

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject		
Organization, Authority, and Rules of the Metropolitan Police Department Reserve Corps		
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I. BACKGROUND

The mission of the Metropolitan Police Department (MPD) Reserve Corps is to provide high quality, volunteer public safety support services to the Department.

A well-organized, well-trained, committed Reserve Corps serves as a readily available supplemental force to assist full-time personnel. Since 1951, Reserve Corps members have served the Department by performing law enforcement, crime prevention, crime detection, community policing, other specialized functions, and by providing an additional workforce during times of emergency.

II. POLICY

The policy of the MPD is that the Reserve Corps shall play an integral role in the Department's endeavor to provide high quality police service, and shall supplement and support, but not replace, the sworn and civilian workforce.

III. DEFINITIONS

For the purpose of this general order, the following terms shall have the meanings designated:

1. Career district or element reserve coordinator – career official, the rank of lieutenant or captain, designated by the commanding officer of a district or element to serve as a liaison with assigned Reserve Corps members.
2. Career official – paid, full-time sworn member in the civil service rank of sergeant or above.
3. Civilian member – individual who is a paid, non-sworn Department employee.
4. Commanding officer – paid, full-time sworn member in the civil or excepted service rank of lieutenant or above.
5. Continuing service officer – retired or separated career officer who has been selected to serve as an MPD reserve patrol officer level I and who must abide by all relevant provisions of policy; however, he or she may be exempt, with approval of the Director of the Office of Volunteer Coordination, from standard duties assigned to Reserve Corps members, based upon their specialized skills.
6. Director of the Reserve Corps – selected volunteer who serves as the senior advisor for the Reserve Corps.
7. General reserve officer – reserve officer who is granted police powers by the Department commensurate with reserve patrol officer level II assignment under close supervision (i.e., work activities overseen and performed in the presence of a reserve patrol officer level I or sworn career member), but who is not authorized to carry a Department-issued firearm.
8. Police powers – authority granted to a sworn officer by the MPD in accordance with applicable laws to enforce the law, make arrests, and carry and use authorized service weapons.

9. Reserve Corps officer – unpaid, volunteer, part-time sworn member of the Department who serves at the pleasure of the Chief of Police. Consistent with applicable laws, training, and experience, the member provides, assists with and supports the day-to-day and emergency delivery of police services.
10. Required service – all annual service and training requirements as approved by the Reserve Corps.
11. Reserve Corps Liaison Official – career official who has responsibility for the daily operation of the Reserve Corps, under the direction of the Director of the Office of Volunteer Coordination.
12. Reserve Corps member – reserve patrol officer level I, reserve patrol officer level II, general reserve officer, continuing service officer, or Reserve Corps official (See Attachment A).
13. Reserve Corps official – Reserve Corps member who has been selected to provide day-to-day administrative supervision to other Reserve Corps members.
14. Reserve officer selection panel – panel that reviews and recommends members for selection into the Reserve Corps and movement from level II to level I within the Reserve Corps. Panel composition is determined in accordance with this order. The panel reviews the candidates' performance and overall level of proficiency in delivering police services, based on sworn career officer standards.
15. Reserve patrol officer level I – Reserve Corps officer who is granted full police powers by the Department and is authorized by the Chief of Police to carry a Department-issued firearm while on duty. The individual carries out law enforcement duties and responsibilities under general supervision (i.e., work activities overseen and performed under broad supervision of a career official or level I official of higher rank).
16. Reserve patrol officer level II – Reserve Corps officer who is granted full police powers by the Department and is authorized by the Chief of Police to carry a Department-issued firearm while on duty to carry out law enforcement duties and responsibilities under close supervision (i.e., work activities overseen and performed in the presence of a reserve patrol officer level I or sworn career member).
17. Retired reserve – Reserve Corps member who has voluntarily resigned his or her position with the Reserve Corps after a specified number of years and has acknowledged that being retired from the MPD's Reserve Corps is a designation that carries no monetary compensation

or benefits of any kind.

18. Supervision – oversight of the work activities performed to provide specific guidance to ensure compliance with laws, regulations, and directives.
19. Sworn career officer – individual who is a full-time, paid Department employee in the civil service rank of police officer.
20. Sworn member or sworn officer – individual who has taken the law enforcement oath of office, and has been appointed either to a full-time, paid, continuing position in the civil or excepted service rank of police officer or greater, or as a volunteer, non-paid, police Reserve Corps officer, after satisfactorily completing the Department's required training.
21. Volunteer – individual who donates his or her services to a specific program or department of the District of Columbia (D.C.) government, by his or her free choice and without payment for the services rendered, except that reimbursement for actual expenditures by a volunteer on behalf of the District government shall not make that person an employee [District Personnel Manual Chapter 35 (Voluntary Services), § 4000.1 (Utilization of Voluntary Services); D.C. Official Code § 2-411(6) (Non-Liability of District Employees; Definitions)].

IV. REGULATIONS

- A. Members shall be aware that D.C. Official Code § 5-129.51 (Metropolitan Police Reserve Corps) establishes the Reserve Corps.
- B. Reserve Corps members, as volunteers, are subject to D.C. Official Code § 1-319.01 through § 1-319.03 (Government Volunteers) and any implementing rules that may be adopted from time to time.
- C. In situations where Reserve Corps members identify themselves to other members or to the public, they shall identify themselves as “reserve police officers”.
- D. Reserve Corps officials shall not be supervisors when interacting with sworn career members and civilian employees.
- E. Reserve Corps officials are designated for the purpose of providing leadership within the Reserve Corps and shall be treated with the same degree of respect otherwise attributable to any member of the Department.
- F. In accordance with Part V.C. of this order, members of the Reserve Corps

shall immediately report any conflict of interest or the appearance of a conflict of interest with their volunteer service to the Reserve Corps Liaison Official (e.g., a conflict between a reserve officer's private interests or other employment and their Reserve Corps service).

- G. The Chief of Police shall serve as the final authority regarding Reserve Corps duties, responsibilities, authorities, appointment, training, promotion, tenure, reduction in rank or level, and removal of Reserve Corps members.
- H. When not on Department duty, Reserve Corps members shall not exercise their police powers, but rather shall observe and report violations and crimes as appropriate, unless an immediate life-threatening circumstance exists.
 - 1. Reserve Corps members shall not take action during a situation for which they do not have the proper training or resources.
 - 2. When off-duty Reserve Corps members are present at an incident or event in the District that requires a police response, they shall identify themselves as reserve police officers, provide pertinent information related to the situation, and offer assistance as needed. If the Reserve Corps member's assistance is not required, he or she shall no longer actively participate in resolving the situation.
 - 3. Subsequent to leaving the scene, regardless of whether or not he or she has rendered assistance, the Reserve Corps member shall notify the Reserve Corps Liaison Official about the incident and the district watch commander as soon as practicable.
- I. Officials may revoke Reserve Corps members in accordance with GO-PER-120.24 (Revocation/Restoration of Police Powers).
 - 1. Sworn officials the rank of lieutenant and above may revoke the police powers of Reserve Corps members.
 - 2. Sworn officials the rank of sergeant may only revoke the police powers of Reserve Corps members:
 - a. With the prior authorization of an official the rank of lieutenant or above or a civilian supervisory equivalent; or
 - b. Under exigent circumstances without prior authorization (e.g., the member poses a danger to himself or herself or others).
 - 3. Civilian supervisors equivalent to the rank of lieutenant or above may authorize the revocation of police powers of Reserve Corps members, but shall ensure a sworn official revokes the member.

4. Officials who revoke Reserve Corps members shall handle the revocation in accordance with Part V.M. of this order.

V. PROCEDURES

A. Selection and Appointment Criteria

1. To be accepted into the initial training program for the Reserve Corps, an applicant shall:
 - a. Be a United States citizen.
 - b. Be at least 21 years of age.
 - c. Meet at least one of the following in accordance with D.C. Official Code § 5-107.01:
 - (1) Successful completion of at least 60 semester-hour credits or the semester-hour equivalent from an accredited post-secondary educational institution; or
 - (2) Have served in the Armed Forces of the United States, including the Organized Reserves and National Guard, for at least three years on active duty and, if separated from the military, have received an honorable discharge; or
 - (3) Have served at least five years in a full-duty status with a full-service police department in a municipality or a state within the United States, and have resigned or retired in good standing.
 - d. Possess a valid driver's license that is not under suspension or revocation from the jurisdiction of residence.
 - e. Complete, in accordance with established Department procedures:
 - (1) The required sworn officer entrance tests;
 - (2) A background suitability investigation based upon career officer standards; and
 - (3) Medical and psychological examinations based upon sworn officer standards.

- f. Possess a willingness to meet the Reserve Corps training and service requirements.
 - g. Attain a minimum rating of "Qualified" from the Reserve Officer Selection Panel.
 - (1) Panel members shall consist of at least two Reserve Corps officers.
 - (2) The Panel shall meet as the needs of the Department dictate.
 - (3) Upon review of the specific selection criteria as cited in Part V.A.1.a-h of this order, panel members shall make recommendations regarding candidate selection to the Chief of Police.
 - h. Be approved by the Chief of Police.
2. General reserve officers who wish to apply to become reserve patrol officers level II shall:
- a. Be a general reserve officer in good standing.
 - b. Meet at least one of the following:
 - (1) Successful completion of at least 60 semester-hour credits or the semester-hour equivalent from an accredited post-secondary educational institution [D.C. Official Code § 5-107.01(e)(1)]; or
 - (2) Have served in the Armed Forces of the United States, including the Organized Reserves and National Guard, for at least three years on active duty and, if separated from the military, have received an honorable discharge [D.C. Official Code § 5-107.01(e)(2)]; or
 - (3) Have served at least five years in a full-duty status with a full-service police department in a municipality or a state within the United States, and have resigned or retired in good standing [D.C. Official Code § 5-107.01(e)(3)]; or
 - (4) Have completed at least 960 hours of Reserve Corps volunteer service over a consecutive five year period, or possess an equivalent combination of education and

service.

NOTE: Part V.A.2.b shall apply only to general reserve officers who were accepted into the Reserve Corps on or after December 31, 2003.

- c. Receive a minimum rating of three (i.e., "Meets Expectations") or the equivalent on the most recent Department annual performance evaluation as a general reserve officer, if available.
 - d. Be recommended for elevation to reserve patrol officer level II by:
 - (1) The Reserve Corps Liaison Official; or
 - (2) Their career district or element reserve coordinator.
 - e. Complete, in accordance with established Department procedures:
 - (1) A background suitability investigation based upon sworn officer standards.
 - (2) Medical and psychological examinations based upon sworn officer standards.
- NOTE: Adverse background suitability determination shall result in removal from the Reserve Corps.
- f. Be willing to carry a firearm and take police action.
 - g. Complete Department mandated firearms training and any additional training requirements as identified by the Metropolitan Police Academy (MPA) to ensure that the member has met the training requirements for a reserve patrol officer level II.
 - h. Receive authorization from the Reserve Officer Selection Panel, which will review, based upon career sworn officer standards, the candidate's performance and overall level of proficiency in delivering police services.
 - (1) Panel members shall consist of the Director of the Office of Volunteer Coordination, the Reserve Corps Liaison Official and two selected reserve officials.
 - (2) The Panel shall meet as the needs of the Department

dictate.

- (3) Upon review of the specific selection criteria as cited in Part V.A.2.a-h of this order, panel members shall make recommendations regarding candidate selection to the Chief of Police.
3. Reserve patrol officers level II who wish to apply to become reserve patrol officers level I shall:
 - a. Be a reserve patrol officer level II in good standing.
 - b. Have completed the level II Reserve Patrol Officer Field Training Program.
 - c. Receive a minimum rating of three (i.e., "Meets Expectations") or the equivalent on the most recent Department annual performance evaluation as a reserve patrol officer level II, if available.
 - d. Be recommended by his or her career district or element reserve coordinator and the Reserve Corps Liaison Official for elevation to reserve patrol officer level I.
 - e. Receive authorization from the Reserve Officer Selection Panel that will review, based upon career sworn officer standards, the candidate's performance and overall level of proficiency in delivering police services.
 - (1) Panel members shall consist of the Director of the Office of Volunteer Coordination, the Reserve Corps Liaison Official and two selected career patrol officials.
 - (2) The Panel shall meet as the needs of the Department dictate.
 - (3) Upon review of the specific selection material as cited in Part V.A.3.a-f of this order, panel members shall make recommendations regarding candidate selection to the Chief of Police.
 - f. Be approved by the Chief of Police.
4. An applicant with prior experience as a law enforcement officer may enter the Reserve Corps through the following protocol:

- a. Applicants who have retired or resigned in good standing with the Department may serve as reserve patrol officers level I. Retiring, resigning or resigned Department career police members separated from the Department shall:
 - (1) Submit a formal letter to the Chief of Police requesting reinstatement as a reserve police officer.
 - (2) Upon approval from the Chief of Police, complete a comprehensive background check to update background information. The background check must contain at least the following:
 - (a) Internal Affairs check; and
 - (b) Criminal check.
 - (3) Complete the entry-level applicant medical examination unless the member is separated from the Department for less than one year and an exit-physical was completed.
 - (4) The Director of the Office of Volunteer Coordination may approve a retiring career officer to be reinstated into the Reserve Corps at the rank of reserve officer or the rank in which the member retired.
 - b. Individuals who have retired or resigned, or who are currently employed, in good standing, with another law enforcement agency must complete all training requirements commensurate with the initial Reserve Corps training curriculum. Specialized training that is nationally recognized and current (e.g., IPIMBA Mountain Bike, NHTSA Field Sobriety Testing, DEA Narcotic Training) may be accepted for certification.
5. The Chief of Police may designate a Reserve Corps member to serve as a Reserve Corps official in any rank.

B. Service and Training

1. The MPA shall conduct initial training for all Reserve Corps recruit members. The Reserve Corps shall provide sufficient personnel to be trained and certified as adjunct instructors to lead recruit instructional classes.
2. The training curriculum for the general reserve officer and reserve patrol officer level II program shall be nearly identical to entry-level

police officer career training except for:

- a. General reserve officers shall not attend the full firearms training.
- b. General reserve officer training shall cover only those topics identified by the MPA as relevant to their prescribed training.
- c. Portions of the initial training pertaining to civil service related issues will not be covered.

3. Reserve Patrol Officers Level II Field Training

- a. Upon graduation from the MPA, reserve patrol officers level II, shall undergo field training in order to obtain training and certification similar to that of career sworn members.
- b. The training and certification shall be conducted at an assigned district and is the responsibility of the district to ensure training is conducted by an authorized career field training officer.

4. Reserve Corps members shall be assigned and transferred based upon the operational needs of the Department, as well as on the recommendation of the Reserve Corps Liaison Official in concurrence with the Director of the Office of Volunteer Coordination.
5. General Reserve Corps members shall volunteer a minimum of 16 hours per month. Reserve patrol officers level I and level II shall volunteer a minimum of 24 hours per month unless otherwise authorized by the Director of the Office of Volunteer Coordination.
6. Volunteer service hours performed on legal public holidays shall be earned at a rate of two hours for each hour worked.
7. The volunteer service schedules of the Reserve Corps members shall be established to meet the operational needs of the assigned element and shall, typically, consist of four-hour and eight-hour fixed time periods.
8. Reserve Corps members shall record all volunteer service hours following the protocols established and issued by the Reserve Corps.
9. Reserve Corps members shall complete, in accordance with established Department procedures, all required initial Reserve Corps training prior to being administered the law enforcement officer oath of office and carrying out reserve officer duties and responsibilities.

10. Following completion of the required initial Reserve Corps training, Reserve Corps members shall complete in accordance with established Department procedures:
 - a. All job-related field training;
 - b. All required Department skills re-qualification training, including, but not limited to, those for cardio pulmonary resuscitation (CPR), automated external defibrillator (AED), Armament Systems and Procedures (ASP) baton, and, for reserve patrol officers level I and level II, firearms.
 - c. All other mandatory training required of career sworn members in the equivalent rank or assignment.
 - d. The annual in-service training program required of career sworn members.

C. Conflict of Interest

1. Reserve Corps members shall submit an Affiliation Disclosure Form (Attachment B) to the Reserve Corps Liaison Official:
 - a. By the first of the year, every year; and
 - b. Within 10 days of any change in employment; volunteer activities; or any other personal, professional, or employment affiliation changes.
2. The Reserve Corps Liaison Official and the Director of the Office of Volunteer Coordination in consultation with the MPD Ethics Officer shall review all affiliation disclosure forms and approve the forms when there is no conflict of interest.
3. Reserve Corps members found by the MPD Ethics Officer to have a conflict of interest shall be required to mitigate such conflict immediately or be subject to removal from the Reserve Corps.

D. Reserve Corps Member Duties and Responsibilities

1. General Reserve Corps officers may perform the following duties and responsibilities, when authorized, upon receiving all required training and certification pursuant to D.C. Official Code § 5-129.51(a) (Metropolitan Police Reserve Corps):

- a. Administrative:
 - (1) Staff telephones;
 - (2) Respond to walk-in inquiries;
 - (3) Conduct routine office operations (e.g., photocopying, faxing, typing, filing, and computer-based data entry);
 - (4) Perform routine records, criminal, and other investigative inquiries; and
 - (5) Assist in community policing activities and crime analysis tasks.

- b. Operational Support:
 - (1) Serve as station personnel; and
 - (2) Serve as a cellblock technicians.

- c. Policing:
 - (1) Make arrests when in the presence of a reserve patrol officer level I or a career sworn member;
 - (2) Work at any authorized special event or detail;
 - (3) Assist in traffic or crowd control at special events and details;
 - (4) Prepare Department reports in accordance with GO-SPT-401.01 (Field Reporting System), and other applicable directives;
 - (5) Issue notices of infractions for parking violations while on-duty at an authorized detail or event;
 - (6) Assist investigative personnel in investigative activities;
 - (7) Appear before courts and administrative tribunals as a sworn officer;
 - (8) Carry and use Department-issued OC spray and an ASP baton in accordance with Department policy and applicable law;

- (9) With permission from the district watch commander or designee, operate Department vehicles when traveling to and from a detail or an administrative assignment; or
 - (10) Carry out other assigned element duties and responsibilities commensurate with the Reserve Corps member's qualifications and training, as approved by the element commanding official or his or her designee in accordance with the provisions in this general order.
2. General Reserve Corps officers are prohibited from responding "Code One".
 3. Reserve patrol officers level II are authorized to perform all of the duties and responsibilities of a sworn career officer pursuant to D.C. Official Code § 5-129.51(a) (Metropolitan Police Reserve Corps) under close supervision.
 4. Reserve patrol officers level I are authorized to perform all of the duties and responsibilities of a sworn career officer pursuant to D.C. Official Code § 5-129.51(a) (Metropolitan Police Reserve Corps) under general supervision.

E. Authorities and Supervision

Reserve Corps members shall:

1. Be assigned to a career district or element reserve coordinator and a Reserve Corps official.
2. Be considered on Department duty when the Reserve Corps member:
 - a. Has signed-in following the protocols established and issued by the Reserve Corps.
 - b. Has checked into the Court Liaison Division to paper a case or in response to a Computer Assisted Notification System (CANS) notice.
 - c. Is traveling to and from an on-duty assignment in an official Department vehicle.
3. Be permitted, while on Department duty, to use Department equipment and facilities subject to the same rules and limitations as career sworn members except where otherwise limited by this general order.

4. Be issued a reserve credential card describing the individual as a police reserve officer of the Department. (See Attachment C)

F. Papering and Court Appearances

1. When a Reserve Corps member is the arresting member, the Reserve Corps member shall be responsible for papering the case, and for all subsequent court appearances associated with the case, as required.
2. When a Reserve Corps member is assisting a career member with an arrest, the arresting officer shall be responsible for papering the case, and for all subsequent court appearances associated with the case.
3. Reserve Corps members shall make themselves available for court appearances, to include Department of Motor Vehicles (DMV) Notice of Infractions (NOI) Adjudication hearings, even when such an appearance may interfere with their regular employment, and shall be subject to the issuance of subpoenas in accordance with GO-PCA-701.04 (Service of Subpoenas and Civil Lawsuits upon Members of the Department).

G. Uniform and Equipment

1. Reserve Corps Members:
 - a. While on Department duty, shall wear the uniform, name plate, and badge required of a full-time career member of equivalent rank, provided that the badge shall contain badge numbers in the 8000 series.
 - b. Shall not work in plainclothes assignments unless authorized by the Assistant Chief of Patrol Services South. Prior to authorizing a Reserve Corps member to work in plainclothes, the Assistant Chief of Patrol Services South shall take appropriate steps to ensure the safety of the Reserve Corps member and shall ensure any appropriate units are notified of the assignment.
 - c. Shall be issued the same equipment as career members commensurate with the Reserve Corps member's level and assignment.
 - d. Shall comply with the provisions in GO-PER-110.11 (Uniforms and Equipment), to include the procedures for reporting the loss of, and damage to, Department-issued equipment.

- e. Shall not wear the Department uniform or identifiable parts of the Department uniform, while off-duty. The **only** exception is when traveling to and from volunteer service with the Department. In this instance, Reserve Corps members shall cover all of the identifiable parts (e.g., shirt, badge) with a civilian garment.
 - f. Shall not produce or display the Reserve Corps badge or identification card except for appropriate law enforcement purposes.
 - g. Shall return all Department-issued uniforms and equipment, including the badge and identification card, following Department clearance procedures, including completing the PD Form 295 (Clearance Form), within five business days following resignation or removal from the Reserve Corps.
2. The ranking district or element reserve official of a Reserve Corps member who has resigned or been removed from the Reserve Corps or the Reserve Corps Liaison Official shall be responsible for ensuring that all Department-issued uniforms and equipment are returned to the appropriate designation as identified on the PD Form 295 (Clearance Form) form as required.

H. Department Vehicles

1. Reserve Corps members shall:
 - a. Maintain a valid driver's license that is not under suspension or revocation issued by the jurisdiction of their residence.
 - b. Operate Department vehicles on official Department business only after receiving permission from:
 - (1) The district watch commander or designee; or
 - (2) The Reserve Corps official.
 - c. Operate a Department vehicle only at the district where the member is assigned to work for the particular shift.
 - d. Operate only Department vehicles for which they have completed the required Department training.
 - e. Operate Department vehicles in accordance with applicable

laws and regulations, GO-OPS-301.01 (Vehicle Operation and Maintenance), GO-OPS-301.03 (Vehicular Pursuits), and SO-10-11 (Authorization and Accountability for Metropolitan Police Department Vehicles).

- f. Be subject to the provisions in GO-SPT-401.02 (Crash Review Board), except that the Chief of Police or his or her designee shall determine the consequences for each separate crash incident.
 2. Reserve Corps members shall not use a Department vehicle over more than one shift without obtaining authorization from an official.
 3. Career district or element commanding officials shall furnish vehicles for Reserve Corps details conducted within their district (e.g. Reserve Corps Focused Initiative events).
- I. Service Weapons
1. Each general reserve officer, reserve patrol officer level I, and reserve patrol officer level II, following successful completion of required training, shall be issued OC spray and an ASP baton.
 2. Each reserve patrol officer level I and level II, following the completion in accordance with established Department procedures of required firearms training, shall be issued a Department firearm and shall handle and maintain the firearm, on and off-duty (as applicable), in a manner consistent with Department policies.
 3. Reserve Corps members shall comply with all Department policies and procedures regarding the use of force, including but not limited to GO-RAR-901.01 (Handling of Service Weapons), GO-RAR-901.02 (Wearing of Personal, Non-Issued Pistols and Holsters), GO-RAR-901.04 (Oleoresin Capsicum (OC) Spray Dispensers), and GO-RAR-901.07 (Use of Force), and shall be subject to the provisions in GO-RAR-901.08 (Use of Force Investigations), GO-RAR-901.09 (Use of Force Review Board), and GO-RAR-901.11 (Force Related Duty Status Determination).
 4. Reserve patrol officers level II and reserve patrol officers level I shall comply with all Department policies and procedures regarding firearm qualification in accordance with GO-RAR-901.01 (Handling of Service Weapons).
 5. Reserve patrol officers level I or reserve patrol officers level II whose primary residences are within Washington, D.C. are authorized to store

their Department-issued firearm and ammunition in their primary residence in a secure location that is inaccessible to others and may carry their Department-issued firearm in an off-duty capacity within the District of Columbia only in accordance with Reserve Corps division orders.

6. Reserve patrol officers level I or reserve patrol officers level II residing in Maryland or Virginia shall transport their Department-issued firearms and ammunition in accordance with Reserve Corps division orders.
7. Except as otherwise discussed in this order, when a reserve patrol officer level I or reserve patrol officer level II who has been issued a Department firearm receives an assignment outside his or her assigned element (e.g., special event detail), the reserve patrol officer level I or reserve patrol officer level II shall report to his or her assigned element to obtain the firearm and magazines, and then proceed directly to the outside assignment. When finished with the outside assignment, he or she shall immediately return to the assigned element in order to return the firearm.

NOTE: This does not apply to reserve patrol officers level I or reserve patrol officers level II who are authorized to store their Department-issued firearms and ammunition in their primary residence in accordance with this order.

J. Medical Reporting Requirements

1. Random Drug Screening Program
 - a. All Reserve Corps members shall be subject to GO-PER-100.25 (Random Drug Screening Program).
 - (1) It is the responsibility of the Reserve Corps Liaison Official to serve a Reserve Corps member with the PD Form 317 (Notification of Drug Screening) upon receipt.
 - (2) Notification may be served over the telephone to the member, but not via a voicemail message.
 - (3) Reserve Corps members do not have set schedules for Department work, therefore, Reserve Corps members must appear at the Police and Fire Clinic within 24 hours from the time of receipt of notification (e.g., by PD Form 317, telephone, email).

- (4) If a Reserve Corps member is on approved military leave, the member shall be considered exempt, and the serving supervisor shall notify the Human Resources Management Division (HRMD) accordingly.
 - (5) If a Reserve Corps member can provide documentation regarding travel outside of the Washington, D.C. Metropolitan area (outside of normal routine), the member shall be considered exempt for that instance but shall report to the clinic for drug screening prior to his or her next reserve duty day, and the serving supervisor shall notify the Human Resources Management Division (HRMD) accordingly.
2. The Reserve Corps Liaison Official is responsible for all disciplinary proceedings for Reserve Corps members in accordance with GO-PER-100.25 (Random Drug Screening Program).
3. Physical Examinations

All Reserve Corps members are subject to any physical examination program the Reserve Corps may implement in coordination with the Medical Services Division and GO-PER-100.21 (Physical Examinations).
4. On-Duty Injuries and Illnesses
 - a. Reserve Corps members shall immediately report injuries and illnesses that occur while on Department duty to an official in their district or element, and seek medical attention as appropriate.
 - b. The official shall immediately notify the element's watch commander, and shall certify the PD Form 42 (Illness/Injury Report).
 - c. Prior to the end of the shift during which the injury or illness occurred, the Reserve Corps member shall complete a PD Form 42, and print "RESERVE CORPS MEMBER" in capital letters across the top of the first page of the PD Form 42.
 - d. When a Reserve Corps member is injured or ill to such an extent that he or she is physically unable to prepare the PD Form 42, the watch commander or his or her designee shall complete, certify, and forward the PD Form 42 to the commanding official prior to the end of the shift during which the

injury or illness occurred.

- e. The certified PD Form 42 and one copy shall be filed in the Reserve Corps member's element personnel folder.
- f. The Reserve Corps Liaison Official shall report the injury or illness to the D.C. Disability Compensation Program within 24 hours from the time the injury or illness occurred, and provide the information requested by the D.C. Disability Compensation Program on the "Injury or Occupational Illness Report".
- g. Within 15 calendar days from receipt of the "Injury or Occupational Illness Report" from the D.C. Disability Compensation Program, the injured or ill Reserve Corps member, or if the member is unable to do so, the Reserve Corps Liaison Official, shall submit to the D.C. Disability Compensation Program any required items and:
 - (1) A copy of the completed "Injury or Occupational Illness Report";
 - (2) A copy of the certified PD Form 42; and
 - (3) All related reports from physicians, hospitals, and emergency or other treatment and health care facilities.
- h. An injured or ill Reserve Corps member shall:
 - (1) Arrange to pay for the initial medical treatment. Upon the injury or illness being ruled in the performance of duty, the Reserve Corps member may seek appropriate reimbursement from the D.C. Disability Compensation Program in the D.C. Office of Risk Management according to the procedures established by that Office.
 - (2) Obtain subsequent medical treatment for injuries and illnesses ruled in the performance of duty through the D.C. Disability Compensation Program or from his or her selected healthcare provider.
- i. When a Reserve Corps member sustains an injury or illness while off duty, to the extent that the Reserve Corps member is unable to fulfill the monthly volunteer service requirement, the member shall notify the Reserve Corps Liaison Official, in writing, through the chain of command, within 48 hours or as soon as capable of doing so.

- j. To return to volunteer duty with the Department following an extended absence longer than 30 days due to injury or illness, a Reserve Corps member shall be sent by the Reserve Corps Liaison Official to the Medical Services Division for evaluation. The Medical Services Division shall make a determination if the member can perform the full range of Reserve Corps duties and responsibilities and notify the Reserve Corps Liaison Official of the determination.
 - k. Reserve patrol officers level I and reserve patrol officers level II shall be subject to the policies and procedures regarding re-qualification with their assigned firearms after an extended absence from volunteer service as prescribed in GO-RAR-901.01 (Handling of Service Weapons).
- K. Conduct
 - 1. Reserve Corps members shall:
 - a. Conduct themselves in a professional manner as governed by applicable Federal and District of Columbia laws and regulations.
 - b. Act in accordance with Department directives, including but not limited to GO-PER-201.26 (Duties, Responsibilities and Conduct of Members of the Department) and GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics).
 - c. While on Department duty, be held to the same duty obligations as career sworn members, including the duty to make arrests for crimes committed in their presence, the duty to take appropriate police action when required, and the duty to comply with all laws, regulations, Department directives, and lawfully issued orders as limited by the scope of their authorities within this order.
 - e. Advise their career official and reserve official at least one hour prior to the start time for the volunteer service when they are unable to report for scheduled volunteer service.
 - f. Not perform volunteer service outside their assigned element, except when assigned to an authorized special event detail or otherwise authorized.

- g. Submit to their career official and Reserve Corps Liaison Official any change in name, address, telephone number, within 24 hours.
- h. Notify their career official and Reserve Corps Liaison Official within 24 hours in the event that the Reserve Corps member is arrested.

L. Demotion, Removal, Resignation, or Retirement

Reserve Corps members serve at the pleasure of the Chief of Police, who may, at any time, and for any reason, reduce a member in rank or level, or remove a member from the Reserve Corps.

M. Revocation/Removal of Reserve Corps Members

1. When a Reserve Corps member is revoked or recommended for removal from the Reserve Corps, the serving official shall immediately:
 - a. Relieve the Reserve Corps member from voluntary service.
 - b. Serve the Reserve Corps member with a PD Form 77 (Revocation of Police Powers) in accordance with GO-OMA-120.24 (Revocation/Restoration of Police Powers).
 - c. Collect the Department equipment available from the member at the time of revocation.
 - d. Check the box marked "Other" on the PD Form 77 and explain the reason for the revocation.
 - e. Prohibit the Reserve Corps member from performing any further voluntary service with the Department pending the decision of the Chief of Police.
2. Whenever a Reserve Corps member is recommended for removal, the Reserve Corps Liaison Official shall handle the revocation of the member.
3. Whenever a Reserve Corps member has failed to meet his or her monthly service requirement for two months during a 12 month period without being previously excused from duty, the district or element commanding official, a Reserve Corps official, or the Reserve Corps Liaison Official shall suspend the Reserve Corps member and shall ensure the member is served with a PD Form 77 pending further review.

4. Any Reserve Corps member may resign from the Reserve Corps at any time, and shall notify the Director of the Office of Volunteer Coordination of such resignation, in writing, through the Reserve Corps chain of command.
5. Although there is no monetary compensation for retirement from the Reserve Corps, a member separating with 15 years of required service or who has reached mandatory separation age and has 10 years of required service as defined in Part III.10 of this order, and who is in good standing shall receive a photo identification card indicating "Reserve Police Officer Retired" and their respective rank.
6. Annually, each Reserve Corps member's status shall be reviewed by the Reserve Corps Liaison Official. Reserve patrol officers level I or level II who fail to make their annual service requirement or prescribed training requirements may be changed to a Citizen Volunteer Corps member or removed from service.
7. Upon separation, removal, or resignation Reserve Corps members shall, within five business days, return all property and complete the PD Form 295 (Clearance Form) and submit a copy to the Reserve Corps Liaison Official.

VI. ROLES AND RESPONSIBILITIES

- A. Reserve Corps officials shall:
 1. Assist district or element officials in the development and management of Reserve Corps member deployment plans for details, events and other official duties.
 2. Work with assigned Reserve Corps members to develop their schedules.
 3. Monitor and verify the hours worked by Reserve Corps members.
 4. Investigate and submit written reports concerning Reserve Corps members under their supervision to the district commander or appropriate authority, as directed.
 5. Provide administrative and field supervision to Reserve Corps members in accordance with the provisions described within this general order.
 6. Perform Reserve Corps officer duties and responsibilities as assigned.

7. Ensure that Reserve Corps member administrative matters are kept up-to-date with regard to district or element personnel records; service documentation; compliance with law, regulation and directives; reporting injuries and illnesses; misconduct reviews; issuance of corrective action; and recognition for commendable performance.

B. The Director of the Reserve Corps shall:

1. Provide recommendations to the Director of the Office of Volunteer Coordination, regarding the initial assignments, and the subsequent transfers, of Reserve Corps members following the completion of the required initial training.
2. Provide consultation to the Director of the Office of Volunteer Coordination, regarding the proper deployment of Reserve Corps members to special event details.

C. Career officials shall:

1. Consider submitted Reserve Corps members' schedules when planning their deployment.
2. Provide Reserve Corps members with their daily assignments.
3. Handle investigations of all incidents involving their assigned Reserve Corps members when the incident occurs while the member is working patrol at their assigned district.
4. Recognize and submit commendable performance of Reserve Corps members in accordance with GO-PER-201.05 (Awards Policy).
5. Recommend Reserve Corps members for reduction in rank or level or removal from the Reserve Corps as required by this order.
6. Ensure the completion of all applicable forms related to on-duty injuries and illnesses of Reserve Corps members, to include timely certification of the PD Form 42, in accordance with the provisions in this order.
7. Conduct performance evaluations for Reserve Corps members as assigned by the career district or element reserve coordinator.

D. The Reserve Corps Liaison Official shall:

1. Lead the daily administrative operations of the Reserve Corps.

2. Handle all off-duty investigations pertaining to Reserve Corps Members.
 3. Manage the collection and approval of time and attendance records.
 4. Assist in supervising Reserve Corps members on special event details as determined by the Director of the Office of Volunteer Coordination.
 5. Ensure that Reserve Corps files for Reserve Corps members are properly established and maintained, including service and training records in accordance with the Human Resource Management Division procedures.
 6. Ensure that Reserve Corps members are notified of in-service training, including firearms re-qualification training.
 7. Inspect and monitor the activities of Reserve Corps members, to include recommending the Reserve Corps members for recognition as appropriate.
 8. Recommend Reserve Corps members for reduction in rank or level, or removal from the Reserve Corps, as required by this order.
 9. Prepare written unit directives, reports, and correspondence relating to the administration, operation, and accomplishments of the Reserve Corps.
 10. Conduct routine outreach and new candidate orientations to explain the application, screening, and selection process for Reserve Corps members.
 11. Prepare marketing and advertising materials for the promotion of the Reserve Corps.
- E. Watch commanders or their designees shall ensure that:
1. Reserve Corps members receive the appropriate supervision on their assigned shift.
 2. All appropriate PD Forms for Reserve Corps members are certified prior to the end of the shift.
- F. Career district or element reserve coordinators shall:
1. Serve as the career liaison for the management of Reserve Corps

members assigned to their district or element.

2. Coordinate the assignment of Reserve Corps members to career supervisors within their district.
3. Assign career officials to conduct performance evaluations for Reserve Corps members.
4. Forward performance evaluations conducted by career officials to the Reserve Corps Liaison Official.

G. Career district or element commanding officers shall:

1. Assign or designate a career official (lieutenant or captain) to serve as the career district or element reserve coordinator.
2. Ensure that the Reserve Corps program functions within their element in accordance with all applicable laws, rules, regulations, and the provisions in this order.
3. When a Reserve Corps member has engaged in conduct that requires corrective action while working a district patrol shift, forward a copy of the action taken to the Reserve Corps Liaison Official.
4. Make recommendations for reduction in rank or removal from the Reserve Corps.
5. Provide office space for the designated Reserve Corps official assigned to the district or element.
6. Designate a career official to respond to Reserve Corps events or details to assist, when requested.

H. The Director of the MPA shall:

1. Provide Reserve Corps members with the required initial and in-service training, including but not limited to, CPR, AED, ASP baton, OC spray, firearms (where appropriate), and vehicle skills qualification training.
2. Ensure that all Reserve Corps member training records are maintained using the same procedures for career members.
3. Train and certify (e.g., MPA Adjunct Instructor Training) Reserve Corps members to conduct initial (i.e., recruit) and in-service training for other Reserve Corps members.

4. Ensure that a minimum of one reserve patrol officer level II and one reserve patrol officer level I training program is conducted each calendar year, except as otherwise authorized by the Chief of Police.
- I. The Director of the Office of Volunteer Coordination shall:
1. Ensure that the Department's Reserve Corps program is administered in accordance with all applicable laws, rules, regulations, and the provisions in this order.
 2. Approve the initial assignments, and subsequent transfers, of Reserve Corps members following completion of the required initial training.
 3. Approve the proper deployment of Reserve Corps members to special event details.
 4. Ensure the Reserve Corps Liaison Official provides information to the Chief of Police on the status of issues and initiatives within the Reserve Corps program.
 5. Determine the consequences for Reserve Corps members involved in preventable motor vehicle crashes, in consultation with the Director of the Disciplinary Review Branch and recommend the consequences to the Assistant Chief of Patrol Services South.
 6. Approve the duties, responsibilities, authorities, appointments, training, and reduction in rank or level of Reserve Corps members.
 7. With the approval of the Chief of Police, appoint a career official to serve as the Reserve Corps Liaison Official.
 8. Select continuing service officers with the approval of the Chief of Police.
- J. The Executive Director of the Corporate Support Bureau shall ensure that Reserve Corps members are furnished with the authorized uniforms and equipment, and shall maintain records of all issuances.
- K. The Assistant Chief of Patrol Services South shall:
1. Be responsible for assigning Reserve Corps duties, responsibilities, authorities, appointments, training, reduction in rank or level, and removal of Reserve Corps members.
 2. Grant credit to Reserve Corps members selected for employment as

sworn officers for equivalent Department training completed under the Reserve Corps program.

3. Serve as the final arbitrator on all appeals and personnel matters pertaining to Reserve Corps members.

VII. CROSS REFERENCES

A. D.C. Official Code

1. D.C. Official Code § 1-319.01 (Utilization by District government encouraged) through § 1-319.03 (Conflicts of interest; ineligibility for employee benefits)
2. D.C. Official Code § 1-632.06 (Express retention of certain District of Columbia laws)
3. D.C. Official Code § 5-129.03 (Appointment of special police without pay)
4. D.C. Official Code § 5-129.51 (Metropolitan Police Department Reserve Corps)

B. D.C. Personnel Rules and Regulations

District of Columbia Personnel Manual, Chapter 35 (Voluntary Services)
Section 4000 (Utilization of Voluntary Services)

C. General Orders

1. GO-PER-100.21 (Physical Examinations)
2. GO-PER-110.11 (Uniforms and Equipment)
3. GO-OMA-120.24 (Revocation/Restoration of Police Powers)
4. GO-PER-201.26 (Duties, Responsibilities, and Conduct of Members of the Department)
5. GO-RAR-201.36 (Metropolitan Police Department Sworn Law Enforcement Officer Code of Ethics)
6. GO-SPT-301.01 (Vehicle Operation and Maintenance)
7. GO-OPS-301.03 (Vehicular Pursuits)

8. GO-SPT-401.01 (Field Reporting System)
9. GO-SPT-401.02 (Crash Review Board (CRB))
10. GO-RAR-901.01 (Handling of Service Weapons)
11. GO-RAR-901.04 (Oleoresin Capsicum (OC) Spray Dispensers)
12. GO-RAR-901.07 (Use of Force)
13. GO-RAR-901.08 (Use of Force Investigations)
14. GO-RAR-901.09 (Use of Force Review Board)
15. GO-RAR-901.11 (Force Related Duty Status Determination)

VIII. ATTACHMENTS

1. Attachment A: Volunteer Classifications
2. Attachment B: Affiliation Disclosure Form
3. Attachment C: Reserve Credential Card



Peter Newsham
Chief of Police

PN:KDO:MOC:JC:MH

Classification	Reserve Patrol Officer Level I (certified)	Reserve Patrol Officer Level II (uncertified)	Citizen Volunteer Corps (CVC)	Collegiate Internship Program
General Order	101.03	101.03	101.02	101.02
Sworn/Civilian	Sworn	Sworn	Civilian	Civilian
Uniform	Department Issued Uniform	Department Issued Uniform	Khaki Pants / Polo or Dress Shirt	No Uniform
Background	Full Background w/ Polygraph, Medical, Psychological	Full Background w/ Polygraph, Medical, Psychological	Full Background	Limited Background Check
Training Standards	<ul style="list-style-type: none"> 800 Hours of Training (All modules including firearms) 	<ul style="list-style-type: none"> 800 Hours of Training (All Modules including firearms) 	<ul style="list-style-type: none"> Site Training Only 	<ul style="list-style-type: none"> Site Training Only
Duties	<ul style="list-style-type: none"> May patrol independently Perform <u>all</u> duties of career police officers RCFI Events 	<ul style="list-style-type: none"> Must work with career officer or a Reserve Officer Level I Perform <u>all</u> duties of career police officers while accompanied by a Level I or career member RCFI Events 	<ul style="list-style-type: none"> Civilian Duties All non-law enforcement duties Assist with traffic direction Serve as Domestic Violence Liaisons 	<ul style="list-style-type: none"> Civilian Duties All temporary non-law enforcement duties
Weapons	<ul style="list-style-type: none"> Department issued firearm ASP, OC Spray 	<ul style="list-style-type: none"> Department issued firearm ASP, OC Spray 	<ul style="list-style-type: none"> No Weapon 	<ul style="list-style-type: none"> No Weapon
Vehicles	<ul style="list-style-type: none"> Permitted to drive all vehicles (marked and unmarked) 	<ul style="list-style-type: none"> Permitted to drive all vehicles (marked and unmarked) while accompanied by level I or sworn career member 	<ul style="list-style-type: none"> Permitted to drive unmarked departmental vehicles with approval 	<ul style="list-style-type: none"> Permitted to drive unmarked departmental vehicles with approval
Required Service Hours	<ul style="list-style-type: none"> 24 hours per month 	<ul style="list-style-type: none"> 24 hours per month 	10 hours per month	Spring/Fall – 16hr/wk (14 weeks) Summer – 24hr/wk (8 weeks)
Requirements to Next Level	N/A	To Advance to Level I one must: <ul style="list-style-type: none"> Complete FTO 	<ul style="list-style-type: none"> Re-apply for Reserve Officer Position 	<ul style="list-style-type: none"> Re-apply for other positions

**Metropolitan
Police Department**
District of Columbia Government



Reserve Police Officer



**A [REDACTED] ed
Officer/ Armed**



Cathy L. Lanier
Chief of Police

Cathy R. Lanier

**Metropolitan
Police Department**
District of Columbia Government



Reserve Police Officer



**Fr [REDACTED] ray
Officer**



Cathy L. Lanier
Chief of Police

Cathy R. Lanier