

 Kinston Police Department	<u>POLICY: Reserve Police Officers</u>						<u>POLICY #:</u> 100-15
	<u>NCLEA Standards: 3.07; 3.09</u>						
	<u>CALEA Standards: 1.2.1; 31.4.1; 31.4.7; 33.4.4; 33.5.1; 35.1.2</u>						
	<u>NCLM Standards:</u>						<u>Effective Date:</u>
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised	Revision Dates:	01/07/25					01-01-2022
Approval: Chief of Police							

I. PURPOSE AND SCOPE

The purpose of this policy is to establish, describe, and set guidelines for sworn officers who are limited-service employees of the City of Kinston and participate in the department's Reserve Police Officer Program.

II. DEFINITION (CALEA 1.2.1)

A. Reserve Police Officer: A limited-service, part-time, sworn position, which functions as a Police Officer when assigned to a specific division, unit, section, function or assignment.

III. POLICY

The Kinston Police Department shall ensure that reserve officers are properly assigned, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

IV. RECRUITMENT AND SELECTION (CALEA 31.4.1) (CALEA 31.4.7)

Reserve Police Officers are subject to the same rules, regulations, laws, policies, and written procedures applicable to their duties, as any other employee.

Reserve Police Officers are subject to the same selection criteria as full-time police officers (see KPD Policy and Procedure 100-7).

Police Officers, in good standing, who retire from or choose to resign from a full-time Police Officer position with the KPD, may be considered for the position of Reserve Police Officer at the discretion of the Chief of Police.

Sworn Police Officers from other agencies may be considered for appointment as a Reserve Police Officer only when it is demonstrated that the candidate brings a unique skill or ability to the department, and only with the approval of the Chief of Police.

Applicants who are selected for the position of Reserve Police Officer shall be sworn in and take the Oath of Office in accordance with the Oath of Office Policy 100-4.

V. IDENTIFICATION AND UNIFORMS

Reserve Police Officers are provided the same credentials, uniforms, and equipment approved for full-time police officers, except for an assigned vehicle and tablet/computer. All property issued to reserve officers shall be returned to the department upon separation to include termination or resignation.

VI. DUTIES AND AUTHORITY (NCLEA 3.09) (CALEA 1.2.1)

Reserve officers shall perform law enforcement officer duties within the scope of their approved training and have the authority to arrest as specified in the Law Enforcement Agency Role and Authority Policy 100-2 (North Carolina State Statutes Chapter 15A, 160-A-285, 160A-286, and City of Kinston Code of Ordinances Sec. 18-2, 18-4, 18-5, and 18-6.)

Reserve Police Officers are responsible for, as applicable to their assignment such as:

1. Responding to calls for service dispatched by the Lenoir County Communications Center;
2. Self-initiated police activity;
 - a. Observing and responding to violations of law;
 - b. Checking the security of businesses after normal working hours;
3. Providing law and order within the jurisdiction of the KPD;
4. Engaging the community through community policing activities;
5. Carrying out the duties and responsibilities in the applicable job description;
6. Other duties as assigned or directed by the Chief of Police or designee.

VII. SCHEDULE

Reserve Police Officers must work enough hours to remain consistently proficient in the performance of the law enforcement duties, maintain a high degree of familiarity with the department's operations, and maintain confidence in their abilities to perform the job correctly.

Each Reserve Police Officer employed with the Kinston Police Department must work minimum of (12) hours each month. Reserve Police Officer's will complete their required monthly (12) hours assignment in a uniformed capacity and serve as a Patrol Officer for the Patrol Division. Reserve Police Officers may be assigned to other areas within the department as approved by the Chief of Police or his/her designee.

A request to work fewer than the required hours must be made through the chain of command and approved by the Chief of Police.

All Reserve Police Officer's contact numbers will be placed on the KPD Power DMS website.

VIII. COMPENSATION

Reserve Police Officers are bonded with the same coverage of full-time police officers and they are provided identical coverage protection as that of a full-time police officer. The Chief of Police, in conjunction with HR, will establish the rate of compensation for Reserve Police Officers while they are performing assigned duties.

IX. COMPLIANCE (CALEA 33.5.1)

Reserve Police Officers are subject to the same rules, regulations, laws, policies, and written procedures applicable to their duties, as any other employee.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time sworn officer, it shall also apply to a reserve officer, unless by its nature it is inapplicable.

To maintain certification as a police officer, NCGS require that all Reserve Police Officers receive the same training as full-time police officers.

X. FIREARMS (CALEA 33.5.1)

Reserve Police Officers must qualify with their firearm according to the same standards, scores, and frequency as full-time police officers and successfully complete any office-authorized training and Criminal Justice Training and Standards Commission mandates in the use of firearms.

Reserve officers will be issued duty firearms by the department and will carry firearms while on-duty. They may also carry firearms when performing assigned duties under the direction and supervision of the department in accordance with NCGS 14-269.

A reserve officer may carry a concealed firearm while in an off-duty capacity, in compliance with existing firearms policy and all state and federal laws.

XI. RESERVE OFFICER SUPERVISION

The Reserve Police Officer Program is established and organized under the Office of the Chief of Police and coordinated by the Major of Professional Services Division.

The Major of Professional Services Division will provide general supervision of Reserve Police Officers, review and maintain all related documents, and ensure the proper lines of communication are used in the performance of their duties. Reserve Police Officers may function in a specific area based on department need, job knowledge – skills and abilities and work experience.

For record keeping purposes, when a Reserve Police Officer reports for duty, the immediate supervisor will notify the Recruitment Coordinator.

XII. TRAINING REQUIREMENTS (NCLEA 3.09) (CALEA 33.4.4) (CALEA 33.5.1)

All Reserve Officers must be BLET certified.

Reserve Police Officers hired outside of the KPD must successfully complete the KPD Field Training Program. The Field Training Program for Reserve Police Officers will be equivalent to the program completed by the full-time police officers.

Reserve Police Officers hired outside the agency must complete the minimum requirements for a lateral police officer hire as specified in the KPD Field Training Program. The Chief of Police may authorize a shorter or longer training period of reach Reserve Police Officer, based upon each officer's performance in the KPD Field Training Program.

Reserve Police Officers are required to complete the same mandated in-Service Training program and other departmental training as full-time police officers.

With the exception of the annual firearms qualification, Reserve Police Officer must complete their mandatory in service training on their own time.

The Training Officer will notify all Reserve Police Officers of any mandatory training that is being offered, including all mandated training. It is the responsibility of the Reserve Police Officer to schedule and attend any mandatory training.

XIII. EVALUATIONS (NCLEA 3.07) (CALEA 35.1.2)

While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until he/she has satisfactorily completed training. Reserve officers who have completed their field training shall be evaluated annually using performance dimensions applicable to their duties.

XIV. INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated by the Internal Affairs Sergeant.