



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: POLICE RESERVE OFFICER DUTIES	GENERAL ORDER NUMBER: 612
REFERENCES: M.S. § ATTACHMENTS: General membership and leadership positions	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The purpose of this General Order is to give specific direction on what work reserve officers will do when on duty in order to keep their activities in conformance with State law.

612:01 Patrol Duty

Reserve officers will perform a directed security patrol function on patrol in accordance with this General Order, except when specifically directed by an on duty police officer, police captain, or the chief of police to do other tasks. When on security patrol, reserve officers shall inspect the parks and other areas as directed. Inspections shall include checking doors and windows, checking security lights, checking visible utilities, checking any vehicles on the property and to look for damage or unauthorized persons. When damage or unauthorized persons are located, this information must be forwarded to an on duty police officer as soon as practical. Any police oriented action or activity shall be recorded on the front side of their log.

Reserve officers are authorized to drive any City police vehicle to accomplish this security function. This includes marked squads, CSO vehicles and unmarked squads. Every reserve officer must sign in and out of the duty each time they work. Each reserve officer doing patrol duty must turn in a properly completed patrol log at the end of their shift.

Reserve officers shall not use any department vehicles without the permission of a police officer. Use of department vehicles by the reserve unit shall be dictated by the availability of vehicles and the "Designated Community Services" vehicle shall be used first.

612:02 Assigned Tasks

On duty police officers may direct reserve officers to assist them in other police functions. Primarily these functions are:

- A. to help control unruly citizens
- B. to transport persons to jail, to a detox center, or to other locations as directed
- C. to protect private property such as waiting for a tow truck, protecting a crime scene, or transporting evidence
- D. to pass out police literature such as Neighborhood Watch material
- E. To serve at special functions such as Jamboree parade, the Jamboree carnival, athletic events, etc.

These assigned tasks shall be recorded on the front side of their log.

612:03 Prohibitions

Reserve officers shall not take any action or state any words that would lead a citizen or a police officer to believe that the reserve officer is a licensed police officer as defined by State law. This includes, but is not limited to, stopping a motor vehicle with a police vehicle, taking a person into custody under authority of State Statute 629.34, issue any tag, citation, or court notice, or to enforce any law.

Members shall not permit their names or photographs to be used to endorse any product or service, which in any way is connected to law enforcement without the permission of the chief of police. They shall not, without permission, allow their names or photographs to be used in any commercial testimonial, which alludes to their position with the department. Police Reserves shall be accountable to all applicable Rules of Conduct under General Order 500 which governs the conduct of Police Department staff.

612:04 Disasters

Whenever a reserve officer becomes aware of a disaster occurring within the City, the reserve officer should report to the Police Department office in uniform without waiting to be requested. "Disaster" in this General Order means an actual touchdown by a tornado or a hazardous material incident of sufficient size to require the evacuation of persons from their residence. If a state of emergency is declared by the City Council as authorized by City ordinance and State statute, reserve officers may be granted greater authority than defined by this General Order. Such increased authority is never to be assumed and will only go into effect upon written order of the Chief of Police.

612:05 Rules

Every reserve officer shall know and abide by all rules and regulations promulgated by the office of the Chief of Police.

BY ORDER OF:

Scott Nadeau, Chief of Police

[Back to Top](#)