

Hutchinson Police Commission Minutes

The Hutchinson Police Commission meeting scheduled for Tuesday, January 20, 2009 was cancelled.

Next Meeting to be held on February 2, 2009 at 5:30 pm.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Monday, February 2, 2009, 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 5:29 p.m.

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

Chairperson Jelkin stated that the election of officers and the scheduling of the meeting dates needed to be added to the agenda.

The City Employee Handbook / Compensation Plan were the next item on the agenda to discuss. Chief Hatten stated that the most recent employee handbook is the 2007 version with the one amendment. He stated a new compensation plan has not been issued due to budgeting issues and the wage freeze. Chairperson Jelkin stated that once the new handbook and compensation plan were updated they would need to be reviewed to ensure there are not conflicts between these items and the rules and regulations.

The next item on the agenda was to begin the annual review of the rules and regulations. It was determined that the Commission would go section-by-section and address any concerns or questions. During the meeting all sections were addressed and it was agreed that a red-line / strikeout document would be prepared and distributed to each member for review prior to the next meeting.

The next item on the agenda was the review of the hiring process. This item was tabled for the next meeting.

Chairperson Jelkin asked if there were any items from the floor. Chairperson Jelkin inquired about the attempted homicide and if any of the newer officers responded to the incident. Chief Hatten stated that none of the newer officers responded to this call. He stated that one of the veteran officers backtracked from the crime scene to the suspect's residence. Commissioner Sherman inquired regarding the Taser death in the metro area and if the Chief had any concerns. Chief Hatten stated he was very confident with the officers and the use of the Tasers. He stated that this equipment has been in service for over a year and that there had been only one application. He stated that after any incident where the Taser is utilized all the data is downloaded from the device and a review is performed. It was then asked of the Chief how the Citizens Police Academy was this year. He stated that it is the largest group so far with a total of 33 participants.

Chairperson Jelkin stated that the last items to address were the dates and times for the meetings, the election of a chairperson and the election of a secretary. A motion was made by Mark Jelkin, seconded by Julie Jensen, to continue holding the meetings on the third Tuesday of each month with the start time of 5:30. Motion carried.

Next was the election of the chairperson for the Commission. A motion was made by Julie Jensen, seconded by Steve Sherman, that Mark Jelkin continue as chair for the police commission. Motion carried.

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Next was the election of the secretary for the Commission. A motion was made by Steve Sherman, seconded by Mark Jelkin, to elect Julie Jensen as secretary. Motion carried. A motion was made by Mark Jelkin, seconded by Julie Jensen, which the note taker for the Commission meetings be an employee of the police department as designated by Chief Hatten. Motion Carried.

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 7:03 p.m.

Next Meeting to be held on March 17, 2009 at 5:30 pm.

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The Hutchinson Police Commission held a meeting on Tuesday, March 17, 2009, 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 5:33 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the February 2nd meeting. With there being no changes, a motion was made by Steve Sherman, seconded by Julie Jensen, to approve the minutes from the February meeting. Motion carried.

Chief Hatten requested that an item be added to the agenda – request for a leave of absence. Hatten stated that he had received a request from Communication Specialist Mark Hanneman had been submitted for a leave of absence. CS Hanneman was requesting leave from May 18, 2009 through July 24, 2009 so that he may attend the skills program offered by Alexandria Technical College. Chief Hatten stated that CS Hanneman attended school for law enforcement in South Dakota and was not able to attend the skills program due to him being absent some required classes. Hanneman has since completed these courses and is now eligible to attend skills. Chief Hatten stated that he has spoke with the city administrator and human resource director with regard to this issue. He said the schedule had also been checked and Hanneman would be able to work part-time hours on weekends. It was asked how CS Hanneman's shift would be covered. Hatten stated that the department would utilize part-time personnel, not have double coverage on some days and utilize Genise Schuette to also fill in when needed. A motion was made by Steve Sherman, seconded by Julie Jensen, to approve the request for a leave of absence. Motion carried.

The next item on the agenda was with regard to probationary employees. Chief Hatten stated that the commission had requested a list of employees who are currently on probation with the department. He stated that Officers Shelley Schmidt, Jason Larson and Tyler Duenow were all on probation until September 2009 and Communication Specialist Heather Daves was on probation until April 2009.

A second item was added to the agenda which was the review of the updated Rules and Regulations. The commission reviewed the updated Rules and Regulations with redlining and strikeouts as had been discussed at the February meeting. A motion was made by Julie Jensen, seconded by Steve Sherman, to accept the changes to the Rules and Regulations are presented. Motion carried.

The Commission then began their review of the hiring process. The first one to be reviewed was the police chief hiring process. A discussion was held with regard to each of the steps set forth in the process. After this discussion it was determined that the other areas would be addressed at the next meeting.

Chairperson Jelkin asked if there were any items from the floor. Commissioner Sherman stated that he wanted to express to Chief Hatten that Sgt. Joe Nagel had done a nice job presenting to the classrooms at Maplewood Academy on career day. He also stated that Maplewood Academy had an incident where an individual was injured doing gymnastics and that the officers that responded to the incident, Officers Graff and Pederson, did an excellent job in handling the situation and appreciated their kindness and professionalism.

Chief Hatten handed out to each of the commissioners the 2009 City of Hutchinson Employee Handbook – Personnel to replace the 2007 version in the binders.

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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 6:47 p.m.

Next Meeting to be held on April 21, 2009 at 5:30 pm.

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The Hutchinson Police Commission held a meeting on Tuesday, April 21, 2009, 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 5:30 p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the March 17th meeting. With there being no changes, a motion was made by Julie Jensen, seconded by Steve Sherman, to approve the minutes from the March meeting. Motion carried.

The Commission then continued their review of the hiring processes. The peace officer, communication specialist, records specialist and community service officer were all reviewed at this meeting. Each hiring process will be updated with the changes discussed. The final two areas – promotion to sergeant and promotion to lieutenant – were tabled for the next meeting.

Chairperson Jelkin asked if there were any items from the floor. Chief Hatten distributed to each Commissioner a copy of the police department annual report. He stated that it had changed a little bit from the previous year. He stated that the city council requested specific measurements from each department. In an attempt to fulfill this request he put forth the Part I and Part II offenses, the response times from the communication center and the statistics from the Southwest Metro Drug Task Force.

Chief Hatten then informed the Commission that the city council had approved the department to apply for the federal COPPS grant. This money would be used to fund two positions for three years with the city being responsible to fund the positions for the fourth year. The department currently has one vacancy and the second position would be in case of any layoffs.

Chief Hatten then informed that Commission that the directors were working on the 2010 budget. With the hiring freeze still in effect Hatten stated he had made a request to council to fill the vacant sergeant position from patrol staff and have the vacancy at the patrol level. No decision has been made to date.

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 6:42 p.m.

Next Meeting to be held on May 19, 2009 at 5:30 pm.

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The Hutchinson Police Commission held a meeting on Tuesday, May 19, 2009, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, and Chief Daniel Hatten. Absent from the meeting was Steve Sherman.

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

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

Chief Hatten then updated the Commission with regard to personnel staffing. He stated that Lt. Dave Erlandson had accepted the retirement package being offered by the City and his last day would be June 30th. He stated that there is a vacant sergeant position and another sergeant on a medical leave for 6 – 8 weeks. He added that there is another officer out on an extended medical leave. Commissioner Jelkin inquired if this was Officer Scott Schuette and Chief Hatten stated that it was. He said that Officer Schuette had requested a leave of absence from the City Administrator and that the leave was granted. Hatten stated that he had met with Gary Plotz and proposed different ideas as to how the department could handle the current situation. The city is currently awaiting Governor Pawlenty's decision with regard to the Local Government Aid money. Commissioner Jensen asked if the department must have a lieutenant. Chief Hatten stated that each department decided what their chain of command would be. He stated that his ideal would be two lieutenants and five sergeants. Mark Jelkin asked if there was a time frame in which the positions would be filled. Chief Hatten stated that he had requested a decision be made by the end of June in order to complete the promotional processes and to have everything accomplished by January 1st. Commissioner Jensen asked what the likelihood would be that the new lieutenant would not be from within the department. Chief Hatten stated that he could go outside the department for this position but would rather promote from within. He stated that he has qualified personnel to fill the position and due to the fact that opportunities for promotion do not arise often he feels going outside the department would be a detriment to moral and career development. Commissioner Jelkin proposed filling the officer and sergeant positions first to try and alleviate staff having to work extra shifts due to the shortages.

The meeting then proceeded to reviewing the procedures for promotion to sergeant and promotion to lieutenant.

Chairperson Jelkin asked if there were any items from the floor. Commissioner Jensen wanted the minutes to reflect that the Law Enforcement Memorial Association ecumenical service that was held on May 3rd was very well organized and a nice gesture to remember the officers from Minnesota.

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

Time of adjournment was 6:25 p.m.

Next Meeting to be held on June 16, 2009 at 5:30 pm.

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The Hutchinson Police Commission meeting scheduled for Tuesday, June 16th, 2009 was cancelled.

Next Meeting to be held on July 21, 2009 at 5:30 pm.

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The Hutchinson Police Commission held a meeting on Tuesday, July 21, 2009, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, 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 May 19th meeting. With there being two corrections noted, a motion was made by Julie Jensen, seconded by Steve Sherman, to approve the minutes with the changes made from the May meeting. Motion carried.

Chief Hatten then updated the Commission with regard to personnel staffing. He stated that Officer Schuette took a medical retirement – permanent disability that was authorized by the State Retirement Board. This creates a vacancy at the patrol level. The department is still down one sergeant position that was vacated by Sgt. Chris Dobratz a year ago. He stated that as of July 1st the department has a vacant lieutenant position with the retirement of Lt. Dave Erlandson. Chief Hatten stated that as of today Communication Specialist Heather Daves submitted her letter of resignation. He stated that her fiancé had accepted a position in Duluth as a contracted civilian with the military. It is anticipated that she will remain with the department until the end of September. Hatten informed the Commission that he had presented a written request to the city administrator to fill the vacant position and begin the hiring process for each. He stated that in his request he stated that it takes approximately five months to complete the hiring process for each position. Mark Jelkin stated that he was expecting some direction by now from the city with regard to hiring and was disappointed that the authorization to proceed had not been granted. Jelkin stated that he felt the Commission and police department had lost three months of time due to lack of decision making by the city administrator and council. Chief Hatten stated that he felt some of the delay was due to the fact that the budget process was taking longer than expected. Hatten stated that next week there was a budget meeting scheduled and a balanced budget would be proposed that included the expense for these positions. Steve Sherman stated that he was also concerned that the authorization had not been granted. Chief Hatten stated that he was cautiously optimistic that by the end of next week there would be some direction.

Chief Hatten informed the Commission that once authorization had been granted by the City and Commission that it was his intention to start the process with the promotion to lieutenant, followed by the promotion to sergeant and then the hiring of an officer. Hatten stated that with the lieutenant position being filled first that individual would then be able to participate in sergeant promotion process. Mark Jelkin state that, although he understood the reasoning behind this, he disagreed and felt the hiring of an officer should be the first position filled. He stated that the officers position needed to be advertised and once the eligibility roster was approved it could be used later to fill the position that would become available after an officer was promoted to sergeant. Chief Hatten stated that the promotion processes and hiring process would all be started fairly close together. His concern with the eligibility roster was that the longer we have the list the more likely it is to have some of the candidates take employment elsewhere and not be available. He stated that he felt that by the end of the year the department would be up to speed. Julie Jensen asked what the Commission's immediate responsibility would be once the authorization was granted from the city and inquired if the Commission should meet sooner than the next scheduled meeting. Chief Hatten responded that the Commission would need to grant authorization to proceed with the hiring and promotion processes. He stated that the Commission could have a special meeting or they could authorize the processes now. Mark Jelkin stated that he did not like the idea of the existing

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patrol staff to have to continue picking up the slack due to the shortage of patrol. Chief Hatten stated that the department has had to accomplish this before and that the processes would be overlapped. Steve Sherman asked if the staff was feeling stress over the shortage. Chief Hatten stated that he felt the stress was not coming from the shortage but due to not knowing what was going to occur – fill the positions, not fill the positions or lose positions. A motion was made by Mark Jelkin, seconded by Steve Sherman, to authorize the start of the hiring and promotion processes pending the approval by the City. Motion carried.

The meeting then proceeded to the final review of the hiring procedures and procedures for promotion. A motion was made by Julie Jensen, seconded by Steve Sherman to approve all the hiring and promotion procedures as presented. Mark Jelkin pointed out that the hiring procedure for the chief position had not finalized. Julie Jensen then retracted her motion to approve the procedures. Discussion was then held with regard to the questions that remained with regard to the hiring of a chief. A motion was then made by Julie Jensen, seconded by Steve Sherman, to approve the hiring procedures for peace officer, communication specialist, records specialist and community service officer as well as the promotional procedures for lieutenant and sergeant. Motion carried.

Chairperson Jelkin asked if there were any items from the floor. Chief Hatten stated that an internal investigation within the police department had been conducted and wanted to inform the Commission that an employee may come to them to ask for a review of the disciplinary action taken.

Mark Jelkin wanted the minutes to reflect their thanks and appreciation to Lt. Erlandson for his years of service with the department.

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 August 18, 2009 at 5:30 pm.

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The Hutchinson Police Commission held a meeting on Tuesday, August 18, 2009, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, Steve Sherman and Chief Daniel Hatten.

The meeting was called to order at 5:40 p.m.

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

Chief Hatten then updated the Commission with regard to personnel staffing. He stated that decisions were made at the budget work shop. The City Council approved the expenditure for the lieutenant and two sergeant positions, the communication specialist position and the hiring of two new peace officers. He stated that there will remain one vacant peace officer position until the 2010 budget is completed and that he agreed with this decision.

The public announcement for the communication specialist position has been completed with a closing date of August 14th. Applications have been received and the process is moving forward. The peace officer position is being advertised at this time and it has a closing date of August 31st. Chief Hatten stated that he knew the Commission had been concerned with regard to getting these positions filled. Chief Hatten then handed out to each Commissioner a timeline that had been developed that included both hiring and promotional processes. He stated that this was done to help stay on track and meet deadlines as well as making sure not to overbook personnel.

Chief Hatten stated that Communication Specialist Heather Daves had already completed her final shift. He stated that approximately 75 applications had been received for this position and that human resources had evaluated the applications and forwarded the top 40 applicants. Hatten stated that he was working on creating the written test process for the promotions. He said that he had spoken with other departments as well as reviewed the company previously used by the department. He stated he was leaning toward using the company Resource Management who was used in previous promotion processes within the department. This company will add the Minnesota Statutes to the test and for a fee would add questions that pertain to the policy manual. After reviewing the timeline handed out by Chief Hatten Chairperson Jelkin suggested that the final interviews be divided up between the Commissioners instead of just having the chairperson perform this function. He stated that this would give each of them experience performing this task which would be beneficial to everyone. After some discussion it was decided that the final interview for the communication specialist position would be done by Commissioner Jensen, the final interview for the peace officer position would be done by Commissioner Sherman and the final interview for the lieutenant and sergeant promotions would be done by Commissioner Jelkin. A discussion was then held with regard to how the final interview process is conducted and explained.

The meeting then proceeded to the police chief hiring process. The process was reviewed and discussed by the commission. A process will be edited to reflect the changes discussed and presented at the next meeting.

Chairperson Jelkin asked if there were any items from the floor. Chief Hatten requested that the next monthly meeting be moved up one week to the 8th of September due to the fact that the communication specialist eligibility roster would need to be approved in order to continue with the process.

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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 6:41 p.m.

Next Meeting to be held on September 8, 2009 at 5:30 pm. (Note date changed from regular schedule.)

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The Hutchinson Police Commission held a meeting on Tuesday, September 8, 2009, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, Steve Sherman and Sgt. Joe Nagel.

The meeting was called to order at 5:28 p.m.

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

Sgt. Nagel then updated the Commission with regard to the hiring process. He stated there were 237 applicants for the peace officer position and the testing would take place September 14th - 17th. Nagel stated that the interviews were tentatively set for the last week in September. He informed the Commission that the promotion for lieutenant closed on the August 31st and that all four sergeants submitted applications. He stated that the sergeants had received information from Chief Hatten with regard to the process and it is anticipated the test for the promotion would be given the week of October 5th. Sgt. Nagel continued by saying that the promotion for sergeant had a closing date of September 18th. This process is not quite on schedule due to the posting of the position was done a little later than had been anticipated.

The next item on the agenda was the eligibility roster for the communication specialist position. Sgt. Nagel provided the list of seven candidates as well as a summary sheet on each individual. He stated that there had been 134 applicants. Each application was evaluated by Human Resources and scored. The top 40 were invited to interview with a total of 34 actually participating in the interview process. Sgt. Nagel stated that there were a number of applicants that have experience in law enforcement. There was some discussion with regard to the process being subjective and the need for further review. A motion was made by Steve Sherman, seconded by Julie Jensen, to certify the list and to move forward in the process to the final interview. Motion carried.

Chairperson Jelkin asked if there were any items from the floor. One item presented was from Mark Jelkin with regard to finalizing the hiring process for police chief. He stated that this process could be tabled until the next meeting however there were some changes needed with regard to Steps 11, 12 and 13 where they refer to "Step 8" and it should be "Step 9". It was asked of Sgt. Nagel how the McLeod County Fair went. He stated that there were no major incidents that were reported. He also stated that the Arts & Crafts Fair was coming up the end of next week.

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 6:05 p.m.

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

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Wednesday, October 21, 2009, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, Steve Sherman and Chief Dan Hatten.

The meeting was called to order at 5:32p.m.

Chairperson Jelkin asked if there were any changes to the minutes from the September 8th meeting. With there being no changes, a motion was made by Steve Sherman, seconded by Julie Jensen, to approve the minutes from the September meeting. Motion carried.

Chief Hatten then updated the Commission with regard to the status of the communication specialist hiring process. He stated conditional offers were made to three individuals – 2 full-time and 1 part-time positions. The backgrounds on the candidates are currently being conducted and should be done soon. Once these are completed the candidates will move to the psychological and physical phase. Commissioner Jensen asked where the eligibility roster stood. Hatten stated that from the six on the roster one individual withdrew by declining the conditional offer, three were given conditional offers and there are two individuals left.

Chief Hatten then presented to the commissioners a memorandum from Sgt. Nagel dated October 21, 2009 that explained the steps that had been taken so far with regard to the hiring process for peace officer and also included summary sheets for the individuals contained in the eligibility roster. Hatten stated that there were approximately 240 candidates that took the written examination offered by Stanard and Associates. The top 77 individuals were granted an initial interview. From these interviews 16 candidates moved forward to the second interview panel and 8 names are contained on the roster. It was asked if the department was looking for three individuals. Chief Hatten stated that the department was approved to hire three. Commissioner Jensen inquired as to when the commission would not consider certifying a list. Chief Hatten explained that if the commission felt that the hiring process was not adhered to by the department the commissioners would then consider not accepted the roster as presented. A motion was then made by Julie Jensen, seconded by Steve Sherman, to approve the eligibility roster of eight candidates as outlined in Sgt. Nagel's October 21st memorandum. Motion carried.

Discussion was then held to determine when the final interviews would be conducted for the peace officer positions. It was determined that Commissioner Sherman would represent the commission on this interview panel. The interviews for the top six candidates will be held sometime the week of October 26th.

The next item on the agenda was to address the status of the promotion process for sergeant. Chief Hatten stated that the process was set and a date determined for the written examination and the external panel interviews. He stated that the nine candidates would begin the process on Thursday, November 19, 2009. The areas in which the candidates would be evaluated is as follows: last 3 evaluations, written examination, two practical exercises with the external panel, interview with the external panel and final interview with Chief Hatten, Human Resource Director Brenda Ewing and a Police Commissioner. Hatten stated that the external panel would consist of individuals from outside agencies with the rank of sergeant or higher. He stated that he had spoken with all the candidates and given them the information they would need with regard to studying for the written examination. Commissioner Jelkin stated that he felt the commission should review and approve the questions for each of the interviews prior to the candidates going before the panels. It was determined that the questions would be forwarded to each of the commissioners prior to the next meeting so that they could review them and come to the

meeting with any questions or changes they felt were necessary. The date for the final interview panel was also discussed and it was determined that the interviews would be accomplished in one or two days and this would occur sometime between November 20th and November 25th.

The next item for discussion was the certification of the lieutenant position opening. Chief Hatten handed out a packet to each commissioner that outlined the scoring results from each of the phases of the process. He stated that the first page contained a summary of all the scores, the next page was the evaluation scores, then the written examination scores. The next pages were the first practical and then the second practical that were both administered by the panel of external chiefs as well as the interview scores from this same panel. The final page was the results from the last interview panel that had consisted of himself, Human Resource Director Brenda Ewing and Commissioner Jelkin. Time was then taken to allow the commissioners to review the information presented. Commissioner Jensen asked Chief Hatten to give a brief background on the four candidates for the position. Hatten then stated how long each of the sergeants had been in the position, how many years they had been in law enforcement and if they had worked for other departments. It was then asked of Chief Hatten what the primary functions are for the lieutenant. He stated that the lieutenant is the second in command and that the daily operation of the department is there responsibility. He stated that this includes scheduling and training for all personnel, overseeing communications and records personnel, and uniform and equipment procurement and distribution.

Chief Hatten stated that a large issue was to create a procedure that tested the skills and abilities of the candidates that is fair and equitable for the position. He stated that all parts of the process needed to be factored in to the final outcome. Commissioner Sherman asked if Chief Hatten felt he needed to go with the individual with the top score as opposed to someone else on the list. Chief Hatten stated that he did not feel he had to go with the top score. He said that if he did not think the individual could do the job and that he would not be able to work productively with the individual he would express those concerns. A motion was made by Julie Jensen, seconded by Steve Sherman, to approve all the candidates for the final interview panel. Motion carried.

Chief Hatten then recommended to the commission to promote Sgt. Tom Gifferson to the lieutenant position. He stated he made this recommendation based on Sgt. Gifferson's years of experience, his education, and his level of performance over the years with the department. He added that the extensive testing process that all the candidates went through he scored the highest. A motion was made by Mark Jelkin, seconded by Steve Sherman, to accept Chief Hattens recommendation to promote Sgt. Gifferson to the lieutenant position and to move ahead with a conditional offer. Chairperson Jelkin asked for any discussion, questions or concerns. After a brief discussion it was asked of Chief Hatten for his opinion regarding his recommendation. Chief Hatten stated that he believed Sgt. Gifferson would be good for the department and community as a whole, that he would work well with the sergeants, officers, communications and support staff. He stated that he believed that they would be able to work well together and accomplish the goals of the department. With there being no further discussion a vote was called for. Motion carried.

Chairperson Jelkin asked if there were any items from the floor. Commissioner Jensen asked for an update with regard to the two disciplinary actions that had occurred earlier this month. Chief Hatten stated that he had met with Shelley Schmidt on two occasions to answer her questions. He stated that he felt Officer Pederson was being very professional with regard to

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the matter. It was asked if he had served his suspension yet to which Chief Hatten stated that he had not but it was scheduled to occur during the month of November.

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 7:06 p.m.

Next Meeting to be held on November 10, 2009 at 5:30 pm.

Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, November 10, 2009, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, Steve Sherman and Chief Dan Hatten.

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

Chairperson Jelkin asked if there were any changes to the minutes from the October 21st meeting. Chairman Jelkin suggested some changes be made on pages 2 and 3 of the minutes that were submitted. A motion was made by Julie Jensen, seconded by Steve Sherman, to approve the minutes from the October meeting with the changes discussed. Motion carried.

Chief Hatten then updated the Commission with regard to the status of the communication specialist hiring process. He stated that he had withdrawn one of the conditional offers due to information that was gathered in the background. The conditional offer for the part-time position was amended to be for the full-time position. All three candidates are waiting to take their physicals and psychological tests. Chief Hatten stated that he had not made any conditional offers for the vacant part-time position at this time due to the training that would be taking place in communications with the new employees.

Chief Hatten then updated the Commission with regard to the status of the peace officer hiring process. He stated that the final interview had taken place wherein the six of the eight on the eligibility roster were interviewed. He stated that this pool of candidates outstanding and it was difficult for the final panel to choose which three to offer the positions. Hatten stated that he contacted the three candidates and made conditional offers to each of them. Alicia Nortrom is one of the candidates and she is from Coon Rapids and currently works a campus security position. The other two candidates that were made offers were Tyler Duenow and Mark Hanneman who currently hold other positions with the department. Hatten stated that Ms. Nortrom would need to complete the background, physical and psychological testing. He said that Mr. Duenow currently was working part-time and could be placed directly into the shift rotation. Finally, Mr. Hanneman would be staying in communications until the department had that area staffed. He added that Mr. Hanneman's field training would most likely be condensed due to his knowledge of the agency.

The next item on the agenda was to address the status of the promotion process for sergeant as well as a review of the interview questions. Chief Hatten stated that he had contacted individuals from outside agencies to participate in the external interview panel. He stated that three were confirmed and he was waiting on the final two. The three that had agreed were from Willmar, Alexandria and Wayzata. A review of the questions for each of the interviews then occurred. Clarification was made that there were two sets of questions. One set was for the external assessors and the second was for the final interview panel that comprised of the Chief, Human Resources and a Police Commissioner. After the review and discussion of the questions a motion was made by Julie Jensen, seconded by Steve Sherman, to approve the questions as presented for this particular promotional process. Motion carried.

Chairperson Jelkin asked if there were any items from the floor. Chief Hatten asked to determine the date and which commissioner would be able to participate in the final interviews for the nine candidates for the sergeant promotion process. Discussion was then held and it was agreed that Chairperson Jelkin and Commissioner Sherman would check their calendars and Chief Hatten would check with Brenda Ewing, Human Resource Director before a date would be chosen.

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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 6:12 p.m.

Next Meeting to be held on December 1, 2009 at 5:30 pm.

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The Hutchinson Police Commission held a meeting on Tuesday, December 1, 2009, at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, Steve Sherman and Chief Dan Hatten.

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

Chairperson Jelkin asked if there were any changes to the minutes from the November 10th meeting. With there being none a motion was made by Julie Jensen, seconded by Steve Sherman, to approve the minutes from the November meeting. Motion carried.

Chief Hatten then updated the Commission with regard to the status of the communication specialist hiring process. He stated that the conditions had been removed from the offers. He informed the Commission that Shannon Sherman had been given a start date of December 13th. He added that the psychological results had just been received on Traci King and that her start date would be either December 13th or December 21st depending on if her current employer would accept less than a full two-week notice. Chief Hatten then requested of the Commission to start the hiring process for communications. He stated that the list had been exhausted and there was a third position that needed to be filled. A motion was made by Steve Sherman, seconded by Julie Jensen, to begin advertising for a full-time communication specialist position. Motion carried.

Chief Hatten then updated the Commission with regard to the status of the peace officer hiring process. He stated that Alicia Nortrom is scheduled for her psychological this week and once the results are received a start date would be established. He added that once a start date was given Tyler Duenow would be changed from part-time to full-time as well as Mark Hanneman. He said that Hanneman would remain working in communications however until such time as it was no longer necessary for training purposes of the new communications personnel.

Chief Hatten then informed the Commission that he had received a letter of resignation from Officer Shelby Franklin. Officer Franklin has accepted a position with the North Dakota Bureau of Criminal Investigation and that his final day of employment with the city would be December 13th. With this resignation there is an open licensed officer position which the City Administrator has authorized to fill. Chief Hatten stated that there is a current eligibility roster but that there is a possibility they have accepted a position with another agency. A motion was made by Mark Jelkin, seconded by Julie Jensen, to move forward with filling the vacancy using the current list. Motion carried.

The next item on the agenda was the recommendation from Chief Hatten for the sergeants' promotion. Chief Hatten made the recommendation to the Commission to promote the officers that scored first and second from the promotional process. He distributed to each of the commissioners the breakdown of all the scores as well as a summary that ranked all the officers that applied. Commissioner Jensen asked if all officers that were eligible applied for the position. Hatten stated that there were two who were eligible that did not apply and that Officer Franklin had applied but withdrew due to his position with North Dakota. It was requested of Chief Hatten to explain what was involved with the two practical exercises that the officers completed. A motion was made by Steve Sherman, seconded by Julie Jensen, to approve the recommendation of Chief Hatten to promote Officer Adam Ament and Officer Ben Erlandson to the position of Sergeant. Motion carried.

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.

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Time of adjournment was 6:10 p.m.

Next Meeting to be held on January 5, 2010 at 5:30 pm.
