



OPERATIONAL MANUAL

OPS-260 – PART-TIME POLICE OFFICERS

Amends/Supersedes: OPS-260 (07/10/2019)

Date of Issue: 02/05/2024

I. GENERAL

Powers, Authority and Duty Requirements

[1.2.1]

- A. Part-time police officers perform the same duties as full-time police officers outlined in [§15.2-1704](#) of the Code of Virginia and Newport News City Code Chapter 32, Article I, [§ 32-1](#). [33.4.4(a)]
- B. Unless specified, all references to police officers and/or sworn personnel in department directives will also apply to part-time police officers.
- C. Part-time police officers will adhere to [PAM-400 Employee Status](#) regarding allowable work hours for regular part-time positions. During onboarding, part-time officers are notified, in writing, of all job requirements necessary to maintain their position. The officer's chain of command will document the part-time officer's failure to adhere to these requirements and, if necessary, notify Human Resources to initiate the separation process. The written job requirements provided to the part-time officer will include:
 1. Training and certification requirements.
 2. Annual physical participation ([ADM-320 Annual Physical Examination](#)).
 3. Scheduled work hours, either a set schedule or a minimum number of hours.
 4. Authorized assignments (i.e., supplemental patrol, special events, etc.)
- D. With prior approval and scheduling from their supervisor, part-time police officers can work partial shifts.
- E. Part-time police officers shall **not** engage in secondary employment using their sworn police powers. [22.2.4]

II. PROCEDURES

A. Employment

1. Applicants for part-time police officer positions must meet the same qualifications as those seeking full-time police officer positions, complete a Virginia DCJS-certified police training academy (or the equivalent) and hold current Virginia law enforcement officer certification. [33.4.1, 33.4.4]
2. The Support Services Division conducts the application process according to guidelines governing the employment of full-time, paid police officers. (See the [Recruiting Unit SOP](#)).

B. Training

1. Required Training

- a. When hired, new part-time police officers will complete the lateral police officer field training program. This includes evaluating current state certification status, instruction on high-liability policies and completing all required lateral field-training topics. [33.4.3]
- b. Part-time police officers must complete the field training program within 12 months from completion of the additional law enforcement training given upon initial hiring. This requirement can only be waived by the Chief of Police for due cause.
- c. The Chief of Police or designee may waive the field-training requirement on a case-by-case basis. Examples include full-time NNPD officers transitioning to part-time or specific assignments that do not require patrol activities.



2. Part-time police officers must meet the annual in-service, firearms training, and physical examination requirements equivalent to those of full-time police officers. [4.3.3, 33.5.1, 41.2.2(n), 41.2.7(e), 46.1.9]

C. Assignment and Supervision

1. Supervisors are responsible for the day-to-day supervision of part-time police officers and will document performance and hours worked.
2. Part-time police officers must be evaluated under the guidelines used to assess full-time police officers, per [ADM-295 Performance Evaluations & Career Development](#). [35.1.2]
3. Part-time police officers can work on any shift in the patrol precincts. They may also work a non-patrol assignment if they submit a written request for approval by the Assistant Chief of Patrol or as agreed upon during onboarding. Requests are considered based on the individual's experience/expertise in specific areas or department needs.
4. Requests for a part-time officer by other department units or divisions are forwarded to the Assistant Chief of Patrol.

D. Suspension or Termination

1. Part-time police officers must conform to the policies and procedures of the department and the City. They may be suspended or terminated under the same guidelines governing full-time police officers.
2. Part-time police officers may be relieved of their duties for failure to maintain standards required of regular officers (in-service training, firearm qualifications, etc.).
3. The Support Services Division Commander may grant an extension to meet training requirements based on good cause or reason.
4. Investigations and disciplinary actions are handled following [ADM-210 Standards of Conduct/Disciplinary Action](#). [26.1.5]
5. Part-time police officers are eligible for participation in the grievance procedure set out in Newport News City Code § 2-184 and all related applicable sections. [26.1.6]
6. Part-time police officers may serve in the program until their 67th birthday. [22.1.2(a)]

E. Uniforms and Equipment

1. Part-time police officers wear the same uniform and equipment issued to full-time police officers.
2. Part-time police officers are to be issued clothing and equipment as outlined in [ADM-520 Issuance and Wearing of Uniforms and Equipment](#), except they are issued half the number of pants and shirts as a full-time officer.
 - a. MOLLE carriers are only issued to officers who work patrol assignments. An outer vest and accompanying uniform shirts are not issued if a part-time officer primarily works in a non-patrol assignment.
 - b. Based on the specific assignment of the individual part-time officer, a training uniform or other uniform specific to a unit or division may be issued instead of the regular police uniform.

F. Bonding and Liability Protection Coverage

[22.1.10]

Part-time police officers are bonded and provided with public liability protection equal to full-time police officers.

Steven R. Drew
Chief of Police