



Florida Fish and Wildlife Conservation Commission
 Division of Law Enforcement

RESERVE/AUXILIARY PROGRAM

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
20	November 09, 2018	May 21, 2018	All Sworn Members

References

S. 943, F.S.; General Order 06; CFA Chapter 2.08M, 9.06M, 9.07, 10.10M, 10.14M and 14.10M

1 POLICY

- A** It is the policy of the Division to utilize Reserve/Auxiliary officers in the Division's Reserve/Auxiliary Program to supplement and assist full-time sworn members in accomplishing the Division's and the Commission's missions and goals.
- B** It is the policy of the Division that Reserve/Auxiliary officers shall comply with all laws, policies, rules and procedures applicable to full time sworn members.
- C** It is the policy of the Division that members shall comply with the Fair Labor and Standards Act regulations, members shall not be assigned to compensated and volunteer programs at the same time.
- D** It is the policy of the Division that the selection criteria for Reserve/Auxiliary officers meet the minimum qualifications as defined in Chapter 943, Florida Statutes.
- E** It is the policy of the Division that Reserve/Auxiliary officers are appointed by, and serve at the discretion of the Division Director.
- F** It is the policy of the Division that Reserve/Auxiliary officers shall be provided with public liability protection equal to that provided for full-time sworn members in accordance with Federal and State laws.

G Definitions

- (1) Auxiliary law enforcement officer** as defined in Chapter 943, Florida Statute, includes any person employed or appointed, with or without compensation, who aids or assists a full-time or part-time law enforcement member and who, while under the direct supervision of a full-time or part-time law enforcement member, has the authority to arrest and perform law enforcement functions.
- (2) Good standing** - means the member provides a minimum of two weeks' notice when resigning or retiring (unless waived due to extenuating circumstances), and is not involved in an administrative investigation, or resigns while under such investigation. A member whose

employment is terminated due to a disciplinary matter shall not be considered a separation in "Good Standing".

- (3) **Reserve officer** is a part-time law enforcement officer pursuant to Chapter 943, Florida Statutes and includes any person employed or appointed less than full time, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.
 - (a) **Reserve Officer 1** - A Division sworn member who worked at least three years as a Division sworn member and who retires or resigns from full-time employment in good standing and is a paid part-time OPS employee.
 - (b) **Reserve Officer 2** - A Division sworn member who worked at least three years as a Division sworn member and who has retired or resigned from full-time employment in good standing.
 - (c) **Reserve Officer 3** - A certified law enforcement officer, with at least three years of sworn law enforcement experience, who was not previously a Division sworn member. A Reserve Officer 3 shall not perform duties independently and must be under the direct supervision of a full-time member or Reserve Officer 1 or 2. Reserve Officer 3's may only work independently after successful completion of the Division's field training program and written approval from the appropriate Deputy Director.

2 RESPONSIBILITIES

A Division Director

- (1) The Division Director or designee is responsible for final approval of a Reserve/Auxiliary officer's participation in the program. Electronic approvals (e-mail) are acceptable and preferable.

B Regional Commander

- (1) The Regional Commander or designee is responsible for the Reserve/Auxiliary program in their assigned region.
- (2) The Regional Commander or designee is responsible for:
 - (a) Determining the number of Reserve/Auxiliary positions in the region based on available funding and/or area need.
 - (b) Providing a recommendation to the Division Director or designee regarding requests to participate in the Reserve/Auxiliary program.
 - (c) Selecting a sworn full-time member to serve as the Regional Reserve/Auxiliary Coordinator.

C Division Reserve/Auxiliary Coordinator shall:

- (1) Notify the Training Center, Human Resource Section, and the Regional Reserve/Auxiliary Coordinator once a Reserve/Auxiliary applicant has been approved for entry into the Reserve/Auxiliary officer program.
- (2) Maintain personnel files for Reserve officer 3's and Auxiliary officers, Reserve officer 1 and 2 personnel files shall be maintained with the agency human resources section.
- (3) Coordinate the assignment of radio number and ID number through the Field and Technical Services section and the Division's personnel manager.

- (4) Report new member information and roster changes to the CAD (Computer Aided Dispatch) administrator and the regional training lieutenant (RTL).
- (5) Compile annual reports for reserve/auxiliary hours and activities.
- (6) Plan and organize a periodic meeting for the Division Reserve/Auxiliary program to facilitate the administration of the Division reserve program, including strategic direction of the program, training issues, and recognition of reserve members.
 - (a) Attendees should include the Division Director or designee, Regional Reserve/Auxiliary Coordinator, and other Division members as appropriate.
- (7) Review each participant's work hours quarterly and ensure compliance with participation requirements.

D Regional Reserve/Auxiliary Coordinator shall:

- (1) Maintain a current roster of Reserve/Auxiliary officers in the region and provide updates to the Division Reserve Coordinator.
- (2) For retiring or resigning sworn members who wish to join the Reserve program, ensure the Reserve Program Request (FWC/DLE 806RP) is completed and routed for approval.
 - (a) Ensure the Reserve/Auxiliary Application (FWC/DLE 810RP) is completed and processed in accordance to agency hiring procedures for any new members or members who have previously separated from the Division.
 - (b) Submits any personnel file information for Auxiliary officers in their region to the Division Reserve/Auxiliary Coordinator.
- (3) In the event there are no available Reserve/Auxiliary officer positions based on an areas carrying capacity, the Regional Reserve/Auxiliary Coordinator shall maintain the Reserve Program Request (FWC/DLE 806RP) for up to one year or until a position becomes available, whichever happens sooner.
- (4) Review each participant's work hours monthly and ensure compliance with participation requirements.
- (5) When necessary, coordinate all steps of the hiring process as needed, to include, but not limited to:
 - (a) Interview boards
 - (b) Physical assessments
 - (c) Fingerprints
 - (d) Drug testing
 - (e) Medical Examination
 - (f) Background Investigations
- (6) Notify applicants electronically or in writing who do not meet the minimum qualifications or fail to complete any portion of the required steps and remove them from the application process.
- (7) Ensure application packets for unsuitable candidates are returned to the Division's Reserve Coordinator in accordance with records retention requirements.
- (8) Ensure the Issued Equipment/Termination Clearing Form (FWC/DLE-044) is used for Reserve Officers /Auxiliary officers entering and leaving the program.

E Patrol supervisors shall:

- (1) Supervise enforcement activities and approve reports and timesheets of Reserve/Auxiliary Officers assigned to their squad.
- (2) Schedule and approve hours for the purpose of mentoring less experienced officers, patrolling state parks during peak times, augmenting current officers during busy times such as holiday weekends, and other core mission activities as determined.
- (3) Ensure that Reserve/Auxiliary Officers are notified of meetings (i.e. squad, area etc.).
- (4) Provide timely notice of special details and work opportunities to Reserve/Auxiliary officers.
- (5) Ensure that Reserve/Auxiliary Officers are notified and coordinate mandatory training.

F Training Center

- (1) Enter Reserve/Auxiliary Officer mandatory training requirements in the Automated Training Management system (ATMS).
- (2) Enter members who retire or resign and have been accepted into the Reserve program 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) Maintain and file all other training records for Reserve/Auxiliary Officers.

3 PROCEDURES

A Reserve Officer

- (1) Division sworn members who retire or resign from full-time employment in good standing may request to serve in the reserve/auxiliary program as a Reserve officer by submitting a Reserve Program Request form (FWC/DLE-806RP) electronically to the Regional Reserve/Auxiliary Coordinator within at least 30 calendar days prior to retirement or resignation. The Regional Reserve/Auxiliary Coordinator shall forward the request to the Regional Commander for approval.
 - (a) The Regional Commander shall forward all requests with his/her recommendation to the Division Director or designee(s) for final approval.
 - (b) Requests received less than 30 days from retirement or resignation shall be considered at the discretion of the Division Director.
 - (c) If current members submit a Reserve Program Request form (FWC/DLE-806RP) prior to retiring or resigning from full-time employment but wish to delay their participation in the reserve/auxiliary program, he or she may request a waiver from the participation requirements for up to 24 months. The waiver from program participation requirement does not waive requirements mandated by FDLE to maintain a current law enforcement certificate. All FDLE mandates must be met even if the Reserve officer has an approved request to defer program requirements on file. The request for a waiver shall be noted on the Reserve Program Request form (FWC/DLE-806RP).
 - (d) The Division may require applicants to provide information concerning fitness for duty upon submission of application to the Reserve/Auxiliary Program.
 - (e) Once a Reserve/Auxiliary applicant has been approved and accepted into the program, participation requirements found in this General Order shall be effective upon resignation/retirement unless a waiver has been granted.

- (2) Upon entry into the program, the Reserve officer must designate whether he or she wishes to participate as a Reserve officer 1 or a Reserve officer 2 on the Reserve Program Request (FWC/DLE 806RP).
- (3) Reserve officer 1 and Reserve officer 2 may transition between paid and volunteer status each year by completing the Reserve Program Request (FWC/DLE 806RP).
 - (a) Requests must be received by June 1st.
 - (b) If approved, the request will be effective July 1st.
 - (c) Reserve officer 1's may request to change their status to a Reserve officer 2 if funding is no longer available for the Reserve officer 1 program.
- (4) Certified law enforcement officers who have not previously served as a Division sworn member, but wish to serve as a Division reserve officer, shall be approved or denied through the following process:
 - (a) A Regional Commander shall interview the applicant and send his or her recommendation to the Deputy Directors for review.
 - (b) Deputy Directors shall provide a recommendation for acceptance or denial to the Director.
 - (c) Final approval rests with the Division Director.
- (5) Authority to Carry Weapons
 - (a) On duty, Reserve officers may lawfully carry weapons for which they have been assigned, been trained in the use of, and have shown proficiency with.
 - (b) Off duty, Reserve officers may carry and utilize their approved firearm or other weapon in accordance with the Division's general orders and State law governing such.

B Auxiliary

- (1) Auxiliary officers shall aid or assist full-time sworn members and Reserve officers and shall have the authority to make lawful arrests and perform law enforcement functions while under the direct supervision of a full-time member or reserve officer who has successfully completed the Division's field training program. Auxiliary officers are subordinate to all full-time members and reserve officers.
 - (a) Auxiliary officers shall not act in a law enforcement capacity unless they are under the direct supervision of a fully certified Division sworn member.
 - (b) Direct Supervision (as it pertains to Auxiliary officers):
 - 1. The requirement that such officers function while "under the direct supervision" or "in the company and under the direct control of a full or part-time law enforcement member" is met if the auxiliary officer is directly accountable to a full or part-time sworn member who is in the immediate vicinity of the scene and who has ultimate control of the situation.
 - 2. Direct supervision could be accomplished by telecommunication technology provided ultimate control of the situation rests with a full-time sworn or part-time fully certified sworn member.
- (2) Auxiliary officer applicants must have successfully completed CJSTC standards training for Law Enforcement Auxiliary officers per section 11B-35, Florida Administrative Code.
- (3) Auxiliary officer's mandatory training requirements records shall be maintained in the Automated Training Management System (ATMS) with the Florida Department of Law Enforcement (FDLE).

- (4) Authority to Carry Weapons
 - (a) On duty, auxiliary officers may lawfully carry weapons for which they have been assigned, trained in the use of, and have demonstrated proficiency with.
 - (b) Off duty, auxiliary officers shall not carry weapons under the color of the agency.

C Expected Service

- (1) Reserve/Auxiliary officers shall provide a minimum of 24 hours per quarter of uniformed patrol service to the Division. The primary duties of reservists shall be to mentor less experienced officers, patrol state parks during peak times, augment current officers during busy times such as holiday weekends, and other core mission activities as determined.
- (2) The hours may be waived by the Division Director or designee in the event the member is assigned to a specialized position.
- (3) Reserve/Auxiliary officers may provide service to the Division outside of uniformed patrol if approved by the Regional Commander, based upon the skills of the officer and the needs of the agency (i.e., in lieu of patrol, a reserve may provide law enforcement services at a scheduled function, such as a parade or festival).
- (4) Failure to meet the minimum hours, unexcused absence from meetings, training, or assigned functions without prior approval may result in dismissal from the program.
- (5) Reserve/Auxiliary officers shall serve on a part-time basis in accordance with all applicable laws, policies, and Division general orders.

D Uniforms and Equipment

- (1) Reserve officers shall have identical uniforms, badges, and patches as full-time sworn members; however, the Division shoulder patch shall have an embroidered reserve rocker directly below and in contact with the patch.
- (2) Auxiliary officers shall have identical uniforms, badges, and patches as full-time sworn members; however, the Division shoulder patch shall have an embroidered reserve rocker directly below and in contact with the patch.
- (3) 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/Auxiliary program. Rhodium (silver) buttons and collar devices and a reserve badge shall be available through the region or the Division Reserve/Auxiliary Coordinator.
- (4) The Division shall furnish reserve/auxiliary rockers, reserve/auxiliary badge(s), and an ID card with holder.
- (5) The quantity of uniforms and equipment shall be reduced to reflect the level of activity.
 - (a) At a minimum, Reserve/Auxiliary officers shall be provided with one class A, one class B, two class C uniforms, foul weather and cold weather gear. These items shall be supplied at the regional level.

E Extra-Duty employment

- (1) A Reserve officer 1 may work paid Extra-Duty employment in accordance with General Order 6 *Off-Duty, Extra-Duty, and Hire-Back Employment*.
- (2) A Reserve Officer 2 may work paid Extra-Duty employment in accordance with General Order 6 *Off-Duty, Extra-Duty, and Hire-Back Employment* however, Extra-Duty employment hours shall not exceed the number of quarterly participation hours that the Reserve officer 2 volunteers to the program.

- (3) A Reserve Officer 3 may only work Extra-Duty Employment after successful completion of the Division's field training program, with written approval from the appropriate Deputy Director, and in accordance with General Order 6 *Off-Duty, Extra-Duty, and Hire-Back Employment*,
- (4) Auxiliary officers may not work Extra-Duty or Hire-Back employment.

F Training

- (1) Reserve/Auxiliary officers must be certified by the Florida Criminal Justice Standards and Training Commission.
 - (a) Reserve officers must have an approved Basic Recruit Law Enforcement certification or equivalent and/or crossover training certification for out of state or Federal law enforcement officers.
 - (b) Auxiliary officers must have an approved Auxiliary Law Enforcement Basic Recruit certification.
- (2) Reserve/Auxiliary officers shall attend in-service training events scheduled by the RTLs.
 - (a) If the Reserve/Auxiliary officer is unable to attend Division provided training to meet mandatory training requirements, the Reserve/Auxiliary officer still has a responsibility to meet all mandatory training requirements. The Reserve/Auxiliary officer may attend alternate training and any costs associated with attending the alternate training shall be the responsibility of the Reserve/Auxiliary officer.
 - (b) When attending training outside the Division, it is the responsibility of the Reserve/Auxiliary officer to provide training documentation to the RTL in a timely manner for entry into the Division's training data base.
- (3) Reserve/Auxiliary officers may perform only the law enforcement duties for which they have received training.

G Leave of Absence

- (1) When it becomes necessary for a Reserve/Auxiliary officer to take a leave of absence, he/she shall apply in writing to the area supervisor through the chain of command. The area supervisor shall 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 shall be forwarded to the Division Reserve/Auxiliary 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.

H Resignation

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

- (a) The Regional Reserve/Auxiliary Coordinator shall return ID cards and badges to the Division's Personnel Manager at GHQ.

I Retirement from the Reserve/Auxiliary Program

- (1) After 15 years of service or a minimum of 1440 work hours (not including extra-duty hours), Reserve/Auxiliary officers shall be eligible to retire.
- (2) Upon retirement from the Division Reserve/Auxiliary Program, members shall be issued a "Retired Reserve/Auxiliary" ID card, a reserve badge, gold collar brass, and be allowed to keep one of their class A or B uniforms.
 - (a) The uniform shall only be worn at official FWC functions.
 - (b) Rank insignia, if worn, shall indicate the rank the member held at retirement from full-time status.

4 FORMS

FORM NUMBER	FORM TITLE
FWC/DLE 044	Issued Equipment/Termination Clearing Form
FWC/DLE 810RP	Reserve/Auxiliary Application
FWC/DLE 806RP	Reserve/Auxiliary Program Request