

Part-Time Officers

314.1 PURPOSE AND SCOPE

The Alsip Police Department Part-Time Unit was established to supplement and assist regular sworn police officers in their duties. This unit provides professional, sworn part-time officers who can augment regular staffing levels.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Part time police officer - An officer who has completed the probationary period and is employed on a part-time basis as a law enforcement officer or as a campus policeman by a law enforcement agency (50 ILCS 705/2).

314.2 SELECTION AND APPOINTMENT OF POLICE PART-TIME OFFICERS

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

A person hired to serve as a part-time officer must obtain from the Illinois Law Enforcement Training Standards Board (ILETSB) a certificate attesting to their successful completion of the part-time training course; attesting to their satisfactory completion of a training program of similar content and number of hours that has been found acceptable by ILETSB under the provisions of the Illinois Police Training Act; or a training waiver attesting to ILETSB's determination that the part-time training course is unnecessary because of the person's prior law enforcement experience (50 ILCS 705/8.2).

- (a) A person hired must obtain this certificate within 18 months after the initial date of hire as a probationary part-time police officer and may work as a part-time officer for 18 months after being appointed. To work and carry a weapon during the 18-month compliance period, the officer must have first complied with the 40 Hour Mandatory Firearms Act (50 ILCS 710/2).
- (b) The probationary part-time police officer must be enrolled and accepted into an ILETSB-approved course within six months after active employment. Compliance can be achieved in one of three ways. The officer must do one of the following:
 1. Complete an in-state full-time Basic Law Enforcement Training Course
 2. Complete an in-state part-time academy
 3. Attend an out-of-state Basic Law Enforcement Training Course and receive a waiver from the ILETSB of the training requirement
- (c) The [department/office] may seek a waiver from the ILETSB extending the period for compliance, and if issued, the probationary part-time officer may not perform the duties of a part-time officer during the waiver period. If training is required and not completed within the applicable time period, as extended by a waiver, the officer must forfeit their

Alsip Police Department

Policy Manual

Part-Time Officers

position. If the [department/office] does not seek or obtain a waiver of the training on the officer's behalf and chooses to enroll the officer in the part-time academy, the officer must be enrolled in the part-time academy within six months of the initial date of hire.

314.2.1 APPOINTMENT

Applicants who are selected for appointment to the Police Part-Time Unit shall, after meeting the requirements set forth above in this policy, and on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

314.2.2 COMPENSATION FOR POLICE PART-TIME OFFICERS

Compensation for part-time officers is provided as follows:

Part-time officer appointees shall be compensated as prescribed in the ordinances of the Village of Alsip. Part-time officer appointees are issued uniforms and all designated attire and safety equipment. All property issued to the part-time officer shall be returned to the Department upon termination or resignation.

314.2.3 EMPLOYEES WORKING AS PART-TIME OFFICERS

Qualified employees of this department, when authorized, may also serve as part-time officers. However, the Department must not utilize the services of a part-time officer 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 or no pay). Therefore, the Patrol Supervisor should consult the Department of Human Resources prior to an employee serving in a part-time officer capacity (29 CFR 553.30).

314.3 DUTIES OF PART-TIME POLICE

Part-time officers assist full time officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of part-time officers will usually be to augment the Patrol Division. Part-time officers may be assigned to other areas within the Department as needed. A part-time officer may not exceed 1,560 hours of work accumulated from all part-time peace officer positions in any 12-month period (20 Ill. Adm. Code 1770.102).

314.3.1 POLICY COMPLIANCE

Police part-time officers shall be required to adhere to all departmental policies and procedures. A copy of the policies and procedures will be made available to each part-time officer upon appointment and he/she shall become thoroughly familiar with these policies.

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

314.3.2 PART-TIME OFFICER ASSIGNMENTS

All part-time officers will be assigned to duties by the Part-Time Coordinator or his/her designee.

Alsip Police Department

Policy Manual

Part-Time Officers

314.3.3 PART-TIME COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Part-Time Officer Program to a Part-Time Coordinator.

The Part-Time Coordinator shall have the responsibility of, but not be limited to:

- (a) Assignment of part-time personnel.
- (b) Conducting part-time meetings.
- (c) Establishing and maintaining a part-time call-out roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring individual part-time officer performance.
- (f) Monitoring overall Part-Time Program.
- (g) Maintaining a relationship with other agency Part-Time Coordinators.

314.4 FIELD TRAINING

Field training is intended to provide the necessary and mandated instruction and practice for part-time officers to properly and safely perform their assigned duties.

314.4.1 TRAINING OFFICERS

Officers of this department, who demonstrate a desire and ability to train part-time officers, may train the part-time officers, subject to Patrol Sergeant approval.

314.4.2 PRIMARY TRAINING OFFICER

Upon completion of the Academy, part-time officers will be assigned to a primary training officer. The primary training officer will be selected by members of the Field Training Officer (FTO) Committee. The part-time officer will be assigned to work with his/her primary training officer during the first 160 hours of training. This time shall be known as the Primary Training Phase.

314.4.3 FIELD TRAINING MANUAL

Each new part-time officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Alsip Police Department. The part-time officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

314.4.4 COMPLETION OF THE PRIMARY TRAINING PHASE

At the completion of the Primary Training Phase, (Phase I) the primary training officer will meet with the Part-Time Coordinator. The purpose of this meeting is to discuss the progress of the part-time officer in training.

If the part-time officer has progressed satisfactorily, he/she will then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Part-Time Coordinator will determine the appropriate action to be taken.

Part-Time Officers

314.4.5 SECONDARY TRAINING PHASE

The Secondary Training Phase (Phase II) shall consist of 100 hours of additional on-duty training. The part-time officer will no longer be required to ride with his/her primary training officer. The part-time officer may now ride with any officer designated by the Patrol Sergeant.

During Phase II of training, as with Phase I, the part-time officer's performance will be closely monitored. In addition, rapid progress should continue towards the completion of the Officer's Field Training Manual. At the completion of Phase II of training, the part-time officer will return to his/her primary training officer for Phase III of the training.

314.4.6 THIRD TRAINING PHASE

Phase III of training shall consist of 24 hours of additional on-duty training. For this training phase, the part-time officer will return to his/her original primary training officer. During this phase, the training officer will evaluate the part-time officer for suitability to graduate from the formal training program.

At the completion of Phase III training, the primary training officer will meet with the Part-Time Coordinator. Based upon the part-time officer's evaluations, plus input from the primary training officer, the Part-Time Coordinator shall decide if the part-time officer has satisfactorily completed his/her formal training. If the part-time officer has progressed satisfactorily, he/she will then graduate from the formal training process. If his/her progress is not satisfactory, the Part-Time Coordinator will decide upon the appropriate action to be taken.

314.4.7 COMPLETION OF THE FORMAL TRAINING PROCESS

When a part-time officer has satisfactorily completed all three phases of formal training, he/she will have had a minimum of 284 hours of on-duty training. He/she will no longer be required to ride with a part-time training officer. The part-time officer may now be assigned to ride with any officer for the remaining 200 hours for a total of 484 hours before being considered for relief of immediate supervision.

314.5 SUPERVISION OF PART-TIME OFFICERS

All part-time officers shall be under the supervision of a supervisor or an officer in charge. Part-time officers should not supervise a full-time officer.

314.5.1 IDENTIFICATION OF PART-TIME OFFICERS

All part-time officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card with the exception that "Part-Time" will be indicated on the card.

314.5.2 UNIFORM

Part-time officers shall conform to all uniform regulation and appearance standards of this department.

Alsip Police Department

Policy Manual

Part-Time Officers

314.5.3 INVESTIGATIONS AND COMPLAINTS

If a part-time officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the street supervisor, at the discretion of the Patrol Lieutenant.

Part-time officers are considered at-will employees. The Uniform Peace Officers' Disciplinary Act applies to part-time officers (see the Personnel Complaints Policy).

314.5.4 PART-TIME OFFICER EVALUATIONS

While in training part-time officers will be continuously evaluated using standardized daily and weekly observation reports. The part-time officer will be considered a trainee until all of the training phases have been completed. Part-time officers having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time officer.

314.6 FIREARMS

Part-time officers shall successfully complete [department/office]-authorized training in the use of firearms. Their appointments must be approved by the Village prior to being issued firearms by this [department/office] or otherwise acting as part-time officers on behalf of the Alsip 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 in the course of their assignments. Part-time officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

314.6.1 PART TIME OFFICER FIREARM TRAINING

All part-time officers are required to maintain proficiency with firearms used in the course of their assignments. Part-time officers shall comply with all requirements set forth by ILETSB.

314.7 EMERGENCY CALL-OUT FOR PART-TIME PERSONNEL

The Part-Time Coordinator shall develop a plan outlining an emergency call-out procedure for part-time personnel.