



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **PART TIME OFFICERS** NUMBER: 2.10

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

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

ISSUED: 08/16/2021

EFFECTIVE: 08/16/2021

RESCINDS

AMENDS

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: 2.7.1, 2.7.2, 2.7.3,  
2.7.4, 2.7.5, 2.7.6, 2.7.7

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INDEX AS: Part Time Officers  
Part Time Officers Selection  
Part Time Officers Training

PURPOSE: The purpose of this Policy & Procedure is to establish, describe, and provide guidelines for the Sturgeon Bay 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 Sturgeon Bay 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 collective bargaining agreement with the City of Sturgeon Bay.

### 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 Sturgeon Bay Police Department without written approval from the Chief of Police.
- 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. Supervision: To the extent possible, part-time officers will be supervised by a ranking officer.

- 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. City of Sturgeon Bay Policy and Procedure 3.01 and the adopted hiring procedures of the Sturgeon Bay Police Commission 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. 21 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 Sturgeon Bay Police Commission. 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. Training: Part time officers shall be trained pursuant to Policy & Procedures 12.02 & 12.03.

## VI. UNIFORMS AND EQUIPMENT REQUIREMENT

- A. Uniforms: Department is responsible for the purchase of uniforms which are identical to those of full-time officers.
- C. Equipment: All part-time officers are required to use the Department issued service weapon, leather belts and associated equipment, and footwear. Specific regulations are outlined in Policy & Procedure 1.03 Code of Conduct.

## 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 City's police professional liability insurance coverage, the same coverage as for fulltime officers.

Clinton Henry  
Chief of Police

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

Initial 06/26/2020