

EAST RANGE POLICE DEPARTMENT

Supervision of Part-Time Peace Officers

POLICY
116

Rev 07/24/2025

POLICY

It is this agency's policy that part-time peace officers on active-duty status shall be supervised by a peace officer as required by [MN Administrative Rule 6700.1110](#). Therefore, the following policy is provided to assist East Range Police Department personnel in the regulation of part-time (licensed) peace officers.

DEFINITIONS

Appointment: means 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 licensed peace officer beginning on a specified date.

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

Designated Peace Officer: means the peace officer appointed by the chief law enforcement officer or designee and responsible for the supervision of the part-time licensed peace officer.

Hours Worked: means 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.

Part-time Peace Officer: "Part-time peace officer" has the meaning given it in [MN Statute 626.84](#), subd. 1 (d).

Supervision of Part-time Peace Officer: means the part-time licensed peace officer and the designated supervising 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 period of time.

PROCEDURE

The agency's policies regarding part-time licensed peace officer supervision will, at a minimum, address:

- 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 supervisory responsibility for a part-time peace officer,
- how the part-time peace officer is to notify the designated supervising peace officer that the part-time peace officer is on active-duty status, and
- how the designated supervising peace officer is to be notified when the part-time peace officer is no longer on active-duty status.

An agency that agrees to designate a peace officer to supervise a part-time licensed peace officer who is not employed by the same agency shall minimally establish all the policies required by [MN Rule 6700.1110](#) and a written joint powers agreement. The joint powers agreement shall confer upon the designated supervising peace officer full power and authority within the jurisdiction of the part-time peace officer being supervised.

RESPONSIBILITIES OF THE PART-TIME PEACE OFFICER

The hours of active-duty status during the calendar year of a part-time licensed peace officer shall not exceed 1,040 hours.

A part-time peace officer shall record all active-duty hours worked either on the *Part-time Peace Officer Monthly Hour Log* provided by the POST Board, or in an electronic format that includes the same information for each agency by whom the part-time peace officer is appointed. The part-time peace officer shall record the date, time, total hours of active duty, the name of the agency for which the hours were worked, and the name of the designated supervising 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 may be provided on the *Part-time Peace Officer Monthly Hour Log* provided by the POST Board or in an electronic format that includes the same information.

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.

POLICY DISTRIBUTION

Copies of policies required under [MN RULES 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 this law enforcement agency. Copies of these policies shall also be distributed to all designated peace officers.

STATUTORY REFERENCES

- [MN STATUTE 626.8461](#) – Part Time Peace Officers; Policy

- [MN STATUTE 626.8463](#) – Part Time Peace Officers
- [MN STATUTE 626.8465](#) – Part Time Officers; Limitations
- [MN STATUTE 626.8468](#) – Part Time Peace Officers; Continued Employment
- [ADMINISTRATIVE RULE 6700.1101](#) – Part Time Peace Officers
- [ADMINISTRATIVE RULE 6700.1105](#) – Definitions
- [ADMINISTRATIVE RULE 6700.1110](#) – Supervision of Part Time Peace Officer
- [ADMINISTRATIVE RULE 6700.1115](#) – Hours Worked by Part Time Peace Officer
- [ADMINISTRATIVE RULE 6700.1125](#) – Policy Distribution
- [ADMINISTRATIVE RULE 6700.1130](#) – Termination of Part Time Peace Officers
- [ADMINISTRATIVE RULE 6700.1615](#) – Required Agency Policies

Revision approved by the POST Board on July 24, 2025.