



CITY OF SOUTH ST. PAUL MEETING AGENDA

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

Monday, June 2, 2025

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MEETING MINUTES**
 - A. Civil Service Meeting Minutes of May 6th, 2025.
- 4. NEW BUSINESS**
 - A. Establish Civil Service Classification - Police Cadet
- 5. STAFF UPDATES:**
- 6. ADJOURNMENT**



AGENDA REPORT

DATE: June 2, 2025
DEPARTMENT: Police
PREPARED BY: Brian Wicke
AGENDA ITEM NUMBER: 3.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Civil Service Meeting Minutes of May 6th, 2025.

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Approve as submitted.

OVERVIEW

Approval of Meeting Minutes for the regular meeting held on Tuesday, May 6th, 2025.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 2025 0506 Regular Meeting Minutes

South St. Paul Civil Service Meeting

DATE/ PLACE/ TIME:

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

RECORDER:

Brianna Rosburg

PERSONS ATTENDING:

Commissioner John Lagoo
Commissioner James Woodburn
Commissioner Kay Francis
Chief Brian Wicke

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

Motion to approve the agenda for the regular meeting of Tuesday, May 6th, 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 April 8th, 2025, was made by Commissioner Lagoo and seconded by Commissioner Francis. Motion passed (3-0).

Chief Wicke provided an update on the Comprehensive Police Officer Training initiative. He briefed the commission on a state-funded training program launched in 2023, aimed at addressing anticipated staffing shortages in law enforcement. With a significant number of officers expected to retire by 2027, the Minnesota Legislature has developed a program to help bridge the gap by offering a six-month, academy-style boot camp for candidates from diverse college graduate backgrounds. Chief Wicke requested that the commission consider amending the civil service rules to accommodate candidates entering the force through this alternative training pathway.

The Chief gave a brief update regarding the current police officer applicants and status of the current list.

Motion to Certify the top eligible candidate, Collin Conway, to the city council for consideration, was made by Commissioner Francis and Seconded by Commissioner Lagoo. Motion passed. (3-0)

Chief Wicke provided a department update, highlighting recent achievements and activities.

Officers Jonathan Coello and Aaron Schmidt were recognized by Mothers Against Drunk Driving (MADD) for their outstanding work in DWI enforcement—an honor that reflects their dedication to public safety.

Chief Wicke, along with Commanders Dan Salmey and Mike Running, attended the annual prayer breakfast, which proved to be a meaningful and well-attended event. The department also participated in the community Easter egg hunt, where staff handed out approximately 300–400 donuts, contributing to a festive atmosphere.

The Reserve Unit played a key role in supporting the Parks and Recreation Department's Color Run 5K, providing excellent assistance throughout the event.

On a more serious note, the department investigated a homicide that occurred in April. Thanks to the diligent efforts of Commanders Salmey and Running, sufficient evidence was gathered to hold the suspect accountable and in custody.

Looking ahead, officers will be assisting the City of Burnsville during Police Week later this month. A sincere thank-you goes out to those who stepped up to provide support during this time.

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 10:52 AM.

Rosburg / 2116

NEXT MEETING DATE:

Monday, June 2nd, 2025
City Hall Council Chambers
10:00 AM



AGENDA REPORT

DATE:

June 2, 2025

DEPARTMENT:

Police

PREPARED BY:

Brian Wicke

AGENDA ITEM NUMBER:

4.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Establish Civil Service Classification - Police Cadet

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Motion to approve a new Civil Service classification - Police Cadet and adopt the position description as presented.

OVERVIEW

In 2024, the State of Minnesota Office of Justice Programs received funding to administer a grant program (ICPOET - Intensive Comprehensive Peace Officer Education and Training) 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 from regionally accredited colleges and universities who desired 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 its 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 have prepared a new position description and provided it to the commission during the regular meeting held on May 6th, 2025 for review.

Based on feedback provided by the commission and internal staff, the position description has been amended and is presented today for consideration of adoption.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. 10-20250602 - Police Cadet Position Discription

SOUTH ST. PAUL POLICE DEPARTMENT POSITION DESCRIPTION

Civil Service Classification:	Classification VI – Police Cadet
Position Title:	Police Cadet (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 two 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 the standards and requirements and perform all of the duties of the classification of Police Officer.