

**Roseville Police Civil Service Commission Annual Meeting
Tuesday February 19, 2008
5:00 pm
Balsam Conference Room
Roseville City Hall**

Members Present:

Commissioners Dick Houck, Linda Lange and Mary Jean Turinia Anderson

Others Present:

Chief Carol Sletner, City Manager Bill Malinen

Commissioner Houck called the meeting to order at 5:06pm.

Minutes of the January 17, 2008 Commission meeting were reviewed. Houck requested an addition to page two, paragraph 2, as follows: "*Houck moved and Lange seconded to furnish pertinent information regarding the re-creation of Deputy Chief position in the Roseville Police Department to the Roseville City Council in the event of the Council's future consideration of such action. The vote was unanimous in favor*". The commission voted to approve the minutes with this addition and clarification.

Election of Officers was discussed, in view of Houck's term ending in one month. Turinia Anderson moved and the Commission voted to elect Lange as Chair of the Commission, effective at the end of Houck's term.

The Winter 2007 Patrol Entry Level List was reviewed. There are currently two patrol openings and four names on the list (attached). Chief Sletner explained that background checks are underway on two candidates and a conditional job offer has been extended to one candidate. After further discussion, the Commission voted to certify the Police Entry level list.

The Commission discussed legal counsel's January 22, 2008 letter to Chief Sletner regarding whether the position of Captain is under jurisdiction of the Civil Service Commission (letter attached). There was discussion of the process used to reclassify the Lt's position to a Captain position on December 19, 2005, since Captain level duties were already being performed by the Lt. Commissioner Houck asked that the Chief develop general selection and qualification criteria, including training and experience levels, for both the Lt. and Capt. Positions. This, to ensure that such criteria are understood, clearly set out and included in the Commission's reference manual, for future filling of these positions. Lange asked that this information be provided before the end of Houck's term.

The Commission's last item of business was review of Houck's draft statement to the City Council, entitled "The Possible Establishment/Re-establishment of the Deputy Chief Position on the Roseville Police Department" (attached). This follows from previous discussion at the Commission's January 17, 2008 meeting.

Members re-worded two areas of the statement, as follows:

- 1) First paragraph, page one, to read:
 - a. *“By unanimous vote of the Roseville Police Civil Service Commission on January 19, 2008, the following information is furnished without recommendation to the Roseville City Council for its consideration in regard to any future action pertaining to a Deputy Chief position.”*
- 2) Last paragraph, page two, to read:
 - a. *“If the Deputy Chief position were to be re-created by the City Council, and if the position of Captain could/would then be abolished or left unfilled, such action would remove the advancement to position of Captain from police department employees under the jurisdiction of the Civil Service Commission.”.*

Lange moved and the Commission voted to accept the statement as revised. Houck will finalize the statement. He directed that the statement be submitted to the Roseville City Council. He asked City Manager Malinen to facilitate this and Malinen agreed to do so.

Other Business:

In other business, there was brief discussion of the City Council’s appointment of a new Commission member, interview timeline, etc. Lange asked that the Commission be notified as soon as possible when an appointment has been made.

Commission members, Chief Sletner and City Manager Malinen thanked Commissioner Dick Houck for his dedication and years of service on the Commission and to the City of Roseville.

Adjournment:

Meeting adjourned at 5:50 pm.

Respectfully Submitted,

MJ Turinia Anderson
Commissioner
Sec/Recorder

ROSEVILLE POLICE CIVIL SERVICE COMMISSION

RE: The Possible Establishment/Re-establishment of the Deputy Chief Position on the Roseville Police Department.

By unanimous vote by the Roseville Police Civil Service Commission on January 19, 2008, the following information is furnished without recommendation to the Roseville City Council for its consideration in regard to any future action in regard Deputy Chief Position.

According to Minn. Stat. 412.671, the City Council is responsible for creating departments, divisions and bureaus for the administration of affairs of the City as it deems necessary, and altering their powers and organization. In addition, the City Council must approve all regular full-time positions and regular part-time positions which are expected to continue for more than one year. RCC Section 104.01(d).

The Roseville Police Civil Service Commission was established by the Village of Roseville Ordinance Number 221 according to provisions of State Statute, Chapter 419, M.S.A. on March 23, 1954 and as adopted and approved on October 22, 1956.

The Roseville Police Civil Service Commission supervises the hiring, promotion, demotion, suspension and discharge of employees in the positions in the Roseville Police Department which have been established by the Council, pursuant to rules and procedures established by the Commission.

By action of the Minnesota State Legislature in the 1983 session, a special legislative act removed the Roseville chief and deputy chief position from the jurisdiction of the Civil Service Commission pursuant to Minnesota Statutes, Chapter 419.

By action of the City Council on March 31, 2003, the position of Deputy Chief position was abolished.

At the City Council meeting on August 8, 2005, a request was made to create a police Captain position to replace the Deputy Chief position. However, the City Council on December 19, 2005 instead, approved the reclassification of Lieutenant Mathwig to Captain by its adoption of Resolution 10364, entitled "Resolution Adopting the Final 2006 Annual Budget for the City of Roseville." Accordingly, it is the stated opinion of the City Attorney dated January 22, 2008, file No. 4002(1)-0005, "In a reclassification, no vacancy is created to be filled by promotion and the incumbent employee stays in the reclassified position. Since Lieutenant Mathwig was reclassified as Captain, no vacancy occurred in the classified service to be filled by promotion based on competitive examination. Future vacancies in the position of Captain should be filled by promotion pursuant to Civil Service Commission procedures."

It is therefore the understanding of the Police Civil Service Commission that the Captain position is under the jurisdiction of the Civil Service Commission and therefore is a position that is available as an advancement/promotion position to all qualified members of the police force pursuant to the rules and regulations established for such advancements by the Police Civil Service Commission.

If the Deputy Chief position were to be re-created by the City Council, and if the position of Captain could/would then be abolished or left unfilled, such action would remove the advancement to position of Captain from police department employees under the jurisdiction of the Civil Service Commission.

Richard J. Houck, Chairman
Roseville Police Civil Service Commission