

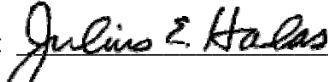


**Department of Financial Services  
Bureau of Fire and Arson Investigations  
STANDARD OPERATING PROCEDURE**

	Title:		Policy #
	<b>Reserve Officer Program</b>		2.5.6
	Amends:	Rescinds:	Effective Date:
N/A	N/A	08/12/2009	
Review Date:	Review Date:	Review Date:	
Approved:  Chief John Corbett  Director Julius Halas			

**I. Purpose**

The purpose of this directive is to establish and describe the duties and functions of the Bureau of Fire and Arson Investigations Reserve Officer Program.

**II. Policy**

It is the policy of the Bureau of Fire and Arson Investigations to use Reserve Officers within the Bureau to augment full-time personnel.

**III. Authority**

[Chapter 633, Florida Statutes](#)  
[Chapter 440, Florida Statutes](#)  
[Chapter 943, Florida Statutes](#)

**IV. Definitions**

- A. Employment Application – The official State of Florida Employment Application.
- B. Reserve Officer - Any sworn member employed or appointed less than full-time, without compensation, who is vested with the authority to bear arms and make arrests. For the purpose of this policy, a fully sworn “part-time” law enforcement officer as defined by Chapter 943.10 (6), Florida Statute.
- C. Reserve Officer Program Member (ROP) – A member of the Bureau’s Reserve Officer Program.
- D. Selection Process – The combination of elements and procedures utilized to make the final decision to fill a position.
- E. Supplemental Application – The application provided to an applicant, which is used to further the selection process and assist in the background phase.

## V. Procedures

- A. Reserve Officer Program applicants must be fully certified by the Criminal Justice Standards and Training Commission (CJSTC), according to the guidelines established in Chapter 943, Florida Statutes. (CFA 5.03) (CFA 13.01)
  - 1. An individual currently employed as a full-time, part-time, or auxiliary law enforcement officer of another agency or department will not be considered for selection.
  - 2. All elements of the selection process will be job-related and non-discriminatory following established guidelines as set forth by CJSTC. (CFA 13.02) (CFA 13.11)
  - 3. The selection process that is utilized for hiring full-time officers will be followed when hiring for the ROP. (CFA 5.02M) (CFA 5.03) (CFA 13.01)
  - 4. Responsibility for administering the employment application process for the ROP shall be delegated to the Bureau's Recruitment and Selection Section.
- B. Upon completion of the Field Training Program, a Reserve Officer may perform the same duties as a full-time, sworn member. Duty assignments may include, but are not limited to: (CFA 5.01M) (CFA 5.04M)
  - 1. Assisting in conducting fire scene investigations to determine the origin and cause of a fire; (CFA 5.01M)
  - 2. Assisting in criminal investigations; (CFA 5.01M)
  - 3. Assisting in properly documenting fire and explosion scenes using sketching, diagramming and photography; (CFA 5.01M)
  - 4. Assisting in the collection and preservation of evidence; (CFA 5.01M)
  - 5. Assisting in controlling and securing areas during civil disturbances, natural disasters, terror events, fires, etc.; and (CFA 5.01M)
  - 6. Performing other Bureau related tasks as needed.
- D. ROP members are restricted in their ability to perform law enforcement duties to only those areas for which they have received training. (CFA 5.04)
- E. ROP members are not authorized to work off-duty police employment. (CFA 5.01M)
- F. ROP members will be assigned to a specific office, and will report to that established chain of command. The appropriate captain will appoint a Reserve Coordinator for the field office or section. The Reserve Coordinator will assist the captain with the administrative responsibilities of the ROP.

- G. ROP members have no proprietary rights, and may have their appointments withdrawn at anytime by the Chief, without cause.
- H. ROP members receive no benefits, and are not compensated for their service in the ROP. Compensation may be authorized at the discretion of the Chief.
- I. Travel expenses, meals, mileage, transportation and per diem may be approved as provided for in the Department of Financial Services Travel Manual.
- J. ROP members shall be covered by state liability protection in accordance with Section 768.1355, Florida Statutes.
- K. ROP members are entitled to worker's compensation benefits for injuries received while acting in the capacity of their appointed position, as established by Section 768.1355, Florida Statutes.
- L. While working with the Bureau, ROP members are required to adhere to the same code of ethics, standard of conduct, and oath of office as those delineated in Bureau SOP and DFS AP&P. Additional restrictions are as follows:
  - 1. ROP members will not make statements on behalf of the Agency to publication or broadcast companies, concerning plans, policies, or administration of the Agency, unless authorized to do so. Inquiries from the media regarding all investigations will be referred directly to the appropriate Field Public Information Officer or Division Public Information Liaison.
  - 2. ROP members will not deliver an address concerning the work or policies of the Bureau to any public gathering without prior approval of the Bureau Chief.
  - 3. ROP members will not, at any time, allow themselves to become involved in any matter that would tend to bring discredit to themselves, the Bureau, Division or Department.
  - 4. Formal complaints against ROP members will be investigated in accordance with DFS AP&P 6-01.
  - 5. ROP members who become aware they have been, or will be, named as a respondent in a civil suit, as the result of actions taken while on-duty, will immediately notify the Bureau Chief via the chain of command.
- M. ROP members are required to complete a minimum of sixteen (16) hours of service per calendar month, unless exempted by the ROP Coordinator.
  - 1. The sixteen (16) hours of service requirement may be satisfied by the following:
    - a. On-call periods;
    - b. Attending meetings;

- c. Attending Division or Bureau training classes;
  - d. Working as instructors in Division or Bureau training classes;
  - e. Criminal and background investigations;
  - f. Special operations or enforcement details;
  - g. Approved outreach activities; or
  - h. Other duties assigned by the ROP Coordinator.
2. Failure to satisfy the monthly hours of service, or failure to perform a minimum of forty-eight (48) hours in any three (3) month period without being excused, will be grounds for dismissal.
- N. ROP members must attend scheduled meetings when properly notified, unless excused by the ROP Coordinator or supervisor. Failure to attend these meetings without being excused could be grounds for dismissal from the program.
- O. Requests for a leave of absence shall be submitted in writing to the Special Operations Major via the chain of command. If the leave of absence is denied, the ROP member will be expected to continue to perform assigned duties.
- P. Resignations will be accepted at any time, and shall be in writing, addressed to the Bureau Chief, and submitted via the chain of command.
- Q. Maintenance of physical fitness to perform assigned duties effectively is required.
- R. ROP members must comply with all policies, procedures, directives and orders of the Department, Division and Bureau, and are subject to all conduct standards applicable to a full-time law enforcement officer. Violations of these conduct standards may subject the officer or member to appropriate disciplinary action up to, and including, dismissal.
- S. Training
- ROP members who perform the same functions as full-time sworn officers will receive equivalent in-service training.
- 1. Once accepted into the ROP, the Reserve Officer must satisfactorily complete the Field Training Officer Program. The Reserve Officer will be assigned to a Field Training Officer, and must complete the same requirements as a full-time sworn member.
  - 2. A sworn member, who leaves the Bureau in good standing, may enter the ROP within twelve (12) months from the date of separation, without being required to complete the entire Field Training Program. Refresher training may be necessary, and will be evaluated on a case-by-case basis by the appropriate captain.

3. To maintain his or her CJSTC certification, each ROP member is responsible for knowing his or her mandatory training expiration date for completion of 40 hours of mandatory retraining every four years. (CFA 5.05M "A")
4. Training may be completed by attending courses offered by the Bureau, other law enforcement agencies, law enforcement training centers or an accredited college or university. A ROP member who receives mandatory retraining from a regional training facility will provide the Training Section with a copy of the certificate of completion.
5. Frequent absences from training sessions by a ROP member will weigh heavily in determining continued membership in the ROP.
6. Upon hire, ROP members shall be trained in the Division's Use of Force Policy, and at least annually thereafter. (CFA 5.05M "C")
7. ROP members shall train and qualify with all assigned weapons (lethal and non-lethal). (CFA 5.05M "B") (CFA 5.05M "D") (CFA 5.05M "E")

T. Credentials, Uniforms, and Authorized Firearms:

1. ROP members will carry only approved weapons, lethal and non-lethal, on and off-duty, in accordance with Bureau policy. Reserve Officers are authorized to carry concealed weapons when not on duty.
2. ROP members will be issued the same uniform and use the same type of equipment as a fully sworn member.
3. The Bureau issued identification card and badge must always be carried when on duty, and shall be presented upon request for official identification.
4. ROP members are expected to be properly groomed in accordance with Bureau policy and present a positive image during interactions with the general public, industry, and other governmental agencies.
5. ROP member badges, identification cards, firearms and other issued equipment remains the property of the Bureau, and must be returned upon resignation, termination, or leave of absence more than thirty (30) days.