



Policy Revision Request

Requestor Name Kurtis Krause Emp # 2951

This revision applies to New Policy
Chapter 6 General Support Operations –
If new, recommended section 619 Reserve Officer Unit

This revision is necessary to comply with City Ordinance (attach)

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

On July 20, 2023, the Austin City Council approved a [Police Reserve Force Ordinance \(2-17-1\)](#). The approval of the ordinance requires the creation of a department policy governing the function, implementation, and management of the Police Reserve Unit.

619 RESERVE OFFICER UNIT

619.1 PURPOSE AND SCOPE

Austin City Council approved the establishment of a Police Reserve Force on July 20, 2023, under City Ordinance 2-17-1. The primary purpose of the Reserve Officer Unit is to supplement the Department's ability to staff special events with trained, motivated, and disciplined reserve officers and to eliminate the need to use on-duty resources, which would otherwise be performing regular patrol or other essential peace officer functions. Reserve Officers will fill special event vacancies unfilled by full-time officers. The Chief of Police may also call upon Reserve Officers to perform other peace officer duties as needed to supplement the full-time police force. The Department shall hold no more than 75 Reserve Officer positions.

619.2 APPOINTMENT

- (a) The Chief of Police shall approve and appoint members of the Reserve Officer Unit.
- (b) Members of the Reserve Officer Unit are at-will employees serving at the Chief's discretion.
- (c) The City Council must approve appointments as a Reserve Officer before the person appointed may carry a weapon or otherwise act as a peace officer. After appointment by the City Council, the person appointed may act as a peace officer only when authorized by the Chief of Police and only when discharging official duties as a peace officer.
- (d) Reserve Officers will hold part-time Texas Commission on Law Enforcement (TCOLE) peace officer licenses and be temporary employees of the Department.

619.3 ELIGIBILITY

The Reserve Officer Unit shall consist of prior Texas Peace officers who:

- (a) Did not separate from any prior police department(s) while under investigation, or in lieu of investigation, for misconduct; or
- (b) At any point during previous peace officer employment, were suspended without pay, demoted, indefinitely suspended, or otherwise terminated for improper use of force, unlawful discrimination, or dishonesty; or
- (c) Have any other Internal Affairs history the Chief of Police deems inappropriate for appointment as a Reserve Officer.

619.4 APPLICATION PROCESS

The following two processes are the only way to apply for the Reserve Officer Unit.

- (a) Complete the hiring application process through the APD Recruiting Unit for the Reserve Officer Program
- (b) During the retirement or separation out-processing, Austin Police Officers honorably retiring or honorably separating with at least ten (10) years of service will have the option of electing into the Reserve Officer Unit if the officer meets the eligibility criteria.
 - 1. Honorably retiring or separating officers will keep all issued equipment and be responsible for maintaining training requirements.
 - 2. The Training Academy will submit a request to TCOLE to change the officer's L1 License from full-time to part-time.
 - 3. APD HR will change the officer's position from full-time to temporary employee.

619.5 RESTRICTIONS

- (a) Reserve Officers are not entitled to civil service status under Chapter 143 Texas Local Government Code.
- (b) Reserve Officers are not eligible to participate in any program provided by the City of Austin or APD normally considered a financial benefit of full-time employment or any pension fund created by statute for the benefit of full-time paid peace officers. However, Reserve Officers are eligible to receive all City and APD benefits afforded to other temporary employees.
- (c) Reserve Officers may act only in a supplementary capacity to the regular police force and may not assume the full-time duties of regular police officers.
- (d) Reserve Officers shall not hold or work secondary employment contracts requiring the use of law enforcement powers under the APD commission or work elective departmental overtime.

619.6 QUALIFICATIONS AND STANDARDS OF TRAINING

- (a) The qualifications and standards of training for Reserve Officers shall be consistent with those promulgated by TCOLE for licensed peace officers.
- (b) Reserve Officers must maintain an active TCOLE license by completing the mandated 40 hours of training every two (2) years, including legal update courses and firearms qualification.
- (c) Reserve Officers shall complete all APD and TCOLE-mandated training with the same deadlines established for full-time officers. Non-compliance will result in the temporary suspension from working as a Reserve Officer until completion of the required training.

619.7 RESPONSIBILITY TO KNOW AND COMPLY

Reserve Officers shall know and comply with all applicable Department General Orders, Unit SOPs, City policies, and state and federal law.

619.8 CHAIN OF COMMAND

The Special Events Chain of Command will manage and supervise the Reserve Officers.

619.9 WORK ASSIGNMENTS, DUTIES, AND STAFFING

- (a) The Chief of Police may call any or all members of the Reserve Police Unit into service at any time the Chief considers it necessary to have additional officers to preserve the peace and enforce the law.
- (b) Members of the Reserve Police Unit shall serve as peace officers only during the actual discharge of their duties.
- (c) Reserve Officers shall generally work only at special events and barricades or traffic control positions. The Chief may call upon Reserve Officers to perform other peace officer tasks as needed to supplement the full-time police force.
- (d) The Special Events Unit will staff events with Reserve Officers only after full-time officers, corporals, detectives, and sergeants have had ample opportunity to sign up to work the special event.
- (e) The Special Event Coordinator will place a Reserve Officer with a full-time APD Officer at traffic control assignments requiring more than one officer to control the intersection if staffing allows.
- (f) Reserve Officers shall not respond to calls for service; however, the Reserve Officer shall take enforcement action to preserve the peace and protect life and/or property.
- (g) The Special Event Sergeant/Corporal will email the Reserve Officers when a special event is eligible for sign-up.
- (h) Reserve Officers will sign up for special events using the Revolution website (Austin911.com).

619.10 WORK EXPECTATIONS

- (a) Reserve Officers should work a minimum of one (1) special event per month and one (1) holiday event per year, given there is enough opportunity to remain in good standing. The Special Event Sergeant may make appropriate exceptions.
- (b) Reserve Officers shall not work more than 40 hours a week.

619.11 COMPENSATION

- (a) Reserve Officers are APD temporary employees compensated at a rate set by the APD Financial Manager.
- (b) The Special Event Coordinator will submit the Reserve Officer's time worked for payment through the Special Event Administrative Professional or through APD HR Payroll using the same process for full-time officers who worked the event.

619.12 CORRESPONDENCE

- (a) Reserve Officers will review and reply to emails, texts, and voicemails in a timely manner. The response time should never exceed 72 hours for emails and 24 hours for texts and voicemails.
- (b) Reserve Officers shall notify the Special Events Sergeant/Corporal when they anticipate they will be unavailable to correspond as previously outlined.

619.13 UNIFORM

- (a) Reserve Officers shall wear an authorized APD Uniform, including a ballistic vest and duty belt.
- (b) Reserve Officers shall follow all departmental grooming and uniform standards.
- (c) Reserve Officers are responsible for the care, condition, and maintenance of all issued uniform pieces.
- (d) Reserve Officers may wear Class A Uniforms to APD ceremonial events with supervisor approval.

619.14 EQUIPMENT

- (a) The Department will purchase and issue each Reserve Officer all equipment.
- (b) Reserve Officers are responsible for the care, condition, and maintenance of all issued equipment and keep all equipment serviceable and ready for deployment.
- (c) Reserve Officers shall notify the Special Events Sergeant/Corporal of any equipment deemed damaged or unusable. The Special Events Sergeant/Corporal shall report the damage and arrange a replacement as per General Orders.
- (d) The Department will issue each Reserve Officer the following equipment:
 - 1. Duty belt & accessories
 - 2. Under belt
 - 3. Duty pistol
 - 4. Radio
 - 5. Body-worn camera
 - 6. Stinger flashlight
 - 7. Flashlight traffic cone
 - 8. Taser
 - 9. Pepper spray
 - 10. ASP or Side-handle baton
 - 11. Handcuffs (2)

619.15 VEHICLES

Some barricades and traffic control positions require a patrol vehicle for safety reasons. When a position requires a vehicle, the Special Events Coordinator will attempt to occupy those positions with a full-time officer; however, there may be circumstances when there are not enough full-time officers to cover all positions requiring a patrol vehicle. In those circumstances, the Special Events Coordinator will direct the Reserve Officer to pick up a designated overtime patrol vehicle at a substation. The Special Events Coordinator will coordinate the patrol vehicle pickup with the Reserve Officer and the substation PCO. The Reserve Officer shall place an "Out-of-Service" metallic placard on the patrol vehicle's front driver and passenger door before leaving the substation.