

STANDARD OPERATING PROCEDURES



FIELD OPERATIONS DIVISION

RESERVE/AUXILIARY OFFICER DETAIL

City of Miami



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City Manager

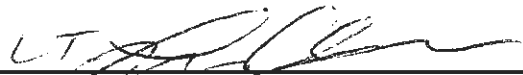
FIELD OPERATIONS DIVISION
COMMUNITY RELATIONS SECTION
STANDARD OPERATING PROCEDURES

S.O.P. **27**

SUBJECT **AUXILIARY AND RESERVE VOLUNTEER OFFICER DETAIL**

PURPOSE: To provide guidelines for the operation and management of the Miami Police Auxiliary and Reserve Volunteer Officer Detail.

SCOPE: To provide additional volunteer sworn officers to the City of Miami Police Department for the routine delivery of law enforcement services, under normal and emergency situations or other significant events where an increased police response is required.



Commander
Community Relations Section

OCT. 2016.

Effective Date



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Responsibility: It shall be the responsibility of the Community Relations Section Commander to manage and supervise the Auxiliary and Reserve Volunteer Officer Detail, and to maintain a working file on each auxiliary and reserve volunteer officer.

The Auxiliary and Reserve Volunteer Officer Detail will be directly supervised by a supervisor of the Section who will ensure that volunteer officers meet all mandated requirements, and who will be available to assist the volunteer officers as needed.

Definitions: Auxiliary Volunteer Police Officer: Any person employed or appointed, with or without compensation, which aids or assists a full-time law enforcement officer and who, while under the direct supervision of a full-time law enforcement officer, has the authority to arrest and perform law enforcement functions.

Reserve Volunteer Police Officer: A "part-time" law enforcement officer who is employed or appointed less than full-time, with or without compensation, who is vested with the authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the laws of the state.

Direct Supervision for Auxiliary Volunteer Officers:

- A. G3v Riding as a two person unit with a full-time police officer:
- B. If assigned a fixed post, the auxiliary volunteer officer must be within continuous, clear and unobstructed view of a full-time police officer that is within close proximity of the auxiliary volunteer officer. ("Direct Supervision")
- C. If assigned to a walking/roving detail, the auxiliary volunteer officer will be assigned with a full-time police officer. If assigned solo walking/roving beat assignment, he/she must be within continuous clear and unobstructed view of a full-time officer within close proximity of the auxiliary volunteer officer. ("Direct Supervision")
- D. Auxiliary volunteer officers working "Special Events" will comply with the requirements for "Direct Supervision".

Program Eligibility and Tenure:

The Reserve Volunteer Officer Detail is limited exclusively to retired Miami Police officers

- I. Auxiliary and reserve volunteer officers shall comply with eligibility requirements established by the Community Relations Section.
- II. Miami Police officers certified pursuant to Florida Statutes, who are separating from the Department under favorable conditions may apply for appointment as a

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Reserve Volunteer Officer within thirty (30) days prior to separation from the Department.

III. The Chief of Police has the sole discretion as to who and how many auxiliary/reserve volunteer officers he/she is going to allow in the Auxiliary/Reserve Volunteer Officer Detail at any given time. The Chief of Police reserves the right to accept or allow to remain in the detail any officer at his/her sole discretion.

IV. Officers desiring to be considered for the Volunteer Officer Detail must submit a request in writing along with a City of Miami Volunteer Program application to the Community Relations Section.

The request must indicate:

- A. The officer's date of hire
- B. The date of separation
- C. Date vested
- D. Performance evaluations for previous three years

V. The Community Relations Section will request the following information from the Recruitment and Selections Unit, the Health Services Unit, the Training and Personnel Development Section and the Internal Affairs Section:

Recruitment/Selections:

- A. Electronic fingerprint of the volunteer officer
- B. NCIC/FCIC record check
- C. Miami-Dade County record check
- D. Florida Driver License record check

Health Services Unit:

- A. Date of last physical
- B. Current duty status

Training and Personnel Development Section:

- A. Status of law enforcement certification
- B. F.D.L.E. global profile sheet

Internal Affairs Section:

- A. Complete Internal Affairs profile

VI. This information along with the officer's request will then be forwarded to the Chief of Police who has sole discretion to accept or deny the officers request to participate in the Volunteer Officer Detail.

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- VII. Once accepted/denied by the Chief of Police, the Community Relations Section will notify the candidate via certified letter.
- VIII. Upon approval by the Chief of Police:
- A. The Community Relations Section will change the candidates/officers status in the ATMS System to reflect as a "transfer within the agency". This will facilitate the FDLE process for continued law enforcement certificate status.
 - B. The Community Relations Section Commander will notify the following units via memorandum regarding the change in status of the candidate/officer:
 - 1. Personnel Unit
 - 2. Internal Affairs Section
 - 3. Recruitment/Selections Unit
 - 4. Training and Personnel Development Section
 - 5. Special Events Unit
 - 6. Labor Relations Unit
 - C. New volunteer officers will be required to attend an orientation session to familiarize them with the rules and regulations of the detail. They will sign for and receive a copy of the departmental orders and the Auxiliary and Reserve Volunteer Officer Detail S.O.P. (Standard Operating Procedures)

Ineligibility for the Volunteer Officer Detail:

- I. In order to prevent conflict of interest, the following categories are ineligible to participate in the Auxiliary and Reserve Volunteer Officer Detail:
 - A. Persons currently employed as full-time or part time (reserve and auxiliary) officers with another agency.
 - B. Persons employed as corrections officers.
 - C. Persons currently employed as bail bondsmen, private investigators, or security officers.
 - D. Persons prohibited by law from obtaining law enforcement certification.
 - E. Persons conducting business with the City of Miami.
 - F. Other persons at the discretion of the Chief of Police.

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Duties and Responsibilities of the Community Relations Section:

- I. The Community Relations Section shall ensure that auxiliary and reserve volunteer officer files are updated in January of each year, to include:
 - A. Driver license check
 - B. NCIC/FCIC records check
 - C. Miami-Dade County records check
 - D. Updated outside employment requisition form
 - E. Updated request to work special assignments
 - F. Evaluation of each volunteer's performance

- II. Assignment of Auxiliary and Reserve Volunteer Officers:
 - A. Assignment of auxiliary and reserve volunteer officers will be at the sole discretion of the Community Relations Section.
 - B. Volunteer officers wishing to work in special assignments or specific units must request permission and provide justification to the Community Relations Section.
 - C. The Community Relations Section shall request authorization from the Section Commander that the auxiliary/reserve volunteer officer has requested to be assigned, prior to any approval of the volunteer officers' request for special assignment.
 - D. Auxiliary and reserve volunteer officers will be required to work a minimum of 20 hours per month, or sixty hours per quarter to satisfy FDLE requirements. (Mandatory requirement does not include special event details worked for compensation).

- III. Volunteer officers unit/training files:
 - A. The Community Relations Section will create and keep updated a unit file for each auxiliary/reserve volunteer officer during their tenure as volunteer officers.
 - B. All training records (survival training, firearms qualifications, etc.) for auxiliary/reserve volunteer officers will be maintained in the Training Section.

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Responsibilities of Volunteer Officers:

Volunteer officers function under the direct authority of the Chief of Police. While working as a volunteer officer they remain under the direct supervision of a full-time officer, regardless of previous rank or grade held, unless otherwise directed by competent authority.

- I. Volunteer officers provide voluntary service and activities on an ongoing or continuous basis to provide similar services to those of full-time officers.
- II. Volunteer officers provide their services and or activities to the agency with no monetary compensation.
- III. Volunteer officers must participate in regular in-service training statutorily required for full-time officers, to include training in use of force policy(s), proficiency in lethal and non-lethal weapons, and other training as mandated by standards.
- IV. Volunteer officers are required to attend all scheduled training classes and meetings.
- V. Volunteer officers will not participate in patrol duty(s) or any special detail while off from their regular employment due to illness or injury, or if they have any condition that would prevent a full time officer from working.
- VI. Volunteer officers will abide by all policies, rules, regulations procedures and directives of the Department and shall familiarize themselves with all aspects of the Auxiliary and Reserve Volunteer Officer Detail.
- VII. Volunteer officers may sign up and work special events as approved by the Special Events Unit commander.
All other Off-Duty jobs and events are strictly prohibited.
- VIII. When not participating in the Volunteer Officers Detail, volunteer officers are reminded they act only in the capacity of a private citizen.
- IX. When participating as a Volunteer Officer, volunteer officers shall be provided the same level of liability protection as full time officers in accordance with Florida statutes.
- X. Volunteer officers shall be provided worker's compensation in accordance with Florida statutes.
- XI. Volunteer officer shall be bonded and/or provided public liability protection equal to that provided full-time officers.

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Uniform and Equipment:

Volunteer officers shall be issued the same uniform and equipment as those for full time officers performing like functions with the exception that volunteer officer uniforms will have a patch identifying the volunteer officer as an "Auxiliary" or "Reserve" volunteer officer. Volunteer officers will maintain the uniform and all issued equipment as required by the department.

Officers transitioning to the Volunteer Officer Detail will advise the quartermaster upon turning in his/her uniform and equipment, that he/she is being considered for the Auxiliary and Reserve Volunteer Officer Detail. The Community Relations Section will notify the Quartermaster that said officer is being considered for the Volunteer Officer Detail. The Quartermaster will secure the retiring officers uniforms and equipment for re-issuance upon notification from the Community Relations Section that the officer has been accepted into the Volunteer Officer Detail.

Volunteer officers will be issued two pairs of uniform pants, two shirts, and one pair of shoes annually for the first two years of service. Subsequent issuances will be on an as needed basis.

Retiring sergeants will be issued new uniform shirts and apparel without sergeant stripes.

Upon acceptance into the Volunteer Officer Detail, the candidate will be issued an "Auxiliary" or "Reserve" officer badge.

NO RANK INSIGNIAS WILL BE ATTACHED TO THE VOLUNTEER OFFICERS UNIFORM

Officers who retire from the Miami Police Department and transition into the Volunteer Officers Detail will **NOT** be issued a City owned service weapon, they will qualify and use the service weapon given to them upon retirement.

Previously retired Miami Police officers who separated from service and request to become volunteer reserve officers may be issued a service weapon or may use their previous service weapon given to them upon retirement, if of the same make and caliber as approved for full-time police officers.

If the Department changes the make, model or caliber of the approved service weapon all auxiliary/reserve volunteer officers will be issued the same new City issued approved service weapon as those of full-time officers.

Auxiliary volunteer officers will be issued a service weapon.

Volunteer officers will **"NOT"** be assigned a take home police vehicle or personal protection equipment (PPE).

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Dress Code:

Volunteer officers are prohibited from wearing any uniform, jacket or other apparel that does not readily identify them as "Auxiliary", or "Reserve" Volunteer Officers.

Volunteer officers shall adhere to the uniform standards outlined in the Departmental Orders.

Volunteer officers assigned to patrol, beats or while working special events will wear the class "B" uniform with appropriate designators/insignias. (Reserve or auxiliary rocker type patch underneath the City patch)

Volunteer officers authorized to work special assignments shall adhere to departmental orders governing dress/uniform code for that particular assignment or event, or shall dress in a fashion authorized by the special assignment or special event commander.

FTO Program and Training:

Volunteer officers will meet the minimum standards for police officers as established by the State of Florida Criminal Justice Standards and Training Commission. Volunteer officers will receive the same statutorily mandated training required by the Criminal Justice Commission for full-time officers. Auxiliary/reserve volunteer officers will be required to comply as follows:

Auxiliary volunteer officers that are accepted into the Auxiliary/Reserve Volunteer Officer Detail will be required to successfully complete a 320-hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as an auxiliary volunteer officer.

A retiring Miami Police officer who transitions into the reserve volunteer officer detail without a break in service is **"NOT"** required to complete the F.T.O. training.

A retired Miami Police officer with recent experience (retired within 365 days) is required to successfully complete a 120 hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as a reserve volunteer officer.

A retired Miami Police officer without recent experience (retired over 365 days) is required to successfully complete a 240 hour Field Training and Evaluation Program (FTO) before they are allowed to work special events or work as a reserve volunteer officer.

All Field Training and Evaluation Program (FTO) requirements must be met within 12 months of acceptance into the Auxiliary and Reserve Volunteer Officers Detail.

Hours logged during (FTO) will be applied towards the 20 hour monthly mandatory FDLE requirement.

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Police Worksheets:

Worksheets are to be completed and turned in at the end of the tour of duty. Information on the worksheet is to be complete and in compliance with Departmental Orders. Auxiliary and reserve volunteer officers shall use the Police Uniform Patrol Worksheet. The following is to be utilized as a guideline for completing the volunteer officer detail worksheet:

- A. Must be signed by the supervisor where the officer worked.
- B. Must be completed when working regular duty or special events.
- C. Must be completed when attending any mandatory events.
- D. Must be turned in at the end of the tour of duty or special event.
- E. Must be given to a supervisor in the Community Relations Section during normal work hours or placed under the Community Relations Section door after hours.

Any mandatory requirements such as, bi-monthly meetings, training, court, physicals, etc., will be documented on the worksheet and counted towards the 20 hours FDLE minimum monthly requirement. No monetary compensation will be authorized

- A. Bi-monthly meeting (2 hour minimum or actual time)
- B. Training (2 hour minimum or actual time)
- C. Court (2 hour minimum or actual time)
- D. Physical (2 hour minimum or actual time)
- E. Other (2 hour minimum or actual time)

City Vehicle Usage:

Volunteer officers assigned to the patrol section or downtown beats will ride as the passenger of a two person unit. Volunteer officers that have been approved to work specialized units will be allowed to drive unmarked city vehicles at the discretion of the Section Commander where they are assigned. (i.e. Taurus, Neon)

AUXILIARY AND RESERVE VOLUNTEER OFFICERS SHALL DRIVE A MARKED POLICE VEHICLE ONLY DURING EXTREME EMERGENCY OR WHEN THERE IS NO OTHER RECOURSE AVAILABLE. VOLUNTEER OFFICERS WILL NOT BE ASSIGNED A TAKE HOME/24 HOUR VEHICLE.

Inspections:

Volunteer officers will undergo a uniform and equipment inspection in January and July of every year. Volunteer officers will be required to attend the January and July meeting in full uniform and bring with them all issued equipment.

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Radios:

The Community Relations Section has been allotted 10 police radios that are available in the property unit exclusively for auxiliary and reserve volunteer officers while working patrol or special assignments to satisfy their 20 hour monthly mandatory FDLE requirement. These radios will be checked back into the property unit upon completion of the tour of duty.

PROPERTY UNIT RADIOS ARE NOT TO BE USED WHILE WORKING SPECIAL EVENTS.

Holiday Assignments: (November 15th through December 31st)

Volunteer officers regardless of where they are assigned will be reassigned to one of the following "beat" assignments, from November 15th through December 31st.

1. Downtown Beats
2. NW 20th Street Beats
3. Garment District
4. Coconut Grove

Emergency Mobilizations:

The Community Relations Section will be responsible for logistics during emergency mobilizations, (i.e. civil disturbances, hurricanes, etc,) as determined by the Chief of Police. During a mobilization all volunteer officers will be assigned to the Community Relations Section. Volunteer officers will, "upon an emergency mobilization" contact the Community Relations Section telephonically and advise the Community Relations Section commanding officer or his/her designee of the date and hours he/she will be available for assignment.

The Community Relations Section will compile an emergency mobilization schedule based on the information received from the volunteer officers.

All hours logged by volunteer officers during an emergency mobilization will count towards the FDLE minimum requirements of 20 hours per month..

Medical and Drug Screening:

Volunteer officers are not required to undergo an annual physical examination. However; if funds are available volunteer officers will be offered the option of undergoing an annual physical examination. Volunteer officers are required to have a random drug screening test consistent with the procedure for full time police officers. Annual drug screening tests will be conducted during the bi-monthly meetings. (Jan, Mar, May, July, Sept, and Nov.)

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Court:

Volunteer officers are required to attend all mandatory court appearances. They will complete a court liaison time sheet and clock in and out in the "on-duty slot".

Volunteer officers will attach a copy of the completed court liaison time sheet to their worksheet. The worksheet with the attached court liaison slip will be turned in to the Community Relations Section Supervisor.

Termination from Detail:

The Community Relations Section commanding officer will submit a redline memo to the Chief of Police requesting a volunteer officer be terminated from the Volunteer Officer Detail.

Upon approval by the Chief of Police, the Community Relations Section commanding officer will generate a letter for the Chief of Police's signature, (through channels), notifying the volunteer officer that he/she is being terminated from the Volunteer Officer Detail and that all City of Miami issued uniforms and equipment must be returned within (5) days from receipt of the termination letter. The Community Relations Section will be responsible to collect all city issued equipment.

"Admission into the Detail" or "Termination from the Detail" of a volunteer officer from the Volunteer Officer Detail is at the sole discretion of the Chief of Police. The Chief of Police's decision to approve or disapprove an officer's admission into the Volunteer Officer Detail or to terminate a volunteer officer from the detail is final and not subject to arbitration/grievance or otherwise challenged.

A copy of the memorandum and subsequent termination letter signed by the Chief of Police will be placed in the volunteer officer's file.

A notice of termination memorandum will be sent by the Community Relations Section to:

- A. Personnel
- B. Internal Affairs
- C. Recruitment and Selection
- D. Special Events
- E. Labor Relations
- F. Training