



POLICY & PROCEDURE

ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **PART TIME OFFICERS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statute: 165.85(4)(b)(1)

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INDEX AS: Part Time Officers
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PURPOSE: The purpose of this Policy & Procedure is to establish, describe, and provide guidelines for the Elkhart Lake Police Department's part-time Patrol Officer program.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PART TIME PATROL OFFICER PROGRAM
- IV. SELECTION PROCESSES FOR PART TIME OFFICERS
- V. PART TIME OFFICER RECRUIT/FIELD TRAINING
- VI. UNIFORMS AND EQUIPMENT REQUIREMENT
- VII. IN-SERVICE TRAINING
- VIII. USE OF FORCE AND FIREARMS TRAINING

IX. PROFESSIONAL LIABILITY PROTECTION

I. POLICY

- A. It is the policy of the Elkhart Lake Police Department to employ part-time patrol officers, to supplement the patrol schedule for vacancies resulting from temporary assignments, leaves and other staffing priorities of the full-time patrol staff.
- B. Part time officers have limited benefits and standing as outlined in the employee handbook with the Village of Elkhart Lake.

II. DEFINITIONS

- A. Regular Part time Officer: For purposes of this policy, a regular part time officer is an employee who has worked at least 624 working hours and less than 1560 working hours within the preceding year and is certified, or enrolled in a program leading to certification, and has obtained an appropriate associate degree when required by law.
- B. Casual Part time Officer: For purposes of this policy, a casual part time officer is those hired for non-full time employment. Such terms of employment may or may not be for the entire (12) twelve months in a given year. However, the number of hours worked by a casual officer shall total less than 624 hours in a one year period.

III. PART TIME PATROL OFFICER PROGRAM

- A. Authority: Part-time officers have the same power of arrest, authority, and responsibility as a full-time officer; and are subject to the same rules, regulations, policies, and procedures. Additionally, each part-time officer executes an Oath of Office upon appointment and prior to exercising law enforcement authority.
 - 1. Part time officers are not authorized to carry off duty weapons as a member of the Elkhart Lake Police Department without written approval from the Chief of Police.
- B. Scheduling: Part-time officers make up a "pool" of officers that are available to voluntarily sign up to cover vacancies posted on the patrol schedule. Absent unusual or exigent circumstances or lack of opportunities, part-time officers are generally required to work at least, one eight hour patrol shift, in each 30 day period from May-September.

Those part-time officers who fail to meet this requirement may be inactivated and/or removed from the department roster and/or may be required to participate in a re-orientation or remedial training with a ranking and/or training officer. Once the remedial training or re-orientation is completed, the officer is eligible to be

placed back on an available roster for the patrol schedule.

Open shifts will generally be shared or offered equally amongst all part time officers. However, regular part time officers will be offered open shifts before casual officers.

Once an open shift has been selected by a part time officer, it is his/her responsibility to fill the said shift. If an emergency or unforeseen situation arises where the shift cannot be filled by the part time officer, the part time officer has the responsibility to find a replacement.

- C. Function: Part-time officers provide the same level of police service required of a full-time officer; that is, the day-to-day delivery of police services including emergency and non-emergency situations. To the extent possible, part-time officers are not be required to complete on-going and follow-up investigations.
- D. Due to the limited hours of work for part time officers, it is absolutely critical that all reports, paperwork, follow up, responsibilities, etc., related to the part time officers tour are done on a timely manner.

Appropriate briefings are required between the part time officer and his/her relief. All pending cases, follow up, etc., that originate on the part time officers tour, are to be forwarded to the part time officers full time relief officer. The full time officer shall assume the case, and be considered the "case officer" until the case is reviewed and potentially reassigned by a supervisor. This transition is very important.

- E. Probationary period: Part time officers shall be considered probationary for all hours worked in such status and as such may be dropped from the work schedule without recourse.

IV. SELECTION PROCESSES FOR PART TIME OFFICERS

- A. Criteria for Selection: The selection criteria applicable for full-time officers shall equally apply to part-time officers. Village of Elkhart Lake Policy and Procedure 3.01 establish the criteria for the selection of a patrol officer. Generally, this includes, but is not limited to, the following:
 - 1. United states citizen;
 - 2. 18 years of age;
 - 3. High school graduate or equivalent;
 - 4. Possess or be eligible for a Wisconsin driver's license;
 - 5. Binocular vision in each eye, correctable to 20/20;
 - 6. No color blindness;
 - 7. No criminal record relating to police work;
 - 8. Good physical and mental health;
 - 9. 60 college credits.
- B. Process for Selection: The selection process applicable for full-time officers shall equally apply to part-time officers. The process for selection is determined by the

Elkhart Lake Protections of Persons and Property Committee.

Generally, the following components establish the selection process for part-time and temporary patrol officers:

1. Application for employment;
2. Written examinations;
3. Oral interviews;
4. Drug testing;
5. Strength and agility testing;
6. Medical examination;
7. Character and background investigation; and
8. Psychological examination.

V. PART TIME OFFICER RECRUIT/FIELD TRAINING

- A. Recruit Training Required: Part-time officers are required to complete a recruit training academy or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to any routine assignment in any capacity which allows carrying a weapon or in a position to make an arrest, except as a part of the Department field training process.

In Wisconsin, under the administrative rules of the Wisconsin Law Enforcement Standards Board, there is no distinction between full-time and part-time law enforcement officer certification.

- B. Field Training: All Part time officers shall be trained pursuant to Policy & Procedures 12.02 & 12.03. The exemption being that those part-time officers employed, or previously employed, by another law enforcement agency will have their field training modified to account for their experience.

VI. UNIFORMS AND EQUIPMENT REQUIREMENT

- A. Uniforms: All part-time officers are issued their initial issue of uniforms which are identical to those of full-time officers.

- B. Equipment: All part-time officers are required to use the Department issued SW M and P .40, or furnish their own service weapon, nylon belt and associated equipment, and footgear. Specific regulations are outlined in Policy & Procedure 1.03 Code of Conduct: Sworn Personnel. If the Department has surplus equipment, it may be issued to a part time officer.

VII. IN-SERVICE TRAINING

- A. It is the intent of this policy to recognize the in-service training that a part-time officer receives from his/her full-time law enforcement employer, as satisfying the requirements of this policy.

The training supervisor will verify and document annually, each part-time officer's full-time in-service training; including course outline or lesson plan.

If the training received falls short of the requirements of Policy & Procedure 12.02: Employee Training, the Chief will schedule training as necessary to meet the Department's requirements.

- B. Any part-time officer not employed by another law enforcement agency will receive the same in-service training as a full-time officer of this Department.

VIII. USE OF FORCE AND FIREARMS TRAINING

- A. Use of Force Training: Pursuant to Policy & Procedures: Chapter 5 all part-time officers must receive the same training in the Department's use of force policies, as required of full-time officers.
- B. Firearms Proficiency: Pursuant to Policy & Procedure 12.01: Firearms and Ammunition, all part-time officers must demonstrate their proficiency, and qualify with all approved weapons, as required of full-time officers.

IX. PROFESSIONAL LIABILITY PROTECTION

- A. Liability Insurance Protection: All part-time officers are covered by the Village's police professional liability insurance coverage, the same coverage as for full-time officers.

Michael Meeusen
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/01/2015