

Part-Time Deputies

354.1 PURPOSE AND SCOPE

The Sheriff's Office Part-Time Deputies was established to supplement and assist licensed Sheriff's deputies in their duties. The Lakes and Trail Unit provides professional, licensed part-time deputies who can augment regular staffing levels in duties assigned to the Lakes and Trail Unit.

354.2 SELECTION AND APPOINTMENT OF SHERIFF'S PART-TIME OFFICERS_DEPUTIES

The Ramsey 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.

354.2.1 PROCEDURE

All applicants shall be required to meet and pass the same preemployment procedures as licensed sheriff's deputies, which are outlined in the Recruitment and Selection Policy.

Before appointment as a part-time deputy an applicant must complete state required training in a timely manner.

354.2.2 APPOINTMENT

Applicants who are selected for appointment as a part-time deputy shall, on the recommendation of the Sheriff, be sworn in by the Sheriff and take the Oath of Office as required for regular deputies.

A part-time deputy may not perform any law enforcement function without meeting the selection standards, completing the minimum training, and successfully passing the licensing examination for part-time peace officers set by the Minnesota Board of Peace Officer Standards and Training certification (Minn. Stat. § 626.8463, Minn. R. Ch. 6700.0700 and Minn. R. Ch. 6700.1101 Subd. 2).

As allowed by law, part-time licensed officers are temporarily exempt from these selection standards at the discretion of the Sheriff in case of an emergency arising from a natural disaster, civil disorder, fire, explosion or similar event (Minn. Stat. § 626.8465).

354.3 DUTIES OF PART-TIME DEPUTIES

Part-time deputies assist regular deputies in the enforcement of laws and in maintaining peace and order within the community. Assignments of part-time deputies will usually be to augment the Public Safety Service Division Undersheriff's Lakes and Trail Unit. Part-time deputies may be assigned to other areas within the Sheriff's Office as needed

354.3.1 POLICY COMPLIANCE

Sheriff's 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 and he/she shall become thoroughly familiar with these policies.

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

354.3.2 PART-TIME DEPUTY ASSIGNMENTS

All part-time deputies will be assigned to duties by the Lakes and Trail supervisor or designee.

354.3.3 PART-TIME COORDINATOR

The Sheriff shall delegate the responsibility for administering the Part-Time Deputy Program to a Lakes and Trail supervisor.

The Lakes and Trail supervisor shall have the responsibility of, but not be limited to:

- (a) Assignment of part-time personnel.
- (b) Conducting part-time meetings.
- (c) Establishing and maintaining a part-time deputy call-out roster.
- (d) Maintaining and ensuring performance evaluations are completed.
- (e) Monitoring individual part-time deputy performance.
- (f) Monitoring the overall Part-time Program.

354.4 FIELD TRAINING

All part-time deputies are required to complete field training.

354.4.1 PRIMARY TRAINING OFFICER

In completion of the required minimum training and licensing, part-time deputies may be assigned to a primary training officer. The primary training officer will be selected from members of the Field Training Officer (FTO) Committee.

354.4.2 FIELD TRAINING MANUAL

Each new part-time deputy will be issued a Field Training Manual at the beginning of the Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as a deputy with the Sheriff's Office. The part-time deputy shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

354.4.3 COMPLETION OF THE PRIMARY TRAINING PHASE

At the completion of the Primary Training Phase, (Phase I) the primary training officer will meet with the Lakes and Trail supervisor. The purpose of this meeting is to discuss the progress of the part-time deputy in training.

If the part-time deputy has progressed satisfactorily, he/she will then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Lakes and Trail supervisor will determine the appropriate action to be taken.

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354.4.4 SECONDARY TRAINING PHASE

The Secondary Training Phase (Phase II) the part-time deputy will no longer be required to ride with his/her primary training officer. The part-time deputy may now ride with any deputy designated by the Patrol FTO supervisor. During Phase II of training, as with Phase I, the part-time Deputy's performance will be closely monitored. In addition, rapid progress should continue towards the completion of the deputy's Field Training Manual. At the completion of Phase II of training, the part-time deputy will return to his/her primary training officer for Phase III of the training.

354.4.5 THIRD TRAINING PHASE

Phase III of training, the part-time deputy will return to his/her original primary training officer. During this phase, the training officer will evaluate the part-time deputy for suitability to graduate from the formal training program. At the completion of Phase III training, the primary training officer will meet with the Part-Time Coordinator. Based upon the part-time deputy's evaluations, plus input from the primary training officer, the Lakes and Trail supervisor shall decide if the part-time deputy has satisfactorily completed his/her formal training. If the part-time deputy has progressed satisfactorily, he/she will then graduate from the formal training process. If his/her progress is not satisfactory, the Lakes and Trail supervisor will decide upon the appropriate action to be taken.

354.5 SUPERVISION

Part-time deputies perform some of the duties of a peace officer and shall be under the immediate supervision of a licensed peace officer and may not be employed as a full-time deputy (Minn. Stat. § 626.8465).

354.5.1 PART-TIME DEPUTY MEETINGS

All part-time deputy meetings will be scheduled and conducted by the Lakes and Trail supervisor. All part-time deputies are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Lakes and Trail supervisor.

354.5.2 IDENTIFICATION OF DEPUTIES

All part-time deputies will be issued a uniform badge and a Office identification card. The uniform badge shall be the same as that worn by a regular full-time deputy. The identification card will be the standard identification card.

354.5.3 UNIFORM

Part-time deputies shall conform to all uniform regulation and appearance standards of this office.

354.5.4 INVESTIGATIONS AND COMPLAINTS

If a part-time deputy has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation shall be investigated consistent that of full-time deputies as outlined in Personnel Complaint and Misconduct Policy.

354.5.5 PART-TIME DEPUTY EVALUATIONS

While in training, part-time deputies will be continuously evaluated using standardized daily and weekly observation reports. The part-time deputy will be considered a trainee until all of the training

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phases have been completed. Part-time deputies having completed their field training will be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time deputy.

354.6 TRAINING REQUIREMENTS

Part-time deputies are required to meet the training requirements applicable to full-time licensed deputies as outlined in the Training Policy.

354.7 FIREARMS

Part-time deputies shall successfully complete Office-authorized training in the use of firearms and have their appointment approved by the County prior to being issued a Office firearm or otherwise act as a deputy on behalf of the Ramsey County Sheriff's Office (Minn. Stat. § 626.8452 Subd. 2).

Part-time deputies will be issued a duty firearm as specified in the Duty 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 Duty Firearms Policy.

354.8 CONCEALED FIREARMS

Part-time deputies shall possess a valid Minnesota firearms permit in order to carry a firearm when off-duty (Minn. Stat. § 624.714), otherwise carrying a concealed firearm is prohibited.