



CITY OF SOUTH ST. PAUL MEETING AGENDA

Council Chambers
125 3rd Avenue North
South St. Paul, MN 55075

Tuesday, May 6, 2025

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MEETING MINUTES**
 - A. Civil Service Meeting Minutes of April 8th, 2025
- 4. NEW BUSINESS**
 - A. Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program
 - B. Certification of Top Eligible Applicants
- 5. STAFF UPDATES:**
- 6. ADJOURNMENT**



AGENDA REPORT

DATE:

May 6, 2025

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

3.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Civil Service Meeting Minutes of April 8th, 2025

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as submitted.

OVERVIEW

Approval of Meeting Minutes for the regular meeting held on Tuesday, April 8th, 2025.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2025 0408 Regular Meeting Minutes

South St. Paul Civil Service Meeting

DATE/ PLACE/ TIME:

Tuesday, April 8th, 2025
City Hall Council Chambers
10:00 AM

RECORDER:

Brianna Rosburg

PERSONS ATTENDING:

Commissioner John Lagoo
Commissioner James Woodburn
Commissioner Kay Francis
Commander Mike Running

Commissioner Woodburn called the meeting to order at 10:00AM.

Motion to approve the agenda for the regular meeting of Tuesday, April 8th, 2025, was made by Commissioner Francis and seconded by Commissioner Lagoo. Motion passed (3-0)

Motion to approve the civil service regular meeting minutes for March 4th, 2025, was made by Commissioner Lagoo and seconded by Commissioner Francis. Motion passed (3-0).

Commander Running provided the department update, highlighting the ongoing efforts and achievements of the Community Response Team (CRT). Since January, the CRT has been actively engaged in a variety of departmental duties and has taken part in numerous proactive law enforcement initiatives throughout the city. In addition to these responsibilities, the CRT has served as a public-facing arm of the department, conducting fraud prevention seminars at local high-rise residences, and delivering educational presentations at area schools.

The positive impact of the CRT has already been evident, and the department remains committed to maintaining and supporting this valuable unit.

The annual mandatory Use of Force Training is currently underway and is being held in the City Council Chambers. This training covers a wide range of topics, from ground defense techniques to the use of less-lethal force options. K9 Doug also participated in the training to help ensure officers are confident and prepared to work with him in K9 apprehension arrests.

Additionally, Officers Peter Harris, Dylan Christiansen, and Sergeant Jered Deal recently responded to a medical emergency involving a woman in labor. Upon arrival, it became clear the birth was imminent. Thanks to their swift and skilled response, the baby was successfully delivered, and the mother remained safe and healthy. The Commission extends its congratulations and appreciation to these officers for their outstanding work on this call.

There was no other business before the Commission.

A motion to adjourn the meeting was made by Commissioner Lagoo and seconded by Commissioner Francis. Motion passed (3-0). The meeting was adjourned at 10:20 AM.

Rosburg / 2116

NEXT MEETING DATE:

Tuesday, May 6th, 2025
City Hall Council Chambers
10:00 AM



AGENDA REPORT

DATE:

May 6, 2025

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

4.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Intensive Comprehensive Peace Officer Education and Training (ICPOET) Program

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Discussion

OVERVIEW

In 2024, the State of Minnesota Office of Justice Programs received funding to administer a grant program to assist Minnesota law enforcement agencies with hiring. The Minnesota Legislature created the program to help agencies experiencing staffing shortfalls due to officers retiring and fewer people choosing to enter the profession. During the inaugural round of grants, forty-six agencies across the state received funding for the ICPOET program, sponsoring a total of 94 candidates who already possessed two and four-year degrees and desiring to make a career transition into law enforcement.

Selected candidates attended an intensive, comprehensive training program at Alexandria Technical Community College or Hennepin Technical College. During this period of time, candidates go through the same training that a traditional peace officer student completes, but in a condensed timeline and upon conclusion, are eligible to take the licensing exam.

As the current legislative session moves closer to conclusion, continued funding for this program appears likely. In order to position the department to take advantage of this grant opportunity should it present, departmental staff has prepared a new position description for commission review and feedback. Should the Commission entertain a new position description, the feedback provided will be incorporated and this item will be brought back before the commission for further consideration and adoption during the regular meeting in June of 2025.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 10-20250603 - Police Cadet Position Discription

SOUTH ST. PAUL POLICE DEPARTMENT POSITION DESCRIPTION

Civil Service Classification:	Classification VI – Police Officer Cadet
Position Title:	Police Officer (Career Transition Program)
Department:	Police
Reports To:	Police Commander
Revised:	June 2025

The mission of the South St Paul Police Department is to ensure public safety and provide assistance to the community through prompt response, thorough investigation, pro-active policing and community involvement. We are committed to the values of integrity, professionalism and courtesy.

Primary Purpose of the Position:

This is an entry level non-sworn position in the Police Department. Primarily the employee will attend an assigned Professional Peace Officer Education (PPOE) program to obtain eligibility for licensure to serve as a Peace Officer in the State of Minnesota. In addition to attending school, the employee may attend training opportunities at the police department, participate in ride-alongs, and perform non-sworn police related tasks as time allows. Work is performed under the supervision of the assigned supervisor. This assignment is not to exceed the time needed to complete the required PPOE program and upon completion is intended to attain POST licensing and transfer to an entry level police officer position. All tuition and equipment costs are paid for by the City of South St. Paul and candidates are subject to an employment contract for up to two years.

Major Position Functions:

- Attend and actively participate in the identified education and skills program.
- Complete all course work associated with the program.
- Maintain appropriate physical conditioning to ensure successful completion of the skills

training program.

- Upon completion of the training program, successfully attain POST licensure eligibility.
- Commitment to remain employed as a licensed peace officer for the City of South St. Paul for a minimum of three years after obtaining licensure.
- Attend South St. Paul Police Department monthly check-in meetings.
- Conditional employment offers will be extended to police trainees for the period of time required to complete the aforementioned POST approved training / skills program.
- Successful completion of the program will result in a change in employment status to probationary Patrol Officer.
- Improves and maintains individual police skills, including physical conditioning. Stays current with all required training and maintains all required certifications (e.g. firearms qualification, first aid, use of force, etc.) Stays abreast of developments in the police fields and changes in related statutes, ordinances and case law.
- Conducts and carries themselves in a professional manner. Maintains a neat and well-groomed appearance. Copes with difficult situations in a courteous and tactful manner.
- Keeps superior officers advised of developments and of all unusual or sensitive occurrences. Performs other duties as assigned.

Extent Of Supervision Or Guidance Provided:

- Under the direct supervision of the Sergeant or Commander and subject to the chain of command.

Responsibility For Public Contact:

- Daily and continuous, requiring a high degree of tact, courtesy and sound judgment.

Directly Supervises:

- No regular supervisory responsibilities.

Knowledge, Skills and Abilities:

- Working knowledge of city ordinances and state and federal laws and rules of evidence as applicable to law enforcement.
- Technical knowledge and ability to perform standard operating procedures required in daily law enforcement operations.
- Familiarity with advancements, types and uses of firearms, communication and computer equipment, automotive and other types of equipment used in police work.
- Familiarity with scientific methods of crime detection, criminal identification, the use of police records and their applications.
- Ability to effectively utilize human relations skills and abilities in resolving disputes and problems through verbal and non-verbal communication.
- Ability to work professionally with other employees and to deal with the public in a courteous, tactful manner.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to write clear and concise reports.
- Ability to evaluate situations, innovate, improvise as necessary, and adapt rapidly to changing circumstances.
- Ability to sit and stand for long periods of time.
- Ability to walk or run on slippery surfaces.
- Ability to chase suspects on foot over all types of ground conditions and over fences and walls.
- Ability to climb stairs and ladders and climb over or crawl under objects.
- Possess the necessary cardiovascular capability for rapid stair climbing and other strenuous activity, in all weather conditions, while wearing body armor and other equipment.
- Ability to administer first aid and assist the Fire Department as necessary.
- Ability to assist in lifting and carrying a stretcher with a person on it.

- Ability to have a sufficient grip strength to handle equipment, weapons and suspects.
- Ability to drive a squad car for long periods of time, at high speeds, in congested traffic, day and night, in all environmental conditions.
- Ability to enter and exit a squad car frequently during the course of a shift, often with speed of movement.
- Ability to balance self while handling weighted equipment.
- Ability to lift or carry equipment from floor to overhead.
- Ability to kneel and to crouch balanced without support.
- Ability to crawl about on hands and knees with weight on his or her back.
- Ability to push and pull objects using total body movements.
- Ability to walk long distances.
- Ability to move around with a combination of weighted gear and equipment and with the weight of an injured person.
- Ability to acquire skill in the use and care of firearms sufficient to meet qualification standards.
- Ability to hear within normal hearing range with capability to hear and understand spoken English delivered at a normal conversational level.
- Ability to read road signs, house numbers, license plates, etc. day and night. Possess visual acuity correctable to read common documents and allow the accurate aiming of firearms.
- Ability to work under stress and pressure.

Working Conditions:

- Subject to a variety of schedules which includes shift work, and may include overtime, extended shifts and work schedules.
- Work may take place in a normal office or academic setting or while operating automobiles or other equipment for extended periods, day and night, in all weather conditions and extremes; and outdoors for extended periods in all weather and

environmental conditions.

- Required to do sustained physical work at a variety of emergency scenes, on difficult terrain, in all kinds of buildings and in dangerous environments.
- Subject to weather extremes and required to perform work around moving objects and people; slippery or uneven surfaces; mechanical, chemical and electrical hazards; noise; vibrations; hazardous waste; odors and toxic fumes; lung and skin irritants; infectious diseases, needles, body fluids and blood borne pathogens; and other hazards.

Minimum Qualifications:

- No previous police experience is required.
- Must have a 2-year or 4-year degree in any discipline (other than law enforcement) from a regionally accredited college or university as of application deadline
- Citizen of the United States of America.
- Possess a driver's license valid in the State of Minnesota or ability to obtain upon hire.
- Must submit to and successfully complete a thorough background investigation conducted by the agency and meet minimum expectations – 6700.0700 – MN Rules
- Must NOT have completed a MN Skills program or taken the MN POST or reciprocity exam.
- Able to meet all of the standards and requirements and perform all of the duties of the classification of Police Officer.



AGENDA REPORT

DATE: May 6, 2025
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 4.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Certification of Top Eligible Applicants

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Certify the Top Eligible Applicant(s)

OVERVIEW

During January of 2025, staff facilitated an entry level hiring process in accordance with Civil Service Rule. During a special meeting of the Commission on January 28th, 2025, a summary of the entry level testing process was presented and an eligible register was established. One applicant was hired internally off of this register and others have found employment elsewhere, requesting removal from our register.

As of May 6th, 2025, one applicant remains on the register and is set to complete pre-licensing requirements later this summer. In order to consider this applicant for employment as an entry level police officer, a certification of the top eligible applicant(s) must be forwarded to the City Council for consideration of appointment.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. Officer Certify Top Three
2. 2025-1 FINAL Eligible Register as of 20250207

MEMORANDUM

To: The Honorable Mayor James P. Francis
Members of the City Council
From: Kay Francis-Secretary
South St. Paul Police and Fire Civil Service Commission
Date: May 6th, 2025
Subject: Certification of the top standing names from the police officer eligibility list

In accordance with the Civil Service Rules for the Police Department, Rule 14, the below listed names are certified by this Commission as the top candidate(s) eligible for appointment for the position of police officer with the South St. Paul Police Department.

The police officer candidates are listed in their order of finish after completion of the testing process approved by this Commission.

- 1) Colin Conway

Kay Francis – Secretary

NAME		<i>FIRST ORAL GROSS</i>	<i>FIRST ORAL WEIGHTED</i>	<i>SECOND ORAL GROSS</i>	<i>SECOND ORAL WEIGHTED</i>	<i>VETERAN'S PREFERENCE</i>	<i>RESERVE/ CSO - Bonus</i>	TOTAL SCORE	FINAL RANKING
Conway	Colin**	51.00	37.78	56.00	53.33		5	96.11	2

The Commission directed that the weighting of the scores would be 40% for initial oral interviews and 60% for the final interview.

Initial oral interviews scored as follows: Gross score divided by 54 (total points possible) then multiplied by 100 (put on 100 pt scale) then multiple by 0.40 (weighted value)
Final oral interview scored as follows: Gross score divided by 63 (total points possible) then multiplied by 100 (put on 100 pt scale) then multiplied by 0.60 (weighted value)

Those candidates who qualified for Veteran's Preference had ten (10) points added to their total score. Qualified disabled veterans had fifteen (15) points added to their total score.

Candidates that are current South St. Paul Police Reserves or Community Service Officer with at least one (1) year of service had five (5) points added to their score.

** (Not Currently Eligible)

Exp: 01/28/2026