



Waseca County Sheriff's Office

Sheriff Jay Dulas

122 Third Avenue N.W. • P.O. Box 226 • Waseca, MN 56093

•507-835-0510 • FAX 507-835-0537

JUNIOR SHERIFF POSSE JOB DESCRIPTION

JOB OBJECTIVES

Maintain order and decorum when assisting the Waseca County Sheriff's Office and the Waseca County Mounted Sheriff's Posse in working at special events, and emergency operations. Members may be called upon to assist in search and rescue, traffic and crowd control, park and extra patrol, and special events.

This position is directly responsible to the Captain, Sheriff, and the Chief Deputy.

MAJOR AREAS OF ACCOUNTABILITY:

Facility Visibility/Crowd Control (always being accompanied by an active Sheriff's Posse Member):

1. Always maintain positive visual contact with the customers unless the situation warrants actions to be taken according to training.
2. Move through the crowd whenever possible.
3. Maintain crowd control.
4. Running and horseplay are not allowed.

Facility Security (always being accompanied by an active Sheriff's Posse Member):

1. Maintain building or property security as specified by the individual site requirements.
2. Upon arrival at the job site, locate the AED cabinet for accessibility in case of emergency.
3. Check for security of unoccupied areas.
4. Maintain all required exits in the unlocked position.
5. Do occasional parking lot and facility exterior checks.
6. Verify emergency exits
7. Locate and know fire extinguisher locations in case of emergency

ID Checks:

1. Look for any activity (illegal, etc.) not normally conducted at that facility.

First Aid / CPR:

1. Maintain First Aid and CPR certification.

Courtesy Items:

1. Assist at parades with equipment, clean up, etc.
2. Assist with fundraisers and community events.
3. Assist with search & rescue events.

Things Not to do:

1. Act as a doorman unless hired for that purpose.
2. Transporting patrons.
3. Road patrol unless directed or approved in advance and only with the use of a Posse Vehicle. Ride-alongs with Posse Members are also permitted.
4. Bring family members to care for while working.

UNIFORM / EQUIPMENT:

Maintain a uniform consisting of the following: Uniform suitable for weather conditions and season with proper markings/identification only. Non-department-related pins or patches are not permitted.

A clean, professional appearance and a properly maintained uniform must always be worn.

Provided by Waseca County Sheriff's Office

1- Name Badge

Provided by Waseca County Mounted Sheriff's Posse

1- WCMSP Polo Shirt
1- WCMSP Denim long sleeve button up shirt
1- Horse Reflective Tack Set
1 Black Saddle Blanket
1 Leather Breast Collar
1- First Aid Kit
1- Duty Belt

**If a resignation/termination of Membership occurs, ALL above items are to be returned to the Sheriff's Office within one week of resignation. **

Member's Responsibility

Dark Denim Jeans- no holes, rips, or tears
Brown/black Boots
Chocolate Brown Felt Cowboy hat (winter/memorial uniform)
Cream color Straw Cowboy Hat (summer uniform)
Flashlight
Horse and/or ATV Transportation

EXPERIENCE DESIRED:

Members must have passed a complete background and driving record check.

Good civic involvement with an assorted community service history.

JUDGEMENT:

Exercise the ability to make timely judgments that are within the best interest of public safety, your safety, the best interest of the Sheriff's Office, and the establishment requesting the security.

Junior Sheriff Posse members are not to intervene in the function of full-time law enforcement officers unless the responding officer requests assistance.

All judgments must be made within the established policies, procedures, and practices of the Sheriff's Office and the Sheriff Posse

WORK CONDITIONS:

Posse Members must be physically and mentally able to perform all the following duties at any scheduled event. These conditions may at times be wet, Smokey, dusty, and noisy.

Concerts - indoor and outdoor.

Outdoor activities in all weather conditions.

Standing, sitting, walking, etc.

Uniform safety practices include but are not limited to the above conditions. Junior Posse Members are asked to plan accordingly and bring proper protective equipment for these conditions.

Continuous walking, standing, sitting, stooping, and being able to provide support to Waseca County Mounted Sheriff's Posse Members.

ADDITIONAL SKILLS, ABILITIES AND PERFORMANCE CRITERIA:

Must be between the ages of 16-19.

Must own a horse that is suitable for Posse Patrol and community events and have transportation for horses or have an ATV for Posse use transportation.

Must attend at least 6 events and 12 Meetings per year to maintain "active status" unless workload or prior approval dictates otherwise.

Must work at least 2 unpaid civic events per year.

Must attend all monthly meetings unless you have obtained prior approval from an "approving" officer. More than three unapproved occurrences will result in suspension or termination.

Monthly meetings are held on the 3rd Tuesday of each month at 6:00 pm, unless otherwise noted. May also attend or be asked to attend the monthly Posse meeting at 7:00 pm.

Must be present and on time for all scheduled events.

Become familiar with the document of basic performance expectations in our work environment and any other related criteria written and approved for the job of Junior Sheriff Posse member.

A \$10 Membership Fee must be paid with Membership Approval and is due every year in January.

New Members will be held to a probationary period of 1 year from the date of Membership acceptance.

POSSE HORSES:

Posse horses must be at least 4 years of age or older.

No Stallions.

Must be safe and be able to be controlled at a walk, trot, and lope.

Be okay with stressful situations such as crowds, lights, loud noises, etc.

Will be asked to ride in parades and patrol at the Waseca County Fair.

Will be asked to attend sensory & search and rescue training.

POSSE ATV use:

Everyone under the age of 18 who is a passenger or operator of an ATV must wear a **DOT-certified helmet**.

Must have a valid driver's license and ATV Safety Certification to make a direct crossing of a roadway or operate on a road right-of-way or roadway open by local ordinance.

As an operator 12 to 17 years of age, you may carry one passenger on a Class 1 ATV only if the passenger is your parent or legal guardian.

We believe that...

- Participation in the Junior Posse program is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all Waseca County Sheriff's Posse events.
- The Junior Posse should have an equal opportunity to participate in all activities offered by the Posse.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance Posse's opportunity to positively impact members' success.
- Positive role models and an active involvement in a student's life by parents and others are critical to the member's success.
- Junior Posse activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community, and League rules is essential for all activity participants.
- Ethical behavior, fairness, and embracing diversity best serve the Posse objectives

Assault on any person will not be condoned by the Posse and will be dealt with by the Captain, Sheriff, or Chief Deputy.

Assault defined:

- A. an act done with intent to cause fear in another of immediate bodily harm or death.
- B. the intentional infliction of or attempt to inflict bodily harm upon another; or
- C. the threat to do bodily harm to another with the present ability to carry out the threat.

At any time during the calendar year, a Junior Posse Member shall not, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol.
- B. use or consume, have in possession tobacco; or
- C. use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
- D. use or consume, have in possession, buy, sell, or give away products containing, or products used to deliver nicotine, tobacco products, and other chemicals. "Tobacco products" means any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product.
- E. use or consume, have in possession, buy sell, or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

Examples of Annual Events

MSMPA Annual Convention
Fish/Steak Fry
ECFE Fair
VFW Breakfast
Treats on the Streets
Annual MSMPA Wagon Train for Youth
4-5 Parades (S&C, Memorial Day, Janesville, Waldorf, NR)
Search & Rescue Training
CPR/First Aid Certification
Horse Sensory Training
Sleigh & Cutter Fireworks
Weddings

Waseca County Fair
Street Dances
NR Farm & City Days Street Dance
NR Street Dance Fundraiser
JR's Barn Events
Use of Force Training
Steele County Fair Patrol
Home Patrol
County Park Patrol
4th of July Patrol
Radio Training

Waseca County Sheriff's Office



JAY S. DULAS, SHERIFF

DATE OF APPLICATION: _____

NAME: (First/Middle/Last) _____

ADDRESS: _____

HOME PHONE: _____ CELL #: _____

E-MAIL: _____ DRIVER'S LICENSE #: _____

SCHOOL: _____

PARENTS NAMES: _____

ADDRESSES IF DIFFERENT: _____

DATE & PLACE OF BIRTH: _____

EMERGENCY CONTACT: _____ RELATIONSHIP: _____

ADDRESS: _____ PHONE: _____

- 1) I own ____ horse(s) and I will normally have ____ available for duty.
Current Coggins papers required on all horses available for the Posse and a copy on file each year.
- 2) I own an ATV, Four-Wheeler, or _____ and I will normally have it available for duty.
YES or NO
- 3) Do you have transport for your horses or ATV? YES or NO Type: _____
- 4) What/how much experience do you have with horses? _____

- 5) Have you completed your ATV certification? YES or NO Cert # _____
- 6) Have you had any first aid/CPR experience, if so, what? _____

- 7) Have you ever been convicted of a crime? Include traffic related offenses?

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Dispatch 507-835-0500 • Administration 507-835-0510 • Jail 507-835-0508

Dispatch Fax 507-835-0678

8) Please give your reason(s) for desiring to become a member of the Waseca County Junior Sheriff's Posse: _____

9) List Three References: @ least one must be non-familial.

1)	_____	_____	_____	_____
	Name	Address	Phone	Years Known
2)	_____	_____	_____	_____
	Name	Address	Phone	Years Known
3)	_____	_____	_____	_____
	Name	Address	Phone	Years Known

Upon completion and review by the Captain of the Sheriff's Posse, the Captain shall sign the document and refer it to the Sheriff or Chief Deputy for review and completion of a background of the applicant. Upon successful completion of the background, the Sheriff or Chief Deputy shall sign the application indicating the acceptance of the applicant. The applicant is then eligible to be formally accepted at the next monthly meeting of the Sheriff's Posse. By signing and dating this document, the applicant is aware that acceptance to the Waseca County Junior Sheriff Posse is contingent upon the completion of a satisfactory background of the applicant.

Signature of Applicant

Date

Signature of Parent(s)

Date

Posse Captain Signature

Date

Sheriff/Chief Deputy Signature

Date

Please return completed application to: Sheriff Jay Dulas
PO Box 226
122 3rd Ave NW
Waseca, MN 56093

The applicant, by completing and signing this application acknowledges the following: The information you provide may be classified as private, confidential, or public data on individuals according to the Minnesota Government Data Practices Act. Data classified as public may be released to anyone requesting it. Data classified as confidential is not available to you or anyone else while it has this classification, except, by those whose jobs reasonably require access to determine if misconduct has taken place, and to what — if any — disciplinary action is warranted. Data classified as private may be released to you, or to anyone designated by you by virtue of your informed consent pursuant to Minnesota Statute 13.05, sub.4 (d). Additionally, confidential or private data may be released pursuant to a court order or if the release is required by law.