



Police Civil Service Commission Agenda
Rochester Boards & Commissions - Police Civil Service Commission
January 11, 2024
3:00 p.m.

Attending and Viewing the Meeting

Rochester Police Department North Station, Room 164, 4001 W River Pkwy, Rochester, MN or via MS Teams.

A recording is made available after the meeting at the [City's website](#).

- 1. Call to Order/Roll Call**
- 2. Approve Agenda**
- 3. Public Comment Period**
15 minute total time limit for items not on the Agenda.

4. Consent

- 4.A. Approve Minutes**
Approve Minutes from December 28, 2023 Meeting

5. Discussion

- 5.A. Certify CSO Eligibility Register**
Certify CSO Eligibility Register
- 5.B. Review the background for community service officer candidate and approve. This background was presented at the December 28, 2023 meeting and was continued due to lack of information.**

Community Service Officer Candidate	Police Department Decision	Civil Service Decision
A	Yes	

- 5.C. Rule Change to Section 15A and 15C**
Approve the rule change to section 15A and 15C

6. Other Business

- 6.A. Presentation on POST Rules**

7. Adjournment



REQUEST FOR ACTION

Approve Minutes

MEETING DATE:
January 11, 2024

ORIGINATING DEPT:
Rochester Police
Department

AGENDA SECTION:
Consent

PRESENTER:
April Zimmer

Action Requested:
Approve Minutes from December 28, 2023 Meeting

Report Narrative:
Approve Minutes from the December 28, 2023 Meeting

Prepared By:
April Zimmer

Attachments:
[Police Civil Service Commission.pdf](#)



**CITY OF ROCHESTER, MINNESOTA
Police Civil Service Commission MINUTES**

Attending and Viewing the Meeting

Call to Order/Roll Call

Attendee Name	Status
Brad Trahan	Present
Courtney Dugstad	Present
Jeffery Boyd	Absent

Approve Agenda

Approve Agenda

MOVER: Courtney Dugstad
SECONDER: Brad Trahan
AYES: Brad Trahan, Courtney Dugstad
ABSENT: Jeffery Boyd
RESULT: **APPROVED [UNANIMOUS]**

Public Comment Period

Consent

Approve Minutes

Approve Minutes

MOVER: Courtney Dugstad
SECONDER: Brad Trahan
AYES: Brad Trahan, Courtney Dugstad
ABSENT: Jeffery Boyd
RESULT: **APPROVED [UNANIMOUS]**

Discussion

Approve Police Officer Candidates Backgrounds

Approve Police Officer Candidates Backgrounds

MOVER: Courtney Dugstad
SECONDER: Brad Trahan
AYES: Brad Trahan, Courtney Dugstad
ABSENT: Jeffery Boyd
RESULT: **APPROVED [UNANIMOUS]**

Approve Community Service Officer Candidates Backgrounds

The Commission requested more information be provided in the background before they could make a determination. A more robust background will be provided to the commission by the next meeting on January 11, 2024.

Approve continuing discussion on candidate A until the next meeting on January 11, 2024

MOVER: Brad Trahan
SECONDER: Courtney Dugstad
AYES: Brad Trahan, Courtney Dugstad
ABSENT: Jeffery Boyd
RESULT: **APPROVED [UNANIMOUS]**

Approve candidate B background for Community Service Officer.

MOVER: Brad Trahan
SECONDER: Courtney Dugstad
AYES: Brad Trahan, Courtney Dugstad
ABSENT: Jeffery Boyd
RESULT: **APPROVED [UNANIMOUS]**

Other Business

Adjournment

Adjournment

MOVER: Courtney Dugstad
SECONDER: Brad Trahan
AYES: Brad Trahan, Courtney Dugstad
ABSENT: Jeffery Boyd
RESULT: **APPROVED [UNANIMOUS]**

**REQUEST FOR ACTION****Certify CSO Eligibility Register****MEETING DATE:****January 11, 2024****ORIGINATING DEPT:****Rochester Police
Department****AGENDA SECTION:****Discussion****PRESENTER:****Kari Berns****Action Requested:****Certify CSO Eligibility Register****Report Narrative:****Certify CSO Eligibility Register****Prepared By:****April Zimmer****Attachments:****[2024-01-11 Eligibility List proposed CSO.pdf](#)**



Community Service Officer Eligibility Register

Rank	Name		Score	*Date Approved
1	Dylan	Beck	95.85%	3/16/2023
2	Kaula	Roeun	89.90%	1/11/2025
3	Jacob	Thompson	84.05%	11/16/2023

*Candidates may remain on the eligibility list for not more than one (1) year of approval date.

President – Jeffery Boyd

01/11/2024

Secretary – Brad Trahan

01/11/2024



REQUEST FOR ACTION

Review the background for community service officer candidate and approve. This background was presented at the December 28, 2023 meeting and was continued due to lack of information.

MEETING DATE:

January 11, 2024

ORIGINATING DEPT:

Rochester Police
Department

AGENDA SECTION:

Discussion

PRESENTER:

April Zimmer

Action Requested:

Community Service Officer Candidate	Police Department Decision	Civil Service Decision
A	Yes	

Report Narrative:

Review the background for community service officer candidate and approve. This background was presented at the December 28, 2023 meeting and was continued due to lack of information.

Prepared By:

April Zimmer

Attachments:



REQUEST FOR ACTION

Rule Change to Section 15A and 15C

MEETING DATE:
January 11, 2024

ORIGINATING DEPT:
Rochester Police
Department

AGENDA SECTION:
Discussion

PRESENTER:
Kari Berns

Action Requested:

Approve the rule change to section 15A and 15C

Report Narrative:

After reviewing the policy, in preparation for the next hiring phase the proposed changes are being recommended to the policy:

- Adjust agility test score to Pass or Fail
- Add in a chief or designated captain interview in the event we need to expedite an interview and the Chief isn't available. This would make the policy consistent with language already listed in the CSO process.
- As the score for agility test was at 10 percent. Recommend adding an additional five percent to the Oral Interview and Chief's interview scores to be 80 percent and 20 percent respectively also consistent with CSO.

Prepared By:
April Zimmer

Attachments:

[Section 15A Police Officer - Entrance Examination and Weights Assigned 1-12-24.pdf](#)

[Section 15C Community Service Officer - Entrance Examination and Weights Assigned 1-11-24.pdf](#)

CITY OF ROCHESTER
POLICE CIVIL SERVICE COMMISSION
RULES AND REGULATIONS

SECTION 15A. EXAMINATIONS AND WEIGHTS ASSIGNED (AMENDED 11/21/11; 2/14/12, 10/15/15, 1/1/16; 2/6/17, 7/19/18, 7/25/19, 4/1/21; 4/28/22; 6/3/22 1/11/24)

A. ENTRANCE EXAMINATION – **Police Officer:** Each qualified applicant for the position of Police Officer shall complete the following examinations:

1. PHASE I TESTING ASSESSMENT and INITIAL SCREENING INTERVIEW

Phase I shall consist of the following:

- Initial Screening Interview will assign value to education, experience, knowledge, skills, competencies and abilities that relate most closely to the duties and responsibilities of the job and the needs of the Rochester Police Department.
- Testing Assessments designed to provide insight into a candidate's attitudes, values and background and basic skills test which measures arithmetic, reading comprehension, grammar and incident report writing.

The Phase I steps shall have the following weights assigned:

	% of Phase I Score
• Initial Screening Interview	60%
• Testing Assessment	40%

Passing scores are required in order to advance to the next examination phase or step.

Candidates shall be placed on the application register based on their cumulative passing score for these steps, adjusted for veterans' preference.

Candidate's successfully completing Phase II shall have their names placed on the eligibility register as hereinafter provided. A candidate's name shall remain on the application or eligibility register for no longer than one year from the date of their initial screening interview.

In the event of a tied score on the application register, the Police Chief or his/her designee shall meet with the City Clerk or his/her designee who shall, by random lot and considering veterans' preference, break all ties which shall thereafter be accurately reflected on the application register.

When a disparity exists between the make-up of the Rochester Police Department and affirmative action goals as identified in any Equal Employment Opportunity Plan, the Commission may direct that the top two applicants from any protected group proceed to Phase II of the testing process. These candidates shall be in addition to the other candidates advancing to Phase II.

A Community Service Officer assigned to assist Patrol (Community Service Officer – Patrol) in the Rochester Police Department who will be "eligible for licensing" under the MN POST Board requirements by the established effective date of appointment and who meet performance standards on their last two annual performance evaluations will be eligible to

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POLICE CIVIL SERVICE COMMISSION

RULES AND REGULATIONS

proceed to Phase II of the examination process. Meeting performance standards shall mean that the Community Service Officer has successfully completed their probationary period and has not received any formal disciplinary/corrective action, formal coaching or been placed on a Performance Improvement Plan within the previous 18 months. Community Service Officers who do not meet this criteria shall enter the examination process at Phase I.

2. PHASE II INDEPTH ORAL INTERVIEW, JOB RELATED PHYSICAL STRENGTH AND AGILITY EXAM, BACKGROUND INVESTIGATION, and CHIEF'S INTERVIEW

Phase II testing shall commence when the Police Chief determines that a vacancy or vacancies exist and shall consist of an in-depth oral interview, and completion of the job-related physical strength and agility exam. Telephone interviews will NOT be permitted.

The Phase II steps shall have the following weights assigned:

	% of Phase II
Score	
• Physical Strength and Agility Exam	<u>Pass/Fail</u> 10%
• In-depth Oral Interview	75 <u>80</u> %
• *Chief's Interview	15 <u>20</u> %

*This interview may be conducted by the Chief or designee.

Passing scores are required in order to be placed on the eligibility register.

The candidates completing Phase II with a passing score, who have also passed the MN POST examination for Police Officer, shall be placed on an eligibility register in order based on cumulative scores adjusted for veterans' preference, provided they have also passed the job-related physical strength and agility exam and oral interview. When requested by the Chief, the top ranking candidates who also pass the in-depth background investigation shall be certified to the Mayor for conditional appointment in the manner provided by law (the "list of three" process, including the right to include the protected class members on such list as described in Section 18).

3. PHASE III MAYOR'S APPOINTMENT

The Mayor's appointment shall be conditional upon each candidate's successful completion of the following pre-employment examinations:

- Medical and Psychological Examination
- Drug Screen

If a candidate fails the in-depth background investigation or any of the pre-employment examinations listed above, the candidate's name shall be removed from the eligibility register. Thereafter the Chief may request that the Mayor make additional conditional appointments and that additional in-depth background investigations be conducted to provide the number of candidates needed.

CONDITIONAL APPOINTMENT STATUS

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RULES AND REGULATIONS

In order to comply with the Minnesota POST Board appointment requirements and the Minnesota Human Rights Act, the Mayor's appointment shall be conditioned upon the candidate's successful completion of the pre-employment examinations, use of force training, and eligibility for licensure by the Minnesota P.O.S.T. Board, prior to the candidate beginning employment with the City. The use of force training shall be completed during the first 30 days of employment and prior to the effective date of the appointment and the swearing in of the candidate as a Police Officer. A candidate not completing use of force training may be removed by the Commission using the process outlined in Section 13A.

PROBATIONARY PERIOD

Upon appointment, a Police Officer is subject to successful completion of a one-year probationary period as outlined in Section 20A.

CITY OF ROCHESTER POLICE CIVIL SERVICE COMMISSION RULES AND REGULATIONS

SECTION 15C. EXAMINATION AND WEIGHTS ASSIGNED (ADOPTED 1/23/08, AMENDED 2/22/11, 8/2/11; 2/14/12; 2/6/17, 7/19/18, 7/25/19, 7/29/21; 9/30/21; 4/28/22; 6/3/22; 1/11/24)

ENTRANCE EXAMINATION – **Community Service Officer**: Each qualified applicant for the position of Community Service Officer shall complete the following examinations:

1. PHASE I INITIAL SCREENING INTERVIEW and TESTING ASSESSMENT

Phase I shall consist of the following:

- Initial Screening Interview will assign value to education, experience, knowledge, skills, competencies and abilities that relate most closely to the duties and responsibilities of the job and the needs of the Rochester Police Department.
- Testing Assessment designed to provide insight into a candidate's attitudes, values and background and basic skills test which measures arithmetic, reading comprehension, grammar and incident report writing.

The Phase I steps shall have the following weights assigned:

	% of Phase I Score
• Initial Screening Interview	60%
• Testing Assessment	40%

Passing scores are required in order to advance to the next examination phase or step.

Candidates shall be placed on the application register based on their cumulative passing score for these steps, adjusted for veterans' preference.

Candidate's successfully completing Phase II shall have their names placed on the eligibility register as hereinafter provided. A candidate's name shall remain on the application or eligibility register for no longer than one year from the date of their initial screening interview.

In the event of a tied score on the application register, the Police Chief or his/her designee shall meet with the City Clerk or his/her designee who shall, by random lot and considering veterans' preference, break all ties which shall thereafter be accurately reflected on the application register.

When a disparity exists between the make-up of the Police Department and the City's approved affirmative action goals as identified in its Equal Employment Opportunity Plan, the Commission may direct that the top two applicants from any protected group proceed to Phase II of the testing process. These candidates shall be in addition to the other candidates moving to Phase II.

2. PHASE II INDEPTH ORAL INTERVIEW, AND JOB RELATED PHYSICAL STRENGTH AND AGILITY EXAM AND BACKGROUND INVESTIGATION, AND CHIEF'S INTERVIEW

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RULES AND REGULATIONS

Phase II testing shall commence when the Police Chief determines that a vacancy or vacancies exist and shall consist of an in-depth oral interview, and completion of the job-related physical strength and agility exam. Telephone interviews will NOT be permitted. The Phase II steps shall have the following weights assigned:

Community Service Officer – Patrol	% of Phase II Score
Physical Strength and Agility Exam	
10%Pass/Fail	
In-depth Oral Interview	75 80%
*Chief's Interview	15 20%
Community Service Officer – Animal & Parking Control	% of Phase II Score
In-depth Oral Interview	80%
*Chief's Interview	20%

*This interview may be conducted by the Chief or designee.

Passing scores are required in order to be placed on the eligibility register.

A separate Community Service Officer eligibility register shall be created for Patrol, Animal Control, and Parking Control.

The candidates completing Phase II shall be placed on the appropriate eligibility register in order based on cumulative scores adjusted for veterans' preference, provided they have also passed all required examinations. When requested by the Chief, the top ranking candidates who also pass the background investigation shall be certified to the Mayor for conditional appointment in the manner provided by law (the "list of three" process, including the right to include the protected class members on such list as described in Section 18).

3. PHASE III MAYOR'S APPOINTMENT

The Mayor's appointment shall be conditional upon each candidate's successful completion of the following pre-employment examinations:

- *Psychological Examination
- Medical
- Drug Screen

**Psychological examination is required for Community Service Officer – Patrol only.*

If a candidate fails the background evaluation or any of the above pre-employment examinations, the candidate's name shall be removed from the application and eligibility registers. Thereafter the Chief may request that the Mayor make additional conditional appointments and that additional background investigations be conducted to provide the number of candidates needed.

CONDITIONAL APPOINTMENT STATUS

CITY OF ROCHESTER
POLICE CIVIL SERVICE COMMISSION
RULES AND REGULATIONS

In order to comply with the Minnesota Human Rights Act, the Mayor's appointment shall be conditioned upon the candidate's successful completion of the pre-employment examinations, prior to the candidate beginning employment with the City.

PROBATIONARY PERIOD

Upon appointment, a Community Service Officer is subject to successful completion of a 6 month probationary period as outlined in Section 20A.



REQUEST FOR ACTION

Presentation on POST Rules

MEETING DATE:

January 11, 2024

ORIGINATING DEPT:

**Rochester Police
Department**

AGENDA SECTION:

Other Business

PRESENTER:

Prepared By:

April Zimmer

Attachments: