



# Newport News Police Department - Operational Manual

## OPS-260 - PART-TIME POLICE OFFICERS

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### I. GENERAL

- A. Powers, Authority and Duty Requirements [1.2.1; 16.1.1]
1. Part-time police officers perform the same duties as full-time police officers as set forth in §15.2-1704 of the Code of Virginia, and Newport News City Code Chapter 32, Article I, Section 31-1.
  2. Every part-time police officer must possess current Virginia state qualification status and have successfully completed a Virginia DCJS certified police training academy, or the equivalent. [33.4.1; 16.1.4]
  3. Unless specifically indicated, any reference to police officers in Department directives will also apply to part-time police officers.
  4. Part-time police officers will adhere to Section 400 of the City Personnel Administration Manual (PAM) regarding allowable work hours, and will work no fewer than 30 hours a month unless specific authorization has been received through their chain of command.
  5. With prior approval and scheduling from their immediate supervisor, part-time police officers will be allowed the flexibility to work partial shifts.
  6. Part-time police officers shall **not** engage in secondary employment involving the use of their sworn police powers. [22.2.4]

### II. PROCEDURES

- A. Employment [16.1.2]
1. Applicants for part-time police officer positions must meet the same qualifications as those seeking full-time police officer positions, and shall have successfully completed a Virginia DCJS certified police training academy (or the equivalent) and hold current Virginia law enforcement certification.
  2. The Support Services Division will conduct the application process according to guidelines governing employment of full-time, paid police officers.
- B. Training [1.2.3; 4.3.2; 4.3.4; 33.4.1; 16.1.4]
1. Additional Required Training
    - a. Part-time police officers will attend additional law enforcement training to become familiar with the processes, firearms, and other equipment used by the Department. within 24 months of hiring.

- b. The additional training and F.T.O. requirement may be waived on a case-by-case basis (i.e. full-time Newport News police officers who are moving to part-time status) as approved by the Chief of Police or his designee.
2. Field training of part-time police officers will be conducted in the manner applied to new full-time state-certified police officers under the following guidelines:
    - a. Each part-time police officer will be assigned to a Field Training Officer (F.T.O.) during his field training.
    - b. On-duty service must be completed with a non-probationary full-time F.T.O. or senior officer. The assignment to an FTO will continue until the part-time officer has successfully demonstrated proficiency in the items as covered on the “Daily Observation Report” (D.O.R.) (NNPD Form #15).
    - c. If an F.T.O. is unavailable, the part-time police officer will be assigned with a senior officer. The senior officer will document performance and confer with an F.T.O. who may elect to sign off items properly covered by the senior officer. Senior officers are not authorized to sign off on training manual items.
    - d. F.T.O.s or senior officers will complete a D.O.R. (NNPD Form #15) on part-time police officers who have not been released to independent patrol. The F.T.O./senior officer will write the number of hours the part-time police officer worked on the top right corner of the D.O.R.’s first page.
    - e. Part-time police officer trainees will maintain possession of their training manuals, surrendering them to their assigned F.T.O. or senior officer upon returning for duty.
    - f. Upon completion of field training, the Support Services Division Commander will make appropriate recommendations for release to independent patrol.
  2. Part-time police officers must meet the annual in-service and firearms training and physical examination requirements, equivalent to those of full-time police officers.
 

[4.3.3(a,b); 16.1.5; 16.1.6; 22.2.1; 33.5.1]

### C. Assignment and Supervision

1. Precinct supervisors are responsible for the day-to-day street level supervision of part-time police officers working on their watches, and will document performance, and hours worked.
2. Part-time police officers must be evaluated annually under the guidelines used to assess full-time police officers.
 

[35.1.2]

  - a. Evaluations of part-time police officers shall be completed annually by April 30<sup>th</sup>. The evaluation will be completed by the supervisor under whom the officer spent the majority of his duty time, and may include the input of other supervisors who also provided oversight.
  - b. Part-time police officers are to be evaluated in areas where they have had sufficient opportunity to demonstrate performance, within the City’s evaluation instrument’s parameters.
  - c. The Precinct Commander will monitor the progress of part-time police officers in the field training program and may review their Training Manuals during evaluation.

3. Part-time police officers must complete the field training program within 12 months from completion of the additional law enforcement training given upon initial hiring. This requirement can only be waived by the Chief of Police for due cause.
4. Part-time police officers are authorized to work in any of the three patrol precincts on any shift.
  - a. Part-time police officers desiring to work within any division other than Patrol must submit their request in writing for approval by the Patrol Bureau Commander. Requests will be considered based on the individual's experience/expertise in certain areas and/or Department need.
  - b. Requests by other Department units or divisions for a part-time officer will be forwarded to the Patrol Bureau Commander.

D. Suspension or Termination [26.3.7]

1. Part-time police officers must conform to the policies and procedures of the Department and the City and may be suspended or terminated under the same guidelines governing full-time police officers.
2. Part-time police officers may be relieved of their duties for failure to maintain standards required of regular officers, (in-service training, firearm qualifications, etc.).
3. The Support Services Division Commander may grant an extension of time to meet training requirements based on good cause or reason.
4. Recommendations for disciplinary action against part-time police officers will be reviewed by the commander under whose command the part-time officer was working at the time of the incident, and will be handled as with a regular officer in accordance with ADM-210 "Standards of Conduct/Disciplinary Action". [26.1.5]
5. Part-time police officers are eligible for participation in the grievance procedure as set out in Newport News City Code Section 2-184, and all related applicable sections. [26.1.6]
6. Part-time police officers may serve in the program until reaching their 67<sup>th</sup> birthday. [22.1.2(a)]

F. Uniforms and Equipment

1. Part-time police officers will wear the same uniform and equipment issued to full-time; police officers.
2. Part-time police officers will be issued clothing and equipment as outlined in ADM-520 (Issuance and Wearing of Uniforms and Equipment) except that; [22.1.6]
  - a. Two long sleeve shirts will be issued instead of four
  - b. Two short sleeve shirts will be issued instead of four
  - c. Two pairs of pants will be issued instead of four

- d. Based on the specific assignment of the individual part-time officer, a training uniform, or other uniform specific to a unit or division, may be issued in lieu of the regular police uniform.

G. Bonding and Liability Protection Coverage

[16.1.7, 22.1.3(d)]

Part-time police officers are bonded and provided with public liability protection equal to that provided to full-time police officers.

Steven R. Drew  
Chief of Police