MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 306
PLANNING AND RESEARCH

Effective date: 1/11/19 Revision date: 12/07/18 Rescinds: GO 302.6 (3/02/18)

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

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

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

COURSE	HOURS
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

COURSE	HOURS
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.

5. The Reserve Police Officer must demonstrate his ability to pass all the mentioned courses either by written examination, passing score of 70%, or by practical examination.

B. Training for Reserve Police Officer applicants that do not meet the requirements outlined in Article VII, Paragraph A, will consist of 2 phases.

Phase I: Completion of the Reserve Police Recruit School.

Phase II: Completion of the Reserve Police Recruit Field Training Program.

1. Training shall be equivalent to that given to police recruits. Reserve Police Officers shall complete Phase I prior to assignment in any capacity in which the officer is allowed to carry a weapon (other than for training purposes) or is in a position to make an arrest.

   a. Failure to complete the required course of training within one year of initial appointment shall result in termination of the recruit.

   b. Each recruit shall be required to attend all sessions of the Reserve Police Recruit School.

   c. Exceptions to fulfilling the training requirements of Phase I or Phase II for the Reserve Police Recruit shall be determined by the Reserve Coordinator subject to the approval of the Chief of Police.

      (1) Exceptions may include officers who retired or separated from service from the Maui Police Department in good standing with no break in service.

C. Reserve Police Officers shall attend Recall Training on an annual basis. Failure to complete the annual training or unsatisfactory performance may be cause for discipline and/or dismissal from the program.

D. In-service training shall be conducted as needed. Insufficient attendance or unsatisfactory performance may be cause for discipline and/or dismissal from the program.

VIII. APPOINTMENT

A. Upon appointment, each reserve officer shall take the oath of office as prescribed by the rules and regulations of the Department and the oath of loyalty as prescribed by law.

B. Reserve Police Officers will be issued a certificate of appointment, signed by the Chief of Police, granting special police powers to be exercised according to the instructions of the Chief of Police.

C. All initial appointments to the Reserve Police Program shall be probationary for 1 year.

IX. COMPENSATION

A. Medical care and hospitalization shall be provided to members of the Reserve Officer Program for injuries sustained while on duty or in training.

B. The Maui Police Department shall not be liable for loss of time and wages from regular employment on the part of a member of the Reserve Police Officer Program as a result of injuries sustained while in the performance of police duty.

C. Members of the Reserve Police Officer Program shall receive public liability protection equal to that provided to full-time officers.

X. UNIFORM AND EQUIPMENT

A. Upon appointment, Reserve Police Officers shall be issued 1 complete set of uniforms.

B. Reserve Police Officers shall be issued the same equipment normally issued to commissioned police officers, without cost to them.

C. Reserve Police Officers shall be reimbursed for replacement uniforms at the same rate as negotiated in the S.H.O.P.O. contract.

D. All equipment shall be properly accounted for at all times.

E. Reserve Police Officers who resign or are terminated shall return all issued uniforms and equipment to the department immediately.

XI. DUTY REQUIREMENTS

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

A. Reserve Police Officers shall complete a minimum of 20 duty hours per calendar month.

B. Reserve Police Officers who cannot report for duty as scheduled shall notify the element commander or designee no less than 3 hours prior to the commencement of the scheduled tour of duty.

C. Reserve Police Officers shall be scheduled to make up any excused absence within 30 days.

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

E. AWOL Reserve Police 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 written explanation with the element commander's recommended disposition and signature, shall be forwarded through the Reserve Coordinator for placement in the Reserve Police Officer's personnel file.

2. Reserve Police Officers with 3 unexcused absences during any 12 month period shall be dismissed from the Reserve Police Officer Program.

XII. RULES OF CONDUCT

Reserve Police Officers shall:

A. Abide by the standards of conduct of the Maui Police Department while on and off duty.

1. Any violation may be cause for termination.

B. Notify the Maui Police Department and the Reserve Coordinator of any change in personal status.

C. Be subject to dismissal if engaged in any employment or activity that may constitute a conflict of interest with police business.

XIII. TRAINING FILE

The Reserve Coordinator shall be responsible for maintaining a training file for each Reserve Police Officer. The following items shall be included in the file:

A. A copy of the Reserve Police Officer's Certificate of Appointment.

B. Documentation of all in-service training.

C. Time sheets documenting hours worked.

XIV. PERFORMANCE EVALUATIONS

Reserve Police Officers on probationary status shall be rated using the Employee Performance appraisal every three months. Upon completion of probationary status, Reserve Police Officers will be rated at the end of each 12 months of service.

A. During the initial Reserve Police Officer training, the Plans, Training, Research and Development Lieutenant or designee shall complete the Employee Performance Appraisal.

B. During the 1 year probationary period for a Reserve Police Officer and thereafter, the

officer will be rated by his or her Commander or designee.

XV. ANNUAL PHYSICAL EXAMINATIONS

Reserve Police Officers shall pass annual physical examinations. Failure to pass the physical examination may result in termination from the Reserve Officer Program.

XVI. SPECIAL OFF-DUTY ASSIGNMENT

Reserve Police Officers are eligible to work special off-duty assignments as defined by General Order 202.4, six months after successful completion of probationary status.

TIVOLI S. FAAUMU
Chief of Police