

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF MEETING**

Tuesday July 20, 2021

Time: 7:30 a.m.

Saint Peter Community Center, Governor's Room

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes of March 19, 2021
- IV. New Business
 - a. Accept resignation of Officer Mitchell Tersteeg
 - b. Updated job descriptions and reorganization
 - c. Police Officer Candidate Recruitment
 - d. Detective Promotion selection process
- V. Other
- VI. Adjournment

"The following minutes have not yet been adopted by the Civil Service Commission. While draft minutes may be made available to the public, meeting minutes do not become official documents until they have been formally adopted by action of the Commission at a regular meeting."

**SAINT PETER POLICE CIVIL SERVICE COMMISSION
MEETING MINUTES**

March 19, 2021

SAINT PETER MUNICIPAL BUILDING, CONFERENCE ROOM D

MEMBERS PRESENT: Colleen Spike & Megan Ruble

OTHERS PRESENT: Matthew Peters, Chief of Police & Todd Prafke, City Administrator

CALL TO ORDER: Chairperson Spike called the meeting to order

APPROVAL OF THE AGENDA: Secretary Ruble made a motion to approve the agenda as stated. Chairperson Spike seconded the motion. Motion passed.

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the February 1st, 2021 minutes. Chairperson Spike seconded the motion. Motion passed.

SELECTION PROCESS RESULTS AND APPROVAL OF DETECTIVE PROMOTION:

Chief Peters offered an explanation of the application and interview process for the Detective position. Chief Peters recommended that Officer William Gerhart be offered the promotion to Detective. Secretary Ruble made a motion to accept Chief Peter's recommendation and Chairperson Spike seconded the motion. Motion passed.

NOTICE OF POLICE CHIEF RETIREMENT AND RECRUITMENT PROCESS: Chief Peters announced his retirement effective May 3, 2021. City Administrator Prafke discussed the application and selection process for the Chief of Police position. Administrator Prafke clarified changes in the job description for the Chief of Police position. The position profile, selection process, and time line were defined. City Administrator Prafke announced the interim Police Chief as Sergeant Paul Hagen.

ADJOURNMENT: Chairperson Spike made a motion to adjourn the meeting. Secretary Ruble seconded the motion.

Colleen Spike, Chairperson
Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police



CITY OF
Saint Peter
WHERE HISTORY & PROGRESS MEET

Department of
Police

TO: Civil Service Commission

DATE: 7/14/2021

FROM: Matt Grochow
Chief of Police

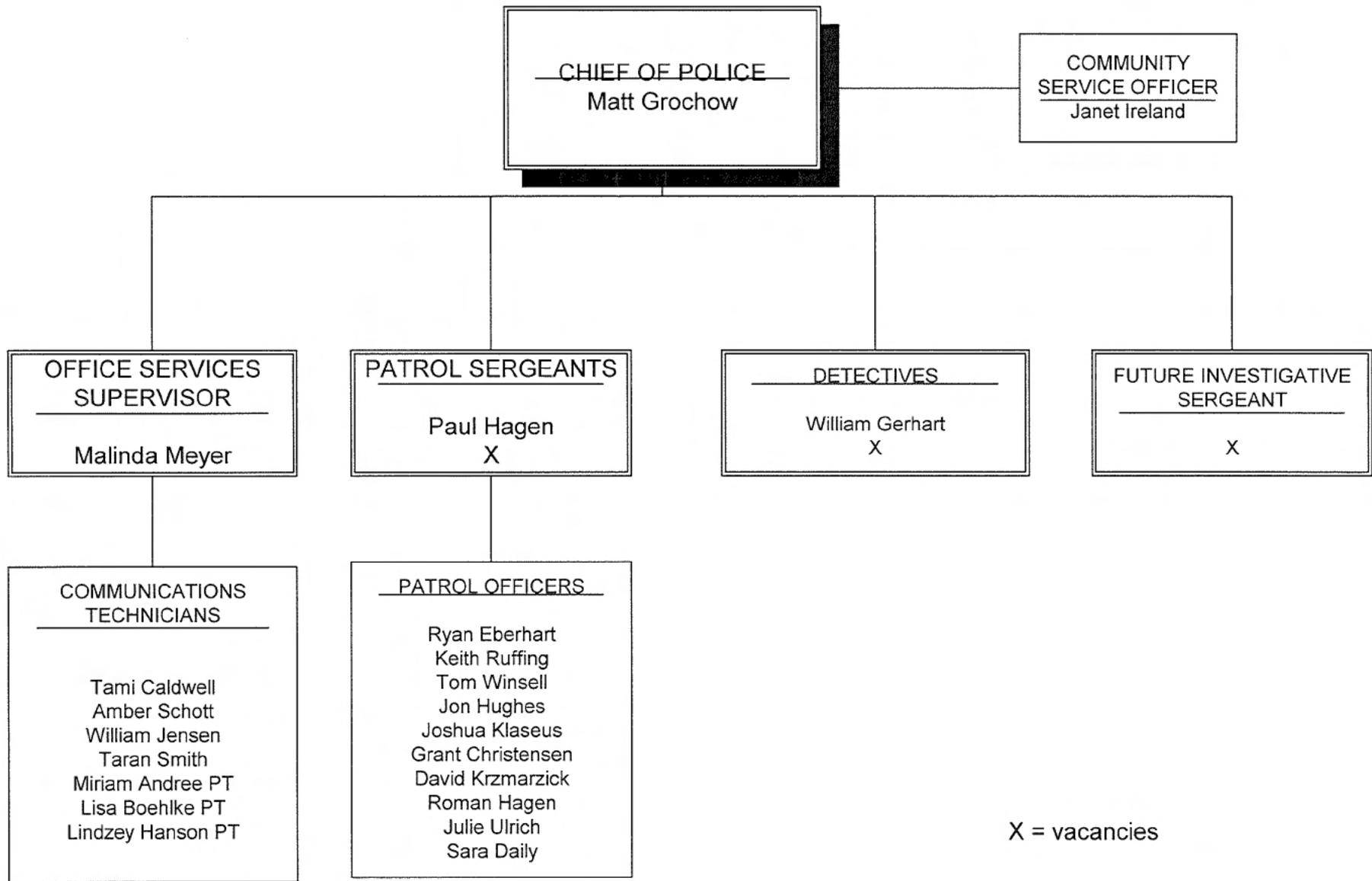
RE: Police Department Personnel Changes

On May 4, 2021 Probationary Officer Mitchell Tersteeg resigned his position with the Department. In addition, my promotion to Chief of Police has left a vacancy in the Detective Division. That vacancy in the Detective Division will be filled through an internal promotional process.

While we begin our recruitment process and in order to retain and better utilize current personnel, I am recommending an organizational restructuring that includes discussion of a future Patrol Sergeant Position and an Investigative Sergeant. With that, updated and new position descriptions have been created and need to be approved by the Commission and brought before the City Council for approval.

If we are in agreement, that would leave us with the internal promotion of one current employees to a Detective position in addition to the hiring of one to two new Patrol Officers.

With your approval, I would like to begin the recruitment process.



CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points = 244

POSITION TITLE: PATROL OFFICER
DEPARTMENT: POLICE DEPARTMENT
SUPERVISOR: PATROL SERGEANT

OVERVIEW OF POSITION:

Under supervision of the Patrol Sergeant, the Patrol Officer performs a wide range of general law enforcement duties. The Patrol Officer is responsible for the maintenance of order, the enforcement of laws and ordinances, the protection of life and property, and the prevention, detection, and investigation of criminal acts within the city of Saint Peter. The Patrol Officer enforces court orders and court directives and assures the preservation of the constitutional and civil rights of all persons.

ESSENTIAL JOB FUNCTIONS:

- Maintains a clear understanding and knowledge of law enforcement and departmental practices, procedures, policies and skills and independently applies this understanding, knowledge and skill to daily patrol and investigative activities.
- Actively patrols all areas of the city to prevent criminal activity, to detect and deter or apprehend individuals who threaten public safety, peace or tranquility of the community and detect, deter or apprehend individuals who threaten or carry out criminal acts.
- Using the Community Oriented Policing philosophy, works with community members to identify and resolution public safety issues, problems and concerns.
- Actively patrols streets, highways and other public roadways within the community to prevent traffic violations and to detect and apprehend traffic violators. Monitors traffic for the purpose of preventing traffic problems and maintain traffic safety. Pro-actively enforces all traffic laws through routine and consistent patrol.
- Assists as needed at public safety events, including rapidly developing emergency situations making the Patrol Officer assume temporary leadership roles such as incident commander until relieved by a supervising officer.
- Responds to the needs of the mentally ill and chemically dependent and initiates actions and activities which assures the protection and safety of those individuals.
- Enforces state, federal and local laws and ordinances through receiving citizen complaints. Engages in proactive crime prevention through intelligence gathering.
- Investigates all crime reports or suspicious activity in a timely manner, which are identified by the officer or reported by citizens to police in a manner that will allow for effective case completion. Protects individuals at the crime scene, protects the crime scene and evidence, collects evidence, gathers and documents information from the crime scene, victims, witnesses, suspects and complainants. Identifies victims, witnesses and suspects of crime and gathers and documents information and statements. Identifies, locates and questions criminal suspects.
- Follows up on leads and information relating to criminal activity and crime with the purpose of resolving the crime and detecting and apprehending the criminal suspect. Maintains required documentation of criminal investigation and investigative activities.
- Investigates accidents involving all vehicular and pedestrian accidents. Conducts complete

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

accident scene and follow up investigation and gathers and documents all actions, activities, information and evidence.

- In a timely manner, completely and correctly prepares all documents, reports, statements and other written material as required or necessary.
- Prepares for and testifies in civil and criminal court as required or necessary to carry out the responsibilities, tasks and functions of a Patrol Officer.
- Responds to serious and life threatening medical emergencies and renders medical aid as appropriate.
- Responds to fire calls and directs traffic, assists with crowd control and scene security and renders assistance as requested and appropriate.
- Watches for severe weather and initiates the public warning system as necessary. Acts as the Incident Command under the Saint Peter Emergency Response Plan per the appropriate chain of command. Assures the coordination and response of all emergency services when necessary and appropriate.
- Provides escorts as necessary to protect life and property.
- Provides for the control of all domestic and wild animals found within the community and enforces all animal laws including laws pertaining to the care and treatment of animals.
- Maintains a positive and consistent communication with the public and educates the public on law enforcement issues and concerns, crime prevention, public safety, traffic safety and other public safety and law enforcement related matters. Interprets local, state, and federal laws when appropriate.
- Responds to information inquiries of the Police Department and attempts to answer the inquiries or to direct the individual to outside assistance. Refers public to the appropriate person or agency as needed, including, but not limited to all family and victim support services.
- Conducts training and educational services for youth on safety issues including, but not limited to firearm safety, snowmobile safety, ATV safety, moped safety, and substance abuse, etc.
- Maintains police equipment and supplies and inspects and inventories equipment and supplies to assure the availability and working condition of said equipment and supplies and, when necessary and appropriate, replenishes supplies or reports depleted supply or needed repair or replacement.
- Maintains a cooperative relationship with other law enforcement agencies, city officials and city departments and other agencies and organizations. Provides support and assistance to all other city departments.
- Perform essential safety functions including CPR, rescue operations, fire extinguisher and first aid, drive an automobile safely under extreme traffic and weather conditions, and use protective and safety equipment.
- Carries out or assists with all assignments, programs and projects initiated or implemented by the department.
- All additional duties as assigned or apparent.

ESSENTIAL PHYSICAL REQUIREMENTS:

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The Patrol Officer is required to be capable of performing the following physical functions or a combination thereof for any given work day.

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a workday

Workday – a normal workday is ten (10) hours with a break for a meal. A normal workweek is four (4) days with two consecutive days off. During emergencies, workdays may extend to 16 hours or more and a workweek to seven days.

Actions: Speak and understand English, read and write English; Hearing: Normal or corrected to normal; Eyesight: 20/20 or corrected to 20/20 with normal color vision; in an ten hour day, sit for 10 hours and/or stand for 10 hours and/or walk for 10 hours; continuously bend/stoop, crouch, kneel, balance, push/pull; occasionally squat, crawl, climb, reach above shoulder level; use both feet for repetitive movements; use hands for grasping and fine manipulating; run one block (300') in 20 seconds and ½ mile in four minutes; body weight in proportion to height; complete drug test screening; complete standardized department physical agility tests; to shoot/use handguns, rifles, and shotguns to department standards; walk for extended periods of time; ability to manually direct traffic; talk and listen using a standard telephone; ability to speak loudly and clearly; ability to drive an automobile or truck; ability to ride a bicycle; ability to defend against aggressive/combative individuals.

Strength: Occasionally carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds and carry twenty pounds for extended periods of time.

Stamina: Frequently endure exposure to changes in temperature from less than zero degrees to thirty seven degrees centigrade (32 degrees Fahrenheit to 99 degrees Fahrenheit) for extended periods of time and occasionally to endure temperatures higher or lower.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, INTERPERSONAL AND FUNCTIONAL FACTORS:

Ability to: make decisions and to carry all job functions while in life threatening and extreme stressful and/or traumatic situations involving death and extreme trauma to the human body; communicate and function while undertaking multiple tasks; assume command and control of multiple agencies and organizations in emergency situations; communicate and maintain control when confronted with very demanding and difficult individuals or groups of individuals; overcome fear of harm or death; delegate responsibility; communicate clearly and effectively, both orally and in writing; secure the respect and confidence of departmental personnel and the public; cooperate with a wide range of individuals and organizations; be tactful and diplomatic; maintain confidentiality; effectively communicate with difficult/emotional/distraught individuals; and resolve conflict.

MINIMUM QUALIFICATIONS:

- Two year degree in Law Enforcement from P.O.S.T. accredited college or vocational school or three years' full-time experience as a police officer or working in a related field such as probation or corrections.
- Possession of a valid Minnesota P.O.S.T. board license or eligibility to immediately receive a P.O.S.T. board license.
- Possession of, or eligible for a Minnesota Class D Drivers' license within thirty (30) days of employment.

CITY OF SAINT PETER, MINNESOTA

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DESIRABLE QUALIFICATIONS:

- Four year Bachelor's degree in law enforcement or related field from an accredited college or university.
- Four (4) or more years of experience as a law enforcement officer.
- Demonstrated specialized training or certificates in a law enforcement related subjects such as Emergency Management, Crime Scene Processing, Tactical Response, Mental Health Response, and/or Law Enforcement De-escalation Training.
- Ability to speak conversational Spanish or Somali.

Adopted _____

CITY OF SAINT PETER, MINNESOTA

POSITION DESCRIPTION

Pay Equity Points - 295

POSITION TITLE: POLICE DETECTIVE
DEPARTMENT: POLICE DEPARTMENT
SUPERVISOR: CHIEF OF POLICE/INVESTIGATIVE SERGEANT

OVERVIEW OF POSITION:

Under the direction of the Chief Of Police or Investigative Sergeant, the Police Detective is responsible for investigating calls, complaints and offenses involving major and minor crime including interview and interrogation of victims, witnesses and suspects, as well as crime scene processing, evidence collection and preservation, and directing and supervising Patrol Officers investigating crime. The Police Detective is responsible for the investigation of child protection and vulnerable adult cases and ensuring conformance of Patrol Officers to directives and policies of the department related to investigations.

ESSENTIAL JOB FUNCTIONS:

- Receives calls and complaints concerning crime and crime reporting, takes crime reports and conducts criminal investigation. Takes charge of major crime investigations and crime scenes; organizes and directs the investigation. Interviews and interrogates victims, witnesses and suspects and carries out or directs crime scene investigative activities. Conducts child protection and vulnerable adult investigations as reported or assigned. May respond to felony level criminal investigations when requested. Carries out or assures investigations are well documented and completed to department standards and the needs of prosecuting attorneys.
- Supervises department forfeitures and maintains appropriate funds and their allocation including but not limited to forfeited monies and/or property.
- Supervises and directs evidence processing and retention.
- Oversees and executes all investigative activities and responsibilities.
- In cooperation with the Patrol Sergeant, assigns investigative work and/or follow-up to Patrol Officers and directs Patrol Officers concerning criminal investigations.
- Directs, supervises and assists Patrol Officers in performing investigative responsibilities. Reviews investigative reports of Patrol Officers to assure compliance to departmental policies and standards.
- Assures conformance to departmental rules and regulations and departmental standards regarding investigations.
- Using the Community Oriented Policing philosophy, works with community members to identify and resolve public safety issues, problems and concerns.
- Represents the department to others including attending meetings and conducting individual, group or community meetings on behalf of the Police Department.
- Recommends policies, actions and activities for development and implementation.
- Serves as Department liaison for the Minnesota Security Hospital/Saint Peter Regional Treatment Center and Gustavus Adolphus College for major criminal investigations.
- Carries out the responsibilities, duties and tasks of the Patrol Officer when so assigned or

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POSITION DESCRIPTION

scheduled.

- Assists and carries out all other duties and responsibilities as directed, assigned or scheduled

ESSENTIAL PHYSICAL REQUIREMENTS:

The Police Detective is required to be capable of performing the following physical functions or a combination thereof for any given work day.

Continuously is over 2/3 of a work day

Frequently is 1/3 to 2/3 of a work day

Occasionally is less than 1/3 of a workday

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Stamina: Frequently endure exposure to changes in temperature from less than zero degrees to thirty seven degrees centigrade (32 degrees Fahrenheit to 99 degrees Fahrenheit) for extended periods of time

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, INTERPERSONAL AND FUNCTIONAL FACTORS:

Ability to: make decisions and to carry all job functions while in life threatening and extreme stressful and/or traumatic situations involving death and extreme trauma to the human body; communicate and function while undertaking multiple tasks; assume command and control of multiple agencies and organizations in emergency situations; communicate and maintain control when confronted with very demanding and difficult individuals or groups of individuals; overcome fear of harm or death; delegate responsibility; communicate clearly and effectively, both orally and in writing; secure the respect and confidence of departmental personnel and the public; cooperate with a wide range of individuals and organizations; be tactful and diplomatic; maintain confidentiality; effectively communicate with difficult/emotional/distraught individuals; and resolve conflict.

MINIMUM QUALIFICATIONS:

- Two year degree in law enforcement from a P.O.S.T. accredited college or vocational school and three (3) years' experience as a Police Officer or five years' experience as a Police Officer.
- Possession of or eligible to immediately receive a valid Peace Officers License as issued by the Minnesota Board of Peace Officer Standards and Training.
- Possession of, or eligible for a Minnesota Class D Drivers' license within thirty (30) days of employment.

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- Demonstrated computer skills.

DESIRABLE QUALIFICATIONS:

- Three (3) or more years' experience as an Officer with the Saint Peter Police Department
- B.S or B.A degree in Law Enforcement or a related field from an accredited educational institution.
- M.A. in Law Enforcement or a related field from an accredited educational institution.
- Demonstrated experience and/or training in criminal investigation.
- Demonstrated experience and/or training in crime scene processing.
- Demonstrated experience and/or training in interview and interrogation techniques.
- Demonstrated experience and/or training in search warrant application and execution.
- Demonstrated experience and/or training in child protection investigation.
- Demonstrated experience and/or training in vulnerable adult investigation.
- Demonstrated experience and/or training in Community Oriented Policing.
- Demonstrated experience and/or training in supervision of law enforcement or related personnel.
- Demonstrated experience and/or training in emergency management.
- Ability to speak conversational Spanish or Somali.

Adopted: _____