

## Part-Time Deputies

### 326.1 PURPOSE AND SCOPE

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

#### 326.1.1 DEFINITIONS

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

**Part-time 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.

### 326.2 POLICY

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

### 326.3 RECRUITMENT AND SELECTION

The Houston County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass the same pre-employment procedures as regular full-time sheriff's deputies before appointment.

#### 326.3.1 APPOINTMENT

Applicants who are selected for appointment as part-time deputies shall, on the recommendation of the Sheriff, 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 deputies are considered at-will employees and may be dismissed at the discretion of the Sheriff, with or without cause. Part-time deputies shall have no property interest in continued appointment. However, if a part-time deputy is removed for alleged misconduct, the part-time deputy 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 Sheriff or the authorized designee.

### 326.4 IDENTIFICATION AND UNIFORMS

Part-time deputies will be issued Houston 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. The identification cards will be the standard Houston County Sheriff's Office identification cards, with the exception that "Part-time" will be indicated on the cards.

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#### **326.5 AUTHORITY**

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

#### **326.6 COMPENSATION**

Compensation for part-time deputies is provided as follows:

- (a) Part-time 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 deputies shall be returned to this office upon termination or resignation.

#### **326.7 PERSONNEL WORKING AS PART-TIME DEPUTIES**

Qualified regular office personnel, when authorized, may also serve as part-time deputies. However, this office shall not utilize the services of part-time deputies in such a way that it would violate employment laws or labor agreements (e.g., a detention deputy working as a part-time deputy for reduced pay or no pay). Therefore, the part-time deputy coordinator should consult with the Personnel Department prior to allowing regular office personnel to serve in a part-time deputy capacity (29 CFR 553.30).

#### **326.8 COMPLIANCE**

Part-time 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 deputy upon appointment. The deputies shall become thoroughly familiar with these policies.

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 deputy, unless by its nature it is inapplicable.

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

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

#### **326.9 FIREARMS**

Part-time 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 deputies on behalf of the Houston County Sheriff's Office (Minn. Stat. § 626.8452, Subd. 2).

Part-time deputies will be issued duty firearms as specified in the Firearms Policy. Any part-time 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.

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

#### **326.9.1 CONCEALED FIREARMS**

A part-time 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 deputy is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the part-time 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 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 deputy shall demonstrate his/her proficiency with the weapon.

#### **326.10 PART-TIME DEPUTY COORDINATOR**

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

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

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

- (a) Assigning part-time deputies.
- (b) Conducting part-time deputy meetings.
- (c) Establishing and maintaining a part-time deputy callout roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring the field training progress of part-time deputies.
- (f) Monitoring individual part-time deputy performance.
- (g) Monitoring overall part-time deputy activities.
- (h) Maintaining a liaison with other agency part-time deputy coordinators.
- (i) Establishing written procedures governing the supervision of part-time 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 deputy.

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3. How the identity and location of supervisors are identified for part-time deputies.
  4. Ensuring part-time deputies have the ability to directly contact their supervisor and that part-time deputies and supervisors can achieve direct personal contact within a reasonable time.
  5. When part-time deputies are authorized to be and considered to be on active-duty status for the Houston County Sheriff's Office.
  6. How part-time deputies and their supervisors are notified when part-time deputies are on active duty status and no longer on active duty status.
- (j) Establishing written procedures for part-time 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 deputy from another jurisdiction (Minn. R. 6700.1110).
  - (l) Ensuring copies of all procedures related to this policy are provided to all part-time deputies before they are authorized to exercise part-time deputy authority and to all members supervising part-time deputies (Minn. R. 6700.1125).

#### **326.11 FIELD TRAINING**

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

#### **326.12 SUPERVISION**

Part-time 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 deputies should not supervise a regular full-time deputy.

##### **326.12.1 EVALUATIONS**

While in training, part-time deputies should be continuously evaluated using standardized daily and weekly observation reports. The part-time deputy will be considered a trainee until he/she has satisfactorily completed training. Part-time 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 deputy.

##### **326.12.2 INVESTIGATIONS AND COMPLAINTS**

If a part-time 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.