



Police Civil Service Commission Agenda
Rochester Boards & Commissions - Police Civil Service Commission
September 24, 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. Minutes

Approve the minutes from the September 12, 2024 meeting

5. Discussion

5.A. Certify Proposed Eligibility Register for Police Officer and Make Conditional Offer

Approve the Proposed Eligibility Register for Police Officer and Approve Conditional Offer for one Officer

5.B. Police Officer Candidate Background

Approve Police Officer Background for Candidate A

6. Other Business

7. Adjournment



REQUEST FOR ACTION

Minutes

MEETING DATE:
September 24, 2024

ORIGINATING DEPT:
Rochester Police
Department

AGENDA SECTION:
Consent

PRESENTER:
April Zimmer

Action Requested:
Approve the minutes from the September 12, 2024 meeting

Report Narrative:
Minutes from the September 12, 2024 meeting

Prepared By:
April Zimmer

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



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

Call to Order/Roll Call

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

Approve Agenda

Approve Agenda

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

Public Comment Period

There was no public comment

Consent

Minutes

Minutes

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

Discussion

Sergeant Eligibility List and Appointment of Two Sergeants

Motion to approve the Sergeants Eligibility List and appointment of two sergeants from the list

MOVER: Courtney Dugstad
SECONDER: None
RESULT: **The motion failed due to the lack of a second**

Special Meeting Request

Motion to approve having a special meeting on September 24, 2024

MOVER: Courtney Dugstad
SECONDER: None
RESULT: **The motion failed due to the lack of a second**

Civil Service Commission Proposed Rule Changes

Lieutenant Thompson reviewed the proposed rule changes and answered questions of the commission. The proposed rule changes are a result of making the promotion process more equitable. By moving the weights around and creating a new evaluation process, RPD is better able to analyze and determine who is ready for a leadership role.

Civil Service Commission Proposed Rule Changes

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

Other Business

Quorum of Commissioners

A quorum of commissioners may be present on September 26, 2024, for the next swearing-in ceremony.

Adjournment

Adjournment

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



REQUEST FOR ACTION

**Certify Proposed Eligibility Register for Police Officer
and Make Conditional Offer**

MEETING DATE:

September 24, 2024

ORIGINATING DEPT:

Rochester Police
Department

AGENDA SECTION:

Discussion

PRESENTER:

April Zimmer

Action Requested:

Approve the Proposed Eligibility Register for Police Officer and Approve Conditional Offer for one Officer

Report Narrative:

Approve the Proposed Eligibility Register for Police Officer and Approve Conditional Offer

Prepared By:

April Zimmer

Attachments:

[Request PO Conditional Offer.pdf](#)

[2024-09-24 Eligibility List proposed.pdf](#)

September 24, 2024

Rochester Police Civil Service Commission
City Hall, Room 295
201 4th Street SE
Rochester MN 55904

Dear Commissioners,

The Rochester Police Department requests the Civil Service Commission to certify the current Police Officer Eligibility register. In addition, the Department requests the Commission authorize a conditional offer for one police officer from the newly certified list, conditional upon passing medical and psychological evaluations.

Thank you in advance for your consideration of this request.

Sincerely,



James Franklin
Chief of Police



POLICE CIVIL SERVICE COMMISSION
JEFFERY BOYD BRAD TRAHAN COURTNEY DUGSTAD

Police Officer Eligibility Register

Rank	Name		Score	*Date Approved
1	William	Holtan	96.00%	09/24/2024

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

President – Jeffery Boyd **09/24/2024**

Secretary – Brad Trahan **09/24/2024**



REQUEST FOR ACTION

Police Officer Candidate Background

MEETING DATE:
September 24, 2024

ORIGINATING DEPT:
Rochester Police
Department

AGENDA SECTION:
Discussion

PRESENTER:
Lt. Thompson

Action Requested:
Approve Police Officer Background for Candidate A

Report Narrative:
Approve Police Officer Background for Candidate A

Prepared By:
April Zimmer

Attachments: