

“Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods.”

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE

2103.11, POLICE RESERVE UNITS

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CHIEF OF POLICE:	ERIC D. SMITH

CONTENTS:

1. PURPOSE
2. POLICY
3. DEFINITIONS
4. PROCEDURES
 - [4.1 Reserve Unit Details](#)
 - [4.2 Membership Requirements](#)
 - [4.3 Extra-Duty and Outside Employment](#)
 - [4.4 Qualifications](#)
5. FORMS AND APPENDICES

1. PURPOSE

The Reserve Unit is a means for retired members to still be involved with service to the community and the department.

2. POLICY

It is the policy of the Orlando Police Department to maintain a unit of reserve members, made up of dedicated retired members, to assist the department with its needs.

3. DEFINITIONS

The Florida Department of Law Enforcement recognizes only two types of law enforcement sworn employees: full-time and part-time. For this policy, Reserve Officers are considered part-time employees although they are not compensated for their time.

Reserve Officer: A Reserve officer is a sworn law enforcement officer who has retired from the Orlando Police Department and serves as a volunteer for the agency. Reserve officers can ride solo patrol and have the same law enforcement authority as full-time officers.

Special Reserve Officer: A Special Reserve officer has a full-time position with the City that may require him or her to have law enforcement powers. They are required to complete a Reserve or full-time police academy. Special Reserve officers will obey all Department Regulations and Policies and Procedures. They shall complete the 40-hour mandatory retraining as prescribed by the Criminal Justice Standards and Training Commission. Those Special Reserve officers authorized to carry firearms shall complete all Department-scheduled firearms qualifications and firearms training. This status is intended to be used primarily for investigative duties rather than for routine law enforcement activities. Special Reserve officers are not authorized to work extra-duty law enforcement assignments.

4. PROCEDURES

4.1 RESERVE UNIT DETAILS

4.1.1 APPOINTMENT AND TENURE

Members shall only be retired Orlando Police Department sworn officers appointed by the Chief of Police. Tenure of membership in the Reserve Unit will be determined by the Chief of Police. Reserve members are required to be full-time Florida residents.

4.1.2 SIZE

The Reserve Unit membership size will be determined by the Chief of Police based upon the current needs of the Department.

4.1.3 STRUCTURE

The Reserve Unit is under the command of the Special Patrol Section Commander, who is responsible for coordinating the deployment of the Reserve Unit with the operational needs of the Department. The section commander will conduct Reserve meetings once every other month (bi-monthly). The section commander shall prepare quarterly status reports on the Reserve Unit for the Special Operations Division Commander.

The Reserve Unit will have a chain of command within the Reserve ranks. Selection of officers for the Reserve Lieutenant and Reserve Sergeant positions are appointed and will be at the discretion of the Special Services Bureau Commander, subject to approval by the Chief of Police.

4.1.3.1 RESERVE LIEUTENANT

The Reserve Lieutenant is a rank strictly for administrative purposes. The supervisory and command authority allotted for this position is only within the Reserve Unit. The Reserve Lieutenant has no supervisory or command authority over any sworn, full-time police officer.

The Reserve Lieutenant assists the Special Patrol Section Commander with administrative duties for the Reserve Unit and must volunteer at least 12 hours a month. Such hours can be completed in an administrative role or as a first responder. Administrative duties of this position include coordination and supervision of required training; assistance with yearly Reserve officer evaluations as required by accreditation standards; and any other activities and requirements of the unit as directed by the Special Patrol Section Commander.

The Reserve Lieutenant wears a silver "Reserve Lieutenant" badge and silver collar bars to differentiate this rank from full-time police lieutenants.

4.1.3.2 RESERVE SERGEANT

The Reserve Sergeant is a rank strictly for administrative purposes. The supervisory authority allotted for this position is only within the Reserve Unit. The Reserve Sergeants have no supervisory authority over any sworn,

full-time police officer. The Reserve Sergeant assists the Reserve Lieutenant with administrative duties for the Reserve Unit.

The Reserve Sergeants wear a silver "Reserve Sergeant" badge and silver collar chevrons to differentiate this rank from full-time police sergeants.

4.1.3.3 RESERVE OFFICERS

The Reserve Officers will be assigned to a Reserve Supervisor for administrative purposes.

Reserve Officers are subject to recall to duty at the discretion of the Chief of Police. Reserve Unit members traveling for vacation, may be excused from a recall if they have submitted proper notification to the Special Patrol Section Commander before the recall.

The Reserve Officers wear a silver "Reserve Officers" badge.

4.2 MEMBERSHIP REQUIREMENTS

4.2.1 CONTRIBUTION REQUIREMENT

The Chief of Police will determine the contribution requirement for membership in the Reserve Unit based on the needs of the Department. It is the responsibility of the Reserve Sergeant and Officer to ensure they meet the established contribution requirement. The current contribution requirement of the Reserve Unit shall be set by the Chief on a semi-annual basis to match the City's fiscal year. At least 30 days prior to each fiscal year, the Special Operations Division Commander shall provide a recommendation of the contribution requirement to the Chief of Police. If the Chief of Police does not approve of the recommendation, the Chief may issue a memorandum setting the contribution requirement. If no memorandum is issued for the current fiscal year, then the contribution requirement shall remain unchanged from the previous year.

Instances of illness or family emergency will be considered by the chain of command for not fulfilling the contribution requirement based upon current Departmental standards, Florida and Federal law. Requests to be excused from any membership requirement due to vacation or extended leave will be considered by the chain of command and be based on the duration of the vacation and current Department needs.

Extra-duty employment may not count towards the contribution requirement.

Reserve officers who are contract employees (TEMPRO) with the Department and work in a first-responder role may use their first-responder contracted hours as their contribution requirement.

4.2.2 TRAINING

Reserve Officers are required to volunteer their time to attend training sessions, physical examinations, qualifications, court, etc. Training will be equivalent to the in-service training that full-time sworn members receive, including mandatory retraining classes required by CJSTC, annual weapon proficiency testing, annual use of force training, biennial less-lethal weapon training, and legal updates. Time spent in the above will not be credited to their contribution requirement. Reserve Officers shall sign up for all Departmental training and have their respective Reserve supervisor's approval. Reserve Officers shall attend and complete all scheduled training, including all computerized training mandated by the Department. The Training Unit will maintain records of such training.

4.2.3 RESERVE UNIT MEETINGS

The Reserve Unit will meet as established by the Reserve Lieutenant and approved by the Special Patrol Section Commander. Reserve Officers are required to attend the scheduled meetings.

During the meeting, the Reserve Lieutenant, as approved by the Special Patrol Section Commander, is responsible for providing in-service training, scheduling assignments, holding inspections, resolving problems (if possible), disseminating information, and discussing unit business.

Reserve Officers may request to be excused from a Reserve Unit meeting; however, requests shall be sent to the Special Patrol Section Commander at least 30 days before the commitment.

4.2.4 MAIL/CORRESPONDENCE

Reserve Officers shall check their City email and respond to all emails promptly. Reserve Officers will have mailboxes assigned in the Special Operations Division, and the officers will check their mailboxes no less than once every ten days.

4.2.5 POLICIES AND PROCEDURES

Reserve Officers shall comply with all applicable Department and City written directives and also regularly review and sign the acknowledgment of those policies.

4.2.6 DISCIPLINE

Since Reserve Officers serve at the pleasure of the Chief of Police, they will not be governed by the same disciplinary procedures that govern full-time officers. Any decisions relative to their continued service at the Orlando Police Department will be at the sole discretion of the Chief of Police.

4.2.7 EVALUATIONS

Reserve Officers are considered temporary employees; therefore, annual performance appraisals are not required.

4.3 EXTRA-DUTY AND OUTSIDE EMPLOYMENT

Reserve Officers are eligible to work extra-duty jobs and special events for compensation. Reserve officers will be compensated at the same rate as full-time officers but are not permitted to be compensated for special events or details that are sponsored or co-sponsored by the City of Orlando (i.e. Veteran's Day Parade, July 4th Celebration at Lake Eola,...). Reserve Officers working extra-duty jobs will comply with the current issue of P&P 1117, Extra-Duty Employment. Extra duty is a privilege: The Special Patrol Section Commander may suspend or revoke any Reserve Unit member's extra-duty privileges for non-compliance with current policies.

Reserve Unit members must adhere to the current issue of P&P 1117 Extra-Duty and Outside Employment about outside employment. Request for Authorization for Outside Employment forms must be submitted and approved for full or part-time employment outside of the department. Reserve Officers who engage in Non-Law Enforcement Security Services (e.g. personal bodyguard duties, private investigations, chauffer duties) must abide by the requirements listed in P&P 1117. Reserve Officers shall not engage in extra-duty employment outside of the jurisdiction of the City of Orlando.

4.4 QUALIFICATIONS

Retiring members with 20 years or more of consecutive full-time service, and who are in good standing, and who desire to become Reserve officers will request such status in a memorandum to the Chief of Police within 30 days before their retirement. If the Chief of Police approves the request, then changes of status are forwarded to Civil Service, and a Workday update must occur.

If a Reserve officer resigns, they shall submit a resignation memo in writing. If a Reserve officer's appointed privilege is revoked, or the officer resigns, the officer shall complete the same procedures for all employment termination as a full-time officer. This includes the Orlando Police Department Sign-Out Form in current P&P 1620, Sworn Retirement and Separation Procedures.

Reserves and Special Reserves do not qualify for any additional form of retirement benefits from the Orlando Police Department.

5. FORMS AND APPENDICES

N/A