



Apex Police Department General Order



Title Reserve Police Officer Program		Order Number 1302-21
Effective Date: June 16, 2021	Amends: 1302-16	
CALEA Standard: 22.1.10, 31.4.7, 31.4.8, 33.4.3, 33.4.4	Rescinds:	
Reference:	Pages: 5	
Forms:		

Reserve Police Officer Program

Purpose

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

Policy

It is the policy of the Apex Police Department (APD) to use Reserve Police Officers to augment the resources of the department. Reserve Police Officers are governed by the policies and procedures as outlined in the department's written directive system, this General Order, as well as applicable North Carolina General Statutes (NCGS), as they relate to full-time, sworn police officers.

Definitions

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. The Reserve Police Officer is classified by the Town of Apex Human Resources Department (HR) as a Police Officer – Limited Service Employee (LSE).

Procedure

Reserve Police Officer Program

Organization

1. Reserve Police Officers are responsible for, as applicable to their assignment:
 - Responding to calls for service dispatched by the Communications Center
 - Self-initiated police activity
 - Observing and responding to violations of law
 - Checking the security of businesses after normal working hours
 - Providing law and order within the jurisdiction of the APD
 - Engaging the community through community policing activities
 - Carrying out the duties and responsibilities in the applicable job description (**NOTE:** Police Officer I)
 - Other duties as assigned or directed by the Support Services Supervisor, Administrative Division Commander, Event/Incident Commander, Deputy Chief of Police, or Chief of Police
2. The Reserve Police Officer Program is established and organized under the Office of the Chief of Police and coordinated by the Administrative Division Commander.
3. The Support Service Supervisor will provide general supervision of Reserve Police Officers, review and maintain all related documents, and ensure that proper lines of communication are used in the performance of their duties. Reserve Police Officers are generally expected to support the entire organization. However, at the direction of the Chief of Police, Reserve Police Officers may function in a specific area based on:
 - Departmental need
 - Job knowledge, skills, and abilities
 - Work experience
4. Reserve Police Officers have full powers of arrest and will enforce all applicable laws, using the same equipment in the same manner as full-time police officers. Reserve Police Officers will carry firearms on-duty and may carry concealed firearms off-duty. They may also carry firearms when performing assigned duties under the direction and supervision of the department in accordance with NCGS 14-269.
5. 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. Worker's compensation will be provided as outlined in applicable regulations. Life insurance or any other benefits are not provided. (22.1.10)
6. The APD will assure that the personnel selected to serve as Reserve Police Officers meet the same standards as full-time, commissioned police officers and provide the same level of service to the community.

Reserve Police Officer Program

7. To maintain certification as a police officer, NCGS require that all Reserve Police Officers received the same training as full-time police officers.
8. Reserve Police Officers are subject to the same rules, regulations, laws, policies, and written directives applicable to their duties, as any other employee.
9. Police officers, in good standing, who retire from or choose to resign from a full-time Police Officer position with the APD, may be considered for the position of Reserve Police Officer at the discretion of the Chief of Police. (Reference: General Order 205 – *Command Authority*)
 - Reserve Police Officers who retire will retain their rank; however, they have no supervisory or command authority and are subordinate to the department's chain of command.
 - 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.

Selection of Reserve Officers

1. Reserve Police Officers are subject to the same selection criteria as full-time police officers. Reserve Police Officers will: (31.4.7)
 - Have completed Basic Law Enforcement Training (BLET) and be certified or eligible for certification as a police officer by the North Carolina Criminal Justice Education and Training Standards Commission (31.4.8) (33.4.4)
 - **NOTE:** A Reserve Police Officer will not be assigned in any capacity in which he/she is allowed to carry a firearm, any less-lethal device, or any other weapon and will not be put in a position to make an arrest, except as part of the field training program, until graduation from the NC BLET program and the awarding of a Police Officer Probationary Certification from the North Carolina Criminal Justice Standards Division (CJSD)
 - If the candidate meets the criteria as a lateral, the CJSD has accepted the candidate's basic academy training from his/her home state, and has issued a Police Officer Probationary Certification; the candidate may be assigned to field training or solo assignment pending the completion of the remaining classes specified by CJSD and the awarding of a General Certification
 - Have completed a Town of Apex application
 - Have an interview with a staff designee or review board
 - Pass a background investigation, including truth verification (polygraph or CVSA)
 - Complete a medical exam
 - Complete a drug test
 - Complete a psychological exam
 - Be placed on a 12-month initial probationary period
 - Satisfy all full-time officer training requirements as required by North Carolina Criminal Justice Education and Training Standards Commission (31.4.8)

Reserve Police Officer Program

Duties of Reserve Police Officers

1. Reserve Police Officers assist full-time police officers in the enforcement of laws and maintaining peace and order within the community.
2. Assignments of Reserve Police Officers will usually involve assisting with special events, augmenting the Patrol Division, and assisting with administrative tasks (i.e., background investigations, instruction if qualified, etc.). Reserve Police Officers may be assigned to other areas within the department as approved by the Chief of Police or his/her designee.
3. Reserve Police Officers are required to adhere to all town and departmental policies and procedures. A copy of the policies and procedures will be made available to each Reserve Police Officer upon appointment and he/she will become thoroughly familiar with these policies.

Training

1. Reserve Police Officers hired from outside the APD must successfully complete an orientation training program that covers all topics related to the duties and responsibilities of police officers.
2. The field training program for Reserve Police Officers will be equivalent to the program completed by full-time police officers. (33.4.3)
 - Reserve Police Officers hired from outside the agency must complete the minimum requirements for a lateral police officer hire as specified in the Apex Field Training & Evaluation Program (AFTEP). The Chief of Police may authorize a shorter or longer training period for each Reserve Police Officer, based upon each officer's performance in the AFTEP.
3. Reserve Police Officers are required to complete the same mandated In-Service Training (IST) program and other departmental training as full-time police officers.
4. The Training Unit will notify all Reserve Police Officers of any mandatory training that is being offered, including Use of Force, Legal Update, and other mandated training. It is the responsibility of the Reserve Police Officer to schedule and attend any mandatory training.
5. Reserve Police Officers must qualify with their firearm according to the same standards, scores, and frequency as full-time police officers.

Assignment, Work Requirements and Criteria

Reserve Police Officer Program

1. Reserve Police Officers will generally be assigned based upon the needs of the department and any special skills they possess.
 - Reserve Police Officers must work enough hours to remain consistently proficient in the performance of 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.
2. Reserve Police Officers must work a minimum of 24 hours per quarter, in addition to any hours required for mandatory IST. A request to work fewer than the required hours must be made through the chain of command and approved by the Chief of Police.

Uniforms and Equipment


1. Reserve Police Officers are provided the same credentials, uniforms, and equipment approved for full-time police officers, except for an assigned vehicle and laptop.
2. Reserve Police Officers are required to meet the same standards for uniform wear, grooming, and appearance as outlined in General Order 306 – *Appearance and Uniform Regulation*.

Supervision of Reserve Officers

1. Reserve Police Officers are accountable to the on-duty or event supervisor when assigned to an event or other operational assignment. Reserve Police Officers remain accountable to the Support Services Supervisor for administrative issues.
2. Other supervisors who have event or assignment responsibilities for Reserve Police Officers will communicate their performance observations to the Support Services Supervisor.
3. If a Reserve Police Officer is assigned to a specific area, the supervisor responsible for managing that area will complete that Reserve Police Officer's performance evaluation. The Support Services Supervisor is responsible for completing performance evaluations for Reserve Police Officers not assigned to a specific function in the department.
 - Evaluations will be completed in accordance with General Order 308 – *Performance Evaluation System*.

Text in "Green" denotes a significant change in policy

BY ORDER OF:



Anthony L. Godwin
Chief of Police