

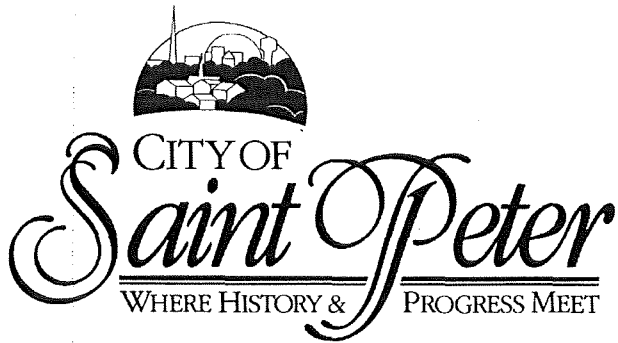
**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF MEETING**

Thursday September 16th, 2021

Time: 7:30 a.m.

Saint Peter Community Center, Governor's Room

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes of August 17, 2021
- IV. Old Business
 - a. Police Officer Candidate Recruitment
 - i. Certify List of Eligible Candidate
 - ii. Recommend the hiring of the top candidate to the City Council
 - b. Patrol Sergeant Promotion Recommendation
- V. Other
- VI. Adjournment



Police Department Memorandum

TO: Civil Service Commission

DATE: 09/10/21

FROM: Matt Grochow
Chief of Police

RE: Police Officer Hiring/Certification of Top
Candidate/ Patrol Sergeant Hiring Process
and Selection of Candidate

The Saint Peter Police Department recently completed a recruitment process that included scoring of applications and two subsequent oral interviews. As a result Jason Squires was determined to be the top candidate and chosen to move forward with a background investigation which is occurring at this time.

During the oral interviews it was determined to go forward with only the top candidate. It was decided to re-open the Police Patrol Officer position application process.

Additionally, the Saint Peter Police Department received and scored applications for the Patrol Sergeant position. Oral interview and selection of candidate will occur on September 14, 2021. The Civil Service Commission will be provided additional information on this process at your meeting and may be asked to take action related to this recruitment process.

We ask that you certify Jason Squires as the top candidate.

MG/mm

SAINT PETER POLICE CIVIL SERVICE COMMISSION
MINUTES OF THE SPECIAL MEETING
August 17, 2021
7:30 AM
SAINT PETER COMMUNITY CENTER, GOVENOR'S ROOM

MEMBERS PRESENT: Colleen Spike, Dennis Blankensop, & Megan Ruble
OTHERS PRESENT: Matthew Grochow, Chief of Police & Todd Prafke, City Administrator

CALL TO ORDER: Chairperson Spike called the meeting to order at 07:39 AM.

APPROVAL OF THE AGENDA: Member Blankensop made a motion to approve the agenda as presented. Secretary Ruble seconded the motion. With all in favor, motion passed.

APPROVAL TO ACCEPT MINUTES: Secretary Ruble made a motion to approve the July 20th, 2021 minutes. Chairperson Spike seconded the motion. With all in favor, motion passed.

DETECTIVE PROMOTION RECOMMENDATION: Chief Grochow described the Detective selection process by the two internal candidates including an application, case review, and the oral interview board. Chief Grochow and interview board recommended the promotion of Officer David Krzmarzick to Detective. A motion was made by Member Blankensop to recommend the promotion of Officer Krzmarzick. Chairperson Spike seconded the motion. With all in favor, motion passed.

UPDATED JOB DESCRIPTION AND PATROL SERGEANT CANDIDATE RECRUITMENT: Chief Grochow presented a job description update for Patrol Sergeant. He recommended an internal hiring and recruitment process for the position of Patrol Sergeant. Chief Grochow outlined the desire for additional direct supervision on the night shift along with experience and support for newer Patrol Officers. Retention and promotion opportunity, which was identified in the questionnaire Chief Grochow sent to all Officers at the outset of his position as Chief, is provided by this position. Member Blankensop made a motion to proceed with the Patrol Sergeant internal process. Secretary Ruble seconded the motion. With all in favor, motion passed.

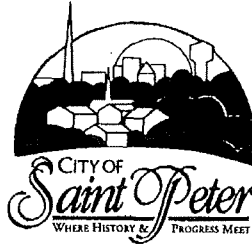
ADJOURNMENT: There being no further business, Secretary Ruble made a motion to adjourn the meeting. Member Blankensop seconded the motion. With all in favor, the meeting was adjourned at 8:08 A.M.

Colleen Spike, Chairperson

Civil Service Commission

ATTEST:

Matthew Grochow
Chief of Police



TO: Todd Prafke, City Administrator
FROM: Saint Peter Police Civil Service Commission
DATE: September 16, 2021
SUBJECT: Patrol Officer Recruitment

The Saint Peter Police Civil Service Commission has completed the recruitment and selection process to fill the position of Police Patrol Officer for the City of Saint Peter. An application review and oral examination were used as testing instruments. The Saint Peter Civil Service Commission certifies the top candidate as follows:

Jason Squires

The Saint Peter Civil Service Commission recommends the appointment of Jason Squires to the position of Police Patrol Officer for the City of Saint Peter contingent upon the results of entry level psychological and physical examinations.

Colleen Spike, Chairperson
Saint Peter Police Civil Service Commission

Megan Ruble, Secretary
Saint Peter Police Civil Service Commission

Dennis Blankensop, Member
Saint Peter Police Civil Service Commission