

1 Board of Peace Officer Standards and Training

2

3 Adopted Permanent Rules Relating to Licensing Rules

4

5 Rules as Adopted

6 6700.0100 DEFINITIONS.

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

10 Subp. 2. **Agency.** "Agency" has the meaning given it in  
11 Minnesota Statutes, section 626.84, subdivision 1, paragraph (h).

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

17 Subp. 4. **Appointment.** "Appointment" means the official  
18 declaration provided by the agency to the POST board which  
19 indicates that the agency has engaged the services of a peace  
20 officer or part-time peace officer beginning on a specified date.

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

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

24 [For text of subp 7, see M.R.]

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

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

35 Subp. 10. **Coordinator.** "Coordinator" means a person who

1 is employed full-time by a certified school, and designated by a  
 2 certified school, to manage the day-to-day activities of the  
 3 professional peace officer education program.

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

9 [For text of subp 12, see M.R.]

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

12 Subp. 13. [See repealer.]

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

14 Subp. 21. [See repealer.]

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

16 Subp. 25. **Classroom discrimination.** "Classroom  
 17 discrimination" means an act or comment of prejudice by a  
 18 faculty member, staff person, or student which relates to race,  
 19 gender, creed, age, color, religion, national origin, marital  
 20 status, physical disability, mental disability, or sexual  
 21 orientation, and that offends another.

22 6700.0200 STATUTORY AUTHORITY.

23 The Board of Peace Officer Standards and Training, which  
 24 operates pursuant to Minnesota Statutes, sections 626.84 to  
 25 626.855, is authorized to adopt rules and standards relating to  
 26 the selection, training, and licensing of peace officers and  
 27 part-time peace officers in Minnesota. The following rules are  
 28 adopted pursuant to Minnesota Statutes, sections 214.12,  
 29 626.843, and 626.863.

30 6700.0300 PROFESSIONAL PEACE OFFICER EDUCATION.

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

35 A. history and overview of the criminal justice

1 system;

2 B. Minnesota statute law;

3 C. constitutional law and criminal procedure;

4 D. juvenile justice system and procedure;

5 E. patrol procedures;

6 F. criminal investigation and testifying;

7 G. human behavior and crisis intervention;

8 H. defensive tactics and use of force; and

9 I. cultural awareness and response to crime victims.

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

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

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

21 Subp. 3. **Minimum requirements.** All certified schools  
22 shall comply with the minimum requirements in subpart 1 and  
23 shall furnish reasonable and necessary proof to the board to  
24 verify that the provisions of subpart 1 are being met. Nothing  
25 in parts 6700.0100 to 6700.1900 precludes any certified school  
26 from enacting rules which establish standards of training above  
27 the minimum requirements in subpart 1.

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

33 Subp. 5. **Participation requirements.**

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

1 successful completion of the program.

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

4 (1) poses a serious threat to the health or  
5 safety of themselves or others;

6 (2) has been convicted of a felony;

7 (3) has been convicted under Minnesota Statutes,  
8 sections 609.221 to 609.224 or 609.52;

9 (4) has been convicted of a crime for which the  
10 penalty was enhanced under Minnesota Statutes, section 626.5531;

11 (5) has been convicted of a crime listed under  
12 Minnesota Statutes, section 214.10, subdivision 2a;

13 (6) has been convicted of misconduct by an  
14 officer under Minnesota Statutes, section 609.43; or

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

19 The school shall submit to the POST board the names of  
20 applicants for the purpose of verifying the conviction data.

21 The POST board shall report to the school the names of  
22 applicants who do not qualify for admission under this section.

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

32 D. Prior to admission to the professional peace  
33 officer education program, all students must be advised in  
34 writing of the minimum selection standards under part 6700.0700,  
35 using an advisory form developed by the board. In addition,  
36 students shall be advised in writing of the credit transfer

1 agreements which the certified program has established with  
2 upper division institutions in Minnesota.

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

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

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

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

34 D. When a coordinator leaves a certified school, the  
35 chief executive officer of the certified school must notify the  
36 board no later than 20 days after the coordinator has left the

1 position, and provide the board with the name of the new  
2 coordinator. The signature facsimile of the new coordinator  
3 must accompany this notification. Any person appointed as a  
4 coordinator after January 1, 1990, must have a bachelor's degree  
5 in law enforcement, criminal justice, education, social or  
6 behavioral science, or related field and at least three years of  
7 experience with a criminal justice agency.

8 [For text of subp 7, see M.R.]

9 Subp. 8. **Safety policies required.** Each certified school  
10 shall implement a formal written safety policy which  
11 incorporates specific rules, procedures, and protocols to ensure  
12 student and faculty safety as well as provide a safe, humane,  
13 and educationally sound learning environment. These policies  
14 must contain at least:

15 A. a process for students to identify any preexisting  
16 injuries or medical restrictions which may affect their ability  
17 to safely participate in the training;

18 B. a prohibition against unduly harsh training  
19 activities, or training activities which are designed to  
20 humiliate or inappropriately accentuate student shortcomings;

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

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

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

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

36 Subp. 10. **Documentation of completion.** The registrar's

1 office of each certified school shall retain documentation on an  
2 official school transcript which indicates the manner in which  
3 the student completed the professional peace officer education  
4 courses.

5 6700.0400 CERTIFICATION OF SCHOOLS.

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

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

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

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

23 B. Before a certified school offers any course from  
24 the professional peace officer education program at another site  
25 not included in its original application, the certified school  
26 must seek written approval from the board. The board shall  
27 consider those criteria in subpart 1 in determining whether the  
28 proposal will be approved. This part applies retroactively and  
29 certified schools presently shall have 90 days from July 11,  
30 1989, to seek approval from the board.

31 C. By May 1, 1990, and every five years after that,  
32 the board must send a renewal application form to all certified  
33 schools. This application form must request information  
34 regarding the criteria contained in subpart 1. The coordinator  
35 must file the completed application with the board by November 1

1 of the year the application form was received. All applications  
2 for renewal of certification must be accompanied by evidence  
3 that the higher education system office governing the applicant  
4 school has approved the application of the school and, if  
5 required, that the application has been approved by the higher  
6 education coordinating board. Upon review of the properly filed  
7 application form, the board shall renew the school's  
8 certification for another five years, if the board finds that  
9 the requirements of subpart 1 have been met. If a certified  
10 school does not comply with the requirements of this subpart,  
11 the school's certification will be deemed to have expired and  
12 the school will be required to reapply for certification under  
13 the procedures in subparts 1 and 2.

14 [For text of subps 4 to 6, see M.R.]

15 6700.0500 PEACE OFFICER LICENSING EXAMINATION.

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

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

31 6700.0600 LICENSING EXAMINATIONS.

32 Subpart 1. **Application.** Licensing examinations will be  
33 offered at least four times each year. The board shall  
34 establish the examination schedules. An applicant for any of  
35 the licensing examinations shall submit a written application on



1 a form provided by the board to be received by the board no  
2 later than two weeks before the scheduled date of the  
3 examination. An application shall be accompanied by the  
4 appropriate nonrefundable fee under subpart 2. Applications and  
5 all supporting documents for the peace officer licensing  
6 examination must be received by the board no later than two  
7 weeks before the day of the examination. In no cases shall  
8 applications and supporting documentation be accepted after the  
9 two-week deadline. The application and supporting documents are  
10 valid for one year from the date the application is received by  
11 the board.

12 [For text of subps 2 to 4, see M.R.]

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

20 6700.0601 EXAMINATION STANDARDS.

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

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

25 G. having been convicted of a felony in any state or  
26 federal jurisdiction;

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

30 I. having been convicted of a crime listed in part  
31 6700.0300, subpart 5, item B, subitems (3) to (7).

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

33 6700.0700 MINIMUM SELECTION STANDARDS.

34 Subpart 1. Selection standards. A person eligible to be  
35 licensed shall meet the following minimum selection standards

1 before being appointed to the position of peace officer. The  
2 appointing authority may affirm that the applicant has already  
3 completed certain of these standards, but the affirmation must  
4 be documented pursuant to subpart 2.

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

6 Subp. 2. **Documentation.** The chief law enforcement officer  
7 shall maintain documentation necessary to show completion of  
8 subpart 1. The chief law enforcement officer is not required to  
9 obtain documentation for subpart 1, item I, if the applicant  
10 completed part 6700.0500, subpart 3. The documentation is  
11 subject to periodic review by the board, and shall be made  
12 available to the board at its request.

13 Subp. 3. [See repealer.]

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

15 6700.0701 NOTIFICATION OF CONVICTION.

16 If any background search required by this chapter reveals a  
17 conviction of a felony, or the conviction of any crime listed in  
18 this chapter, or conviction of a crime which was charged under  
19 an ordinance or law of another state but would be a conviction  
20 under Minnesota Statutes, section 609.52, if it was charged  
21 under state law, the chief law enforcement officer shall  
22 immediately notify the board.

23 6700.0800 LICENSING OF PEACE OFFICERS.

24 Subpart 1. **Board appointees; notification.** The chief law  
25 enforcement officer shall notify the board of the appointment of  
26 any person to the position of peace officer before the first day  
27 of the appointee's employment. Notification shall be made on a  
28 form provided by the board, and it shall include the appointee's  
29 full name, sex, date of birth, the effective date of the  
30 appointment, and an affirmation that the appointee has met all  
31 selection standards as prescribed in part 6700.0700. The  
32 appointee may not exercise peace officer powers until the  
33 notification form is received and approved by the board.

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

35 Subp. 4. **Licensing fee.** The licensing fee is \$15. If the

1 board receives an application and fee on or after March 1 of the  
2 year in which the applicant would otherwise be due to renew the  
3 license, the license will be valid through June 30 of the third  
4 year following receipt.

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

6 6700.0900 CONTINUING EDUCATION.

7 Subpart 1. Purpose. Pursuant to the authority vested in  
8 it by Minnesota Statutes, section 214.12, the board has  
9 determined that a program of continuing education for peace  
10 officers is necessary to promote and ensure their professional  
11 competence.

12 Subp. 2. Continuing education and license renewal. No  
13 peace officer license may be renewed unless the licensee or the  
14 licensee's appointing authority furnishes the board proof that  
15 the licensee has successfully completed board-approved  
16 continuing education as provided in part 6700.1000, subpart 3.

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

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

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

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

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

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

32 Subp. 10. Credit for courses not directly approved by the  
33 board. Peace officers may request continuing education credit  
34 for a course which was not directly approved by the board  
35 provided the course was not denied approval, the licensee can

1 show proof that the course was law enforcement related, and can  
2 prove successful completion of the course. Application for  
3 credit must be submitted on forms provided by the board.  
4 Continuing education credit will be granted according to subpart  
5 3, items G and H.

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

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

12 6700.1000 LICENSE RENEWAL.

13 Subpart 1. Validity of licenses and renewal dates. Peace  
14 officer licenses issued by the board under part 6700.0800 are  
15 valid until they expire, are revoked, or are surrendered by the  
16 licensee. Part-time peace officer licenses issued by the board  
17 pursuant to part 6700.1100 are valid until they expire, are  
18 revoked, or are surrendered by the licensee.

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

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

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

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

29 Subp. 3. Certificate of renewal. The executive director  
30 shall issue a certificate of renewal, which is valid for three  
31 years, to each applicant who has submitted the appropriate fee  
32 on or before June 30 of the year when the license becomes due  
33 for renewal and also completed the required hours of continuing  
34 education. The appropriate fees are \$15 for renewal of a peace  
35 officer license and \$7.50 for renewal of a part-time peace

1 officer license. The required hours of continuing education are:

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

4 B. 16 hours for a peace officer who has been licensed  
5 for at least six months but less than 18 months;

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

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

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

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

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

17 A. the appropriate license renewal fee for an expired  
18 license; and

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

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

23 A. expired peace officer license is \$45; or

24 B. expired part-time peace officer license is \$37.50.

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

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

29 B. the licensee submits the appropriate license  
30 renewal fee for an expired license.

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

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

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

2 6700.1101 PART-TIME PEACE OFFICERS.

3 Subpart 1. **Scope and purpose.** In view of the  
4 legislature's stated policy on part-time peace officers in  
5 Minnesota Statutes, section 626.8461, and the board's respect  
6 for the varied services of these supplemental and supervised  
7 part-time employees, the board deems that it is most appropriate  
8 for the chief law enforcement officer to be responsible for the  
9 training and continuing education of the part-time peace  
10 officers working in the chief law enforcement officer's agency.  
11 Although the board mandates continuing education for peace  
12 officers, the board feels that it is incumbent upon each chief  
13 law enforcement officer to assess and meet the training needs of  
14 these part-time peace officers inasmuch as such assessment and  
15 training realistically can be best accomplished at the local  
16 level. This rule shall apply only to part-time peace officers  
17 appointed on or after August 1, 1985.

18 Subp. 2. **Minimum selection and training standards.** An  
19 applicant for a part-time peace officer license shall meet the  
20 following minimum selection and training standards set forth in  
21 Minnesota Statutes, section 626.8463, prior to being appointed.  
22 The chief law enforcement officer must affirm that the applicant  
23 has completed these standards and maintained appropriate  
24 documentation pursuant to subpart 3.

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

26 [For text of subp 3, see M.R.]

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

1 appointee shall not exercise part-time peace officer powers  
2 until the notification form is received and approved by the  
3 board.

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

5 Subp. 6. Issuance of part-time peace officer license. The  
6 executive director shall issue a part-time peace officer license  
7 to an individual who has met the requirements stated in subpart  
8 2, submitted a written application for licensure, and paid the  
9 licensing fee. The period of initial licensure is determined by  
10 the initial letter of the licensee's surname, the date of  
11 expiration being determined by the provisions of part 6700.1000,  
12 subpart 1. The licensing fee is \$7.50. If the board receives  
13 an application and fee on or after March 1 of the year in which  
14 the applicant would otherwise be due to renew the license, the  
15 license will be valid through June 30 of the third year  
16 following receipt.

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

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

29 An individual who is appointed to the position of a  
30 part-time peace officer within three years of the date when the  
31 individual's license was placed on inactive status is not  
32 required to comply with selection standards outlined in subpart  
33 2, items A to C.

34 An individual who is appointed as a part-time peace officer  
35 more than three years after the date the individual's license  
36 was placed on an inactive status is required to complete the

1 selection standards outlined in subpart 2, items A to C, prior  
2 to his or her first day of employment. For compliance with this  
3 subpart, previously completed standards are not acceptable. The  
4 chief law enforcement officer shall maintain the documentation  
5 necessary to show compliance with this subpart. The  
6 documentation is subject to periodic review by the board and  
7 shall be made available upon request by the board.

8 [For text of subp 8, see M.R.]

9 6700.1105 DEFINITIONS.

10 Subpart 1. **Scope.** For the purpose of parts 6700.1105 to  
11 6700.1130, the terms in this part have the meanings given them.

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

16 Subp. 3. **Designated peace officer.** "Designated peace  
17 officer" means the peace officer appointed by the chief law  
18 enforcement officer or designee and responsible for the  
19 supervision of the part-time peace officer.

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

23 Subp. 5. **Supervision of part-time peace officer.**  
24 "Supervision of part-time peace officer" means the part-time  
25 peace officer and the designated peace officer are aware of  
26 their respective identities, the part-time peace officer can has  
27 the ability to directly contact the designated peace officer,  
28 and the part-time or designated peace officer can achieve direct  
29 personal contact within a reasonable time.

30 6700.1110 SUPERVISION OF PART-TIME PEACE OFFICER.

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

34 Subp. 2. **Agency using part-time peace officer.** An agency  
35 which appoints, employs, or otherwise uses the services of a



1 part-time peace officer shall establish a written policy  
2 including at least:

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

5 B. the means by which a part-time peace officer is  
6 made aware of the identity and location of the designated peace  
7 officer, and the means by which a part-time peace officer must  
8 notify the designated peace officer of the part-time peace  
9 officer's active duty status;

10 C. the means by which supervision of the part-time  
11 peace officer must be provided; and

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

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

19 A. how the designated peace officer is to be notified  
20 of the designated peace officer's responsibility for assuming  
21 supervision of a part-time peace officer;

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

25 C. the means by which the part-time peace officer is  
26 to notify the designated peace officer that the part-time peace  
27 officer is on active duty status; and

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

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

36 A. all policies required under part 6700.1105,

1 subpart 2;

2 B. all policies required under part 6700.1110; and

3 C. ~~a-written-agreement, signed-by-the-chief-law~~  
4 ~~enforcement-officers-of-both-agencies-which-are-party-to-the~~  
5 ~~agreement, which-addresses-the-following:~~

6 ~~(1)-effective-date-of-agreement;~~

7 ~~(2)-liability-and-indemnification-terms;-and~~

8 ~~(3)-terms-by-which-the-agreement-may-be-altered~~  
9 ~~or-severed;-and~~

10 ~~D.~~ a written joint powers agreement which confers  
11 upon the designated peace officer full power and authority  
12 within the jurisdiction of the part-time peace officer to be  
13 supervised.

14 6700.1115 HOURS WORKED BY PART-TIME PEACE OFFICER.

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

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

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

32 Subp. 4. Record retention. The part-time peace officer  
33 shall keep and maintain copies of active duty reporting forms  
34 for five years and shall make the forms available to the board  
35 upon request.

## 1 6700.1120 AGENCIES.

2 An agency using part-time peace officers shall notify the  
3 board and provide the names and license numbers of individuals  
4 employed or appointed by the agency as part-time peace  
5 officers. Agencies must comply with this part within 60 days of  
6 the effective date of this part.

## 7 6700.1125 POLICY DISTRIBUTION.

8 Copies of policies required under parts 6700.1105 to  
9 6700.1130 must be provided to all part-time peace officers  
10 before they are authorized to exercise part-time peace officer  
11 authority on behalf of a unit of government. Copies of these  
12 policies shall also be distributed to all designated peace  
13 officers.

## 14 6700.1130 TERMINATION OF PART-TIME PEACE OFFICERS.

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

19 6700.1300 TRANSITION FROM PART-TIME PEACE OFFICER TO PEACE  
20 OFFICER.

21 [For text of subpart 1, see M.R.]

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

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

30 B. the individual shall complete all selection  
31 standards as outlined in part 6700.0700 before the declaration  
32 is submitted to the board; and

33 C. the individual named in the declaration must  
34 provide documentation which establishes that the individual is

1 currently enrolled in a professional peace officer education  
2 program.

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

15 Subp. 4. Removal of hour restriction. The 20-hour per  
16 week limit prescribed by Minnesota Statutes, section 626.84,  
17 subdivision 1, clause (f) for a part-time peace officer will be  
18 waived in accordance with Minnesota Statutes, section 626.84,  
19 subdivision 1, clause (f) only after the board has formally  
20 approved the declaration submitted by the appointing authority.  
21 The 20-hour per week restriction may thereafter be waived at the  
22 discretion of the appointing authority for a period not to  
23 exceed six months. This six-month limit may be extended only  
24 for compelling reasons, subject to board review and approval.  
25 No individual may have the hour restriction removed a second  
26 time if the individual fails to obtain a peace officer license  
27 within six months from the date the board approved the agency's  
28 declaration of intent to have the individual become a peace  
29 officer. Waiver of the hour restriction may only be effected in  
30 a single agency in cases where the officer works for more than  
31 one department. An individual working for more than one agency  
32 whose hourly restriction has been waived in one of these  
33 agencies shall still be bound to the 20-hour a week limit in all  
34 other agencies for which the individual works. Upon acceptance  
35 by the board, the officer is exempted from the limitation on the  
36 number of hours that may be worked. The officer is subject to

1 all other part-time peace officer requirements as outlined in  
2 Minnesota Statutes, sections 626.8464 and 626.8465.

3 Subp. 5. [See repealer.]

4 Subp. 6. [See repealer.]

5 Subp. 7. [See repealer.]

6 Subp. 8. **Eligibility for licensing.** A part-time peace  
7 officer who completes the requirements of parts 6700.0300,  
8 subpart 1, and 6700.0500, subpart 3, is eligible to be licensed  
9 as a peace officer.

10 6700.1400 INACTIVE STATUS OF PEACE OFFICER LICENSES.

11 [For text of subps 1 to 3, see M.R.]

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

15 6700.1600 VIOLATION OF STANDARDS OF CONDUCT.

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

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

20 E. any violation of a board rule set forth in this  
21 chapter;

22 F. any obstruction, hindrance, interference, or  
23 prevention of the execution of part 6700.1700;

24 G. the conviction of a crime which was charged under  
25 an ordinance or ordinance or statute of another state but which  
26 would be a conviction under Minnesota Statutes, section 609.52  
27 if it was charged under Minnesota law; or

28 H. any conviction of a violation of Minnesota  
29 Statutes, section 609.23, 609.231, 609.43, 609.465, 609.466,  
30 609.52, or 626.557, or a conviction in another state or federal  
31 jurisdiction which would be a violation of the cited statutes if  
32 it had been committed in Minnesota.

33 6700.1800 REIMBURSEMENT TO LOCAL UNITS OF GOVERNMENT.

34 Subpart 1. **Annual reimbursement.** Pursuant to Laws of

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

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

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

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

15 [For text of subp 3, see M.R.]

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

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

29 Subp. 6. **Further information.** The executive director may  
30 require such further information or documentation as may be  
31 necessary to substantiate a correction in the number of shares  
32 to be credited to an applicant for reimbursement. If the same  
33 peace officer is claimed by more than one applicant, the  
34 executive director shall determine which applicant is eligible  
35 for the share. This determination shall be made by documented  
36 statements of hours worked. Reimbursement funds shall be

1 disbursed to the county, municipal, or township treasurer as  
2 soon as possible after approval of the applications and  
3 computation of the amount per share to be awarded to each  
4 applicant.

5 REPEALER. Minnesota Rules, parts 6700.0100, subparts 13 and 21;  
6 6700.0700, subpart 3; and 6700.1300, subparts 5, 6, and 7, are  
7 repealed.