

## **22-001: CADRE OF ADMINISTRATIVE RESERVE PERSONNEL PROGRAM (CARP)**

### **PURPOSE**

The purpose of this Station Unit Order is to establish unit-level guidelines when working a vacant, fixed patrol assignment as a CARP assignment. It is imperative the city of Compton and the county areas we service, receives the patrol services they have contracted.

### **SCOPE**

This Unit Order applies to all Compton Station personnel assigned to CARP and work a contracted field service unit in lieu of their normal administrative duties. CARPs are utilized as a personnel management tool to mitigate staffing shortages and/or overtime expenses caused by personnel shortages and impairments.

The procedures contained in this order are supplementary and subordinate to those contained within the Department's Manual of Policy and Procedures (MPP) 3-02/290.05, General guidelines; MPP 5-09/520.20, Logging Public Contacts; MPP 5-09/520.25, Logging Field Activities and FOD 00-004, Deputy Daily Worksheet and Logging Public Contacts.

### **ORDER**

#### **FIELD PERSONNEL RESPONSIBILITIES:**

Personnel assigned to CARP as a patrol field unit shall attend the shift briefing and be available to respond to calls for service, as well as actively performing regular patrol duties. Although the Department member working the CARP is not regularly assigned to patrol (crime/traffic car), it is required that they perform the duties of a patrol unit for that shift. They are expected to be in the field as a deterrent to crime, and to readily assist the public and other Compton Station patrol units, as needed.

CARP personnel shall be in full uniform and deploy with all required equipment. CARP personnel shall log on to their Mobile Digital Computer (MDC) immediately upon the beginning their shift and shall stay logged on until the end of their patrol shift.

The method for a Department member to properly document their patrol service is to diligently log their various activities throughout their shift on the Deputy Daily Worksheet (DDWS) via the MDC within their patrol vehicle. Creating tags for the different areas patrolled and different activities performed enhances accountability. Personnel are responsible for creating and maintaining proper unit log activity consistent with Department policy.

SUPERVISOR RESPONSIBILITIES:

The watch commander and/or watch sergeant are responsible for reviewing the in-service for their shift. They shall check to see if anyone working that shift was a CARP. If a unit was identified as a CARP, that unit's DDWS shall be checked to ensure patrol related activities (calls received, observations created, mileage driven, etc.) were performed. If it appears further documentation is required for the CARP shift, the watch sergeant shall email the Department member advising correction, or further documentation, is required for their DDWS.

If any irregularities are identified by a reviewing supervisor beyond standard/common mistakes, the supervisor shall forward the concerns to the Training & Scheduling sergeant.

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