

HONOLULU POLICE DEPARTMENT
POLICY
ORGANIZATION, MANAGEMENT, AND ADMINISTRATION

July 14, 2015

Policy Number 2.30

RESERVE OFFICER PROGRAM

POLICY

The Reserve Officer Program is designed to enlist the services of qualified citizens to perform emergency police duties and provide additional police protection to the public.

PROCEDURE

I. ADMINISTRATION OF RESERVE OFFICER PROGRAM

- A. The Community Affairs Division (CAD) commander shall oversee the Reserve Officer Program and designate a coordinator to direct and manage the program.
- B. Human Resources Division
 - 1. The Human Resources Division (HRD) shall process and maintain reserve officers' personnel records.
 - 2. The HRD shall schedule reserve officers for annual physical examinations.
- C. Element Commanders

Element commanders or their designees shall be responsible for the reserve officers assigned to their elements and shall:

 - 1. Schedule and supervise officers;
 - 2. Attest to the reserve officers' time worked; and
 - 3. Ensure that the Performance Evaluation Report e-forms are completed and forwarded to the CAD reserve coordinator.

II. QUALIFICATIONS AND APPOINTMENT

The following are the minimum qualifications for reserve officers:

A. Minimum Qualifications

- 1. Be a citizen, U.S. national, or permanent resident of the United States. Be a state of Hawaii resident at the time of application (no time requirement for residency);
- 2. Be not less than 20 years of age;
- 3. Have the ability to pass written and physical examinations, an interview, a background investigation, and any other prescribed tests;
- 4. Have a high school diploma or equivalent; and
- 5. Have the desire to serve without any compensation from the City and County of Honolulu.

B. Training

Recruit reserve officers shall remain in recruit status, pending the completion of the approved departmental police recruit training and probation. Only applicants who pass an approved, departmental police recruit training curriculum shall be commissioned as reserve officers.

C. Appointment

- 1. Upon appointment, reserve officers shall take the oath of office as prescribed by the Standards of Conduct of the Honolulu Police Department (HPD) and the oath of loyalty as prescribed by law.
- 2. Reserve officers shall receive a certificate of appointment signed by the Chief of Police.

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D. Probation

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The probationary period for new recruit reserve officers shall be one year. Reserve officers who have previously completed the recruit training curriculum and successfully completed a one-year probationary period shall be subject to a six-month probationary period as an initial reserve officer.

E. General Job Duties

2-21-2020

Reserve officers may perform the same duties and accept the same responsibilities as full-time officers.

III. RULES OF CONDUCT AND DUTY REQUIREMENTS

A. Rules of Conduct

Reserve officers shall:

1. Abide by the Standards of Conduct of the HPD while on and off duty. Any violation may be cause for termination;
2. Adhere to the policies and guidelines of the HPD;
3. Carry the service firearm on his or her person only when on duty;
4. Display the police badge or departmental identification card only while on duty;
5. Notify the HRD and the reserve coordinator of any change in personal status, including civilian job changes, if applicable; and
6. Be subject to dismissal if engaged in any employment or activity that may constitute a conflict of interest with police business.

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B. Uniform and Equipment

1. Uniform

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Upon being commissioned, the reserve officer shall be issued two complete sets of uniforms. Refer to Policy 2.38, UNIFORMS, EQUIPMENT, AND FIREARMS, for uniform requirements.

2. Equipment

a. Equipment such as badges, cap shields, insignias, guns, batons, and uniform belts shall be issued to reserve officers as required for their assignment.

b. All equipment shall remain a part of the City and County of Honolulu inventory and shall be properly accounted for at all times.

c. Reserve officers who resign or are terminated shall return all issued equipment to the Finance Division immediately.

2-21-2020

C. Training and Quarterly Meetings

1. Reserve officers are required to attend quarterly meetings as scheduled.

2. Reserve officers shall satisfactorily complete an Annual Recall Training (ART) II session on a yearly basis.

3. Insufficient attendance or unsatisfactory performance may be cause for discipline and/or dismissal.

2-21-2020

D. Duty Requirements

1. Reporting for Duty

Reserve officers shall complete a minimum of 20 duty hours per calendar month.

Reserve officers who fail to meet the minimum 20 hours a month shall be subject to the following actions:

a. For the first violation, the reserve officer will be given a documented verbal counseling;

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- b. For the second violation within a 12-month period of a previous violation, the reserve officer will receive a Divisional Counseling, HPD-384 form, and a one-month suspension from working Special Duty.
- c. For the third violation within a 12-month period of a previous violation, the reserve officer will receive a Notice of Disciplinary Action, HPD-121 form, and a three-month suspension from working Special Duty.
- d. For the fourth violation within a 12-month period of a previous violation shall be cause for dismissal from the Reserve Officer Program.
- e. The CAD commander or designee shall have the final determination on the completion of monthly hours.

2. Absence From Duty-Excused

- a. Reserve officers who cannot report for duty as scheduled shall notify the element commander or designee no less than three hours prior to the commencement of the scheduled tour of duty.
- b. Reserve officers shall be scheduled to make up any excused absence within 30 days.

3. Absence from Duty-Unexcused

- a. Reserve officers who are absent from a tour of duty without a justifiable reason are considered to be absent without leave (AWOL).

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b. AWOL reserve officers shall be permitted to return to duty only after a written explanation for the absence has been accepted by the element commander.

(1) The original copy of the explanation, with the element commander's recommended disposition and signature, shall be forwarded to the reserve coordinator for placement in the officer's personnel file.

(2) Reserve officers with three unexcused absences during any 12-month period shall be dismissed from the Reserve Officer Program.

4. Attendance

a. Complete the Reserve Officer Program Monthly Workload Record, HPD-364 form; and

b. Submit the completed HPD-364 form to the reserve coordinator by the fifth working day after the close of the month.

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E. Assignment

The CAD commander or designee shall make all reserve officer assignments.

F. Motorized Status

1. Reserve officers who wish to become motorized shall submit a written request via channels to the CAD commander.

2. The following criteria will be considered to determine whether a reserve officer attains motorized status:

a. Satisfactory completion of three years as a regular or reserve officer;

b. Fulfillment of the required number of duty hours;

c. Satisfactory completion of the ART II sessions and quarterly meetings;

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d. Recommendation by the CAD commander; and

e. Seniority in the Reserve Officer Program.

3. Motorized reserve officers shall be issued the necessary police equipment and comply with Policy 4.13, POLICE VEHICLES.

G. Leave of Absence

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1. Reserve officers may request a leave of absence for medical, family, vacation, or military leave by submitting a written request via channels to the HRD commander.

2. The Chief of Police's designee (i.e., HRD commander) may grant or deny any request for a leave of absence.

H. Sick or Injury

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1. If the reserve officer is ill or cannot work a scheduled event, he or she shall notify the reserve coordinator or designee of the illness and duration. Refer to section III D 2 above.

2. If the reserve officer is injured during their non-police work time, the reserve officer shall notify the reserve coordinator or designee of the nature of the injury and keep the command apprised of the progress of treatment.

3. Reserve officers who will be out on extended injury or illness will be placed on limited-duty status, as outlined in Policy 3.44, LIMITED-DUTY ASSIGNMENTS.

I. Special Duty and Volunteer Police Service

2-21-2020

1. Initial probationary reserve officers shall be subject to a one-year special duty or voluntary police service restriction.

2. New reserve officers who have previously completed a prior recruit probationary status shall be subject to a three-month special duty or voluntary police service restriction, in accordance with Policy 3.20, SPECIAL DUTY AND VOLUNTARY POLICE SERVICE.

3. Reserve officers shall not work special duty or voluntary police assignments while on leave of absence status exceeding one month.

J. Performance Evaluation

1. Each reserve officer's performance shall be evaluated by the assigned element on the required Performance Evaluation Report e-form and at the same intervals as regular officers.
2. The Performance Evaluation Report e-form shall be routed through the reserve coordinator before final disposition in the reserve officer's personnel file.

K. Annual Physical Examinations

1. Reserve officers shall pass annual physical examinations.
2. Failure to pass the annual physical examination may result in:
 - a. Reserve officers being processed as directed by Policy 3.16, PHYSICAL EXAMINATION AND MEDICAL DISQUALIFICATION;
 - b. Disqualification of a reserve officer from maintaining reserve status; and
 - c. The officer being given the option of an assignment as a civilian volunteer.

L. Separation

1. Resignation

- a. Reserve officers shall submit a completed SEPARATION report, HPD-259 form, through appropriate channels to the Chief of Police at least 14 calendar days before separation.
- b. Reserve officers shall submit a completed Employee Clearance Slip, HPD-368 form, to the HRD no less than five days before the date of separation.

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2. Retirement

- a. Reserve officers may retire after 20 or more years of satisfactory service.

Reserve officers who have 20 years or more of satisfactory service and resign in good standing, as defined under Civil Service Rule 11-7, may be eligible for a miniature badge and badge holder upon final clearance by the HRD.

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- b. Reserve officers shall follow procedures in Section III L 1 above.

3. Dismissal

- a. Reserve officers may be dismissed by the Chief of Police for violation of the Standards of Conduct or directives of the HPD or for the overall benefit of the department.

- b. Reserve officers shall follow procedures in section III L 1 above.

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M. Reappointment

Reserve officers who resign in good standing may be reinstated with the consent of the appointing authority.

- 1. Reserve officers who are reappointed after three months and within one year from the date they leave the Reserve Officer Program shall attend the ART II and Field Training and Evaluation Program (FTEP). The length of the FTEP training shall be at the discretion of the Training Division commander.
- 2. Reserve officers who are reappointed shall also review all new and amended policies and procedures implemented since their departure. The CAD commander shall be responsible for follow-up and documentation of the reviews.

IV. VANGUARD OPERATION

- A. A Vanguard operation shall use only reserve officers.
- B. Vanguard shall be used as a whole unit in one location.
- C. Officers participating in a Vanguard operation shall be in uniform unless otherwise specified.



SUSAN BALLARD
Chief of Police

12-28-2017

Post on bulletin
board for one week

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