

SUPERVISION OF PART-TIME PEACE OFFICERS POLICY

MN RULES 6700.1110

I. POLICY

It is the policy of the Adrian 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.

II. 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.

III. 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*. This policy minimally addresses the following requirements found within the rule including:

A. Chief of Police Responsibilities

The Chief of Police will:

- a. Notify the part-time officer by phone, in person or in writing of the part time officer's supervisor during the part-time officer's active duty status.
- b. Notify the designated Supervisory Officer by phone, in person or in writing of their responsibility for assuming supervision of the part-time officer.
- c. Inform the Supervisory Officer by phone, in person or in writing of the date and time of his supervisory responsibilities.

B. Supervisory Officers Responsibilities

The supervisory Officer will:

- a. Have available to him, or in his possession, a phone during his supervisory period.
- b. Notify the part-time officer by phone, in person or by radio any time the supervisor is going to be outside the city limits of Adrian.
- c. Inform the part-time officer by phone, in person, in writing or by radio the phone number at which he may be contacted at any certain time.
- d. Remain available, by direct contact, to the part-time officer at all times
- e. Provide direction to the part-time officer as needed or requested.
- f. Not consume alcohol or any other substance which may affect the ability to effectively supervise the part-time officer while on supervisory duty.

C. Part-time Officer Responsibilities

The part-time officer will:

- a. Notify the Chief of Police by phone, in person, or in writing in advance of any possible change in the active duty schedule of the part-time officer.
- b. If any change is granted by the Chief of Police, notify the Supervisory Officer of the change by phone, in person or in writing.
- c. Notify the Supervisory Officer by phone or in person when he feels he needs direction in any matter during his active duty status.
- d. Notify the Supervisory Officer by phone, in person or by radio when his active duty status will or has begun and when it will or has ended.
- e. Assure no more than 1,040 hours of active duty are achieved in a calendar year.
- f. Record all active duty hours worked on a form provided by the POST Board, or electronic spreadsheet, for each agency by whom the part-time officer is appointed. The part-time officer will record the date, time and total hours of active duty. The name of the agency and designated supervisor will also be recorded.
- g. On the last day of every month, the part-time officer will provide the Chief of Police a written notice of total number of hours worked for all agencies. The notice will be provided on a form provided by the POST Board.
- h. Keep and maintain copies of active duty reporting forms for five years and shall make the forms available to the POST Board.

IV. 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.
- 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.

- 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.
- 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.

V. 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.

NOTE

All part-time officer schedules and the supervisors for their active duty status should be determined and approved by the Chief of Police. Any officer wishing to have a part-time officer work in their place should first receive approval from the Chief of Police.

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