



- c) Schedule all assignments for the Police Reserve.
  - d) Maintain discipline and proper departmental appearance
  - e) Complete a yearly evaluation on each Reserve officer
2. Reserve Patrol Officer: The Reserve Officer shall be a volunteer from the area of St. Louis County or the surrounding counties, who without remuneration shall offer his/her time and service to assist the regular Ballwin Police Officers in the performance of their duties.

### III. RECRUITMENT SPECIFICATIONS

#### A. Eligibility Requirements

1. The Ballwin Police Reserve shall be composed of volunteer members. In order to be considered for appointment to the Unit, the following requirements must be met:
  - a) All candidates must be citizens of the United States.
  - b) Be at least 21 years of age upon appointment, but not older than 50 years of age.
  - c) Graduate of an accredited high school or equivalent.
  - d) Weight must be commensurate with height.
  - e) Be in good physical and mental health and moral character, may be required to take a physical exam.
  - f) Have not been convicted of a felony or any crime involving moral turpitude.
  - g) Cannot hold any public office or be a member of another Law Enforcement Agency at the time of appointment or during the time of serving with the Police Reserve.
  - h) Hold an Honorable Discharge from the U.S. Military Service, (if applicable).

- i) Possess a valid Missouri Operator's or Chauffeur's License.
- j) Pass a thorough Background Investigation.
- k) Complete any testing specified by the Chief of Police.
- l) Must be a POST certified police officer through the State of Missouri and maintain this certification by obtaining the required POST certified continuing education training.
- m) Cannot be employed by the City of Ballwin.

**B. Processing of Applicants**

1. The Department's Reserve Unit Supervisor shall be responsible for issuing and processing all Police Reserve applications. If the basic eligibility requirements are met, the applicant will be provided with an application form. When the application is completed, it shall be returned with copies of the following documents:

- a) Birth Certificate
- b) Valid Missouri Operator's or Chauffeur's License.
- c) Honorable Discharge papers, (if applicable).
- d) High School diploma or equivalent.
- e) Police Academy / POST Certification.

C. The candidate will be given the written test. Upon satisfactory completion of the written test, the applicant will be interviewed by an Oral Board of Review consisting of the Reserve Unit Supervisor, a commissioned police officer and a Reserve Officer. The Oral Board will recommend acceptable candidates.

D. Upon receipt of the application, and associated documents, the Reserve Unit Supervisor will conduct the background investigation. Any applicant who willfully or intentionally falsifies any information on the application form shall be disqualified.

- E. Once the candidate is recommended by the Board, and a complete Background Investigation is completed, his/her application with proper documents and a memorandum requesting appointment shall be forwarded to the Chief of Police for final approval.
- F. All copies of the applicant's file will be kept by the Police Department as a permanent record.

IV. UNIFORM AND EQUIPMENT

- A. Reserve Officers shall wear the regulation uniform of the Ballwin Police Department. The uniform and equipment shall be worn only when on duty, or traveling to or from a duty assignment.
- B. Standard Issue: Each Reserve Officer will be issued the following items:
  - 1. One Summer shirt
  - 2. One Winter shirt
  - 3. One pair trousers
  - 4. One Winter jacket
  - 5. One cap
  - 6. One basket weave equipment belt
  - 7. One basket weave handcuff case
  - 8. One silver buckle
  - 9. One basket weave holster
  - 10. One ammo pouch - basket weave
  - 11. One cap badge
  - 12. One breast badge
  - 13. One set of rules and regulations

14. Side arms are to be supplied by the Reserve Member and will be a Glock Model 22 or 23 in .40 Caliber;
  15. One tie
  16. One tie clasp
  17. Black lace-up shoes, plain toe, to be provided by officer
  18. One raincoat
  19. One pepper mace
  20. One pepper mace pouch-basket weave
  21. One name tag
- C. Loss or damage of Departmental issued uniforms and equipment will be reported by the Reserve Officer, in writing to the Reserve Unit Supervisor, through the Chain of Command. It will be the responsibility of the officer to replace items lost or damaged through neglect.
- D. The uniform of the Reserve Officer will be the same as that of a Patrolman of the Ballwin Police Department.

V. OPERATIONAL DUTIES OF THE POLICE RESERVE

- A. The primary operational function of the Ballwin Police Reserve shall be:
1. Provide additional eyes and ears for the Department.
  2. Provide for additional exposure of the Department within the City.
  3. Provide back-up assistance to the regular City Police.
- B. All members of the Police Reserve shall be:
1. Required to comply with all applicable procedures, General Orders, Special Orders, Written Directive Manuals, rules and regulations, and all other orders or written directives adopted by the Reserve Unit Supervisor or the Chief of Police.

- C. Reserve personnel will agree prior to appointment to devote a minimum of 20 hours per month (240 hrs. per calendar year) to Police Reserve activities which include duty assignments, training, Reserve meetings, etc. Any failure on the part of the Reserve personnel to comply with this minimum standard, without justification will be considered grounds for termination.
  
- D. A member of the Reserve may apply for a leave of absence not to exceed one year if he/she is unable to fulfill his/her minimum duty requirements as a result of prolonged illness, injury, family hardships or his/her regular employment.
  - 1. A leave of absence request must be submitted in writing to the Reserve Unit Supervisor and Chief of Police for their approval. A copy of this request will be placed in the Reserve Officer's personnel jacket.
  - 2. A member granted a leave of absence in excess of 30 days shall surrender all Department property including credentials within 5 days.
  - 3. If a member is granted a leave of absence for any of the above reasons, he/she will not be required to make up his/her lost time if approved by the Chief of Police.
  
- E. Other duties and responsibilities of members of the Police Reserve will include, but not be limited to, the following:
  - 1. Assisting the Ballwin Police during times of emergency situations.
  - 2. Riding as a second officer in a patrol vehicle.
  - 3. Walking on foot patrol in areas where such may be considered necessary.
  - 4. Assisting with surveillance operations (stakeouts).
  - 5. Assignment to traffic and crowd control at various civic and public affairs, or to duties at locations and times deemed necessary.
  - 6. Driving Department vehicles and using police equipment.
  - 7. Assisting in booking and prisoner processing procedures.
  - 8. Assisting in dispatching duties.

9. Performing all assignments in uniform, except where otherwise approved by the Chief of Police, the Commander of the Bureau of Field Operations, or the Reserve Unit Supervisor.
  10. Attending training sessions as directed.
  11. Performing technical/specialized duties as the need arises.
- F. Whenever assigned to a specific task, a Police Reserve Officer shall be under the direct authority of the ranking officer of the unit assigned.
- G. The Reserve Officer shall report all hours he/she spends on duty, training or any other related activity by registering said hours in a specified log or memorandum to the reserve unit supervisor. These hours will be verified by the Reserve Unit Supervisor and will serve as the record to determine if the Reserve Officer fulfills the minimum hours standard.
- H. When a Reserve Officer reports for duty, he/she will advise the dispatcher, have the Watch Supervisor notified of his/her arrival and request an assignment. Once the Reserve Officer is assigned, he/she will await the arrival of his/her Unit and be ready for pick-up when the Unit arrives.

VI. POWERS AND LIMITATIONS

- A. When assigned to active duty, the members of the Reserve Unit will be subject to all laws and regulations applicable to police officers.
- B. In performing their lawful duties, members of the Police Reserve Unit shall have the power to:
1. Assist Commissioned Officers in making arrest, with proper process, for any offense against the laws of the City or of the State; and
  2. Assist Commissioned Officers in making arrests without process in all cases where any offense against an ordinance of the City or of a law of the State shall be committed in their presence.
- C. In addition to the above powers, the Police Reserve Unit shall have such other powers as may be provided for by law or ordinance of the City.

- D. Reserve members will carry firearms only while on duty in full uniform or on special assignment, including travel in both directions between the place of residence and place of assignment, portal to portal by the most direct route.
- E. No firearms will be allowed while working private security, unless the Reserve Officer has a Private Watchmen's License.
- F. While on duty, a Reserve Officer will be under the immediate supervision of a commissioned officer. At no time will a Reserve Officer ride alone for the purpose of patrolling a geographic area.
- G. Reserve Officers will not write original reports.

VII. CLASSIFICATION OF RESERVE OFFICERS

- A. Probationary Reserve Officer: A member who has been commissioned, sworn in, and issued a uniform and equipment. The period of probation will be one year. During the first three months, the member will be evaluated by the Reserve Unit Supervisor or his designate. In the remaining nine months of probation, the Reserve Officer will familiarize himself/herself with Department regulations, and practices, the street locations within the City, and other functional aspects of the Police Reserve while assigned as a secondary patrolman to a sector car. Reserve Officers on probation shall not be assigned to plainclothes details.
- B. Commissioned Reserve Officer: A member who has completed the Department probationary period, and can be assigned as secondary patrolman to a sector car and is capable of assisting the regular officer, under his supervision in all aspects of police duties.

VIII. TRAINING

- A. The Graduation from the following training facilities will be accepted by the Ballwin Police Department for entry into the Reserve Program:
  - 1. Greater St. Louis Police Academy, the St. Louis County Municipal Police Academy, the Jefferson County Police Academy, or the Eastern Missouri Police Academy (640).
  - 2. Or any State of Missouri Police Academy that is POST certified and meets the required minimum training of a first class county.

- B. Individuals showing certification of the required prior training will be required to qualify with their service handgun, and complete a Departmental indoctrination course covering the rules and regulations, administration, organization, etc., prior to the individuals being sworn in or issued a badge.
- C. All Reserve Officers shall be required to attend annual Departmental firearms training.

IX. PHYSICAL CONDITION

- A. Should the physical or mental health of any member of the Police Reserve be questionable, such member will be required to produce a doctor's verification of ability to perform the duties of a Police Reservist prior to acting in such capacity.

X. DISCIPLINE AND DEPARTMENT

- A. All members of the Ballwin Police Reserve Unit shall be subject, where applicable, to the same rules and regulations of department and discipline as the commissioned employees of the Department.
- B. Members shall have a thorough understanding of all Departmental General and Special Orders, Procedures, rules and regulations, manuals and additional written directives that may be related to his/her conduct.
- C. All members shall hold their appointments at the discretion of the Chief of Police. It shall be the duty of each member to surrender to the Ballwin Police Reserve, upon resignation or dismissal, all insignias, identification cards, badges, and other items of clothing and equipment which may have been issued by the Department.
- D. All uniforms and equipment shall be requested through the Reserve Unit Supervisor, who will take the necessary action to acquire the item.
- E. All Reserve Officers are subject to the authority of the regular officers.
- F. All training meetings shall be mandatory. Inability to attend will be made known to the Reserve Unit Supervisor prior to the meeting.

XI. DISCIPLINARY ACTION

- A. All complaints against a Police Reserve Officer shall be handled in the same manner as a Departmental employee.

- B. If a Police Reserve Officer is arrested, detained or taken into custody for questioning on suspicion of having committed a crime, written notification of the occurrence must be forwarded by the Reserve Officer to the Reserve Unit Supervisor and the Chief of Police within twenty-four hours of the incident.
- C. Any member who is charged with the commission of any act or acts which are in violation of the laws of the United States, this or any other State, or of St. Louis County or Municipal ordinance, shall be suspended if formally charged with the commission of a felony or any misdemeanor involving moral turpitude; and
  - 1. If convicted thereof, shall be deemed guilty of an offense and dismissed from the Ballwin Police Reserve or
  - 2. If such member is tried and acquitted of such criminal charge, or if the criminal charge is otherwise disposed of in favor of the member, such member may be disciplined for the act or acts forming the basis of such criminal charges, only if such act or acts independently constitute a violation of any rule contained within the Departmental Manual of the Ballwin Police.
- D. In the event of an altercation between a member of the Reserves and a regular Ballwin commissioned officer, the Reserve Member shall notify the on-duty Watch Commander and the Reserve Unit Supervisor as soon as possible after the altercation.
- E. The Chief of Police retains primary authority in all disciplinary matters. All decisions and judgments of the Chief shall be final, and no appeals are permitted to a higher authority.

BY ORDER OF: Chief Steven Schicker 3/10/14  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 4/8/14  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE  
11.1, 39.3, 39.5

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 11-04

EFFECTIVE: DECEMBER 29, 2014                      CANCELS: GENERAL ORDER 110-10  
TO: ALL PERSONNEL                                      INDEX AS: CHAPLAIN  
POLICE AND CLERGY ASSOCIATION  
PACA  
SUBJECT: POLICE AND CLERGY ASSOCIATION

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I. PURPOSE

The purpose of this General Order is to describe the role, qualifications and responsibilities of the Police and Clergy Association.

II. GENERAL

The Police and Clergy Association exists in order to provide an avenue for the department employees to obtain counseling and spiritual guidance, and to encourage community support for law enforcement objectives.

III. PROCEDURE

A. Description – Police and Clergy Association

1. The Police and Clergy Association shall consist of one ordained minister from each of the Churches located within the City Limits of Ballwin. The Association shall be under the administrative direction of the Commander of Bureau of Administration.
2. Members of this Association shall act as Police Chaplains for the Ballwin Police Department.
3. Chaplains shall receive a department identification card. The identification card shall be carried at all times. Chaplains are not commissioned police officers and do not have the authority to make arrests or take enforcement actions.
4. Chaplains shall serve on a voluntary basis, receiving no compensation for performance of duties.

B. Qualifications

1. Those persons appointed as Police and Clergy Association Chaplains shall be:

- a. An ordained minister, priest, or rabbi; a graduate of a theological or rabbinical institution recognized by their religious affiliation and have a minimum of two (2) years experience as an active clergyman of their denomination. All Chaplains must have official approval from their immediate superior (where applicable) prior to their appointment.
- b. Be a resident of the State of Missouri.
- c. Possess considerable knowledge of problems that are unique to the police profession, possess the ability to counsel effectively while maintaining a practical working relationship with the department employees, and perform community relations activities aimed at developing citizen rapport with the department, and be knowledgeable of the employee assistance program.

C. Responsibilities and Duties of the Department Chaplain

1. The primary responsibilities of the department Chaplain are to provide counseling and spiritual guidance to members of the department, their families, and:
  - a. Be available on a twenty-four hour basis to provide assistance in the event of serious illness, injury, death or disaster.
  - b. Conduct religious services at departmental functions; e.g., graduations, swearing in ceremonies, memorial services, prayer breakfast, and other similar events.
  - c. Formulate presentations for departmental training programs to convey the necessity for high moral, ethical, and professional standards.
  - d. Participate in the ride-along program as observers to increase their familiarity with the department and police procedures.
  - e. Represent the department in cooperative efforts with other community agencies in combating illegal and immoral conduct.
  - f. Act as advisors to the department in regards to community relations.
  - g. Participate in semi-annual training in emergency management, police communications and patrol operations.
  - h. Perform other duties as requested by the Chief of Police.

2. Chaplains may utilize department equipment to assist them in performing their duties, as authorized by the Chief of Police.
3. Should the need arise for the assistance of a department Chaplain, the Chaplain may be contacted directly by the employee or through the office of the Chief of Police. At the employee's discretion, any assistance from a department Chaplain shall remain strictly confidential.

BY ORDER OF: Chief Steven Schicker 12/30/14  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/6/15  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

11.4