

CHAPTER 6700
BOARD OF PEACE OFFICER STANDARDS AND
TRAINING
TRAINING AND LICENSING

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6700.0100 DEFINITIONS.

Subpart 1 **Scope.** For the purpose of this chapter, the terms in this part have the meanings given them, unless another intention clearly appears

Subp 2 **Agency.** "Agency" has the meaning given it in Minnesota Statutes, section 626 84, subdivision 1, paragraph (h)

Subp 3 **Appointing authority.** "Appointing authority" means the public official, board, commission, or other person or group of persons responsible for the initial appointment and continued tenure of persons employed by the agency as peace officers and part-time peace officers.

Subp 4. **Appointment.** "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 peace officer beginning on a specified date

[For text of subp 5a, see M R]

Subp 6 **Board or POST board.** "Board" or "POST board" means the Board of Peace Officer Standards and Training

[For text of subp 7, see M R]

Subp. 8. **Chief law enforcement officer.** "Chief law enforcement officer" means the designated head and the highest ranking board-licensed peace officer within an agency

Subp. 9a. **Conviction.** "Conviction" means that a person has been charged with a crime and the person was found guilty of that crime, regardless of length of or imposition or execution of any sentence received, any deferred finding of guilt or imposition of sentence by the court, any continuance for dismissal granted by the court, or any expungement of the offense records or conviction

Subp. 10. **Coordinator.** "Coordinator" means a person who is employed full-time by a certified school, and designated by a certified school, to manage the day-to-day activities of the professional peace officer education program.

Subp 11. **Eligible to be licensed.** "Eligible to be licensed" means the status of an individual who has passed the peace officer licensing examination or the reciprocity examination, but who has not yet secured employment as a peace officer

[For text of subp 12, see M R]

Subp 12a **Felony.** "Felony" means a crime punishable by more than one year in prison

Subp 13 [Repealed, 18 SR 1961]

[For text of subps 14 to 20, see M R]

Subp 21 [Repealed, 18 SR 1961]

[For text of subps 22 to 24, see M R]

Subp. 25 **Classroom discrimination.** "Classroom discrimination" means an act or comment of prejudice by a faculty member, staff person, or student which relates to race,

gender, creed, age, color, religion, national origin, marital status, physical disability, mental disability, or sexual orientation, and that offends another

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0200 STATUTORY AUTHORITY.

The Board of Peace Officer Standards and Training, which operates pursuant to Minnesota Statutes, sections 626 84 to 626 855, is authorized to adopt rules and standards relating to the selection, training, and licensing of peace officers and part-time peace officers in Minnesota. The following rules are adopted pursuant to Minnesota Statutes, sections 214 12, 626 843, and 626 863

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0300 PROFESSIONAL PEACE OFFICER EDUCATION.

Subpart 1 **Subject areas.** The professional peace officer education must minimally include instruction in the learning objectives approved by the board and based on the following subject areas

- A history and overview of the criminal justice system,
- B. Minnesota statute law,
- C constitutional law and criminal procedure,
- D juvenile justice system and procedure,
- E patrol procedures,
- F. criminal investigation and testifying,
- G human behavior and crisis intervention,
- H defensive tactics and use of force, and
- I cultural awareness and response to crime victims

By December 31, 1993, all programs certified by the board to deliver professional peace officer education shall submit to the board an amended application describing the manner in which the certified program will deliver the integrated curriculum described in this subpart as part of a postsecondary degree or certificate program. The certification of any program is void if an amended application is not submitted by this date.

The organization of the curriculum and the location of delivery of curriculum components is the responsibility of the certified school's governing body

[For text of subp 2, see M R]

Subp. 3 **Minimum requirements.** All certified schools shall comply with the minimum requirements in subpart 1 and shall furnish reasonable and necessary proof to the board to verify that the provisions of subpart 1 are being met. Nothing in parts 6700 0100 to 6700 1900 precludes any certified school from enacting rules which establish standards of training above the minimum requirements in subpart 1

- Subp 4 **Learning objectives.** Periodically the board may revise the learning objectives applicable to the content of the professional peace officer education as outlined in subpart 1. These revisions must be incorporated into the professional peace officer education of the certified program

Subp 5 Participation requirements.

A. All certified schools shall develop standards for admission to the professional peace officer education courses. These standards must measure the student's likelihood of successful completion of the program

B No student may be admitted to the professional peace officer program who:

- (1) poses a serious threat to the health or safety of themselves or others,
- (2) has been convicted of a felony,
- (3) has been convicted under Minnesota Statutes, sections 609.221 to 609 224 or 609 52,

(4) has been convicted of a crime for which the penalty was enhanced under Minnesota Statutes, section 626 5531,

(5) has been convicted of a crime listed under Minnesota Statutes, section 214 10, subdivision 2a,

(6) has been convicted of misconduct by an officer under Minnesota Statutes, section 609 43, or

(7) has been convicted of any of the crimes in this item in another state or federal jurisdiction, or under a local ordinance, that would be a conviction if committed in Minnesota

The school shall submit to the POST board the names of applicants for the purpose of verifying the conviction data. The POST board shall report to the school the names of applicants who do not qualify for admission under this section.

C If a student is denied admission or participation in the professional peace officer education program because of any of the requirements in item A or B, the certified school shall inform the student of the denial and its reasons for the denial. The certified school shall also afford the student a formal appeal process. That appeal process must be reduced to writing and provided to each student who is denied admission or participation in the program because of any of the requirements in item A or B.

D Prior to admission to the professional peace officer education program, all students must be advised in writing of the minimum selection standards under part 6700 0700, using an advisory form developed by the board. In addition, students shall be advised in writing of the credit transfer agreements which the certified program has established with upper division institutions in Minnesota.

Subp 6 Certified school's responsibilities. The certified school's responsibilities include the following:

A The certified school shall be responsible for maintaining and making available to the board and executive director pertinent information on all classes conducted in the certified school. The coordinator shall notify the executive director of students who have successfully completed the professional peace officer education.

B The certified school shall implement a records retention schedule requiring that curriculum materials used in the delivery of professional peace officer education be retained for five years. The materials must include course outlines, bibliographies, and other materials which would document the contents of the certified school's curriculum. This document applies to courses offered both on the certified school's campus and at any contracted extended sites.

C The chief executive officer of the certified school shall, by October 1 of each year, file with the board an affirmative action plan and such other relevant information as the board may require. The affirmative action plan must include specific goals and objectives which describe measurable statements of performance for the recruitment and retention of minority students and women in the certified school's professional peace officer education program. By September 1 of each year, the chief executive officer of the certified school shall submit a written report to the board evaluating the effectiveness of the special goals and objectives included in the affirmative action plan from the previous year. "Minority student" means a Black, Hispanic, Asian or Pacific Islander, American Indian, or Alaskan native person. Relevant information may include lesson plans and course outlines.

D When a coordinator leaves a certified school, the chief executive officer of the certified school must notify the board no later than 20 days after the coordinator has left the position, and provide the board with the name of the new coordinator. The signature facsimile of the new coordinator must accompany this notification. Any person appointed as a coordinator after January 1, 1990, must have a bachelor's degree in law enforcement, criminal justice, education, social or behavioral science, or related field and at least three years of experience with a criminal justice agency.

[For text of subp 7, see M R]

Subp 8 Safety policies required. Each certified school shall implement a formal written safety policy which incorporates specific rules, procedures, and protocols to ensure stu-

dent and faculty safety as well as provide a safe, humane, and educationally sound learning environment. These policies must contain at least

A a process for students to identify any preexisting injuries or medical restrictions which may affect their ability to safely participate in the training,

B a prohibition against unduly harsh training activities, or training activities which are designed to humiliate or inappropriately accentuate student shortcomings,

C a process for written documentation of details associated with any student injury which occurs during any training course. Specific injury trends and any particularly high risk training practices or techniques shall be evaluated, amended, or eliminated if safe environments cannot be ensured,

D guidelines to direct instructors to reduce instructional pace and intensity during heat waves, cold waves, or other adverse climatic or environmental conditions, and

E a prohibition against depriving students of necessary food, water, or protective equipment when engaged in physical or psychomotor skills training.

Subp 9 **Policies provided.** Students and faculty shall be provided with a copy of the written safety policy required in subpart 8. Instructors shall review this policy prior to any psychomotor skills training.

Subp 10 **Documentation of completion.** The registrar's office of each certified school shall retain documentation on an official school transcript which indicates the manner in which the student completed the professional peace officer education courses.

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0400 CERTIFICATION OF SCHOOLS.

Subpart 1 **Application.** Upon filing a proper application, a school desiring certification shall be reviewed by the board. The board will not consider certification unless the school has shown a documented need for its program. The school must also file with the board satisfactory proof that the school will offer courses meeting the prescribed learning objectives, has reasonable training equipment and facilities including library, and has qualified instructors. All applications for certification must be accompanied by evidence that the higher education system office governing the applicant school has approved the application of the school and, if required, that the application has been approved by the higher education coordinating board.

[For text of subp 2, see MR]

Subp 3. **Certification.** The board's duties with respect to certification include the following.

[For text of item A, see MR]

B Before a certified school offers any course from the professional peace officer education program at another site not included in its original application, the certified school must seek written approval from the board. The board shall consider those criteria in subpart 1 in determining whether the proposal will be approved. This part applies retroactively and certified schools presently shall have 90 days from July 11, 1989, to seek approval from the board.

C By May 1, 1990, and every five years after that, the board must send a renewal application form to all certified schools. This application form must request information regarding the criteria contained in subpart 1. The coordinator must file the completed application with the board by November 1 of the year the application form was received. All applications for renewal of certification must be accompanied by evidence that the higher education system office governing the applicant school has approved the application of the school and, if required, that the application has been approved by the higher education coordinating board. Upon review of the properly filed application form, the board shall renew the school's certification for another five years, if the board finds that the requirements of subpart 1 have been met. If a certified school does not comply with the requirements of this subpart, the school's certification will be deemed to have expired and the school will be required to reapply for certification under the procedures in subparts 1 and 2.

[For text of subps 4 to 6, see MR]

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0500 PEACE OFFICER LICENSING EXAMINATION.

Subp. 3 **Eligibility for examination.** Students who successfully complete professional peace officer education which meets the minimum requirements in part 6700.0300, subpart 1, are eligible to take the peace officer licensing examination. An application must include an official certified transcript showing the completion of a postsecondary degree and the coordinator's signature attesting to the student's successful completion of professional peace officer education.

Subp 5 **Reinstatement of eligibility.** Upon successful completion of the peace officer licensing examination, a person is eligible to be licensed for three years. If the person is not licensed after three years, the person may reinstate eligibility by passing the peace officer licensing examination again. Upon successful completion of the examination the person is eligible to be licensed for three years.

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0600 LICENSING EXAMINATIONS.

Subpart 1. **Application.** Licensing examinations will be offered at least four times each year. The board shall establish the examination schedules. An applicant for any of the licensing examinations shall submit a written application on a form provided by the board to be received by the board no later than two weeks before the scheduled date of the examination. An application shall be accompanied by the appropriate nonrefundable fee under subpart 2. Applications and all supporting documents for the peace officer licensing examination must be received by the board no later than two weeks before the day of the examination. In no cases shall applications and supporting documentation be accepted after the two-week deadline. The application and supporting documents are valid for one year from the date the application is received by the board.

[For text of subps 2 to 4, see MR]

Subp 5 **Reinstate eligibility.** The eligibility for a person to take the examination in subpart 2 shall be void one year after the application to take the examination was received by the board. The fee and any supporting documents are invalid at the same time the application becomes invalid. In order to reinstate eligibility, the person shall comply with subparts 1 and 2.

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0601 EXAMINATION STANDARDS.

Subpart 1. **Grounds for denial.** Violations of the following standards shall be grounds to deny an applicant to take an examination or to deny eligibility for a license.

[For text of items A to F, see MR]

G having been convicted of a felony in any state or federal jurisdiction,

H having been convicted of any offense in any other state or federal jurisdiction which would have been a felony if committed in Minnesota; or

I having been convicted of a crime listed in part 6700.0300, subpart 5, item B, subitems (3) to (7).

[For text of subps 2 and 3, see M.R.]

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0700 MINIMUM SELECTION STANDARDS.

Subpart 1 **Selection standards.** A person eligible to be licensed shall meet the following minimum selection standards before being appointed to the position of peace officer. The

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appointing authority may affirm that the applicant has already completed certain of these standards, but the affirmation must be documented pursuant to subpart 2

[For text of items A to J, see M R]

Subp 2 **Documentation.** The chief law enforcement officer shall maintain documentation necessary to show completion of subpart 1 The chief law enforcement officer is not required to obtain documentation for subpart 1, item I, if the applicant completed part 6700 0500, subpart 3 The documentation is subject to periodic review by the board, and shall be made available to the board at its request

Subp 3 [Repealed, 18 SR 1961]

[For text of subp 4, see M R]

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0701 NOTIFICATION OF CONVICTION.

If any background search required by this chapter reveals a conviction of a felony, or the conviction of any crime listed in this chapter, or conviction of a crime which was charged under an ordinance or law of another state but would be a conviction under Minnesota Statutes, section 609 52, if it was charged under state law, the chief law enforcement officer shall immediately notify the board

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0800 LICENSING OF PEACE OFFICERS.

Subpart 1 **Board appointees; notification.** The chief law enforcement officer shall notify the board of the appointment of any person to the position of peace officer before the first day of the appointee's employment Notification shall be made on a form provided by the board, and it shall include the appointee's full name, sex, date of birth, the effective date of the appointment, and an affirmation that the appointee has met all selection standards as prescribed in part 6700 0700 The appointee may not exercise peace officer powers until the notification form is received and approved by the board

[For text of subps 2 and 3, see M.R.]

Subp. 4 **Licensing fee.** The licensing fee is \$15 If the board receives an application and fee on or after March 1 of the year in which the applicant would otherwise be due to renew the license, the license will be valid through June 30 of the third year following receipt

[For text of subp 5, see M R]

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.0900 CONTINUING EDUCATION.

Subpart 1 **Purpose.** Pursuant to the authority vested in it by Minnesota Statutes, section 214 12, the board has determined that a program of continuing education for peace officers is necessary to promote and ensure their professional competence.

Subp 2 **Continuing education and license renewal.** No peace officer license may be renewed unless the licensee or the licensee's appointing authority furnishes the board proof that the licensee has successfully completed board-approved continuing education as provided in part 6700 1000, subpart 3

Subp 3 **Criteria for course approval.** For the purpose of this part, "course sponsor" means any agency, organization, or person who provides continuing education courses and seeks board approval of these courses

[For text of items A to F, see M R]

G Approval of continuing education courses shall be based upon relevance to the knowledge, skills, and abilities needed to be a peace officer

[For text of items H and I, see M R]

[For text of subps 4 to 8, see M R]

Subp 9 **Instructor credit.** Peace officers may earn up to one-half of their required continuing education credits for instructing in approved continuing education courses. The peace officer may earn two hours of continuing education credit for each hour of instruction.

Subp. 10 **Credit for courses not directly approved by the board.** Peace officers may request continuing education credit for a course which was not directly approved by the board provided the course was not denied approval, the licensee can show proof that the course was law enforcement related, and can prove successful completion of the course. Application for credit must be submitted on forms provided by the board. Continuing education credit will be granted according to subpart 3, items G and H.

Continuing education credit may be granted for courses completed at accredited colleges and universities according to subpart 3, item G, and credit shall be granted with one semester credit equaling 15 continuing education credits and one quarter credit equaling ten continuing education credits.

[For text of subps 12 to 17, see M.R.]

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1000 LICENSE RENEWAL.

Subpart 1 **Validity of licenses and renewal dates.** Peace officer licenses issued by the board under part 6700 0800 are valid until they expire, are revoked, or are surrendered by the licensee. Part-time peace officer licenses issued by the board pursuant to part 6700 1100 are valid until they expire, are revoked, or are surrendered by the licensee.

The licenses of licensees whose surnames begin with the letters A through G are due for renewal on July 1, 1983, and on July 1 every third year thereafter.

The licenses of licensees whose surnames begin with the letters H through M are due for renewal on July 1, 1984, and on July 1 every third year thereafter.

The licenses of licensees whose surnames begin with the letters N through Z are due for renewal on July 1, 1982, and on July 1 every third year thereafter.

[For text of subp 2, see M.R.]

Subp 3 **Certificate of renewal.** The executive director shall issue a certificate of renewal, which is valid for three years, to each applicant who has submitted the appropriate fee on or before June 30 of the year when the license becomes due for renewal and also completed the required hours of continuing education. The appropriate fees are \$15 for renewal of a peace officer license and \$7 50 for renewal of a part-time peace officer license. The required hours of continuing education are

A no hours for any part-time peace officer or for a peace officer who has been licensed for less than six months,

B 16 hours for a peace officer who has been licensed for at least six months but less than 18 months,

C 32 hours for a peace officer who has been licensed for at least 18 months but less than 30 months, and

D 48 hours for a peace officer who has been licensed for at least 30 months.

[For text of subp 4, see M.R.]

Subp 5 **Expiration of license.** A license shall expire when the requirements of subpart 3 are not met.

Subp 6 **License expired less than three years.** The executive director shall restore a license and issue a certificate of renewal for a license which has been expired for less than three years when the licensee submits

A the appropriate license renewal fee for an expired license, and

[For text of item B, see M.R.]

Subp 7 **License renewal fee.** For the purposes of subparts 6 and 9, the appropriate license renewal fee for an expired license is as follows:

A. expired peace officer license is \$45, or

B. expired part-time peace officer license is \$37 50.

Subp 8. **License expired more than three years.** When a license has been expired for more than three years, the executive director shall restore the license when

[For text of item A, see M R]

B the licensee submits the appropriate license renewal fee for an expired license

[For text of subp 9, see M R.]

Subp. 10. **Continuing education after license is restored.** Notwithstanding any rule to the contrary, after a peace officer license has been restored, the licensee shall complete 48 hours of board-approved continuing education on or before June 30 of the year when the license becomes due for renewal

[For text of subp 11, see M.R]

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1101 PART-TIME PEACE OFFICERS.

Subpart 1. **Scope and purpose.** In view of the legislature's stated policy on part-time peace officers in Minnesota Statutes, section 626 8461, and the board's respect for the varied services of these supplemental and supervised part-time employees, the board deems that it is most appropriate for the chief law enforcement officer to be responsible for the training and continuing education of the part-time peace officers working in the chief law enforcement officer's agency. Although the board mandates continuing education for peace officers, the board feels that it is incumbent upon each chief law enforcement officer to assess and meet the training needs of these part-time peace officers inasmuch as such assessment and training realistically can be best accomplished at the local level. This rule shall apply only to part-time peace officers appointed on or after August 1, 1985

Subp 2 **Minimum selection and training standards.** An applicant for a part-time peace officer license shall meet the following minimum selection and training standards set forth in Minnesota Statutes, section 626 8463, prior to being appointed. The chief law enforcement officer must affirm that the applicant has completed these standards and maintained appropriate documentation pursuant to subpart 3.

[For text of items A to E, see M R.]

[For text of subp 3, see M R]

Subp. 4. **Notification of appointment of part-time peace officer.** The chief law enforcement officer shall notify the board in writing before the first day of employment of an individual who has been appointed to the position of part-time peace officer. Notification shall be made on a form provided by the board and shall include the appointee's full name, sex, date of birth, and the effective date of appointment. If the appointee is not currently licensed, the appointee shall apply for a license pursuant to the provisions of subpart 5. The appointee shall not exercise part-time peace officer powers until the notification form is received and approved by the board.

[For text of subp 5, see M.R]

Subp 6. **Issuance of part-time peace officer license.** The executive director shall issue a part-time peace officer license to an individual who has met the requirements stated in subpart 2, submitted a written application for licensure, and paid the licensing fee. The period of initial licensure is determined by the initial letter of the licensee's surname, the date of expiration being determined by the provisions of part 6700 1000, subpart 1. The licensing fee is \$7.50. If the board receives an application and fee on or after March 1 of the year in which the applicant would otherwise be due to renew the license, the license will be valid through June 30 of the third year following receipt.

Subp. 7 **Inactive status of part-time peace officer license.** The chief law enforcement officer shall notify the board within ten days of all voluntary or involuntary terminations of part-time peace officers. The notification shall include the name of licensee, licensee's forwarding address, unless the licensee requests that this information not be divulged, and date of termination. An individual who possesses an inactive part-time peace officer license has no part-time peace officer power or authority.

An individual possessing a part-time peace officer license may maintain the license in inactive status provided that he or she meets the requirements of part 6700.1000, subpart 3.

An individual who is appointed to the position of a part-time peace officer within three years of the date when the individual's license was placed on inactive status is not required to comply with selection standards outlined in subpart 2, items A to C

An individual who is appointed as a part-time peace officer more than three years after the date the individual's license was placed on an inactive status is required to complete the selection standards outlined in subpart 2, items A to C, prior to his or her first day of employment. For compliance with this subpart, previously completed standards are not acceptable. The chief law enforcement officer shall maintain the documentation necessary to show compliance with this subpart. The documentation is subject to periodic review by the board and shall be made available upon request by the board.

[For text of subp 8, see M R]

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1105 DEFINITIONS.

Subpart 1 **Scope.** For the purpose of parts 6700 1105 to 6700 1130, the terms in this part have the meanings given them

Subp 2 **Active duty status.** "Active duty status" means the part-time peace officer is authorized by agency policy to act as an agent of the appointing authority with power of arrest and authority to carry a firearm

Subp 3 **Designated peace officer.** "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 peace officer

Subp 4 **Hours worked.** "Hours worked" means the actual numbers of hours served while the part-time peace officer is on active duty status

Subp 5 **Supervision of part-time peace officer.** "Supervision of part-time peace officer" means the part-time peace officer and the designated 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 time.

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1110 SUPERVISION OF PART-TIME PEACE OFFICER.

Subpart 1 **Scope.** This part applies to all agencies which appoint, employ, or otherwise use the services of a part-time peace officer

Subp. 2 **Agency using part-time peace officer.** An agency which appoints, employs, or otherwise uses the services of a part-time peace officer shall establish a written policy including at least

A the terms and conditions under which a part-time peace officer is considered to be on active duty status,

B the means by which a part-time peace officer is made aware of the identity and location of the designated peace officer, and the means by which a part-time peace officer must notify the designated peace officer of the part-time peace officer's active duty status,

C the means by which supervision of the part-time peace officer must be provided, and

D the means by which a part-time peace officer shall notify the designated peace officer when the part-time peace officer is no longer on active duty status

Subp 3 **Agency providing supervision for part-time peace officer.** An agency which designates a peace officer to supervise a part-time peace officer shall establish a written policy including at least:

A 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,

B the duties and responsibilities of the designated peace officer in exercising supervisory responsibility for a part-time peace officer;

C the means by which the part-time peace officer is to notify the designated peace officer that the part-time peace officer is on active duty status, and

D the means by which the designated peace officer is to be notified when the part-time peace officer is no longer on active duty status

Subp 4 **Supervision of part-time peace officer by designated peace officer in different agency.** An agency which agrees to designate a peace officer for the supervision of a part-time peace officer who is not employed by the same agency as the designated peace officer shall establish at a minimum

A all policies required under part 6700 1105, subpart 2,

B all policies required under part 6700 1110, and

C a written joint powers agreement which confers upon the designated peace officer full power and authority within the jurisdiction of the part-time peace officer to be supervised

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1115 HOURS WORKED BY PART-TIME PEACE OFFICER.

Subpart 1 **Limitation.** A part-time peace officer must not work more than 1,040 hours on active duty status during the calendar year

Subp 2 **Documentation.** A part-time peace officer shall record all active duty hours worked, on a form provided by the board, for each agency by whom the part-time peace officer is appointed. The part-time peace officer shall record the date, time, and total hours of active duty. The part-time peace officer shall also record the name of the agency for whom the hours were worked, and the name of the designated peace officer assigned for each shift or time entry on the log

Subp 3 **Reporting.** On the last day of every month, the part-time peace officer shall provide the chief law enforcement officer of each agency by whom the part-time peace officer is employed written notice of the total number of hours worked for all agencies. The notice shall be provided on a form provided by the board

Subp 4 **Record retention.** 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 board upon request.

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1120 AGENCIES.

An agency using part-time peace officers shall notify the board and provide the names and license numbers of individuals employed or appointed by the agency as part-time peace officers. Agencies must comply with this part by May 6, 1994

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1125 POLICY DISTRIBUTION.

Copies of policies required under parts 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 a unit of government. Copies of these policies shall also be distributed to all designated peace officers

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1130 TERMINATION OF PART-TIME PEACE OFFICERS.

An agency which terminates a part-time peace officer for any reason shall notify the part-time peace officer in writing of the termination and provide a copy of this notice to the board within ten days of the termination

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1300 TRANSITION FROM PART-TIME PEACE OFFICER TO PEACE OFFICER.

[For text of subpart 1, see MR]

Subp 2 **Eligibility.** An appointing authority may, by formal declaration to the board, state its intention to have any part-time peace officer in its employ be eligible for peace officer licensing, subject to the following restrictions

A the individual named in this declaration must be a part-time peace officer who has worked 1,040 hours as a part-time peace officer since the date the individual was licensed, pursuant to part 6700.1100, subpart 9,

B the individual shall complete all selection standards as outlined in part 6700 0700 before the declaration is submitted to the board, and

C the individual named in the declaration must provide documentation which establishes that the individual is currently enrolled in a professional peace officer education program

Subp 3 **Declaration of intent.** The declaration of intent shall demonstrate a compelling need for having an agency's part-time peace officer or officers become peace officers To demonstrate compelling need, the appointing authority must establish that no other peace officer or part-time peace officer is employed by the appointing authority due to circumstances beyond the control of the appointing authority The declaration must be in the form of a formal resolution made by the appointing authority The board shall be provided with a copy of the resolution and the minutes of the meeting at which it was made These documents shall be submitted to the board within ten days of the effective date of the resolution

Subp 4 **Removal of hour restriction.** The 20-hour per week limit prescribed by Minnesota Statutes, section 626 84, subdivision 1, clause (f), for a part-time peace officer will be waived in accordance with Minnesota Statutes, section 626 84, subdivision 1, clause (f), only after the board has formally approved the declaration submitted by the appointing authority The 20-hour per week restriction may thereafter be waived at the discretion of the appointing authority for a period not to exceed six months This six-month limit may be extended only for compelling reasons, subject to board review and approval No individual may have the hour restriction removed a second time if the individual fails to obtain a peace officer license within six months from the date the board approved the agency's declaration of intent to have the individual become a peace officer. Waiver of the hour restriction may only be effected in a single agency in cases where the officer works for more than one department An individual working for more than one agency whose hourly restriction has been waived in one of these agencies shall still be bound to the 20-hour a week limit in all other agencies for which the individual works Upon acceptance by the board, the officer is exempted from the limitation on the number of hours that may be worked The officer is subject to all other part-time peace officer requirements as outlined in Minnesota Statutes, sections 626 8464 and 626 8465

Subp 5 [Repealed, 18 SR 1961]

Subp 6 [Repealed, 18 SR 1961]

Subp. 7 [Repealed, 18 SR 1961]

Subp 8. **Eligibility for licensing.** A part-time peace officer who completes the requirements of parts 6700 0300, subpart 1, and 6700 0500, subpart 3, is eligible to be licensed as a peace officer

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1400 INACTIVE STATUS OF PEACE OFFICER LICENSES.

[For text of subs 1 to 3, see MR]

Subp 4 **Inactive license.** An individual who possesses an inactive peace officer license has no peace officer power or authority

Statutory Authority: *MS s 626.843*

History: *18 SR 1961*

6700.1600 VIOLATION OF STANDARDS OF CONDUCT.

Violations of the following standards of conduct by a licensee shall be grounds for revocation, suspension, or nonrenewal of license

[For text of items A to D, see M R]

E any violation of a board rule set forth in this chapter,

F any obstruction, hindrance, interference, or prevention of the execution of part 6700 1700,

G the conviction of a crime which was charged under an ordinance or ordinance or statute of another state but which would be a conviction under Minnesota Statutes, section 609 52 if it was charged under Minnesota law, or

H any conviction of a violation of Minnesota Statutes, section 609 23, 609.231, 609 43, 609 465, 609.466, 609 52, or 626 557, or a conviction in another state or federal jurisdiction which would be a violation of the cited statutes if it had been committed in Minnesota

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*

6700.1800 REIMBURSEMENT TO LOCAL UNITS OF GOVERNMENT.

Subpart 1 **Annual reimbursement.** Pursuant to Laws of Minnesota 1981, chapter 341, section 1, the board shall provide annual reimbursement to help defray the costs that have been incurred by local units of government in making continuing education available to the peace officers employed by them, provided, however, that the board's program of reimbursement is contingent upon the continued availability of funds designated for that purpose

Subp 2. **Equal shares of funds.** Equal shares of the available funds shall be disbursed to the local units for each peace officer who

[For text of item A, see M.R]

B. has had at least 16 hours of board-approved continuing education made available to the peace officer by the local unit during those 12 months

[For text of subp 3, see M R]

Subp 4 **Application forms.** The board shall furnish application forms to each local unit as soon as possible after July 1 of each year When applying for reimbursement, a local unit shall provide a list of the peace officers together with their license numbers for whom it is seeking reimbursement and affirm that it is eligible to be reimbursed in accordance with the board's rules

Subp 5 **Signing of application forms.** Application forms shall be signed by the chief law enforcement officer. The forms shall be submitted to the executive director within 30 days of the distribution of the forms, except that the executive director may grant an extension of time which shall not exceed ten days.

Subp 6 **Further information.** The executive director may require such further information or documentation as may be necessary to substantiate a correction in the number of shares to be credited to an applicant for reimbursement If the same peace officer is claimed by more than one applicant, the executive director shall determine which applicant is eligible for the share. This determination shall be made by documented statements of hours worked Reimbursement funds shall be disbursed to the county, municipal, or township treasurer as soon as possible after approval of the applications and computation of the amount per share to be awarded to each applicant

Statutory Authority: *MS s 626 843*

History: *18 SR 1961*