



VIA TRANSIT POLICE DEPARTMENT

Standard Operating Procedures



Section 309 – Reserve Officers

Office with Primary Responsibility:	COP	Effective Date: Prior Revision Date:	January 21, 2020 New
Office(s) with Secondary Responsibilities:		Number of Pages:	4
Forms Referenced in Procedure:	None	Related Procedures:	Section 601 Racial/Bias Profiling

.01 PURPOSE AND RESPONSIBILITY

- A. Purpose: To set the policy and establish the procedures for the use of Reserve Transit Police Officers at the VIA Transit Police Department
- B. Responsibility: It is the responsibility of the Transit Police Lieutenant to oversee and maintain the Reserve Unit.

.02 DEFINITIONS

- A. RESERVE TRANSIT POLICE OFFICER: A part time honorably retired Transit Police Officer or a former sworn Transit Police Officer who is eligible for rehire and voluntarily works without compensation. For some assignments, Reserve Transit Police Officers may be compensated at a contracted amount. The Chief of Transit Police shall determine which assignments are eligible for compensation.

.03 POLICY

- A. It is the policy of the Transit Police Department that Reserve Transit Police Officers may be used to augment the resources of the department. Reserve Transit Police officers are governed by the policies and procedures as they relate to regular officers.
- B. It is the policy of the Transit Police Department that the number of Reserve Transit Police Officers shall not exceed the authorized number of regular officers.
- C. It is the policy of the Transit Police Department that Reserve Transit Police Officers are used to augment and supplement the staffing needs of the Transit Police Department. Reserve Transit Police officers may not be used to supplant full time Transit Police officers or personnel. The number of Reserve Transit Police Officers will not be counted in the number of authorized sworn or non-sworn positions for VIA Metropolitan Transit.

.04 PROCEDURES

- A. Recognizing the necessity from time to time, for supplementing the Police department under special needs, the VIA Transit Police Department may take action to establish and train Reserve Transit Police Officers for this purpose.
 - 1. The total number of Reserve Transit Police Officers shall not exceed the authorized number of regular Transit Police officers.
 - 2. Reserve Transit Police officers may not be used to supplant full time Transit Police officers or personnel.
- B. Compensation and Benefits:
 - 1. Reserve Transit Police officers shall serve as volunteers without compensation.
 - 2. At the discretion of the Chief of Transit Police, some Reserve Transit Police Officer assignments may qualify for compensation at a contracted rate.



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3. Reserve Transit Police Officers shall be eligible for death benefits as set out in Chapter 86, Acts of 60th Legislature, Regular Session, 1967, as Amended (Article 6228f V.T.C.S.)
4. Reserve Transit Police Officers, while on duty, are provided with public liability protection equal to that provided to regular officers.

C. Minimum Standards:

1. Reserve Transit Police officers, having been previous full or part time sworn officers of the VIA Transit Police Department, will have already completed a Basic Peace Officer training academy and comply with the minimum certification standards for reserve peace officers as established by the Texas Commission on Law Enforcement.
2. Reserve Transit Police officers will have successfully completed the VIA Transit Police Department Field Training Program while employed as a regular officer. If there is a break in service before becoming a reserve officer, the Chief of Transit Police may approve a reduced Field Training Program for the returning officer. The reduced Field Training program will mirror the expedited Field Training Program for regular officers and will serve as refresher training for that training missed during the break in service.
3. Eight (8) hours of work per month shall be required from each officer in order to maintain a reserve commission with the department. Part of this requirement may include in-service and/or field training for the Reserve Transit Police Officer. The Chief of Transit Police may grant exceptions on an individual basis due to unanticipated emergency demands that conflict with the minimum hourly standard.
4. Selection Process: While the criteria for selection of Reserve Transit Police Officers will be same for as that for regular officers, there will be variations in the process.
 - a. Reserves will be former regular officers of the VIA Transit Police Department that have honorably retired or resigned and are eligible for rehire; if there is no break in service, the officer may forego a selection process, since the officer has already gone through the formal hiring process with the department.
 - b. If there is a break in service, the officer must again meet all elements of the selections process.
 - c. Reserve Transit Police Officers will meet the same criteria of education requirements as that of a regular officer.
5. Approved Duty Assignments and Authority:
 - a. Reserve Transit Police Officers may be utilized as follows:
 - (1) Accompanying and assisting officers on patrol
 - (2) Crowd and traffic control
 - (3) Administrative assignments
 - (4) Special events
 - (5) Advisory or specialized assistance to departmental units, such as Criminal Investigations, or any other duties where special skills that the reserve officer possesses may benefit the department in accomplishing its mission; and
 - (6) Other duties approved by the Chief of Transit Police
 - b. Reserve Transit Police Officer's authority:
 - (1) Retired / Reserve Transit Police Officers off-duty carrying of a weapon is permitted pursuant to Chapter 46 of the Texas Penal Code



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- (2) Reserve Transit Police Officers of this department have the same authority and discretion as regular officers.
6. Command Structure
 - a. The reserve unit shall be administratively aligned under the Transit Police Lieutenant
 - b. Reserve Transit Police Officers shall come under the direction of the commanders and supervisors of the divisions, section or unit when assigned for duty within that division, section or unit of the Transit Police Department.
7. Duty Assignment
 - a. Newly appointed reserve Transit Police officers shall be required to ride with a VIA Transit Police Department Field Training Officers in a training status for a minimum number of hours as established through the field training program.
 - b. Reserve Transit Police Officers are subject to duty in the event of a civil emergency or disaster, regardless of time of day or occupation. A current telephone number shall be provided to the department.
 - c. Duty assignments shall be made through the Transit Police Lieutenant, depending on such factors as manpower availability, service priority and special skills of the reserve Transit Police officer.
 - d. Reserve Transit Police Officers may be assigned to work with any unit within the department, based on the needs of the department and the skills of the Reserve Transit Police Officer.
 - (1) Reserve Transit Police Officers with specialized Police skills, such as those certified as Police instructors, may be assigned duties related to those tasks.
 - (2) Reserve Transit Police Officers with other special skills, outside the routine required of Police officers, may be assigned to assist various units when those non-routine skills are required.
 - e. Reserve Transit Police Officers may be required to work special events. Special events are workload needs over and above normal department service requirements.
 - f. Reserve Transit Police Officers may not work extra-duty assignments or off-duty jobs requiring them to act as peace officers unless the extra duty assignment is voluntary “charitable” contribution of time, where no compensation is expected and the reserve is working the assignment along with, and under the direction, of a regular officer of this department.
 - g. Upon approval of the Chief of Transit Police and the Vice President of Safety, Training and System Security, a Reserve Transit Police Officer may be allowed to work traffic control extra-duty assignments for compensation. The compensation must be made by the entity employing the reserve officer and the reserve officer is not provided public liability protection by the department. The assignment must be within the jurisdictional boundaries of the VIA Transit Police Department, unless approved in writing by the Chief of Transit Police.
8. Disciplinary Matters: Reserve Transit Police Officers are subject to the same disciplinary procedures outlined for regular officers.
9. Training Requirement and Provision:
 - a. Reserve Transit Police Officers shall receive in-service training equivalent to that which is mandatory for regular officers, including training mandated by the Texas Commission on Law Enforcement and Texas Best Practice standards.



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- b. Reserve Transit Police Officers shall be tested for weapons proficiency with the same frequency as regular officers.

10. Uniforms and Equipment:

- a. Reserve Transit Police Officers shall provide and maintain their own uniforms and equipment.
- b. Reserve Transit Police Officers assigned to special duties will be issued equipment appropriate to that assignment.

11. Evaluations: Reserve officers will be evaluated at the same intervals as regular officers.

.05 TERMS OF SERVICE AS RESERVE TRANSIT POLICE OFFICER

- A. Reserve Transit Police Officers serve at the sole discretion of the Chief of Transit Police.
- B. Reserve Transit Police Officer must sign a contract agreement with VIA Metropolitan Transit. Contract agreements shall expire 365 days from execution and may be renewed at the discretion of all parties.
- C. Reserve Transit Police Officers are appointed, retained and/or separated from the Transit Police Department at the sole discretion of the Chief of Transit Police. The Chief of Transit Police may terminate a Reserve Transit Police Officer with or without cause for any reason. Termination of a Reserve Transit Police Officer shall not entitle the reserve Transit Police Officer with any right to appeal the termination in any form or process.