Part-Time Licensed Officers (Does not apply to full-time licensed officers working part-time hours)

325.1 PURPOSE AND SCOPE

The Braham 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 POLICY

The Braham 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 RECRUITMENT AND SELECTION

The Braham 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.

325.3.1 APPOINTMENT

Applicants who are selected for appointment as part-time officers shall, on the recommendation of the Chief of Police, 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 Chief of Police, 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 Chief of Police or the authorized designee.

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Part-Time Licensed Officers (Does not apply to full-time licensed officers working part-time hours)

325.4 IDENTIFICATION AND UNIFORMS

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

325.5 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.

325.6 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.

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

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.

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Part-Time Licensed Officers (Does not apply to full-time licensed officers working part-time hours)

325.9 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 Braham 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.

325.9.1 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.

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.

325.10 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 Patrol Command Administration 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.

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(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 Braham 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).

325.11 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.

325.12 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.

325.12.1 EVALUATIONS

While in training, part-time officers should be continuously evaluated using standardized daily and weekly observation reports. The part-timeofficer 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.

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325.12.2 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.

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