



POLICY & PROCEDURE

PORTAGE POLICE DEPARTMENT

SUBJECT: **PART TIME / LTE OFFICERS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedures Manual

REFERENCE: WI State Statute: 165.85(4)(a)(1)

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 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 2.7.1, 2.7.2, 2.7.3,
2.7.4, 2.7.5, 2.7.6, 2.7.7

PURPOSE: The purpose of this Policy & Procedure is to establish, describe, and provide guidelines for the Portage Police Department's part-time Patrol Officer program.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. PART-TIME PATROL OFFICER PROGRAM
- IV. SELECTION PROCESSES FOR PART TIME OFFICERS
- V. PART-TIME OFFICER RECRUIT/FIELD TRAINING
- VI. UNIFORMS AND EQUIPMENT REQUIREMENT
- VII. IN-SERVICE TRAINING
- VIII. USE OF FORCE AND FIREARMS TRAINING
- IX. PROFESSIONAL LIABILITY PROTECTION
- I. POLICY

- A. It is the policy of the Portage Police Department to employ part-time or limited term employment patrol officers, to supplement the patrol schedule for vacancies resulting from temporary assignments, leaves and other staffing priorities of the

full-time patrol staff.

- B. Part-time officers have limited benefits and standing as outlined in the collective bargaining agreement with the City of Portage.

II. DEFINITIONS

- A. Part-time Officer: For purposes of this policy, a part time officer is an employee who has works less than 1950 hours a year and is a certified law enforcement officer in the state of Wisconsin.
- B. Limited-Term Employee (LTE) Officers: An employee who is hired or employed to fill temporary vacancy.

III. PART-TIME OFFICER PROGRAM

- A. Authority: Part-time and LTE officers have the same power of arrest, authority, and responsibility as a full-time officer; and are subject to the same rules, regulations, policies, and procedures. Additionally, each part-time officer executes an Oath of Office upon appointment and prior to exercising law enforcement authority.
 - 1. Part-time officers are not authorized to carry off duty weapons as a member of the Portage Police Department.
- B. Scheduling: Part-time officers make up a "pool" of officers that are available to voluntarily sign up to cover vacancies posted on the patrol schedule in accordance with labor agreements. Absent unusual or exigent circumstances or lack of opportunities, part-time officers are generally required to work at least, one eight hour patrol shift, in each 30 day period.

Those part-time officers who fail to meet this requirement may be inactivated and/or removed from the department roster and/or may be required to participate in a re-orientation or remedial training with a ranking and/or training officer. Once the remedial training or re-orientation is completed, the officer is eligible to be placed back on an available roster for the patrol schedule.

Open shifts will generally be shared or offered equally amongst all part-time officers.

Once an open shift has been selected by a part-time officer, it is their responsibility to fill the shift. If an emergency or unforeseen situation arises where the shift cannot be filled by the part-time officer, the part-time officer has the responsibility to find a replacement.

- C. Function: Part-time officers provide the same level of police service required of a full-time officer; that is, the day-to-day delivery of police services including emergency and non-emergency situations. To the extent possible, part-time officers may not be required to complete on-going and follow-up investigations.

- D. Due to the limited hours of work for part-time officers, it is absolutely critical that all reports, paperwork, follow up, responsibilities, etc., related to the part-time officers tour are done on a timely manner preferably before the end of their shift

Appropriate briefings are required between the part time officer and their relief. All pending cases, follow up, etc., that originate on the part-time officer's tour, are to be forwarded to the patrol lieutenant for assignment.

- E. Supervision: part-time officers will be supervised by a full-time supervisor.
- F. Part-time officers are "at will" employees and may be dropped from the work schedule without recourse.

IV. SELECTION PROCESSES FOR PART TIME OFFICERS

- A. Criteria for Selection: The selection criteria applicable for full-time officers shall equally apply to part-time and LTE officers. City of Portage Policy and Policy & Procedure 3.01 and the adopted hiring procedures of the Portage Police Commission establish the criteria for the selection of a patrol officer. Generally, this includes, but is not limited to, the following:

1. United states citizen;
2. 18 years of age;
3. High school graduate or equivalent;
4. Possess or be eligible for a Wisconsin driver's license;
5. Binocular vision in each eye, correctable to 20/20
6. No criminal record relating to police work;
7. Good physical and mental health;
8. 60 college credits.

- B. Process for Selection: The selection process applicable for full-time officers shall equally apply to part-time and LTE officers. The process for selection is determined by the Portage Police & Fire Commission. Generally, the following components establish the selection process for part-time and LTE officers:

1. Application for employment;
2. Written examinations;
3. Oral interviews;
4. Drug testing;
5. Strength and agility testing;
6. Medical examination;
7. Character and background investigation; and
8. Psychological examination.

V. PART TIME OFFICER RECRUIT/FIELD TRAINING

- A. Recruit Training Required: Part-time and LTE officers are required to complete a recruit training academy or the Wisconsin Department of Justice, Training and Standards Bureau Reciprocity Examination prior to any routine assignment in any

capacity which allows carrying a weapon or in a position to make an arrest, except as a part of the department field training process.

In Wisconsin, under the administrative rules of the Wisconsin Law Enforcement Standards Board, there is no distinction between full-time and part-time law enforcement officer certification.

- B. Training: Part-time officers shall be trained pursuant to Policy & Procedures 12.02 & 12.03.

VI. UNIFORMS AND EQUIPMENT REQUIREMENT

- A. Uniforms and Equipment: Part-time officers will be supplied a uniform allowance in accordance with the current collective bargaining agreement. Part-time and LTE officers leaving employment voluntarily or involuntarily within 18 months of hire will be required to reimburse the department all uniform allowance allotments.

VII. IN-SERVICE TRAINING

- A. It is the intent of this policy to recognize the in-service training a part-time/LTE officer receives if employed full-time with another law enforcement agency as satisfying the requirements of this policy.

The training supervisor will verify the annual training requirements have been met for each part-time and LTE officer employed full-time by another law enforcement agency.

- B. Any part-time/LTE officer not employed by another law enforcement agency will receive the same in-service training as a full-time officer of this department.

VIII. USE OF FORCE AND FIREARMS TRAINING

- A. Use of Force Training: Pursuant to Policy & Procedures: Chapter 5 all part-time and LTE officers must receive the same training in the department's use of force policies, as required of full-time officers.
- B. Firearms Proficiency: Pursuant to Policy & Procedure 12.01: Firearms and Ammunition, all part-time and LTE officers must demonstrate their proficiency, and qualify with all approved weapons, as required of full-time officers.

IX. PROFESSIONAL LIABILITY PROTECTION

- A. Liability Insurance Protection: All part-time and LTE officers are covered by the City's police professional liability insurance coverage, the same coverage as for full-time officers.

Keith J. Klafke
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 03/02/2022

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