

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, January 15, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:26 p.m.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. With there being no changes, a motion was made by Mark Jelkin, seconded by Steve Sherman, to approve the minutes from the December 18th meeting. Motion carried.

Chief Hatten then updated the Commissioners on the hiring process for a police officer. He stated conditional offers of employment have been offered to Michelle Manias, who has been on the East Grand Forks Police Department for fourteen years, and Daniel Lipa, who is eligible to be licensed through P.O.S.T. Both candidates are in the process of completing the background investigation, as well as a physical and psychological evaluation.

Chief Hatten then updated the Commissioners on the hiring process for a full-time communication specialist. Chief Hatten handed out to the Commissioners a synopsis of the three candidates that had successfully made it past the initial interviews. Chief Hatten stated that two of the three candidates have educational backgrounds in law enforcement. All three candidates have been notified that pending Police Commission approval, they would be placed on the eligibility roster. After a short discussion, a motion was made by Steve Sherman and seconded by Mark Jelkin to certify the list and move forward with final interviews. Motion carried.

Chairperson Anderson asked if there were any items from the floor. Chief Hatten advised the Commission that Officer Adam Huot has submitted a letter of resignation. Officer Huot has accepted a police officer position with the Duluth Police Department. Officer Huot's last day working for Hutchinson Police Services will be January 24, 2008. Mark Jelkin made a motion, seconded by Steve Sherman, to pursue a replacement for Officer Huot's position.

Chief Hatten then advised the Commission that CSO Bob Winslow will be working 20 of his 40 scheduled hours as a part-time police officer in an effort to fill the gaps in the patrol schedule.

Mark Jelkin requested an updated employee roster by the February 4th meeting.

Barry Anderson inquired if any department issued equipment had been recovered from Officer Michelle Hammond's burglary. Chief Hatten advised the Commission that a badge had been recovered in Minneapolis.

With there being no further business to discuss, a motion was made by Steve Sherman, seconded by Mark Jelkin, to adjourn the meeting. Motion carried.

Time of adjournment was 5:54 p.m.

Next Meeting to be held on **February 4**, 2008.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Monday, February 4, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:25 p.m.

Chairperson Anderson asked that an item added to the agenda after item two with regard to the Rules and Regulations.

Chairperson Anderson asked if there were any changes to the minutes from the last meeting. With there being no changes, a motion was made by Mark Jelkin, seconded by Steve Sherman, to approve the minutes from the January 15th meeting. Motion carried.

Chairperson Anderson then directed the Commissioners to the Rules and Regulations, second paragraph on the first page. He pointed out the fact that nowhere in that paragraph does it stated that the chair needs to be elected at the mandatory February meeting. A motion was made by Barry Anderson, seconded by Mark Jelkin to insert the words "chair person and" prior to the word "secretary". Motion carried.

The meeting then moved to the agenda item for elections. A motion was made by Barry Anderson, seconded by Steve Sherman to elect Commissioner Mark Jelkin as chair to commence at the next meeting. Motion carried. A motion was then made by Mark Jelkin, seconded by Steve Sherman, to have the secretary position filled by Chief Hatten's designee. Motion carried.

Chief Hatten then updated the Commissioners on the hiring process for a police officer. He stated that the physical and psychological tests had been completed on both candidates and that the actual backgrounds were being conducted. He stated that due to staffing issues and the logistics it would take some time to complete this task. He also stated that he had not received documentation from the psychologist on either candidate. He informed the commission that the individual who had conducted the psychological in the past had retired and the department is now utilizing a doctor located in Shakopee.

Chief Hatten then updated the Commissioners on the hiring process for a full-time communication specialist. He stated that the final interview had been conducted with the two remaining candidates and that the interview panel agreed that both candidates would be able to perform the job and be a good fit for the department. Chief Hatten stated that he had spoken to both Human Resource Director Brenda Ewing and City Administrator Gary Plotz with regard to offering one candidate a full-time position and the other candidate a part-time position. The reason for offering the part-time position is that Communication Specialist Sheryl Delaney-Smith had informed him that she will be resigning due to the fact that her husband has been transferred to another location. By offering the part-time position the department could begin the field training process and when the time comes that CS Delaney-Smith leaves the part-time individual would be able to fill the vacancy. He stated that he had offered the full-time position to Ms. Soderquist and the part-time position to Ms. Clobes. Chief Hatten added that Shelly Schmidt was near the end of her field training and would be on her own in the near future and that she would be attending her peace officer skills training this spring or summer.

Chairperson Anderson asked if there were any items from the floor. Commissioner Jelkin asked if it would be necessary to convene for the February 19th meeting. After a brief discussion a motion was made by Mark Jelkin, seconded by Barry Anderson, to cancel the February 19th

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meeting unless some issue arises and meet next on the scheduled March 18th date. Motion carried.

Commissioner Jelkin then inquired as to the contents of the synopsis that is given to them when certifying an eligibility roster. He stated that it would be better if the information was more quantitative and less opinion. He would like to see how they meet the requirements listed for the position as well as relative job experience. Chief Hatten stated that he could create a sample that the Commission would review for the March meeting. The commissioners agreed to have a sample presented at the next meeting.

Mark Jelkin asked Chief Hatten if there was anything new with regard to the burglary at Officer Hammond's home. Chief Hatten stated that there had been no new developments in that case. Steve Sherman stated that they had windows broken on vehicles at Maplewood Academy and wondered if it was similar the spree that occurred in the Fall of 2006. Chief Hatten stated that there were no other incidents reported of vehicle windows being broken.

With there being no further business to discuss, a motion was made by Mark Jelkin, seconded by Steve Sherman, to adjourn the meeting. Motion carried.

Time of adjournment was 6:03 p.m.

Next Meeting to be held on **March 18**, 2008. (Meeting later changed to March 25th with the location of City Center, 111 Hassan St SE)

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, March 25, 2008, at the Hutchinson City Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The Commissioners first convened at the Hutchinson City Council meeting in the council chambers to observe Chief Hatten present two citizens with certificates of appreciation for their actions taken with regard to a domestic assault that occurred within the city.

The meeting was called to order at 5:38 p.m. in the conference room at city center.

Chairperson Jelkin asked is there was anything that needed to be added to the agenda. There was none.

Chairperson Jelkin asked if there were any changes to the minutes from the last meeting. With there being no changes, a motion was made by Steve Sherman, seconded by Barry Anderson, to approve the minutes from the February 4th meeting. Motion carried.

Chief Hatten then updated the Commissioners on the hiring process for the communication specialist positions. He stated that Ms. Soderquist had accepted the conditional offer for the full-time position. She successfully completed the physical and psychological exams. With the conditions being met she accepted the offer and her start date is scheduled for April 7th. He then stated that the part-time position and been conditionally offered to Ms. Globes who accepted. Due to the background conditions not being satisfied the offer was withdrawn. Chief Hatten then stated the department still has a part-time opening in this area as well as a full-time position in the near future with the pending resignation of Communication Specialist Sheryl Delaney-Smith. He informed the commission that there were two options for them to consider. The first is to go through the full process with advertising. The second option is through open enrollment. He stated that two individuals have turned in applications for this position and the department could proceed with the hiring process and have them go before the interview panels. The advantage to the open enrollment is that it could begin immediately and if the applicants achieve passing scores in the process it would cut down on the length of time to fill the position. The disadvantage is if neither applicant is successful the department would still need to go through the advertising. The question was raised as to what the main difference is between the two processes and Chief Hatten stated the only thing that is different is that the position is not advertised. A motion was made by Barry Anderson, seconded by Steve Sherman, to move forward with open enrollment and interview the two individuals that have applied. Motion carried.

Chief Hatten then updated the Commissioners on the hiring process for the police officer positions. He stated that two conditional offers had been made for the openings. The first offer was made to the applicant making a lateral move. This applicant failed the meet the requirements of the conditional offer. A letter was prepared to rescind the offer; however the Chief stated that before the letter was mailed to the applicant he received a letter from them with drawing from the process. The second conditional offer was made to a candidate who recently graduated is law enforcement. During the process of the background concerns were raised by incidents in his recent past as well as comments made by individuals contacted during this process. Chief Hatten stated that he withdrew the offer.

Chief Hatten stated that he went back to the beginning of the hiring process and the position is currently being advertised with a closing date of April 18th. One aspect that is different with this advertisement is that applicants must be eligible to be licensed by August 31, 2008. The reason

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for the longer time frame is to try to get a larger candidate pool with the individuals who will be just graduating or just finishing skills. Hatten stated that the written examination for the applicants is scheduled for April 29th, May 1st and 3rd. At this point in the meeting Chief Hatten excused himself so that he could address an issue that was being discussed at the city council meeting.

During Chief Hatten's absence the commission moved to Item 8 on the agenda. They reviewed the sample "Applicant Summary Sheet" that had been requested at the February meeting. It was agreed that they would like to begin using this summary sheet for the individuals that are placed on the eligibility roster.

Chief Hatten returned to the meeting and discussion was continued with regard to the officer position. A request was made by Chief Hatten for the commissioners to consider allowing the initial interview panel for this particular hiring process be a panel of three instead of the usual five members. He stated the reason for the request is due to the shortage of staff and the difficulty in maintaining the same five members on the panel for the lengthen of time it will require to complete this phase of the process. Commissioner Anderson inquired as to who would be on the smaller panel. He stated he would like to see Sgt. Nagel and Communication Specialist Redetzke on the panel due to their knowledge of the process. After a short discussion a motion was made by Steve Sherman, seconded by Barry Anderson, to allow the initial interview panel for this hiring process to comprise of three members with the condition that Sgt. Nagel and CS Redetzke be two of the panel members. Motion carried.

Discussion then focused on a letter that was mailed to each of the commissioners as well as the city administrator from one of the police officer candidate's husband with regard to the selection process. Chief Hatten asked if there were any questions with regard to comments made in the letter. Commissioner Anderson asked with regard to the comment made that the candidate did not receive responses to any of her inquiries. He also stated that he understands that some items that are obtained during the background process cannot be discussed at an open meeting due to privacy issues. It was asked what standards are being used for the medical and physical. Chief Hatten stated that for the physical fitness test are the Cooper's Standards that are gauged on age and gender. The psychological is a standard test that is completed and evaluated by the doctor as to the ability to perform a certain job. With regard to the comments concerning not getting responses back Chief Hatten stated that each applicant is given one individual in the department to contact for any questions. All inquiries made to the various department employees were forwarded to that one individual. The chief stated that this applicant had left a voice mail message on a Friday late afternoon. He did not receive it message until Monday morning at which time he forwarded the request to the department contact. This information was not included in the letter. The question was raised if any type of packet is sent to applicants that have been given a conditional offer that includes information on the city, benefits, etc. Chief Hatten stated that at this time there is no set packet that is given out. Commissioner Jelkin stated that something should be done in the future to better sell the City of Hutchinson to potential employees. It was also asked if was going to be any follow up response from the city with regard to this letter. Chief Hatten stated that he did not believe the city administrator intended to respond and there was no request made by the individual writing the letter for a response.

Chief Hatten then turned the discussion to the summer park patrol positions. He stated that the police department is budgeted for two individuals and that the Park & Recreation Department is

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budgeted for one individual. By partnering it allows the city to have three individuals to cover the hours necessary to patrol the parks in the summer.

Chief Hatten then informed the Commissioner's that he had been approached with regard to a summer internship. He stated the internship would be for 400 hours. This individual will be able to cover some of the park patrol hours but would also observe in dispatch as well as ride along with officers on patrol.

Chairperson Jelkin asked if there were any items from the floor. Chief Hatten stated he would like to present Commissioner Sherman with his Citizens Police Academy certificate of participation due to the fact he was unable to be at the graduation.

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

Time of adjournment was 7:27 p.m.

Next Meeting to be held on **April 15**, 2008.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Monday, April 15, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:30 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the last meeting. With there being no changes, a motion was made by Steve Sherman, seconded by Barry Anderson, to approve the minutes from the March 25th meeting. Motion carried.

Chairperson Jelkin then asked for the update on the full-time officer hiring. Chief Hatten stated that approximately 50 applications and the posting would close on the 18th. The test is scheduled for April 29th, May 1st and 3rd with there being five sessions to choose from. It was asked if these numbers were in line with prior processes and Hatten stated that it is slightly higher at this time.

Chairperson Jelkin then asked for the update on the communication specialist position. Chief Hatten stated that it was going well. He stated that the orientation phase had been completed and that Ms. Soderquist had completed her second day of field training.

Chief Hatten stated that the department had gone through with the open enrollment process that was granted at the last meeting. He stated that only one applicant was accepted to interview and that his score enabled him to be placed on the eligibility roster. Chief Hatten also presented the commission with the completed summary form on this applicant that had been reviewed at the last meeting. He stated that he would confirm with the city administrator that money would be available in the budget for this position. He felt there would not be a problem due to the fact that one of the full-time employees would be resigning. A motion was made by Barry Anderson, seconded by Steve Sherman, that this applicant be added to the eligibility roster and a final interview scheduled. Motion carried. Chief Hatten stated that Sgt. Nagel was researching a test that could be added to the process that involved evaluating an applicants personality traits and how well they fit with the position. He stated that there is an initial charge for the test and an additional \$20 per applicant.

Chairperson Jelkin asked if there were any items from the floor. Commissioner Sherman inquired as to the status of the Taser training. Chief Hatten stated that the training is scheduled for this Thursday the 17th. When the training is done and employees have successfully completed the training they will be authorized to carry the Taser equipment.

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

Time of adjournment was 5:50 p.m.

Next Meeting to be held on **May 20**, 2008.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, May 20, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Barry Anderson, Mark Jelkin, Steve Sherman, Julie Jensen, Chief Daniel Hatten and City Attorney Marc Sebora.

The meeting was called to order at 5:26 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the last meeting. With there being no changes, a motion was made by Steve Sherman, seconded by Barry Anderson, to approve the minutes from the April 15th meeting. Motion carried.

Chairperson Jelkin then introduced Julie Jensen who is the new commissioner. City Attorney Marc Sebora then swore in Ms. Jensen.

Chairperson Jelkin then asked for the update on the peace officer position. Chief Hatten stated that the top 60 candidates after the written examination had been asked to participate in the initial interview. The interview panel convened the week of May 12th and interviewed a total of 56 candidates. There were 10 individuals that achieved scores that enabled them to participate in the second interview process which will take place on June 3rd. It was asked of Chief Hatten the number of positions that were open at this time. Hatten stated that the department is short two officers at this time with a possible third later in the year. It was asked how long it would take to fill the vacancies. Hatten stated that once the conditional offer is made it could take up to one month to complete the background, physical and physiological testing. Once that is complete they could begin the field training program and be able to be on their own at the end of August.

Chairperson Jelkin then asked for the update on the full-time communication specialist. Chief Hatten stated that CS Soderquist had handed in her resignation due to changes in the needs of her family. She had given two weeks notice however due to the fact she was still in field training he explained to the commission that he made the resignation effective immediately. Hatten informed the commission that this created an opening for a full-time position. He also informed the commission that CS Sheryl Delaney-Smith had not put her two week notice in however she will be leaving soon to go work for the State Patrol in Brainerd. This creates a second vacancy for a full-time communication specialist position. Chief Hatten then explained that a part-time conditional offer had been made to Mark Hanneman. He requested the commission to authorize him to change the offer from a part-time position to a full-time position. The commission inquired as to how this would effect the part-time staffing. Hatten explained that Nancy Redetzke is working part-time and Shelley Schmidt who is currently attending skills class in Alexandria. A motion was made by Steve Sherman, seconded by Barry Anderson, that the conditional officer to Mark Hanneman be changed from a part-time position to a full-time position. Motion carried.

Discussion then was held regarding the roster for communications. Chief Hatten explained that the eligibility roster had been exhausted. With this being said the commission felt that it is necessary to start the process for establishing a new list. A motion was made by Barry Anderson, seconded by Julie Jensen, to authorize moving forward with the selection process for full-time and part-time communication specialist positions upon approval by City Administrator Gary Plotz. Motion carried.

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Chairperson Jelkin asked if there were any items from the floor. Chief Hatten presented the commissioners with information from Personnel Evaluation Inc. based out of Milwaukee, Wisconsin. This company has a personnel evaluation profile test that can be used as a tool during the selection process to glean information on a candidates work habits and personality traits. He stated that once the exam was completed by the candidate the results are instantaneous. Hatten asked the commission if they wanted to evaluate this testing process. He stated that there is a \$250.00 initial payment along with a cost of \$20 per test administered. Commissioner Jelkin stated that he felt the costs were not out of line from the experience he has had using such methods. A motion was made by Steve Sherman, seconded by Barry Anderson, to order the test and administer it to the 10 applicants for the current process in order to evaluate the exam and that it shall not be used as an eliminator during this time. Motion carried.

Recognition was then given to Barry Anderson for his years of service on the commission. Chief Hatten stated that he had presented a plaque to Commissioner Anderson at the last city council meeting. Chairperson Jelkin wanted to thank Anderson for his dedication and the work that he accomplished with the regard to the processes and rules & regulations. Commissioner Sherman stated that he wanted Commissioner Anderson to know that he appreciated the openness and friendliness that was shown to him when he recently joined the commission. Commissioner Julie Jensen stated that she wished she had been able to serve with Anderson on the commission.

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

Time of adjournment was 6:25 p.m.

Next Meeting to be held on **June 10, 2008**.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, July 9, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Steve Sherman, Julie Jensen, and Chief Daniel Hatten.

The meeting was called to order at 4:45 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the last meeting. With there being no changes, a motion was made by Steve Sherman, seconded by Mark Jelkin, to approve the minutes from the June 10th meeting. Motion carried.

Chairperson Jelkin then asked for the update on the peace officer position. Chief Hatten advised the board two candidates, Shelly Schmidt, and Jason Larson, were extended conditional offers of hire and both accepted. The back ground investigation has begun with a tentative hiring of mid August 2008. The third candidate, who was not extended an offer of employment, was granted a follow-up meeting with Chief Hatten to review his interview skills. This meeting was scheduled to take place on July 16th. No action required by the board.

Chairperson Jelkin then asked for an update on the communication specialist. Chief Hatten stated that at this point in time applications were reviewed by Human Resources and 22 candidates will be invited for an interview the week of July 21st. He stated that Mark Hanneman will have completed his field training on July 13th.

Discussion then was held regarding the personnel profile test that was administered to the peace officer applicants to be evaluated. Chief Hatten reviewed with the board the testing process, stating that the process worked well as they were given the exam immediately after the interview so they did not have to make a return trip and that once the test had been sent to the company the results were back within a half hour. He had spoken with the psychologist that the department uses and the doctor stated that some of the questions were a little vague but the information obtained was good. Chief Hatten stated that this exam would be information that could be looked at and used during the background phase. He stated that it could also be useful during the psychologist's interview. The exam will still need to be evaluated to determine what it is and isn't telling us with regard to the various applicants.

Chairperson Jelkin asked if there were any items from the floor. There were no items from the floor.

With there being no further business to discuss, a motion was made by Steve Sherman, seconded by Julie Jensen, to adjourn the meeting. Motion carried.

Time of adjournment was 5:10 p.m.

Next Meeting to be held on August 19th, 2008 at 6:15 pm.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a special meeting on Tuesday, July 29, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Steve Sherman, Julie Jensen, and Chief Daniel Hatten.

The meeting was called to order at 7:25 a.m.

Chairperson Jelkin then asked Chief Hatten for an update on the communication specialist hiring process. Chief Hatten presented the eligibility roster and summary sheets on the individuals that made the roster to the commission. He stated that 18 individuals had been interviewed and five had achieved the minimum requirements. After reviewing the information and a short discussion a motion was made by Steve Sherman, seconded by Julie Jensen, to approve the roster and move forward with the next interview. Motion carried.

Chief Hatten then informed the commission that Sgt. Chris Dobratz had turned in his resignation due to medical reasons and that he had accepted the resignation. Hatten stated that the investigative sergeant position will be filled by one of the existing sergeants. A promotional process will then be necessary to fill the sergeant opening and will be assigned to the patrol division. Chief Hatten stated that the setting of the 2009 budget would impact how and when this will occur.

Chairperson Jelkin asked if there were any items from the floor. There were no items from the floor.

With there being no further business to discuss, a motion was made by Julie Jensen, seconded by Steve Sherman, to adjourn the meeting. Motion carried.

Time of adjournment was 8:06 a.m.

Next Meeting to be held on **August 19th, 2008 at 6:15 pm.**

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, August 19, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Steve Sherman, Julie Jensen, and Chief Daniel Hatten.

The meeting was called to order at 6:13 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the July 9th meeting or the July 29th special meeting. With there being no changes, a motion was made by Julie Jensen, seconded by Steve Sherman, to approve the minutes from the July 9th and 29th meetings. Motion carried.

Chairperson Jelkin then asked for the update on the peace officer position. Chief Hatten advised the commission that both individuals had graduated from skills and taken the peace officer licensing exam. He stated that the results from the testing would not be known for a few weeks. The majority of the backgrounds on both candidates have been completed. Hatten stated that the psychological on Jason Larson was done and that due to the fact the Shelly Schmidt is currently employed by the department as a communication specialist she is not required to complete the psychological. The physical for both are scheduled and the goal is to have a September 8th hire date. Chairman Jelkin stated he knew we were in competition with other agencies and inquired as to the probability that each applicant would accept the position once everything was finalized. Chief Hatten stated that both are expected to accept once the contingency is removed from the offer.

Chairperson Jelkin then asked for an update on the communication specialist. Chief Hatten stated that after the meeting on the 29th, where the commission approved the eligibility roster, the interviews were conducted on the top three candidates. He stated that a conditional offer was made to Heather Daves which she accepted. Hatten informed the commission that the background process was begun today. It was asked if this individual would have a September 8th hire date as well. Chief Hatten stated that Ms. Daves has a more extensive work history than the peace officer applicants and that it would most likely take a bit longer to complete. Commissioner Sherman inquired as to Ms. Daves' basic background. Chief Hatten stated that she is originally from Minot, North Dakota and currently living in Litchfield with her fiancé.

Chairperson Jelkin asked if there were any items from the floor. Chief Hatten was asked where the council was at with the 2009 budget. He replied that no decisions had been made as of today. He added that the council had requested an 8% cut across the board from each of the directors and that this information had been supplied to the council. He stated that they needed to look at the numbers and set priorities. He stated that the council needed to have the proposed budget set by mid to late September.

With there being no further business to discuss, a motion was made by Steve Sherman, seconded by Julie Jensen, to adjourn the meeting. Motion carried.

Time of adjournment was 6:30 p.m.

Next Meeting to be held on September 16th, 2008 at 5:30 pm.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, September 16, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Steve Sherman, Julie Jensen, and Chief Daniel Hatten.

The meeting was called to order at 5:25 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the August 19th meeting. With there being no changes, a motion was made by Steve Sherman, seconded by Julie Jensen, to approve the minutes from the August 19th meeting. Motion carried.

Chief Hatten then had each of the new officers introduce themselves to the Commission. First was new full-time officer Shelley Schmidt who stated that she had grown up in the Hutchinson area, is married with three children, attended Ridgewater College for her degree and attended skills training at Alexandria. She also stated that she had been working as a part-time communication specialist for the department. Next was new full-time officer Jason Larson who stated that he had grown up in Brainerd but that his father was originally from Hutchinson and he has relatives in the community. He stated that he is married and they just bought a house in town and that he had also attended skills in Alexandria. Last was new part-time officer Tyler Duenow who stated that he was born in Grand Forks, North Dakota but moved to the Hutchinson area when he was two. He stated that he attended Ridgewater College and at this time he has not yet completed the skills course. He has worked as a park patrol officer for the department for three summers. Chief Hatten advised the commission that the P.O.S.T. board allows the department to have three part-time licenses.

Sgt. Joe Nagel then addressed the Commission to explain what it will be like for the officers in field training. Nagel stated that they would be completing the two-week orientation by the end of the week. A ten-week field training would then take place where they will first observe various aspects of the job and by the end would be performing the tasks. After the ten-weeks they have a one-week evaluation phase where the sergeants ride along to determine if they are ready to be on their own. By the end of the process they will have had 400 hours each in the training program. It was asked if they carried a full duty belt during this time. Sgt. Nagel informed the Commission that they all had been training and authorized to carry the various equipment on the duty belt. It was also asked who the individuals who perform the training are. Sgt. Nagel stated that there are four field training officers (FTO's) who would do the majority of the training, however all of the sergeants are also FTO's and they would also do some of the training due to the number going through the program. Chief Hatten then advised the Commissioners that at the October 30th station meeting these officers would be sworn in as officers for the department. Mark Jelkin asked if the officers were re-evaluated once they done with the field training program where someone rides along with them. Chief Hatten stated that they officers are on probation for the remainder of the year. He stated that they meet with their supervisor once a month during the probation period but they are not observed unless the department is seeing a problem. Chief Hatten also informed the Commission that the new officers are given an opportunity to evaluate the field training program.

Chairperson Jelkin then asked for an update on the communication specialist. Chief Hatten stated that the physical and psychological evaluations had been completed. He stated that he was still waiting on paperwork from previous employers. Hatten said that the department has stayed in close contact with Ms. Daves' to inform her where things were at in the process. Jelkin inquired as to how long the department would wait for the paperwork before moving on in the process. Chief Hatten stated that this would be evaluated next week whether to just move forward or not if the paperwork had not been received.

The next item on the agenda was with regard to the article that had been in the Hutchinson Leader regarding officers from the department looking at unionization. Chief Hatten stated that a petition had been filed to conduct a vote for unionization with the Teamsters. It was asked if it had been stated by the officers what they felt the benefit would be. Hatten stated that in most instances unionization occurs for better wages, benefits, working conditions and as a level of protection for the employees. It was asked what percentage filed the petition. Hatten stated that it only required having 4 or 5 officers sign the petition to get it started and that 51% was required in order to become a union. It was inquired if it did go union would every officer be required to join the union to which Chief Hatten stated yes they would. The commission also asked what percentage of police departments in Minnesota are unions. Chief Hatten estimated 90% was an estimate adding that most small departments of one or two officers are not unionized. It was asked of Chief Hatten if anyone in the city had ever been part of a union. Hatten stated that the city has never had a union, however, Hutchinson Utilities did join a union and they are in some regard part of the city.

The commission inquired as to what has changed, i.e. tools, wages; that some of the officers wish to unionize. Chief Hatten stated that the members of the department are younger now and do not have the history of what has occurred in the past and he sees the officers buying into the fears of wage cuts, reduction of benefits and job loss. Hatten said that with a union contract the city must uphold the issues stated in the agreement and the officers hope that it will help with other working conditions. Chief Hatten pointed out that the city has historically compensated all city employees well with regard to pay, benefits and working conditions.

Hatten said that once the ruling comes back with who is to be included in the work group they will mail out the ballots for the vote. Julie Jensen asked if Chief Hatten had any numbers with regard to who is pro, anti or indifferent. Hatten responded that he would not take a guess as to the numbers. Mark Jelkin inquired as to if human resources could speak with employees with regard to their compensation and benefits. Chief Hatten stated that once the notice was received with regard to the petition there was a "gag" order placed on police department administration and the city in speaking with employees so as not to persuade or influence the officers. He did add that some employees have approached human resources to find out what has been historically done with compensation. Steve Sherman asked if this impacts the interaction between the officers. Chief Hatten stated that if it does go to a union there would be no change with the interaction. Sherman clarified his question asking if there is a problem now. Chief Hatten stated that yes there was some tension but that is to be expected. It was asked if surrounding communities are union or not. Hatten stated that Glencoe, Willmar and McLeod County are all union. They asked if the Teamsters have a different pay range that what the city has and Chief Hatten responded that they calculate it using different scales but they are fairly close in dollars. Commissioner Jensen asked why this was not brought up at the last meeting and Chief Hatten stated that he did not know at that time the implications of the petition and what could and could not be discussed. Hatten stated that the union is to protect the employees and that the police commission is also to protect the employees. Finally, Chief Hatten stated that if the sergeants are included in the work group the only positions out of the union are the lieutenant and the chief.

Chairperson Jelkin asked if there were any items from the floor. Chief Hatten wanted to let the Commission know that the 34th Annual Arts & Crafts Festival had been completed and that the department had received many compliments and thanks from the chamber, vendors and customers.

Police Commission Meeting

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With there being no further business to discuss, a motion was made by Julie Jensen, seconded by Steve Sherman, to adjourn the meeting. Motion carried.

Time of adjournment was 6:25 p.m.

Next Meeting to be held on **October 21st, 2008 at 5:30 pm.**

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, October 21, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Steve Sherman, Julie Jensen, and Chief Daniel Hatten.

The meeting was called to order at 5:25 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the September 16th meeting. With there being no changes, a motion was made by Julie Jensen, seconded by Steve Sherman, to approve the minutes from the September meeting. Motion carried.

Chief Hatten then introduced Communication Specialist Heather Daves to the Commission. He stated that she was currently in field training and had completed the initial 2-week orientation. Heather gave a brief synopsis with regard to her background to the commission. Chief Hatten stated that once Heather completes the field training and is on her own the communication department will be at full staff.

The next item on the agenda was with regard to the vote on unionization. Chief Hatten stated that the ballots closed today and it would be known in the next 14 – 16 hours what the result would be. He stated that he should be notified sometime on October 22nd. It was asked that once he had the results to please notify each of the commissioners. He stated that a majority yes vote would be 10 to 8 and if it was a 9 to 9 vote that is considered a no to unionization. It was asked if the union does not pass if the staff would pull together or be in “different camps”. Hatten responded that the officers will still disagree on the issue however it has not affected the job performance among the officers. It was asked if the officer will be told how individuals voted. Chief Hatten stated that the number will be known but not the names of who voted for or against.

Chief Hatten then informed the Commission that a station meeting was scheduled for October 30th and at the end of the meeting the new personnel would be sworn in. He invited everyone to attend the swearing in ceremony that would take place at 4:15 p.m.

The Commission was then asked to assist in recruiting the public to attend the Citizens Police Academy. Hatten asked that each of them to keep it in mind and suggest to individuals they deal with to enroll in the program.

Chairperson Jelkin asked if there were any items from the floor. It was asked of Chief Hatten if the department was ever contacted during the Republican National Convention to assist with security. Chief Hatten stated that it was never requested.

With there being no further business to discuss, a motion was made by Steve Sherman, seconded by Julie Jensen, to adjourn the meeting. Motion carried.

Time of adjournment was 6:21 p.m.

Next Meeting to be held on November 11th, 2008 at 4:30 pm.

(November meeting was later cancelled. The next meeting to be held **December 16th at 5:30 pm**)

Hutchinson Police Commission Minutes

The Hutchinson Police Commission meeting scheduled for Tuesday, November 18, 2008 was cancelled.

Next Meeting to be held on December 16th, 2008 at 5:30 pm.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, December 16, 2008, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Steve Sherman, Julie Jensen, and Chief Daniel Hatten.

The meeting was called to order at 5:42 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the October 21st meeting. With there being no changes, a motion was made by Julie Jensen, seconded by Steve Sherman, to approve the minutes from the October meeting. Motion carried.

Chief Hatten then referred to the changes in the city employee handbook regarding sick leave. These pages had been included in the commission packet for this meeting. The main changes dealt with the ability to use sick leave for fathers on the birth of a child. It had been that they could only use one day and that has been extended to up to 40 hours. Also changed was the definition of family with regard to deaths. It has been expanded to include step children as well as in-laws. He stated that the use of sick leave is a privilege and not a right. The question was asked with regard to FMLA. The chief stated that with the City of Hutchinson it runs concurrent with sick leave and vacation time.

The next item on the agenda was the Citizens Police Academy. Chief Hatten stated that the commissioners could join any session they wish especially if it was one they might have missed when they were participating in the program. He stated that he and Sgt. Nagel were trying to get to the monthly meetings of several community groups to present to their members information on this program. This was being done as an attempt to gain interest and get individuals to apply. He stated that on some of the topics the presenters had been changed to get some of the newer employees involved. They had either shown an interest and volunteered or were assigned to a particular topic.

Chief Hatten then updated the Commission on the new employees. He stated that all four were doing fine and by Monday everyone would be done with field training and be on their own. It was stated that a new employee list would be sent out with the next packet.

The next item on the agenda was the 2009 budget. Chief Hatten stated that the department would be retaining all positions for 2009. A line item that was reduced in the budget was the amount of part-time employee money that could be used. He stated that the number of hours the department would be able to use had been decreased. The main issue the council was waiting for was the amount of Local Government Aid from the state. This issue would not be settled until it is known how the State of Minnesota would be handling this funding. Hatten stated that the State budget runs July 1 – June 30 and that LGA is received in two payments. The city had received the first payment but not the second one and this affects the 2008 budget. He stated that the city also imposed a freeze on wage and merit increases as well as a hiring freeze. The hiring freeze affects the ability to fill the open sergeant's position. Due to this event Chief Hatten stated that he had assigned Sgt. Joe Nagel to the investigative sergeant position. By doing so it gives the employees in this area someone to go to, however Sgt. Nagel will continue with his patrol sergeant schedule. Chief Hatten stated he would recommend filling the sergeants position from within which then would create an opening in the patrol area. He stated that the eligibility list for a peace officer has been exhausted. It was asked how the staff was responding to the freeze of wage and merit increases. Chief Hatten stated that the employees know that it is not just the city that is facing this issue and that they understand it is the current economy.

Chairperson Jelkin asked if there were any items from the floor. It was asked of Chief Hatten what effect the failure to unionize has had on the department. He stated that with the vote the issue goes away and after a period of one-year it can be re-evaluated. The staff, he stated, has continued to perform with the utmost professionalism. Another question from the floor was with regard to problems, if any, regarding the bike/pedestrian tunnel under Highway 7. Chief Hatten stated that there were really no issues with the exception of some graffiti which is not different from other areas within the city.

Chairperson Jelkin reminded the commission that the mandatory February meeting was coming up and that a review of the procedures and hiring practices would need to be reviewed at the March meeting.

With there being no further business to discuss, a motion was made by Steve Sherman, seconded by Julie Jensen, to adjourn the meeting. Motion carried.

Time of adjournment was 6:32 p.m.

Next Meeting to be held on January 20th, 2009 at 5:30 pm.
