

RESOLUTION NO. 2002-08

A RESOLUTION AUTHORIZING AND ESTABLISHING A RESERVE POLICE UNIT FOR THE TOWN OF ASHLAND CITY, TENNESSEE.

WHEREAS, the Town of Ashland City has an excellent Police Department; and

WHEREAS, the Department could utilize the services of Reserve Officers who are capable and willing to assist with the delivery of police services;

NOW, THEREFORE be it resolved by the Board of Mayor and Councilmen of the Town of Ashland City, Tennessee that the following guidelines are adopted for the purpose of establishing a Reserve Police Unit to supplement the existing Police Department:

Section 1. Reserve Police Unit.

The Ashland City Police Department will establish a Reserve Police Unit and will use this unit to *supplement* the authorized numbers of full-time police officers. Reserve Police Officers will be assigned to assist full-time officers both in the delivery of day-today law enforcement and for emergencies. In no instance will auxiliary police officers work alone as police officers.

Section 2. Requirements.

Reserve Police Officers must meet the same minimum standards as full-police officers:

- A. Be at least twenty-one (21) years of age;
- B. Be a citizen of the United States;
- C. Be a high school graduate or possess equivalency;
- D. Not have been convicted of or pleaded guilty to any charge or violation of any felony charge or to any federal or state laws or city misdemeanors relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances, and not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
- E. Have his/her fingerprints on file with the Tennessee Bureau of Investigation;
- F. Have passed a physical examination by a licensed physician;
- G. Have a good moral character; and
- F. Be free of all apparent mental disorders that, in the opinion of a qualified mental health professional, would prevent the officer from fulfilling the essential functions of the job.

Section 3. Training.

- A. Reserve Police Officer candidates must complete eighty (80) hours of initial training while working as an Auxiliary Police Officer.
- B. Each Reserve Police Officer will complete eighty (80) hours of in-service training each year.
- C. The Department Training Officer will develop the training curriculum and assign scheduled training classes.
- D. The Reserve Officer will qualify at a firing range with the handgun to be carried on duty prior to any field assignment.
 - Each Reserve Officer will qualify each year as part of the mandated in-service training program.
 - Any officer not firing a passing score will not be allowed to work until he or she fires a passing score.
 - If more than six months pass after a failing score without the officer firing a passing score, the officer will be removed from the Reserve Officer Program.

Section 4. Powers.

Reserve officers who are successfully completing all training requirements will be granted police powers within the scope of their duties while serving in an on-duty status. These powers include:

- A. Powers of arrest;
- B. Privilege of carrying weapons,
- C. All other powers lawfully afforded full-time officers.

Section 5. Other Regulations.

- A. When off-duty, Reserve Police Officers will have no police powers. Reserve Officers will not make arrests under color of law or carry weapons except as provided by law.
- B. Reserve Officers will wear the same uniform and duty equipment as specified for full-time officers.
- C. Reserve Officers will be bound by the department's rules, regulations, policies and procedures, and will obey same. Violations will lead to disciplinary action or termination.

- D. Reserve Police Officer appointments may be withdrawn by the Chief of Police at any time. Reserve Police Officers have no right to appeal the Chiefs decisions in this matter, and the City's personnel policies and procedures are not available Reserve Officers.

Section 6. Duty Assignments.

- A. Reserve Officers are most commonly used to aid and supplement full-time officers.
- B. Typical duties include, but are not limited to:
- (1) vehicle patrol with a full-time certified officer
 - (2) traffic control at designated locations for special events;
 - (3) foot patrol at special events or sporting events which draw large crowds;
 - (4) prisoner transports;
 - (5) available as in case of emergency, natural disasters, civil disturbances, etc.
 - (6) other duties as approved by the Chief of Police.
- C. Reserve Officers are limited by POST Commission regulations in the number of hours they work. Reserve Officers will not be allowed to work more than twenty (20) hours in any week, nor more than one hundred (100) hours in any one month.

Passed this _____ day of _____, 2006

SIGNED: _____
Mayor

City Recorder

Ashland City Police Department Reserve Officer Program

The Reserve Officer program is a uniformed Police Department support organization open to all persons age 21 and over, on an equal opportunity basis. Reserve officers work with/without full time officers in various assignments. The Ashland City Police Department and the Town of Ashland City take great pride in the Reserve Officer's civic spirit and willingness to serve.

Duties and Responsibilities

Each Reserve Officer must serve a minimum of 16 volunteer hours each month on assigned duties or training. These hours are made up of assignments through out the Police Department. No Reserve Officer shall work more than 20 hours per week, or 100 hours in a month.

The areas of service include:

- 1. Working with a full time Officer**
- 2. Traffic Control**
- 3. Rendering aid during natural disasters**
- 4. Prisoner transport**
- 5. Event security**
- 6. Training**
- 7. Other duties that may be approved by the Chief of Police**

Reserve Officers serve with a deep sense of pride one attains from participating in the law enforcement process and the sincere appreciation from the other members of the Police Department. The Reserve Officer program is a volunteer organization to support the Police Department and the citizens of Ashland City.

Organizational Structure

The Department's Training Officer shall act as a Liaison Officer between the Police Department and the Reserve officer personnel and supervises the Ashland City Police Department's reserve officers, and coordinates with the Chief of Police in all matters concerning recruitment, training, and service.

Reserve Training

Each applicant must attend 80 hours of training annually in accordance with the Tennessee Peace Officer Standards and Training (P.O.S.T.) Commission. This training is provided free of charge to all reserve officers. There is no out of pocket expense for training. Training will be conducted as part of the 16 hour monthly attendance

requirement. Any applicant that misses more than 16 hours of the 80 hour required training will be subject to dismissal from the program.

Courses of Instruction include:

- Criminal Law
- Traffic Control
- Policy and Procedures
- First Aid/CPR
- Emergency Vehicle Operation (EVOC)
- Firearms Training
- Prisoner Transports
- Intermediate weapons, OC (pepper spray), Baton, and Defensive Tactics
- Use of Force
- Reports/Forms
- Handcuffing

* The above listed subjects are not all inclusive and subject to change as recurring training requirements are required.

Uniforms and Equipment

One uniform consisting of one pair of pants and one shirt will be provided by the Department. A badge will be issued to each member of the reserve program along with an Identification Card bearing the member's name and their status a reserve officer. Reserve Officers must purchase or already have in their possession a firearm chambered in .40 Caliber and approved by the Department's Firearms Instructor. All other equipment must be purchased by the individual and be in accordance with the Ashland City Police Department's Standard Operating Procedures and approved by the Chief of Police.

Minimum Requirements

- You must be 21 years of age or older
- A citizen of the United States
- Possesses a High School diploma or G.E.D. equivalent.
- Be in good physical and psychological condition, (to be determined by a physical and mental evaluation).
- Never have been convicted of a felony or serious misdemeanor involving perjury, false statements, domestic violence, or moral turpitude.
 - Never have been discharged from the Armed Forces under any condition other than honorable.
- Possess or be able to obtain a Tennessee driver's license.
- All applicants must complete an employment application.

- Pass an extensive back ground check, to include NCIC/TCIC check and fingerprints.

Rules and Regulations

1. At no time will any reserve officer conduct a traffic stop unless he/she is in the presence of a full time officer.
2. Reserve Officers are not permitted to carry firearms while outside the scope of their duties or while in civilian clothing.
3. Reserve Officers will not display the police badge while in an off duty status.
4. Reserve Officers will be expected to make appearances in court when necessary to act as a witness.
5. Reserve Officers will not respond to the scene of a call unless specifically requested.
6. Reserve Officers are prohibited from taking any assignment not approved by the Chief of Police.
7. Any reserve officer charged in a civil suit while performing duties prescribed in this document shall be covered by the Town's liability insurance. He/she shall have access to and be represented by the City Attorney, the same as applies to a full time officer. Said officers shall be covered under the Town's worker compensation insurance while performing assigned official duties.
8. Reserve Officers will not conduct themselves in a manner that would reflect negatively on the Department or the Town of Ashland City.
9. Any training that a Reserve Officer may attend outside the department on their own time will be evaluated for scope and content by the Department's Training Officer and given credit towards their 80 hour P.O.S.T requirement.
10. While working with a full time officer, reserve officers will adhere to all instructions/direction given by the full time officer.
11. At no time will self-initiated arrests or detentions be conducted while outside the scope of the duty assigned.
12. Reserve Officers are not under a duty to act during the witness of a crime, and should refrain from initiating any police action unless absolutely necessary. If the need arises that a reserve officer should have to make an arrest, he /she will do so as a private citizen as explained in T.C.A. 40-7-109 and 40-7-113.

13. It is the Reserve Officer's responsibility to maintain their uniform and appearance while performing their duties.
14. All Reserve Officers must physically appear at the Police Department and sign the "Reserve Sign-in Log" prior to the commencement of any duty performed.
15. Personally owned vehicles will not be used while acting in an official capacity.
16. Reserve officers may carry only weapons which they have been qualified by the department's firearms instructor.
17. All Reserve Officers will be issued a radio number for use while performing official duties. Brevity and professionalism will be strictly adhered to.
18. All Reserve Officers will maintain current contact phone numbers at all times.
19. All Reserve officers will make notice to the Chief of Police within 24 hours of any arrest, citation, or service of civil summons.
20. Reserve officers will adhere to these rules and regulations and the policy and procedure manual for the Ashland City Police Department and the Town of Ashland City at all times. Failure to do so will result in immediate termination from the program.

Marc Coulon, Chief of Police

Date

Tennessee Peace Officer Standards And Training Commission

LESSON PLAN COVER SHEET

UNIT TITLE: RESERVE OFFICER TRAINING PROGRAM	UNIT CODE:	
COURSE: RESERVE OFFICER TRAINING	HOURS: 80	
DATE PREPARED/REVISED: 07/11/06	METHOD OF INSTRUCTION: LECTURE, POWER POINT, HANDS ON	
PREPARED BY: WILLIAM C. POWERS	APPROVED BY:	
PRIMARY INSTRUCTOR: WILLIAM C. POWERS	ALTERNATE INSTRUCTOR: TBA	
	PRE-TEST: NO	POST-TEST: YES
SCOPE: ALL MEMBERS OF THE ASHLAND CITY RESERVE PROGRAM		
<p>TRAINING OBJECTIVES:</p> <ol style="list-style-type: none"> 1. TO TRAIN ALL RESERVE PERSONEL IN POLICY AND PROCEDURES FOR THE RESERVE PROGRAM AND THAT OF THE ASHLAND CITY POLICE DEPARTMENT. 2. HAVE ALL RESERVE OFFICERS EDUCATED IN BASIC CRIMINAL LAW AND PROCEEDURE. 3. PROFICIENCY IN FIREARMS 4. PERFORM TRAFFIC CONTROL 5. PROFICIENCY IN LESS LETHAL OPTIONS TO INCLUDE EXPANDABLE BATON, DEFENSIVE TACTICS, AND OC SPRAY. 6. BE ABLE TO DEMONSTRATE CORRECT PROCEDURES IN HANDCUFFING. 7. DEMONSTRATE CORRECT USE OF REPORTS AND FORMS. 8. PROPERLY ADMINISTER BASIC FIRST AID AND CPR. 9. BE AWARE OF PROCEDURES FOR PRISONER TRANSPORTS. 10. ABILITY TO APPLY THE CORRECT USE OF FORCE OPTION. 11. PERFORM EMERGENCY VEHICLE OPERATIONS AND EDUCATION OF RULES REGARDING EVO. <ul style="list-style-type: none"> • NOTE: TRAINING CLASSES ARE SCHEDULED THROUGH OUT CALENDAR YEAR FOR AN ACCUMULATIVE TOTAL OF 80+ HOURS. 		
INSTRUCTOR REFERENCES: ACPD POLICY & PROCEDURE MANUAL, ACPD RESERVE PROGRAM GUIDE, TCA VOL.7, MONADNOCK EXPADABLE BATON/DEFENSIVE TACTICS INSTRUCTORS MANUAL, OCAT INSTRUCTOR MANUAL	STUDENT REFERENCES:	
TRAINING AIDES: TCA VOL.7, POWER POINT PRESENTATIONS, RANGE TARGETS, MONADNOCK STRIKE CHARTS/TRAINING BATONS/STRIKE BAGS, CPR MANEQUINS, HANDCUFFS, OC TRAINING UNITS, FLASHLIGHTS	STUDENT HANDOUTS: ACPD POLICY AND PROCEDURE MANUAL, ACPD RESERVE OFFICER PROGRAM GUIDE, EXAMPLES OF REPORTS/FORMS, STUDENT NOTE-TAKERS	

OUTLINE

NOTES

A. Introduction

1. Instructor(s) Background
2. Purpose and Motivator
 - a. In order to become a reserve officer this mandatory training must be completed.
3. Performance Objectives
 - a. Be able to complete this course in its entirety.
 - b. Be able to successfully pass all phases of testing.
 - c. Be able to perform basic law enforcement functions as a Reserve Officer.
 - d. Be proficient in all areas covered by training objectives.

Advise of the 80 hour POST Requirement

Advise of minimum number of hours that can be missed.

Minimum passing score of 75% on all test and performance checklists.

TRANSITION: Let's get the paperwork out of the way first.

Pass out student hand outs on Reserve Program and Policy and Procedure manual

B. Program overview

1. Minimum participation
2. Training dates and times
3. What you can and cannot do as a Reserve Officer.
4. Uniforms/credentials/equipment
5. Training content

Discuss suitable equipment to include firearms

C. Policy and Procedure

1. All Reserve Officers must abide by the same policy and procedure as their full time counterparts.
2. A working knowledge of the policy and procedure manual is desired.
 - a. Review contents of Policy and Procedure manual and Reserve Program guide.
 - b. Have all students sign Policy and Procedure/Reserve Program acknowledgement form.
3. Changes or amendments to be distributed in a timely manner.
4. Responsibilities and scope of reserve officers.
 - a. While working with full time officer, full time officer is in charge at all times.
 - b. No self-initiated law enforcement actions/traffic stops.
 - c. Firearms only to be carried while performing official duties.
 - d. Conduct will reflect positively on the department and the Town of Ashland City.
 - e. Use of personally owned vehicles is unauthorized.

Don't have to know it verbatim but know where to find info should you have any questions.

Cover scope and duties of reserve officer and emphasize 10 rules of program.

Discuss the purpose of the TML as it pertains to reserve/fulltime officers

OUTLINE

NOTES

D. Basic Criminal/Civil Law

1. Tennessee Code Annotated, Volume 7, Titles 38 & 39

- a. Title 38, provides for the training and qualification standards of both full time and reserve officers.
- b. Negligent hiring, penalties, and vicarious liability.
- c. TCA provides the foundation for law enforcement.
- d. Title 39, Criminal Offenses
- e. Self Defense, 39-11-611
- f. Use of deadly force by a law enforcement officer, 39-11-620
- g. Offenses against persons
- h. Offenses against property
- i. Offenses against the family
- j. Offenses against Administration of Government
- k. Offenses against public health, safety, welfare

2. Municipal Code

- a. Mirrors Tennessee state law
- b. Provides for more in-depth enforcement of offenses against public health, safety, and welfare

3. Civil Rights

- a. The 1st Amendment, freedom of speech
- b. The 2nd Amendment, right to bear arms
- c. The 4th Amendment, illegal search and seizure
- d. The 5th Amendment, self incrimination

E. Firearms Training

1. Firearms Safety

- a. Four cardinal rules of firearms safety

2. Range Safety

- a. Hearing/eye protection
- b. "Cease Fire"
- c. Weapons handling procedures on range

Overview of TCA as it applies to law enforcement.

Distribute student handouts on Criminal law.

Additional resource through Lexis/Nexis available on internet, www.tn.gov.

Civil/Punitive issues related to hiring, training, and qualification.

Define vicarious liability.

Discuss use of force as it applies to 39-11-620

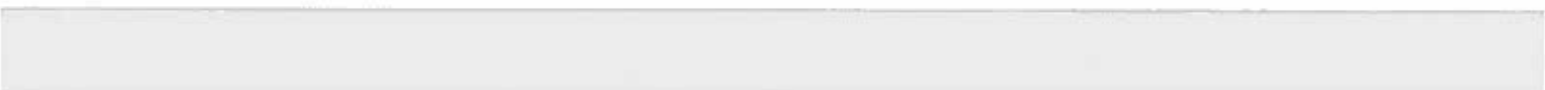
Most municipal code violations have a state law counterpart

4th amendment probably most violated of all.

Conduct Question/Answer sessions with students.

OUTLINE

NOTES



OUTLINE

NOTES

