

	Canutillo Independent School District Police Department	
	Chapter 20 – Reserve Officer Program	
	Effective Date: 09/01/2026	Replaces: New Policy
	Approved by: Fernando Martinez - <i>Chief of Police</i>	
	Reference:	

Chapter 20

Reserve Officer Program

PURPOSE

The purpose of this policy is to establish the qualifications, appointment procedures, authority, responsibilities, training requirements, supervision, activation procedures, discipline, and operational standards governing Reserve Peace Officers serving with the Canutillo Independent School District Police Department (CISDPD).

I. POLICY

This policy is adopted pursuant to the authority granted under Texas Education Code §37.081, §37.0816, Texas Occupations Code Chapter 1701, Texas Commission on Law Enforcement (TCOLE) regulations, and all applicable federal, state, and local laws.

The Reserve Officer Program is intended to supplement the Department's full-time law enforcement staffing during emergencies, special events, school functions, critical incidents, staffing shortages, and other circumstances determined necessary by the Chief of Police

The Canutillo ISD Police Department may establish and maintain a Reserve Peace Officer Program consisting of qualified Texas Peace Officers appointed by the Chief of Police and approved by the Board of Trustees, Superintendent or designee as authorized by law.

Reserve Officers shall serve at the discretion of the Chief of Police and may be removed at any time without cause.

Reserve Officers are not employees of the district unless specifically hired under a separate employment agreement approved by the district.

Nothing within this policy shall create a property interest, employment right, or contractual entitlement to appointment, activation, compensation, promotion, or continued service.

II. DEFINITIONS

A. Active Status

A Reserve Officer who has met all training, qualification, and participation requirements and is eligible for activation.

B. Inactive Status

A Reserve Officer temporarily removed from operational assignments due to administrative, training, medical, disciplinary, or other reasons.

C. Reserve Peace Officer

A person licensed by TCOLE as a Peace Officer and appointed by the Chief of Police pursuant to Texas Education Code §37.0816.

D. Activation

The official authorization by the Chief of Police or designee for a Reserve Officer to perform law enforcement duties.

E. Duty Status

Periods during which a Reserve Officer is authorized to exercise peace officer authority on behalf of CISDPD.

III. AUTHORITY OF RESERVE OFFICERS

Reserve Officers appointed under this policy shall possess all powers, privileges, duties, and immunities granted to Texas Peace Officers while acting within the course and scope of authorized assignments.

Reserve Officers may:

- Enforce state criminal laws.
- Enforce District policies where authorized.
- Conduct investigations.

- Detain and arrest offenders.
- Issue citations.
- Conduct traffic enforcement.
- Respond to emergencies.
- Participate in threat assessments.
- Assist in active shooter response.
- Perform security operations.

Reserve Officers shall only exercise police authority when:

- Activated by the Department; or
- Acting pursuant to written authorization issued by the Chief of Police.

Nothing in this policy limits a peace officer's authority under Texas law when acting under independent legal authority.

IV. APPOINTMENT REQUIREMENTS

Minimum Qualifications

- Hold a current TCOLE Peace Officer License.
- Be in good standing with TCOLE.
- Possess a valid Texas Driver License.
- Successfully complete a background investigation.
- Successfully pass psychological screening if required.
- Successfully pass firearms qualification.
- Have no felony convictions.
- Have no Class B misdemeanor convictions within the preceding ten
- years.
- Have no history of dishonorable discharge from military service.
- Have no sustained findings of serious misconduct.
- Preference may be given to:
- Retired peace officers.
- Former school district officers.
- Current peace officers employed by other agencies.

- Officers possessing advanced TCOLE certifications.

V. BOND REQUIREMENT

As a condition of appointment and continued service, each Reserve Peace Officer shall obtain and maintain a surety bond in an amount determined by the Chief of Police and approved by the Superintendent. The bond shall be issued by a company authorized to conduct business within the State of Texas and shall remain in effect throughout the officer's appointment.

VI. Responsibility for Cost

- Unless otherwise authorized in writing by the district, all costs associated with obtaining, maintaining, renewing, or replacing the required bond shall be the sole responsibility of the Reserve Officer.
- Proof of bond coverage shall be provided to the Department prior to appointment, activation, or reactivation.

VII. Failure to Maintain Bond

- Failure to obtain or maintain the required bond shall result in immediate suspension of reserve status and may result in removal from the Reserve Officer Program.
- No Reserve Officer shall be activated, assigned, or permitted to perform law enforcement duties on behalf of the Canutillo Independent School District Police Department while the required bond is expired, canceled, suspended, or otherwise not in full force and effect.

VIII. Verification

- The Department may require proof of bond coverage at any time and may conduct periodic audits to ensure compliance.
- Reserve Officers shall immediately notify the Chief of Police if their bond is canceled, modified, suspended, or subject to any claim.

IX. Minimum Bond Amount

- The minimum bond amount shall be **\$10,000** or such higher amount as established by the Chief of Police through written directive.

X. APPLICATION PROCESS

Applicants shall submit:

- Department application.
- Resume.
- TCOLE license documentation.
- Driver license.
- Training records.
- Firearms qualification records.
- Personal history statement.

The Chief may require:

- Oral interview.
- Background investigation.
- Polygraph examination.
- Psychological evaluation.
- Medical examination.

Appointment remains solely at the discretion of the Chief of Police.

XI. OATH OF OFFICE

Prior to activation, each Reserve Officer shall:

- Take the Oath of Office.
- Execute all required District documents.
- Sign policy acknowledgments.
- Receive departmental identification.

XII. TRAINING REQUIREMENTS

Prior to independent assignment, Reserve Officers shall complete all training required by:

- TCOLE.
- Texas Education Code.
- District policy.
- Department directives.

Required Initial Training:

- School-Based Law Enforcement Course.
- Active Shooter Response.
- ALERRT Training.
- ICS-100.
- ICS-200.
- NIMS Training.
- Child Abuse Reporting.
- Juvenile Law.
- Threat Assessment Procedures.

- De-escalation Training.
- Mental Health Response.
- Emergency Operations Plan Familiarization.

Annual Training:

- Reserve officers shall complete all annual training required of full-time officers unless waived by the Chief.

XIII. FIREARMS AUTHORIZATION

Reserve Officers may carry firearms only after:

- Department approval.
- Successful qualification.
- Completion of Department firearms training.
- Reserve Officers shall qualify:
- At least annually.
- Upon issuance of a new firearm.
- Whenever directed by the Department.

Only Department-approved firearms may be carried while serving in an official capacity.

XIV. UNIFORMS AND EQUIPMENT

The Chief shall determine:

- Uniform standards.
- Equipment authorization.
- Badge issuance.
- Identification requirements.
- Reserve Officers shall:
- Maintain professional appearance.
- Wear approved uniforms when assigned.
- Display Department identification while on duty.

XV. ACTIVATION

Reserve Officers may be activated for:

- Campus assignments.
- School events.
- Athletic events.
- Graduations.
- Emergencies.
- Critical incidents.
- Staffing shortages.

- Security operations.
- Special details.

Activation may occur through:

- Direct notification.
- Department scheduling systems.
- Emergency call-out procedures.

Reserve Officers may decline activation unless otherwise obligated under a separate employment agreement.

XVI. CHAIN OF COMMAND

Reserve Officers shall operate under the direct supervision of:

1. Chief of Police
2. Lieutenant
3. Sergeant
4. Assigned Supervisor

Reserve Officers shall comply with all lawful orders.

XVII. DUTIES

Reserve Officers may perform:

- Patrol functions.
- Security functions.
- Criminal investigations.
- Traffic enforcement.
- Crowd management.
- Emergency response.
- School safety operations.
- Threat assessment participation.
- School event security.

Reserve Officers shall not independently assume investigative responsibility for major criminal investigations unless authorized by the Chief.

XVIII. STUDENT INTERACTIONS

Reserve Officers shall recognize that schools are unique environments. Officers shall:

- Use the least intrusive law enforcement intervention appropriate.
- Consider developmental and age-related factors.
- Coordinate with administrators when practical.

- Avoid involvement in routine disciplinary matters absent criminal
- conduct or safety concerns.

XIX. USE OF FORCE

Reserve Officers shall comply with all Department Use of Force policies. Force shall be:

- Objectively reasonable.
- Necessary.
- Proportional.
- Consistent with state and federal law.

Any use of force shall be reported immediately.

XX. OFF-DUTY AUTHORITY

The Chief may authorize Reserve Officers to exercise peace officer authority while off-duty.

Written authorization shall specify:

- Geographic limitations.
- Firearms authority.
- Identification requirements.
- Reporting requirements.

Absent written authorization, reserve authority is limited to periods of activation.

XXI. VEHICLE OPERATIONS

Reserve Officers shall not operate Department vehicles unless authorized.

Authorized operators shall:

- Maintain valid licenses.
- Complete emergency vehicle training.
- Follow Department pursuit policies.
- Conduct vehicle inspections.

XXII. COMPENSATION

Reserve Officers may serve:

- As volunteers.
- As paid part-time employees.
- Under temporary employment agreements.

Compensation shall be established by District-approved pay schedules. Nothing in this policy guarantees compensation.

XXIII. PERFORMANCE STANDARDS

Reserve Officers shall maintain:

- TCOLE licensing.
- Firearms proficiency.
- Required training.
- Professional conduct.
- Physical capability to perform assigned duties.

Failure to maintain standards may result in suspension or removal.

XXIV. DISCIPLINE

Reserve Officers are subject to all Department policies.

Disciplinary action may include:

- Counseling.
- Written reprimand.
- Suspension.
- Inactive status.
- Removal from the program.
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Grounds include:

- Policy violations.
- Misconduct.
- Criminal conduct.
- Failure to maintain qualifications.
- Conduct unbecoming a peace officer.
- Failure to complete training.

XXV. SEPARATION

A Reserve Officer may be separated by:

- Resignation.
- Expiration of appointment.
- Loss of TCOLE license.
- Failure to meet qualifications.
- Removal by the Chief of Police.
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Upon separation, the officer shall immediately surrender:

- Badge.
- Identification.

- Equipment.
- Uniform items as directed.

XXVI. LIABILITY AND IMMUNITY

Reserve Officers acting within the course and scope of authorized duties shall be afforded protections, immunities, and legal defenses available under Texas law to peace officers and governmental employees. Nothing in this policy expands or limits immunity provided by law.

XXVII. CHIEF'S AUTHORITY

The Chief of Police retains sole authority to:

- Appoint Reserve Officers.
- Activate Reserve Officers.
- Suspend Reserve Officers.
- Remove Reserve Officers.
- Establish operational procedures.
- Modify Reserve assignments.
- Determine staffing needs.

All Reserve Officer service is at the pleasure of the Chief of Police and subject to the operational needs of the Canutillo Independent School District Police Department.