



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



Subject			Policy Number
<b>Part Time Peace Officers and “Other” Peace Officers</b>			<b>406</b>
Effective Date	Revision Date	Reevaluation Date	Number of Pages
November 18, 2011	April 22, 2019	Annually	3
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 “Other Peace Officers (non-reserve, non-full time, non-part time)” 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 “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 TCOLE 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 (TCOLE).
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**

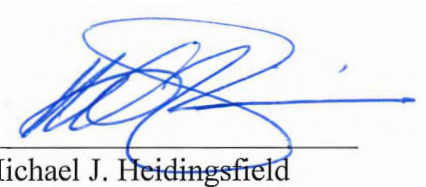
1. Part Time and "Other" Peace Officers serve at the discretion of the Institution Chief of Police and may be called into service at any time the Institution Chief of Police or designee considers it necessary.
2. Part Time and "Other" Peace Officers shall be considered in an "on duty" capacity whenever:
  - 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 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 “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.



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