



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

**Tuesday August 17, 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 July 20, 2021
- IV. Old Business
  - a. Detective Promotion Recommendation
- V. New Business
  - a. Patrol Sergeant Position
- VI. Other
- VII. 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**

**MINUTES OF THE SPECIAL MEETING**

**July 20, 2021**

**7:30 AM**

**SAINT PETER COMMUNITY CENTER, GOVERNOR'S ROOM**

MEMBERS PRESENT: Colleen Spike & Dennis Blankensop Absent: Megan Ruble

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

CALL TO ORDER: Chairperson Spike called the meeting to order at 07:30 AM.

APPROVAL OF THE AGENDA: Member Blankensop made a motion to approve the agenda as presented. Chairperson Spike seconded the motion. With all in favor, motion passed.

APPROVAL TO ACCEPT MINUTES: Member Blankensop made a motion to approve the March 19th, 2021 minutes. Chairperson Spike seconded the motion. With all in favor, motion passed.

ACCEPTANCE OF RESIGNATION: Chief Grochow presented resignation information regarding Probationary Officer Mitchell Tersteeg. Member Blankensop made a motion to accept the resignation. Chairperson Spike seconded the motion. With all in favor, motion passed.

UPDATED JOB DESCRIPTIONS AND REORGANIZATION: Chief Grochow presented job description updates for Patrol Officer and Detective along with a reorganization chart. Chief Grochow outlined the reorganization changes and need. Member Blankensop made a motion to accept the job descriptions and reorganization. Chairperson Spike seconded the motion. With all in favor, motion passed.

POLICE OFFICER CANDIDATE RECRUITMENT: Chief Grochow requested the establishment of a hiring/recruitment process to fill the Police Patrol Officer position. Discussion ensued regarding hiring strategies including lateral pay and years of service consideration. Member Blankensop made a motion to proceed with the Police Officer recruitment process. Chairperson Spike seconded the motion. With all in favor, motion passed.

DETECTIVE PROMOTION SELECTION PROCESS: Chief Grochow recommended an internal promotion process for the position of Police Detective. Member Blankensop motioned to approve the Detective promotion process and Chairperson Spike seconded the motion. With all in favor, motion passed.

ADJOURNMENT: There being no further business, Member Blankensop made a motion to adjourn the meeting. Chairperson Spike seconded the motion. With all in favor, the meeting was adjourned at 8:05 A.M.

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Colleen Spike, Chairperson  
Civil Service Commission

ATTEST:

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Matthew Grochow  
Chief of Police



TO: Todd Prafke, City Administrator  
FROM: Saint Peter Police Civil Service Commission  
DATE: August 17, 2021  
SUBJECT: Police Detective Promotion

The Saint Peter Police Civil Service Commission has completed the recruitment and selection process to fill the position of Police Detective for the City of Saint Peter. An application review and oral examination were used as testing instruments. The Saint Peter Civil Service Commission certifies the top candidate as follows:

David Krzmarzick

The Saint Peter Civil Service Commission recommends the appointment of David Krzmarzick to the position of Police Detective for the City of Saint Peter. This appointment will occur when the schedule allows.

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Colleen Spike, Chairperson  
Saint Peter Police Civil Service Commission

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Megan Ruble, Secretary  
Saint Peter Police Civil Service Commission

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Dennis Blankensop, Member  
Saint Peter Police Civil Service Commission



## Police Department Memorandum

**TO:** Civil Service Commission

**DATE:** 08/13/21

**FROM:** Matt Grochow  
Chief of Police

**RE:** Patrol Sergeant Job Description

The Saint Peter Police Department will be adding a Patrol Sergeant position. Please find attached Patrol Sergeant Job Description for your review.

If you should have any questions related to this job description review, please don't hesitate to contact me before the meeting on August 17, 2021.

Chief Matt Grochow

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

**Pay Equity Points = 353**

**POSITION TITLE:** PATROL SERGEANT

**DEPARTMENT:** POLICE DEPARTMENT

**SUPERVISORY:** CHIEF OF POLICE

**OVERVIEW OF POSITION:**

Under the direction of the Chief of Police, the Patrol Sergeant schedules and supervises the patrol functions of the department, reviews records and reports submitted by Patrol Officers, and assures conformance to rules and regulations by Patrol Officers; assures public safety, enforcement of laws, peace and tranquility of the community and service to the public through proactive planning, direction, and patrol response; assures that proper, effective and efficient law enforcement practices and techniques are followed; assures appropriate legal guidelines, department policies and procedures and regulations are conformed to by department personnel; and assists the Chief of Police in planning, directing and reviewing the operations of the department.

**ESSENTIAL JOB FUNCTIONS:**

- Using the Community Oriented Policing philosophy, works with community members to identify and resolve public safety issues, and problems and concerns using sound methods of problem resolution.
- Supervises all Patrol Officers and the Department employee assigned to manage the Police Reserves. Reviews all patrol activities, including department communications, patrol logs, radio logs, case files, arrest reports and accident reports to assure proper practices and procedures have been followed. Serves as a guide to plan and implement activities and actions to improve department operations, including enhanced public safety, public service, public relations, enforcement of the laws and efficient and effective operations.
- Reviews and approves investigative case files, computer data entries, and arrest reports for thoroughness and completeness including but not limited to probable cause elements of criminal activity and grammatical accuracy. May coordinate with investigative division for additional review and/or assistance.
- Organizes and schedules work shifts for Patrol Officers. Reviews requests for time off and approves overtime when necessary.
- Takes patrol shifts when necessary due to absences.
- Performs the responsibilities of Patrol Officer as assigned.
- Maintains training records for all Patrol Officers and ensures training meets the minimum standards of State and Federal law including but not limited to the Minnesota Peace Officers Standards and Training Board. Assists in implementing additional training standards established by the Department.
- Carries out special programs and projects as assigned by the Chief of Police.

## CITY OF SAINT PETER, MINNESOTA

### POSITION DESCRIPTION

- Assures that patrol equipment; including but not limited to office and patrol vehicle computer systems, training equipment, Patrol Officer duty equipment, radios and radio communication equipment, and patrol vehicle maintenance and emergency lighting is acquired, available, and in good working condition.
- Responds to and files reports on accidents involving police vehicles and accidents involving police equipment. Responsible to make recommendations regarding the need for or initiation of administrative action regarding accidents. Reviews all department accidents and, when necessary, recommends training to prevent future accidents.
- Participates with the Chief of Police on hiring, transfer, suspension, promotion, discharge, assignment, or discipline of Patrol Officers.
- Trains, coaches, guides and assists all department personnel when necessary and appropriate. Provides information to department personnel on local ordinances, State Statutes, Federal laws, department policies and procedures and other legal guidelines.
- At the direction of the Chief of Police, conducts performance evaluations and investigates complaints against Patrol Officers, and serves as a communication link between the Patrol Officers and the Chief of Police.
- Communicates and coordinates activities with other department supervisory personnel.
- Keeps the Chief of Police appraised of daily, weekly and monthly activities as it relates to the job responsibilities and any department issues, concerns or problems.
- Represents the department to others and attends meetings and committees as requested by the Chief of Police.

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

The Patrol Sergeant 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 three 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,

**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

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

**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**

- Possession of or eligibility for Minnesota Peace Officer license as issued by the Peace Officer Standards and Training Board.
- Two-year degree in law enforcement from a P.O.S.T. accredited college or vocational school plus three years of experience as a Police Officer; or five (5) years of full-time experience as a Police Officer.
- Demonstrated knowledge of applicable State Statutes, investigative procedures and techniques, court decisions and other legal guidelines, and current law enforcement practices and techniques.
- Possession of, or eligible for, a valid State of Minnesota Class D driver's license within thirty (30) days of employment.

**DESIRABLE QUALIFICATIONS:**

- Bachelor's degree in Law Enforcement, Public Administration, or related field from an accredited college or university.
- Master's degree in Law Enforcement, Public Administration, or related field from an accredited college or university



**CITY OF SAINT PETER, MINNESOTA**

**POSITION DESCRIPTION**

- Five (5) or more years demonstrated experience in a supervisory position in a law enforcement agency.
- Demonstrated experience and/or advanced training in the following law enforcement specialties:
  - Detective
  - Drug Task Force Agent
  - Tactical Team Member
  - Field Training Officer
  - Drug Recognition Expert
  - EMT/Paramedic
- Demonstrated experience with Computer Information Systems (CIS) and National Incident-Base Recording Systems (NIBRS).
- Demonstrated certification in and/or experience with Incident Command Systems (ICS) and/or National Incident Management Systems (NIMS).
- Ability to speak conversational Spanish or Somali.

**Adopted:** \_\_\_\_\_.