



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



255.07
REGULAR TO RESERVE
09-29-94

PURPOSE

To establish procedures for police officers retired for less than one year to enter the Regular to Reserve Police Officer program.

POLICY

To allow qualified retirees as Police Officers to become Un-Designated Level I Reserve Police Officers.

PROCEDURE

A. ELIGIBILITY AND APPLICATION

1. Sacramento police officers, retired less than one (1) year, may become an Non-Designated Level 1 Reserve Police Officer.
2. When the Personnel Services Division (PSD) receives notification that an officer has submitted his/her request for retirement, they shall include in the separation package, details of the Regular to Reserve Officer program (RRO).
3. If the officer chooses RRO, the forms and application for the reserve officer program shall be completed and forwarded, through the officer's chain of command, for immediate supervisor, section supervisor, and division/watch commander approval and recommendations.
4. The division/watch commander shall forward the forms/application, through the chain of command, to the PSD.
5. Officers who have received a medical retirement may return as a Reserve Officer if their application is first cleared with the City Workers' Compensation Unit.

B. TRANSITION PROCESSING

1. PSD shall place the original forms/application into the officer's personnel file and forward a copy to the Director of Reserves, Office of Operations.
2. The Director of Reserves shall contact the retiring officer with the results of the application, and, if approved:
 - a. provide instructions regarding the transition.
 - b. initiate the transition process.
3. Regular police officers retired in excess of one (1) year, wishing to become a Reserve Officer, shall contact the Director of Reserves. The Director of Reserves shall initiate the same hiring process required for all reserve officers.