



Carrboro Police Department

Subject: Chapter 30: RESERVE AND PART-TIME OFFICERS		Number: IV. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 1 of 7

- I. Purpose
- II. Definitions
- III. Procedures for Qualification and Selection
- IV. General Responsibilities and Procedures

I. PURPOSE

The purpose of this directive is to outline the duties and functions of the Carrboro Police Department's Part-Time / Reserve Program and set guidelines for its operations. This program is to assist full-time sworn personnel in the day-to-day delivery of law enforcement services to the citizens of Carrboro. This General Procedure will establish the rules and guidelines for the duties and responsibilities of the part-time / reserve officer.

Strict adherence to Carrboro Town Code 3-16 which established the Auxiliary Police Department under the auspices of NCGS 160A-282, shall apply in this general procedure.

II. DEFINITIONS

- A. Reserve Police Officer: A law enforcement officer who has successfully completed Basic Law Enforcement Training, is certified by the North Carolina Criminal Justice Training and Standards Commission, is part-time, without compensation and has been appointed by the Chief of Police in a sworn capacity.
- B. Part-Time Police Officer: A law enforcement officer who has successfully completed Basic Law Enforcement Training, is certified by the North Carolina Criminal Justice Training and Standards Commission, is part-time, with compensation and has been appointed by the Chief of Police in a sworn capacity.

III. PROCEDURES FOR QUALIFICATION AND SELECTION

- A. Candidates may be appointed as part-time / reserve officers under the following criteria:
 - 1. They meet the standards and other requirements of this directive, Town ordinance and state statutes, generally to assist full-time sworn personnel in the day-to-day delivery of law enforcement services and for emergencies;



Carrboro Police Department



Subject: Chapter 30: RESERVE AND PART-TIME OFFICERS		Number: IV. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 2 of 7

2. Be twenty-one (21) years of age upon the date of application for part-time or reserve status;
 3. Be a United States Citizen;
 4. Pass a medical background;
 5. Be a high school graduate or possesses an equivalency certification;
 6. Have no convictions of a felony or serious misdemeanors;
 7. Submit to a thorough background investigation;
 8. Appear before an interview board;
 9. Be willing and able to undergo strenuous physical training; and
 10. Successfully complete Basic Law Enforcement Training (BLET).
- B. Those part-time or reserve officers that are prior or retired officers of this department are required only to have a basic background update conducted, which consists of a criminal and driver's history check.
- C. Part-time or reserve officers are required to perform the same duties and accept the same responsibilities and hazards as full-time officers. Therefore the criteria used for selection of applicants will be substantially similar to those of full-time officers.
- D. Some of the selection criteria considered will include, but is not limited to:
1. Formal Education;
 2. Prior Law Enforcement Experience;
 3. Military Experience;
 4. Medical Training;



Carrboro Police Department



Subject: Chapter 30: RESERVE AND PART-TIME OFFICERS		Number: IV. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 3 of 7

- 5. Second Language; and
 - 6. Physical and Mental fitness and the ability to possess fitness attributes necessary to perform required functions.
- E. Once the aforementioned criteria are met, the following shall take place once the Reserve/Part-Time Officer is appointed upon recommendation by the Chief of Police:
- 1. Will swear to the oath of office; and
 - 2. Must successfully complete the field training program as described in the Carrboro Police Department Policy Manual in Chapter 5, in conjunction with a twelve (12) month probationary period.
 - 3. Retired Carrboro Officers may not be required to complete the Field Training Program. This will be determined on a case-by-case basis, depending on their current abilities and previous training. This will be determined by the Patrol Division Commander and approved by the Chief of Police.

IV. GENERAL RESPONSIBILITIES AND PROCEDURES

- A. Reserve and Part-Time Officers are expected to effectively perform any and all duties of a full-time officer when appropriately assigned and on-duty. The aforementioned duties include but are not limited to:
- 1. Aid or direct traffic in the municipality;
 - 2. Aid in control of natural or man-made disasters;
 - 3. Aid in any civil disorder;
 - 4. Motor vehicle crashes;
 - 5. Domestic Disturbances;



Carrboro Police Department



Subject: Chapter 30: RESERVE AND PART-TIME OFFICERS		Number: IV. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 4 of 7

- 6. Responding to business alarms; and
 - 7. Perform any and all police duties when assigned by the Chief of Police, or his designee.
- B. Part-time / Reserve officers when performing patrol duties will ride and work in the presence of and supervised at all times by a full-time sworn officer of this agency. However, the Chief of Police may authorize well qualified part-time / reservists to act as an independent patrol unit.
- C. Part-time / Reserve officers will at all times during the performance of their duties be subject to the direction of the Chief of Police or his/her designee.
- D. Issuance of uniforms and equipment to part-time / reserve police officers will be done in the same manner as for full-time officers. However, due to limited quantity of handguns and radios, part-time reserve officers will be issued part-time radios and reserve officers will not be issued radios or department owned guns.
- 1. The uniform will be worn as prescribed by departmental orders.
 - 2. The uniform will be worn only while the officer is traveling to and from work and while on duty, unless otherwise authorized by the Chief of Police or his designee.
- E. Training
- 1. Part-time and Reserve officers must participate in all department in-service training.
 - 2. Part-time and Reserve officers must attend state mandated courses during each calendar year.
 - 3. The required in-service training topics will be established by the Education and Training Committee of the Commission based on current law enforcement needs and trends.
 - 4. Any Part-time or Reserve Officer that does not complete the above required training during each year will not be re-certified by the Criminal



Carrboro Police Department

Subject: Chapter 30: RESERVE AND PART-TIME OFFICERS		Number: IV. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 5 of 7

Justice and Standards Division.

F. Liability Protection and Workman’s Comp

1. Part-time and Reserve police officers are indemnified with the same public liability protections as that of full-time Carrboro Police Officers
2. Duly appointed police reserves or part-time police, while training and while performing duties on behalf of the city incidental to their appointment, shall be entitled to workmen's compensation benefits to the same extent as regular city employees; which benefits shall be determined in accordance with section 97-2 of the General Statutes of North Carolina.

G. Compensation

Part-time policemen shall be, and reserve shall not be, entitled to remuneration for their services unless called into active duty because of an emergency, in which event they may receive such compensation for their services as shall be fixed by the Town Council. Part-time and reserve policemen shall not be entitled to any benefits of compensation other than those provided by or pursuant to TownCode; however, that this section shall not in any manner affect the rights of any person to benefits provided by the State or by act of Congress for civilian defense workers or auxiliary policemen.

H. Violations of Departmental Rules and Compliance of Rules and Regulations

1. Members of the Carrboro Police Part-time and Reserves shall obey all departmental rules, policies and provisions of the department’s operations manual and the Town’s Employee Handbook. No officer shall fail to report to his/her immediate supervisor any violation of the departmental rules, policies or provisions. The immediate supervisor for the Part-time or Reserve Officer shall be the supervisor of the shift on which he/she is working when the violation occurs.
2. Failure to comply with any of the rules and regulations and general orders of the Carrboro Police Department as stated in the Carrboro Police Department’s Operations Manual for regular officers, Part-time officers, and reserve officers shall be a violation.



Carrboro Police Department



Subject: Chapter 30: RESERVE AND PART-TIME OFFICERS		Number: IV. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 6 of 7

3. Members in violation shall be subject to the same disciplinary actions of those of Regular Officers.

- I. Full Police Powers

Full police power shall be granted to each member, only while signed in on the part-time / reserve roster and on duty. When reporting for duty, members report directly to the station and contact the on-duty supervisor for their assignment.

- J. Firearms

1. The Carrboro Police Department will maintain uniformity in the weapons used by Part-time and Reserve officers.
2. All Part-time and Reserve officers of the Police Department shall be issued copies of and receive instruction on the Department's policy regarding use of deadly force before being issued a firearm.
3. All Part-time and Reserve officers shall demonstrate proficiency with a firearm before being authorized to carry the firearm.
4. Part-time and Reserve officers shall qualify at least once each year.
5. Part-time and Reserve officers shall qualify with a score of 70% or better, which meets the established standard set by the North Carolina Criminal Justice Education and Training and Standards Commission.
6. Any Part-time or Reserve officer failing to qualify in three (3) attempts on their qualification date will have their authorization to carry a firearm revoked.
7. A Part-time or Reserve officer failing to qualify will relinquish their weapon, if issued by the department, to the range officer before leaving the range. Authorization will be reinstated upon receiving remedial training and attainment of a qualifying score.
8. Part-time and Reserve officers will carry a firearm only with the express



Carrboro Police Department



Subject: Chapter 30: RESERVE AND PART-TIME OFFICERS		Number: IV. Subsections
Issued: 07-02-18	Revised: N/A	Pages: 7 of 7

consent of the Chief of Police and then only when in the prescribed uniform of the day, on duty and in the performance of their police duties.

K. Identification Cards

1. Part-time and Reserve Officers will be issued an identification card. The card will identify them as members of the police department.
2. Part-time and Reserve Officers shall not use their official position, official identification cards or badges:
 - a. For personal or financial gain;
 - b. For obtaining privileges not otherwise available to them except in the performance of duty; or
 - c. For avoiding consequences of illegal acts.
3. Members shall not lend to another person their identification cards or badges or permit them to be photographed or reproduced without the approval of the Chief of Police.
4. Members shall not authorize the use of their names, photographs, or official titles that identify them as members, in connection with testimonials or advertisements of any commodity or commercial enterprise, without the approval of the Chief of Police.