

# FLORENCE POLICE DEPARTMENT GENERAL ORDER

<b>Subject:</b> <b>RESERVE &amp; PART-TIME POLICE OFFICERS</b>	<b>Procedure:</b> General Order 7.3.1 CALEA 16.3.1	<b>Total Pages:</b> 3
<b>Authorizing Signature:</b>  Original with Authorizing Signature on File	<b>Effective:</b> 12/01/2012 <input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Amended</b> <input type="checkbox"/> <b>Rescinds</b>	

**I. POLICY**

It is the policy of this Department to utilize reserve and part-time police officers to supplement full-time sworn police officers in the day to day delivery of law enforcement services and for emergencies. These individuals operate with the full authority of their full-time sworn counterparts.

**II. PURPOSE**

This written order establishes guidelines for reserve and part-time police officers.

**III. SCOPE**

This written order is applicable to all personnel.

**IV. RESPONSIBILITY**

It shall be the responsibility of all reserve and part-time officers to comply with this directive. All sworn supervisors will also be familiar with and comply with all provisions of this policy.

**V. DEFINITION**

A. **RESERVE AND/OR PART-TIME POLICE OFFICER:** Refers to a sworn officer, armed or unarmed, who works less than full time, with or without compensation, and who, by their assigned function or as implied by their uniform, performs duties associated with those of a police officer.

**VI. CERTIFICATION**

- A. Part-Time Officers will be certified law enforcement officers by the State of Alabama in accordance with provisions outlined by the Law Enforcement Standards and Training Commission. This certification is achieved by successful completion of an APOSTC sponsored police academy.
- B. All part-time officers are required to obtain APOSTC certification and complete the Florence Police Department Field Training program prior to any assignment, in any capacity, in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of the formal field training program.

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- C. In accordance with APOSTC standards, all part-time officers will possess, at a minimum, a high school equivalency diploma.

**VII. GENERAL PROVISIONS**

- A. The Rules and Procedures established by this manual for regular, full-time sworn employees of the Florence Police Department shall also apply to part-time officers.
- B. Because of the unique position of the part-time police officers, and in order to effectively manage the part-time police officers, additional policies may be adopted as needed, subject to the approval of the Chief of Police.
- C. Part-time officers have the same authority granted them that a full-time Police Officer has, and are required to perform the same functions as full-time police officers, unless otherwise specified by the Chief of Police.

**VIII. ORGANIZATIONAL STRUCTURE**

- A. The Patrol Commanders are responsible for the overall management of the agency's part-time officer program. The Patrol Commanders may appoint a patrol supervisor to assist or manage the activities of the part-time officers.
- B. The Patrol Commanders will coordinate the training and required records for each part-time officer.

**IX. ASSIGNMENTS**

- A. Part-time police officers with the Florence Police Department will be assigned to assist full-time personnel both in the day to day delivery of law enforcement services and for any emergency.
- B. Part-time officers work independently under the supervision of a full-time sworn supervisor.
- C. Part time officers are not permitted to participate with any specialty unit.
- D. Part time officers may work special events, but in doing so, must perform regular patrol duties.
- E. No part time officer may work any off-duty, over time event.
- F. The primary responsibility of part-time officers, unless otherwise authorized by the Chief of Police, will be to supplement the patrol function by working with a patrol shift.

**X. SELECTION CRITERIA**

- A. The selection criteria for part-time officers shall be the same as that for full-time police officers.

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- B. The Chief of Police, or his designee, will oversee the process utilized to select candidates as part-time police officers. Any such selection is subject to final approval by the Chief of Police and civil service board.

**XI. IN-SERVICE TRAINING**

- A. Part-time Florence police officers are required to attend in-service training equivalent to that required for full-time officers, which is a minimum of 12 hours annually.
- B. All part-time officers will be offered the opportunity to any training offered and/or hosted by the Florence Police Department.
- C. The Patrol Commander, or his designee, is required to maintain all training records for part-time police officers.

**XII. USE OF FORCE & FIREARMS PROFICIENCY**

- A. Part-time officers are required to attend annual Use of Force training, and will demonstrate weapons proficiency equal to, and with the same frequency as full-time officers.

**XIII. EQUIPMENT, UNIFORM, AND APPEARANCE**

- A. Part-time officers will be equipped and wear identical uniforms as full-time Florence police officers performing like functions.
- B. No uniform allowance is budgeted for part-time officers.
- C. The Uniform and Appearance guidelines for full-time officers apply to part-time officers.

**XIV. LIABILITY PROTECTION**

- A. Part-time Florence police officers are provided the same public liability protection equal to full-time Florence police officers.

**XV. PERFORMANCE EVALUATIONS**

- A. Part-time police officers of the Florence Police Department will be evaluated at least annually, the same as full-time officers performing like functions as delineated in the Department's General Orders.