

## **SAMPLE: Part-time Ordinance**

*The language of the ordinance below is provided as a sample of an acceptable format and is not intended to provide legal advice or identify a technical template for approval. Please review the pertinent sections of the Police Training Act and the Illinois Municipal Code, or consult with a municipal attorney to ensure that the language of the submitted ordinance is fully binding and otherwise compliant with all applicable laws, rules, and regulations.*

**CITY/VILLAGE/TOWN OF \_\_\_\_\_ – ORDINANCE NO. \_\_\_\_\_**

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The Corporate Authorities of the City/Village/Town of \_\_\_\_\_,  
\_\_\_\_\_ County, Illinois, hereby ordain as follows:

### **SECTION 1. PART-TIME POLICE.**

- A. Employment. The City/Village/Town of \_\_\_\_\_ may employ part-time police officers from time to time as they deem necessary.
- B. Duties. A part-time police officer shall have all the responsibilities of a full-time police officer and such specific duties as delineated in the General Orders of the \_\_\_\_\_ Police Department, but the number of hours a part-time officer may work within a calendar year is restricted. Part-time police officers shall not be assigned to supervise or direct full-time police officers. Part-time police officers shall be trained in accordance with the Illinois Police Training Act (50 ILCS 705/1 et. seq.) and the rules and requirements of the ILETSB.
- C. Hiring Standards. Any person employed as a part-time police officer must meet the following standards:
1. Be of good moral character, of temperate habits, of sound health, and physically and mentally able to perform assigned duties.
  2. Be at least twenty-one (21) years of age.
  3. Pass a medical examination.
  4. Possess a high school diploma or GED certificate.
  5. Possess a valid State of Illinois driver's license.
  6. Possess no prior felony convictions.
  7. Any individual who has served in the U.S. military must have been honorably discharged.
- D. Discipline. Part-time officers shall be under the disciplinary jurisdiction of the chief of police. Part-time police officers serve at the discretion of the City/Village/Town authorities, shall not have any property rights in said employment, and may be removed by the City/Village/Town authorities at any time. Part-time police officers shall comply with all applicable rules and General Orders issued by the Police Department.

**SECTION 2.** That if any section, paragraph, clause, phrase or part of this ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining provisions of this ordinance, and the application of these provisions to any person or circumstances shall not be affected thereby.

**SECTION 3.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed insofar as they conflict herewith.

**SECTION 4.** That this ordinance shall be in full force and effect from and after its passage as provided by law.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the affirmative vote of the corporate authorities, as follows:

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(Presiding Officer)

ATTEST:

\_\_\_\_\_  
City/Village/Town Clerk

I, \_\_\_\_\_, hereby certify that the attached is a true, correct and complete copy of the Ordinance adopted and approved by the corporate authorities of the City/Village/Town of \_\_\_\_\_, \_\_\_\_\_ County, Illinois on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I further hereby certify that I am the duly qualified and acting City/Village/Town Clerk of the City/Village/Town of \_\_\_\_\_, \_\_\_\_\_ County, Illinois; that, as such Clerk, I am the keeper of the ordinances, resolutions and records of said City/Village/Town; and that the original of the attached Ordinance is now on file in my office.

IN WITNESS WHEREOF, I have hereby set my hand and the official seal of the City/Village/Town of \_\_\_\_\_, Illinois, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Clerk

(CORPORATE SEAL)

SAMPLE