



# Ocean City Police Department

## General Order

<b>Subject:</b> Duties and Responsibilities; Reserve Police Officer Program			<b>No.</b> G.O. 100 P-1
<b>Rescinds:</b>	<b>Amends:</b> G.O. 100 P-1 Dated 08/04/2014	<b>Related Directive:</b> G.O. 300 A-1, G.O. 200 S-1, & G.O. 500 R-1	
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<b>References:</b> Town of Ocean City, Maryland Employee Handbook M.P.C.T.C. Regulation pertaining to police officer qualification standards			

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**I. Purpose:**

The purpose of this policy is to establish guidelines for the employment of part-time certified police officers who are employed to supplement the duties and responsibilities carried out by full-time sworn employees.

**II. Definitions:**

- A. **Full-time Employee:** an individual who is regularly scheduled to work a minimum of forty (40) hours per week and has successfully completed their probationary period. He/she is eligible for the benefits provided for by the Town.
- B. **Part-time Employee:** an individual employed to supplement full-time staff members, intended to work a continuing, year-round and indefinite schedule. A part-time employee is permitted to work a regularly scheduled workweek, or less, to meet seasonal needs. A part-time employee is not eligible for employee benefits.
- C. **Reserve Police Officer:** an individual classified as a part-time employee who is certified by the Maryland Police and Correctional Training Commissions (M.P.C.T.C.) as a police officer, and
  - 1. Is employed as a sworn full-time member of this Department a minimum of fifteen (15) years and elects to change employment status with the Town from "full-time" to "part-time" without a break in service, or
  - 2. Is a retired police officer of a Maryland law enforcement agency who meets the minimum standards for employment as a police officer for the Town of Ocean City and the M.P.C.T.C.

**III. Policy**

- A. The Department recognizes the need to provide effective and efficient police service to a resort community with expanding needs. It is the policy of the Department to maintain a number of trained and certified sworn employees who are employed as reserve police officers to provide professional police service.
- B. The Department is not required to provide part time police work to any particular officer (or at all) but, to the extent that it does so, it will attempt to work with the reserve officer to facilitate mutually agreeable work hours. A reserve police officer who is regularly unavailable to work as requested by the Department will be considered to have resigned from reserve police officer employment and will be removed from service.
- C. The Department reserves the right to establish a maximum number of reserve police officers maintained for use as outlined within this policy and as directed by the Chief of Police.

#### **IV. Limitations**

- A. A reserve police officer is limited in the number of work hours performed for the Department within a calendar year to assure compliance with the definition of "part-time employee" status consistent with employment regulations.
- B. A reserve police officer shall comply with all secondary employment regulations as outlined in G.O. 200 S-1, specifically the prohibitions on other employment. However, an employee serving as a reserve police officer may exceed the number of secondary employment hours associated with non-police related work. This may occur as long as the non-police related work hours, in combination with their Department work hours, do not exceed the limitations of G.O. 200 S-1.

#### **V. Requirements**

An employee serving as a reserve police officer must maintain the following requirements:

- A. Attend and successfully complete annual in-service training authorized by the Department that meets M.P.C.T.C. requirements.
- B. Attend and successfully complete any Department required training that is relative to the job task of a police officer.
- C. Maintain all police related certifications held while employed as a full-time sworn employee at the discretion of the Department.
- D. Abide by all Department regulations, policies, and practices.
- E. Maintain acceptable work performance levels as prescribed by the Department and the Town.

#### **VI. Duties and Responsibilities**

- A. The duties and responsibilities of a reserve police officer shall include those areas outlined in General Order 300 A-1 entitled: Duties and Responsibilities; Police Officer
- B. Additional duties and responsibilities of a reserve police officer may include but are not limited to:
  1. Providing training in areas of specialization or expertise to sworn and/or non-sworn employees of the Department.
  2. Providing advanced law enforcement services consistent with individual expertise or responsibilities while the employee was a full-time employee of the Department.
  3. Other duties and responsibilities as designated by the Chief of Police.

**VII. Coordination and Direction**

- A. The Reserve Police Officer Program shall be coordinated by the Support Services Division under the direction of the Human Resource Commander.
- B. Operational aspects of the Department requiring the assistance of Reserve Police Officers shall coordinate specific needs to the Human Resource Commander in advance of the need to assure schedule availability of individual Reserve Police Officers
- C. Reserve Police Officers assigned/detailed to a specific job function shall be supervised by the commander/supervisor of the assignment/detail/event.