

## GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES

<b>Chapter 16</b>	<b>Reserve Officer Program</b>	
<b>Date Initially Effective: 11/23/1994</b>	<b>By the Order Of: Mark Holtzman, Chief of Police</b>	
<b>Date Revised: 02/06/2020</b>	<b>Date Reissued: 03/10/2020</b>	<b>Page 1 of 3</b>

### 16.1.1 RESERVE OFFICER PROGRAM DESCRIPTION

CALEA Standard 16.1.1 (Reserve Officer Program Description), 16.1.5 (In-Service Training), 16.1.6 (Use of Force Training & Firearms Proficiency), 16.1.7 (Bonding/Liability Protection)

The Greenville Police Department has guidelines established in order to maintain a reserve force of officers to assist the Department in the completion of its mission under normal and emergency situations. The Greenville Police Department Reserve Officer Program has been established pursuant to North Carolina General Statute 160A, Section 282 and the Greenville City Code, Police Reserve Officers. Police Reserve Officers shall have the same power and authority as full-time Greenville Police Officers.

The primary duty of Reserve Officers is to supplement departmental staffing and other special events. However, in some instances a Reserve Officer may possess special skills or knowledge that is used as their primary duty to achieve a specific purpose as determined by the Chief of Police.

Reserve Officers will be administered the same Oath of Office as full-time sworn police officers with the Department. Reserve Officers who fail to meet Departmental requirements maybe subject to disciplinary action up to and including dismissal.

The Reserve Officer Program operates under the Administrative Services Bureau Commander who will provide general supervision of the Reserve Officers, review and maintain all related documents, and ensure that proper lines of communication are used in the performance of their duties. The Administrative Services Bureau Commander shall also be responsible for completing Reserve Officer's performance evaluations.

#### **Authority**

NCGS 160A-282 gives municipality authority to create a Reserve Police. When on-duty, the Reserve Officer will have full powers of arrest and will enforce all applicable laws, utilizing the same equipment in the same manner as a police officer. Reserve officers will carry firearms on-duty and they may carry concealed firearms "off-duty". They may also carry firearms when performing assigned duties under the direction and supervision of the Police Department in accordance with NCGS 14-269.

Reserve officers will be bonded with the same coverage provided for full-time police officers and they will be provided identical liability coverage protection as that of a full-time police officer. The Chief of Police will establish the rate of compensation for Reserve officers while they are performing all assigned duties. Worker's Compensation will be provided if an injury is incurred in the line of duty. Life insurance or any other benefits will not be provided.

Reserve officers will comply will all City and Department rules, regulations, general orders, operating procedures, and verbal commands.

**Training**

The Training Unit will be responsible for the reserve officer's orientation, familiarization with duties, department structure, and chain of command. Training on departmental policies and procedures will be provided to all Reserve Officers within 30 days of hire. Reserve officers are required to attend the same In-Service training as a full-time police officer and must attend all mandatory-training courses. Reserve officers will be trained in the response to resistance policy and tested for firearms proficiency with the same frequency, and will be held to the same standards as are full-time police officers. The Training Unit will notify all reserve officers of all mandatory training that is being offered. It is the responsibility of the reserve officer to schedule and attend the required training. Reserve officers are required to complete all state mandated in-service training. If the training is completed outside of the agency, officers are required to submit copies of the certificate of completion to the Greenville Police Department's Training Unit. Approved training sessions shall be paid as normal working hours for reserve officers.

Reserve Officers will undergo a limited Field Training period to familiarize them with the Greenville Police Department Policies and Procedures. Reserve officers who are Greenville Police Department retirees or who have been previously employed with the Department are not required to complete additional field training or job specific training, unless directed by the Chief of Police.

**16.1.2 SELECTION CRITERIA**

CALEA Standard 16.1.2 (Selection Criteria), 16.1.3 (Educational Requirements), 16.1.4 (Entry Level Training)

**Recruitment and Selection**

Recruitment and selection of Reserve Officers will be done on an "as needed" and "as available" basis. The selection criteria for reserves relating to skills, knowledge and abilities are the same as those for full-time sworn officers. Each person considered for reserve status must possess a high school equivalency diploma and must have completed the North Carolina Basic Law Enforcement Training (B. L. E. T.). The selection process for Reserve Police Officer with respect to age, medical examinations, psychological examinations, polygraph examinations, experience, physical condition, and background investigations will be the same as for full-time police officers. Additionally, each person participating in the selection process must:

- Submit a Reserve Officer application
- Provide a background waiver to the Recruitment Unit authorizing the release of any IA records at the applicant's current agency of employment.
- Submit to a drug screen and receive medical clearance through City of Greenville's approved providers.
- Successfully complete firearms training and qualification.
- Provide copies of certificates proving completion of all state-mandated in-service training for the year prior to the year in which they were hired.

**Assignments**

Upon approval of the Chief of Police, the reserve officer will be assigned to a specific area of the department. Any special skills that the reserve officer possesses will be taken into consideration in determining the appropriate area of assignment. An employee file will be established and maintained in the Administrative Services Bureau and it will contain similar information as is retained for all employees. Reserve officers may be assigned to any law enforcement task. Officers that have been separated from the police department (either retired or voluntary resignation) must wait for the receipt of approved paperwork from Human Resources prior to resuming any assigned reserve duties.

**Police Extra-Duty Assignments**

Reserve officers who have completed the full Field Training Program are eligible to work extra-duty employment in uniform and may request to work extra-duty jobs that are available after full-time employees' requests have been filled. The extra-duty employment request will be those assignments approved by the Chief of Police for reserves and must be carefully reviewed by the respective chain of command consistent with the policy entitled Extra-Duty Employment.

**Work Requirements and Criteria**

Reserve officers must work enough hours to remain consistently proficient in the performance of law enforcement duties, maintain a high degree of familiarity with the operations of the Police Department, and maintain confidence in their abilities to properly perform the job. They must work a minimum of eight (8) hours per month in addition to any hours required for mandatory in-service training. Reserve officers are allowed to work no more than 1000 hours per calendar year, not including any off-duty jobs. It is the responsibility of each reserve officer to ensure that the hours earned remain below the 1000 per year threshold. Reserve officers must work 50% of all designated special events to maintain active status, unless otherwise authorized by the Chief of Police. Reserve officers serve at the pleasure of the Chief of Police. Selection and continued service is based on the needs of the Department and contingent upon approval of the Chief of Police.

**Performance Evaluations**

Reserve officers are considered probationary their first year of reserve service. During the probationary period, the Administrative Services Bureau Commander or assigned supervisor will submit quarterly evaluations for the officer to the Training Unit which will be maintained in the Reserve Officers' training file. Sworn employees who resign/retire and request to work as a reserve officer are exempt from probationary time requirements.

Performance evaluations after the probationary year will be completed annually on reserve officers by the assigned supervisor, dependent upon their assignment. The reserve officer's supervisor should document verification of required mandatory training to include firearms training and verification of minimum monthly work requirements.

The Administrative Services Bureau Commander is responsible for reserve officer evaluations and if necessary, should seek input from any other supervisor who has routinely observed a reserve officer's performance.

**Uniforms**

Reserve officers will adhere to the established uniform policy and any retired officers who have left with rank may maintain their rank description. Each reserve officer will be issued police credentials indicating the status of "Reserve Officer". Reserve officers are equipped the same as full-time officers performing similar functions, however, the equipment may be reduced to reflect the level of activity of the reserve officer.

No apparel or equipment will be worn or carried except as issued by the department or authorized by the Chief of Police.

**16.2.1 RESERVE TELECOMMUNICATOR PROGRAM**

The Greenville Police Department maintains a reserve program for telecommunicators to assist with staffing needs. Reserve telecommunicators are comprised of retired personnel or personnel who have left the department in good standing and have been approved by the Chief of Police to provide these services. Reserve telecommunicators must maintain the same required certification of full time telecommunicators and must attend all mandatory in-service training required for that position. Individuals working in this capacity are not eligible to work more than 1000 hours during each calendar year.