

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 7.05
	REVISED Jun. 30, 2006	TOTAL PAGES 2
Reserve Police		



I. Introduction

The Columbus Police Reserve Unit serves the citizens of Columbus and the Columbus Division of Police by assisting the Division's full-time officers in regular duty and in times of emergency.

II. Definition

A **member of the Division of Police**, whose primary occupation is something other than law enforcement, who serves gratuitously as a police officer in order to assist or supplement the efforts of **full-time** sworn personnel. Reserve officers function under the authority of Section 1909 of the Columbus City Code.

III. Policy Statements

- A. Reserve officers shall perform law enforcement functions only when engaged in Division-authorized duties.**
- B. Reserve officers shall conform to all applicable Division Rules, Policies, and Directives.**
- C. Requests for services of reserve officers should be forwarded in writing through the Training Bureau to the **Basic Training Lieutenant**.
- D. When working on an individual basis, reserve officers shall work in **conjunction** with a full-time officer **who shall have the ultimate responsibility for all decision making**.
- E. Reserve officers shall not be detailed to covert, plainclothes assignments, and shall work in uniform unless specifically exempted by the Chief of Police.
- F. When reserve **officers** are activated as a group for special events, assignments shall be coordinated by the officer in charge **or a designated Reserve Unit supervisor**.
- G. Injuries sustained by reserve officers in the line of duty shall be documented as **an** employee injury. In addition, the injured reserve officer shall forward a letter of information to the **Basic Training Lieutenant** who shall follow-up on the injury claim to ensure that it is properly processed.
- H. Police supervisors **may** relieve a reserve officer from duty for any significant violation of Division Rules, Policies, or Directives. The supervisor shall forward a written report concerning the incident through the Training Bureau to the **Basic Training Lieutenant**.

IV. Procedures

A. Precinct Sergeant

If arrangements have not been made, assign the reserve officer to work with a full-time officer.

B. Reserve Officer

Mark on duty by notifying the Information Desk.

C. Information Desk

1. ***Maintain the Reserve Police Log-In Sheet, form U-10.124, with all reserve officers marking on duty.***
2. ***Forward the Reserve Police Log-In Sheet to the Reserve Unit on a monthly basis via the Basic Training Lieutenant.***