

	Policy & Procedures				No. 4.18	
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1.1.9 1.1.10 1.1.11 1.1.12 1.1.13 16.3.0 16.3.1 16.3.2 16.3.3 16.3.4 16.3.5 16.3.6 16.3.7
 16.3.8 16.4.1 16.4.2 16.4.3 22.2.2 22.2.5 26.0.3 26.1.1 33.4.2 33.7.2 1.1.0

POST Standards: TRN-02

GENERAL CONDITIONS AND GUIDELINES

It is the policy of the Canton Police Department, that in order to provide the most effective and efficient police services possible, the Department will use Special police officers and Permanent Intermittent officers on a limited basis to supplement staffing needs in the patrol division. **16.3.1**

I. Definitions

A Permanent Intermittent officer is considered a part-time officer hired by the town to assist with staffing needs. These officers must attend and successfully complete a Basic Reserve/Intermittent training course approved by the Municipal Police Training Committee. These courses are entry-level training programs that have the prescribed course of study that a reserve/intermittent police officer must satisfactorily complete prior to exercising police powers in Massachusetts. **16.3.2**

A Special police officer is a part-time officer hired by the town to assist with specific and specialized needs of the department. This will include, but not be limited to performing police details. A Special police officer must have attended and successfully completed either a full-time officers training academy or a basic reserve/intermittent training course approved by the Municipal Police Training Committee. **16.3.2**

II. Selection

The selection process and criteria for Special police officers shall be limited to the Head Animal Control Officer and in some cases, retired officers (Veteran Offices). Special Officers will not be bound by Massachusetts Human Resources Division eligibility requirements. **16.3.0; 16.3.1; 16.3.2; 1.1.9; 1.1.10**

1. Special police officers will be selected in accordance with the Canton Police Department's Selection Process Policy and Procedure and any other requirements deemed appropriate by the Chief of Police or appointing authority, after receiving authorization for appointment through the appointing authority. The department shall allow retired full-time Canton police officers to become special police officers, on a case-by-case basis, upon approval by the Chief of Police and Town Administrator, and they shall be appointed as such by the Appointing Authority. They will not be allowed to work in the capacity of a patrol officer and they will only work part-time.
2. Special police officer candidates are required to satisfactorily pass all requirements set forth in the Selection Policy and Procedure and any other requirements deemed appropriate by the Chief of Police or appointing authority, and the cost of these items will be incurred by the candidate. **16.3.2**
3. Special police officer candidates that do not pass each phase of the selection process may be deemed ineligible for appointment and neither the Town of Canton, nor the Canton Police Department will reimburse any cost(s) already paid by the candidate.
4. Except as herein otherwise provided, all Special police officers appointed to the department shall abide by all employment criteria set forth by the Massachusetts Human Resources Division for full-time police officers. **16.3.1**
5. Candidates must meet all state educational requirements at the time of sworn appointment. **16.3.8**

The selection process and criteria for Permanent Intermittent police officers will be bound by Massachusetts Human Resources Division eligibility requirements. **16.3.0; 16.3.1; 16.3.2; 1.1.9; 1.1.10**

III. Training 16.4.2

Before being allowed to work as a police officer or to carry a new type of lethal or less lethal weapon, all newly appointed Special or Permanent Intermittent police officers *must*: **1.1.13;16.3.2**

1. Attend and pass a Municipal Police Training Committee (MPTC) approved Basic Reserve/Intermittent Training Academy. **16.3.3; 33.4.2; 33.7.2**
2. Be issued and receive training on the Canton Police Department's applicable Policies and Procedures for carrying a new type of weapon. Documentation of such will be made with the officer's signature on the Department's Policy Receipt Form. **1.1.10; 1.1.11; 1.1.13**
3. Attend an annual MPTC approved Reserve Officer In-Service training program, which will include recertification of CPR and First Responder Training and any additional training as may be required by the MPTC – See MPTC Bridge Academy Website for details [MPTC Bridge Academy | Mass.gov](https://mptcbridgeacademy.com) . * Note: this will be dependent upon recertification year for each officer and standards to be set by the MPTC. **16.3.3; 16.3.5; 33.7.2; TRN-02**

Deadlines for training:

Last names ending in A – H due in June 2022

Last names ending in I – P due in June 2023

Last names ending in R – Z due in June 2024

4. Attend all department use of force training and firearms qualifications in the same manner as full-time police officers at their own expense. **16.3.6; 1.1.10**
5. Training requirements are subject to change without notice and all Special and Permanent Intermittent police officers, once notified of the change(s), shall comply.
6. Have a valid Massachusetts driver's license.

IV. Uniforms and Equipment 16.4.3; 26.1.1

Special and Permanent Intermittent police officers shall wear the authorized uniform as required; same uniform as full-time officers performing like functions **16.3.4**, and will be notified of the appropriate articles upon appointment. These officers, not the department, shall incur the cost of all uniforms. **22.2.5 A,B**

Special and Permanent Intermittent police officers shall be authorized to carry the same equipment as is issued to full-time officers, provided such officer is appropriately trained in its use. The cost of these items shall be incurred by the officer, not the department. **16.3.4; 22.2.5 A,B; 1.1.9**

All Special and Permanent Intermittent police officers working a shift or a detail will carry the authorized firearm of the Canton Police Department. No Special police officer will be allowed to work on the street unless and until such authorized firearm has been purchased and the officer is qualified in its use. **1.1.0; 16.3.0; 16.3.4; 1.1.9**

V. Duties and Responsibilities 16.4.1

The primary duty of Special and Permanent Intermittent police officers is to supplement the full-time force in the delivery of law enforcement services to the community. **16.3.1**

These officers shall not be assigned to regular shift assignments.

1. No Special or Permanent Intermittent police officer will be allowed to work in any regular patrol assignment without the prior approval of the Chief.
2. Special and Permanent Intermittent police officers will be allowed to work details.
3. Special and Permanent Intermittent police officers are subject to the same rules, regulations, policies, procedures, directives and orders as full-time officers. **1.1.0;16.3.0; 16.3.2**

Special and Permanent Intermittent police officers have the same authority and powers of arrest as full-time police officers, in direct accordance with Massachusetts General Law, Ch. 41 § 98. **1.1.0;16.3.0; 16.3.1; 16.4.1; 33.4.2**

1. Law enforcement powers will only be used during specific tours of duty or when witnessing violent crimes.

Special and Permanent Intermittent police officers must honor court notices/subpoenas resulting from their police duties, even if doing so requires appearing in court during the course of their regular employment.

VI. Liability Protection

All Special and Permanent Intermittent police officers are provided with liability protection equal to that provided for full-time police officers. **16.3.7; 22.2.2D**

**** Note:** The town's insurance carrier lists "Special and Permanent Intermittent Police Officers" as "Part-Time Police Officers."

VII. Animal Control Officer 16.3.0; 16.4.1; 16.3.4; 16.4.3

Special Officer

The department's head animal control officer may be a Special Police Officer if appointed through proper authority. If such is the case, then the animal control officer will be allowed to wear the police officer's uniform and prosecute criminal offenders. **1.1.0;16.3.0; 16.3.1; 16.3.3; 16.4.1; 26.1.1**

Uniform for Special Officer – Head Animal Control Officer

The traditional issued uniform for the ACO that is a Special Police Officer is khaki pants and a navy-blue polo shirt that is embroidered with a badge and 'Canton Police Department'. With the Chief's approval, and after successfully being trained and qualified, the ACO is authorized to carry a department issued firearm while on duty. **1.1.0;16.3.0; 1.1.9; 16.4.3; 22.2.5 A,B; 26.1.1**

The position of general Animal Control Officer is a civilian (non-sworn) position.
16.4.1; 16.4.3

Animal Control Officers (those not appointed as a Special Police Officer) are not sworn officers and have no police powers. In accordance with CALEA standards only, they are defined as Auxiliary personnel. Canton Police Department does not have a specific classification entitled 'Auxiliary'. **16.4.1**

This position is responsible for the provision of animal control services. Responsibilities include enforcement of state and local laws and by-laws regarding animal control; investigating complaints, assisting animal inspector on animal bites, assisting humane and other agencies on cruelty to animals and other violations; preparing reports and performing administrative duties; performs related duties as required. **16.4.1 B**

Related duties include:

- cares for animals kept at shelter; providing/obtaining medical care if required, screening each animal as to age, temperament, personality match between animal and prospective adoptee, and medical condition; making other arrangements as required. **16.4.1 B**
- investigates complaints regarding animals, including vicious dogs, receives information from complainant; meets with owners of animals when possible; provides information regarding town by-laws and dog hearing procedures; prepares reports; and provides follow-up as needed.

- Responds to calls regarding injured animals; transports animals to veterinarian, provides care as needed.

VIII. Animal Control Officer (civilian) Training: (CALEA = Auxiliary) 16.4.2; 33.7.2

Animal Control Officers are to complete the Massachusetts Animal Fund Animal Control Officer Core Competencies training course offered through the Department of Agricultural Resources before performing their duties.

Animal Control Officers are responsible for maintaining their continuing education credits by attending courses offered by the Animal Control Officers Association of Massachusetts (ACOAM), the National Animal Care & Control Association (NACA) or the New England Animal Control/Humane Academy (NEACHA).

Animal Control Officers will receive training on the Canton Police Department's Policies and Procedures that are applicable to them, including Rules and regulations. This will be done in the station's training room as needed. Documentation of such will be made with the employee's signature on the Department's Policy Receipt Form. **1.1.10; 1.1.12**

IX. ACO Uniform 22.2.5 A,B; 26.1.1

The traditional uniform (issued) for the ACO that is **not** a Special Police Officer is a pair of khaki pants and a blue polo shirt. The only difference is the ACO's shirt is embroidered with the words, "Canton Animal Control." An ACO that is not a Special Police Officer is not authorized to carry a firearm. **16.4.1; 16.4.3**

X. ACO Equipment 22.2.5 C

After the date of appointment and prior to working their first shift, all newly appointed animal control officers will be supplied with the following:

- 2 complete uniforms (includes khaki pants and polo shirt)
- Radio
- Radio holder
- 2 radio batteries
- Windbreaker
- Raincoat

The ACO will carry a department issued radio at all times while on duty. If the ACO chooses to carry a flashlight, he/she will be responsible for that expense. (See Provision of Clothing and Equipment Policy)