

## Part-Time Officers

### 326.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy establishes the guidelines for Weatherford Police Department paid part-time reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide professional and special functions and part-time services that can augment regular staffing levels.

#### 326.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

**Paid part-time officer-** A person who has been elected, employed or appointed as peace officer, as defined by Tex. Code of Crim. Pro. art. 2.12, and who is assigned to work less than 32 hours per week, is compensated at least at the federal minimum wage.

### 326.2 POLICY

Best Practice TPCA-2022 - 1.09

The Weatherford Police Department shall ensure that part-time officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

### 326.3 RECRUITMENT AND SELECTION

Best Practice TPCA-2022 - 1.09

The Weatherford Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular full-time police officers before appointment.

#### 326.3.1 APPOINTMENT

State

Applicants who are selected for appointment as part-time officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Part-time officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Part-time officers shall have no property interest in continued appointment. However, if a part-time officer is removed for alleged misconduct, the part-time officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

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#### 326.4 IDENTIFICATION AND UNIFORMS

Best Practice TPCA-2022 - 2.13

Part-time officers will be issued Weatherford Police Department uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular full-time police officers. The identification cards will be the standard Weatherford Police Department identification cards, with the exception that "Part-time" will be indicated on the cards (see the Badges, Patches and Identification Policy).

#### 326.5 AUTHORITY

State MODIFIED

Part-time officers shall perform law enforcement officer duties within the scope of their approved training. Part-time officers:

- (a) Perform law enforcement functions and have the authority to arrest on behalf of this department (see the Law Enforcement Authority Policy).

#### 326.6 COMPENSATION

State

Compensation for part-time officers is provided as follows:

- (a) Part-time officers shall work as per agreement with the City of Weatherford or the Chief of Police.
- (b) Part-time officers are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to part-time officers shall be returned to this department upon termination or resignation.

#### 326.7 PERSONNEL WORKING AS PART-TIME

Federal

Qualified regular department personnel, when authorized, may also serve as part-time officers. However, this department shall not utilize the services of part-time officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a part-time officer for reduced pay or no pay). Therefore, the part-time officer coordinator should consult with the Department of Human Resources prior to allowing regular department personnel to serve in a part-time officer capacity (29 CFR 553.30).

#### 326.8 COMPLIANCE

Best Practice

Part-time officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each part-time officer upon appointment. The officers shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a part-time officer, unless by its nature it is inapplicable.

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Part-time officers are required by this department to meet department-approved training requirements.

All part-time officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the part-time officer coordinator.

### **326.9 FIREARMS**

#### **Best Practice**

Part-time officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as part-time officers on behalf of the Weatherford Police Department.

Part-time officers will be issued duty firearms as specified in the Firearms Policy. Any part-time officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Part-time officers are required to maintain proficiency with firearms used during their assignments. Part-time officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

#### **326.9.1 FIREARMS OFF-DUTY**

#### **State**

A part-time officer shall not carry a firearm while in an off-duty capacity, other than to and from work, unless they possess a valid license to carry issued by the Texas Department of Public Safety or is otherwise authorized under state law.

An instance may arise where a part-time officer is assigned to a plainclothes detail for their assigned tour of duty. Under these circumstances, the part-time officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any part-time officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy.

Before being allowed to carry any optional firearm during an assigned tour of duty, the part-time officer shall demonstrate their proficiency with the weapon.

### **326.10 PART-TIME OFFICER COORDINATOR**

#### **Best Practice** **MODIFIED**

The Chief of Police shall delegate certain responsibilities to a part-time officer coordinator.

The part-time officer coordinator may appoint a senior part-time member or other designee to assist in the coordination of part-time officers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

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- (a) Assigning part-time officers.
- (b) Conducting part-time officer meetings.
- (c) Establishing and maintaining a part-time officer callout roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring the field training progress of part-time officers.
- (f) Monitoring individual part-time officer performance.
- (g) Monitoring overall part-time officer activities.
- (h) Maintaining a liaison with other agency part-time officer coordinators.

#### 326.11 FIELD TRAINING

State TPCA-2022 - 3.12 (e)

All part-time officers shall complete the same department-specified field training as regular full-time police officers, as described in the Field Training Policy.

#### 326.12 SUPERVISION

Best Practice MODIFIED

Part-time officers may perform the same duties as regular full-time officers of this department. Part-time officers should not supervise a regular full-time officer.

##### 326.12.1 EVALUATIONS

Best Practice

While in training, part-time officers should be continuously evaluated using standardized daily and weekly observation reports. The part-time officer will be considered a trainee until he/she has satisfactorily completed training. Part-time officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time officer.

##### 326.12.2 INVESTIGATIONS AND COMPLAINTS

Best Practice

If a part-time officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

#### 326.13 TRAINING

Agency Content

The Reserves Supervisor will ensure that reserve officers are provided with a continuing education program at least once every 48-month training cycle as required by Texas Commission on Law Enforcement (TCOLE) (37 Tex. Admin. Code § 218.3).