

Notes of the monthly Reserve Meeting held on July 20, 2009. These are not necessarily in chronological order.

Sgt. Murphy reviewed upcoming events and reiterated how important the role we play as reserve officers is to the police department and the city. It is appreciated by everyone and makes events go much more smoothly than if we were not active.

He hopes as many of us as can will show up to help out at “Night to Unite” (formally called National Night Out). We need a good turnout for this.

The date for **Night to Unite** is **Tuesday, August 4th**, from 5:00 – 8:00 pm. **Set up will begin at 2:00 pm.** We need as many people as possible for the set up to help make it go smoothly. There are six tents which we set up tonight to check for missing parts, malfunctions, and general condition. All are now serviceable and will be in use. I presume the Explores will a part of this event as well? The detail will probably go till 9:00 pm with tear down and clean up.

At the next meeting we will look at what brass folks have, or are missing. Looks like new badges are in the works for both licensed and reserve officers. These will probably not have numbers on them, and only one badge will be issued. Our jackets will have an embroidered badge sewn on them, like the licensed officers have on their fleece jackets.

Our new Deputy Chief started two weeks ago today. He will be reviewing our policy manual (SOP) and working with Sgt. Murphy to refine our structure and mission as well as review expectations and conformity to the organization.

There will be two new sergeants added soon, and we will be assigned to one of four ‘platoons’ each headed by a sergeant, with a captain overall. There will be a phone tree with clearly defined lines of communication, coordination, and a chain of command in place. The goal is to ensure that we are a self sufficient organization with Sgt. Murphy advising more than coordinating our efforts.

Two more of our number will be leaving us, **Seth Beckman** and **James Burton**. If you get a chance wish each of them well with their new endeavors.

Sgt. Murphy said there may be an opportunity soon for more reserves to be added. He wants to ensure our number stay up. Any new reserves will not be on board in time for **Defeat of Jesse James Days** held **September 10 – 13th**, but should be by the **St. Olaf Christmas Concert** held **December 3 – 6th**.

Please note that of the four days we need reserves for Defeat of Jesse James Days, the least important is Thursday, and the most important day to work will be on Sunday to cover intersections. (Saturday night more bodies would be good for putting up signs.)

Just don’t burn yourselves up working too much, or if you can only do some coverage keep in mind when it’s most needed. More will be coming out on this as we get closer.

Captain Murphy reviewed time logs. He noted that last year at this time we had logged in around 500 hours. This year we have already logged in almost a 1000!! Good job to everyone! Keep up the good work.

He also reviewed the procedure he wants us to follow when we log in our hours. Minimally he needs the full date, month and day of the month, the start and end times recorded, and an explanation of what we did with the hours added up (round up, don't use fractions).

Example:

Date: July, 10 In at: 1800 out at: 0230 w/6411 ride along 8.5 hours

Captain Murphy will then know we did a ride along with officer 6411 and he won't need to add the hours himself, he will see we did 8.5 and a glance at our start and end times will confirm it for him. This will make data entry much easier for him.

Please make every effort not to simply write "patrol" since this doesn't tell us if you were on a ride along, or a foot patrol, or a vehicle patrol, or even who you were with or why you were out. Be specific!

Be sure to break it up if something different happens during your time. Example:

Date: July, 10 In at: 1800 out at: 2000 w/6411 ride along 2 hours

Date: July, 10 In at: 2000 out at: 0230 Safe and Sober Detail 6.5 hours

Other examples would be "St. Olaf disaster", or "Perimeter guard at crime scene".

This is important so we can justify our existence to both the police and the city government. The chief, deputy chief, or Sgt. Murphy may need to go back from time to time and see what kind of services we are providing. By being accurate and specific we ensure that we are getting credit for our hard work.

They in turn can justify expenses for our unit as well as give us the credit we are due for our important volunteer contributions to the city.