



POLICY & PROCEDURE

HOLMEN POLICE DEPARTMENT

SUBJECT:	POLICE RESERVE UNIT	NUMBER:	9.1
		ISSUED:	04/25/2016
SCOPE:	All Department Personnel	REVIEWED:	04/25/2016
DISTRIBUTION:	Policy & Procedure Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG 4TH EDITION STANDARDS: 2.8.1.1, 2.8.1.2, 2.8.1.3, 2.8.1.4, 2.8.1.5	

I. PURPOSE

This order describes the Reserve Unit personnel and its sections.

II. POLICY

It is our policy to provide a method for volunteer Unit members to assist with police work, community service and to utilize members as a resource in emergencies, special events, and related assignments.

II. PROCEDURE

- **GENERAL**

1. The Unit is required to maintain not-for-profit/non-profit status.
2. The Chief has sole authority for recognition and/or termination of the Unit or its parts.
3. The Unit shall not discriminate against because of race, sex, or ethnic origin.
4. Applicants must be a minimum of 18 years old.
5. Applicants must complete an application, pass a background check, and pass an oral interview conducted by the liaison(s) and/or unit board.
Additional requirements may be imposed as approved by the police liaison(s).
6. General Section – composed of general membership, the police liaison(s) is appointed by the Chief of Police or Lieutenant.
 - a. Each Section may be composed of a board that is elected or appointed through each Section’s operational rules as approved by the police liaison(s).
7. General Reserve Duties. Reserve Personnel duties are limited in nature and may include duties such as Traffic Direction and Control, Crossing Guard, and Telephonic reporting.(2.8.1.2)
8. Reserve Personnel will be under the direction and control of the Reserve Unit Liaison(s). In the absence of the Unit Liaison, Reserve Personnel will follow the direction of the on-duty shift commander.
9. General Reserve Authority
 - a. Reserves do not possess sworn status. (2.8.1.1)
 - b. Reserves shall wear a uniform or other identifiable attire as approved by their section police liaison(s). Uniforms, if worn, clearly distinguish auxiliary personnel from sworn officers. No part of the uniform shall be worn/utilized other than during or while in route to/from a Department authorized function.(2.8.1.3)
 - c. Misuse/misrepresentation or other misconduct will result in discipline or discharge.
 - d. Reserves have no authority when not in uniform and acting outside of a department.

authorized function.

10. General Reserve Responsibility

- a. Reserves may be assigned to assist in non-sworn incidents or as approved by a police liaison(s).
- b. Reserves shall act professionally.

11. Those seeking to use the services of the Unit shall be referred to police liaisons.

12. This order adopts the Unit's constitution, bylaws and related regulations.

- **LIABILITY PROTECTION**

Reserve Unit personnel are defined as "auxiliary personnel" civilians affiliated with the Department acting in a non-sworn capacity and as such are indemnified when acting under the authority of the Department in accordance with this policy.(2.8.1.1)(2.8.1.5)

- **TRAINING**

1. Reserve Personnel will be trained in those duties that they are authorized and assigned to provide, such as but not limited to: Traffic Direction, Reporting, and Crossing Guard Duty.(2.8.1.4)
2. Applicants are encouraged to attend a Citizen's Police Academy prior to or during their first year of Unit involvement.
3. Police liaisons are responsible for Unit/Section training.
4. New Reserves will be assigned to a senior member for initial training.



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DISTRIBUTION:	Policy & Procedure Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:		WILEAG 4TH EDITION STANDARDS: 2.8.1	

I. Purpose

The Purpose of this policy is to establish the guidelines for the hiring process for the Holmen Police Reserves.

II. Method

- a. Applicants will return a completed application to the Holmen Police Department. Applications are available to the public at the Police Department.
- b. The Commanding Officer(s) will conduct an initial background investigation of the applicant which will include a check of NCIC, CIB, driving record or other sources that would indicate whether or not the applicant would be suited for a position in the Holmen Police Reserves.
- c. The Commanding Officer(s) will notify the applicant if he/she will be asked to interview before the Executive Board.
- d. The panel will consist of the following members (at least 2 are needed to conduct the interview):
 - Chief of Police
 - Lieutenant
 - Training Officer(s)

- e. A standard set of questions will be asked to the applicant. Each member of the panel will rate the answer to the question on a scale of one to five (five being the highest). All questions/answers are to remain confidential.

- f. At the end of the interview, the totals will be compiled and recorded. The interview scores are then averaged. One bonus point each may be awarded for: timeliness, appearance and demeanor. One point may also be deducted for the same: being late (one point for each minute), sloppy appearance and poor demeanor.
- g. Immediately before or after the interview the applicant will take a written test. The total written score is added to the interview score.
- h. After satisfactory completing the interview process a more thorough background investigation will be completed. This may include contacting current/past employers and references.
- i. Applicants may be required to pass a drug test prior to membership approval. If so, this test will be paid for by the Holmen Police Reserves
- j. If the applicant passes the hiring process, the Commanding Officer(s) will inform the new probationary officer of when and where to report to the Holmen Police Department for the issue of equipment and training.
- k. New members are NOT required to pay any deposit for equipment they are issued. If a member is asked to return ANY or ALL of the property they were issued, they will have (10) TEN days from that notification to return said property. Failure to return any property within (10) TEN days will result in the following actions being taken:

-After (10) Ten Days - An ordinance citation will be issued for THEFT and restitution for missing item(s) will be sought through the Coulee Region Municipal Court.

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Probationary Membership

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The Purpose of this policy is to establish the guidelines for probationary members of the Holmen Police Reserves.

II. General Time/Monthly Requirements

- a. The minimum requirement is to attend monthly meetings and at least one event every 6 months. Exceptions to this can be made only by the Reserve Commander based upon certain circumstances. If a Reserve Officer is unable to make a meeting notification must be given to the Commanding Officer or other designated supervisor. Exceptions will be granted only by the Commanding Officer(s) on a case by case basis.
- b. A reasonable effort should be made to attend both meetings and events. These include:
 - All monthly meetings and training
 - All special meetings
 - School activities
- c. The following activities will be credited towards the above mentioned requirements.
 - Parades
 - Civic events
 - Visual radar/speed board
 - Any other special event approved by the Commanding Officer(s)

- d. All emergency assigned duties always count towards a monthly meeting.

III. New hires

- a. The new officer will report to the Commanding Officer(s) to have his/her picture taken.
- b. All members are expected to know the Policies and Procedures and the Training Manual. Although it is not expected that new members memorize the contents, every effort should be made to have a good understanding.
- c. All new members will receive an orientation by the Holmen Police Reserve Commander(s). Issuance of equipment will also take place at such time
- d. New probationary officers will be told when their first meeting is. They will also be introduced to the membership at that meeting.
- e. The Training Officer will be responsible for giving instruction on how to wear the uniform and equipment.
- f. The new probationary officer will be placed into a squad and assigned a Training Officer. The Commanding Officer(s) will make this assignment.
- g. All new reserve officers shall be on probation status for 6 (SIX) months. The six month period will commence on the date they are officially notified of their acceptance into the Holmen Police Reserves.
- h. At the completion of the six months the Training Officer(s) and Commanding Officer(s) will review the training and progress of the reserve in a status interview.
- i. Prior to becoming a full member, each probationary officer will complete the required "basic training", established by the Commanding Officer(s) and the Training Officer(s) as outlined in the Training Manual.
- j. During the first three months, the probationary officer will not work alone unless approved by the Commanding Officer or Chief of Police
- k. The first three months in the reserve officers membership is primarily a time of observation and training. The probationary officer is not allowed to operate any village squads and the use of the radios is limited to more senior members,

unless the use of the radio is necessary for the safe execution of the reserve officer's duties (see radio policy for further details).

IV. After three months but less than six months

- a. Probationary officers will be allowed to operate the squad cars after they have received the squad car training.
- b. Probationary officers will be allowed to operate the visual speed board after they have received the training.

V. After six months

Once a probationary officer reaches the six month mark in their membership with the reserve unit, they are granted full membership and given access to the following activities.

1. Eligibility for the "Ride Along", program once the following have been met.
 - Completed the required amount of hours during the previous 3 (three) months.
 - Completed 4 (four) hours of ride along time with the Commanding Officer, Chief of Police, or his designee.
 - If the reserve officer is not promoted to regular membership after the sixth month, the decision to be allowed to participate in this program will be made by the Commanding Officer(s).
2. Allowed to carry Oleoresin Capsicum (OC spray) after training
3. Allowed to carry handcuffs after training
- c. Reserve Officers will be eligible for special details deemed by the Commanding Officer(s).

VI. General Guidelines

- a. No probationary officer shall be eligible for the Executive Board
- b. No probationary officer will be will be allowed to carry a radio walk unit until they have been trained during orientation (see radio policy for further details).

- c. No probationary officer shall work an event alone (prior to three months of service), without the permission of the Commanding Officer(s).

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Miscellaneous Policies

ISSUE DATE: July 1, 2013

LAST UPDATE: July 1, 2013

I. Purpose

The Purpose of this policy is to provide miscellaneous guidelines regarding the Holmen Police Reserves.

II. Policy

- a. ***Police Department Property.*** Whenever any police department property comes into possession, custody or control of any reserve officer, they will be considered responsible for that property.
- b. ***Loss, Damage or Unserviceable.*** Whenever any police department property is lost, damaged or unserviceable while in the reserve officer's possession, the reserve officer will report the situation immediately to the Commanding Officer(s) on duty, or Training Officer(s).
- c. ***Police Department.*** Reserve Officers are not allowed in the Police Department alone without a Holmen Police Department Officer present.
- d. ***Door Combination.*** The only people that will have the Police Department door combination will be Holmen Police Officers and the secretary. This door code will not be issued to Reserve Officers. If you need assistance at the police department call the Officer on duty or use the outdoor call box next to the main entrance.
- e. ***Citizen Requesting Information.*** All reserve Officers will respectfully and accurately provide any citizen their name and badge number upon request.
- f. ***Time sheets.*** When a reserve officer reports for duty, they shall sign in on the time sheet and list the following:
 - Radio Number

- Flashlight (last four digits of serial number)
 - Body armor number
 - Squad Number & Key Number's
- g. ***Ride along log sheet.*** Any reserve officers who rides with a sworn officer will sign in on the ride along log sheet and NOT the time sheets. This log is also on the three ring binder.
- h. ***Leave of absence.*** If a reserve officer finds that they will be unable to attend the monthly meeting and fulfill requirements because of a serious illness, because they will be out of Village for an extended period of time or because of military requirements, they may be granted a leave of absence by the Commanding Officer(s). The leave of absence will be for a period of up to thirty (30) days. The Executive Board may grant additional time upon a special written request for extenuating circumstances. The reserve officer requesting the leave of absence may be required by the Commanding Officer(s) to turn in their uniform and equipment during this time.
- i. ***Tobacco use.*** Smoking is not permitted in any Village building or vehicle (The use of tobacco products is also prohibited on all Holmen School properties).
- j. ***Testifying in court.*** Any reserve officer, who was involved in a situation that is brought to trial, may be summoned to appear in court. They may also be requested by a sworn officer involved in the situation to appear as a witness. When any reserve is requested to testify in court, they will be expected to be in full uniform, looking clean, sharp and professional. The reserve officer will also be expected to study thoroughly all notes and reports on the incident prior to the trial. The situation should be discussed with the arresting officer prior to the hearing. The time in court shall be counted toward the required monthly hours.
- k. ***Driver's license.*** Any reserve officer whose driver's license becomes revoked or suspended for any reason must notify the Commanding Officer(s) of this status immediately. Reserve Officers may not operate Village owned vehicles without a valid driver's license.

- l. **Workers Compensation Insurance:** The Village of Holmen carries workers compensation insurance on the members of the Holmen Police Reserves. If you are injured while on duty as a reserve, a police supervisor must be notified immediately and you must file an injury report within 24 hours from the time of injury. Contact the Commanding Officer(s) for assistance in filling out this report.
- m. **Amendments:** The policies and procedures may be repealed by order of the Chief of Police or the Village of Holmen Board. Any policy or procedure may be recommended to be replaced or amended. It shall then go to the Police Chief for approval. If it is approved, the changes shall be typed, copied and given to every reserve officer to be included in this manual.
- n. **Mandatory Reporting:** If you are arrested for any criminal act, you MUST report the incident to the Chief of Police or the Commanding Officer. You may be placed on administrative leave until the incident is resolved in court. This is done by the discretion of the Chief of Police

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Executive Board

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The Purpose of this policy is to establish the guidelines for the Executive Board within the Holmen Police Reserves.

II. Policy

It is the policy of the Holmen Police Reserves, that an Executive Board consisting of the Commanding Officer(s) and Training Officer(s), conduct hiring's, terminations, disciplinary procedures, award procedures, running of the monthly meetings and any other activity that the Executive Board deems necessary.

III. Requirements for Board Members

- a. Only officers with full membership will be eligible for appointment to the board.
- b. Board members shall be chosen through an interview process with the Commanding Officer(s) based on their dependability and leadership abilities.
- c. The board shall meet monthly prior to the general membership meeting to discuss any administrative concerns. These meeting are confidential and not to be discussed with the general membership.
- d. Any vacancies on the Executive Board will be filled promptly by appointment of the Commanding Officer(s) provided membership allows for this.
- e. Holmen police department Command Staff reserve the right to make direct appointment to the Reserve Board.
- f. Holmen Police Reserves Board reserves the right to authorize expenditures under \$1000.00. The Board shall freely share all members with details of any outgoing funds.

IV. Positions of the Board

- a. **Commanding Officer(s) (sworn):** Will be responsible for appointing all members of the Executive Board. The Commanding Officer(s) will have the authority to enforce any of the disciplinary actions set forth in these policies. He/She will have the authority to accept and dismiss any applicant or reserve officer. He/She will be responsible for conducting background checks on applicants and managing Reserve Unit accounts.
- b. **The Unit Commander/Deputy Commander.** Preside at all regular meetings of the Holmen Police Reserves and at all special meeting of the Executive Board. The Unit Commander/Deputy Commander will have the authority to remove any member of the Executive Board he/she feels is not doing a good job or has not met the service requirements. The Unit Commander/Deputy Commander will work closely with the Lieutenant, Chief of Police and HPD Administration and will relay any directive, orders and changes of procedures to the membership. They are also responsible for the monthly schedule and billing.
- c. **Squad Sergeants:** Each officer will be assigned to a squad. Each squad will have one Squad Sergeant who will be appointed by the Commanding Officer(s). The Squad Sergeants will call their squad members each month and remind them of the monthly meeting and training sessions. They will responsible to inform their members of any schedule changes. In the event of a full unit call out or emergency, the various squad sergeants will take charge of their squads. The Squad Sergeant will also notify members of their squad about activities. The Squad Sergeants will be issued Sergeant Collar brass. The collar brass is to be worn at all times when in uniform. The only exception to this is when the Reserve Sergeant is riding with a sworn officer.

During the “Ride Along”, the Reserve Sergeant will remove the sergeants stripes from his/her collar and replace them with the collar brass of the regular reserve officer.

- d. ***Training Officer:*** Will be responsible for all the training within the Holmen Police Reserves. He/she will be responsible for training activities at each monthly meeting as well as the “Basic Training” and the monitoring of all new Probationary Officers. The Training Officer will be responsible for developing and maintaining training records for each reserve officer.
- e. ***Treasurer:*** This function will be performed by the Commanding Sergeant or Commanding Officer.
- f. ***Secretary:*** This function will be performed by the Unit Commander or Deputy Commander.
- g. ***Quartermaster:*** This function will be performed by the Unit Commander or Deputy Commander.

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Meetings

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The Purpose of this policy is to make known the monthly meeting of the Holmen Police Reserves.

1. Monthly meetings and training sessions will be held on the first Wednesday evening of each month at 6:00 p.m. at the Holmen Police Department located at 119 Wall Street W., Holmen, WI. It is **MANDATORY** that all reserve officers attend the monthly meetings. All reserve officers are expected to be punctual.

- a. ***Excused absence:*** If any reserve officer is unable to attend the monthly meeting and or training session, they must obtain **PRIOR** authorization (excused absence) from their Squad Sergeant or Commanding Officer. Excused absences will be granted for those who are ill and those who must be out of Village to the point of being impossible to attend (business trips, family emergencies, vacation, etc...). Excuses such as ***"being too busy"***, will not be valid for an excused absence.
- b. ***Unexcused absence:*** Any reserve officer, who is not present at a monthly meeting without prior excused absence, will be considered absent without leave. The first unexcused absence will begin the disciplinary procedure.
- c. ***Quorum:*** A quorum of 25% of the membership must be in attendance to transact business at any regular or special meeting of the Holmen Police Reserves.
- d. The wearing of the uniform is **NOT required** for the monthly meeting unless notified.

Meetings Continued...

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Discipline

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The Purpose of this policy is to explain to the reserve officer, various adverse actions that are subject to disciplinary actions.

II. Policy

It is the policy of the Holmen Police Reserves to initiate disciplinary proceedings for any of the adverse actions listed below. Further reference may be read in the “Disciplinary Actions Policy”, in this manual.

III. Adverse Actions

Listed below are actions that may start disciplinary actions against a reserve member. Any action by a reserve member that is **NOT** listed in this policy but deemed inappropriate by the Commanding Officer(s), or the Executive Board may also be subject to disciplinary action.

- a. Unauthorized equipment (read equipment policy)
- b. ***Equipment use for private purposes:*** Reserve officers will not use any police department or police reserve property for private purposes. Failure to comply will constitute immediate disciplinary action and or dismissal.
- c. ***Use of badges or ID off duty:*** Badges and/or ID are not to be carried or worn when off duty.
- d. ***Failure to report for duty:*** Any reserve officer, who accepts any assignment of duty, will be at the assigned place at the assigned time. If a reserve officer is unable to report for a duty assignment, they ***MUST FIND THEIR OWN REPLACEMENT.*** If no replacement can be found, the Squad Sergeant and or

the Commanding Officer(s) must be notified immediately. Any reserve officer who fails to report for duty without proper notice or replacement will be subject to proper disciplinary action.

- e. ***Remaining at post:*** When a reserve officer is assigned to a specific duty post, they will remain at that post until the activity has ended or until relieved by another officer or until dismissed by the ranking reserve officer or sworn officer.
- f. **No reserve officer is allowed within any area of the police department unless there is an event or with a sworn Officer**
- g. ***Falsification of reports:*** Any reserve officer, who makes a false report, whether written or verbal, of criminal activities, accidents, emergencies or incidents of misconduct by another reserve officer or sworn officer, will be dismissed immediately from the Holmen Police Reserves. Every reserve should keep in mind that they could also be brought up on criminal charges and or open to civil suit for committing any of these offenses.
- h. ***Defamation remarks:*** No reserve officer shall for any reason make comments defamatory or derogatory toward any other reserve officer, sworn officer, or police agency, in any public or private establishment or while riding in a squad car. Any reserve officer violating this policy will receive proper disciplinary action. Every reserve officer should also keep in mind that violating this policy could open him/her to a civil suit for defamation of character. Any reserve officer hearing such remarks will fill out a written report and deliver it to the Commanding Officer(s) within five days of the incident.
- i. ***Controversial conversation:*** All reserve officers will refrain from engaging in conversation of a controversial nature while on duty. All officers should work together as a team and strive for unit and mutual cooperation in all relationships and duties.
- j. ***Use of alcoholic beverages:*** No police reserve officer shall consume any type or amount of alcoholic beverage prior to, while on duty, or while in uniform. No reserve officer will consume any amount of alcoholic beverage within eight (8) hours of beginning a tour of duty. Reserve officers MUST submit to a PBT if

requested to do so by a Commanding Officer(s) or sworn personnel. Refusal to do so will result in immediate dismissal.

- k. ***Purchase or transport of alcoholic beverages:*** No reserve officer shall purchase or transport any type of alcoholic beverage while on duty or while in uniform, unless the alcoholic beverage is properly identified as use of evidence or has recently been confiscated legally and is being transported at the request of a sworn officer.
- l. ***Statement to news media:*** No police reserve officer is to make any statement or provide any information to the news media regarding police matters or reserve activities, without prior approval by the Chief of Police. If a member of the news media contacts a reserve officer, they shall be referred to a sworn officer.
- m. ***Disobedience of orders:*** Any reserve officer who disobeys a direct order of any superior reserve officer or sworn officer may be charged with “disobedience of a direct order” and may be subject to disciplinary action.
- n. ***Attitude:*** A courteous and professional attitude will be expected of all reserve officers. The reserve officer must be able to keep an even temper, be patient and remain calm in stressful situations. The reserve officer, when working with a sworn officer, should always maintain an attitude of “being there to learn and assist”. The sworn officer is **ALWAYS in charge**.
- o. ***Failure to meet monthly requirement:*** When a reserve officer fails to meet the monthly requirement and has not received a prior exemption from the Commanding Officer(s), they will be in violation of the Holmen Police Reserve Policy. Proper disciplinary action will be taken. It could result in dismissal.
- p. ***Horseplay:*** NO horseplay between reserve officers or between Reserve Officers and citizens will be tolerated. Reserve officers are professionals and will conduct themselves as such at all times.
- q. ***Conduct unbecoming an officer:*** Any reserve officer who has been found guilty by the Holmen Police Reserve Command Staff of conduct unbecoming an officer may be subject to dismissal, suspension or other appropriate disciplinary action, to include criminal and or civil charges if applicable.

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Disciplinary Actions

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The Purpose of this policy is to establish the guidelines for the proper procedures for disciplinary actions of any reserve officer.

II. Method

- a. Violations of any rule or policy of the Holmen Police Reserves or the Holmen Police Department shall subject the reserve officer to immediate suspension or termination by the Holmen Police Reserves Command Staff.
- b. Any reserve officer who has been arrested or convicted of a felony, misdemeanor or other offense, shall be subject to dismissal, suspension or other appropriate disciplinary action. The reserve Officer shall notify the Commanding Officer or Chief of Police of such incident. Any reserve officer who is suspended shall be required to immediately turn in all uniforms and equipment issued to him/her until at which time the member is reinstated.
- c. ***Conduct Unbecoming an Officer:*** Any reserve member guilty of conduct unbecoming an officer will be subject to dismissal, suspension or other appropriate disciplinary action.

III. Complaints/Grievance between reserve members

- a. All members are encouraged to work together as a team. If you are not able to, then the matter must be brought to the attention of the Holmen Police Reserve Command Staff.
- b. All reserve officers are required to report any police violation or legal violation to the Holmen Police Reserve Command Staff.

IV. Appeals

- a. The decision of the Holmen Police Reserve Command disciplinary panel is final.
No appeals will be accepted.

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Duty Assignments

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The Purpose of this policy is to give the reserve officer a guideline of the duty assignments for a majority of the locations that the Holmen Police Reserves are commonly assigned to.

II. Method

Generally, the reserve unit is asked to be present at school and community events, for both physical safety in case of an emergency and to discourage and/or deal with unruly fans at a sporting event or patrons at a community activity. It promotes prevention. Keep in mind if there are three or more reserves at an event, it is preferred that everybody doesn't congregate in one place. It looks to overbearing. One officer may stand by the event while the other two officers patrol. If there are four reserves, two may stand at the event while the other two patrol. If there is only one officer at an event, the officer should divide his/her time between the event and parking areas.

III. Common locations

- a. *Locations:* There are various locations where your assignments may take place. These locations include, but are not limited to, schools, special events and other public or private places.

IV. What are you looking for?

- a. In general, if somebody is doing something illegal or is creating a disturbance, you may call a sworn officer. If you feel comfortable in trying to diffuse the

situation, do so. An officer should be called regardless as a crime may have been committed that you are not familiar with.

- b. If it may be potentially violent or boisterous situation, you will call a sworn officer.
- c. If people are observed doing something illegal, you may verbally detain that person or persons and call a sworn officer (refer to handcuff policy). If they resist, actively physically detaining somebody without the presence of a sworn officer is **NOT ALLOWED, UNLESS** required to protect the public or the reserve officer. If they flee, follow on foot at a safe distance and report to dispatch the pursuit location (refer to Radio Operations policy and Training manual. Example: DO NOT USE 10-80).
- d. Smoking or the use of tobacco products on school district grounds, athletic fields or buildings is prohibited.
- e. **Back-up:** Whenever a reserve officer feels that a situation is or could be out of control, a sworn officer shall be called. Never try to handle a questionable situation alone. A sworn officer will also be called immediately upon the request of any teacher or school official. The reserve officer calling for backup will notify the dispatch center directly using radio channel No. 1 (Sheriff 1).
- f. **Appearance at activities:** All reserve officers working at school functions or any duty will maintain good posture at all times. All reserve officers are expected to look sharp, alert and professional. No reserve officer will lean against walls, stand with hands in pants pockets or smoke in public while working any assigned duty post. Refer to Uniform policy.
- g. **Traffic direction:** The reserve officers will be responsible for directing and clearing out the traffic at events or functions, if it is needed. Reflective vests are mandatory for these types of details.

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Coffee/Lunch/Dinner Breaks

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The purpose of this policy is to establish guidelines for when and in what manner the reserve officer is to take a break while on duty.

II. Method

To accomplish this goal, the following is set down and is to be followed by reserve officers.

- a. Reserves on foot patrol will be allowed to take breaks in the local restaurant of their choice.
- b. Breaks will not exceed 30 minutes in length and no more than one will be allowed during a tour of duty. This 30 minute break applies when a shift of eight hours is worked.
- c. **UNDER NO CIRCUMSTANCES**, will any reserve officer accept free food, drink or reduced-priced food or drink from any local restaurant owner or employee. This applies while on duty in uniform and off duty when the food or drink is offered because you are a member of the Holmen Police Reserves. Accepting ANY gratuity may result in immediate dismissal or other disciplinary actions.
- d. Prior to going on break, the reserve officer will notify dispatch that they are ON BREAK 10-7 (out of service) and they will give the location where they are. After the break has ended the reserve officer will tell dispatch they are 10-8 (in-service).
- e. Reserve officers may be called off their break as is necessary for service.

- f. Reserves may consume food and drink at events they are working if they are working less than eight hours. These breaks should be kept to a few minutes in length and then the reserve should resume his/her patrol duties.

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Equipment

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

The purpose of this policy is to explain the authorized and non-authorized equipment items for the Holmen Police Reserves.

II. Policy

Any deviation from the policy set forth here is grounds for disciplinary action or dismissal. The Commanding Officer(s) shall determine if the equipment policy has been violated.

III. Authorized Equipment

The following items are authorized for wear and or use for the Holmen Police Reserves in the performance of their duties.

a. Issued Equipment

- Duty belt and belt keepers
- *Medical gloves and case:* All reserve officers are required to carry medical gloves while on duty. They are to be carried in your pocket or may be carried in a pouch on your duty belt. Gloves may be latex or latex free. Please keep in mind some individuals are allergic to latex.
- *Handcuffs and case:* Reserve officers may carry handcuffs ONLY after training and approval of the Commanding Officer(s). Any violation or misuse could be cause for immediate denial of the reserve officer's privilege to carry handcuffs and subject the reserve officer to disciplinary action and criminal charges.

- *Oleoresin Capsicum (OC) spray and case:* Reserve officers may carry OC spray ONLY after training and the approval of the Commanding Officer(s). Only OC spray provided by the reserve unit may be carried. OC spray may only be used for self-defense. Failure to comply with this policy could result in immediate disciplinary action and may result in immediate dismissal from the Holmen Police Reserves and criminal charges.
- *Whistle and Lanyard:* Whistle and lanyard may be worn as stated in the Uniform Policy. The whistle is to be used for traffic control and direction. One long blast (about one second) means stop and two short blasts (1/2 seconds each) means go. This will be covered in detail in the Traffic Control Procedures.
- Traffic Vest
- *Badges:* One badge may be issued if available. They will **NOT** be worn or carried at any other time than on your uniform while on duty and to and from your house to the Holmen Police Department.

b. Non-Issued Equipment

- *Notebook:* Every reserve officer should carry a notebook. It is recommended that a reserve officer use it to record contact names, license plate numbers, vehicle descriptions and other pertinent information.
- *Police radios:* Pursuant to the Police Radio Policy
- *Small knife:* Reserve officers may carry on their duty belt a small knife providing that the blade is single sided and no longer than three inches in length. It will be kept in a holder in the same manner as a pager. The knife must be inspected and authorized by the Commanding Officer(s).
- A second set of handcuffs may be worn on the duty belt if they are approved for wear. The decision will be made by the Commanding Officer(s). The reserve officer will furnish his/her own set.

- A reserve officer may carry his/her personal flashlight if the Commanding Officer(s) give prior approval. Excessive large flashlights will not be allowed.
- All other items carried on the duty belt will be worn with the approval of the Commanding Officer(s).
- The Holmen Police Department, Holmen Police Reserves, the Village of Holmen, reserves the right to deny any claim for damage or loss to a reserve officer's personal equipment.

IV. Non-Authorized Equipment

No reserve officer shall be authorized to carry the following equipment.

- a. *Firearms:* Firearms will only be authorized for use on the shooting range and when issued to a reserve officer by the Chief of Police. Reserve officers that are sworn by another department are prohibited from carrying firearms when working as a Holmen Police Reserve Officer. No holsters are permitted as well.
- b. *Baton:* Any object designed to be used as a striking instrument.
- c. *Large Knives:* Blade over three inches
- d. Mace or Tear gas
- e. *Handcuffs:* Except as specified in the Handcuff Policy
- f. *OC Spray:* Except as specified in the OC Policy

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Use of Department Cellular Phone

ISSUE DATE: September 7, 2016

LAST UPDATE: September 7, 2016

I. Purpose

Cellular phones in law enforcement have become more important in daily police business. This applies not only for the administration, but also for line personnel. These phones can be of great value and use by line personnel in their everyday duties. Like most other things, limits must be placed on the use of these instruments. The purpose of this policy is to set forth guidelines for the proper use of cell phones.

II. Restrictions

- a. No personal calls at any time.
- b. Reserve officers shall not make long distance calls unless authorized.
- c. Reserves officers use of the cellular phone shall be limited to those times when he/she needs to contact a supervisor and deems the content of the conversation is not appropriate to be said over public airways (squad radio), or the use has clear duty related value.
- d. Do not use the phone while driving.
- e. Do not use the phone in place of the radio for normal police functions.
- f. Do not give phone numbers to the public or family members.
- g. Report any malfunctions or abuse of the phones to the Commanding Officer(s) in writing as soon as possible.
- h. Texting is not allowed on city cell phones.
- i. Reserve officers may choose to bring their personal cell phones to assignments. Reserve officers should minimize the use of personal cell phones when on duty. Personal cell phones should be turned off when on ride alongs.

HOLMEN POLICE RESERVE POLICY

TITTLE: Body Armor

ISSUE DATE:

LAST UPDATE: September 7, 2016

I. Purpose

In law enforcement, officers are many times introduced to dangerous situations in which weapons are a factor. While every attempt is made to keep the Holmen Police Reserves out of harm's way, there may be times when the use of a bullet resistant vest is appropriate.

II. Method

The wearing of body armor is mandatory at all times while on duty unless otherwise authorized by the Holmen Police Department Command.

III. Issued Body Armor

The Holmen Police Reserves does not issue any member body armor but does have a limited supply for its members to use. The guidelines for use are as follows:

- a. Sign out a vest prior to starting your duty assignment or ride along and record the vest number on the "Equipment Roster".
- b. No member shall take any vest home.
- c. Reserve members are allowed to wear their own body armor once it has been inspected by the Commanding Officer(s) or the Chief of Police.

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Use of Handcuffs

ISSUE DATE:

LAST UPDATE: July 1, 2013

I. Purpose

The Purpose of this policy is to establish the guidelines in the use of handcuffs by the Holmen Police Reserves.

II. Policy

It is the policy of the Holmen Police Reserves, that reserve officers be allowed to carry handcuffs after the required training and that they be allowed to use them in accordance to this policy and the reserve training manual.

- A. Reserve officers may carry two (2) sets of department approved handcuffs on their person. However only one set of handcuffs will be provided by the Commanding Officer or Chief of Police.
- B. Probationary members are not allowed to carry restraints of any kind.
- C. No reserve officer will be allowed to carry handcuffs without being trained by the department DAAT instructor and the approval of the Commanding Officer(s). Those reserve officers who have had documented training in this or another state may be waived by the DAAT coordinator of the department. Documentation will be required
- D. No person shall be handcuffed without prior approval of a sworn officer.
*Exception: If after you have used your OC in a self-defense situation, you may, if you can do safely, handcuff the subject prior to notifying an officer. Once the handcuffs are in place you **SHALL IMMEDIATELY** notify a Supervisor/OIC that you have used OC and have the subject detained. If a*

Supervisor is not available, you will notify a sworn officer. Your next course of action is to get the subject to the closest source of water for decontamination.

- E. No person shall be “hog-tied”.
- F. If the reserve officer is unable to handcuff a person behind their back due to medical reasons, the subject should be restrained in another reasonable manner.
- G. Handcuffs will be checked for fit and safety locked when they are in place on a subject.
- H. Refer to the Training Manual for further guidelines

Approval:

Chief Shane Collins

Date:

HOLMEN POLICE RESERVE POLICY

TITTLE: Use of Oleoresin Capsicum

ISSUE DATE: July 1, 2013

LAST UPDATE: July 16, 2018

I. Purpose

The Purpose of this policy is to define the guidelines for a reserve officer's use of the Oleoresin Capsicum (OC) spray.

II. Policy

It is the policy of the Holmen Police Reserves, that reserve officers be allowed to carry Oleoresin Capsicum spray after the required training and that they be allowed to use it in accordance to this policy and the reserve training manual.

- A. OC shall be used in self-defense or the defense of others only.
- B. Any use that does not fall into the above categories is unacceptable and may result in civil & criminal liabilities.
- C. Improper use of OC will likely result in immediate dismissal from the Reserve unit.
- D. If you have any questions, doubts, or confusion related to when you can or cannot use OC seek clarification immediately.

III. Requirements for Carry

- A. To be a member of the Holmen Police Reserve Unit you will be required to carry OC.
- B. Reserve Officers will not be allowed to carry OC until they have completed the annual Holmen Police Department OC training.
- C. Probationary reserve officers will not be allowed to carry OC.
- D. At a minimum reserve officers must pass an annual written test in order to carry.

IV. Authorized OC

- A. Only department issued OC will be carried by the Holmen Police Reserves.
- B. Only one (1) canister will be carried at a time.
- C. Only department issued OC will be used during training

V. Guidelines

- A. OC will be used for self-defense or the defense of others only.
- B. Sworn Officers may authorize you to use OC.
- C. If OC has been used a Supervisor or on duty Officer will be *notified immediately*.
The sworn officers on duty can assist you with this notification.
- D. After OC has been used on someone, every reasonable attempt to get the subject to water must be made.
- E. If you use OC on someone you will be expected to complete a statement. Do not go home before it has been completed.
- F. Sound judgment must be used when using OC. Consider the risk of cross contamination.
- G. OC will not be used if it appears that children under the age of two may be contaminated.
- H. Reasonable efforts will be made to decontaminate animals that have been sprayed with OC.
- I. If OC has been used you are authorized to handcuff the suspect before sworn help has arrived, provided you feel doing so is within your capabilities.

VI. *Further information regarding the use of OC can be found in the Training Manual.*

Approval:

Chief Shane Collins

Date:

This Policy cancels and supersedes any and all previous Policies and Directives relative to the subject matter contained herein.

Initial 04/25/16