



# Fitchburg State University Police Department

<b>Subject: RESERVE AND AUXILIARY OFFICERS</b>		<b>General Order</b>  <span style="font-size: 48pt;">3.3</span>
<b>Reference: IACLEA: 3.3.1; 3.3.2</b>  <b>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</b>		
<b>Effective Date:</b> November 4, 2020	<b>Review Date:</b> February 8, 2022	
<b>By Order of:</b> Michael J. Cloutier, Chief of Police		

**PURPOSE**

The purpose of this order is to establish the training, duties, and responsibilities of a supplemental force for 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, or security role will receive the necessary training for their position, and be knowledgeable of their duties and responsibilities, and any limitations thereto.

**PROCEDURES:**

**A. Reserve Officers**

1. Currently, the Fitchburg State University Police Department **does not** employ sworn reserve or part-time officers. If the department does hire officers on a part-time, on-call, or per diem basis, the following will be required.
  - 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**.
  - 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 IACLEA 3.3.1 a

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 Field Training Program prior to being able to work details or shifts.
  - i. Field Training for reserve officers will be a minimum of eight hours a week, not to exceed more than 24 hours in a given week.
  - ii. The Field Training Program for reserve shall be 240 hours, (10 weeks) or until the officer displays proficiency in the duties and responsibilities of the job.  
*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, must attend and maintain annual recertification as required by 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 on the same day(s) as the full-time officers 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 of reserve officers shall be the same as a full-time sworn officer.  
*MPAC 16.3.4*

**B. Student Security / Auxiliary Officers**

- 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 identified security and safety concerns and reporting same to university police;
  - ii. Checking call boxes on campus to ensure phones can connect directly to the communication center;
  - iii. Check external lighting on buildings and poles to ensure lights are working properly, 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 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

2/18/22  
Date