
Part-Time Licensed Deputies

324.1 PURPOSE AND SCOPE

The Meeker County Sheriff's Office Part-Time Licensed Unit was established to supplement and assist licensed sheriff's deputies in their duties. This unit provides professional, part-time licensed deputies who can augment regular staffing (Minn. R. 6700.1110).

324.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 626.84, Subd. 1):

Part-time licensed deputy - 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 Sheriff to carry a firearm while on active duty.

324.2 POLICY

The Meeker County Sheriff's Office shall ensure that part-time licensed deputies are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

324.3 IDENTIFICATION AND UNIFORMS

Part-time licensed deputies will be issued Meeker County Sheriff's Office uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular full-time sheriff's deputies.

324.4 AUTHORITY

Part-time licensed deputies shall perform peace officer duties within the scope of their approved training. Part-time licensed deputies:

- (a) Perform law enforcement functions and have the authority to arrest on behalf of this office.
- (b) Shall not exercise peace officer duties when off-duty.

324.5 COMPENSATION

Compensation for part-time licensed deputies is provided as follows:

- (a) Part-time licensed deputies are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to part-time licensed deputies shall be returned to this office upon termination or resignation.

324.6 FORMS

P.O.S.T. Board form #PB-07094-01, Part Time Licensed Peace Officer Monthly Hour Log must be filled out by the part-time licensed peace officer recording their active duty time. The part-time licensed peace officer must show the agency for which hours were worked and the name

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of the supervisor for each shift worked. On the last day of each month, part-time licensed peace officer will provide the Chief Deputy with a copy of this form. A copy of this form may be found in \\MCLECO1\MEEKER\Policy_Manuals\Sheriff.

P.O.S.T. Board form #PB-07093-01. Part-Time Licensed Peace Officers Yearly Hour Log will also be completed by the part-time licensed peace officer. A copy to be provided to the Chief Deputy at the end of the calendar year. Both forms must be kept by the part-time licensed peace officer for five years. The forms must be available to the P.O.S.T. Board upon request. A copy of this form may be found in \\MCLECO1\MEEKER\Policy_Manuals\Sheriff.

324.7 FIREARMS

Part-time licensed deputies shall successfully complete office-authorized training in the use of firearms. Their appointments must be approved by the County prior to being issued firearms by this office or otherwise acting as part-time licensed deputies on behalf of the Meeker County Sheriff's Office (Minn. Stat. § 626.8452, Subd. 2).

Part-time licensed deputies will be issued duty firearms as specified in the Firearms Policy. Any part-time licensed deputy 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 licensed deputies are required to maintain proficiency with firearms used in the course of their assignments. Part-time licensed deputies shall comply with all training and qualification requirements set forth in the Firearms Policy.

324.7.1 CONCEALED FIREARMS

A part-time licensed deputy 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 licensed deputy is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the part-time licensed deputy 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 licensed deputy who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to office 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 licensed deputy shall demonstrate his/her proficiency with the weapon.

324.8 COMPLIANCE

Part-time licensed deputies shall be required to adhere to all office policies and procedures. A copy of the policies and procedures will be made available to each part-time licensed deputy upon appointment. The deputies shall become thoroughly familiar with these policies.

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Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time sheriff's deputy, it shall also apply to a part-time licensed deputy, unless by its nature it is inapplicable.

Part-time licensed deputies are required by this office to meet office-approved training requirements.

All part-time licensed deputies are required to attend scheduled meetings. Any absences must be satisfactorily explained to the part-time licensed deputy coordinator.

324.9 PART-TIME LICENSED DEPUTY COORDINATOR

The Sheriff shall delegate certain responsibilities to a part-time licensed deputy coordinator. The coordinator shall be appointed by and directly responsible to the Field Operations Chief Deputy or the authorized designee.

The part-time licensed deputy coordinator may appoint a senior part-time licensed member or other designee to assist in the coordination of part-time licensed deputies and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- (a) Assigning part-time licensed deputies.
- (b) Conducting part-time licensed deputy meetings.
- (c) Establishing and maintaining a part-time licensed deputy callout roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring the field training progress of part-time licensed deputies.
- (f) Monitoring individual part-time licensed deputy performance.
- (g) Monitoring overall part-time licensed deputy activities.
- (h) Maintaining a liaison with other agency part-time licensed deputy coordinators.
- (i) Establishing written procedures governing the supervision of part-time licensed deputies 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 licensed deputy.
 - 3. How the identity and location of supervisors are identified for part-time licensed deputies.
 - 4. Ensuring part-time licensed deputies have the ability to directly contact their supervisor and that part-time licensed deputies and supervisors can achieve direct personal contact within a reasonable time.
 - 5. When part-time licensed deputies are authorized to be and considered to be on active-duty status for the Meeker County Sheriff's Office.

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6. How part-time licensed deputies and their supervisors are notified when part-time licensed deputies are on active duty status and no longer on active duty status.
 - (j) Establishing written procedures for part-time licensed deputies 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 licensed deputy from another jurisdiction (Minn. R. 6700.1110).
 - (l) Ensuring copies of all procedures related to this policy are provided to all part-time licensed deputies before they are authorized to exercise part-time licensed deputy authority and to all members supervising part-time licensed deputies (Minn. R. 6700.1125).

324.10 FIELD TRAINING

All part-time licensed deputies shall complete the same office-specified field training as regular full-time sheriff's deputies, as described in the Field Training Policy.

324.11 SUPERVISION

Part-time licensed deputies may perform the same duties as regular full-time deputies of this office provided they are under the direct or indirect supervision of a supervisor or deputy in charge (Minn. Stat. § 626.8465; Minn. R. 6700.1110). Part-time licensed deputies should not supervise a regular full-time deputy.

324.11.1 EVALUATIONS

While in training, part-time licensed deputies should be continuously evaluated using standardized daily and weekly observation reports. The part-time licensed deputy will be considered a trainee until he/she has satisfactorily completed training. Part-time licensed deputies who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time licensed deputy.

324.11.2 INVESTIGATIONS AND COMPLAINTS

If a part-time licensed deputy 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.