

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	02/07/2024	02/07/2024	238-5
SUBJECT			AMENDS	
Policy Series 200: Employment Guidelines 238 – Reserve Sworn Members' Volunteer Program				
REFERENCE		RESCINDS		
RSMo 84.510RSMo 84.540 RSMo 84.570 PPBM: Disciplinary Actions PPBM: Duty Related Injuries PPBM: Missouri Workers' Compensation Law		PPBM: 238-4		

I. INTRODUCTION

- A. Missouri Revised Statute 84.540 grants authority to the Board of Police Commissioners to provide a reserve force under the command of the Chief of Police. Such reserve force shall be provided training, equipment, and uniforms as the Chief of Police shall direct with the approval of the board. When assigned to active duty, the members of the reserve force shall possess all the powers of regular police officers and shall be subject to all laws and regulations applicable to police officers.
- B. A Reserve Sworn Member is not an employee of the Department and therefore not entitled to the benefits of full-time sworn members, unless member has been appointed to a non-sworn position.
- *C. The Reserve Sworn Members' Volunteer Program serves to augment law enforcement personnel. Sworn members below the rank of lieutenant colonel, who retire, are encouraged to apply to be a reserve sworn member (Reserve).
- *D. Any member currently accepted into the Reserve Sworn Members' Volunteer Program will be grandfathered in on the effective date and date of issue of this directive.
- *E. Any future appointments to the rank of Reserve Sworn Member will only apply to sworn members below the rank of lieutenant colonel who retire from the Department.

* II. TERMINOLOGY

- A. **Reserve Coordinator** - A position appointed by the Chief of Police to oversee the Reserve Sworn Members Volunteer Program.
- *B **Grandfather Clause** - A clause creating an exemption based on circumstances previously existing.

III. POLICY

- A. The Reserve Sworn Members Volunteer' Program will be overseen by the Reserve Coordinator.
- B. Reserve sworn members must live within 30 air miles of the city of Kansas City, Missouri, and will serve at the discretion of the Chief of Police.
- C. A reserve sworn member has the option to hold any rank of major or below obtained prior to retirement or resignation, with the approval of the Chief of Police.
- C. Written request for consideration of reserve status will be submitted through a member's chain of command.
- E. A member who retires while being investigated or pending disciplinary action will be considered for reserve status on a case by case basis by the Chief of Police.
- F. Reserve sworn members are required to be certified law enforcement officers by the Missouri Peace Officer Standards and Training (POST) Commission or hold a Class A certificate issued by the Missouri Department of Public Safety, and must retain their state certification by completing annual in-service training.
- G. The program is based on a calendar year schedule (i.e. January 1st – December 31st) regardless of the month reserve status begins. Mandatory hours will be prorated accordingly.
- H. Reserve sworn members will meet their required hours quarterly. If their hours are not achieved, their secondary employment will be reduced, denied, or revoked as determined by the Reserve Coordinator. Any exceptions must be approved by the COP or their designee.
- I. The quarterly hours are based on a division of 288 hours annually:
 - 1. By April 1st, the reserve sworn member must achieve 72 hours of reserve time.
 - 2. By July 1st, the reserve sworn member must achieve 144 hours of reserve time.
 - 3. By October 1st, the reserve sworn member must achieve 216 hours of reserve time.
 - 4. By December 31st, the reserve sworn member must achieve 288 hours of reserve time.

5. If 288 hours are not achieved by December 31st, the reserve sworn member will have forfeited their ability to work secondary employment until April 1st.
- J. A reserve sworn member will read and sign all current department written directives issued to them (i.e., Procedural Instructions and Personnel Policies) through PASS.
- K. A reserve sworn member will adhere to the same written directives as full-time sworn members.
- L. Violations of this written directive will result in the review of reserve status by the Division Commander to whom the reserve sworn member is assigned, in conjunction with the Reserve Coordinator.
- M. Exceptions to this written directive must be approved by the Reserve Coordinator, in conjunction with the Chief's Executive Officer.
- N. Medical treatment will be provided for a duty-related personal injury in accordance with the current written directive entitled, "Duty-Related Injuries," and the reserve officer will be eligible for Worker's Compensation as stated in the current written directive entitled, "Missouri Workers' Compensation Law." The reserve sworn members are not eligible for any other benefits.
- O. Reserve sworn members will be utilized for special events, with notice.

IV. PROCEDURES

- A. Reserve sworn members are considered on "active-duty" status anytime they are engaged in:
 1. Patrol functions.
 2. Investigative functions.
 3. Law enforcement actions, to include while in plain clothes.
 4. Approved law enforcement off-duty employment.
 5. Required training, court, or other official department functions.
- B. A Reserve Sworn Member:
 1. Will have the same duties and responsibilities as full-time members of commensurate rank.
 2. Is required to complete an application for continued employment annually between the ages of 60 and 65.

3. Will adhere to the mandatory "age limit" for any reserve sworn member reaching the maximum age of 65. For further information refer to the written directive entitled, "Age Limits."
4. Will have any personnel matters (discipline, removal from program etc.) handled by the Division Commander where the reserve sworn member is assigned, in conjunction with the Reserve Coordinator.
5. Has a duty and obligation to respond in an emergency situation such as a critical incident. During these isolated activations, the reserve sworn member will receive credit for reserve hours.
6. Will not be considered "active-duty status" when traveling to or from assignments, unless a situation necessitates law enforcement action.
7. Will complete Reserve Duty Time Voucher, Form 5774 P.D., at the end of an assignment and forward to superior ranking member.
8. Will not receive fiscal compensation for any hours credited to reserve time.
9. Will not receive reserve credit hours when engaged in off-duty employment unless approved by the Chief of Police.
10. Will return all Department issued property when reserve status ends.

C. Supervision of Reserve Sworn Members

1. Reserve sworn members will be under the direct supervision of the superior ranking member of the assignment unless special authorization is received from the Reserve Coordinator, with the approval of the Chief of Police.
2. The superior ranking member will ensure that the reserve sworn member prepares the Reserve Duty Time Voucher, Form 5774 P.D. A copy of Form 5774 will be forwarded to the Reserve Coordinator.
3. The superior ranking member will ensure that the reserve sworn member work the required hours at the location of assignment and not at optional training.
4. The superior ranking member will notify the Reserve Coordinator if a reserve member is the subject of an internal or Office of Community Complaints investigation.

- D. The Reserve Coordinator will:
1. Be a position appointed by the Chief of Police.
 2. Report to the Chief's Executive Officer.
 3. Be responsible for all administrative matters pertaining to the reserve sworn members' volunteer program.
 4. Be responsible for the assignment of reserve personnel, in conjunction with Human Resources.
 5. Maintain an Emergency Call Out Roster accessible to the Communications Unit.
 6. Receive copies of Form 5774 P.D., for the purpose of auditing and tracking hours worked.
 7. Audit the hours worked by members and provide a report in regard to the Chief's Executive Officer.
 8. Ensure that all reserve sworn members meet POST requirements.
 9. Notify the COP when a reserve sworn member is the subject of an internal or Office of Community Complaints investigation.
 10. Be responsible for initiating the paperwork when a reserve sworn member resigns or is terminated, to include contacting the Personnel Records Section for separation process information.



Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners this 23rd day of January, 2024.



Cathy J. Dean
Board President

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