

## Part-Time Officers

### 324.1 PURPOSE AND SCOPE

The Crosslake 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).

#### 324.1.1 PART TIME OFFICERS - FULL TIME LICENSED

Officers working for the Crosslake Police Department on a part time basis:

- Shall have a full time peace officers license
- Shall depend on their peace officers license holder for their primary training
- Shall be compensated on an hourly rate only, not to include a benefit package
- shall not receive holiday pay, overtime pay, nor compensatory time
- shall be considered an at will employee
- shall not be governed by any union contracts

#### 324.1.1 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 Police Chief to carry a firearm while on active duty.

### 324.2 POLICY

The Crosslake 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.

#### 324.2.1 PART-TIME OFFICER ASSIGNMENTS

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

#### 324.2.2 PART-TIME COORDINATOR

The Chief of Police shall delegate the responsibility for administering the Part-time Officer Program to a Part-time Coordinator.

The Part-time Coordinator 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.

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- (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 agency Part-time Coordinators.

#### **324.3 RECRUITMENT AND SELECTION**

The Crosslake 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.

##### **324.3.1 APPOINTMENT**

Applicants who are selected for appointment as part-time officers shall, on the recommendation of the Police Chief, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Part-time officers are considered at-will employees and may be dismissed at the discretion of the Police Chief, with or without cause. Part-time officers shall have no property interest in continued appointment. However, if a part-time officer is removed for alleged misconduct, the part-time officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Police Chief or the authorized designee.

##### **324.3.2 PRIMARY TRAINING OFFICER**

In completion of the required minimum training and licensing, part-time officers may be assigned to a primary training officer. The primary training officer will be selected from members of the Field Training Officer (FTO) Committee. The part-time officer will be assigned to work with his/her primary training officer during the first 160 hours of training. This time shall be known as the Primary Training Phase.

##### **324.3.3 FIELD TRAINING MANUAL**

Each new part-time officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Crosslake Police Department. The part-time officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

##### **324.3.4 COMPLETION OF THE PRIMARY TRAINING PHASE**

At the completion of the Primary Training Phase (Phase I), the primary training officer will meet with the Part-time Coordinator. The purpose of this meeting is to discuss the progress of the part-time officer in training.

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If the part-time officer has progressed satisfactorily, he/she will then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Part-time Coordinator will determine the appropriate action to be taken.

#### **324.3.5 SECONDARY TRAINING PHASE**

The Secondary Training Phase (Phase II) shall consist of 100 hours of additional on-duty training. The part-time officer will no longer be required to ride with his/her primary training officer. The part-time officer may now ride with any officer designated by the Shift Senior Officer.

During Phase II of training, as with Phase I, the part-time officer's performance will be closely monitored. In addition, rapid progress should continue toward the completion of the officer's Field Training Manual. At the completion of Phase II training, the part-time officer will return to his/her primary training officer for Phase III of the training.

#### **324.3.6 THIRD TRAINING PHASE**

Phase III of training shall consist of 24 hours of additional on-duty training. For this phase, the part-time officer will return to his/her original primary training officer. During this phase, the training officer will evaluate the part-time officer for suitability to graduate from the formal training program.

At the completion of Phase III training, the primary training officer will meet with the Part-time Coordinator. Based upon the part-time officer's evaluations, plus input from the primary training officer, the Part-time Coordinator shall decide if the part-time officer has satisfactorily completed his/her formal training. If the part-time officer has progressed satisfactorily, he/she will then graduate from the formal training process. If his/her progress is not satisfactory, the Part-time Coordinator will decide upon the appropriate action to be taken.

#### **324.3.7 COMPLETION OF THE FORMAL TRAINING PROCESS**

When a part-time officer has satisfactorily completed all three 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.

### **324.4 IDENTIFICATION AND UNIFORMS**

Part-time officers will be issued Crosslake 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 Crosslake Police Department identification cards, with the exception that "Part-time" will be indicated on the cards.

#### **324.4.1 PART-TIME OFFICER MEETINGS**

All part-time officer meetings will be scheduled and conducted by the Part-time Coordinator. All part-time officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Part-time Coordinator.

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#### **324.4.2 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.

#### **324.4.3 UNIFORM**

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

#### **324.4.4 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 Coordinator, at the discretion of the Patrol Sergeant 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 administrated 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.

#### **324.4.5 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.

#### **324.5 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.

#### **324.6 COMPENSATION**

Compensation for part-time officers is provided as follows:

- (a) Part-time 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.

#### **324.7 PERSONNEL WORKING AS PART-TIME OFFICERS**

Qualified regular department personnel, when authorized, may also serve as part-time officers. However, this department shall not utilize the services of part-time officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a part-

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time officer for reduced pay or no pay). Therefore, the part-time officer coordinator should consult with the Department of Human Resources prior to allowing regular department personnel to serve in a part-time officer capacity (29 CFR 553.30).

#### **324.8 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.

#### **324.9 FIREARMS**

Part-time officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as part-time officers on behalf of the Crosslake Police Department (Minn. Stat. § 626.8452, Subd. 2).

Part-time officers will be issued duty firearms as specified in the Firearms Policy. Any part-time officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Part-time officers are required to maintain proficiency with firearms used in the course of their assignments. Part-time officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

##### **324.9.1 CONCEALED FIREARMS**

A part-time officer shall not carry a concealed firearm while in an off-duty capacity, other than to and from work, unless he/she possesses a valid concealed weapon permit (Minn. Stat. § 624.714).

An instance may arise where a part-time officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the part-time officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any part-time officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy.

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Before being allowed to carry any optional firearm during an assigned tour of duty, the part-time officer shall demonstrate his/her proficiency with the weapon.

#### **324.10 PART-TIME OFFICER COORDINATOR**

The Police Chief shall delegate certain responsibilities to a part-time officer coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Police Chief 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.

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.
  - 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 Crosslake 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).

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- (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).

#### **324.11 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.

#### **324.12 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.

##### **324.12.1 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.

##### **324.12.2 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.