

## MINUTES

### WILLMAR POLICE COMMISSION

Wednesday, April 4, 2012

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, April 4, 2012. Members present were: President Lourdez Schwab, Vice President Lowell Fostervold and Secretary Dennis Anfinson. Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

President Schwab called the meeting to order.

A motion was made by Commissioner Anfinson, seconded by Commissioner Fostervold, to approve the January 25, 2012 minutes as submitted. **Motion carried.**

The Commission reviewed the results of the police officer selection test written scores. After discussion, Commissioner Anfinson made a motion, seconded by Commissioner Fostervold, to set the cut-off score at 94%, if a passing score was obtained in all four phases, thereby accepting the top 25 scores. **Motion carried.**

Commissioner Anfinson made a motion, seconded by Commissioner Fostervold, to conduct the interviews on Tuesday, April 17<sup>th</sup>, Wednesday, April 18<sup>th</sup>, and Thursday, April 19, 2012, at the Law Enforcement Center. Panel members will be Chief Dave Wyffels, Commissioner Lowell Fostervold, Sgt. Vince King and Officer Craig Lange. **Motion carried.**

Chief Wyffels went through a list of 53 possible interview questions with the Commission. After reviewing the questions, the Commission chose to accept 20 questions, and to keep the scoring guidelines the same, having each interview scored on a 100-point scale; 80 for content and 20 for presentation. The Commission was also given the opportunity to add questions to the list that they felt might be beneficial when interviewing applicants. Commissioner Schwab added a question to the list which will be used in the upcoming interviews.

Chief Wyffels updated the Commission members on the current re-evaluation of police programs the Police Department is engaged in. He described the process he is using to accomplish this which involves:

- Conducting staff meetings with department supervisors and collectively identifying the purpose of each department program, along with determining if the program still meets its intended purpose.
- Seeking department-wide input and keeping the entire department informed of what is being discussed at each meeting through distribution of detailed meeting minutes.

- Keeping the City Administrator advised of what is occurring.
- Making periodic recommendations to Council based upon the findings and results of the meetings.
- Recognizing change affects people and making sure changes only occur based on articulable and sound reasoning.

All Commission members agreed that the process is necessary. Commissioner Anfinson commented that private business has already engaged in this practice years ago. All members were complimentary in the manner in which Chief Wyffels was approaching this task and acknowledged that it is a big undertaking, involving a lot of work, but definitely necessary.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Fostervold. Meeting was adjourned.

/sae