

**BRECKENRIDGE PD SUPERVISION OF PART-TIME PEACE OFFICERS POLICY**  
*Minnesota Rules, Chapter 6700.1110 416*

**I. POLICY**

It is the policy of the Breckenridge 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 agencies in their regulation of part-time peace officers as required under 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 peace officers is discouraged.

**II. 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.

**III. PROCEDURES FOR SUPERVISION OF PART-TIME PEACE OFFICERS**

It is this agency's policy that supervision be provided to part-time peace officers by peace officers as required under *MN Rules*, Chapter 6700.1110. This policy minimally addresses the following requirements found within the rule which include:

- A.** An agency which designates a peace officer to supervise a part-time peace officer 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 peace officer that the part-time peace officer is on active duty status;

4. the means by which the designated peace officer is to be notified when the part-time peace officer is no longer on active duty status.
- B.** An agency which agrees to designate a peace officer for the supervision of a part-time peace officer who is not employed by the same agency as the designated peace officer shall establish at a minimum:
1. all policies required under *MN Rules*, Chapter 6700.1105, Subpart 2;
  2. all policies required under *MN Rules*, Chapter 6700.1110; and
  3. 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.

**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 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 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 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 years and shall make the forms available to the POST Board upon request.

**V. 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.