

MINUTES

WILLMAR POLICE COMMISSION

Wednesday, February 19, 2014

A meeting of the Willmar Police Civil Service Commission was held on Wednesday, February 19, 2014. Members present were: President Dennis Anfinson, Vice President Cassie Akerson, and Secretary Kathy Schwantes. Police Chief David Wyffels and Administrative Assistant Susan Edwards were also present.

The meeting was called to order by President Anfinson at 4:30 p.m.

A motion was made by Commissioner Akerson, seconded by Commissioner Schwantes, to approve the February 3, 2014 minutes as submitted. **Motion carried.**

The Chief explained that at the last Labor Relations meeting, Councilman Dokken questioned the date on the Police Department job descriptions, as they were last updated in 2007. The job descriptions were reviewed and Commissioner Schwantes made a motion, seconded by Commissioner Akerson, to accept the job descriptions as written, with a new revision date and an updated signature for the current Chief of Police. **Motion carried.**

The Chief informed the Commission that at the February 18, 2014 council meeting, the City Council gave approval to begin the hiring process for police officers in order to maintain a sworn staff of 32. Discussion then followed on the tentative timeline for hiring officers and the various steps involved.

A motion was made by Commissioner Akerson to void the existing/exhausted eligibility list and advertise for the position of patrol officer, seconded by Commissioner Schwantes. **Motion carried.**

After further discussion and reviewing the Police Officer Opening notice, a motion was made by Commissioner Schwantes, seconded by Commissioner Akerson, to approve the police officer hiring process as follows:

- Application deadline is 4:30 p.m. on March 12, 2014.
- Advertise on the Minnesota POST website, the City of Willmar website, and in the West Central Tribune.
- Provide two written testing dates; Thursday, March 20, 2014 & Saturday, March 22, 2014, with the testing vendor being I/O Solutions.
- The testing process will consist of a written and oral examination, successful completion of a background investigation, along with a physical and psychological test.
- Weighted scores for the testing process will be a 40% value for the written portion and a 60% value for the oral portion.

- Preference points will be given for Veterans, as required under MN Statutes, with an application form available for such preference.
- No preference points will be given for fluency in a second language or prior law enforcement experience.
- Résumés and cover letters will be required. If an application is not signed or legible, the candidate will be considered ineligible for the written test.

Motion carried.

The Commission will meet Tuesday, April 1, 2014, at 3:30 p.m., after the written test results have been returned, to establish cut-off scores for applicants invited to the oral examination.

Discussion was held on the make-up of the interview panel. The Chief explained that he would like to include the Captain and a Sergeant from the department. He believes utilizing existing staff with good decision making skills in the interview process allows the department to further build on existing leadership qualities from within. It also provides a sense of inclusiveness and enhances ownership by the staff relating to the decision making processes within the department.

The Chief also felt very strongly about having a Commission member on the panel, as the Commission's role is integral in the hiring process, as defined under MN Statute 419.05 and the Commission's Rules and Regulations. It was decided that the panel would consist of the Chief, the Captain, one Sergeant, and one of the Police Commission members, which will be decided on at the next meeting.

Commissioner Anfinson inquired if the Police Commission has any say in the promotional process for Chief. Commissioner Schwantes felt that they did according to State Statute. Commissioner Anfinson was going to contact City Administrator Stevens to possibly set up a meeting to discuss the issue further.

Discussion followed regarding the Police Department structure, specialist positions in the department and Sgt. Asmus' position. Commissioner Schwantes requested a diagram of the department structure to assist in better understanding the makeup and distribution of work responsibilities within the department. Chief Wyffels stated he believes in cross-training staff in all areas to diminish the impact of reduced service to the community upon the loss or reassignment of current staff.

Miscellaneous

Commissioner Akerson requested that it be noted in the minutes of this meeting that Chief Wyffels had received all printed confidential material, distributed to the Commissioners by Attorney Brandon Fitzsimmons, regarding a personnel matter coming before the Commission on December 4, 2013. The material was received by Chief Wyffels from each of the Commissioners at the close of the February 3, 2014 Commission meeting. A receipt noting the return of the confidential material had been issued to each Commissioner and placed in the Police Commission records. The material received was then destroyed by Chief Wyffels.

There being no further business, a motion to adjourn was made by Commissioner Akerson, seconded by Commissioner Schwantes. Meeting was adjourned at 6:25 p.m.

/sae