


**FLORIDA FISH AND WILDLIFE  
CONSERVATION COMMISSION**

**DIVISION OF LAW ENFORCEMENT  
GENERAL ORDERS**

**COLONEL JULIE JONES**



TITLE	<b>DIVISION RESERVE PROGRAM</b>	EFFECTIVE DATE	<b>July 21, 2008</b>
CHAPTER	<b>GENERAL ORDER 20</b>	PAGES	<b>8</b>
APPROVED		RESCINDS/AMENDS	<b>August 30, 2005</b>

**1  
POLICY**

- A** It is the policy of the FWC Division of Law Enforcement to utilize Reserve Officers in the Division's Reserve Program to supplement and assist full-time sworn members in accomplishing the Division's and the Commission's missions and goals.
- B** Reserve Officers will comply with all laws, policies, rules and procedures applicable to full-time sworn members performing similar work unless otherwise stated in this policy.
- C** Reserve Officers serve at the pleasure of the Director of the Division of Law Enforcement.

**2  
RESPONSIBILITIES**

- A** **Division Director or designee** approves a retiring or resigning FWC Officer's participation in the reserve program.
- B** **Regional Commander or designee(s)** are responsible for the reserve program in their assigned region.
  - (1)** Provide recommendation to the Division Director regarding a retiring or resigning sworn member's request to join the reserve program.
  - (2)** Select a Regional Reserve Coordinator or Reserve Captain
- C** **Area supervisor(s) or designee(s)** Oversees the reserve program in their assigned areas and:
  - (1)** Conduct interview boards for Reserve Officer II (RII) candidates.
    - (a)** Forward approved application packets to the Regional Investigations Captain for a

background investigation within 28 days of an applicant passing the interview board.

**(b)** Ensure application packets for unsuitable candidates are returned to the Agency Reserve Coordinator in accordance with records retention requirements.

**(2)** Notify the regional reserve chain-of-command of work opportunities and include Reserve Officers whenever feasible.

**(3)** Ensure that Reserve Officers perform only those law enforcement duties for which they have received training.

**(4)** Approve Reserve Lieutenants based on recommendations made by the Regional Reserve Coordinator or Reserve Captain.

**D Regional Investigations Captain** will ensure a background investigation for Reserve Officers is completed within 28 days of receipt of the application packet.

**E Patrol supervisors** supervise the enforcement activities and approve field-generated reports of Reserve Officers.

**F Agency Reserve Coordinator** ensures program consistency statewide and:

**(1)** Ensures completed application packets are entered into the Automated Training Management System (ATMS) for activation.

**(2)** Maintains personnel files for Reserve Officers.

**(3)** Coordinate issuance of ID cards and assigns radio and ID numbers.

**(4)** Reports new member information and roster changes to the CAD (Computer Aided Dispatch) administrator and the regional training lieutenant (RTL).

**(5)** Compiles agency reports for reserve hours and activities.

**(6)** Plans and organizes an annual meeting.

**G Regional Reserve Coordinator (or Reserve Captain)**

**(1)** Informs the Regional Commander and/or Agency Reserve Coordinator about reserve program issues.

**(2)** Ensures regional reserve program activity is entered into ArrestNet by the 15<sup>th</sup> of each month.

**(3)** Reviews each participant's work hours quarterly and ensures compliance with participation requirements.

**(4)** Provides timely notice of special details and work opportunities to area reserve members.

**(5)** Maintains a current regional personnel roster and provides roster updates to the Agency Reserve Coordinator.

**(6)** Facilitates the application process for new applicants.

**(a)** Ensures application packets are complete at all stages of the process.

**(b)** Forwards complete application packets to the Agency Reserve Coordinator.

**(7)** Assures approved Reserve Field Orientation Training is accomplished in a timely manner and provides General Order updates and other agency directives to Reserve Officers in their region.

**(8)** Ensures the Issued Equipment/Termination Clearing Form (FWC/DLE-044) is used for Reserve Officers entering and leaving the program.

**(9)** Nominates Reserve Lieutenants, subject to approval by the area supervisor.

**H Regional Training Lieutenant (RTL)**

- (1) Includes Reserve Officers in training notifications and coordinates mandatory training for Reserve Officers.
- (2) Enters training accomplished by Reserve Officers into the data base for tracking of mandatory hours.

#### **I Training Center Administrative Assistant**

- (1) Enters Reserve Officer data in ATMS.
- (2) Coordinates with Agency Reserve Coordinator and RTLs to ensure that Reserve Officer training is properly documented.

#### **J Area Reserve Lieutenant**

- (1) Oversees reserve activity within an assigned area.
- (2) Collects area's reserve activity reports by the end of the reporting period and forwards them to the Reserve Captain within 5 days.

### **3 PROCEDURES**

#### **A Reserve Officer I (RI) (part-time sworn officers).**

- (1) Division sworn members who retire or resign from full-time employment in good standing may request to serve in the reserve program by submitting a Reserve Program Request form (FWC/DLE-806RP) **electronically** to the Regional Commander at least 30 days before retirement.
  - (a) The Agency Reserve Coordinator shall be copied on the form submission in the event follow up is required.
  - (b) If current members wish to delay their participation in the reserve program after separation from the Division, they may request a waiver from the participation requirements for up to one year. The waiver request should be noted on the request form.
  - (c) The Division may require applicants to provide information concerning fitness for duty.
  - (d) The Regional Commander will forward all requests with his/her recommendation to the Division Director or designee(s) for final approval.
  - (e) The Director has final authority on the acceptance of Reserve Officer applicants into the program and will notify the Regional Commander and Agency Reserve Coordinator of the final decision. **Electronic approvals are acceptable and preferable.**
- (2) The Officer will be entered into the Automated Training Management System (ATMS) with the Florida Department of Law Enforcement (FDLE) as an interagency transfer from full-time to part-time status to prevent the member from having a break in service.
- (3) Sworn members with a break in service prior to entering the reserve program will follow the same procedures as a Reserve Officer II entering the program.

#### **B Reserve Officer II (RII) (auxiliary officers)**

- (1) Reserve Officer II applicants must meet all minimum requirements for full-time sworn applicants except for the physical fitness standards.
- (2) Reserve Officer II applicants shall be processed in accordance with the Reserve Application Flowchart and Checklist (FWC/DLE-804RP).
- (3) Law Enforcement Standards
  - (a) Successful completion of CJSTC standards training for Law Enforcement Auxiliary Officers per section 11B-35, Florida Administrative Code or have current Florida Law

Enforcement Officer Certification.

- (b) Successful completion of a Division-approved high liability check-off in the areas of firearms, defensive tactics and first aid.
- (4) Pass an oral interview with a board consisting minimally of the Regional Reserve Coordinator (or designee), the area supervisor (or designee) and a patrol lieutenant. A board member will notify the applicant of the outcome in writing using a standardized Applicant Response Letter (FWC/DLE-803RP).

### C Mandatory Training

- (1) Reserve Officers will complete the equivalent in-service training as full-time sworn members.
- (2) Reserve Officers will be offered the same training as full-time members and are required to successfully complete the CJSTC minimum of 40 hours of mandatory training every four years.
  - (a) Meeting mandatory training requirements and associated costs may be the responsibility of the reserve member if they are unable to attend agency provided training events.
  - (b) When attending training outside the Division, it is the responsibility of the Reserve Officer to provide training documentation to the RTL in a timely manner for entry into the Division's training data base.
- (3) The RTL will schedule and document training for reserve members.

### D Uniforms and Equipment

- (1) Reserve Officers will comply with General Order 23, *Uniforms, Personal Appearance and Dress Code*, except as provided in this General Order.
- (2) All Reserve Officer uniform items with an FWC patch will include an embroidered reserve rocker directly below and in contact with the patch.
- (3) Reserve Officers, regardless of rank, will wear rhodium (silver) insignia, badge, collar devices and accessories on all uniforms. Reserve Officers will not wear rank insignia except during regional reserve meetings and the annual reserve meeting.
  - (a) Retiring or resigning members joining the reserve program may keep previously issued uniforms and sew reserve rockers directly below and in contact with all FWC patches.
  - (b) Retiring or resigning members wearing gold insignia must replace their badge, collar devices, buttons and name plate with rhodium (silver) versions upon joining the reserve program. Rhodium (silver) buttons and collar devices shall be available through the region or the Agency Reserve Coordinator.
  - (c) Class C shirts having gold embroidery will not be worn by Reserve Officers.
- (4) The Division will furnish reserve rockers, reserve badge(s), ID card and holder.
- (5) The Region will furnish ammunition, an infectious disease control kit and a General Orders Manual in hard copy and/ or in electronic form to include access to the General Orders on the Division website.
- (6) **Commission credentials** (identification card or badge) may be exhibited or displayed only during approved Commission activities **except as provided for in section 3 E.**
- (7) The region will provide an additional uniform set (or item(s) of equivalent value) to officers who volunteer a minimum of 300 hours during a twelve month period. The region can opt to provide additional uniform items (e.g. foul weather gear) basing the value on multiple increments of 300 hours worked during a twelve month period.
- (8) Reserve Officers must return all issued equipment and accessories to the Division upon completion of service.
- (9) Reserve Officers may purchase a ballistic vest through the Division's uniform vendor at their

own expense.

## **E Firearms**

- (1) Reserve Officers will comply with General Order 12, *Carry and Display of Weapons*, except as provided in this General Order.
- (2) Disassembly beyond field stripping and/or alteration or repairs to firearms that reserve members carry as an FWC reserve duty weapon must be reported to a Division armorer and may be subject to inspection to assure conformance with policy. Repairs to FWC reserve duty weapons must be performed by Division armorers (the cost of replacement parts may be the responsibility of the Reserve Officer)
- (3) Reserve Officers shall not **present themselves as an FWC Officer carrying a firearm** unless they are conducting approved Division of Law Enforcement activities and in possession of their Commission identification card and badge.
  - (a) When carrying a concealed firearm as a private citizen under section 790.06 (5)(b), Florida Statutes, Division-issued credentials may be carried in lieu of a concealed weapons permit.
  - (b) When carrying a concealed firearm as a private citizen under section 790.06, Florida Statutes, it is for self defense only, and, as for license holders, there are restrictions on locations where the firearm may be carried.
  - (c) When carrying a concealed firearm as a private citizen, Reserve Officers are not authorized by the Division to use the firearm in any law enforcement capacity and the Division will not be liable for use of the weapon outside of approved Division activities.

## **F Communications**

- (1) Any time a reserve member is volunteering hours with FWC, dispatch will be notified.
- (2) Reserve Officers who do not have a radio will notify dispatch by telephone, on a recorded line, when they begin and end working their shift.
- (3) Reserve Officers who have radio communications will notify dispatch by radio when they begin and end working their shift.
- (4) Reserve Officers II will maintain visual or radio contact with the Reserve Officer I or full-time member with whom they are working unless on an otherwise approved detail.

## **G Meetings**

- (1) The Reserve Lieutenant or designee will conduct area reserve meetings every 2 months or when directed by the area supervisor.
- (2) An annual agency reserve meeting should be held to facilitate the administration of the division reserve program, including strategic direction of the program, training, and recognition of reserve members.
  - (a) Attendees should include the Division director or designee, Regional Commanders, area supervisors, and other Division members as appropriate.
  - (b) All division reserve members will be invited to attend.

## **H Minimum Activity Participation**

- (1) Reserve Officers must participate a minimum of 8 hours per month or 24 hours per quarter
- (2) Failure to meet the minimum hours each quarter without prior approval will result in:
  - (a) First offense – counseling;
  - (b) Second (consecutive) offense – oral reprimand;
  - (c) Third (consecutive) offense – written reprimand with intent to dismiss;

- (d) Fourth (consecutive) offense – dismissal.
- (e) Intent to dismiss will be reviewed and or approved by the area supervisor and regional commander.
- (3) Reserve Officers will complete the Individual Monthly Reserve Activity Report (FWC/DLE-802RP) and submit it by the 5th day of the following month to the Reserve Captain through the reserve chain of command. This report will be completed whether the member worked or not except when on approved leave of absence.
- (4) Regional Reserve Coordinators will enter activity into ArrestNet by the 15<sup>th</sup> day following the end of month.

#### **I Participation in Special Details and Assignments**

- (1) All DLE members are encouraged to include Reserve Officers in their daily work activities.
- (2) Area supervisors and/or full-time lieutenants should notify the Reserve Captain about special events and details as far in advance as possible to encourage maximum reserve participation.

#### **J Leave of Absence**

- (1) When it becomes necessary for a Reserve Officer to take a leave of absence, he/she will apply in writing to the area supervisor through the chain of command. The area supervisor will use his/her judgment based on the circumstance outlined in the application. Leaves of absence should be granted for injury or illness, family illness, and relocations.
- (2) Approved leaves of absence will be forwarded to the agency coordinator for inclusion in the member's file.
- (3) A leave of absence should not be less than three months or more than one year.

#### **K Workers' Compensation**

- (1) Reserve Officers injured while on duty are covered by workers' compensation.
- (2) If reserve members are injured while on duty, they shall report the injury/ exposure immediately to the member they are working with, dispatch, and the patrol supervisor.
- (3) The patrol supervisor will report the injury to the State Workers' Compensation Program at **1-866-786-3351**.
  - (a) Before contacting the State Workers' Compensation Program, supervisors should complete the FWC Form *First Report of Injury or Illness*, which can be found on the website of the Commission's Human Resources Office.

#### **L Resignation**

- (1) A Reserve Officer may resign from the program in writing at any time.
- (2) The Regional Reserve Coordinator will notify the Agency Reserve Coordinator of a Reserve Officer's resignation in writing.
- (3) The Agency Reserve Coordinator will notify the training center's administrative assistant, CAD administrator and RTL of the resignation.
- (4) Resignation by a Reserve Officer having two or more years service in good standing should be acknowledged by a Certificate of Appreciation signed by the Regional Commander and Division Director.
- (5) Reserve Officers will return all Division-issued equipment to the Regional Reserve Coordinator.

#### **M Retirement from the Reserve Program**

- (1) After 15 years of service or 1440 volunteer hours, which ever comes later, Reserve Officers will be eligible to retire.

- (2) Upon retirement from the Division Reserve Program, members will be issued a "Retired Reserve" ID card, a gold reserve badge, gold collar brass, and be allowed to keep one of their class A or B uniforms.
  - (a) The uniform will only be worn at official FWC functions.
  - (b) If rank insignia is worn, it will be equivalent to the rank they held upon retirement from full-time status.

## **N Conduct**

- (1) Reserve members shall adhere to all General Orders, unless directed differently by this General Order.
- (2) No Reserve Officer shall use or attempt to use their position to secure a special privilege, benefit, or exemption for themselves or others.
- (3) Continual and /or unreported absence from meetings, training or assigned functions may result in oral or written reprimand and could lead to dismissal from the program.

## **O Off-duty work**

- (1) Reserve Officers I are authorized to work extra-duty police employment in accordance with General Order 06, *Off-Duty and Extra-Duty Employment*.
- (2) Reserve Officers II are authorized to work paid extra-duty details only if the payment goes directly to the Wildlife Foundation of Florida (WFF) Reserve Program Fund. Reserve Officers II must follow General Order 06 when working off-duty details and complete a Request for Approval of Dual Law Enforcement Employment form (FWC/DLE-150).
  - (a) Reserve Officers II must work under the direct supervision of an FWC Officer (includes Reserve Officer I) or other full-time sworn law enforcement officer as approved by the agency's respective directors or designees.
  - (b) Reserve Officers II may ride with an officer working off-duty and claim patrol hours for core mission-related activities.

## **P General**

- (1) FWC Reserve Officers may not be sworn members with another law enforcement agency.
- (2) Current FWC employees may not participate in the reserve program.
- (3) Reserve Officers have no appeal rights to the Public Employee Relations Commission in the event of suspension or dismissal.
- (4) Reserve Officers do not have, nor can they attain, career service status.
- (5) Reserve Officers serve without pay.
- (6) Reserve Officers serve at the pleasure of the Director
- (7) Reserve Officers are responsible for being thoroughly familiar and complying with the policies, procedures, General Orders, duties and regulations contained in the Commission and Division directives.
- (8) Reserve Officers shall review legal updates and other Division notifications on the Division's internet page.
- (9) Reserve Officers may perform only the law enforcement duties for which they have received training.
- (10) Reserve Officers II shall complete an approved Reserve Field Orientation Training within 12 months of beginning reserve service.
- (11) Reserve Officers will notify the Regional Reserve Coordinator of address or telephone number changes as soon as possible.

- (12) Reserve Officers may receive reimbursement for meals, mileage and lodging during overnight travel per section 110.504, Florida Statutes with prior approval from an area supervisor.
- (13) Reserve Officers must complete Division-approved training prior to operating any specialized equipment.
- (14) Reserve Officers are not authorized to drive at night without light unless properly trained.

<b>4</b> <b>FORMS</b>
--------------------------

FWC/DLE-044	Issued Equipment/Termination Clearing Form
FWC/DLE-150	Request for Approval of Dual Law Enforcement Employment
FWC/DLE-802RP	Individual Monthly Reserve Activity Report
FWC/DLE-803RP	Applicant Response Letter (Reserve Program)
FWC/DLE-804RP	Reserve Application Flowchart & Checklist
FWC/DLE-806RP	Reserve Program Request
FWC/DLE-807RP	Reserve Application Step 1
FWC/DLE-808RP	Reserve Application Step 2
FWC/DLE-809RP	Applicant Interest Letter
FWC/DLE-810RP	Reserve Program Drug Testing

**Other Forms used:**

FDLE CJSTC forms: 68; 75; 75A; 77  
 Supplemental L.E. Application for Reserve Officer