



UW–Madison Police Department

Policy: 16.4

SUBJECT: PART-TIME POLICE OFFICER PROGRAM

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POLICY:

The purpose of this policy is to establish definitions and guidelines for the Part-Time Officer Program. The Chief of Police has designated the Special Events Lieutenant to administer the Part-Time officers who assist full time sworn personnel with events.

DEFINITIONS:

“Part-Time officer” refers to sworn personnel utilized for special events or assignments working under the direction of the Department.

PROCEDURE:

16.4.1 PART-TIME OFFICER PROGRAM – ADMINISTRATION

- A. Part-Time officers who are eligible for employment shall be former or current UWPD Employees who are eligible for State of Wisconsin certification as a sworn law enforcement officer and are in good standing or left the department in good standing.
- B. Part-Time officers are utilized for special events staffing for campus activities and providing law enforcement services consistent with applicable law.
- C. Part-Time officers have the same arrest authority and discretion as full-time law enforcement officers.
- D. Part-Time officers report to one supervisor, receive briefings for each event they are assigned, and work within the Incident Command System. Part-Time officers are managed by the Special Events Lieutenant.

16.4.2 SELECTION CRITERIA

- A. The UW–Madison Police Department Personnel Sergeant or designee shall complete a background check of each Part-Time officer candidate. Members of the Part-Time officer program shall be certifiable in Wisconsin prior to being selected for the Part-Time officer program.
 - 1. Successful completion of a comprehensive medical examination.
 - 2. Successful completion of a drug screen.
 - 3. Successful completion of an emotional stability and psychological fitness examination.
 - 4. Criminal history and driver’s license check.
 - 5. Verification of minimum educational requirements.
 - 6. The officer is not currently under investigation for criminal or work rules violations.
- B. The selection criteria for Part-Time officers are the same as that for full-time officers.

16.4.3 ENTRY LEVEL TRAINING

- A. Part-Time officers shall be certified law enforcement officers in the State of Wisconsin and receive training equal to that required of full-time officers assigned to special events assignments.
- B. All Part-Time officers are required to complete a recruit academy training program prior to any routine assignment in any capacity in which the Part-Time officer is allowed to carry a weapon or is in a position to make an arrest.
- C. All Part-Time officers shall have completed a field training program equivalent to that of full-time officers.
- D. Additional training for specific special events shall be provided by the Special Events Lieutenant or designee prior to the first assignment.

16.4.4 UNIFORMS AND EQUIPMENT

- A. Part-Time officers shall be issued the same uniform and equipment as those of full-time Department officers. Part-Time officers may use personally owned equipment provided the equipment is approved by the Special Events Lieutenant or designee prior to its use.
- B. Part-Time officers are issued a name tag which shall be worn visibly on the uniform shirt.
- C. Part-Time officers assigned to special duties shall be issued equipment appropriate to that assignment.

16.4.5 IN-SERVICE TRAINING, USE OF FORCE TRAINING, AND FIREARMS PROFICIENCY

- A. As required by Wisconsin State Statute and the Wisconsin Department of Justice Training & Standards Bureau, all officers shall complete at least 24 hours of training annually, complete the DOJ handgun qualification course annually and complete vehicle pursuit training biennially.
- B. Part-Time officers shall be trained by the Special Events Lieutenant or designee in department use of force policies prior to first assignment. The Special Events Lieutenant shall ensure such training is documented and the documentation is sent to the department's Training Unit. The department's Training Unit shall maintain records of Part-Time officer training. Use of force policy training shall occur at the same frequency as full-time officers.
- C. Part-Time officers are required to receive in-service training on a quarterly basis to demonstrate proficiency with all department approved weapons. Annual qualification for firearms is mandatory.

16.4.6 BONDING/LIABILITY PROTECTION

- A. Liability protection is provided to all officers, employees and agents of the University under Wisconsin Statute, Section 895.46(1). Part-Time officers acting under the direction and control of the University and for its benefit are considered agents and are covered.
- B. Actions that could lead to potential liability claims shall be reported promptly to the UW–Madison Risk Management Office.

16.4.7 PERFORMANCE EVALUATIONS

- A. All Part-Time officers shall be evaluated on an annual basis. Part-Time officer evaluation forms shall be completed annually by the Special Events Lieutenant or designee.
- B. Part-Time officer evaluation forms shall be kept in the Part-Time officer's personnel file.

16.4.8 EDUCATIONAL REQUIREMENTS

- A. Educational requirements for Part-Time officers are equivalent to those of full-time sworn officers for the Department. Part-Time officers must meet all state educational requirements at the time of sworn appointment as required by Wisconsin Law Enforcement Standards [\(LES\) 2.01\(1\)\(e\)](#).

B. Satisfaction of educational requirements shall be verified during the background screening.