

Roseville Police Civil Service Commission (PCSC)

Meeting Minutes: Tuesday, May 25, 2010

Elm Conference Room - Roseville City Hall

Members Present:

Commissioners James Campbell, Teresa Bailey and Don Drackert

Others Present for the Agenda Items: RPD Captain Mathwig and Mr. Richard Houck

Chairperson Campbell called the meeting to order at 1:00 pm and the previously provided agenda was reviewed and agreed upon as submitted.

- A. Approval of Previous Meeting Minutes:** The PCSC reviewed and unanimously approved the April 13, 2010 meeting minutes.
- B. Oath of Office:** The newest member of the commission, Don Drackert, was administered the oath of office by Captain Mathwig. Captain Mathwig will file the oath of office, signed and attested to by Mr. Drackert, with the city clerk.
- C. Status of Any Previous Action Items:**

Action Item #1: Captain Mathwig:

Captain Mathwig has been unable to verify with the Roseville's legal counsel the 30-day (Minnesota Statue) versus 90-day (current Roseville R&Rs) time for temporary employee retention. He anticipates having this information available at our next meeting.

ACTION ITEM: STILL OPEN

Action Item #2: Chairperson Campbell:

Mr. Houck was in attendance at today's meeting per his previous request. Mr. Houck presented his concerns to the commission relative to procedures for promotion to Lieutenant and Captain in the RPD. Mr. Houck was advised of the promotion procedures being incorporated into our currently being revised: **Rules of the Police Civil Service Commission, City of Roseville, Minnesota**. Specifically:

“Rule 4, PROMOTIONS: *Openings in non-entry level positions except the position of Deputy Chief of Police and Chief of Police shall be filled from the Promotion Registers maintained for each rank by the Commission and kept on file with the Police Department. The Promotion registers shall contain the name of officers of the department who have successfully completed competitive examinations testing, the relative qualifications of each applicant, ranked from highest score to lowest. Names shall be deleted from the registers after they have been on the register for next year.*”

(Continued on page 2)

Mr. Houck concurred with the proposed policy and indicated it fully addressed his concerns in this regard. **ACTION ITEM: NOW CLOSED**

Action Item #3: Captain Mathwig:

Captain Mathwig will provide the Commission with copies of current position descriptions for the following RPD officer positions: Lieutenant, Sergeant and Officer.

ACTION ITEM: OPEN

Action Item #4: Captain Mathwig:

The PCSC completed its review of the ***Rules of the Police Civil Service Commission, City of Roseville, Minnesota Revision***. Captain Mathwig is going to oversee the final document updating and after all changes have been incorporated, e-mail a copy to each member of the PCSC for final recommended changes before forwarding it to the contracted City Attorney for review against State Statutes and other City of Roseville policies.

ACTION ITEM: OPEN

D. Other Discussion Items:

The next meeting of the Roseville PCSC will be scheduled by the Chairperson when a revised document is finished and distributed to the PCSC by Captain Mathwig.

Adjournment

As no other matters were brought to the attention of the PCSC, Chairperson Campbell adjourned the meeting at 2:00 pm.

Respectfully submitted, June 1, 2010

Don Drackert
Recording Secretary
Commissioner, Roseville PCSC