Asheville Police Department Policy Manual

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Introduction

The department recognizes that housing communities or neighborhoods may wish to have police officers living on-site. This directive establishes guidelines for courtesy officer positions.

Policy Statement

It is the policy of the Asheville Police Department (APD) to allow employees to engage in approved courtesy officer positions, subject to reasonable restrictions and guidelines.

Definitions

Courtesy Officer: a sworn member of the department who receives free or reduced rent in return for restricted police-related services.

Rules and Procedures

2003.1 General Provisions

A. Only officers who are eligible for extra-duty employment as outlined in Policy 2002 - Secondary Employment are eligible for courtesy officer positions.

B. Officers functioning as courtesy officers must utilize the housing as their primary residence.

C. Officers cannot solicit any property representative to establish a courtesy officer position; see the Rules of Conduct.

D. The property must be within the Asheville City limits.

E. Participating property managers must have a signed, written agreement on file with the Department before the officer can accept the position.

F. The participating officer is responsible for complying with the expectations and limitations outlined in the agreement.

2003.2 Courtesy Officer Requests

A. Officers desiring to engage in courtesy officer positions will advise the prospective employer to notify the department in writing.

B. The prospective employer must submit a signed letter on company letterhead to the patrol executive officer or designee stating the intention to hire a courtesy officer, which includes, at a minimum:

1. The address where the courtesy officer will be living.
2. The need for police services.
3. The specific duties and responsibilities of the courtesy officer.
4. The compensation the employee will receive.

C. Apartment/complex managers must submit a signed copy of the rules governing courtesy officer positions; see Courtesy Officer Rules (A-65).

D. Employment as a courtesy officer cannot begin until the employer and the conditions of employment are approved in writing.

2003.3 Officer Responsibilities

A. Officers acting in the capacity of a courtesy officer will:

1. Confine their duties strictly to those of a police nature.
2. Take appropriate action in response to all violations of the law.
3. Not act to enforce any rules or regulations established by the apartment complex management that are not otherwise violations of the law.
4. Not collect rent, debts, or bad checks, or collect money in any way.

5. Not respond to a complaint in the complex where they are employed while on duty unless dispatched to that location.

B. Officers may agree to promote safety and crime prevention duties as requested by the community or neighborhood, such as assisting with neighborhood watch groups or distributing crime prevention information.

C. If a courtesy officer anticipates that enforcement action is needed when responding to a complaint, the officer will notify communications, provide the location and nature of the complaint, and request assistance from on-duty officers.

D. Courtesy officers will not respond to complaints after consuming alcoholic beverages. In such instances, the officer will contact communications and request an on-duty officer to handle the complaint.

E. The officer is responsible for promptly reporting any change in management or the termination of a courtesy officer position to the patrol executive officer.

By order of:



David Zack
Chief of Police