MINUTES OF SPECIAL MEETING OF CIVIL SERVICE COMMISSION

A special meeting of the Civil Service Commission for the City of Decorah, Iowa, was held at the Decorah City Hall, City Council Chambers on Friday, February 3, 2023, at 9:30 o'clock a.m. in accordance with the provisions of the Code of Iowa Present at said meeting were Larry Stevenson and Steve Runde (via Zoom). Larry Stevenson deemed a quorum present, presided over the meeting, and Steve Runde acted as Secretary. Also present at the meeting were Police Chief David Smutzler, City Manager Travis Goedken, Council Member Kirsten Olson, and City Attorney John S. Anderson.

The meeting was called to order by Chairman Stevenson who advised the Commission that the purpose of the meeting as specified in the Agenda was to conduct oral interviews of applicants for the position of Assistant Police Chief, review the applications and testing results and certify and rank candidates for the position of Assistant Police Chief; also to review application testing results and background investigations and consider certifying for a third candidate for the position of Patrol Officer; also to consider action on updating minimum qualifications for various positions in the police department; also to establish testing and certification procedures for the position of Police Captain. The agenda had been posted at City Hall and Decorah Law Enforcement Center 24 hours prior to the scheduled meeting. A copy of the Agenda is attached to these Minutes and made a part hereof by this reference. Meeting was open to the public, including via Zoom. Kirsten Olson appeared from the public, and the meeting then proceeded.

It was moved by Stevenson and seconded by Runde that the December 12, 2022 Special Meeting Minutes and January 17, 2023 Special Meeting Minutes of the Decorah Civil Service Commission be approved. Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

Discussion was then had concerning the testing results, background investigations and oral interviews of the candidates for the position of Assistant Police Chief. Chief Smutzler gave

an overview of the investigation results for the candidate. The Commission members also reviewed written background investigations on the candidate.

The participants of the meeting then conducted the interviews of the following individuals:

1. Scott Herrmann

After completion of the interviews, discussion was then had on the scoring results of the interviews. After further discussion and due consideration to the testing, interview and background investigations of the applicant, it was moved by Stevenson and seconded by Runde that the following individuals be certified and ranked for the position of Assistant Chief for the Decorah Police Department:

1. Scott Herrmann

Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

Police Chief Smutzler updated the Commission on a follow-up interview and background investigation of applicant Samson Elledge. Based on the additional information, Chief Smutzler recommends certifying Samson Elledge for the position of patrol officer.

After further discussion and due consideration to the testing, interview and background investigations of the applicant, it was moved by Stevenson and seconded by Runde that the following individuals be certified and ranked for the position of Patrol Officer for the Decorah Police Department valid for 1 year:

1. Andrew Terrones
2. Tera Mathis
3. Samson Elledge

Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

The City Attorney was directed to prepare the necessary notifications to the Mayor and City Council advising of the results of the examinations, the certifications, and rankings.

Discussion was then had on updating the minimum qualifications for the position of Police Chief. After reviewing and discussing the proposed changes, it was moved by Stevenson, and

seconded by Runde, to approve the changes to the qualifications for Police Chief as shown on the attached document. Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

Discussion was then had on updating the minimum qualifications for the position of Police Captain. After reviewing and discussing the proposed changes, it was moved by Runde, and seconded by Stevenson, to approve the changes to the qualifications for Police Captain as shown on the attached document. Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

Discussion was then had on updating the minimum qualifications for the position of Police Sergeant. After reviewing and discussing the proposed changes, it was moved by Runde, and seconded by Stevenson, to approve the changes to the qualifications for Police Sergeant as shown on the attached document. Roll call vote – Ayes: Larry Stevenson and Steve Runde. Nays – None.

Discussion was then had on the vacancy of the position of Police Captain, created by the promotion of Scott Hermmann to Assistant Police Chief. The Commission Members reviewed and discussed the testing and certification procedures for applicants for promotion to the position of Police Captain. The Commission was provided a copy of the draft Notice of Police Captain Promotional Examinations, with a deadline to submit applications by February 16, 2023. Testing will take place February 23, 2023, consisting of written examination and an interview panel consisting of the Commission, the Chief of Police, the Decorah City Manager and the City Attorney. After further discussion it was moved by Runde and seconded by Stevenson to approve the procedures for promotional examinations and testing for Police Captain, to include written examination and an interview panel. The testing shall be administered by Chief Smutzler. Roll call vote – Ayes: Larry Stevenson, and Steven Runde. Nays – None.

The Commission will meet on February 23, 2023, at 9:30 am for purposes of interviewing candidates, reviewing testing results, certifying and ranking candidates for the position of Police Captain.

There being no further business, it was duly moved that the meeting be adjourned.

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Steve Runde, Secretary

A G E N D A
Decorah Civil Service Commission
January 17, 2023
Decorah City Hall- Council Chambers
10:00 A.M.

The meeting can be joined virtually by computer or smartphone at:
https://us02web.zoom.us/j/84238771554?pwd=NG0ybUlyR1ZETE1EUlZaWEVoTWNPdz09

Meeting ID: 842 3877 1554
Passcode: 684319

1. Meeting called to order - roll call.

2. Approve December 12, 2022, and December 20, 2022, meeting minutes.

3. Review application testing results and background investigations for the position of patrol officer.

4. Rank and certify applicants for the position of patrol officer.

5. Set period of time patrol officer applicant ranking and certification list is valid for.

6. Discuss and consider action on updating minimum qualifications for the position of Assistant Police Chief.

7. Establish testing, certification procedures for the position of Assistant Police Chief

8. Discuss and consider action on updating minimum qualifications for the position of Police Chief.

9. Discuss and consider action on updating minimum qualifications for the position of Police Department Captain.

10. Discuss and consider action on updating minimum qualifications for the position of Police Department Sergeant.

11. Other business.

The Civil Service Commission may consider going into a Closed Session for agenda item 3 above, per Iowa Code 21.5(1)(a), (d) and (i) and 22.7(19).

Job Title: Police Chief
FLSA Status: Exempt
Job Status: Fulltime: Appointed by Mayor w/ Council approval pursuant to Chapter 2.16 of the Decorah City Code

Essential Duties Required:

- Plan, organize, assign, coordinate and direct all activities of the Police Department including personnel management.
- Responsible for ensuring compliance with all city personnel policies
- Develop and enforce such rules, regulations, policies and procedures as are necessary for the efficient management of the Department.
- Issue orders, general and specific, written or verbal, as governed by current local, state and federal law.
- Responsible to report in writing, to the Mayor and Administrative Office, all instances of suspension, demotion or termination in accordance with Civil Service procedures as required by State Law.
- Attend all City Council meetings and Public Safety Committee meetings as needed.

Additional Duties Required:

- Prepare and oversee budget for the Police Department.
- Attendance at meetings of various civic and professional organizations in an informational and public relations capacity as needed.
- Must direct investigations and police related functions in the field on major cases and during times of emergencies or disasters.
- Provide regular in-service training programs in areas of law, first-aid, firearms, crime prevention and related police matters.
- Investigate all charges or complaints made against members of the Department.
- Shall perform such other duties as defined by State Law or City Ordinance.
- Make purchases pursuant to established purchasing policy.

Supervisory Responsibility

- Lead, inspires, motivates, and guides others towards goals; coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

Skills, Knowledge and Abilities Required:

- Thorough knowledge of the principles and practices of modern police administration, organization and operation.
- Thorough knowledge of the types and uses of communication and automotive equipment used in modern police work.
- Thorough knowledge of municipal, state and feral criminal laws and codes.
- Thorough knowledge of scientific methods used in crime detection and criminal identification.

- Ability to plan, organize and direct the work of a large number of subordinates performing varied police functions.
- Ability to establish proper training and instructional programs and procedures for subordinate employees.
- Ability to analyze operating records and reports for the planning and development of police activities and programs.
- Ability to make clear and accurate decisions in times of emergencies and high stress situation.
- Excellent communication skills and ability to maintain good working relations with the public and other city departments and their personnel.
- Thorough awareness of diversity related issues and ability to address in a pro-active, professional manner.
- Basic working knowledge of MUTDC requirements and applications.
- Ability to implement and initiate community relations programs.

Qualifications:

- Must be certified as a police officer in the State of Iowa withing one year of hiring
- Must have ten years of increasingly responsible experience as a police officer in a supervisory, management position or a combination of six years of increasingly responsible experience in a supervisory management position with completion of relevant supervisory, management training classes.
- Bachelor's degree in criminal justice, public administration, political science, or a related field.
- Minimum qualifications to be established by the Civil Service Commission at the time of testing and selection. See minimum standards-Iowa Law Enforcement Academy 501(80B).
- FEMA incident command certification at IS-100, 200, 700, and 800, within two years of appointment as Police Chief.

Minimum 16 hours of management, supervisory and/or personnel training required annually under the terms and conditions specified in established city policy.

Preferred Qualifications

- Master's Degree.
- Graduate of the Federal Bureau of Investigation National Academy or similar executive level leadership training.

Work Environment:

- Primarily administrative office duties in the police department facility which is located in a handicap accessible, one level building.
- Position subject to high levels of stress
- Must be willing to respond on an on-call basis as necessary
- Work performed in all types of weather conditions including extreme heat and cold.
- Job requires physical activities including, but not limited to, reaching, pushing, pulling, running and lifting.
- Must be able to lift 20 pounds frequently, up to 100 pounds infrequently and unknown higher weights, with assistance, as conditions necessitate.

Interaction with other Department/ Staff

This position requires a high degree of information sharing between city administration, public works, police, fire/EMS, city council, mayor contractors, and other staff. It is of the utmost importance that

personal information be kept strictly confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Position is subject to Chapter 411 of the Code of Iowa. Pre-employment physicals per MFPRS medical protocol including drug testing is required.

NOTE: This job description includes the primary job duties and requirements for this position. However, it is not intended to provide an exact description of all job duties and requirements. The City of Decorah reserves the right to change this job description at any time.

The City of Decorah placed a high premium on its' image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah

Job Title: Captain
FLSA Status: Non-Exempt
Job Status: Fulltime: reports to Chief of Police through established chain of command.

Essential Duties Required:

- Have the immediate supervision of all employees assigned to their shift. Captains shall at all times, while on duty, dress in the regulation uniform unless otherwise ordered.
- Be responsible for the proficiency; discipline, conduct, and appearance of personnel assigned to their shift and shall report, in writing, any violation to the office of the Police Chief.
- Have the authority to relieve from duty any personnel under command for misconduct, insubordination, failure to perform duties, and violations of departmental rules and regulations.
- Will be the officer in command on all major incidents, unless otherwise directed by a higher authority.
- Represent the department in city council meetings or proceedings when the Chief or Assistant Chief is not available, or when directed by the Chief.
- Be an active part of the City of Decorah and be accessible to the community.
- Give presentations and appear at public speaking events throughout the community.
- In the absence or unavailability of the Police Chief and the Assistant Police Chief, perform the duties of the Police Chief on a temporary basis.

Additional Duties Required:

- Assist with the hiring process of new patrol officers.
- Prepare and supervise the preparation of all reports and records concerning the activities of their shift.
- Be involved in writing policy or making policy decisions within the police department.
- Replace police department equipment that is worn, broken, damaged, unusable, or considered to be dangerous.
- Annually evaluate and correctly report on the performance of subordinate employees.
- Investigate complaints and allegations of criminal activities.
- Maintain, sort, and prepare video recordings from body cameras, in-car video, and outside sources for court proceedings.
- Fill open records requests for video recordings, training records, and officer reports.
- Research, order, and maintain the police department's vehicle fleet and included equipment.
- Maintain records of trainings attended by officers. These records will be kept digitally and a hard copy kept for a part of the officer's personnel file.
- Assist with the training of new and current officers.
- Conduct monthly checks and maintain the Police Department's emergency generator.
- Report, to the Chief, any damage that occurs to the department property or equipment.
- Be involved in internal investigations as assigned by the Chief of Police.
- Perform routine patrol officer duties.
- Preform other duties as assigned by the Chief of Police.

Skills, Knowledge and Abilities Required

- Understand the rules and regulations of the police department as outlined in the Department Manual
- Be able to make clear and accurate decisions in times of emergencies or high stress

- Good communication skills, and must be able to maintain good working relations with the public and other city departments and their personnel
- Ability to plan and direct the work of police department personnel as assigned
- Ability to analyze unusual police problems and to adopt effective measures for their solution
- Ability to work with the public firmly, courteously, and fairly in order to establish and maintain effective public relations

Qualifications:

- Certified police officer in the State of Iowa or ability to obtain certification within one year.
- Five years of experience as a police officer in an increasingly responsible supervisory, management position or a combination of ten years of experience as a police officer and completions of relevant supervisory, management training classes.
- Meet the criteria of the Decorah Civil Service Commission and the Iowa Law Enforcement Academy Standards section 501.80B.
- Minimum of 8 hours of management, supervisory and/or personnel training is required annually under the terms and conditions specified in established Decorah city policy.

Work Environment:

- Some administrative office duties in the police department facility, which may require sitting for long periods of time.
- May need to attend meetings of various civic and professional organizations throughout the city in an informational and public relations capacity.
- Large amounts of outdoor work in a patrol car or on foot.
- Must be willing to respond on an on-call basis as necessary.
- Work performed in all types of weather conditions including extreme heat and cold.
- Job requires physical activities including, but not limited to, reaching, pushing, pulling, running, and lifting.
- Must be able to lift 20 pounds frequently, up to 100 pounds infrequently and unknown higher weights, with assistance, as conditions necessitate.

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Position is subject to Chapter 411 of the Code of Iowa. Pre-employment physicals per MFPRSI medical protocol including drug testing is required.
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Job Title: Sergeant
FLSA Status: Non-Exempt
Job Status: Fulltime: reports to Chief of Police through established chain of command.

Essential Duties Required:

- Sergeant shall have the immediate supervision and control of all subordinate personnel, subject to the orders of superior officers.
- Sergeant shall be responsible for the efficient disposition of all complaints and the officers under their supervision.
- Ensures subordinates respond immediately to all assignments.
- Assumes charge of police activities at the scene of serious incidents and emergencies.
- Instructs personnel in proper work methods and techniques and assumes training responsibility for personnel assigned to the shift.
- Shall review all reports prepared by subordinates, ensuring their accuracy and completeness.
- Shall ensure all subordinates complete necessary paperwork before concluding their work shift.
- Gives advice in questionable cases regarding police department jurisdiction and authority and actions to be taken.
- Evaluate and correctly report on the performance of subordinate personnel and complete a written evaluation of personnel once per year.
- Trains and supervises probationary officers.
- Ability to make executive command decisions in the absence of upper management.

Additional Duties Required:

- Must be thoroughly acquainted with the responsibilities charged to the subordinate personnel as well as assist and instruct them in the proper performance of their duties.
- Sergeants need to be accurate and exact in the performance of duties and shall keep the commanding officer fully informed of all serious and unusual situations calling for police service.
- Must report to the commanding officer any neglect of duty, incompetence or violation of department rules, policy or procedure regulations.
- Sergeants shall perform routine patrol officer duties.
- Sergeants shall perform other duties that may become assigned to them.

Skills, Knowledge and Abilities Required:

- Thorough understanding and knowledge of the rules and regulations of the Police Department as outlined in the Department Policy Manual.
- Thorough knowledge and understanding of pertinent federal and state laws and municipal ordinances and application thereof.
- Knowledge of modern police methods, techniques and procedures.
- Ability to analyze unusual police problems and to adopt effective measures for their solution.
- Ability to instruct police officers and other persons in law enforcement techniques and work methods.
- Ability to prepare, review and maintain a variety of operating reports and records.

Qualifications:

- Must be certified as a police officer in the state of Iowa or ability to become certified within one year.
- Minimum of 5 years' experience as a certified police officer in the state of Iowa.
- Minimum 8 hours of management, supervisory and/or personnel training required annually, under the terms and conditions specified in established city policy.

Work Environment:

- Some administrative office duties in the police department facility, which may require sitting for long periods of time.
- May need to attend meetings of various civic and professional organizations throughout the city in an informational and public relations capacity.
- Work performed in all types of weather conditions including extreme heat and cold.
- Primarily outdoor work in patrol car or on foot.
- Must be willing to respond on an on-call basis.
- Job requires physical activities including, but not limited to, reaching, pushing, pulling, running, and lifting.
- Must be able to lift 20 pounds frequently, up to 100 pounds infrequently and unknown higher weights, with assistance, as conditions necessitate.

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Position is subject to Chapter 411 of the Code of Iowa. Pre-employment physicals per MFPRS medical protocol including drug testing is required.

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