

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a special meeting on **January 4, 2005**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Donna Baysinger, Tom Schwartz, Mayor Steve Cook, City Councilmember Casey Stotts, City Attorney Marc Sebor, City Administrator Gary Plotz, Lt. Dave Erlandson and Chief Daniel Hatten.

Chief Hatten stated that there were two individuals on the police officer eligibility roster. He informed the commission that two other individuals had submitted applications to the department, had been interviewed and taken the written examination. He was requesting that the two names, Randal Brown and Robert Winslow, be added to the eligibility roster. He stated by doing so it would give him the numbers needed to interview and make a selection to fill the opening left by Officer Corey Schmidt.

There was discussion as to how applications are acquired by the department. Chief Hatten explained that there is the recruitment process in which members of police services go to colleges and promote the department to students who will be graduating in law enforcement. Some applicants are gained by individuals contacting either police services or human resources, requesting an application and returning the same. They have either looked at our website or spoken with officers currently employed by the department. Another way in which applications are obtained is by advertising in various medias – the last time this was done was in 2001.

Chief Hatten stated that he would be looking at a new test for incoming officers due to Wollack & Associates – the test currently used – no longer in the business of testing law enforcement candidates. He stated he did not want to rush this search and wanted time to find and evaluate the different companies that administer law enforcement tests. After discussion of these items a motion was made by Tom Schwartz, seconded by Donna Baysinger, to add the two names of Randal Brown and Robert Winslow to the eligibility roster. Motion carried.

The progress of the two new dispatchers was then presented to the commission. Chief Hatten stated that Kelly Pischke was well advanced in her training and doing well. Deb Voss is the other individual being trained and he stated that she was on track in the process. It was asked of Hatten as to other individuals who were listed higher on the eligibility roster and why they did not get the job. Chief Hatten explained that Lisa Benson had been offered the position but due to personal circumstances declined the position and that Mr. Peltier had withdrawn.

The commission was then updated on the Southwest Metro Drug Task. A new agent had been assigned for McLeod County with a deputy from McLeod County. Chief Hatten stated that Office Ament would be maintained by the department as an officer assigned to drug enforcement.

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Chief Hatten then informed that commission that work was being done of the policy and procedures manual. He stated that a rough draft revision had been done on the general orders and was being reviewed by members of the department. The commission was informed that former chief Steve Madson had opted to terminate his P.O.S.T. license and was no longer affiliated with the department.

Discussion was then held with regard to the presentation by Richard Setter on December 9, 2004. It was agreed that a group should be established to further look at where the commission is and where they would like to see it in the future. It was decided that a group containing the commissioners, a person from legal, from human resources, from administration and from the police department should convene with a facilitator to brainstorm and examine the focus of the commission. This will be done in the near future.

With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 8:40 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **April 5, 2005**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Donna Baysinger, Tom Schwartz, Human Resource Director Brenda Ewing, Chief Dan Hatten, and Lt. Dave Erlandson.

The meeting was called to order. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. A motion was made by Tom Schwartz, seconded by Donna Baysinger, to accept the minutes as stated. Motion carried.

Chief Hatten informed the commissioners that the eligibility roster had been exhausted. He stated that one individual had taken a job in Mankato; one turned down the offer and chose to stay where he was and the third individual had issues arise during the background phase. Chief Hatten stated he would like to advertise for the full-time officer position. Brenda Ewing handed out to each commissioner a copy of the packet used by human resources when a position is advertised. She stated that an ad would be placed in the Hutchinson Leader, Minneapolis Star/Tribune, placed on the city's web site as well as P.O.S.T., Work Force and League of Minnesota Cities. It was stated that the city normally advertises for a minimum of 10 days and this position would most likely run for 30 days. The advertisement would state that the individuals would need to be eligible to be licensed by September 1, 2005. This allows for graduates to go through skills if needed and take the licensing exam. A motion was made by Donna Baysinger, seconded by Tom Schwartz, to proceed with the advertising processes. Motion carried.

The next item on the agenda was to discuss the testing of the applicants. As had been previously discussed the department needs to obtain a new entrance test for officers due to the fact the company previously used by the department had gone out of business. Chief Hatten stated that the Minnesota Chiefs of Police Association reviewed different companies that offer entrance exams and have recommended Stanard & Associates. This company enables each department to choose their level of involvement in the testing process, from having the company do everything to the department doing everything. The level of involvement required of the company determines the cost of the test. A motion was made by Donna Baysinger, seconded by Tom Schwartz, to accept Stanard & Associates as the testing company used by the department. Motion carried.

The commission was asked by Chief Hatten as to what dates they would like to schedule where they could discuss their roles and responsibilities as a commission. It was decided that they would meet the 3rd Wednesday of the month for the next three months with the first meeting being May 4th at 5:30 p.m. *(Since the date of this meeting it has been determined that the date chosen will not work – new tentative date is May 18th.)*

Chief Hatten then updated the commission on several issues within the department. He stated the updating of the policy and procedure manual was still moving forward as well as the emergency operation plan. The generator project – getting one from the hospital and

give the departments to the rec center – should be complete by late September, early October. The two new dispatchers have gone through training and are working on their own at this time. He stated that he understood the commissions desire to meet the new employees once they are hired and would work on accomplishing this task. He then showed the commissioners the different graphics the department is looking at for new squad cars with the scheme being black and white. Brenda Ewing then informed the commission that the city will be reviewing the comp plan that was developed five years ago and making any necessary adjustments to the plan.

Tom Schwartz then asked about the schools and what they have in place for emergency plans in light of the shooting at Red Lake High School. Chief Hatten informed him that the schools did have plans and that tabletop exercises have been done on days where the district has the two-hour late starts. Donna Baysinger asked how the department was planning on handling the Water Carnival Parade going down Main Street and the 150th anniversary of the city. Chief Hatten stated that the department has been working closely with both groups and trying to anticipate the needs for the many events.

With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 7:55 a.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **June 8, 2005**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Tom Schwartz, Mayor Steve Cook, City Administrator Gary Plotz, City Attorney Marc Sebor, Human Resource Director Brenda Ewing, Chief Dan Hatten, and Lt. Dave Erlandson.

The meeting was called to order. Chairperson Barry Anderson gave a brief recap of the last

Chief Hatten informed the commissioners that the department had received an application for part-time communications through open enrollment. An interview was conducted with Jayne Suemnick and she did receive the required 70%. Chief Hatten stated that Ms. Suemnick is attending school at St. Cloud State University and taking courses in criminal justice. He asked the commission to consider adding Ms. Suemnick to the communications eligibility roster. A motion was made by Tom Schwartz, seconded by Barry Anderson, to accept Ms. Suemnick and place her on the communications eligibility roster. Motion carried.

Discussion was then held by those present surrounding the statute definition of police commissions and the roles and requirements regarding hiring, promotion and discipline.

With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Barry Anderson, to adjourn the meeting. Motion carried.

Time of adjournment was 7:10 p.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **August 3, 2005**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Tom Schwartz, Donna Baysinger, Mayor Steve Cook, City Administrator Gary Plotz, City Attorney Marc Sebor, Human Resource Director Brenda Ewing, Council Member Casey Stotts, Chief Dan Hatten, and Lt. Dave Erlandson.

The meeting was called to order at 5:35 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. It was noted that the time of adjournment of the last meeting was 7:10 p.m. and not 7:10 a.m. as stated in the minutes. A motion was made by Tom Schwartz and seconded by Donna Baysinger to accept the minutes as stated with the exception of the time of adjournment. Motion carried.

Chief Hatten presented a list to the commission with the names of thirteen individuals who had completed the testing and interview process for the open patrol position. Of the thirteen listed, seven achieved a score of 70% or higher to be placed on the eligibility roster. Tom Schwartz made a motion to accept the roster. Motion failed.

Barry Anderson and Donna Baysinger requested more information on the applicants that would include a brief synopsis of each applicant along with comments from the interview panel. Tom Schwartz requested to see the test and interview questions that are asked of the applicants during the interview process. With the understanding that this information would be presented to the commission on future qualifying applicants, Barry Anderson made the motion to accept the eligibility roster as presented, seconded by Tom Schwartz. Motion carried.

Discussion was then held by those present surrounding the statute definition of police commissions and the roles and requirements regarding hiring, promotion and discipline. Chief Hatten informed the commission that surveys were sent to twenty like-cities requesting information on their hiring process and whether or not they had a police commission. Ten cities responded to the survey, including: New Ulm, Chaska, Northfield, Farmington, Mankato, Hastings, Owatonna, Red Wing, Shakopee and Willmar. Of the ten responding cities, five have police commissions. The cities of Mankato, Shakopee and Willmar provided copies of their Police Civil Service Commission Rules and Regulations. Chief Hatten recommended Hutchinson's police commission rules and regulations be reviewed approximately every two to three years.

Chief Hatten informed the commission as to how the cities that responded to the survey compile their interview panels. Barry Anderson requested that the commission be more involved in the interview process. Chief Hatten recommended a commission representative be present during his (Chief) interview of the top three candidates.

In other business, Chief Hatten stated that he, along with Officer Jason Pederson and Communications Specialists Deb Voss and Kelly Pischke, have all successfully completed

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the probationary period. He also stated the National Night Out parties the department hosted were a success in seven of ten neighborhoods, and attendance was up from last year. Chief Hatten expressed his thoughts on moving some of the low attended parties to other neighborhoods throughout the community.

There was a spirited discussion regarding uniforms, patrolling and attendance at special events. Chief Hatten and Lt. Erlandson explained they are very visible at many community events, but with their administrative roles, time patrolling on the street is limited. Lt. Erlandson added that the uniformed street level (Officers and Sergeants) has been understaffed for several years, thereby impacting the department's resources and ability to accommodate basic services and the many requests for extra services. City Administrator Gary Plotz stated a presentation will be made to the council outlining staffing needs and essential and non essential services provided by the police department.

With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 7:05 p.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **September 6, 2005**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Donna Baysinger, Tom Schwartz, Mayor Steve Cook, City Administrator Gary Plotz, City Attorney Marc Sebor, Human Resource Director Brenda Ewing, Council Member Casey Stotts, and Chief Dan Hatten.

The meeting was called to order at 6:00 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. A motion was made by Donna Baysinger, seconded by Tom Schwartz, to accept the minutes. Motion carried.

Chief Hatten then began addressing the packet of items sent out to the commission that contained various documents dealing with the hiring process. The packet contained a summary of the three individuals at the top of the eligibility roster as prepared by Sgt. Joe Nagel, a copy of the performance appraisal used by the department, the "Interview Analysis" forms for the first and second interviews, the applications of the three individuals at the top of the eligibility roster, a draft of the hiring procedure – step-by-step of what we do vs. what we want to do, and a draft of the interview panel members.

The commission had requested that a summary be completed of the top three applicants. This was done and presented to the members. It was discussed as to what format they preferred – paragraph vs. check box vs. combination of the two. It was also discussed that the commission would like to see a break down of all the scores instead of just a final number. This would give the commission a better idea of where an individual excels. Chief Hatten stated that this is a work-in-progress and that the point would be reached where it is set.

Discussion was then held on the "hiring procedure" steps as laid out in the draft. Each step was discussed with changes or additions needing to be made for number 9, 11, 12, 15 and 18. Chief Hatten stated that the "hiring procedure" would be revised to incorporate the concerns addressed. The commission stated that they would like to have prior to the next meeting the written examination as well as the questions used in the three interviews.

A list of the current employee roster including the duties and responsibilities associated with each had been sent out to the commissioners in the packet. After a brief discussion it was requested that they also receive a list that included each department member's years of service. This will be sent out prior to the next meeting.

Chairperson Anderson then asked if there were any items from the floor. Casey Stotts spoke to the commissioners stating that they should think about becoming a commission of 5 vs. 3. He stated that with the duties of the commission expanding the responsibilities could be spread out further with a larger commission. He also stated that with there only being three individuals it hindered their ability to discuss issues due to open meeting laws and quorum. It was stated that if this were something that would occur it would be

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necessary to determine when the new members would join the commission. It was also discussed that some police commissions – for example Shakopee - determine at their mandated February meeting the dates for the commission meetings for the entire year. It was discussed that they would not be limited to those dates and dates could be canceled if there was nothing to discuss but it would eliminate the calling around to set a meeting date.

With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 8:05 p.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **October 4, 2005**, at the Hutchinson Police Department Emergency Operations Center. Present at the meeting were Barry Anderson, Donna Baysinger, Tom Schwartz, and Chief Dan Hatten.

The meeting was called to order at 5:30 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. A motion was made by Tom Schwartz, seconded by Donna Baysinger, to accept the minutes. Motion carried.

Chief Hatten then introduced Ryan Sayre to the commission who had been selected for the peace officer position. Officer Sayre gave a brief background to the commissioners and answered questions they had.

Discussion was then held on the "Procedure for New Hire – Peace Officer". The question was asked as to where this procedure would be kept. It was stated that it would be placed with the rules and regulations as an appendix. This same procedure will be created for the chief as well as for civilian staff. In the discussion there were several suggestions made with regard to sentence structure and wording. It was decided that these would be addressed and the final document presented at the next meeting for approval.

The discussion then focused on the written examination given to peace officer applicants. Each commissioner had been provided with a copy of the Stanard & Associates examination. The commission had approved this test earlier when the company that was being used by the department had gone out of business. The commissioners had also been supplied with copies of the questions asked at the two interviews. Discussion was then held as to the reasoning behind the types of questions asked during this process. It was determined that the prepared interview questions would remain the same.

Casey Stotts had brought up at an earlier meeting that the commission should look at size of the committee. It was determined that due to the way the statute reads the commission would stay with the current number of three.

Chief Hatten then referred the commissioners to the employee roster that had been sent out in the packet. This listed out all sworn and non-sworn personnel with their years of service.

It was determined that the next meeting would discuss the hiring process as set out in the city charter versus the police commissions procedures and responsibilities.

With there being no further business to discuss, a motion was made by Tom Schwartz, seconded by Donna Baysinger, to adjourn the meeting. Motion carried.

Time of adjournment was 7:30 p.m.

Donna Baysinger

HUTCHINSON POLICE COMMISSION MINUTES

The Hutchinson Police Commission held a meeting on **November 29, 2005**, at the Hutchinson Police Department. Present at the meeting were Barry Anderson, Donna Baysinger, and Chief Dan Hatten. Absent Tom Schwartz

The meeting was called to order at 5:40 p.m. Chairperson Barry Anderson asked if there were any changes to the minutes from the last meeting. A motion was made by Barry Anderson, seconded by Donna Baysinger, to accept the minutes. Motion carried.

Discussion was then held on the "Procedure for New Hire – Peace Officer". A question was raised regarding items 9, 11 and 15 where it states the interview questions would be approved by the commission. It was clarified that the interview questions would need the commission approval only if they have been changed from what has been presented and approved by the commission. With that clarification a motion was made by Donna Baysinger, seconded by Barry Anderson to approve the procedure of new hire of a peace officer. Motion carried.

Chief Hatten stated that he was requesting the commission's approval to back fill the position of Officer Ryan Sayre. Sayre was deployed to Afghanistan for 18 months and would be returning sometime in July of 2007. The commission inquired as to what would happen to the individual filling this position once Officer Sayre returned. Chief Hatten explained that if there was a vacancy due to someone leaving the department this individual would be able to fill the vacancy. He stated that through long range planning he intends to add an additional person in 2006 and 2008. A motion was made by Donna Baysinger, seconded by Barry Anderson, to back fill Officer Sayre's position.

Chief Hatten then referred to the eligibility roster an individual who had open enrolled with the department. The individual had taken the examination and he score was reflected on the list.

Chairperson Anderson then asked if there were any items from the floor. It was asked of Chief Hatten to clarify what the procedure is for the department pertaining to dog complaints. Chief Hatten then outlined the procedures and answered questions.

With there being no further business to discuss, a motion was made by Donna Baysinger, seconded by Barry Anderson, to adjourn the meeting. Motion carried.

Time of adjournment was 8:00 p.m.

Donna Baysinger