

Part-Time Officers

325.1 PURPOSE AND SCOPE

The Centennial Lakes Police Department Part-Time Unit was established to supplement and assist licensed police officers in their duties. This unit provides professional, licensed part-time officers who can augment regular staffing levels (Minn. R. 6700.1110).

325.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 626.84, Subd. 1):

Part-time officer - A person who has been licensed by the Board of Peace Officer Standards and Training (POST), who is utilized for no more than an average of 20 hours per week and no more than 1040 hours per calendar year, and who has either full powers of arrest or has been authorized by the Chief of Police to carry a firearm while on active duty.

325.2 SELECTION AND APPOINTMENT OF POLICE PART-TIME OFFICERS DEPUTIES

The Centennial Lakes Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

325.2.1 PROCEDURE

All applicants shall be required to meet and pass the same pre-employment procedures as licensed police officers before appointment.

Before appointment as a part-time officer, an applicant must complete state required training in a timely manner.

325.2.2 APPOINTMENT

Applicants who are selected for appointment as a part-time officer shall, on the recommendation of the Chief of Police, be sworn in by the Chief of Police and take the Oath of Office as required for regular officers. The Governing Board shall have approval over the hiring of part-time officers.

A part-time officer may not perform any law enforcement function without meeting the selection standards, completing the minimum training, and successfully passing the licensing examination for part-time peace officers set by the Minnesota Board of Peace Officer Standards and Training certification (Minn. Stat. § 626.8463, Minn. R. Ch. 6700.0700 and Minn. R. Ch. 6700.1101 Subd. 2).

As allowed by law, part-time licensed officers are temporarily exempt from these selection standards at the discretion of the Chief of Police in case of an emergency arising from a natural disaster, civil disorder, fire, explosion or similar event (Minn. Stat. § 626.8465).

325.2.3 COMPENSATION FOR POLICE PART-TIME OFFICERS

Compensation for part-time officers is provided as follows:

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- (a) All part-time officer appointees are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the part-time officer shall be returned to the Department upon termination or resignation.

325.3 POLICY

The Centennial Lakes Police Department shall ensure that part-time officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

325.3.1 POLICY COMPLIANCE

Police part-time officers shall be required to adhere to all Department policies and procedures. A copy of the policies and procedures will be made available to each part-time officer upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this manual refers to a licensed full-time officer, it shall also apply to a licensed part-time officer unless by its nature it is inapplicable.

325.3.2 PART-TIME OFFICER ASSIGNMENTS

All part-time officers will be assigned to duties by the Captain or designee.

325.3.3 PART-TIME COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Part-time Officer Program to the Captain or designee.

This person shall have the responsibility of, but not be limited to:

- (a) Assignment of part-time personnel.
- (b) Conducting part-time meetings.
- (c) Establishing and maintaining a part-time call-out roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring individual part-time officer performance.
- (f) Monitoring the overall Part-time Program.
- (g) Maintaining liaison with other department Part-time Officer Program supervisors.

325.4 RECRUITMENT AND SELECTION

The Centennial Lakes Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular full-time police officers before appointment.

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325.4.1 COMPLETION OF THE FORMAL TRAINING PROCESS

When a part-time officer has satisfactorily completed all phases of formal training, he/she will have had a minimum of 284 hours of on-duty training. He/she will no longer be required to ride with a part-time training officer.

325.5 IDENTIFICATION AND UNIFORMS

Part-time officers will be issued Centennial Lakes Police Department uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular full-time police officers. The identification cards will be the standard Centennial Lakes Police Department identification cards, with the exception that "Part-time" may be indicated on the cards.

325.5.1 IDENTIFICATION OF OFFICERS

All part-time officers will be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time officer. The identification card will be the standard identification card.

325.5.2 UNIFORM

Part-time officers shall conform to all uniform regulation and appearance standards of this department.

325.5.3 INVESTIGATIONS AND COMPLAINTS

If a part-time officer has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Part-time Officer Program Supervisor, at the discretion of the Captain in compliance with the Personnel Complaint and Misconduct Policy.

Part-time officers are considered at-will employees. Any disciplinary action that may have to be administered to a part-time officer shall be accomplished as outlined in the Policy Manual with the exception that the right to hearing is limited to the opportunity to clear his/her name.

325.5.4 PART-TIME OFFICER EVALUATIONS

While in training, part-time officers will be continuously evaluated using standardized daily and weekly observation reports. The part-time officer will be considered a trainee until all of the training phases have been completed. Part-time officers having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time officer.

325.6 AUTHORITY

Part-time officers shall perform peace officer duties within the scope of their approved training. Part-time officers:

- (a) Perform law enforcement functions and have the authority to arrest on behalf of this department.
- (b) Shall not exercise peace officer duties when off-duty.

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325.7 COMPENSATION

Compensation for part-time officers is provided as follows:

- (a) Part-time officers are compensated in accord with department guidelines then in existence for such officers. In addition, such officers are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to part-time officers shall be returned to this department upon termination or resignation.

325.8 COMPLIANCE

Part-time officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each part-time officer upon appointment. The officers shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a part-time officer, unless by its nature it is inapplicable.

Part-time officers are required by this department to meet department-approved training requirements.

All part-time officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the part-time officer coordinator.

325.9 PART-TIME OFFICER COORDINATOR

The Chief of Police shall delegate certain responsibilities to a part-time officer coordinator. The coordinator shall be appointed by and directly responsible to the Operations Lieutenant or the authorized designee.

The part-time officer coordinator may appoint a senior part-time member or other designee to assist in the coordination of part-time officers and their activities if applicable.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Assigning part-time officers.
- (b) Conducting part-time officer meetings.
- (c) Establishing and maintaining a part-time officer callout roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring the field training progress of part-time officers.
- (f) Monitoring individual part-time officer performance.
- (g) Monitoring overall part-time officer activities.
- (h) Maintaining a liaison with other agency part-time officer coordinators.
- (i) Establishing written procedures governing the supervision of part-time officers including (Minn. R. 6700.1110):
 - 1. Duties and responsibilities of supervisors.

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2. How supervisors will be notified of the responsibility for assuming supervision of a part-time officer.
 3. How the identity and location of supervisors are identified for part-time officers.
 4. Ensuring part-time officers have the ability to directly contact their supervisor and that part-time officers and supervisors can achieve direct personal contact within a reasonable time.
 5. When part-time officers are authorized to be and considered to be on active-duty status for the Centennial Lakes Police Department.
 6. How part-time officers and their supervisors are notified when part-time officers are on active duty status and no longer on active duty status.
- (j) Establishing written procedures for part-time officers to record and report time worked as required by Minn. R. 6700.1115.
- (k) Ensuring a written joint powers agreement conferring full power and authority within this jurisdiction is in place prior to agreeing to monitor a part-time officer from another jurisdiction (Minn. R. 6700.1110).
- (l) Ensuring copies of all procedures related to this policy are provided to all part-time officers before they are authorized to exercise part-time officer authority and to all members supervising part-time officers (Minn. R. 6700.1125).

325.10 FIELD TRAINING

All part-time officers shall complete the same department-specified field training as regular full-time police officers, as described in the Field Training Policy.

325.11 SUPERVISION

Part-time officers may perform the same duties as regular full-time officers of this department provided they are under the direct or indirect supervision of a supervisor or officer in charge (Minn. Stat. § 626.8465; Minn. R. 6700.1110). Part-time officers should not supervise a regular full-time officer.

325.11.1 EVALUATIONS

While in training, part-time officers should be continuously evaluated using standardized daily and weekly observation reports. The part-time officer will be considered a trainee until he/she has satisfactorily completed training. Part-time officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time officer.

325.11.2 INVESTIGATIONS AND COMPLAINTS

If a part-time officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.