

## 09: SUPERVISION OF PART-TIME PEACE OFFICERS

### Section 90.01 POLICY

It is the policy of the Albany Police Department to protect lives while enforcing the law. In addition, it is the responsibility of this agency to guide its peace officers in the safe and reasonable performance of their duties. To accomplish these goals, the following policy has been adopted pursuant to Minnesota Statutes, Section 626.8465 and *Minnesota Rules*, Chapters 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 full-time peace officers is discouraged.

### Section 9.02 DEFINITIONS

- A. *Part-time Peace Officer*: “Part-time peace officer” has the meaning given it in MN Statutes, Section 626.84, subd. 1 (f).
- B. *Appointment*: 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*: when a 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*: the actual numbers 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*: the part-time peace officer and the designated 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 time.

### Section 9.03 PROCEDURES FOR SUPERVISION OF PART-TIME PEACE OFFICERS

It is policy of the Albany Police Department that supervision be provided to part-time peace officers by peace officers as required under *MN Rules*, Chapter 6700.1110.

- A. Peace officers designated to supervise a part-time peace officer shall be personally notified by the Chief of the designated peace officer’s responsibility for assuming supervision of a part-time peace officer;
- B. The designated peace officer, in exercising supervisory responsibility for a part-time peace officer, shall conduct a minimum of \_\_\_\_\_ hours of field training with the part-time peace officer prior to the part-time peace officer being allowed on active duty assignment without supervision;

- C. For the first thirty (30) days of a part-time peace officer's appointment, the designated peace officer shall review all reports completed by the part-time peace officer for completeness, accuracy and procedural compliance;
- D. Once field training has been completed, the designated peace officer shall meet with the part-time peace officer on a once a month basis to review any procedural questions the part-time peace officer may have;
- E. The part-time peace officer is to provide the designated peace officer on a monthly or more frequent basis the part-time peace officer's active duty assignment schedule;
- F. The Chief shall personally notify the designated peace officer when the part-time peace officer is no longer on active duty status.
- G. The Albany Police Department, shall provide the following policies to the part-time peace officer:
  - a. all policies required under *MN Rules*, Chapter 6700.1105, Subpart 2;
  - b. all policies required under *MN Rules*, Chapter 6700.1110; and
  - c. (if applicable) a written joint powers agreement which confers upon the designated peace officer full power and authority within the jurisdiction of the part-time peace officer to be supervised.

#### Section 9.04 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 one thousand forty (1,040) hours.
- B. A part-time peace officer shall record all active duty hours worked on a form provided by the POST Board, or an acceptable electronic spreadsheet, 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 part-time peace officer shall also record the name of the agency for which the hours were worked and the name of the designated 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 CLEO 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 shall be provided on a form provided by the POST Board.
- D. The part-time peace officer shall keep and maintain copies of active duty reporting forms for five (5) years and shall make the forms available to the POST Board upon request.

## Section 9.05 POLICY DISTRIBUTION

Copies of policies required under *MN Rules*, Chapters 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.