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16.3 *Part-Time Officer Program*

A. Purpose

To establish a Police Part-Time Unit comprised of AZ POST certified law enforcement *officers* who have been appointed by the *Chief of Police* to supplement the overall quality of law enforcement services within the *Town of Paradise Valley*.

B. Definitions

1. **Part-Time Officer:** A certified AZ POST police *officer* who is a compensated, member of the *Paradise Valley Police Department officer* program.
2. **Solo Officer:** A *Paradise Valley Police Department Part-Time Officer* who has satisfactorily completed the *Department's Field Training Program* and all other pre- and post-academy required training, and is authorized to perform law enforcement duties without the direct supervision of a Full-Time *officer* and works and operates a patrol vehicle alone. Solo *officer* status *will* be approved by the *Part-Time Program Coordinator*.
3. **Part-Time Program Coordinator:** The Part-Time Program Coordinator *will* report to the Patrol Commander. The Part-Time Program Coordinator *will* be the FTO Sergeant.

C. Procedure

1. Organization: The Police Part-Time Unit has an organizational component within the structure of the Police *Department*. The Unit comes directly under the command of the *Chief of Police* and *will* be supervised by the *Part-Time Program Coordinator*.
2. Part-Time Assignments: *Part-Time officers will* be assigned to directly assist full-time *personnel* both in day-to-day delivery of law enforcement services and during emergencies.
 - a) *Part-Time officers will* be assigned to work under the direction of a Field Training *Officer* until they have completed the *Department's* Field Training Program and obtained solo *officer* status.



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- b) Once a *Part-Time officer* obtains solo *officer* status, they *will* be allowed to work and operate a patrol vehicle alone. At the discretion of the *on duty supervisor*, the solo *Part-Time officer* may be assigned to ride with another *officer*.
- c) While working in an operational capacity, *Part-Time officers* will be accountable to and report to the *on duty supervisor*.
- d) To maintain a position as a *Part-Time officer*, a *Part-Time officer* must work a minimum of 24 hours per calendar quarter (96 hours annually).
- D. Selection Criteria: *Part-Time officers* are paid and *must* meet the same selection criteria as full-time *officers*, including educational requirements. They *must* be AZ POST certified peace *officers*. Each *Part-Time officer* must complete (or have completed) a Field Training program and meet all required annual training, policy reviews and proficiency testing (including use of force and firearm and other weapon proficiency) required of a certified peace *officer*. The *Police Chief* shall make all appointments for the position of Part-Time Police Officer. All *Part-Time officers* serve at the pleasure of the *Chief* and *may* be terminated at any time by the *Police Chief*, without notice or appeal.
- E. Training:
1. *Part-Time officers* are trained to perform the same duties as full-time police *officers* and are required to comply with all *Department General Orders* and policies, rules and procedures.
 2. *Part-Time officers* will receive in-service training equivalent to that of full-time *officers* performing similar functions. However, hours and schedule *may* vary to accommodate the *Part-Time officer's* schedule.
 3. *Part-Time officers* will be trained in applicable areas including use of force policies and tested for firearms proficiency.
- F. Uniforms and Equipment
1. All necessary and required supplies and types of equipment that are issued to Full-Time *officers* shall be issued to *Part-Time officers*, shall remain the *Department's* property and shall be returned upon request of the *Department* or



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separation from the *Part-Time officer* program. *Part-Time officers shall wear and be subject to the same uniform requirements as Full-Time officers.*

2. Ballistic vests *will* be issued at the time equipment is issued to the *Part-Time officer*.
3. *Part-Time officers will* be equipped with their necessary equipment and adhere to PVPD uniform policies when *on duty* acting in a *Part-Time officer* capacity.

G. Restrictions to Duty

1. *Part-Time officers* are responsible to follow all *Town* and *PVPD* policies and guidelines that are applicable to *Full-Time employees*.
2. **General Orders:** All *Part-Time officers will* be responsible for reading the *Department's Policy Manual* and adhering to all policies and procedures.
3. *Part-Time officers will* receive written authorization from the *Chief of Police* or designee concerning the successful completion of the required *FTO Program* and related training prior to the solo operation of a fully marked patrol unit.
4. *Part-Time officers will* be employed by the *Paradise Valley Police Department* in a paid capacity.
 - a. In the event there are exceptions approved by the *Chief of Police*, the following *will* apply:
 - *Part-Time officers* who are also employed by the *PVPD* in a full-time or part-time civilian position, *will* adhere to all the same rules and regulations that apply to *Town employees*.
 - When *Part-Time officers* are working their normal duty hours as a full-time or part-time civilian *employee*, they *will* not act in a *Part-Time officer* capacity. Be a good witness.
 - *Part-Time officers will* not wear their police uniforms or equipment (including badge and weapon) while *on duty* as a full-time or part-time civilian *employee*. Official police uniforms and equipment *will*

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only be worn by *Part-Time officers* when acting in the capacity of a *Part-Time officer*.

5. *Part-Time officers must not be employees* in any job, which creates a conflict of interest for the *Town of Paradise Valley*. If a *Part-Time officer* becomes employed in a job other than, or in addition to, the one they had when hired, he or she *will* notify the Part-Time Coordinator as soon as possible, regardless of the job.

6. *Part-Time officers will* be provided with the same coverage as full-time *officers* with public liability protection equal to that provided for full-time police *personnel*.

H. Evaluations

Each *Part-Time officer shall* receive a performance evaluation (see GO #35) at least once each year.

I. Attendance

1. Perform assigned duties for a minimum of 24 hours per calendar quarter (96 hours annually).

2. The *Chief of Police may* waive the required minimum work hours on an individual basis if any of the following exist: the Part-Time officer has specific specialized training in a technical field; for example, computer programming, accident reconstruction, training instructor and/or the *Part-Time officer* has demonstrated exceptional performance in specialized areas of investigation or management.

3. The *Part-Time officer* maintains all training required by AZ POST.

4. The *Part-Time officer will* complete a monthly memorandum forwarded to the Part-Time Coordinator with a briefing of all duties performed and a detailed accounting of hours worked.

J. *Part-Time officers may* work *off duty* jobs only with the approval of the *Police Chief*. *Part-Time officers will* only be eligible for *off duty* job assignments when no full time police officer is available to work the *off duty* job.