

# Police Civil Service Commission

**Meeting Minutes Tuesday October 4, 2011**

**Elm Conference Room, Roseville City Hall**

Commissioners Present:

Don Drackert, chairperson, Jim Campbell, Zoe Jenkins, recording secretary

Others present:

Rick Mathwig, Chief, Roseville Police Department

A. The meeting was called to order by Chairperson Mr. Drackert at 1:03 p.m.

B. The minutes from the May 10, 2011 meeting were approved.

C. The purpose of this meeting is to certify the Sergeant Promotional Test.

Chief Mathwig spent considerable time explaining the process that would be followed by those applying for promotion to sergeant. The promotional exam includes:

1. file review
2. community group presentation
3. take home written exercise
4. "in basket" tool simulating situations encountered in the work environment
5. peer review

Each step was described in detail.

Three finalists will be selected through this process and the Civil Service Commission will be asked to certify them. Following this, the Chief will interview the finalists and submit one name to the city manager.

Applications for promotion to sergeant ended Friday, October 7, 2011. The following list includes the applicants, all of whom are officers:

Marc Schultz	Tom Gray	John Riley
Mark Ganley	Aaron Craven	
Jen Engh	Jason Gehman	
Brady Martin	Grant Dattilo	

D. The 2011 Sergeant Promotion Test was certified by the Commission.

Chief Mathwig indicated testing will begin Monday, October 31, 2011 at 8:30 a.m. in the Willow Room at City Hall. Members of the commission are invited to observe. Mr. Drackert indicated he would be interested in observing the process.

Mr. Campbell expressed the appreciation of the Commission to the Chief and his department for not checking vehicle registrations. The media has reported that various agencies were doing this; the purpose of which was unclear. Mr. Campbell also expressed thanks to the Chief and department assistant Kelly Roberto for their hard work.

E. The next meeting of the Civil Service Commission is scheduled for Monday, November 7, 2011 at 1:00 p.m. in the Elm Room at the City Hall. At this time the Commission will consider certification of the Sergeant Promotion Register.

F. There being no further business, the meeting was adjourned.

Respectfully submitted,

Zoe Jenkins

October 8, 2011