

Avon Police Department
Police Reserve By-Laws

Article I ~ Name and Definition

The name of this organization shall be the **AVON POLICE RESERVE**; hereafter referred to as the RESERVE and the personnel referred to as RESERVE OFFICERS.

THIS IS A VOLUNTEER SERVICE.

Article II ~ Purpose

The purpose of this reserve shall be to aid and support the regular police of Avon, Minnesota; to cooperate with others with similar interest in law enforcement and advancement of the same (FBI, BCA, MSP, SO) and to coordinate activities with other government agencies.

- A. That said, aid, support and cooperation shall be in the following four (4) general categories:
 - a. Request by the Chief of Police or his/her representative
 - b. Emergency
 - c. Public function
 - d. Disaster or a situation that warrants assistance

- B. The territorial limits on the activities of the reserve in carrying out their purpose shall be consistent with the ordinances, resolutions and all other rules establishing territorial limits for the regular police force.

- C. Due to the technical and confidential nature of information divulged to members of the reserve, it shall be duly understood by each and every member that all information regarding his/her duties as a reserve police officer will be held as strictly confidential and not be discussed in any manner with a person or persons not officially affiliated with the reserve or Avon Police Department, other than those persons who the Chief of Police authorizes release of said information.

Article III ~ Organization

The reserve will always function as a volunteer with personnel being appointed by the Chief of Police.

The following structure of organization for the Avon Police Reserve will consist of the following personnel:

Chain of Command
City Council → Chief of Police → Liaison Officer → Captain of Reserves

The reserve shall be divided into squads as designated under the Captain of Reserves.

Article IV ~ Reserve structure and duties

- A. Chief of Police: the one person who is in charge of all police activities, both regulars and reserves.
- B. Head of Reserve Officers: A regular, full-time, licensed police officer of the Avon Police Department so designated by the Chief of Police to carry out the policies and training of the unit in his absence.
- C. Captain of Reserves: This is an appointed position whose term runs indefinitely and can only be terminated by the Chief of Police. This individual's job will include, but not limited to, the total operation, function, and scheduling of the reserve unit. This individual is responsible to the Chief of Police and the Liaison Officer on all actions of the police reserve unit.
- D. Reserve Officer: Reserve Officer shall include all general members and applicants not holding an appointed position.

Article V ~ Membership

- A. The regular membership includes only charter members and future applicants accepted for membership.
- B. A qualified and interested person may become a member of the reserve upon:
 - a. Making his/her application in writing to the Avon Police Department.
 - b. Certification in First Aid and CPR or eligible to complete.
 - c. Screening of criminal history, absence of felony convictions or conviction for an offense involving fraud or dishonesty.
 - d. Have a valid Minnesota Driver's License.
- C. All applicants must have reached their 18th birthday and not have passed their 60th birthday.
- D. All reserves will be on a one (1) year probationary period during which time the applicant can be denied active membership in the reserve by the Chief of Police. Membership shall continue during good faith performance of duties and may be discontinued at the discretion of the Chief of Police. After completing this period, the member will be certified by the Chief of Police.
- E. All applicants and/or members must be in good physical condition and get a general physical or a family doctor's approval.
- F. Active membership shall require presence at a minimum of one (1) meeting per month. Absence for just cause when approved with a ranking officer will be considered accounted for.
- G. Each member will be expected to serve ten (10) hours of active duty every month, respond to active call and any other reserve function implemented by the Chief of Police, Captain of Reserve or the Head of Reserves.

- H. All members will take the oath to abide by the professional police ethics and canons of police ethics and the Avon Police Department policy and procedure.
- I. All members will sign a release of waiver and liability and understanding that being a reserve is fully voluntary.
- J. A police reserve *SHALL NOT* carry a firearm while on duty, drive any Avon Police Department vehicle, or initiate any search, seizure, or arrest unless under the direct order of a full time licensed Avon Police Department Police Officer.
- K. All members will commit to working and fulfilling assigned duties at the following functions in the City of Avon:
 - a. The City of Avon Spunktacular Days Celebration.
 - b. The Church of St. Benedicts Church Bazaar.

Article VI ~ Disciplinary Actions

All complaints against a member of the reserve unit shall first be investigated by the Chief of Police and the accused reserve officer shall have the right to be heard.

The Chief of Police has the right to place any reserve officer on inactive duty pending investigation of said complaint.

Any reserve officer found guilty of any of the following breaches of conduct shall be subject to reprimand or to dismissal from the reserve unit as determined by the Chief of Police:

- A. Conduct unbecoming of an officer.
- B. Conduct that may tend to bring disrespect to the good order of discipline of the reserve unit.
- C. Violation of any criminal law.
- D. Revealing to unauthorized person or persons proposed actions of the regular police department or the reserve unit. Reserve officers are especially cautioned concerning any comment made about the actions or proposed action of any regular police officer with whom they have been assigned or any violation of the Minnesota Data Privacy Act.
- E. Immorality, indecency or lewdness.
- F. Willful disobedience of the orders given by the Chief of Police or any superior officer in the reserve unit or by a regular police officer with whom the reserve officer is assigned.
- G. Profane, harsh or vulgar language used when it may bring reproach or criticism to the regular police department, the City of Avon or the reserve unit or any of their respective members.
- H. Inability to complete training and to obtain First Aid and CPR certificates.

- I. Improper performance of duties.
- J. Jeopardizing the life or health of a regular police officer or of a reserve officer or any citizen by failure to perform an assigned duty.
- K. Disrespect to a superior officer of either the regular police department or the reserve unit by an act of speech.
- L. Willful neglect of duty.
- M. Any verified act of abusing a prisoner or detainee.
- N. Critical comments of official action taken by the Chief of Police, the City of Avon, by a regular police officer, the captain of the police reserve unit or by a reserve officer.
- O. Interference with a regular police officer or with a reserve officer in the line of duty, especially where such inference may aid any person whom the officer is questioning or investigating to avoid prosecution.
- P. Knowingly associating with persons that have criminal records.
- Q. Wrongfully using a membership card, a badge, a uniform or any other article pertaining to the regular police department or reserve unit. This pertains to wearing any article of clothing pertaining to the reserve unit or the regular police department or identified as such.
- R. Assuming any police powers when not on assigned duty or engaging in acts not authorized under Minnesota State Statute 626.8 (G).
- S. Unauthorized display of a police badge.
- T. Misuse of any equipment pertaining to or issued by the reserve unit.
- U. Any violation of the Avon Police Department policy manual.

Article VII ~ Action and Complaint

- A. All complaints should be referred to the Captain of the Reserve Unit, liaison officer or the Chief of Police.
- B. Source of complaints shall be held in confidence, so far as possible, and shall be investigated and reported to the liaison officer or Chief of Police for further action.
- C. Complaints shall be made in writing and shall contain the accused officer's name and rank. The complaint shall indicate the offense and shall indicate the place and time.
- D. An officer may request the opportunity to face his/her accuser. It is at the discretion of the Chief of Police to grant that request.
- E. No final action or disposal shall be made of any case until approved by the Chief of Police.

- F. This list is not all inclusive and any action that is deemed by the Chief of Police to be a violation of ethics or of the rules and regulations shall be handled in accordance with the above specifications.
- G. A written report setting forth the circumstances of a suspension shall be on file.
- H. Notwithstanding the above provisions, a reserve officer may be dismissed by the Chief of Police for any or no reason at all.

Article IX ~ Leave of Absence

- A. General Membership:
 - a. Termination, resignation or leave of absence may be obtained by any member at any time with a written request of the same to the Chief of Police for disposition.
- B. Reserve Officer Positions:
 - a. Terminations, resignation or leave of absence by an appointed officer may be requested in writing and submitted to the captain.
 - b. The liaison officer will make recommendations to the Chief of Police for action by the Chief of Police.

Article X ~ Uniforms and Equipment

- A. All clothing worn while on duty will be uniform and of a nature prescribed by the Chief of Police.
 - a. Uniforms will be kept clean and neat while on duty.
 - b. Neglect or careless damage will be the officer's responsibility.
 - c. The uniform shall consist of:
 - i. Navy blue pants – provided
 - ii. Light Blue Shirt – provided
 - iii. Black basket weave belt and appropriate gear – provided
 - iv. White under shirt – must personally purchase
 - v. Navy blue turtleneck – must personally purchase
 - vi. Black boots – must personally purchase
- B. Two (2) sets of prescribed uniforms will be worn by each member during designated time frames:
 - a. Summer uniform
 - b. Winter uniform (optional)
- C. Winter uniform (optional) to consist of a long sleeve light blue uniform shirt and navy blue turtleneck, navy blue pants; black boots.

- D. Summer uniform to consist of a short sleeve light blue uniform shirt, open collar; white undershirt; navy blue pants; black boots.
- E. Depending on the situation, the reserve will be issued the following equipment: flashlight, rubber gloves, handcuffs, and other equipment deemed necessary for the performance of duties assigned. No reserve officer shall wear equipment not trained in.
- F. No reserve member shall engage in any activity wearing the reserve uniform unless activity is sanctioned by the Avon Police Department or its Chief of Police. If found to have violated this section, the member will be immediately dismissed and possible prosecution may occur.
- G. All uniforms and equipment issued to the reserve officer shall remain in the possession of the reserve and shall be returned by the reserve officer upon his/her termination of membership. Any portion of the uniform or equipment not returned by the member shall be paid for by him/her upon his/her termination. Any uniform items purchased by the reserve officer personally shall remain in his/her possession.

Article XI ~ Meetings and Duties

- A. Regular meetings will be held once a month and scheduled by the Head of Reserves.
- B. Special meetings can be called at the discretion of the Chief of Police, Head of Reserves or the Captain of Reserves.
- C. There will be no regular dues imposed or collected.

Article XII ~ Training

- A. Every effort will be made to give members of the reserve the latest training as to different phases of knowledge that will improve their law enforcement capabilities.
- B. This training will be in such fields as riot control, traffic control, first aid, radio procedure, foot patrol, squad car patrol, legal training in local and state laws, and whenever possible, actual "on the job" training with regular full time police officers.
- C. Every effort will be made to find professional instructors to teach the above procedures.
- C. The reserve force will expect every member to make a concerted effort to attend all training sessions.

By signing below, I am indicating that I agree and fully understand the above articles presented to me.

Applicant's Signature: _____ Date: ____/____/____

Applicant's Printed Name: _____