

GLENCOE POLICE DEPARTMENT
POLICIES / RULES / PROCEDURES

POLICY NUMBER: 2.04

POLICY TITLE: PART-TIME POLICE

SECTION: PERSONNEL

POLICY:

It is the policy of the Glencoe Police Department to utilize Part-Time Police Officers to accomplish the Department's mission. The Part-Time Police officers are intended to be used to augment the Full-Time officers who should then enable Full-Time officers to perform more detailed and skilled tasks. Part-Time Police Officers may be used during times of need for special events, including requiring increased staffing, targeted or saturation police efforts and other times as may be needed by the Department.

PROCEDURE:

Members of the Part-Time Unit shall be selected by:

- Using the same selection criteria specified in recruitment of Full-Time Officers. This may include, but not limited to:
 - (1) Written application
 - (2) Successful completion of all required testing and background checks
 - (3) Certification by the City Council in accordance with this selection process
 - (4) Be in good physical condition, meeting such standards as are set for such position
 - (5) In the case of a Peace Officer, be licensed or eligible to be licensed as a peace officer by the State of Minnesota Board of Peace Officer Standards and Training

The Glencoe Police Department shall assume the responsibility to train or verify previous training, of all Part-Time Police officers in their assigned duties and responsibilities prior to their appointment. To the extent possible, all Part-Time Police officers will receive the same on-going Department sponsored training as their Full-Time counterparts or as is dictated by the needs of the Department and individual officer.

Part-Time officer's duties may include, but are not limited to:

- assigned to ride with and assist Full-Time officers
- performing at community service events (dances, games, parades)
- monthly meetings and training
- working targeted enforcement efforts (i.e. DWI Saturation)

Part-Time officers shall wear the same equipment and uniforms as Full-Time officers, except the police badge may indicate Part-Time officer status.

When a Part-Time licensed officer is scheduled to work a shift alone, this officer will be in direct contact by phone or radio with a designated supervisor who will be a Full-Time licensed officer. This designated supervisor will maintain a reasonable response time.

SUPERVISION:

POST Board requires that all Part-Time licensed officers are required to be supervised and that both the Part-Time officer and supervisor know each other's respective roles. For the purpose of this policy, the SHIFT SUPERVISOR shall be the senior officer on duty. A probationary officer and a Part-Time officer will not be allowed to work without supervision.

ACCOUNTABILITY:

All members of the Department are responsible for ensuring that this and all other policies of the Department are followed. Deviations from this policy are permitted within the scope of authority granted all members of the Department; however, the deviation must be reported in accordance with policy 1.04 (Policy Deviations – Reporting Requirements).

Reviewed: 10-31-24 TJP (delete policy)