

CHAPTER 26
PART-TIME POLICE OFFICER POLICY
&
SUPERVISION OF PART-TIME LICENSED PEACE OFFICERS POLICY

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&
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MN RULES 6700.1110

SECTION 1. POLICY.

It is the policy of the Winsted Police Department to protect lives while enforcing the law. In addition, it is the responsibility of this agency to guide its officers in the safe and reasonable performance of their duties. To accomplish these goals the following policy is provided to assist in the regulation of part-time peace officers as required under MN STAT 626.8465 and *MN RULES 6700.1101-6700.1300*. Part-time peace officers are most effectively utilized as a supplement to regular, fully trained peace officers. The use of part-time peace officers when the need for services would otherwise justify the use of peace officers is discouraged.

SECTION 2. DEFINITIONS.

- A. *Part-time Peace Officer:*** “Part-time peace officer” has the meaning given it in MN STAT 626.84, subd. 1 (d).

- B. *Appointment:*** means the official declaration provided by the agency to the POST Board which indicates that the agency has engaged the services of a peace officer or part-time peace officer beginning on a specified date.

- C. *Active Duty Status:*** means when a peace officer or part-time peace officer is authorized by agency policy to act as an agent of the appointing authority with power to arrest and authority to carry a firearm.

- D. *Hours Worked:*** means the actual number of hours served while the part-time peace officer is on active duty status. All active duty hours must be documented regardless of compensation.

- E. *Supervision of Part-time Peace Officer:*** means the part-time peace officer and the designated supervising peace officer are aware of their respective identities; the part-time peace officer has the ability to directly contact the designated peace officer, and the part-time or designated peace officer can achieve direct personal contact within a reasonable period of time.

SECTION 3. PROCEDURES.

It is this agency’s policy that supervision be provided to part-time peace officers by peace officers as required under *MN RULES 6700.1110*. It should be noted that this pertains to Part-Time licensed police officers. This policy minimally addresses the following requirements found within the rule including:

- A.** When designating a peace officer to supervise a part-time peace officer an agency shall establish written procedures which at a minimum include:
1. how the designated peace officer is to be notified of the designated peace officer's responsibility for assuming supervision of a part-time peace officer;
 2. the duties and responsibilities of the designated peace officer in exercising supervisory responsibility for a part-time peace officer;
 3. the means by which the part-time peace officer is to notify the designated supervising peace officer that the part-time peace officer is on active duty status; and
 4. the means by which the designated supervising peace officer is to be notified when the part-time peace officer is no longer on active duty status.
- B.** An agency that agrees to designate a peace officer to supervise a part-time peace officer who is not employed by the same agency shall establish at a minimum:
1. all policies required under *MN RULES* 6700.1105, Subpart 2;
 2. all policies required under *MN RULES* 6700.1110; and
 3. a written joint powers agreement which confers upon the designated supervising peace officer full power and authority within the jurisdiction of the part-time peace officer to be supervised.
- C.** A part-time licensed officer is considered to be on active duty status when any of the following occurs.
1. When assigned a shift by the Chief or scheduling officer.
 2. When attending court.
 3. When attending department authorized training.
 4. When called to work for special events.
- D.** When reporting for duty it is the responsibility of each part-time licensed peace officer to advise dispatch that they are on active duty status. They will also advise dispatch who the supervising officer, as defined in P.O.S.T. Rule 6700.1105, Subd. 3, will be.
- E.** Supervision for part-time licensed officers will be by one of the following means.
1. In person;
 2. Radio;
 3. Telephone; or
 4. Pager/telephone.
- F.** When ending work, it will be the responsibility of the part-time licensed peace officer to notify dispatch and the supervising officer that they are no longer on active duty status.

- G. Under no circumstances will a part-time licensed peace officer be considered to be on active duty status without a licensed full-time peace officer either on-duty or working in on-call status. This full-time officer shall be referred to as the “designated peace officer” as defined in P.O.S.T. Rule 6700.1105, Subd. 3.
- H. Under no circumstances shall the Winsted Police Department personnel act as the “designate peace officer” for any other agency without first obtaining the expressed written consent of the Winsted Police Chief.
- I. It will be the responsibility of each part-time licensed officer to keep an accurate record of their hours worked on forms approved by the Chief of Police. These forms will be turned into the Chief of Police who will retain them for the amount of time required by the MN Data Practice Laws. The part-time licensed peace officer will also keep both monthly and yearly logs of the hours he/she works. It should be noted that this pertains to Part-Time licensed police officers.

SECTION 4. RESPONSIBILITIES OF THE PART-TIME PEACE OFFICER.

- A. The hours of active duty status during the calendar year of a part-time peace officer are limited to no more than 1,040 hours. It should be noted that this pertains to Part-Time licensed police officers.
- B. A part-time peace officer shall record all active duty hours worked either on the *Part-time Peace Officer Monthly Hour Log* provided by the POST Board, or in an electronic format that includes the same information for each agency by whom the part-time peace officer is appointed. The part-time peace officer shall record the date, time, and total hours of active duty, the name of the agency for which the hours were worked and the name of the designated supervising peace officer assigned for each shift or time entry on the log. It should be noted that this pertains to Part-Time licensed police officers.
- C. On the last day of every month the part-time peace officer shall provide the chief law enforcement officer of every agency for whom the part-time peace officer worked a written notice of the total number of hours worked for all agencies. The notice may be provided on the *Part-time Peace Officer Monthly Hour Log* provided by the POST Board or in an electronic format that includes the same information. It should be noted that this pertains to Part-Time licensed police officers.
- D. The part-time peace officer shall keep and maintain copies of active duty reporting forms for five years and shall make the forms available to the POST Board upon request.
- E. Patrol the City of Winsted to preserve law and order, to prevent and discover the commissions of crime, and enforce traffic and parking regulations.
- F. Respond to calls and complaints involving automobile and other accidents. Conduct accident investigations, providing first-aid for injured persons and take

- safeguards to help prevent any further accidents or injury. Written reports may be required.
- G.** Respond to all medical emergencies, to assist the ambulance as needed, or to provide first aid as appropriate.
 - H.** Make arrests and issue citations for violations of Federal, State, or Municipal Laws.
 - I.** Gather evidence and obtain witnesses, as each case dictates.
 - J.** Report matters which may require the attention of any other Municipal Departments.
 - K.** Answer questions and give directions, information or aid as requested by the public.
 - L.** Doing regular business checks, during and after business hours.
 - M.** May provide escorts for funerals.
 - N.** Provide services as required for school activities, Winstock, and Winsted Summer Festival, etc.
 - O.** Testify in court.
 - P.** Prepare all needed police reports, daily logs, index cards, time sheets, taking of taped statements, and any other reports that may be required by this department. These reports and statements shall be done in timely, neat, and complete fashion.
 - Q.** Regular checks of all City Parks and properties.
 - R.** Perform related duties as required.
 - S.** Every part-time officer will be held to the same standard when it comes to knowing and following Winsted Police Department Policy & Procedure Manual and any other City policies that relate to their employment.

SECTION 5. EQUIPMENT.

- A.** A part-time officer shall be knowledgeable and/or qualified if necessary, to operate the following: Firearms, Patrol Vehicles & its equipment, Police Radios, Police Computer, Police Radar, Handcuffs, Mace, Nightstick, First Aid.
- B.** A part-time officer shall provide their own firearm, uniform clothing (shirts, jackets, pants) per policy regulations, at their own cost. They shall keep all items in good appearance of repair.

- C. The Department shall provide each part-time officer with ammunition for their firearm, a badge and patches for their uniform, a copy of the Policy & Procedure manual, at the Department's cost. If any damage occurs (other than normal repair/maintenance and/or by negligence) to a part-time officer's personally owned equipment, the City shall pay for the cost of replacement or repair of this damaged equipment.

SECTION 6. QUALIFICATIONS.

- A. The minimum qualifications acceptable by this Department, is a MN P.O.S.T. part-time Peace Officer license. The applicant must have or be eligible to have a MN P.O.S.T. part-time Peace Officer license prior to their hire.
- B. Each part-time officer must maintain the required number of MN P.O.S.T. credits to keep their license current. The Department may elect to assist this officer in paying for some of their needed MN P.O.S.T. credits; however, this decision will be at the Chief's discretion.

SECTION 7. WORKING CONDITIONS.

A part-time peace officer's working conditions will vary and hours will be variable and scheduled on an as-needed basis.

- A. A part-time peace officer's yearly work hours are limited by MN P.O.S.T. Rules. Therefore, it is very important that a part-time officer adhere to Section 3, Subd. G, of this policy. However, the Chief will be ultimately responsible to make sure that any part-time police officer does not work more than their MN P.O.S.T. allotted yearly hours.

SECTION 8. PART-TIME SHIFT REQUIREMENTS.

Part-time and full-time licensed part-time police officers of the Winsted Police Department are required to work a minimum of (8) work shifts per calendar year. Only exceptions to this policy will be determined by the Chief of Police.

SECTION 9. POLICY DISTRIBUTION.

Copies of policies required under *MN RULES* 6700.1105 to 6700.1130, must be provided to all part-time peace officers before they are authorized to exercise part-time peace officer authority on behalf of a unit of government. Copies of these policies shall also be distributed to all designated peace officers.