
	Florida State University Police Department	
Reserve Officer Program/Part-time Sworn Members		
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	Pages: 5	

Purpose

The purpose of this directive is to establish guidelines for the operation of the Reserve Officer/Part-time Sworn Officer Program within the Florida State University Police Department.

Policy

The Florida State University Police Department will establish a Reserve Police Officer Program to provide supplemental staffing for special events and to augment law enforcement operations.

Procedures

A. Organization and Structure

1. The FSUPD Reserve Unit is a component of the Uniformed Operations Section.
2. The Operations Captain shall exercise direct control over the organization, administration, and discipline of the Reserve Unit.
3. The Operations Lieutenant shall act as the unit coordinator and as a liaison to the Reserve Unit. The Operations Lieutenant shall coordinate all operational and administrative responsibilities of the Reserve Unit.
4. The numerical strength of the Reserve Unit shall be determined by the Assistant Vice President for Safety/Chief of Police.
5. In descending order of authority, Reserve Unit ranks are Lieutenant, Sergeant, and Officer. All ranks are appointed by the Chief of Police and are not subject to Collective Bargaining. The authority and responsibility of Reserve Unit ranks shall be similar to full-time sworn employee ranks, except that Reservists do not have command authority over full time sworn employees.
6. The Operations Lieutenant may appoint sworn staff as coordinators as needed to assist in the administration of the program.

B. Eligibility and Selection Criteria [CFA 9.06]

1. An applicant must comply with the same eligibility requirements as full time officers and meet the same requirements established by the Criminal Justice Standards and Training Commission (CJSTC) and either have retired or resigned in good standing from FSUPD as a law enforcement officer.
2. An applicant that has a break in service from a full-time officer position at FSUPD to a Reserve Officer must comply with the same requirements as new officer hire, i.e., full background investigation, including psychological exam, medical exam, drug screening and physical abilities testing.
3. To avoid a conflict of interest, persons in the following occupations will not be eligible for appointment to reserve officer positions.
 - a) Anyone currently employed as a certified law enforcement officer, private security guard, private detective, or similar occupation.
 - b) Persons involved in the sale or distribution of alcoholic beverages.
 - c) Bail bondsmen, attorneys practicing criminal law and their employees, or State Attorney's Office investigators.
 - d) Other persons who, at the discretion of the Chief of Police, may raise an immediate or potential conflict of interest.
4. The Chief, or designee, will make the final decision concerning acceptance or rejection of the applicant.
5. Reserve officers serve at the discretion of the Chief and may be terminated without cause.
6. All reserve officers must successfully complete the approved Reserve Officer Field Training & Evaluation Program (unless exempt as outlined in section C) before they will be permitted to perform patrol functions without direct supervision.

C. Training

1. Reserve Officers must successfully complete the Reserve Officer Field Training Program as outlined in the General Order titled "Field Training & Evaluation".
 - a) Reserve Officers appointed after retiring and/or resigning from the FSUPD will not be required to complete the Field Training & Evaluation Program if appointed within one year of retirement/resignation.
 - b) Reserve Officers appointed later than one year after retiring/resigning from the FSUPD will be required to complete the Reserve Officer Field Training & Evaluation Program.
2. Reserve Officers shall receive equivalent in-service training as full-time officers which includes, but is not limited to: [CFA 10.10]
 - a) Mandatory retraining classes as required by CJSTC;
 - b) Annual demonstration of proficiency with firearms authorized to carry;
 - c) Annual use of force training;

- d) Annual Taser Training (if issued);
 - e) Biennial less-lethal weapon training (other than Taser);
 - f) Legal updates
3. Training time is credited toward the ten (10) hours per month mandatory time requirements.

D. Responsibilities of Reserve Officers

Reserve Officers:

1. Are appointed and serve in accordance with agency directives and applicable law.
2. Shall meet the same training requirements as full-time sworn personnel as outlined by the Florida Criminal Justice and Training Commission and FSUPD General Orders.
3. Are certified by the Florida Criminal Justice Standards and Training Commission and have the same enforcement authority and full time officers. [CFA 2.08]
4. Shall be provided with Department policies and procedures whether in electronic or written form and shall comply with those directives.
5. Shall attend monthly meetings as required unless excused by a supervisor.
6. Regardless of the above, shall not miss three (3) consecutive meetings or four (4) meetings within one calendar year or they may be terminated.
7. Shall provide 10 hours of service each month:
 - a) Duty time includes regularly assigned duties, meetings, in-service training, administrative duties, attending court or depositions, or any other duties assigned by command staff.
 - b) Requests to waive the mandatory monthly ten (10) hours of service must be approved by the Operations Lieutenant.
 - c) Reserve officers shall prepare and submit work sheets to document duty time. All work sheets must be turned in during the monthly meeting, or if not attending, to their supervisor.
8. Shall not install and/or utilize emergency equipment (i.e. blue lights, sirens, etc.) in their personally owned vehicles.
9. Are restricted in their ability to perform law enforcement duties to only those areas for which they have received training. [CFA 10.14]

E. Classification and Compensation

Reserve officers may serve in a volunteer or paid part-time OPS position.

1. Qualified sworn members that resign from a full time sworn position may return immediately in an OPS classification position.

2. Qualified members in the State Pension Program may serve in a volunteer position immediately following their retirement. Those members will be eligible for re-employment one year from their retirement date. (may return to work during the 7th – 12th calendar months following the retirement date, but monthly retirement benefit will be suspended for the months employed).
3. Qualified members in the Optional Investment Plan may serve in a volunteer position immediately following their retirement. Those members will be eligible for re-employment seven months from their retirement date. (not authorized to draw from retirement until one year after retirement date).

F. Subpoenas

All subpoenas/notice of depositions for reserve officers will be delivered to and accepted at the FSU Police Department in accordance with policies regarding receipt of official process.

G. Conditions of Service

The Assistant Vice President of Safety/Chief of Police reserves the right to dismiss any reserve officer with or without cause.

H. Equipment

1. Reserve officers shall be issued uniforms and equipment in accordance with the General Order titled “Uniform Dress Code and Appearance”.
2. The Operations Lieutenant shall approve all uniform replacements and submit the appropriate replacement orders to the assigned officer in charge of issuance of equipment.
3. Reserve officers are authorized to carry weapons when off duty in accordance with the FSUPD General Order titled “Firearms”.

I. Enforcement Related Off-Duty Employment


1. Reserve officers shall not work enforcement related off duty employment unless specifically authorized by the Assistant Vice President for Safety/Chief of Police.
2. Reserve officers may not receive reduced rent or rent free apartments connected to their service with the Florida State University Police Department.

Definitions:

Reserve Officer (Part-Time Sworn Member) – A part-time, sworn law enforcement officer, with or without compensation, who possesses the same powers and performs the same duties as full-time officers.

Indexing:

Reserve Officer
Reserve Officer Program
Part-time Sworn Officer

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