

## Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday, January 18, 2011 at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, Verne Meyer, and Chief Daniel Hatten.

### **Call the Meeting to Order:**

The meeting was called to order by Chairperson Jelkin at 5:31 p.m.

### **Approval of Agenda:**

Chairperson Jelkin asked if there were any changes to the agenda. There being none the meeting proceeded.

### **Approval of Minutes:**

Chairperson Jelkin asked the Commission to approve the minutes from the December 14th meeting. Motion was made by Commissioner Jensen, seconded by Commissioner Meyer, to approve the minutes from the December meeting. Motion carried unanimously.

### **Staffing Issues:**

Chief Hatten advised the Commission that Communication Specialist Christina Gerdes had accepted the offer of a full-time position of Communication Specialist for the City of Hutchinson. Gerdes is currently waiting for the city's Human Resources Department to complete the paperwork.

Chief Hatten advised the Commission that Officer Sayre has tested and is first on the hiring list for the City of St. Cloud, MN. The St. Cloud PD is currently completing the background investigation on Sayre before making a formal offer of hire.

Chief Hatten asked the Commission for approval to begin the hiring process for one full-time police officer position if Officer Sayre is hired by the City of St. Cloud Police Department. Motion was made by Commissioner Jensen, seconded by Chairperson Jelkin, to begin the hiring process for the position of full-time Police Officer for the City of Hutchinson. Motion carried unanimously.

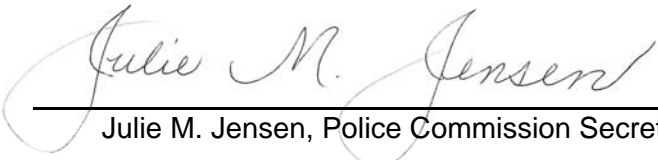
### **Review Police Commission Layoff Process:**

The Commission reviewed the 2<sup>nd</sup> draft outline presented at the meeting by each of the commissioners and Chief Hatten. After a lengthy discussion addressing the points where the Commission was in agreement and the areas of concern, Commissioner Jensen offered to draft a revised outline. This outline will be available in advance of the February meeting, where it will be reviewed and further revised.

With there being no further business to discuss, a motion was made by Commissioner Jensen, seconded by Chairperson Jelkin to adjourn the meeting. The motion carried, unanimously.

Time of adjournment was 7:27 p.m.

**Next Meeting to be held on, February 7th, 2011, at 5:30 pm.**

  
Julie M. Jensen, Police Commission Secretary

## **Hutchinson Police Commission Minutes**

The Hutchinson Police Commission held a meeting on Monday, February 7, 2011 at the Hutchinson Emergency Operation Center. Present at the meeting were Mark Jelkin, Julie Jensen, and Chief Daniel Hatten.

### **Call the Meeting to Order:**

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

### **Approval of Agenda:**

Chairperson Jelkin asked if there were any changes to the agenda. There being none the meeting proceeded.

### **Approval of Minutes:**

Chairperson Jelkin asked the Commission to approve the minutes from the January 18th meeting. Motion was made by Commissioner Jensen, seconded by Chairperson Jelkin, to approve the minutes from the January meeting. Motion carried unanimously.

### **Appointment of Commission Officers:**

Commissioner Jensen was appointed Chairperson for 2011.

Commissioner Meyer was appointed Secretary for 2011

The motions were made by Commissioner Jelkin and seconded by Commissioner Jensen. Motions carried unanimously.

### **2011 Meeting Dates:**

For 2011 the Hutchinson Police Commission has selected the 3<sup>rd</sup> Tuesday of each month at 5:30 pm for their monthly meetings. The location of the meetings will be at the Hutchinson Police Emergency Operation Center, 44 Washington Ave W, Hutchinson, MN 55350

**Note:** Commission Chairperson Jelkin turned the remainder of the meeting to newly appointed Chairpersons Jensen.

### **Staffing Issues:**

Chief Hatten advised the Commission that Communication Specialist Christina Gerdes accepted and received the formal paperwork from the Human Resources Department of the City of Hutchinson. January 9<sup>th</sup> was the official hire date for Gerdes.

Chief Hatten advised the Commission that Officer Sayre was still waiting for a formal job offer from the City of St. Cloud. The approval to begin the hiring process after Sayre's letter of resignation is received is still authorized by the Commission from the January meeting.

### **Review Police Commission Layoff Process:**

The Commission reviewed the 3<sup>rd</sup> draft outline presented at the meeting by each of the commissioners and Chief Hatten. After a lengthy discussion addressing the points where the Commission was in agreement and the areas of concern, Chief Hatten offered to draft a 4<sup>th</sup> revised outline. This outline will be forwarded to Commissioner Meyer for his review before sending on to the city administration. The draft will then be forwarded to the City Administrator, City Attorney, and Human Resource Director for their input on the drafted process. The Chief will Contact the League of Minnesota Cities attorney Scott M. Lepak to schedule a meeting date with the Commission to review the draft process.

With there being no further business to discuss, a motion was made by Commissioner Jelkin, seconded by Chairperson Jensen to adjourn the meeting. The motion carried, unanimously.

Time of adjournment was 6:20 p.m.

**Next Meeting to be held on, March 15, 2011, at 5:30 pm.**

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Verne Meyer, Police Commission Secretary

## **Hutchinson Police Commission Minutes**

The Hutchinson Police Commission held a meeting on Tuesday March 15, 2011 at the Hutchinson Emergency Operation Center. Present at the meeting were Commissioners Julie Jensen, Mark Jelkin, Verne Meyer, and Chief Daniel Hatten.

### **Call the Meeting to Order:**

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

### **Approval of Agenda:**

Chairperson Jensen asked if there were any changes to the agenda. There being none the meeting proceeded.

### **Approval of Minutes:**

Chairperson Jensen asked the Commission to approve the minutes from the February 7th meeting. Motion was made by Commissioner Jelkin, seconded by Commissioner Jensen, to approve the minutes from the February meeting. Motion carried unanimously.

### **Staffing Issues:**

Chief Hatten advised the Commission that Officer Sayre was still waiting for a formal job offer from the City of St. Cloud. Chief Hatten also informed the Commission that Officers Mathwig, Graff, and Larson were in various stages of the hiring process for other departments. Chief Hatten advised the Commission that he had been given approval from the City Administrator to begin the hiring process even though officially there are no vacant positions at this time. There was no action required by the Commission.

### **Review Police Commission Layoff Process:**

A motion was made by Commissioner Jelkin, seconded by Chairperson Jensen to table further action on section 21, the layoff process, until Commissioner Meyer was able to review the latest draft. Motion carried unanimously.

### **Items from The Floor:**

Chairperson Jensen requested the Commission begin the annual review process of the Police Commission Rules and Regulations at the April meeting.

With there being no further business to discuss, a motion was made by Commissioner Jelkin, seconded by Chairperson Jensen to adjourn the meeting. The motion carried unanimously.

Time of adjournment was 6:04 p.m.

**Next Meeting to be held on, April 19 2011, at 5:30 pm.**

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Verne Meyer, Police Commission Secretary

## **Hutchinson Police Commission Minutes**

The Hutchinson Police Commission held a meeting on Tuesday April 19, 2011 at the Hutchinson Emergency Operation Center. Present at the meeting were Commissioners Julie Jensen, Mark Jelkin, Verne Meyer, and Chief Daniel Hatten.

### **Call the Meeting to Order:**

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

### **Approval of Agenda:**

Chairperson Jensen asked if there were any changes to the agenda. A motion was made by Commissioner Jelkin to table agenda item 6 until the May meeting, seconded by Commissioner Meyer. The motion carried unanimously. There being no other amendments the meeting proceeded.

### **Approval of Minutes:**

Chairperson Jensen asked the Commission to approve the minutes from the March 15th meeting. Motion was made by Commissioner Jelkin, seconded by Commissioner Meyer, to approve the minutes from the March meeting. Motion carried unanimously.

### **Staffing Issues:**

Chief Hatten advised the Commission that Officer Sayre and Officer Mathwig submitted their formal letters of resignation. Their resignations were accepted by Chief Hatten with an effective date of April 30, 2011. Chief Hatten also informed the Commission that Officer Mathwig requested to be considered for employment by the City of Hutchinson as a part-time police officer. If approved by the Commission, Officer Mathwig's status would be reclassified from full-time to part-time effective May 1, 2011. A motion was made by Commissioner Jelkin, seconded by Commissioner Meyer, to accept the resignation of Officers Sayre and Mathwig and reclassify Officer Mathwig from full-time to part-time employment status. Motion carried unanimously.

Chief Hatten advised the Commission the hiring process for full-time police officer had begun. The written testing process started today, April 19<sup>th</sup>. The Commissioners were also given a copy of the hiring process schedule.

### **Review Police Commission Layoff Process:**

A motion was made by Commissioner Jelkin, seconded by Commissioner Meyer to contact the League of Minnesota Cities' attorney and schedule a date to meet with the Police Commission to review Section 21 of the Rules and Regulations. Motion carried unanimously.

### **Items from the Floor:**

With there being no further business to discuss, a motion was made by Commissioner Meyer, seconded by Commissioner Jelkin, to adjourn the meeting. The motion carried unanimously.

Time of adjournment was 6:12 p.m.

**Next Meeting to be held on, May 17, 2011, at 5:30 pm.**

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Verne Meyer, Police Commission Secretary

## **Hutchinson Police Commission Minutes**

The Hutchinson Police Commission held a meeting on Tuesday May 17th, 2011 at the Hutchinson Emergency Operation Center. Present at the meeting were Commissioners Julie Jensen, Mark Jelkin, Verne Meyer, Chief Daniel Hatten, and Attorney Scott Lepak.

### **Call the Meeting to Order:**

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

### **Approval of Agenda:**

Chairperson Jensen asked if there were any changes to the agenda. A motion was made by Commissioner Jelkin to accept the agenda as written, seconded by Commissioner Meyer. The motion carried unanimously.

### **Approval of Minutes:**

Chairperson Jensen asked the Commission to approve the minutes from the April 19th meeting. Motion was made by Commissioner Meyer, seconded by Commissioner Jelkin, to approve the minutes from the April meeting. Motion carried unanimously.

### **Staffing Issues:**

Chief Hatten advised the Commission that Officer Janelle Graff submitted her formal letter of resignation. Her resignation was accepted by Chief Hatten with an effective date of June 8, 2011. A motion was made by Commissioner Jelkin, seconded by Commissioner Meyer, to accept the resignation of Officer Graff and authorized the Chief to fill the vacant police officer position. Motion carried unanimously.

Chief Hatten advised the Commission the hiring process for full-time police officers is continuing on schedule. The written test and first round of interviews have been completed. There are 18 candidates invited back to the second interview which is scheduled for the week of May 23<sup>rd</sup>.

### **Review Police Commission Layoff Process:**

Attorney Scott Lepak from the League of Minnesota Cities was present at the meeting to review the draft document of Section 21 Layoff Procedures with the Commission. Scott Lepak went through each step of the procedure with the Commission offering his suggestions and clarifications. Following Scott Lepak's presentation the Commission made some changes to the draft. Chief Hatten will make the changes to the draft document as suggested by the Commission then forward it on to them for their review.

### **Items from the Floor:**

Chief Hatten asked the Commission to call a special meeting to certify the eligibility roster of police officer candidates. Chief Hatten will schedule a meeting date following the completion of the second round of interviews.

With there being no further business to discuss, a motion was made by Commissioner Meyer, seconded by Commissioner Jelkin, to adjourn the meeting. The motion carried unanimously.

Time of adjournment was 7:09 p.m.

**Next Meeting to be held on, June 21, 2011, at 5:30 pm.**

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Verne Meyer, Police Commission Secretary

## **Hutchinson Police Commission Minutes**

The Hutchinson Police Commission held a meeting on Tuesday May 31<sup>st</sup>, 2011 at the Hutchinson Police Station. Present at the meeting were Commissioners Julie Jensen, Mark Jelkin, Verne Meyer, Chief Daniel Hatten.

### **Call the Meeting to Order:**

The meeting was called to order by Chairperson Jensen at 5:33 p.m.

### **Approval of Agenda:**

Chairperson Jensen asked if there were any changes to the agenda. A motion was made by Commissioner Meyer to accept the agenda as written, seconded by Commissioner Jelkin. The motion carried unanimously.

### **Approval of Eligibility Roster:**

Chief Hatten presented the list of candidates for the position of Police Officer for certification by the Police Commission. Chief Hatten advised the Commission these candidates had successfully completed the first three steps of the hiring process. After some discussion a motion was made by Commissioner Jelkin, seconded by Commissioner Meyer to certify the Police Officer eligibility roster. Motion carried unanimously.

The Commission selected Chairperson Jensen to be their representative on the final interview board. The interviews will be scheduled for the week of June 13<sup>th</sup> – 16<sup>th</sup>.

A motion was made by Commissioner Meyer, seconded by Commissioner Jelkin, to utilize the interview questions previously approved by the Police Commission. Motion carried unanimously.

### **Items from the Floor:**

There were no items for discussion.

With there being no further business to discuss, a motion was made by Commissioner Meyer, seconded by Commissioner Jelkin, to adjourn the meeting. The motion carried unanimously.

Time of adjournment was 7:07 p.m.

**Next Meeting to be held on, June 21, 2011, at 5:30 pm.**

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Verne Meyer, Police Commission Secretary

## Hutchinson Police Commission Minutes

The Hutchinson Police Commission held a meeting on Tuesday June 21<sup>st</sup>, 2011 at the Hutchinson Police Station. Present at the meeting were Chairperson Julie Jensen, Mark Jelkin, Chief Daniel Hatten.

### **Call the Meeting to Order:**

The meeting was called to order by Chairperson Jensen at 5:27 p.m.

### **Approval of Agenda:**

Chairperson Jensen asked if there were any changes to the agenda. A motion was made by Commissioner Jelkin to accept the agenda as written with the review of the Police Commission Rules and Regulations tabled, seconded by Chairperson Jensen. The motion carried unanimously.

### **Approval of Minutes:**

Chairperson Jensen asked the Commission to approve the minutes from the May 17<sup>th</sup> and May 31<sup>st</sup> meetings. Commissioner Jelkin had a correction to the May 17<sup>th</sup> meeting minutes. **In Items from the Floor** it was Commissioner Jelkin who called for the special meeting not Chief Hatten. Motion was made by Commissioner Jelkin, seconded by Chairperson Jensen, to approve the minutes from the May meetings with that one correction. Motion carried unanimously.

### **Staffing Issues:**

Chief Hatten advised the Commission that Officer Winslow submitted his formal letter of resignation. His resignation was accepted by Chief Hatten with an effective date of June 10th, 2011. A motion was made by Commissioner Jelkin, seconded by Chairperson Jensen, to accept the resignation of Officer Winslow. Motion carried unanimously.

### **Approval of Eligibility Roster:**

Chief Hatten presented the final list of candidates for the position of Police Officer for certification by the Police Commission. Chief Hatten advised the Commission these candidates had successfully completed the first three steps of the hiring process and the Chief's Interview. Motion was made by Commissioner Jelkin, seconded by Chairperson Jensen, to certify the Police Officer final eligibility roster. Motion carried unanimously.

### **Approval of Police Commission Layoff Process:**

The 7<sup>th</sup> draft of Section 21 was reviewed by the Commission. After some discussion and minor changes to the draft a motion was made by Commissioner Jelkin, seconded by Chairperson Jensen, to approve the final version as the process to be followed during an employee layoff process. Motion carried unanimously.

### **Items from the Floor:**

There were no items for discussion.

With there being no further business to discuss, a motion was made by Commissioner Jelkin, seconded by Chairperson Jensen, to adjourn the meeting. The motion carried unanimously.

Time of adjournment was 6:18 p.m.

**Next Meeting to be held on, July 19, 2011, at 5:30 pm.**

## **Hutchinson Police Commission Minutes**

The Hutchinson Police Commission held a meeting on Tuesday July 19<sup>th</sup>, 2011 at the Hutchinson Police Station. Present at the meeting were Chairperson Julie Jensen, Mark Jelkin, Chief Daniel Hatten.

### **Call the Meeting to Order:**

The meeting was called to order by Chairperson Jensen at 5:22 p.m.

### **Approval of Agenda:**

Chairperson Jensen asked if there were any changes to the agenda. A motion was made by Commissioner Jelkin to accept the agenda as written, seconded by Chairperson Jensen. The motion carried unanimously.

### **Approval of Minutes:**

Chairperson Jensen asked the Commission to approve the minutes from the June 21<sup>st</sup> meeting. Motion was made by Chairperson Jensen, seconded by Commissioner Jelkin, to approve the minutes from the June meeting. Motion carried unanimously.

### **Staffing Issues:**

Chief Hatten advised the Commission there were no staffing issues at this time.

### **Update on the Police Officer Hiring Process:**

Chief Hatten advised the Commission 3 candidates were currently in the background process. Two of the candidates are on schedule to be hired by mid August with the third candidate to be hired shortly thereafter. Chief Hatten also informed the Commission with the state shutdown the police licensing board, POST, was closed. Chief Hatten will not be able license the new hires until such time POST is open again.

### **Review Police Commission Rules and Regulations:**

The Commission was able to review the City of Hutchinson Police Civil Service Commission Rules and Regulations during the meeting. A motion was made by Commissioner Jelkin to accept the rules and regulations with the changes, seconded by Chairperson Jensen. The motion carried unanimously.

### **Items from the Floor:**

There were no items for discussion.

With there being no further business to discuss, a motion was made by Commissioner Jelkin, seconded by Chairperson Jensen, to adjourn the meeting. The motion carried unanimously.

Time of adjournment was 6:18 p.m.

**Next Meeting to be held on, August 16, 2011, at 5:30 pm.**

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Verne Meyer, Police Commission Secretary

## **Hutchinson Police Commission Minutes**

The Hutchinson Police Commission held a meeting on Tuesday August 16, 2011 at the Hutchinson Police Station. Present at the meeting were Chairperson Julie Jensen, Commissioners Mark Jelkin, Verne Meyer, and Chief Daniel Hatten.

### **Call the Meeting to Order:**

The meeting was called to order by Chairperson Jensen at 5:20 p.m.

### **Approval of Agenda:**

Chairperson Jensen asked if there were any changes to the agenda. A motion was made by Commissioner Jelkin to accept the agenda as written, seconded by Commissioner Meyer. The motion carried unanimously.

### **Approval of Minutes:**

Chairperson Jensen asked the Commission to approve the minutes from the July 19th meeting. Motion was made by Chairperson Jensen, seconded by Commissioner Jelkin, to approve the minutes from the July meeting with the one addition. Motion carried unanimously.

### **Staffing Issues:**

Chief Hatten advised the Commission there were no staffing issues at this time.

### **Update on the Police Officer Hiring Process:**

Chief Hatten advised the Commission 2 of the 3 candidates had been hired and were in field training process. The 3<sup>rd</sup> candidate is scheduled to be hired on August 22nd. Chief Hatten advised the Commission he would try to schedule the 3 new officers to attend the next Police Commission meeting for introductions.

### **Position Description Update:**

This was tabled to the September meeting.

### **Items from the Floor:**

There were no items for discussion.

With there being no further business to discuss, a motion was made by Commissioner Jelkin, seconded by Commissioner Meyer, to adjourn the meeting. The motion carried unanimously.

Time of adjournment was 6:18 p.m.

**Next Meeting to be held on, September 20, 2011, at 5:30 pm.**

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Verne Meyer, Police Commission Secretary