

	<b>PALACIOS POLICE DEPARTMENT</b>	
	<b>Policy 4.8 Part-Time Officer Program</b>	
	<b>Effective Date: 1/04/2021</b>	<b>Replaces: 02/07/2006</b>
	<b>Approved:</b>  <b>Milton Rivera, Chief of Police</b>	
	<b>Reference: TBP 3.07 and 7.27</b>	

## I. POLICY

It is the policy of the Palacios Police Department to maintain the highest standards of professional law enforcement services. Part-time police officers must meet the same standards as other members of the organization. Part-time police officers should fulfill two primary functions. First, Part-time officers serve as auxiliary manpower in situations as needed. Second, they provide an additional interactive link between the community and the police department. Part-time officers are subject to all the applicable rules and regulations that govern regular sworn personnel.

## II. PURPOSE

The purpose of this order is to describe the Police Part-time Unit, and outline its objectives, responsibilities, and operation.

## III. PART-TIME PROGRAM (TBP: 7.27)

### A. Requirements and certification

1. Requirements for age, education, and experience are the same as that for regular sworn personnel.
2. Applicants must meet all minimum requirements set forth by the Texas Commission on Law Enforcement Officer Standards and Education (TCLOE).
3. The selection process for Part-time officer applicants is the same as for regular officers outlined in Policy 4.1 and 4.2.

### B. Certification and Part-time officer levels

1. Apprentice Part-time Officers. Active Part-time police officers who have obtained required peace officer training but have not completed field training.

2. Part-time Officer. Active Part-time officers who have successfully completed basic peace officer certification, have completed field training, and hold basic peace office license.
  - a. Part-time officers will be assigned their duties on the Part-time schedule by the Patrol Sergeant.
  - b. Part-time officers shall report to the supervisor or ranking officer for assignment duties and/or training.
  - c. The on-duty patrol supervisor may, at his/her discretion, reassign the officer when personnel are required to assist in other areas.
3. "Inactive Part-time status" refers to Part-time police officers who are no longer able to serve at the minimum required level. Inactive status may be temporary or permanent at the discretion of the Part-time commander as approved by the Chief of Police.

#### C. Training and Performance Standards

1. Part-time police officers serve at the discretion of the Chief of Police and may be called into service at any time the chief or his designee considers it necessary to have additional officers.
2. Part-time police officers shall be considered "on duty" when they are
  - a. performing "assigned duty"
  - b. representing or identifying himself/herself as a peace officer for the purpose of taking enforcement action or discharging legal duties.
3. All Part-time police officers must serve a minimum of 16 hours of duty per calendar month. Officers who are unable to meet this requirement must submit a written request through the chain of command to the Chief of Police for an approved leave of absence.
4. Depending on the level of training and experience, Part-time officers may perform the same duties as other full-time, sworn personnel or be assigned to work with a regular officer.
5. All Part-time police officers are subject to the same rules, regulations, and orders as regular sworn personnel.
6. All active Part-time police officers must successfully complete the police training officer program under the supervision and evaluation of a departmentally approved field training officer. Upon the successful completion of training, Part-time officers will assume duties as designated by the Patrol Sergeant.
7. For training and evaluation purposes, all active Part-time officers will work one tour of duty with a field training officer within the first six months of each calendar year.
8. All Part-time officers will be required to attend periodic department in-service training to complete the following:
  - a. The same training as required of regular sworn officers including courses mandated by TCOLE for certification requirements; (TBP: 3.07)

- b. All departmentally required qualifications on firearms, the baton, and any other equipment deemed necessary.
9. Part-time officers will only carry a weapon when on-duty or performing assigned duties.

#### D. Chain-of-Command and Operations

1. The Part-time unit functions as a unit of the patrol bureau and reports to the supervisor of the patrol division.

#### E. Organizational Function

1. The primary function of Part-time police officers will be to supplement patrol operations personnel.
2. Additionally, Part-time officers will be on call for assistance in emergency situations such as disasters, riots, etc., and to provide additional manpower for special enforcement assignments.
3. All Part-time police officer assignments will be coordinated through the supervisor of the patrol division.
4. Part-time officers may, at the discretion of the Chief of Police, be assigned to other functions within the department depending on the skills and experience of everyone.
5. Part-time Officers are permitted to carry weapons off-duty. The weapon must be concealed, and the officer must carry the Department issued identification.
6. Part-time officers may not work any police related off-duty employment.