

MAUI COUNTY POLICE DEPARTMENT

**GENERAL ORDERS**  
**CHAPTER 306**  
**PLANNING AND RESEARCH**

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Accreditation Standards: 16.3.1, 16.3.2, 16.3.4, 16.3.5, 16.3.6, 16.3.8

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**RESERVE OFFICER PROGRAM**  
**G.O. 306.3**

I. PURPOSE

To establish guidelines for the organization and administration of the Reserve Officer Program.

II. POLICY

The Reserve Officer Program provides the opportunity for officers from the Maui Police Department who retired or separated in good standing, and interested civilians to volunteer as law enforcement officers.

III. DEFINITIONS

**RESERVE COORDINATOR:** The Reserve Coordinator will be responsible for the overall management of the Reserve Officer Program, to include ensuring that all Reserve Police Officers receive all necessary training to perform their duties.

**RESERVE POLICE OFFICER:** A part-time volunteer police officer who has met all pre-employment and training requirements.

IV. ELIGIBILITY

- A. Police officers who retired or separated in good standing from the Maui Police Department may apply for the Reserve Officer Program within 3 years from date of separation by submitting a written request to the Chief of Police.
- B. All other applicants for Reserve Police Officer must successfully complete the same hiring process as a full-time police officer.
- C. Exceptions to the eligibility requirements may be granted at the discretion of the Chief of Police.

V. RECRUITMENT AND SELECTION

- A. Police officers who retired or separated in good standing from the Maui Police

## G.O. 306.3

### RESERVE OFFICER PROGRAM

Department may be reinstated within 3 years from the date of separation as a Reserve Police Officer.

1. Training requirements shall be determined by the Reserve Coordinator, subject to the approval of the Chief of Police.
- B. Reserve Police Officers who successfully complete all required phases of training and who resign in good standing may be reinstated within 1 year from the date of resignation.
1. Training requirements shall be determined by the Reserve Coordinator, subject to the approval of the Chief of Police.
- C. Citizens with no law enforcement experience, former Maui Police Department police officers who have exceeded 3 years of separation from law enforcement employment, and officers retiring or separating in good standing from other agencies must successfully complete the application process for Police Officer.
- D. Selection of Reserve Police Officers is at the discretion of the Chief of Police.

#### VI. ADMINISTRATION OF THE PROGRAM

- A. The Plans, Training, Research and Development Section Lieutenant shall oversee the Reserve Officer Program and act as the Reserve Coordinator to direct and manage the program.
- B. The Administrative Services Section shall process and maintain personnel records for Reserve Police Officers.
- C. Element Commanders or their designee shall be responsible for Reserve Police Officers assigned to their elements and shall:
  1. Schedule and supervise officers
  2. Attest to the reserve officers' time worked
  3. Ensure Employee Performance Evaluations are completed and forwarded to the Reserve Coordinator.

#### VII. TRAINING

All training for Reserve Police Officer applicants will be coordinated by the Plans, Training, Research and Development Section.

- A. Police officers applying for the Reserve Officer Program who retired or separated in good standing from the Maui Police Department within 3 years from the date of separation shall be required to attend the following types of training, at a minimum,

prior to assignment of duties.

1. Academics

<u>COURSE</u>	<u>HOURS</u>
Beat Geography	8 hours
Tactical Communication	16 hours
Maui County Ordinances	8 hours
Intake Screening	4 hours
New Laws and Ordinances	16 hours
Report Writing	24 hours
General Orders	8 hours
Sexual Harassment	1 hour
Community Policing	3 hours
Accreditation Familiarization	1 hour

**Total 89 hours**

2. Functional Skills

<u>COURSE</u>	<u>HOURS</u>
Police Arrest/Defense Tactics	24 hours
Defensive Driving	8 hours
Cap-Stun	4 hours
Firearms safety and Qualifications	4 hours
Physical fitness assessment test	2 hours
C.P.R./First Responder *	16 hours

**Total 58 hours**

\* Should the Reserve Officer possess a valid C.P.R./First Responder certificate, this course will be waived.

3. Field Training

Four weeks of the Reserve Field Training Program.

4. Additional Training

- a. The Commander of the Plans, Training, Research and Development Section shall review the training records of the Reserve Police Officer and ascertain if additional training may be required.
- b. If additional training is required, the Commander of the Plans, Training, Research and Development Section shall ensure such training is presented to the Reserve Police Officer prior to assignment of duties.