



Fitchburg State University Police Department

Subject: RESERVE AND AUXILIARY OFFICERS Reference: IACLEA: 3.3.1; 3.3.2 MPAC: 16.3.1, 16.3.2, 16.3.3, 16.3.5, 16.3.6, 16.4.1, 16.4.2, 16.4.3		
Effective Date: November 4, 2020	Review Date: March 29, 2023 August 9, 2024	
By Order of: Michael J. Cloutier, Chief of Police		

PURPOSE

The purpose of this order is to establish the training, duties, and responsibilities for supplemental staffing, in support of the Fitchburg State University Police Department.

POLICY

It is the policy of the Fitchburg State University Police Department that all members of the police department working in either a full-time, part-time (reserve), or security role will receive the necessary training for their position, and be knowledgeable of their duties and responsibilities, including any limitations thereto.

PROCEDURES:

A. Reserve Police Officers

1. Duties and Responsibilities

- a. Protection of life and property.
- b. Preservation of peace.
- c. Prevention and deterrence of crime.
- d. Investigation of crimes.
- e. Apprehension of offenders.
- f. Enforcement of; State and Federal Laws, Police Department Policies, University Rules and Regulations.s.
- g. To provide education and awareness.
- h. Perform and provide miscellaneous services, and

- i. To augment the full-time staff, by helping to fill vacant patrol shifts and event details in an effort to reduce the necessity of forced overtime.

2. Selection Process

- a. The hiring process will be the same as for full-time officers as directed under **General Order 5.1 Recruitment and Selection and General Order 5.2 Personnel Selection.**

IACLEA 3.3.1 a

- b. Reserve officers will meet all the same certification requirements as full-time sworn officers as set forth by the Massachusetts Peace Officer Standard and Training (POST) for certification and annual in-service training as required by the Massachusetts Police Training Commission (MPTC).

IACLEA 3.3.1 b

- c. Each reserve officer shall, upon hire, receive training through the department's Field Training Program, before being able to work details or patrol shifts.

- i. The exact duration of this initial training period will be determined in each individual case by the Operation Lieutenant, in consultation with the Chief of Police.

IACLEA 3.3.1 a

- d. Officers will only perform functions based on their training.

IACLEA 3.3.1 d

- e. Reserve Officers will follow the same initial Fielding Training material and in-service training as full-time officers. In addition, they must meet the requirements for recertification, as required by state statute.

IACLEA 3.3.1 c

- f. All reserve officers will receive the same training in the use of force and meet the same qualification standards for any weapon(s) issued and carried on duty.

- i. Reserve officers will qualify with their department-issued weapons and participate in all department defensive tactics and use of force training.

IACLEA 3.3.1 e / MPAC 16.3.1, 16.3.2, 16.3.3, 16.3.5, 16.3.6, & 16.3.9

- g. Uniforms and equipment for reserve officers shall be the same as a full-time sworn officer.

- i. A limited supply of uniforms and all equipment will be provided by the department.

- ii. All uniforms and equipment worn will be in accordance with department policy.

MPAC 16.3.4

3. Operations and Schedule

- a. The department will endeavor to maintain a small pool of active Reserve Police Officers as needed. This program is:
 - i. An attempt to ensure that mandatory (forced) overtime for regular full-time officers is limited as much as possible.
 - ii. An attempt to assist the department in meeting minimum shift coverage and increasing officer safety.
- b. Reserve Officers may work any available shift or special assignment, but only after all full-time police officers have turned the prospective detail down. This may be in addition to their regularly scheduled shift assignment and may include:
 - i. Patrol shifts.
 - ii. Athletic event details: or
 - iii. Other special details/events.
- c. Reserve Officers will **not** be forced to work any open, available shifts or details except in an emergency: or
 - i. During any one of several large campus events, i.e. Commencement, Homecoming, Spring Week, and Move-In (as explained at the time of hire).
- d. In order to keep current, Reserve Officers will be required to work:
 - i. At least one paid eight-hour shift per month: or
 - ii. Eight hours of on-the-job training per month: or
 - iii. Other approved in-service training counts toward the 8-hour requirement.
 - iv. This monthly work requirement must be satisfied in order to remain on the department's "active" roster.

4. Authority

- a. Reserve officers shall receive their powers through the Colonel of the State Police under MGL 32C§ 66.
- b. When a Reserve Police Officer is acting in their official capacity as a Police Officer of the Fitchburg State University Police Department, Reserve Police Officers shall have identical public liability protection as that of a full-time officer.
- c. Reserve Officers shall also be considered for appointment by the City of Fitchburg as a city Special under § 40-14.

5. Removal from Duty and Termination

- a. In the event of a serious breach of conduct while on duty, a Reserve Police Officer may be removed from duty immediately by a supervisor, pending an investigation.
- b. When a Reserve Police Officer is separated from service, either voluntarily or involuntarily, the Officer shall surrender all department-issued equipment immediately.
- c. Separation from duty with the Fitchburg State University Police Department will also result in separation from the city as a city special police officer.

B. Student Security Team

1. The Fitchburg State University Police Department employs students during the academic year to assist the department with security and safety-related functions. These students are employed as "Student Security," collectively known as the Student Security Team (SST).
2. Student Security Team members are not law enforcement officers but may be assigned to community service functions. They may also be used as a resource in emergencies and large-scale special events. Supervisors should be mindful not to assign Student Security Team members to a situation where the need for sworn authority is likely to arise.
 - a. Student Security Team members do not possess sworn officer status and do not have the authority to arrest, detain, or search individuals suspected of committing a crime beyond that of any other citizen.

IACLEA 3.3.2 a
 - b. Student Security Team Members' duties include;
 - i. Patrolling campus to identify security and safety concerns and reporting same to the university police department;
 - ii. Checking emergency call boxes on campus, to ensure they are functioning properly by connecting directly to the communication center;
 - iii. Check external lighting on buildings and poles to ensure lights are working properly, and are illuminated;
 - iv. Provide safety escorts on campus, by foot (see General Order 9.2.8 Safety Escorts);
 - v. Participate in various community engagement programs
 - vi. Assist with parking and traffic flow at university events
 - vii. Assist at university events with security-related activities

IACLEA 3.3.2 b

- c. A background check will be conducted on all student security members, prior to being accepted and working any shifts.

IACLEA 3.3.2 c

- d. Student Security Members' uniforms will consist of the following, as to clearly distinguish them from sworn officers.

- i. Navy blue polo shirt with Student Security embroidered on the front and security silk-screened on the back;
- ii. Khaki-colored pants;
- iii. Ball cap with the word security embodied across the front;
- iv. Hi-Vis Jacket when appropriate.

IACLEA 3.3.2 d

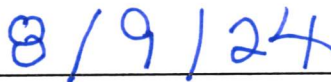
- e. Student Security Team members will receive training at the beginning of the academic year. This training will cover the relevant information for the duties they are expected to perform.

IACLEA 3.3.2 e / MPAC 16.4.1, 16.4.2, 16.4.3

Approval:



Chief of Police



Date