

**SAUK CENTRE POLICE DEPARTMENT**  
**Law Enforcement**  
**Policies and Procedures**

Subject: Part Time Police Officer	Policy Number: 219
Issue Date:	Revision Date:
Approval Authority - Sauk Centre City Council	

**PURPOSE:**

The Sauk Centre Police Department recognizes the value of part-time peace officers who function as a supplement to our peace officers. The Sauk Centre Police Department further recognizes the necessity of providing the quality supervision of our part-time peace officer. In complying with POST rules as they pertain to the supervision of part-time peace officers, it is the Sauk Centre Police Department's desire that such direction and guidance be ongoing and meaningful.

**POLICY:**

It is the policy of the Sauk Centre Police Department that supervision be provided to our part-time peace officers as requested under administrative rule 6700.1110. This policy will address the following requirements found within the rule.

- A. The teams and conditions under which a part-time officer is considered to be on active duty status.
- B. The means by which a part-time peace officer is made aware of identity of the designated peace officer and the means by which a part-time peace officer must notify the designated peace officer (DPO) of the part-time officer's (PTO) active duty status.
- C. The means by which the PTO shall notify the DPO when the part-time officer is no longer on duty.
- D. How the DPO is to be notified of the DPO's responsibly to provide direction and guidance to the PT officer.
- E. The duties and responsibilities of the DPO in exercising supervisory responsibility with regards to a PTO.
- F. The means by which the DPO is to be notified when the PTO is no longer on duty.
- G. Copies of this policy shall be distributed to all PTO and DPOs employed by this agency.

**PROCEDURE:**

- A. Definitions – For the purpose of this police the following terms have the meanings.
  - 1. Peace Officer – means an employee of this law enforcement agency who is license by the POST Board, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has full power of arrest.
  - 2. Part-time Peace Officer – means an individual licensed by the Board, whose services are utilized by law enforcement agencies no more than an average of 20 hours per week, not including time spent on call, calculated on an annual basis.
  - 3. Designated Peace Officer – means a licensed peace officer assigned the responsibility of providing direction and guidance to a PTO during such time the PTO is on active duty.
  - 4. Supervision – for the purpose of this policy, means providing necessary direction and guidance of a PTO by a DPO in as much as the DPO's law enforcement experience and knowledge permit. This section should not be construed as to the elevating peace officers rank to a level with command authority, rather questions arising beyond the DPO's are of expertise or knowledge should be referred to the DPO's immediate supervisor.
  - 5. Active Duty – for the purpose of this police a PTO is considered to be on active duty status any such time that the PTO is in uniform and being compensated by the agency for work

performed on a scheduled shift.

6. Board – means the Minnesota Police Officer Standards and Training Board.

B. Responsibilities of the PTO:

1. A PTO is considered to be on active duty any such time the PTO is in uniform and being compensated by the agency for work performed on a scheduled shift.
2. The agency scheduling a PTO for duty shall at the same time designate a peace officer as the DPO on the master schedule. The DPO will be hi-lighted on the master schedule with yellow or orange. If it would happen that the PTO's shift would overlap two peace officers' shifts, both peace officers would be identified as the PTO's during the PTO works with each respective officer.
3. Upon reporting for duty, the PTO shall immediately report to the DPO that the PTO is on active duty status and verify the location of the DPO. Reporting to the DPO may be done by radio, telephone, in person or by mobile data terminal.
4. The PTO shall at all times be in direct contact with the DPO or have the ability to achieve direct contact with the DPO by radio or telephone while maintaining the ability to achieve a direct physical presence with the DPO within a reasonable amount of time. If the DPO is not immediately available and the PTO is not contacted within the 10-minute time frame, the PTO will attempt contact with the next available full-time licensed officer that works for their agency. In the event that no full-time license officer is available, the PTO will attempt to make contact with a supervisor with the Stearns County Sheriff's Officer to seek an answer or solution to their problem.
5. Upon conclusion of the PTO assigned to shift, the PTO shall notify the DPO by radio, telephone or in person that the PTO is no longer on active duty status.

C. Responsibilities of the DPO:

1. Upon reporting for duty, all peace officers will review the master duty schedule to determine whether or not they have been assigned the responsibility of DPO. Upon making the determination, the DPO will review the assigned shift of the PTO, making note of the beginning and ending time of the assigned shift.
2. The DPO shall at all times be in contact with the PTO or maintain the ability to achieve direct contact to the PTO by radio or phone. In the event the DPO is called out of the area, the DPO shall immediately inform the PTO of the fact that the DPO will be out of the area, and provide direction to the PTO on how the PTO is to achieve direct contact with the DPO should the need arise.
3. During such time the DPO is responsible for providing guidance and direction for the PTO, the DPO shall as much as possible monitor the activities of the PTO and provide direction and guidance to the PTO as the DPO reasonably believes such direction and guidance are needed.
4. During such time the DPO is not on active duty status, the DPO will not consume any alcoholic beverages. The DPO shall, as much as possible, be available for immediate direct contact with PTO through telephone. When not available for immediate direct contact, a reasonable amount of time will be deemed approximately 10 minutes.
5. The DPO for the PTO working an evening shift will normally be the peace officer that worked the day shift previous to the scheduled night shift for the PTO. The DPO working the night shift prior to the day shift that a PTO may be scheduled to work will normally be the DPO for that day shift. It will be the responsibility of each officer to determine if and when they are the DPO. Any conflicts with scheduling will be the DPO's responsibility to make arrangements for a new DPO to be assigned and to make sure the PTO is aware of any changes.
6. The DPO is not to be considered the PTO's immediate back up, if the PTO requests backup

assistance, the PTO should request this through Stearns County Dispatch. Normally the DPO will be contacted to assist if that person is available in a timely fashion. .However, the DPO should not necessarily be the first person called by dispatch. The DPO should be notified as soon as possible after backup has been dispatched to the PTO.