

MINUTES

WILLMAR POLICE COMMISSION

Monday, March 23, 2015

A meeting of the Willmar Police Civil Service Commission was held on Monday, March 23, 2015. Members present were: President Cassie Akerson, Vice President Kathy Schwantes, and Secretary Dennis Anfinson. Police Chief Jim Felt and Administrative Assistant Sue Edwards were also present.

The meeting was called to order by President Akerson at 3:45 p.m.

A motion was made by Commissioner Schwantes, seconded by Commissioner Anfinson, to approve the February 2, 2015 minutes as submitted. **Motion carried.**

Chief Felt informed the Commission that Sgt. Michael Markkanen had submitted his retirement notice and will be leaving at the end of May. Therefore, he had received approval from City Administrator Stevens to begin the hiring process for a police officer to maintain the sworn staff at 32, as had previously been approved by Council. Chief Felt explained that the eligibility list is exhausted and it would be his recommendation to void the list and start the hiring process.

Discussion followed on the tentative timeline for hiring officers and the various steps involved.

A motion was made by Commissioner Anfinson, seconded by Commissioner Schwantes, to void the existing/exhausted eligibility list and begin the hiring process for a patrol officer. **Motion carried.**

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

- Application deadline is 4:30 p.m. on April 15, 2015.
- Advertise on the MN POST website, the City of Willmar website, and in the West Central Tribune.
- Provide two written testing dates; Wednesday, April 22, 2015 & Saturday, April 25, 2015, 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.

- 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 Thursday, May 7, 2015, at 3:45 p.m., after the written test results have been returned, to establish cut-off scores for invitation of applicants to the oral examination.

With the impending retirement of Sgt. Markkanen, Chief Felt explained that City Administrator Stevens had given him the authorization to promote a Sergeant. He explained that officers need to be on the department for five years to be qualified, which would leave 18 officers eligible to test. Discussion followed on the current Sergeant's eligibility list. Chief Felt explained that two sergeants had been promoted from the list, leaving five names on the list.

After further discussion, Commissioner Anfinson made a motion, seconded by Commissioner Schwantes, to void the current Sergeant's eligibility list and begin the promotional process after the patrol officer hiring written tests have been completed.

Motion carried.

Commissioner Schwantes wanted to formally recognize the police department and the officers who were involved in both the Governor's visit on March 6th and the Chili cook-off fundraiser for the Food Shelf.

Commissioner Anfinson reiterated his appreciation for the Police Department and said he was proud to serve on the Police Commission because of how well the department is run.

Commissioner Akerson expressed her gratitude for the little things the Department does, i.e., bringing K-9 Axel to the schools to meet the kids. She said the 4th grade was very excited and it meant a lot to the kids.

Chief Felt then updated the Commission on:

- K-9 Program – Officer Flatten and Axel have more training to attend in April and May, but should be up and running at the beginning of June.
- Explorer Program – A couple of Explorers were asked to discontinue the program for integrity issues, but they have received three additional applications and have room for up to 20 Explorers.
- Sgt. Mike Jahnke was assigned to the Community Resource Sergeant position and Sgt. Chad Nelson then moved into Jahnke's patrol sergeant position with his team.

- Citizen Recognition Program – Chief Felt met with the Fire Department, Ambulance Service, Rescue Squad and Sheriff’s Office and they will be forming a county-wide recognition group to formally recognize citizens who do something good. Possible awards for recognition would be Award of Valor, Award of Merit, Life Saving Award, Letter of Recognition and Certificate of Appreciation. Citizens would get public recognition with the media present, along with local officials.

Chief Felt explained that the Police Department will also be giving out Citizen Recognition Award Coins, where an officer will give out a coin to award a citizen for extraordinary efforts in assisting the Police Department.

There being no further business, a motion to adjourn was made by Commissioner Anfinson, seconded by Commissioner Schwantes. The meeting was adjourned at 4:28 p.m.

Secretary Dennis Anfinson
By Sue Edwards