



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

SHERIFF POSSE JOB DESCRIPTION

JOB OBJECTIVES

Maintain order and decorum when assisting the Waseca County Sheriff's Office in working at special events, emergency operations, and functions with entertainment and alcohol being the primary objective provided at certain events. Members may be called upon to assist in search and rescue, traffic and crowd control, park and extra patrol, security and crime scenes and special events, and to assist other agencies as needed and requested.

This position is directly responsible to the Chief Deputy, Doug Gerdts or Chief Deputy Designee.

MAJOR AREAS OF ACCOUNTABILITY:

Facility Visibility/Crowd Control:

1. Maintain positive visual contact with the customers at all times, 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 not allowed.
5. Detain for possible arrest when necessary.
6. Shut down entertainment when necessary.
7. Shut down serving of alcohol according to state and local statutes.

Facility Security:

1. Maintain building or property security as specified by the individual site requirements.
2. Upon arrival at job site, locate 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. Monitor occupancy load, Occupancy capacities should be posted at all safety exits.
6. Do occasional parking lot and facility exterior checks.
7. Verify emergency exits
8. Locate and have knowledge of fire extinguisher locations in case of emergency

ID Checks:

1. Frequently check ID's for minor consumption or smoking violations.
2. Cut off alcohol consumption to obviously intoxicated patrons.
3. 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. Evacuate premises to a reasonable level after event, if the facility is closing right after the event. Up to 30 minutes is the normal time allotted to do that. Beyond that, extra time should be charged.
2. Check with the bartender or person in charge to see if all is okay so you can leave.

Things Not to do:

1. Act as a doorman unless hired for that purpose.
2. Act as errand runners.
3. Help with facility set up or tear down.
4. Transporting of patrons.
5. Road patrol unless directed or approved in advance and only with use of Posse Vehicle. Ride-alongs with Duty deputies are also permitted.
6. 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. Badges, pins or insignia, name tags, etc. can be gold.

A clean, professional appearance and a properly maintained uniform must be worn at all times.

Provided by Waseca County Sheriff's Office

- 1- Long Sleeve Uniform Shirt- winter wear from November 1 to April 1. With long sleeve shirts, either a Brown necktie or mock turtle neck is required
- 1- Short Sleeve Uniform Shirt- wear from May 1 to October 1. a white t-shirt either v-neck or round neck is required. Colored t-shirts are not permitted. The t-shirt sleeve must not extend beyond the uniform sleeve.
- 1- 2 piece Jacket
- 1- Flashlight Holder
- 1- Glove Holder
- 1- Badge
- 2- Name Tags
- 1- Reflective Vest

Provided by Waseca County Mounted Sheriff's Posse

- 1- Slicker if wanted
- 1- WCMSP Polo Shirt – to be worn for fundraisers, etc.
- 1- Horse Reflective Tack Set
- 1- Black Saddle Blanket
- 1- Leather Breast Collar
- 1- First Aid Kit

**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

Chocolate Brown/Kodiak colored Pants

Brown/black Boots

Chocolate Brown Felt Cowboy hat (winter/memorial uniform)

Cream color Straw Cowboy Hat (summer uniform)

Flashlight

Horse and/or ATV

Truck & Trailer

EXPERIENCE DESIRED:

Member must have passed 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.

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 of the following duties at any scheduled event. These conditions may at times be wet, Smokey, dusty and noisy.

Working in bars and dance halls.

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. 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 licensed law enforcement officers or other special deputies while cuffing or dealing with difficult situations.

ADDITIONAL SKILLS, ABILITIES AND PERFORMANCE CRITERIA:

Must be at least 18 years of age.

Must own a horse that is suitable for Posse Patrol and community events and have transportation for horse, or have an ATV for Posse use with 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 7:00pm, unless otherwise noted.

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 Sheriff Posse member.

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

New Members will be held to a probationary period of 1 year from 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 controled 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 trainings.

FACILITY REQUIREMENTS:

The facility will pay the Waseca County Mounted Sheriff's Posse directly for service. Payments are set for a minimum of two hours and two volunteers at \$25 per hour/member. The Posse Member(s) that work a paid event will be paid \$12.50 per hour and the WCMSP will put \$12.50 in to their account. Payment amount is not reduced for periods of less than two hours, unless agreed upon by the facility and the Posse Captain. This information must be related to the Coordinator to reflect proper billing and payments.

If a deputy is required to stay more than two hours (other than for courtesy removal of patrons) an additional fee is required at the hourly rate of \$25.00 per hour. The Coordinator must be notified for billing and payment. If payment is made by other than the facility manager, payment must be made in advance.

If the Posse member has been scheduled earlier than needed by the facility, that time is also figured into the hours worked. If the entertainment starts late, and the deputy works longer, the facility will pay for the extra time.

Payment in full is required for all services. If the posse has agreed to donate their time, the amount they choose to donate is up to the posse member.

If the event is cancelled, and the deputy has not been notified at least two hours prior to the event, full payment is still required.

Duties called upon by Waseca County Sheriff's Office are Volunteered and will not be paid to members.

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 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 #: _____ WORK #: _____

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

OCCUPATION: _____

NAME OF COMPANY, ADDRESS, PHONE: _____

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 had any previous law enforcement experience, if so, what? _____
- 6) Have you had any first aid/CPR experience, if so, what? _____
- 7) Have you ever been convicted of a Felony, Gross Misdemeanor, or Misdemeanor
(Include DUI's or other 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 Sheriff's Posse: _____

9) List Three References:

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 Sheriff Posse is contingent upon the completion of a satisfactory background of the applicant.

Signature of Applicant

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.