

**The Indiana Marshals' Association**  
**Certified Reserve Officer Programs**  
**2012**

**Introduction**

The Indiana Marshals' Association (IMA) has established several Certified Reserve Officer Programs for encouraging reserve officer advancement and to establish a system for developing these advanced skills. These programs share many characteristics of career development programs.

These programs are primarily designed for reserve officers in marshal departments but are open to reserve officers from other departments as well.

**History and Basic Reserve Officer Entry Requirements**

A state entry level training requirement was established for reserve officers in 1993. This requirement specified that applicants must successfully complete the 40 hour Pre-basic Course (PBC) established by the Law Enforcement Training Board (LETB), IC 36-8-3-20(i). The applicant must also complete a training course established by the department, IC 36-8-3-20(h). There are no statutory requirements as to what must go into the department training course, how this is to be documented or how long the course must be except that a State of Indiana Administrative Code rule says that the department training course cannot be satisfied by just presenting the Pre-basic Course, 250 IAC 2-9-1(b).

Upon completing the department training program, the applicant must then successfully complete a probationary period specified by the department, IC 36-8-3-20(h). The statute does not establish how long the probationary period must be. Although the statute does not require a field training program specifically, it would seem that the only way an applicant could satisfy a probationary period that is longer than the training programs is to ride along with other officers.

It is only after all three of these statutory requirements are met and an ordinance is passed by the town council, IC 36-8-3-20(b) authorizing the appointment of a certain number of reserve officers that applicants can become reserve officers who are authorized to act on their own.

**The IMA Programs**

The IMA believes that reserve officers perform an important function, especially in smaller communities. The IMA also believes that the mandatory state entrance requirements are certainly a good start for those in this position. Unfortunately, there is no generally accepted curriculum or program for reserve officers after these initial entry requirements have been satisfied. Because of this, there have been concerns about whether these entry requirements are sufficient for continued service or whether there should be additional periodic educational obligations. Observers have raised some important questions: Is there typically new case law promulgated every few years? Are there new tactical skills developed? Do unused and unpracticed skills get rusty?

Reserve officers, unlike special officers, are given full arrest powers, 24/7. A reserve officer is nearly the functional equivalent of a regular police officer but without ANY continuing training requirement. The IMA believes this absence of any standard inhibits the development of a professional reserve service.

The LETB has previously determined that regular law enforcement officers need at least 24 hours of continuing education each year to maintain their professional status. Many departments require the same of their reserve officers. There is, unfortunately, little reward for officers or departments to train. This is simply because those reserve officers who do extensive in-service training are generally viewed by the public and courts no differently than those reserve officers who do NO training whatsoever!

The lack of consensus on what type of training should be given after their first year contributes to a view of reserves as being unprofessional. If law enforcement practitioners cannot agree on what training is necessary, how are members of the public going to be able to evaluate whether reserve officers are at a high competency level? The IMA believes that if the profession allows this needed position to stagnate, there will undoubtedly be outside standards imposed eventually by those who have no or little expertise within law enforcement or the marshal system.

The IMA Level 1, Level 2 and Master Reserve Officer programs are meant to provide a standardized, peer reviewed, curriculum for professional development within the reserve officer ranks. These programs will recognize those who train each year by awarding progressive certifications of achievement.

### **Procedure**

Reserve officers wishing to enroll in one of the certified programs must ask their marshal to sponsor them as an enrollee with the IMA. This can easily be accomplished by the marshal emailing the Professional Development Committee at [IMA2010@comcast.net](mailto:IMA2010@comcast.net) and giving the reserve officer's:

- Full Name,
- Date of Birth,
- Department, and
- Certification Desired, as well as

A statement that the enrollee has no criminal record.

A confirmation email will be returned to the marshal. The marshal and reserve must be members of the IMA at the time of enrollment and certification.

Once registered, the reserve will then have two years from the date of registration to complete the requirements for that certification. After two years, the reserve officer's name will be purged from the registration role. A one year extension may be granted by the Professional Development Committee for good reason. Thereafter, the Professional Development Committee must specifically approve a reserve officer to reenter the program.

When a reserve officer believes he or she has completed all of the requirements for that certification, the marshal can submit an application and supporting documentation to the Committee on behalf of the reserve. The Committee will then review this documentation and determine if all requirements have been completed.

If additional work is needed, the Committee will notify the marshal. Upon satisfactory completion of all requirements, the Committee will forward a Certification of Achievement for Level 1, Level 2 or Master Reserve Officer to the marshal. In addition, a marshal may have the IMA certification status and logo printed on a reserve officer's police identification card so long as the status is current and has not been revoked.

In those situations in which the marshal believes that the standard requirements for a certification do not best prepare a reserve officer for service in that department, the marshal may petition the Professional Development Committee to modify the requirements for a particular certification. Reasons for such modification could include: a certain required class is not available in that area of the state; the reserve is going to be used for a limited purpose, e.g., training only; or a different class would be more advantageous for that reserve officer working in that department.

A reserve officer does not have to go through each level of certification if that reserve is already at a high training and experience level. Those reserves who were previously LETB certified law enforcement officers may be awarded an advanced reserve officer certification after evaluation of their credentials by the Professional Development Committee. A fully retired certified LETB law enforcement officer may be awarded a Master Reserve Officer Certification upon recommendation of his marshal or chief executive officer.

### **Summary** **Level 1 Reserve Officer Certification**

A reserve officer must have at least one (1) calendar year of service and at least 250 hours of duty time before applying for certification. A marshal may, however, register a reserve officer in this program before this time period is satisfied.

The Level 1 Reserve Officer Certification incorporates the Pre-basic Course but also allows the basic department training requirement to count, or partially count, towards certification if this course is designed properly. Because the minimum time in grade and the duty hours are cumulative and non-specific under all three levels, the time completing the Pre-basic Course counts towards the 250 hour minimum for Level 1. This 250 hours counts towards the 500 duty hours for Level 2 and towards the 2000 hours of duty time for the Master Reserve Officer, Level 3.

The Level 1 Reserve Officer Certification also requires 175 hours of field training. The 175 hours of field training counts towards the 250 duty-hour minimum and can be satisfied or partially satisfied by the statutory basic department training program if designed properly.

In addition to the PBC, Level 1 requires an eight (8) hour writing course with computer skills, and an additional five (5) to eight (8) hours each in Physical Tactics, Firearms and EVO (emergency vehicle operations).

A Level 1 Reserve Officer must comply with the LETB annual in-service training requirements for full-time regular officers for continued certification after the first year of certification

The initial Level 1 Certification is for one year. Thereafter, a Level 1 Certification will remain current so long as the marshal submits a letter to the IMA by the end of each subsequent year (postmarked on or before December 31<sup>st</sup>) stating that the reserve officer has completed the same amount of in-service training as is required by the LETB for regular officers and this training has also been reported to the LETB through the LETB annual training report.

[See tables below for all certification requirements and specifications.]

**Summary**  
**Level 2 Reserve Officer Certification**

A reserve officer must have at least two (2) calendar years of service and at least 500 hours of duty time before applying for certification. A marshal may, however, register a reserve officer in this program before this time period is satisfied.

The Level 2 Reserve Officer Certification requires the following:

- A 16 hour STOPS class,
- A 16 hour SFST class,
- A 12 hour Traffic Law and/or Electronic Ticket class,
- A 12 hour Crash Investigation and/or ARIES Accident Reporting class,
- Eight (8) hours of police ethics training,
- Four (4) hours of Criminal Investigation or Crime Scene training,
- Four (4) hours of Sexual Assault training,
- Four (4) hours of Domestic Violence training,
- Eight (8) hours of training in Search and Seizure, Arrest Law and Inventory Procedures, including practical exercises, and
- A current CPR Certification.

The reserve officer must also attain an annual Sharpshooter firearms qualification status using the Indiana Law Enforcement Academy's (ILEA) basic firearms course and scoring system for initial and continued certification.

A Level 2 Reserve Officer must comply with the LETB annual in-service training requirements for full-time regular officers for certification and annual recertification.

The initial Level 2 Reserve Officer Certification is for one year. Thereafter, a Level 2 Reserve Officer Certification will remain current so long as the marshal submits a letter to the IMA by the end of each subsequent year (postmarked on or before December 31<sup>st</sup>) stating that the reserve officer has successfully completed the periodic firearms qualification and has completed the above in-service training requirement for that year and this training has been reported to the LETB through the LETB annual training report.

[See tables below for all certification requirements and specifications.]

**Summary**  
**Level 3**  
**Master Reserve Officer Certification**

A reserve officer must have at least three (3) calendar years of service and at least 2000 hours of duty time before applying for certification. A marshal may, however, register a reserve officer in this program before this time period is satisfied.

The applicant must have participated in at least one community service project or organization (e.g., the Lions Club, Rotary, J.C. Club, etc.) in which at least eight (8) hours of service was provided.

A Master Reserve Officer applicant must become certified to operate an MDT Computer if an MDT is used by that department. If MDTs are not used by that department, the marshal can petition the Professional Development Committee to establish an alternative requirement. An applicant must complete the ARIES Crash Reporting System class and Electronic Ticket class.

A Master Reserve Officer must develop an area of expertise approved by his or her marshal and the IMA Professional Development Committee.

The reserve officer must also attain an annual Expert firearms qualification status using the Indiana Law Enforcement Academy's (ILEA) basic firearms course and scoring system for initial and continued certification.

A Master Reserve Officer must comply with the LETB annual in-service training requirements for full-time regular officers for certification and annual recertification.

The initial Master Reserve Officer Certification is for one year. Thereafter, a Master Reserve Officer Certification will remain current so long as the marshal submits a letter to the IMA by the end of each subsequent year (postmarked no later than December 31<sup>st</sup>) stating that the reserve officer has successfully completed the periodic firearms qualification and has completed the above in-service training requirement for that year and this training has been reported to the LETB through the LETB annual training report.

[See tables below for all certification requirements and specifications.]

### **Expiration and Reinstatement**

If a certified reserve officer fails to complete the required periodic training or qualification or the marshal fails to timely report this training, the certified reserve officer can become current when the marshal reports to the IMA by letter that all training and requirements for the previous year or years have been completed.

## IMA Reserve Officer Certification Programs Requirements and Specifications

The IMA Certified Reserve Officer Programs are graduated professional development programs. The programs consist of level one, level two and Master Reserve Officer (level three) training. Each level is progressive and builds on the previous level. Reserve officer are not, however, required to begin at Level 1. Departments other than those operating under the marshal system are invited to participate in this program as well.

### Level I Training

Instructed Topics	Hours
Pre-Basic Academy	40.0
<b>PBC Examination #1</b>	<b>01.5</b>
Basic Writing and Computer Skills	08.0
Physical Tactics	08.0
<b>PT Practical Examination</b>	<b>01.0</b>
Firearms Training/Familiarization	08.0
<b>Weapons Qualification (ILEA Basic Standards)</b>	<b>01.0</b>
Emergency Vehicle Operation	05.0
<b>EVO Practical Examination</b>	<b>01.0</b>
<b>Classroom Subjects and Tests</b>	<b>73.5 Hours</b>
1 calendar year of service to the department & 250 hours of duty time	250.0
Field Training Officer Program	175.0
<b>Total Hours*</b>	<b>250 – 498.5 Hours</b>
<b>Annual In-service Training Requirement After First Year</b>	<b>24 hours minimum</b>

### Level II Training

Instructor Topics	Hours
Strategies & Tactics of Patrol Stops, Certification	16.0
<b>STOPS Practical Examination #1</b>	<b>01.0</b>
<b>STOPS Examination #2</b>	<b>01.0</b>
Standard Field Sobriety Testing, Proficiency	16.0
<b>SFST Examination #3</b>	<b>01.0</b>
Traffic Law/Electronic Tickets	12.0
<b>Traffic Law Examination #4</b>	<b>01.0</b>
Crash Investigation Reporting/ARIES/Suspicious Files	12.0
<b>ARIES Examination #5</b>	<b>01.0</b>
Police Ethics	08.0
<b>Ethics Examination #6</b>	<b>01.0</b>
Criminal Investigation/Basic Crime Scene	04.0
Rape/Sexual Assault Investigation	04.0
Domestic Investigation	04.0
<b>Examination #7 (Covers all five sessions)</b>	<b>02.0</b>
CPR Certification/Practical Examination	08.0
Search & Arrest Warrant Law, Vehicle Inventory and Practical Exercises	08.0
<b>Classroom Subjects and Tests</b>	<b>100 Hours</b>
2 calendar years of service to the department & 500 hours of duty time	500
Must obtain Sharpshooter qualification on the range	XXXXXXXXXX
<b>Total Hours*</b>	<b>500 – 608.0 Hours</b>
<b>Annual In-service Training Requirement After First Year</b>	<b>24 hours minimum</b>
<b>Sharpshooter Firearms Qualification Required Each Year</b>	XXXXXXXXXX

## Level III Training Master Reserve Officer

Instructor Topics	Hours
Annual In-Service Training	24.0
MDT In-car Computer System	08.0
ARIES Crash Reporting System	08.0
Electronic Ticket Writing Program/Suspicious Files	08.0
Community Service	08.0
<b>Classroom Subjects, Tests &amp; Community Service Requirements</b>	<b>56.0 Hours</b>
3 calendar years of service to the department & 2000 hours of duty time	2000
Individual Specialty Training	XXXXXXXXXX
Must Obtain Expert Firearms Qualification on the Range	XXXXXXXXXX
<b>Total Hours*</b>	<b>2000 - 2072 Hours</b>
<b>Annual In-service Training Requirement Each Year</b>	<b>24 hours minimum</b>
<b>Expert Firearms Qualification Required Each Year</b>	XXXXXXXXXX

\* Total hours can vary depending on how many hours are presented from within the department, how long firearms qualification takes, the amount of training required for a specialty area & if the department basic training course incorporates subjects required by the IMA Certification Program.

**Certified Reserve Officer Standards Adopted 4/28/2012**

**Standards Modified 7/21/2012**