

210	RAMSEY POLICE POLICY PART-TIME PATROL OFFICER	
Adoption Date: Original		Revised Date: 02/2001

210.01 PURPOSE

To ensure that part-time officers meet State law and POST mandated guidelines for employment.

210.02 GENERAL PROVISIONS

Ramsey Police Department will only use part-time officers with prior approval of the Minnesota POST Board. Ramsey Police Department will follow all rules, regulations, and standards set by the POST Board.

210.03 DEFINITIONS

Part-Time Officer: A part-time officer is defined by the Minnesota POST Board and Minn. Stat. § 626.84 subd 1(f).

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.

Active Duty Status: When a part-time peace officer is authorized by agency policy to act as an agent of the appointing authority to carry a firearm.

Hours Worked: 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.

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.

210.04 PROCEDURES FOR SUPERVISION OF PART-TIME PEACE OFFICERS

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

- An agency which designates a peace officer to supervise a part-time peace officer shall establish written procedures, which at a minimum include:

- 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
- The duties and responsibilities of the designated peace officer in exercising supervisor responsibility for a part-time peace officer
- 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
- 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
- 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 as a minimum:
 - All policies required under MN Rules, Chapter 6700.1105, Subpart 2
 - All policies required under MN Rules, Chapter 6700.1110
 - 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

210.05 PART-TIME PEACE OFFICER RECORDS

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.

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.

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.

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.

210.06 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.

210.07 PRIMARY DUTIES OF POSITION

Patrol Duties: Detect law violations and hazards to public safety; aid in crime prevention by checking for unsecured businesses and homes; maintain high visibility and respond to emergency and non-emergency calls for assistance.

Traffic Law Enforcement: Enforce laws governing the operation of motor vehicles and their operators; enforce laws relating to bicycle and pedestrian traffic; observe and correct hazards to motor vehicle and pedestrian traffic; assist disabled or distressed motorists; investigate motor vehicle accidents.

Crime Scenes: Respond to and secure crime scenes; direct other responding units; identify, obtain and secure evidence; identify and interview witnesses, victims and suspects; prepare crime reports and assist the investigator as needed.

Prosecutor Assistance: Assist prosecuting attorneys with the preparation of cases as directed; testify; and coordinate the appearance of witnesses.

Miscellaneous: Assist in keeping departmental equipment in good repair. Compile reports and statistical law enforcement data as directed.

Other: The duties and responsibilities enumerated above are not intended to be all inclusive and may be expanded to include other duties or responsibilities that the City of Ramsey may deem necessary from time to time.

210.08 TRAINING AND EXPERIENCE

MINIMUM QUALIFICATIONS

Qualifications of the part-time peace officer position shall be determined on a case by case basis by the Chief Law Enforcement Officer.

210.09 DIRECT SUPERVISOR

The direct supervisor of the patrol officer is the Sergeant.