

Westbrook Police Department
SUPERVISION OF PART-TIME PEACE OFFICERS MODEL POLICY
MN RULES 6700.1110

I. POLICY

It is the policy of Westbrook Police Department (law enforcement agency) 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.** 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.

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.

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