

Fennimore Police Department Casual and Contract Police Officers		
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Policy Source: Chief of Police		Special Instructions: Amends All Previous Versions

PURPOSE

Contract and casual police officers are a valuable department resource when used to fill open shifts, provide temporary extra personnel and fulfill contract policing obligations. These police officers may also provide affordable department access to advanced training and specialized police tactics.

POLICY

It shall be the policy of the Fennimore Police Department to use contract and casual police officers as a supplemental resource in providing professional police services to the community. It is not the policy of the Fennimore Police Department to use contract and casual police officers to replace full time police officer hours or positions.

DISCUSSION

Contract and casual police officers will be afforded full police powers. As such, contract and casual police officers will be expected to maintain a level of training and preparedness consistent with the duties assigned to them. Contract and casual police officers will be supervised by the department administration.

DEFINITIONS

- **Contract police officer:** Contract police officers will be employed for the purpose of fulfilling liaison or other contract policing obligations. Contract police officers will be considered Limited Term employees as defined by Section 5(d) of the city of Fennimore Personnel Practices Manual.

- **Casual Police Officer:** Casual police officers will be employed for the purpose of filling open shifts, transporting prisoners and providing temporary extra personnel for special events, emergencies or other department matters. Properly qualified casual police officers may be used as department instructors or for the application of specialized police tactics. Casual police officers will be considered Casual employees as defined by Section 5(f) of the city of Fennimore Personnel Practices Manual.

PROCEDURE

Hiring and Training

Contract and casual police officers will be hired in a manner consistent with section 9.01 of the Fennimore Municipal Code. Applicants may be hired to the position of contract police officer, casual police officer or both.

Contract and casual police officers will be responsible for their 24-hour annual law enforcement recertification training.

If the Fennimore Police Department is considered the primary employment agency by the Wisconsin Department of Justice Training and Standards Board, the department will be responsible for tracking and certifying 24-hour recertification training, vehicle pursuit training records and firearms proficiency compliance.

Equipment

The Fennimore Police Department will provide contract and casual police officers with a uniform consistent with the requirement of their duties. Contract and casual police officers will be responsible for providing their own duty belt or other personal equipment needed for work.

Contract and casual police officers will be responsible for providing an appropriate pistol and duty ammunition to be carried on duty. All equipment carried while on duty by contract and casual police officers must be approved by the Chief of Police.

All uniforms or equipment provided by the Fennimore Police Department remain the property of the Fennimore Police Department and will be returned immediately at the end of employment or at any time by request of the Chief of Police.

Evaluation

Contract and casual police officers will be evaluated as needed regarding the performance of their duties as a police officer. Service provided by contract and casual police officers will be evaluated on a regular basis to verify the officer is fulfilling the purpose for which they were hired.

Rules of Employment

Contract and Casual police officers will be held accountable to all rules, restrictions or guidelines defined by the Fennimore Police Department Policy Manual and the City of Fennimore Personnel Practices Manual.

A contract or casual police officer who wishes to separate from the department in good standing will provide written notice of resignation along with two weeks' notice and the immediate return of any department uniform or equipment.

Termination of Employment

Contract police officers are employed for a specific task or assignment and their employment terminates at the end of the task or assignment. There is no expectation of continuing employment for contract police officers beyond the term of the contract for which they were hired.

The Chief of Police reserves the right to call or not call any casual officer for duty at any time. There is no expectation of continuing employment for casual police officers at any time. The Chief of Police reserves the right to terminate the employment of a contract or casual police officer at any time with or without cause.

DISCLAIMER

The policies contained in this manual are for department use only and do not apply in any criminal or civil proceedings. Department policy should not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violation of this policy will only form the basis for departmental administrative sanctions and is not intended for use in courts of civil or criminal jurisdiction.

/s/ Christopher J. French

03/28/2025

Christopher J. French
Chief of Police

Date