

	Abbotsford Police Department Policy and Procedure	
	Operations	Community Policing
	II.M.050	Reserve Constable Program

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DEFINITIONS

- (1) **Authorized Activities** - those activities which a Reserve Constable is permitted to perform, subject to supervision appropriate to the circumstances and consistent with AbbyPD policy, Provincial Policy and all applicable legislation.

- (2) **Provincial Policy** – the British Columbia Ministry of Justice Auxiliary/Reserve Constable Program Provincial Policy.
- (3) **Reserve Constable** or **Reserve** – an AbbyPD volunteer with special municipal constable status, authorized by the Department and the Minister of Justice to perform certain activities consistent with this and provincial policy.
- (4) **Reserve Constable Program** or **Program** – an initiative which allows citizen volunteers to perform Authorized Activities, under the supervision of the Department, in support of public safety and crime prevention strategies.
- (5) **Reserve Constable Program Coordinator** or **Program Coordinator** – the member responsible for the administration of the Reserve Constable Program, including the recruiting, training, deployment and assessment of Reserves.
- (6) **Ride-Along** – for the purpose of this policy, a Reserve training activity for the purpose of gathering and sharing knowledge, skills and abilities that inform, support and assist with community policing activities in a non-operational role.
- (7) **Supervision** - one of:
 - (a) **General Supervision**, where the Reserve may perform certain Authorized Activities not in the company of, or under the Direct Supervision of, a police officer;
 - (b) **Direct Supervision**, where the Reserve may perform certain Authorized Activities in the company of, and under the direction and supervision of, a police officer;
 - (i) Occasional and short periods of time where the Reserve is in radio contact with, but not within sight of, the police officer is permitted under paragraph (7)(b); or
 - (c) **Emergency Supervision**, where the Reserve may be authorized, by the Chief Constable or their delegate in the circumstances of an emergency, to perform certain policing duties without Direct Supervision.

POLICY

- (8) Where not inconsistent with the *Police Act* or more current legislation, AbbyPD will comply with Provincial Policy.
- (9) Reserves are permitted to perform non-enforcement community policing and crime prevention activities, under the General Supervision of the Department,

under the Direct Supervision of a police officer, as authorized by the Chief Constable or their delegate.

- (10) The Chief Constable or their delegate will determine the types of events or functions Reserves are required or permitted to take part in, and the minimum and maximum number of participation hours required or permitted under the Program.

Paragraphs (8) through (10) constitute Policy approved by the Police Board on May 30, 2023.

PROCEDURES

- (11) The following includes a partial expression of the provincial policy. For the full policy, or in the case of any conflict, employees and Reserves are to refer to and be governed by applicable provincial legislation, the provincial policy, and any revision or replacement thereto.

RESERVE CONSTABLE STATUS

- (12) Reserves are citizen volunteers and are NOT employees of the AbbyPD, the Abbotsford Police Board or the City of Abbotsford. Reserves are “deemed employees” of the Province of British Columbia only for the purpose of insurance and WorkSafeBC, and not for any other purpose.
- (13) Reserves are not police officers, and at no time may they identify themselves as police officers.
- (14) Reserves are granted limited peace officer status under the *Police Act*.

CODE OF CONDUCT, PUBLIC COMPLAINTS AND DISCIPLINE

- (15) Reserves are subject to the Auxiliary/Reserve Code of Conduct prescribed by the Minister of Justice and the Attorney General. As special municipal constables, Reserves are also subject to the provisions of the *Police Act* and fall under the jurisdiction of the Office of the Police Complaint Commissioner and Independent Investigations Office as applicable.
- (16) Where there occurs a disciplinary default under Provincial Policy, misconduct under the *Police Act*, or a violation of internal policy, disciplinary measures will be taken, appropriate to the circumstances, and in compliance with all relevant legislation. Disciplinary or corrective measures may include:

- (a) release from the Program;
 - (b) suspension from the Program;
 - (c) transfer or reassignment;
 - (d) written reprimand; or
 - (e) verbal reprimand.
- (17) If a police officer receives a verbal complaint about a Reserve, the police officer will make a written record of the complaint and forward it to the Program Coordinator.
- (18) All complaints received about a Reserve, written and verbal, will be forwarded to the Program Coordinator. The Program Coordinator will forward the complaint to the Program Coordinator's Supervisor. The Program Coordinator's Supervisor will notify the Professional Standards Section of the complaint to determine the appropriate course of action.

PROHIBITED ACTIVITIES

- (19) A Reserve will not:
- (a) issue, serve or execute documents relating to Court processes, such as Violation Tickets, Appearance Notices, Summonses, Subpoenas, or Warrants;
 - (b) operate technical devices for enforcement purposes, such as radar sets or breath testing devices;
 - (c) operate police vehicles in an operational capacity;
 - (d) sign any document in the capacity of a peace officer or a Commissioner for Taking Oaths;
 - (e) initiate an enforcement activity or an investigation unless directed to do so by a police officer who assumes direct supervision and liability;
 - (f) carry their badge of office or AbbyPD identification while off-duty;
 - (g) identify themselves as a Reserve for personal gain;
 - (h) unless in the performance of Authorized Activities, identify themselves as a Reserve for enforcement purposes, or as having any power greater than a citizen;
 - (i) engage in any duty of covert surveillance, agent, decoy or any other specialized duty or similar non-uniform duty;
 - (j) provide peace officer assistance to non-police agencies unless under the direct supervision of a police officer;

- (k) guard crime scenes unless under exigent circumstances and under the direct supervision of a police officer;
- (l) guard prisoners; and
- (m) perform any other activity deemed prohibited by the Chief Constable from time to time and communicated to the Reserve.

SUPERVISION

- (20) At all times, an on-duty Reserve must be under the Supervision of AbbyPD.
- (21) A Reserve performing Authorized Activities under General Supervision is restricted to the authority required to perform the specific activity unless called upon to render assistance to a police officer. A police officer who calls upon a Reserve to render assistance assumes Direct Supervision of that Reserve.
- (22) Emergent situations notwithstanding, a Reserve will not take primary responsibility for any enforcement action while performing activities under General Supervision.
- (23) A Reserve is deemed to be under the General Supervision of the Department when performing traffic control duties.

TRAINING

- (24) Initial and ongoing training provided to Reserves will meet the standard required under provincial policy.
- (25) Reserves are required to read and acknowledge having read both this policy and provincial policy in effect at the time they are accepted into the AbbyPD Reserve Program.
- (26) At the discretion of the Program Coordinator, a Reserve authorized by another police agency who wishes to transfer to the AbbyPD Reserve Program may have all or some of the requirements the AbbyPD training program waived.

USE OF FORCE

- (27) While on duty, Reserves are only permitted to carry and/or use those force options for which they have received training and, where required, have been certified. Reserves are not permitted to carry or use firearms, conducted energy weapons or kinetic energy impact projectile devices.

UNIFORMS AND EQUIPMENT

- (28) Reserves will be issued standard uniform and equipment suitable and required for their duties.
- (29) Unless otherwise authorized by the Chief Constable or their delegate, while on duty, Reserves will wear their issued uniform.
- (30) While on duty, Reserves will not wear clothing on which the word "police" is displayed.
- (31) Reserve uniforms, insignia and identification will not be used for purposes other than participation in Authorized Activities.
- (32) Reserve uniforms and equipment remain the property of the AbbyPD and must be returned to the Department when a Reserve exits the Program.
- (33) Reserves may be responsible to pay costs associated with replacing clothing or equipment that is lost, stolen or damaged due to carelessness or neglect.

MARKED POLICE VEHICLES

- (34) Reserves are permitted to drive a marked Police Vehicle (as defined in I.G.060 Police Vehicles), for the purpose of transporting the Police Vehicle to an Authorized Activity. The Reserve will not operate a Police Vehicle in an operational capacity.
- (35) Unless authorized otherwise by the Chief Constable or their delegate, when transporting a Police Vehicle on a highway (as defined by the *Motor Vehicle Act*), a cover indicating "NOT IN SERVICE" must be placed over the emergency light bar. Once the Police Vehicle is at the location of the Authorized Activity, the lightbar cover may be removed.
- (36) Reserves will not operate Police Vehicle emergency equipment, unless:
 - (a) the Reserve is under the General Supervision of AbbyPD, and the operation of the emergency equipment is for demonstration purposes or as part of a community event; or
 - (b) the Reserve is under the Direct Supervision of a police officer, and the Reserve is directed by the police officer to operate the emergency equipment; or

- (c) the Reserve is authorized to perform certain duties pursuant to Emergency Supervision and is directed by a police officer to operate the emergency equipment.

PERSONAL APPEARANCE AND GROOMING

- (37) Reserves will adhere to the standards set for sworn personnel in AbbyPD policy and procedure I.C.080 Personal Appearance and Grooming.

RIDE-ALONG

- (38) During a Ride-Along, the Reserve:
 - (a) is under the Direct Supervision of a police officer;
 - (b) is clearly distinguishable from the police officer, wearing, at the direction of the Program Coordinator, either the Reserve uniform or civilian clothing; and
 - (c) will not become involved in enforcement activities and will not be considered a "second officer" or "backup" to a police officer.
- (39) During a Ride-Along, the Reserve, as directed by a police officer, may:
 - (a) operate a police radio;
 - (b) use a police vehicle computer;
 - (c) assist in the use of emergency equipment;
 - (d) gather information; and
 - (e) assist with minor reports.
- (40) Although AbbyPD police officer participation in the Ride-Along Program is encouraged, AbbyPD will not compel a police officer to take part in the Program.
- (41) The Program Coordinator or the NCO in charge of the AbbyPD Community Policing Office ("CPO") determines the maximum number of Ride-Alongs permitted during any period.

EVALUATIONS

- (42) Reserves are subject to an annual evaluation, and an evaluation prior to the renewal of a Reserve appointment.

SUSPENSION OR TERMINATION

- (43) A Reserve may voluntarily resign from the Program at any time by submitting a letter of resignation to the Chief Constable or their delegate.
- (44) A Reserve may be suspended or released from the Program at any time, on the authority of the Chief Constable or their delegate. A Reserve suspended or released from the Program will be provided with written documentation outlining the reason for the suspension or the release.
- (45) The decision of the Chief Constable or their delegate to suspend or release a Reserve from the Program is final.

REMUNERATION AND REIMBURSEMENT

- (46) Reserves will not be paid any remuneration or compensation for the performance of Authorized Activities, or for any out-of-pocket costs other than those addressed in paragraph (47), or those pre-approved by the Reserve Constable's supervisor.
- (47) Reserves may claim for receipted expenses deemed eligible response costs under the Provincial Emergency Program, incurred while performing authorized duties in response to a declared emergency. The rate of remuneration for all expenses will be in accordance with the volunteer expense reimbursement and allowance rate stipulated by Emergency Management BC ("EMBC").

ABSENCE DUE TO ACCIDENT, INJURY OR MEDICAL REASONS

- (48) Reserves are responsible for consulting their insurance agents to ensure their private insurance is not compromised by participation in the AbbyPD Reserve Program.
- (49) A Reserve will not engage in Reserve activities if their ability to carry out their assigned duties safely and competently is compromised due to illness, injury or the use of prescribed medication.
- (50) Prior to returning to Program activities, a Reserve who has been absent from the Program for medical reasons or as a result of an off-duty accident or injury, must provide a completed AbbyPD-069b Reserve Constable Return to Work form, signed by a physician, certifying their fitness for duty. The Reserve is responsible for paying any costs associated with obtaining the required medical examination and certification.

LEAVE OF ABSENCE

- (51) Reserves must request an authorized leave of absence from the Program for any leave extending beyond three months. The maximum allowable leave of absence is one year.
- (52) An unauthorized absence from the Program lasting longer than three months will be deemed to be a resignation and the Reserve appointment will be cancelled.
- (53) A Reserve's peace officer status is not in effect during the term of a leave of absence.

DOCUMENTATION AND RECORDS

- (54) All documentation and records related to a Reserve, including but not limited to recruitment, training, assessment, and discipline, will be placed in the Reserve's individual file, and will be made available to the Director of Police Services for audit.
- (55) All Reserve personal information will be retained, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* and the *Police Act*.

FAILURE TO COMPLY

- (56) Failure of a Reserve to comply with provincial and/or AbbyPD policy may result in suspension or release from the Program.