



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject Part Time Peace Officers and “Other” Peace Officers			Policy Number 406
Effective Date 11/18/2011	Revision Date 4/4/2012	Reevaluation Date Annually	Number of Pages 3
Reference Standards TCLEOSE Rules 217.1, 217.3, 217.7 TPCA: 3.07.1, 7.27.1 CALEA: 1.2.1, 1.2.2, 16.3.1 - 16.3.9 IACLEA: 16.3.1, 16.3.2, 16.3.3, 16.3.4, 16.3.5, 16.3.6, 16.3.7, 16.3.8		Rescinds of Amends Policy Number	

I. PURPOSE

To establish the guidelines and procedures for the selection, training and assignment of “Part Time Peace Officers” and “Other Peace Officers (non-reserve, non-full time, non-part time)” as defined by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

II. POLICY

It is the policy of the Office of the Director of Police to commission qualified individuals for service as “Part Time Peace Officers” and “Other Peace Officers”, so as to enable the institution Police Departments to execute their institutional missions with greater staffing flexibility.

III. DEFINITIONS

Part Time Peace Officer: means a person elected, employed, or appointed as a peace officer under Article 2.12, *Code of Criminal Procedure*, or other law, who:

- (A) works as a peace officer on average less than 32 hours per week, exclusive of paid vacation; and
- (B) is compensated by this state or a political subdivision of this state at least at the federal minimum wage and is entitled to all employee benefits offered to a peace officer by the state or political subdivision.

Other Peace Officer: means a person appointed as a peace officer, excluding full time, part time and reserve peace officers, who are categorized in TCLEOSE Appointment Application Form L-1, Section 3, Box 19, “Other – Appointees that do not fit into above categories” (see attachment); their service may be voluntary, compensated or contractual.

IV. PROCEDURES

A. REQUIREMENTS AND CERTIFICATIONS

1. Part Time and “Other” Peace Officers will meet the same UT System Police requirements as fulltime sworn personnel.
2. Part Time and “Other” Peace Officers must meet all minimum requirements as set forth by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).
3. The selection process for Part Time and “Other” Peace Officers will be the same as the process used for full time Peace Officers detailed in policy 401.

B. TRAINING AND PERFORMANCE STANDARDS

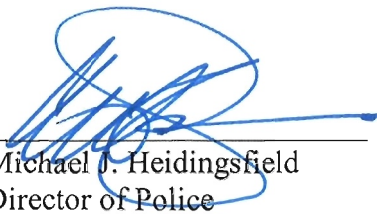
1. Part Time and “Other” Peace Officers serve at the discretion of the Institution Chief of Police and may be called into service at any time the Institution Chief of Police or designee considers it necessary.
2. Part Time and “Other” Peace Officers shall be considered in an “on duty” capacity whenever:
 - a. Performing an “assigned duty”,
 - b. Representing or identifying himself/herself as a Peace Officer for the purpose of taking enforcement action or discharging legal duties.
3. All Part Time and “Other” Peace Officers must serve a minimum of 8 hours of duty per calendar month. Officers who are unable to meet this requirement must submit a written request to the Institution Chief of Police for an approved leave of absence.
4. Part Time and “Other” Peace Officers are subject to the same rules, regulations and orders as full time personnel.
5. Part Time and “Other” Peace Officers will be evaluated using the same performance evaluation system as full time personnel.
6. Part Time and “Other” Peace Officers must successfully complete a modified Field Training Officer Program under the supervision and evaluation of an approved Field Training Officer prior to unsupervised field assignment.
7. Part Time and “Other” Peace Officers will attend all in-service and developmental training as required of the full time Peace Officers including:
 - a. The same training as required by full time sworn officers including coursework mandated by TCLEOSE for certification purposes.
 - b. Agency required qualifications and proficiency demonstrations with firearms, less lethal force weapons and tools and other equipment as deemed necessary.

C. ORGANIZATIONAL FUNCTION AND PLACEMENT

1. The primary function of Part Time and “Other” Peace Officers will be to supplement Patrol/Operations personnel. However, Part Time Peace Officers possessing unique skills, knowledge and abilities may be assigned to other functions, including specialized assignments, as deemed appropriate by the Chief of Police or designee.

D. UNIFORMS AND EQUIPMENT

Part Time and “Other” Peace Officers will be mandated to comply with this agency’s uniform and equipment policies.



Michael J. Heidingsfield
Director of Police

TEXAS COMMISSION ON LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION

6330 E. Highway 290, STE. 200 Austin, Texas 78723-1035 Phone (512) 936-7700

<http://www.tcleose.state.tx.us>

APPOINTMENT APPLICATION (L-1)

Commission Rules 217.1, 217.3, 217.7

Non-refundable fee required electronic payment, money order, agency or cashier's check.

SECTION 1 - APPLICANT LICENSE STATUS. (5541)

New Applicant (never licensed for this type of appointment) §217.1

Agency must submit one FBI TCLEOSE Applicant fingerprint card stamped "Police Applicant" to Crime Records Division, TX Dept. of Public Safety. Place the submitting agency ORI number in the employer address block. Agency must retain copy of L-1, original L-2 & L-3 form, (or copy from academy) current criminal history (TCIC and NCIC), all DD214s (if applicable), proof of education, certified documents from the appropriate authority showing the final disposition of each arrest, probation, community supervision, conviction or other criminal history, along with fingerprint card returns from DPS showing record checks through FBI and DPS. **(Applicant must sign page 2, section I)**

Already Licensed §217.7

Background investigation--A pre-employment background investigation that meets or exceeds the commission developed questionnaire/history statement. Occupation Code (1701.451)

Check one: (Applicant must sign page 2, section II)

- License holder with a "180 day break or less in service:"** Agency retains copy of L-1 and F-5R response.
- License holder with more than a "180 day break in service:"** Agency must retain copy of L-1, new L-2, L-3, current criminal history (TCIC and NCIC), fingerprint card returns submitted to DPS showing record checks through FBI and DPS per §217.7(e), weapons qualifications, if required, according to §217.21 within the last 12 months. Date of L-2 _____ L-3 _____

SECTION 2 - APPLICANT INFORMATION

1. TCLEOSE PID <small>Required</small>	2. Last Name	3. First Name	4. M.I.	5. Suffix (Jr., etc.)
6. Race / Ethnicity <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Multicultural <input type="checkbox"/> White				7. Date of Birth
8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	9. US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	10. Driver's License # State: Num.:	11. Education <input type="checkbox"/> GED <input type="checkbox"/> High School	
12. Home Mailing Address	13. City	14. State	15. Zip Code	16. Primary Phone Number () -

SECTION 3 - APPOINTMENT INFORMATION (\$35 processing fee for paper form)

17. Date Appointed	18. License / Appointment Type: (CHECK ONLY ONE) <input type="checkbox"/> Sheriff (Elected or Appointed) <input type="checkbox"/> Constable (Elected or Appointed) <input type="checkbox"/> Chief of Police <input type="checkbox"/> City Marshal <input type="checkbox"/> Peace Officer <input type="checkbox"/> County Jailer <input type="checkbox"/> Reserve Officer (licensed reserve or conditional only)			
19. Peace Officer Pay Status: (as defined by Government Code 614.121) (CHECK ONLY ONE) <input type="checkbox"/> Full Time - Regularly work 32 hours a week or more and paid at or above federal minimum wage, eligible for benefits <input type="checkbox"/> Part Time - Regularly work less than 32 hours and paid at or above federal minimum wage, eligible for benefits <input type="checkbox"/> Reserve - Restricted to agencies identified in 1701.001: Sheriff, Constable, Municipal or Water District <input checked="" type="checkbox"/> Other - Appointees that do not fit into above categories				
20. Retired State Officer <input type="checkbox"/> Yes <input type="checkbox"/> No.	21. \$100.00 Fee Required <input type="checkbox"/> Contract Jailer (5120) <input type="checkbox"/> Medical Facility Police Officer (5125)			
22. TCLEOSE Agency Number	23. Appointing Agency		24. Phone Number	

I certify that I am the chief administrator of the above-named agency, or the person designated by the chief administrator to sign this document. I further certify that this agency has on file and readily accessible to the Commission the appropriate documents to show that the above-named individual meets the minimum standards for licensing and/or appointment.

Name and Title of Chief Administrator or Designee (Type or Print)

Signature of Chief Administrator or Designee

Sworn to and subscribed before me, this the _____ day of _____, _____

Notary public in and for, State of Texas
My commission expires ____/____/____

Printed Name of Notary

Notary Seal or Stamp

Signature of Notary

