



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



Subject			Policy Number
<b>Part Time Peace Officers and Reserve Law Enforcement Officers</b>			<b>406</b>
Effective Date	Revision Date	Reevaluation Date	Number of Pages
November 18, 2011	June 1, 2026	Annually	4
Reference Standards		Rescinds of Amends Policy Number	
TCOLE Rules 217.1, 217.3, 217.7 TPCA: 3.07.1, 7.27.1 CALEA: 1.2.1, 1.2.2, 16.1.1 - 16.1.7 IACLEA: 2.1.4, 3.3.1			

**I. PURPOSE**

To establish the guidelines and procedures for the selection, training and assignment of “Part Time Peace Officers” and “Reserve Law Enforcement Officers” as defined by the Texas Commission on Law Enforcement (TCOLE).

**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 “Reserve Law Enforcement 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 2A.001, *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 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.

Reserve Law Enforcement Officer: means a licensed peace officer appointed according to Section 37.0816, Education Code, Section 41.102 or 411.0208, Government Code, Section 85.004, 86.012, or 341.012, Local Government Code, or Section 60.0775, Water Code.

#### **IV. PROCEDURES**

##### **A. REQUIREMENTS AND CERTIFICATIONS**

1. Part Time and Reserve Law Enforcement Officers will meet the same UT System Police requirements as fulltime sworn personnel.
2. Part Time and Reserve Law Enforcement Officers must meet all minimum requirements as set forth by the Texas Commission on Law Enforcement (TCOLE).
3. The selection process for Part Time and Reserve Law Enforcement 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 Reserve Law Enforcement 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 Reserve Law Enforcement Officers shall be considered in an “on duty” capacity whenever:
  - a. Performing an “assigned duty”,
  - b. Representing or identifying themselves as a Peace Officer for the purpose of taking enforcement action or discharging legal duties.
3. All Part Time and Reserve Law Enforcement 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 Reserve Law Enforcement Officers are subject to the same rules, regulations and orders as full-time personnel.
5. Part Time and Reserve Law Enforcement Officers will be evaluated using the same performance evaluation system as full time personnel.
6. Part Time and Reserve Law Enforcement 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 Reserve Law Enforcement 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 TCOLE 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 Reserve Law Enforcement 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 Reserve Law Enforcement Officers will be mandated to comply with this agency's uniform and equipment policies.

A handwritten signature in cursive script that reads "Michael Parks".

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Michael Parks  
Executive Director of Police

Changes/Additions Since Last Publication

Revisions throughout to update “Other Peace Officer” to “Reserve Law Enforcement Officer.”  
June 1, 2026.