized training. The student may be required to pay for the specialized training.

X. WORKING RELATIONSHIPS

A. Police Officers and Reserve Police Offices

The working relationship between Police Officers and Reserve Police Officers shall parallel the working relationship between a Field Training Police Officer and his Probationary Trainee. When working together, depending upon the level of experience, tasks should be balanced between demonstrating how duties are performed and supervising their performance.

B. Police Officers and Non-Certified Reserve Officers

1. It is the responsibility of the on-duty supervisor to determine the classification of

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Reserve Officers. Non-Certified Reserve Police Officers shall advise the supervisor of their certification status when reporting for duty.

2. Police Officers or Certified Reserve Police Officers who work with Non-Certified Reserve Police Officers shall be the immediate supervisors and as such shall keep in mind the limitations of Non-Certified Officers.
3. Non-Certified Reserve Police Officers shall be aware of and abide by the limitations of non-certified status.

XI. UNIFORMS AND EQUIPMENT

A. Issuance of equipment

Reserve Police Unit Members shall be issued all necessary uniforms and equipment by the City of Chesterfield.

1. All Reserve Police Unit Members shall be issued equipment according to their level of certification and the amount of equipment available.
2. All issued equipment remains the property of the City of Chesterfield and must be surrendered upon separation from unit or at the request of a Supervisor.

B. Use of equipment

Reserve Police Officers shall wear identifying uniforms and emblems when carrying out any duty, task, or assignment, unless otherwise directed by their supervisors.

1. Certified Reserve Police Officers may be allowed to work in civilian attire if signed in, on duty and approved by:
  - a. The Commander or Assistant Commander of



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- the Reserve Police Unit, and;
- b. The Firearms Coordinator and the Firearms Instructor who has supervised Firearms Qualification from civilian attire and has approved of holster, etc., and;
  - c. The Commander or Supervisor of the Bureau or Unit for which the Certified Reserve Police Officer would be assigned.
- 2. Non-Certified Reserve Police Officers shall always be in uniform when on duty and shall not be allowed to work in civilian attire while armed. Non-Certified Reserve Police Officers shall be issued departmental weapons, but the weapons shall remain secured at Police Headquarters while the Non-Certified Reserve Police Officer is not signed in, on duty.
  - 3. All Non-Certified Reserve Police Officers and those Certified Reserve Police Offices who, at that time are not qualified to take their weapon home, shall carry their uniforms to Police Headquarters and change there, so that they are not uniformed while unarmed.
  - 4. Administrative Reserve Personnel shall not be in uniform outside Police Headquarters nor armed unless so directed by the Chief of Police.
- C. Supplemental equipment must be approved in writing by the Chief of Police.
  - D. Uniforms and equipment shall not be worn or used other than while signed in, on duty, or en-route to or from duty without the expressed written permission of the Chief of Police.
  - E. Certified Reserve Police Officers who are authorized to take their weapon home shall, on arrival at home, unload and disassemble the weapon and securely store the disassembled groups separately. These Officers shall not utilize their assigned weapon for home or property defense.

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XII. CONDUCT AND DEPARTMENT

- A. All members of the Reserve Police Unit shall possess and maintain a complete working knowledge of all rules, regulations and written directives of the City of Chesterfield and the Chesterfield Police Department, including this Manual.
- B. No member of the Unit shall disclose or discuss any information concerning police or judicial matters, records, reports or related communications or documents with any person other than Chesterfield Police Department Personnel, or within their scope of duty, while signed in, on duty.
- C. If a Reserve Unit Member is arrested, detained, or taken into custody for questioning for suspicion of having committed a crime, whether a Municipal, State or Federal violation, that individual must immediately report same to the Reserve Commander (or his Assistant, and in their absence the Patrol Commander). Written notification of the occurrence must be started through the Administrative chain of command within twenty-four (24) hours of the arrest, detention or questioning.
- D. Allegations involving Reserve Unit Members shall be handled in the same manner as those involving full-time paid Police Officers.
- E. No member of the Unit shall affiliate with any other law enforcement or security organization other than the Chesterfield Police Department nor shall any member of the Unit participate in any part-time security related employment nor volunteer for any police related activities outside of authorized duties or details unless approved in writing by the Chief of Police.

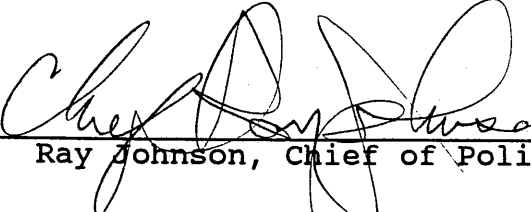
XIII. FINAL AUTHORITY

The Chief of Police, with the approval of the City

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Administrator, retains the primary and final authority in the direct control and supervision of the Reserve Police Unit with reference to, but not limited to: appointment, removal, suspension, discharge, with or without cause. All decisions and judgements of the Chief of Police, with the approval of the City Administrator, shall be final, and no appeals are permitted to a higher authority, including the Board of Police Commissioners or the Chesterfield City Council.

This Reserve Police Unit Manual will take effect on the date it is approved:

BY ORDER OF:  Ray Johnson, Chief of Police 12/4/91  
Date

APPROVED BY:  Michael G. Herring, City Administrator 12/3/91  
Date