

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 16	Allocation and Distribution of Personnel And Personnel Alternatives	
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The Greenville Police Department shall deploy personnel in a manner that aids in the provision of efficient and effective services. The deployment of Greenville Police Department personnel shall be consistent with service demands as determined by the workload assessments and other methods of determining personnel allocation and distribution.

16.1.1 POSITION MANAGEMENT SYSTEM

CALEA Standard 16.1.1

The Greenville Police Department's position management system shall be maintained as authorized by City Council through the Office of the Chief of Police. The position management system shall be utilized to ensure that positions are filled in accordance with the Department's budget authorizations.

The position management system shall provide information for the following:

- The number and type of each position authorized in the Greenville Police Department budget
- The location of each authorized position within the Greenville Police Department's organizational structure
- Position status information, whether filled or vacant, for each authorized position

The Personnel/Recruiting Officer shall maintain updated data relative to the information contained in the position management system and shall advise the Chief of Police as to the accounting and status of authorized positions within the Department. Accurate data relative to the status of authorized positions within the Department shall facilitate recruitment and selection, allow for accurate decisions in filling vacant positions through transfers and promotions, and enhance career development activities.

16.1.2 PERSONNEL ALLOCATIONS TO ORGANIZATIONAL COMPONENTS

CALEA Standard 16.1.2

To provide for the most efficient and effective use of personnel resources, the Greenville Police Department shall strive to staff each organizational component consistent with the component's workload.

The Greenville Police Department shall attempt to prevent over or under staffing by ensuring that the personnel strength of an organizational component is consistent with workload demands.

Factors influencing workload demands include:

- Number of tasks and their complexity
- Location
- Time required for completion

Through the Office of the Deputy Chief a documented workload assessment shall be completed at least every three years. Each Bureau Commander shall be responsible for submission of a workload assessment for their respective Bureau to the Office of the Deputy Chief. The workload assessment shall specify incidents and factors used in making each workload assessment including any time and location factors necessary to complete a task. The workload assessment shall include an outline of any calculations required and source documents, personnel, and/or equipment necessary to accomplish the task.

Procedures used for Allocating and Distributing Field Operations Bureau Personnel

The Greenville Police Department's service area is divided into three primary response zones. The zones are identified as South, West, and East Zones and are monitored for volume of calls for service. Each zone represents a percentage of the total calls for service received by the Greenville Police Department. The boundaries of a zone are defined in a manner that allows for equitable distribution of calls for service and for call assignment to be based on proximity.

The allocation process aids the agency in determining the overall number of personnel required to meet the Department's needs and objectives. Personnel allocated to each organizational component shall be distributed and deployed in a manner consistent with workload demands and/or assessments.

16.2.1 SPECIALIZED ASSIGNMENTS

CALEA Standard 16.2.1

Assignments within the Police Department in which the responsibilities entailed vary from the scope of basic police duties normally assigned to a given rank shall be considered as specialized assignments. Such assignments are often characteristics by increased levels of responsibility and specialized training. Such assignments shall be within a given pay/position classification and are not identified as positions requiring increased monetary compensation. Such assignments include but are not limited to:

- Traffic Safety Unit
- Center City Unit
- Violent Crime Reduction Unit
- DEA-Task Force Officer
- Housing Authority
- Gang Unit

To avoid overspecialization and ensure the continued effective operation of agency specialization, the Deputy Chief and the appropriate Bureau Commander shall review each specialized assignment at least annually to determine whether the assignment should be continued.

The review shall include at a minimum:

- Identification of the specialized assignment and its purpose
- The evaluation of the initial problem or condition that required the implementation of the specialized assignment

16.2.2 CRITERIA FOR SPECIALIZED ASSIGNMENTS

CALEA Standard 16.2.2

Unless operational security requires otherwise, openings for positions in special assignments shall be advertised within the Greenville Police Department by written announcement and the vacancies for specialized assignments shall be filled through a selection process.

Criteria for selection to specialized assignments within a given position classification shall be noted in the written announcement and shall include at a minimum:

- Special skills, knowledge, or abilities required for the assignment
- Formal education requirements, if any
- Length of experience or service, if any

All responses to an announcement for an opening in a specialized assignment that meet the minimum requirements listed shall be considered. A review process, approved by the Chief of Police, shall evaluate the qualifying candidates through personal interviews. Those assigned to conduct the review process shall make recommendations through the chain of command to the Chief of Police. The Chief of Police shall make the final selection.

Training required to enhance the skills, knowledge, and abilities of individuals deployed in specialized positions shall be provided as needed and available in accordance with Greenville Police Department's Policy and Procedures Manual Chapter 33. Such training may address supervisory, management, and executive development, or it may include technical or job-specific training.

Selection, redeployment, or reassignment of personnel may be done at any time under the authority of the Chief of Police as necessary to maintain operational effectiveness.

16.2.3 TEMPORARY ASSIGNMENTS

CALEA Standard 16.2.3

Temporary assignments within the Department are not routinely available. However, if a specific need is identified or a temporary position becomes available then personnel selected shall be at the direction of the Chief of Police. Personnel shall be selected based on specific skills, knowledge, and abilities that are pertinent to the position. The duration of a temporary assignment may vary and is subject to modification. Assignment will be finalized through written document.

16.3.1 RESERVE OFFICER PROGRAM

CALEA Standard 16.3.1 – 16.3.9, 35.1.2, 35.1.3

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 Special Operations Division Lieutenant 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 Special Operations Division Lieutenant shall also be responsible for completing Reserve Officer's performance evaluations.

Recruitment and Selection

Recruitment and selection of Reserve Officers will be done on an "as needed" and "as available" basis. 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.

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 with 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.

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.

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 Special Operations Division Lieutenant 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 Special Operations Division 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.

16.3.2 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.

16.4.1 POLICE AUXILIARY PROGRAM**CALEA Standard 16.4.1**

The Greenville Police Department may use civilian auxiliary personnel to perform some voluntary clerical or community service functions.

Greenville Police Department auxiliary personnel are non-compensated personnel and may include:

- Community Volunteers
- Student Interns

Greenville Police Department auxiliary personnel are non-sworn personnel and shall not be assigned or otherwise perform duties requiring sworn police officer status or that require testimony in court.

Duties performed by Greenville Police Department auxiliary personnel may include:

- Data entry
- Clerical duties
- Community relations activities
- Other duties as approved by the Chief of Police

16.4.2 AUXILIARY TRAINING**CALEA Standard 16.4.2**

Greenville Police Department auxiliary personnel shall receive appropriate training prior to performing designated duties.

16.4.3 AUXILIARY PERSONNEL UNIFORMS**CALEA Standard 16.4.3**

Auxiliary personnel shall wear appropriate civilian attire or Department approved auxiliary clothing while assisting the Greenville Police Department.

16.5.1 INTERN PROGRAM

The Greenville Police Department recognizes the need to meet student interest in the law enforcement profession and has established a student intern program.

The Deputy Chief or his designee places college students who are recommended for an internship by their college or university in a division or unit within the department that is relative to their field of study.