



POLICE DEPARTMENT

TOWN OF FOXBOROUGH

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Chief of Police

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14.1.0 **Foxborough Reserve Police Force -General Consideration and Background**

Reserve Officers are a critical part of the Foxboro Police Department operation. They help us meet our patrol shift obligations by providing relief to full time officers seeking time off and help us meeting our obligation to fill private details. Reserve Officers shall be treated like professionals and paid for all work hours mandated by the department subject to the approval and supervision of department command staff. Nothing shall prohibit a reserve officer from volunteering for certain functions throughout the year, such as annually recurring community events.

14.2.0 **Policy**

14.2.1 The reserve officers shall be governed by departmental rules and regulations that govern regular sworn members. They shall meet the minimum training standard for part time officers as established by the Municipal Police Training Committee and other training requirements imposed locally. The reserves shall be supervised by the shift supervisor when working and shall fall under the direction of Patrol Sergeants and the Operations Division Lieutenant.

14.3.0 **Reserve Officer Duties**

14.3.1 Reserve Officers shall be responsible for:

- a. The proper execution of their assigned duties.
- b. The prevention and suppression of crime.
- C. The enforcement of laws and ordinances.
- d. Knowledge of criminal law and criminal procedure and awareness of law enforcement best practices.
- e. Embracing and practicing the philosophy of community policing.
- f. Professionalism in their speech and behavior.
- g. Seeking out positive citizen contacts and promoting public relations.
- h. Adherence to all rules, regulations, orders, policies and procedures.
- i. Proper report writing.
- j. Understanding and abiding by our guidance on patrol priorities and the use of uncommitted patrol time.
- k. The proper care and use of departmental equipment, supplies and facilities.
- l. Making themselves available for details and patrol shifts as needed.

14.4.0

Reserve Officers Standards

All Reserve Officers shall be recruited, screened, hired and trained in accordance this Foxborough Police Department standard for recruiting, screening and hiring and trained to standards established by the Municipal Police Training Committee.

Recruiting Standard

Reserve Officer candidates shall be recruited from the following sources; media advertising (open enrollment), social media (open enrollment), referrals from current full time officers, outreach to all MPTC academy directors, outreach to departments that currently work out Gillette details, outreach to area colleges with CJ programs, outreach to retired federal law enforcement associations, outreach to national guard units and by word of mouth.

Screening Standard

All reserve officer candidates shall submit a completed application and background package on the standard Foxborough police forms, along with a resume, a letter explaining their interest in employment with the Foxborough police department, and three letters from professional references.

All reserve officer candidates shall be required to state their interest in the following position options; details only, details and patrol shifts.

All reserve officer candidates shall be required to pass either the state civil service examination, or an alternative entry level exam provided by Police Exam Solutions and shall be responsible for the cost of taking that exam.

All reserve officer candidates shall pass the current physical fitness requirements for police candidates, age and gender adjusted by the MPTC, before receiving further consideration.

All reserve officer candidates shall pass an MPTC basic firearms qualification.

All reserve officer candidates shall possess a valid CPR and First Aid certification.

All reserve officer candidates shall be subject to an initial review of their application package by the Chief of Police.

Candidates who warrant further consideration may be invited for an initial interview with the Chief of Police and members of the department selected by the Chief to include, a Lieutenant, a Patrol Sergeant, a Patrolman, a Reserve Officer and a Dispatcher and the candidate must gain a majority vote from that panel to move on in the process.

Hiring Standard

The Town of Foxborough Police Department shall determine the number of candidates needed at any given time. Passing the screening standard does not guarantee a position.

Any reserve officer candidate who passes the screening standards described in 14.4.1 and receives a conditional offer of employment shall be subjected to a complete background investigation including a physical and drug test conducted at the town's expense.

Upon successful completion of the screening and hiring standards the candidate shall be presented to the Town Manager and HR Director for a final offer of employment and their status as eligible for details or details and patrol shall be so stated.

Training Standard

All Reserve Officers shall be required to meet the minimum entry level training standard as established by the Massachusetts Criminal Justice Training Council on their own time and at their own expense.

Once that training standard is met they shall also be required to successfully complete the standard field training program expected of regular full time police officers and must do so on their own time and at their own expense if they are to be used for patrol shifts.

Reserves hired for details only shall be given a modified FTO geared to traffic control and duties associated with recurring detail assignments.

All reserve offer candidates shall be subject to a one year probationary period during such time as their performance will be evaluated. They shall at all times be at-will employees subject to termination.

Once hired Reserve Officers shall be compensated to meet their annual in-service training obligation if they have made themselves available for duty on a consistent basis throughout the year. The Chief of Police and Standards & Training Division Commander shall make that determination in consultation with the Operations Division Commander.

14.5.0 Annual Certification

All Reserve Officers shall attend annual firearms training and shall pass the MPTC required qualification course. They shall maintain current First Responder/CPR Certification. They shall also be required to complete the annual in service training required for reserve officers.

14.6.0 Work Assignments

Patrol shift assignments of Reserve Officers shall be made on an as needed basis in accordance with the contractual agreement with the Foxboro Police Association and the Town of Foxboro. Reserve officers shall also be eligible to fill details in Foxboro, including the stadium detail, once all full time officers have had the opportunity to fill said details.

The acceptance and refusal of detail and patrol assignments shall be tracked by the department and reported on monthly. Reserve Officers who fail to make themselves available on a reasonable basis shall be counseled and subject to termination from our reserve program for being consistently unavailable.

14.7.0 Authority on Duty

Reserve officers shall exercise their legal authority as prescribed by Massachusetts law, local by-law and Foxboro police policy.

14.8.0 Authority Off Duty

Reserve officers SHALL NOT exercise their police powers when off duty unless an extreme emergency exists.

If reserve officers observe a law enforcement problem while off duty they are to immediately notify the proper law enforcement authority and act as a witness. The powers conferred on a reserve officer are limited to the jurisdiction of Foxboro, unless appointed as a law enforcement officer in another community.

14.9.0

14.10.0 Authorized Equipment

Only equipment either issued or authorized **by** the Chief of Police will be carried by reserve officers.