

**Wamego Reserve Police Department
Supplemental Policies and Guidelines**

Mission - Aid the Wamego Police Department – To Protect and Serve

Goals

1. To develop professional and effective law enforcement officers.
2. To provide a supplemental manpower source to the Police Department.
3. To be a self supporting division of the Police Department.
 - a. establish and maintain an effective internal operational organization
 - b. work and/or sponsor special events to provide a majority of funding
4. To help reduce crime through high profile patrols and community intervention programs.

Procedures

New Member Placement

1. Member submits a completed application to the department.
2. Member must pass a III investigation and driving record check.
3. Member must pass an investigative background check .
4. Member must pass an FBI and KBI fingerprint check.
5. Member must agree to contractual stipulations as per 1 year, minimum service.
6. Member must successfully complete a KLETC approved part time academy.
7. Member must submit to a full psychological evaluation, by a department assigned doctor, and the full cost shall be the responsibility of the individual member.
8. Member must successfully complete the prescribed field training program as put forth by the Reserve Division and the Department.
9. Member may not hold or take any employment that is deemed a conflict of interest by the current Chief of Police.

Member Employment Status

1. As a Reserve Officer the member is strictly classified as a Volunteer.
2. In regards to hiring, firing, disciplinary actions, compensation, and promotions – the member has no standing under the fair labor standards act.
3. The city of Wamego and the department agree to provide Workers Compensation Insurance for Reserve Officers who are actively involved with Department Activities – including training.
4. Infrequently, events arise whereby allowing the member to receive compensation from the city or through a third party – this in no way establishes an employee / employer relationship as these situations fall within the accepted variances of the regulations.
5. As a volunteer the member serves exclusively at the discretion of the current Chief of Police.
6. Members may not under any circumstance use their affiliation with the Wamego Police Department to gain any kind of special considerations.

Communications and Chain of Command

1. The member is solely responsible for promptly updating any change in contact information with the Reserve Captain, Dispatch personnel, and the Administrative Secretary.
2. The member must keep an active email account and monitor it regularly – this will be the primary method of contact and information dispersal. If you do not have a current email address the Department can provide you with one that can be checked at any computer with Internet access.
3. The member must promptly acknowledge and return any and all communications.

Minimum Participation Requirements

1. The member must be available to participate a minimum of 8 hours per month.
2. Ride time, patrol time, and administrative functions will be given an hour for hour credit for participation, The member must put a priority on Reserve events over individual ride time and patrol.
3. The member must participate in a minimum of 20 hours per year, of Reserve Department / Departmentally approved training – all in-house training has prior approval but outside training must be approved by the Police Department Training Officer.
4. The member must work an equitable and equal share of all scheduled Reserve Department special events.
5. The member must maintain a record of all participation hours directly associated with the Reserve Program.
6. The member must turn in their participation record on a daily basis when work for department was done by completing the Officers Daily Report forms that all officers use to report time worked. The Captain of the Reserve Dept. will compile a monthly report of hours worked by the Reserve Dept. and personal funds that officers have earned for working paid events that the Dept. is hired to work. The member may, due to unforeseen extenuating circumstances, apply to the Reserve Department Administration to be placed on an inactive basis, for a limited amount of time by;
 - a. submitting a written notice with compelling need for the relief of duty to the Reserve Captain
 - b. meeting personally with the Captain to discuss all issues pertinent to the situation
 - c. turning in all issued equipment, supplies, and materials for inventory by the Reserve Department

Disciplinary Actions / Dismissal

1. The current Chief of Police and the current Reserve Captain reserves the right to discipline or terminate a member's status at any time for any reason.
2. The Reserve Department agrees to follow any and all departmental procedures in disciplinary and termination actions.

Responsibilities

Member

1. The member must meet all standard requirements as set forth by the City of Wamego, the Wamego Police Department and the Wamego Reserve Police Department.
2. It is the member's specific responsibility to know, understand, and follow all Standards, Policies, Rules, Regulations, Practices, and Laws as outlined Federally, by the State, by the County by the City, by the Wamego Police Department, and by the Wamego Reserve Police Department.

Reserve Department

1. Provide for the application and investigative background process.
2. Maintain all personnel and training records.
3. Provide scheduling for
 - a. Reserve Department paid special events
 - b. Field training programs
 - c. Training
4. Provide as much funding as possible for training functions.
5. Administratively handle disciplinary actions.

Wamego Police Department

1. Be open to flexible scheduling requirements of the volunteers.
2. Provide 1) uniform – to include ballistic vest (if available), one short sleeve shirt, one long sleeve shirt, one pair of trousers, a reserve officer identification card and a reserve officer badge.
3. Provide special issue equipment, on an as needed basis and on an as available basis, to include weapons and other duty gear.
4. Pay associated fees as per prior points of this policy.
5. Monitor members performance while in field training and while participating in department activities and supply a minimum of one personnel evaluation per year to the Reserve Administration.
6. Provide for reimbursed expenses, on a case by case basis, for personal equipment that is damaged while participating in departmental activities.
7. Provide the Reserve Department with supplemental funding for training expenses on an as needed basis.

Limitations

Member

1. Sworn Law Enforcement Officer status will only extend to the time the Reserve Member is actively participating in department activities – this will specifically not include travel to and from the activity (except in very exclusive circumstances – and then only on a case by case basis).
2. Member may not use or display their Wamego Police Department Badge or Identification Cards to gain any kind of special considerations.
3. Any and all expenses, except those outlined above in this policy, will be the sole responsibility of the member.
4. Special, law enforcement only, equipment will not be issued to the member or maintained on behalf of the member – either on an individual or departmental basis (this specifically applies to weapons and related equipment).

Conclusion

This policy is designed and intended to maximize the efficiency and effectiveness of the Wamego Reserve Police Department. It places an increased level of responsibility on the member as opposed to previous policies – but it also provides for increased participation, directly and financially, of the Department. These changes should create opportunities for the Reserve Department to expand its training and developmental services to the department.

This policy has been thoroughly reviewed and has been approved by:

CHIEF OF POLICE

DATE

RESERVE CAPTAIN

DATE

I agree that I have received a copy of this policy and agree to follow it and the Dept. SOP in the course of my duties as a reserve officer with the Wamego Police Department.

RESERVE OFFICER

DATE

Revised on: 08/18/2011