



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 127A

Effective Date 05/26/2022

Policy Name Tulsa Police Reserve Officer Unit

Approved Date 05/25/2022

Approved by *Wendell Franklin, Chief of Police*

Previous Date 03/20/2019

PURPOSE OF CHANGE:

To update terminology and operations of the unit.

POLICY:

The Tulsa Police Department (TPD) recognizes that the Tulsa Police Reserve (TPR) Program is a valuable resource. The Department will utilize TPR officers for the purpose of protecting the health, safety, and welfare of the citizens of Tulsa and to assist in the furtherance of the goals, objectives, and mission of the Department.

TPR officers may perform police duties and functions only while on authorized duty, assigned or approved by an on-duty, full-time TPD supervisor, and operating under the direct supervision of an on-duty, full-time TPD officer.

SUMMARY: Procedures for utilizing TPR.

APPLIES TO: All police personnel

DEFINITIONS:

DIRECT SUPERVISION – a TPR officer on authorized duty working with or at the direction of an on-duty, full-time TPD officer or Department supervisor and at all times being accompanied by, or having close radio contact with, an on-duty, full-time officer, or supervisor.

PATROL CERTIFIED PROGRAM – a program which enables TPR officers to work under the direct supervision of an on-duty, full-time TPD supervisor, but unaccompanied by, or not having close radio contact with an on-duty, full-time TPD officer. This program is not intended to expand TPR duties and functions beyond this policy or influence or in any way take the place of minimum manning of shifts by on-duty, full-time officers, or affect the overall manning strength of the Tulsa Police Department.

DIRECTED TRAFFIC ENFORCEMENT PROGRAM – a program which enables Patrol Certified and RADAR certified TPR officers to work under the direct supervision of a full-time TPD supervisor. This program is not intended to expand TPR duties and functions beyond this policy or influence or in any way take the place of minimum manning of shifts by on-duty, full-time officers, or affect the overall manning strength of the Tulsa Police Department.

TULSA POLICE RESERVE OFFICER – a volunteer sworn reserve police officer appointed by the Chief of Police who shall, commensurate with their status as a reserve peace officer, have the powers and duties and perform the functions as set forth in law and as limited and directed by the Chief of Police. TPR officers may exercise such powers and perform such duties and functions only while on authorized duty, assigned or approved by an on-duty, full-time TPD supervisor and operating under the direct supervision on an on-duty, full-time TPD officer.

TULSA POLICE RESERVE UNIT MANUAL – a unit manual that provides guidelines for the members of the TPR Program and on-duty, full-time TPD supervisors.

PROCEDURES:

A. SELECTION CRITERIA

1. Recruits for the TPR Program are selected in the same manner as full-time officers. Reserve officers must possess high school equivalency diplomas and meet all state educational requirements at the time of sworn appointment. The specific requirements are set forth in the TPR Program Manual.

B. TRAINING CRITERIA

1. Before receiving a commission, carrying a Department issued or approved weapon, or performing police duties and functions, the members of the TPR Program attaining reserve officer status after April 1st, 2017, will successfully complete a recruit academy training program equivalent to that required of full-time sworn officers in the State of Oklahoma.
2. Reserve officers must successfully complete the TPR Field Training Officer Program before becoming active in the TPR Program.
3. Reserve officers must successfully complete the same annual CLEET-accredited continuing education and training that is statutorily mandated by CLEET for full-time police officers and in addition, any firearms qualification required by the Department and receive in-service training equivalent to that for full-time sworn officers.
4. The Training Division shall be responsible for TPR officer recruitment, assessment, background checks, and selection. The training of reserve officers, including the TPR Academy and in-service training, shall also be conducted by the Training Division. “Hour for hour” recordkeeping will be necessary to track training that is equivalent to that required of full-time officers to determine activities TPR officers are qualified to perform. The Training Division will maintain records of all training of TPR officers.
5. Reserve officers must complete additional training, as set out in the Tulsa Police Reserve Unit Manual *Section F. Operational Procedures, sub-section 4. Patrol*, to participate in the Patrol Certified program.

C. MANAGEMENT OF THE RESERVE UNIT

1. The Special Events Lieutenant will serve as both the TPR Unit Coordinator and the TPR liaison for the Department.
2. The TPR Unit Coordinator will manage the various activities and operations of the program, approve requests for service, and maintain all related records.

D. OPERATIONS

1. Reserve officers may not perform the following duties unless they are accompanied, directed, or supervised by an on-duty, full-time Tulsa Police Officer or are authorized by the Chief of Police, or designee:
 - a. Respond to calls for service.
 - b. Serve warrants.
 - c. Complete official police reports.
 - d. Issue traffic citations.
 - e. Make traffic stops.
2. Reserve officers making an arrest while on-duty, shall contact an on-duty TPD supervisor and request that they validate the arrest prior to transport. Exceptions may include situations of exigent circumstances or officer safety

issues that prevent the TPR from making contact prior to the arrest and transport of prisoner.

3. Reserve officers in the Patrol Certified Program may initiate response as the primary unit on the following calls for service:

- a. Parking Violations (includes street corner vendors, peddlers, and beggars).
- b. Road Hazards (includes motorist assists).
- c. Pick-up found property.
- d. Packet runs.
- e. Abandoned Vehicles (does not include Mark for Tow or Recovery of Stolen Vehicle).
- f. Transportation, Booking, and Guarding of Prisoners (includes guarding prisoners at hospitals to assist all uniform divisions).
- g. 10-76.
- h. 10-77.
- i. 10-78.
- j. 10-79.
- k. Alarm calls (not including businesses or Tulsa Public School alarms).
- l. 911 hang up calls.
- m. Disturbances
- n. DOA.
- o. Animal Calls.
- p. Check on Well Being.
- q. Down Person.
- r. Petit Larceny.
- s. Burglary From Vehicle.
- t. Code Violations.

- 4. If a call for service listed in Procedure D, section 3 results in the need to turn in property/evidence utilizing a property receipt, the TPR shall obtain the assistance of a full-time officer. The full-time officer shall be listed as the primary officer on the property receipt.
- 5. Reserve officers working in the Patrol Certified program may back on-duty, full-time officers assigned to any call for service. However, reserve officers must reasonably pause before responding as a backer, which allows for an on-duty, full-time officer response.
- 6. Reserve officers working the Patrol Certified Program may make a traffic stop for hazardous moving violations that occur in the presence of the reserve officer. Reserve officers will proactively patrol for parking violations such as handicap parking, fire zones, and street vendor violations. Reserve officers are prohibited from routinely patrolling for traffic violations or other forms of selective enforcement, which would create additional TPD response, unless operating under the authority, direction, and supervision of an on-duty, full-time TPD supervisor.
- 7. Reserve officers working the Directed Traffic Enforcement under the direct supervision of a full-time TPD supervisor, will be assigned enforcement duties to address traffic issues in designated areas. These areas will include but not be limited to red traffic signal and speed (highway or residential) enforcement. The TPR Directed Traffic Enforcement unit will consist of four or more TPR officers and a full-time TPD supervisor.
- 8. Reserve officers may work under the direct supervision of, but unaccompanied by, an on-duty, full-time TPD supervisor in the following other circumstances:
 - a. In the event of war, disaster, or other serious civil emergencies.
 - b. To perform traffic control duties from a fixed point.
 - c. To act as traffic and crowd control officers and to offer general security to an area for special events or other civic gatherings.

9. Reserve officers who have successfully completed the Department's Law Enforcement Driver Training course are authorized to operate Department vehicles.
10. While enroute to and from authorized duty in a marked unit, TPR officers may perform necessary traffic control, render aid, and/or standby and preserve the scene of collisions, or other traffic hazards, and crime scenes until an on-duty officer arrives. An on-duty supervisor will ensure that an on-duty officer is assigned.
11. Reserve officers who have successfully completed the Department's Law Enforcement Driver Training Course are authorized to operate police vehicles during code one vehicle operations in exigent circumstances where there is an immediate threat of death or great bodily injury.
12. Reserve officers will only engage in vehicle pursuits where life is in immediate jeopardy, or the situation is a continued threat to public safety. Reserve officers will yield to the first marked unit available.
13. Reserve officers will use the vehicles assigned to the Special Operations Division. They may, however, drive other Department vehicles if available and approved by an on-duty, full-time officer, or supervisor.

REGULATIONS:

1. Reserve officers shall obey all rules, regulations, policies, and procedures of the Department as well as all of the guidelines outlined in the TPR Unit Manual.
2. When requested, TPR officers shall assist on-duty officers and respond to any reasonable and lawful order of an on-duty officer of any rank. However, TPR officers are prohibited from performing or being assigned to perform duties and functions for which they have not received the same or equivalent training as for full-time officers.
3. Reserve officers making an arrest while on-duty, shall contact an on-duty TPD supervisor and request that they validate the arrest prior to transport. Exceptions may include situations of exigent circumstances or officer safety issues that prevent the TPR from making contact prior to the arrest and transport of prisoner.
4. TPR officers shall report to an on-duty squad supervisor in their preferred division prior to the beginning of their assignment and notify PSC. Reserve officers shall not change their status or request reassignment by telephone or a wireless messaging function. TPR officers shall only work at one division per shift, and a squad supervisor will be responsible for their direct supervision.
5. Off-duty TPR officers are not authorized to take police action except in circumstances where there is an immediate threat to human life. Such action shall be limited to the reasonable capacity of the officer to take police action. TPR officers taking action in circumstances other than described above may be subject to criminal, civil, and administrative proceedings.
6. TPR officers may only perform selected duties in plain clothes or approved utility uniforms under the direction and responsibility of the supervisor of that unit.

REFERENCES:

- 11 O.S. 34-101
- 70 O.S. 3311.4
- 102A, Vehicle Operations/Response Codes
- 127B, Tulsa Police Reserve Emergency Call-Out
- 201A, Uniform and Equipment Specifications
- 316, Firearm Qualification
- Reserve Unit Manual