

# The Village of Winnebago Police Department

## Now Hiring Part-Time Officers

The Village of Winnebago is currently accepting applications for an immediate need to fill part-time police officer position(s). At this time we are only taking applications from certified officers (both in and out of state). Certified candidates must have at least two years of experience as a certified police officer to apply.

Starting Wage: \$19/hour

Shifts: At least four shifts per month (4 hour minimum). Shifts are assigned as needed by the Village of Winnebago, 24/7 coverage with the possibility of an assigned shift.

### MINIMUM REQUIREMENTS

Applicants for lateral appointments must meet the following requirements in addition to the minimum qualifications and requirements of the entry-level police officer as provided for in the eligibility section.

- a) Be a citizen of the United States of America
- b) Have two (2) years previous related experience in good standing within the five-year period immediately preceding the close of the application deadline. Related police officer experience includes:
  - 1. Cumulative related service must include a minimum of two (2) years of uniformed patrol duty as a commissioned law enforcement officer and validated evidence of successful completion of related training certified by the appropriate state, federal, or local regulatory or oversight agency and must be able to obtain an Illinois State certification
  - 2. Military police, detention/correction officer, reserve officer, and federal law enforcement personnel will not be considered as previous related experience
- c) Have documented satisfactory performance ratings on at least two (2) annual performance evaluations for each year of employment during the last five (5) year period prior to the application deadline
- d) Be able to perform minimum essential job functions of the position
- e) Have the ability to speak, hear, and understand ordinary speech, and meet all minimum physical, mental, and medical standards
- f) Have a valid driver's license
- g) Meet such other requirements established by the police committee
- h) Be required to fully disclose all personnel matters to include agreements and sealed files
- i) Submit three (3) letters of recommendation
- j) Agree to comply with all requirements of the position

Each Applicant shall furnish upon request, a copy of the following: birth certificate, high school diploma or General Education diploma (GED), transcripts and diplomas of higher learning, training certificates, naval or military service board and discharge papers, a resume, documents confirming work experience, and employee evaluations.

**Attached is the Part-Time Officers policy of the Winnebago Police Department**

## Part-Time Officers

### 350.1 PURPOSE AND SCOPE

The Winnebago Police Department's utilization of Part-Time officers was established to supplement and assist regular sworn police officers in their duties. These officers provide professional, sworn services to augment regular staffing levels.

#### 350.1.1 DEFINITIONS

Definitions related to this policy include:

**Part-time police officer** - An officer who has completed his/her probationary period and is employed on a part-time basis as a law enforcement officer by a participating unit of local government, or as a campus policeman by a participating state controlled university, college, or public community college (50 ILCS 705/2).

### 350.2 SELECTION AND APPOINTMENT OF POLICE PART-TIME OFFICERS

The Winnebago Police Department shall endeavor to recruit and appoint as part-time officers only those applicants who meet the high ethical, moral, and professional standards set forth by this Department. All applicants shall be required to meet and pass the same pre-employment procedures as regular full-time officers before appointment.

A person hired to serve as a part-time officer must obtain from the Illinois Law Enforcement Training Standards Board (ILETSB) a certificate attesting to his/her successful completion of the part-time training course; attesting to his/her satisfactory completion of a training program of similar content and number of hours that has been found acceptable by ILETSB under the provisions of the Illinois Police Training Act (50 ILCS 705); or attesting to ILETSB's determination that the part-time training course is unnecessary because of the person's extensive prior law enforcement experience (50 ILCS 705/8.2).

- (a) A person hired after March 14, 2002 must obtain this certificate within eighteen (18) months after the initial date of hire as a probationary part-time police officer, and may work as a part-time probationary officer for up to eighteen (18) months after being appointed. To work and carry a weapon during the eighteen (18) month compliance period, the officer must have first complied with the 40 Hour Mandatory Firearms Act (50 ILCS 710/2).
- (b) The probationary part-time officer must be enrolled and accepted into an ILETSB-approved course within six (6) months after active employment. Compliance can be achieved in one of three ways, The officer must either:
  1. Complete an in-state full time Basic Law Enforcement Training Course
  2. Complete an in-state part-time academy
  3. Attend an out-of-state Basic Law Enforcement Training Course and receive a waiver from the ILETSB of the training requirement

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- (c) The Department may seek a waiver from the ILETSB extending the period for compliance, and if issued, the probationary part-time officer may not perform the duties of a part-time officer during the waiver period. If training is required and not completed within the applicable time period, as extended by a waiver, the officer must forfeit his/her position. If the Department does not seek or obtain a waiver of the training on the officer's behalf and chooses to enroll the officer in the part-time academy, the officer must be enrolled in the part-time academy within six (6) months of the initial date of hire.
- (d) Part-time police officers shall also be available for lateral hire pursuant to Policy 1001.

#### **350.2.1 PROCEDURE**

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

Before appointment as a part-time police officer, an applicant must have completed, or be in the process of completing, an ILETSB approved part-time police training course.

#### **350.2.2 APPOINTMENT**

Applicants who are selected for appointment as a part-time police officer shall, after meeting the requirements set forth above in this policy, and on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

#### **350.2.3 COMPENSATION FOR POLICE PART-TIME OFFICERS**

Compensation for part-time officers is provided as follows:

Part-time officer appointees shall be compensated at a rate established at the recommendation of the Police Committee and approved by the Village Board. Part-time officer appointees are issued uniforms and all designated attire and safety equipment. All property issued to the part-time officer shall be returned to the Department upon termination or resignation. Part-time officers shall participate in the Quarter Master uniform replacement program.

### **350.3 DUTIES OF PART-TIME OFFICERS**

Part-time officers assist full-time officers in the enforcement of laws and in maintaining peace and order within the community. Assignments of part-time officers will usually be to augment the patrol assignments. Part-time officers may be assigned to other duties within the Department as needed. Part-time officers are required to work a minimum of four (4) shifts per month as assigned by a Supervisor. A part-time officer may not exceed 1,560 hours of work accumulated from all part-time peace officer positions in any twelve (12) month period (20 Ill. Admin. Code 1770.102).

#### **350.3.1 POLICY COMPLIANCE**

Police part-time officers shall be required to adhere to all Departmental policies and procedures. A copy of the policies and procedures will be made available to each part-time officer upon appointment and he/she shall become thoroughly familiar with these policies.

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Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time officer, it shall also apply to a sworn part-time officer, unless by its nature it is inapplicable.

#### 350.3.2 PART-TIME OFFICER ASSIGNMENTS

All part-time officers will be assigned to duties by the Chief of Police or his/her designee.

#### **350.4 FIELD TRAINING**

Field training is intended to provide the necessary and mandated instruction and practice for part-time officers to properly and safely perform their assigned duties.

##### 350.4.1 TRAINING OFFICERS

Officers of this department, who demonstrate a desire and ability to train part-time officers, may train the part-time officers, subject to Chief of Police approval.

##### 350.4.2 PRIMARY TRAINING OFFICER

Upon completion of the Academy, part-time officers will be assigned to a primary training officer. The primary training officer will be selected by the Chief of Police. The part-time officer will be assigned to work with his/her primary training officer until the primary training officer recommends progression to the secondary training phase with the approval of the Chief of Police. This time shall be known as the Primary Training Phase.

##### 350.4.3 FIELD TRAINING MANUAL

Each new part-time officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Winnebago Police Department. The part-time officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

##### 350.4.4 COMPLETION OF THE PRIMARY TRAINING PHASE

At the completion of the Primary Training Phase, (Phase I) the primary training officer will meet with the Chief of Police or his/her designee. The purpose of this meeting is to discuss the progress of the part-time officer in training.

If the part-time officer has progressed satisfactorily, he/she will then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Chief of Police or designee will determine the appropriate action to be taken.

##### 350.4.5 SECONDARY TRAINING PHASE

The Secondary Training Phase (Phase II) shall consist of additional on-duty training. The part-time officer may no longer be required to ride with his/her primary training officer. The part-time officer may now ride with any officer designated by the Chief of Police.

During Phase II of training, as with Phase I, the part-time officer's performance will be closely monitored. In addition, rapid progress should continue toward the completion of the Officer's Field Training Manual. At the completion of Phase II of training, the part-time officer will return to his/

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her primary training officer for Phase III of the training. If the part-time officer has progressed satisfactorily, he/she will then proceed to Phase III of the training. If he/she has not progressed satisfactorily, the Chief of Police or designee will determine the appropriate action to be taken.

#### **350.4.6 THIRD TRAINING PHASE**

Phase III of training shall consist of further additional on-duty training. For this training phase, the part-time officer will return to his/her original primary training officer. During this phase, the training officer will evaluate the part-time officer for suitability to graduate from the formal training program.

At the completion of Phase III training, the primary training officer will meet with the Chief of Police or designee. Based upon the part-time officer's evaluations, plus input from the primary training officer, the Chief of Police or designee shall decide if the part-time officer has satisfactorily completed his/her formal training. If the part-time officer has progressed satisfactorily, he/she will then graduate from the formal training process. If his/her progress is not satisfactory, the Chief of Police or designee will decide upon the appropriate action to be taken.

#### **350.4.7 COMPLETION OF THE FORMAL TRAINING PROCESS**

When a part-time officer has satisfactorily completed all three phases of formal training, he/she will no longer be required to ride with a training officer.

### **350.5 SUPERVISION OF PART-TIME OFFICERS**

All part-time officers shall be under the supervision of a supervisor or an officer in charge. Part-time officers should not supervise a full-time officer.

#### **350.5.1 IDENTIFICATION OF PART-TIME OFFICERS**

All part-time officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card.

#### **350.5.2 UNIFORM**

Part-time officers shall conform to all uniform regulation and appearance standards of this Department.

#### **350.5.3 INVESTIGATIONS AND COMPLAINTS**

If a part-time officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Part-Time Coordinator, at the discretion of the Patrol Chief of Police.

Part-time officers are considered at-will employees. The Uniform Peace Officers' Disciplinary Act applies to part-time officers (see the Personnel Complaints Policy).

#### **350.5.4 PART-TIME OFFICER EVALUATIONS**

While in training part-time officers will be continuously evaluated using standardized daily and weekly observation reports. The part-time officer will be considered a trainee until all of the training phases have been completed. Part-time officers, having completed their field training, will be

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evaluated annually using performance dimensions applicable to the duties and authorities granted to that of full-time officers.

#### **350.6 FIREARMS REQUIREMENTS**

##### **350.6.1 CARRYING WEAPON ON DUTY**

It is the policy of this Department to allow part-time officers to carry firearms while on duty or off duty.

Part-time officers who are permitted to carry a firearm, other than the assigned duty weapon, may do so only after verifying that the weapon conforms to Departmental standards. The weapon must be registered properly and be inspected and certified as fit for service by a Departmental armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, part-time officers shall have demonstrated proficiency with the carried weapon.

##### **350.6.2 CONCEALED FIREARMS PROHIBITED**

Part-time officers are permitted to carry a concealed firearm while in an off-duty capacity. An instance may arise where part-time officers are assigned to a plainclothes detail for their assigned tour of duty. Under these circumstances, part-time officers may be permitted to carry a weapon more suited to the assignment, with the knowledge and approval of the Supervisor in charge of the detail.

##### **350.6.3 PART-TIME OFFICER FIREARM TRAINING**

All part-time officers are required to maintain proficiency with firearms used in the course of their assignments. Part-time officers shall comply with all requirements set forth by ILETSB.

#### **350.7 EMERGENCY CALL-OUT FOR PART-TIME PERSONNEL**

The Chief of Police or designee shall develop a plan outlining an emergency call-out procedure for part-time personnel.