

# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> February 28, 2023	<b>Replaces:</b> <b>Amends:</b> November 14, 2020	<b>Number:</b> 209.50
<b>Subject:</b> Part-Time Officers		<b>Re-evaluation Date:</b>
<b>Distribution:</b> ALL PERSONNEL	<b>Related Standards:</b> 2.08M, 9.06M, 10.10M, 10.14M	

This order consists of the following numbered sections:

1. Purpose
2. Scope
3. Policy
4. Definitions
5. Eligibility and Selection
6. Training and Minimum Standards
7. Authority, Restrictions and Responsibilities
8. Uniforms and Equipment
9. Off-Duty Service
10. On -Duty Injuries
11. References

### 1. PURPOSE

The purpose of this Standard Operating Procedure is to establish guidelines governing the employment, training, and utilization of part-time sworn police officers.

### 2. SCOPE

The policy shall apply to all part-time sworn police officers.

### 3. POLICY

It is the policy of the Cocoa Beach Police Department to establish a part-time police officer program to provide an additional cadre of trained sworn personnel employing full police powers as provided in Florida State Statute 943.10 to further the efforts of the Cocoa Beach Police Department during routine and emergency operations.

### 4. DEFINITIONS

- A. Part-time Police Officer – “any person employed or appointed less than full-time as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state,” per Florida State Statute 943.10(6).

### 5. ELIGIBILITY AND SELECTION

Part-time sworn officers shall comply with the same eligibility requirements and standards established for a regular full-time sworn police officer. The job description and selection criteria for a part-time sworn officer are the same as for a full-time police officer. (CFA 9.06M)

### 6. TRAINING AND MINIMUM STANDARDS

- A. Part-time officers must meet state minimum standards as established by the Criminal Justice Standards and Training Commission (CJSTC) and Florida Statute. Part-time officers must complete all in-service and mandatory training required by CJSTC (outlined in SOP 240.20 Response to Resistance) for full-time officers to include:
  1. Annual firearm proficiency (CFA 10.10MA)
  2. Annual use of force training (CFA 10.10MB)
  3. Annual electronic control device training (CFA 10.10MC)
  4. Biennial less-lethal weapon training (CFA 10.10MD)
  5. Qualification with firearms authorized to carry (CFA 10.10ME)
  6. Legal updates
- B. Should the part-time officer be unable to attend required training, the part-time officer must notify the Major or designee as soon as possible.

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7. **AUTHORITY, RESTRICTIONS, AND RESPONSIBILITIES**

A. Authority – Part-time officers have the same authority and latitude as full-time officers (CFA 2.08M)

B. Restrictions

1. Part-time officers are restricted in their ability to perform law enforcement duties to only those areas for which they have received training. (CFA 10.14M)
2. Part-time officers shall be assigned to a position most beneficial to the Department. Work hours and schedules shall be at the discretion of the Chief of Police or designee.
3. Part-time officers shall work a minimum of twelve (12) hours per month, unless excused by the Chief of Police or designee.
4. Should a part-time officer fail to work any hours for three (3) consecutive months, unless excused by the Chief of Police or designee, the part-time officer will be considered “inactive”.
5. Part-time officers will not engage in any activity, by means of employment or association, which may bring discredit or criticism to the Department. Part-time officers shall not exploit their association with the Department to promote political influence, for personal gain or to seek personal publicity.

C. Responsibilities

1. Part-time officers shall adhere to all department policies, procedures, rules and regulations
2. Part-time officers are held to the same standard of conduct as full-time officers.
3. Part-time officers, having been given an assignment, are expected to fulfill that commitment. In the event the part-time officer is unable to fulfill an assignment due to illness, injury, or other unforeseen circumstances, the part-time officer will notify the on-duty Shift Supervisor, as soon as possible but no later than one hour before the beginning of the scheduled tour of duty.
4. Part-time officers, who fail to report for duty and do not make the appropriate notification, will be subject to disciplinary action up to and including termination.
5. Part-time officers shall perform all duties in such a manner to enhance the Department’s image.
6. Part-time officers shall follow court attendance procedures in accordance with Departmental policy. Part-time officers are permitted to wear their uniform to and from court when subpoenaed to appear in cases which originated as a result of official duties as a part-time officer. If a uniform is not worn, the officer must wear appropriate business attire.
7. Part-time officers must notify the Chief’s Office of any change in address, telephone number, or employment.

8. **UNIFORMS AND EQUIPMENT**

Part-time officers may carry and utilize only weapons and equipment authorized by the Department and with which they have been trained, have shown proficiency, and if required, achieved qualification.

9. **OFF-DUTY SERVICE**

When authorized, part-time officers may perform extra-duty law enforcement details in compliance with Department policy.

10. **ON-DUTY INJURIES**

Part-time officers shall report any/all injuries in the line of duty to the on-duty Shift Supervisor immediately.

11. **REFERENCES**

- A. Florida Senate (2019). Florida State Statute 943.10(6) Part-time law enforcement officer- definition. Retrieved October 31, 2020 from: <https://www.flsenate.gov/Laws/Statutes/2019/943.10>
- B. SOP 240.20 Response to Resistance



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