



**Police Civil Service Commission Agenda
Rochester Boards & Commissions - Police Civil Service Commission
November 16, 2023
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 the October 26, 2023 Meeting

5. Discussion

5.A. Certify Police Officer Eligibility Register

Certify Police Officer Eligibility Register

5.B. Request Conditional Offers for Police Officers

Request Conditional Offers to be made for up to nine Police Officers

5.C. Certify CSO Eligibility Register

Certify CSO Eligibility Register

5.D. Request Conditional Offers for Community Service Officers

Request Conditional Offers to be made for up to three Community Service Officers

6. Other Business

7. Adjournment



REQUEST FOR ACTION

Approve Minutes

MEETING DATE:
November 16, 2023

ORIGINATING DEPT:
Rochester Police
Department

AGENDA SECTION:
Consent

PRESENTER:
April Zimmer

Action Requested:
Approve Minutes from the October 26, 2023 Meeting

Report Narrative:
Approve Minutes from the October 26, 2023 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: Jeffery Boyd
AYES: Courtney Dugstad, Brad Trahan, Jeffery Boyd
RESULT: **APPROVED [UNANIMOUS]**

Public Comment

There was no public comment

Consent Agenda

Minutes

Minutes

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

Discussion

Certify Sergeant Eligibility List

Certify Sergeant Eligibility List

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

Appoint Two Sergeants From Certified Eligibility List

Appoint Two Sergeants From Certified Eligibility List

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

Other Business



REQUEST FOR ACTION

Certify Police Officer Eligibility Register

MEETING DATE:

November 16, 2023

ORIGINATING DEPT:

**Rochester Police
Department**

AGENDA SECTION:

Discussion

PRESENTER:

Kari Berns

Action Requested:

Certify Police Officer Eligibility Register

Report Narrative:

Certify Police Officer Eligibility Register

Prepared By:

April Zimmer

Attachments:

[2023-11-16 Eligibility List proposed.docx](#)



Police Officer Eligibility Register

Rank	Name		Score	*Date Approved
1	Lance	Ulrich	94.50%	11/16/2023
2	Kalvin	Koetz	91.75%	11/17/2022
3	Undreenikia	Cappelen	89.75%	11/16/2023
4	Jacob	Charlton	89.00%	11/16/2023
5	Joshua	Jorgensen	87.50%	11/16/2023
6	Daniel	Rodenwald	83.75%	11/16/2023
7	Stephen	Muetze	77.00%	11/16/2023

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

 President – Jeffery Boyd

11/16/2023

 Secretary – Brad Trahan

11/16/2023



REQUEST FOR ACTION

Request Conditional Offers for Police Officers

MEETING DATE:

November 16, 2023

ORIGINATING DEPT:

**Rochester Police
Department**

AGENDA SECTION:

Discussion

PRESENTER:

Kari Berns

Action Requested:

Request Conditional Offers to be made for up to nine Police Officers

Report Narrative:

Request Conditional Offers for Police Officers

Prepared By:

April Zimmer

Attachments:

[2023-11-16 Request PO Conditional Offers.docx](#)

November 16, 2023

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

Dear Commissioners,

The Rochester Police Department is requesting the Civil Service Commission certify the current Police Officer Eligibility register. In addition, the Department requests the Commission give authorization to make conditional offers for up to nine police officers utilizing the rule of three from the newly certified list. These offers are conditional upon a passing background as well as passing medical and psychological evaluations. The effective date is to be determined.

Thank you in advance for your consideration of this request.

Sincerely,



James Franklin
Chief of Police

**REQUEST FOR ACTION****Certify CSO Eligibility Register****MEETING DATE:****November 16, 2023****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:****[2023-11-16 Eligibility List proposed CSO.pdf](#)**



Community Service Officer Eligibility Register

Rank	Name		Score	*Date Approved
1	Dylan	Beck	95.85%	3/16/2023
2	Abe	Kamara	94.55%	11/16/2023
3	Emily	Morales	86.45%	11/16/2023
4	Jacob	Thompson	84.05%	11/16/2023
5	Sergey	Duchelle	80.30%	11/16/2023
6	Caleb	Juen	79.80%	11/17/2022
7	Trevor	Hershberger	78.80%	11/16/2023

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

 President – Jeffery Boyd

11/16/2023

 Secretary – Brad Trahan

11/16/2023



REQUEST FOR ACTION

Request Conditional Offers for Community Service Officers

MEETING DATE:

November 16, 2023

ORIGINATING DEPT:

Rochester Police
Department

AGENDA SECTION:

Discussion

PRESENTER:

Kari Berns

Action Requested:

Request Conditional Offers to be made for up to three Community Service Officers

Report Narrative:

Request Conditional Offers for Community Service Officers

Prepared By:

April Zimmer

Attachments:

[2023-11-16 Request CSO Conditional Offers.docx](#)

November 16, 2023

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

Dear Commissioners,

The Rochester Police Department is requesting the Civil Service Commission certify the current Community Service Officer Eligibility register. In addition, the Department requests the Commission give authorization to make conditional offers for up to four Community Service Officers utilizing the rule of three from the newly certified list. The effective date is to be determined.

Thank you in advance for your consideration of this request.

Sincerely,



James Franklin
Chief of Police