

Special Services Officers

327.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Missoula Police Department special services officers to supplement and assist department personnel in their duties.

327.1.1 DEFINITIONS

Definitions related to this policy include (§ 7-32-201, MCA):

Special Services Officer - An unsworn, part-time, volunteer member of a law enforcement agency who may perform functions, other than general law enforcement duties, that require specialized skills, training, and qualifications, who may be required to train with a firearm, and who may carry a firearm while on assigned duty as provided in [7-32-239](#).

327.2 POLICY

The Missoula Police Department shall ensure that special services officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

327.3 RECRUITMENT AND SELECTION

The Missoula Police Department shall endeavor to recruit and appoint 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 department personnel before appointment.

327.3.1 APPOINTMENT

Applicants who are selected for appointment as special services officers shall, on the recommendation of the Chief of Police, be assigned as required.

Special services officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Special services officers shall have no property interest in continued appointment. However, if a special services officer is removed for alleged misconduct, the special service officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

327.4 IDENTIFICATION AND UNIFORMS

Special services officers will be issued Missoula Police Department uniforms, badges, if appropriate, and identification cards. Identification symbols worn by uniformed special services officers shall be different and distinct from those worn by regular department personnel through the inclusion of "Special Services Officer" on their badges. The identification cards will be the standard Missoula Police Department identification cards with the exception that "Special Services Officer" will be indicated on the cards.

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327.5 COMPENSATION

Compensation for special services officers is provided as follows:

- (a) Special services officers shall work at the direction of the Chief of Police or the authorized designee.
- (b) Special services officers may be issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to special service officers shall be returned to this department upon termination or resignation.
- (c) The Missoula Police Department will provide full worker's compensation coverage to a special services officers while the special services officer is on duty (§ 7-32-203, MCA).
- (d) Special services officers may not participate in a pension or retirement system (§ 7-32-202, MCA).

327.6 COMPLIANCE

Special services officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to a special services officer upon appointment. A special services officer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a special services officer, unless by its nature it is inapplicable.

Special services officers are required by this department to meet department-approved training requirements as applicable to their assignment.

327.7 CARRYING OF WEAPONS

Special services officers are prohibited from carrying weapons while on duty, unless authorized by the Chief of Police.

327.8 TRAINING

All special services officers shall complete the required training as directed by the Chief of Police or the authorized designee.

327.8.1 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for special services officers to properly and safely perform their assigned duties. Special services officer training should correspond to their assignment.

Special services officers shall receive a pre-assignment course of training in the policies of the Department, safe handling of weapons and other law enforcement procedures applicable to their assignments. A special services officer who operates any vehicle while acting in the capacity of a special services officer shall receive training in safe driving and defensive driving.

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327.8.2 SPECIAL SERVICE OFFICER TRAINING MATERIALS

New special services officers will be issued training materials at the beginning of training. The materials outline the subject matter and skills necessary to properly function as special services officers with the Missoula Police Department. Special services officers shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

327.8.3 COMPLETION OF THE TRAINING PROCESS

When special services officers have satisfactorily completed training, they will no longer be required to work with a trainer. Special services officers may now work with any department member and may be considered for release to work alone.

327.9 SUPERVISION

All special services officers shall be under the direct or indirect supervision of a supervisor or department member in charge. Special services officers shall never supervise regular department personnel.

327.9.1 EVALUATIONS

While in training, special services officers should be continuously evaluated using standardized daily and weekly observation reports. Special services officers will be considered trainees until they have satisfactorily completed training. Special services officers who have completed their training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to special services officers.

327.9.2 INVESTIGATIONS AND COMPLAINTS

If special services officers have a personnel complaint made against them or become involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.