

 <b>NORFOLK</b> <i>Department of Police</i>	<b>Administrative General Order ADM - 123: Reserve Officers</b>		
	Office of Preparation: Strategic Management Division (rck)		
	<b>CALEA:</b>	16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.6, 16.3.7	
	<b>VLEPSC:</b>	None	
LEGAL REVIEW DATE:	03/05/2015	PRESCRIBED DATE:	3/12/15
City Attorney:	<i>Hester A. Muller</i>	City Manager/Director of Public Safety:	<i>Mark D. [Signature]</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

**Purpose**

The purpose of this order is to establish the Norfolk Police Department Reserve Officer Program to augment the operational capacity of the Department with part-time sworn officers.

**Policy**

It is the policy of the Norfolk Police Department to utilize sworn Reserve Officers to supplement and assist regular sworn officers in their duties. Reserve Officers will meet the same high ethical, moral, and professional standards set forth for the Norfolk Police Department.

**Supersedes:**

1. Any previously issued directive conflicting with this order

**Order Contents:**

- I. Reserve Officer Program
- II. Structure

I. Reserve Officer Program (CALEA: 16.3.1, 16.3.2, 16.3.3, 16.3.5, 16.3.6, 16.3.7, 16.3.9)

A. Function

The Norfolk Police Department Reserve Officer Program is established to augment the operational capacity of the organization. Reserve Officers are intermittent part time sworn officers appointed to provide a service in accordance with Norfolk Code Sec. 2.1-29. The work hours for Reserve Officers are indeterminate, fluctuate, are not regularly scheduled and shall not exceed one thousand forty (1040) hours during a twelve month period. Reserve officers will provide duties as designated by the Chief of Police.

B. Selection

Selection requirements for Reserve Officers, relating to job knowledge, skills, and abilities are the same as those for full time sworn officers. Reserve Officers must meet the same minimum educational requirements as full time sworn officers i.e., a high school equivalency diploma. Qualified retired Norfolk Police Officers when in compliance with Norfolk Personnel Administrative Policy 5.22: Rehiring Retirees, may serve as Reserve Officers.

C. Training

Reserve Officers shall have successfully completed a Basic Recruit Academy that has met or exceeded the minimum standards set forth by the Virginia Department of Criminal Services (DCJS), and hold a current Virginia DCJS Police Officer Certification at time of hire. Reserve Officers must meet the same in-service training, use of force training, and weapons proficiency qualification requirements as full time sworn officers.

D. Authority

Reserve officers have the same arrest powers and are capable of working individually in the same capacity as a full time officer. Reserve Officers working in their official capacities will be extended the same benefits in reference to legal representation as full time sworn officers (see ADM-240: City Attorney Representation).

II. Structure (CALEA: 16.3.4, 16.3.8)

A. Chain of Command

Reserve Officers shall be accountable to the on-duty supervisor at the command assigned, and shall adhere to the same chain of command as full time sworn officers.

B. Rules and Regulations

All Reserve Officers are governed by the same rules, regulations and written directives of full time officers of the Norfolk Police Department. Reserve Officers shall adhere to policies and procedures set forth in the Department's General Orders, and the Police Officer's Manual. While on duty Reserve Officers are required to carry the issued firearm in accordance with General Order OPR-110: Firearms.

C. Uniforms and Identification

Reserve Officers shall be uniformed and equipped in the same manner as full time sworn officers performing a similar function. The standard Norfolk Police Department Identification card will be issued to Reserve Officers.

D. Duties and Assignments

Reserve Officers assist full time officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of Reserve Officers will be established by the Chief of Police. Reserve Officers may be assigned to any command within the Department on an as needed basis.

E. Hours Worked

As Reserve Officers are intermittent part-time employees, their work hours are indeterminate, fluctuate, are not regularly scheduled, and shall in no event exceed one thousand forty (1040) hours during a twelve month period. Reserve Officers will not have any regularly scheduled work hours. Hours of work for Reserve Officers may be calculated on a work period basis. A work period may be from seven (7) consecutive days to twenty-eight (28) consecutive days in length. For any work period of at least 7 but less than 28 days, the number of hours scheduled for and/or worked by a Reserve Officer shall not exceed the number of hours that bear the same relation to 171 as the number of days in the work period bears to 28. For example, a Reserve Officer will not be scheduled for or work more than 43 hours in a 7 day work period, more than 86 hours in a 14 day work period, more than 128 hours in a 21 day work period, or more than 171 hours in a 28 day period.

F. Performance Evaluations

Reserve Officers' performance will be evaluated by their immediate supervisor annually in accordance with Norfolk Personnel and Administrative Policy 8.1: Performance Management, in the same manner as full time sworn officers.

## Definitions

Reserve Officer

A Reserve Officer is a paid, fully sworn officer that works less than full time, and who by their assigned function have all the authority of a full time sworn officer.

#### Related Documents

1. G.O. OPR-110: Firearms
2. ADM-420: City Attorney Representation
3. City of Norfolk Personnel and Administrative Policy 5.22: Rehiring Retirees
4. City of Norfolk Personnel and Administrative Policy 8.1: Performance Management
4. Norfolk Code Sec. 2.1-29