

RULES AND REGULATIONS OF THE  
POLICE CIVIL SERVICE COMMISSION  
CITY OF ROSEVILLE, MINNESOTA

Effective: January 1, 2011

Rule and Regulations

TABLE OF CONTENTS

SECTION 1:	PURPOSE .....	3
SECTION 2:	DEFINITIONS.....	3-5
SECTION 3:	SCOPE .....	5
SECTION 4:	PROCEDURE .....	5
SECTION 5:	ENTRY LEVEL POSITIONS .....	5
SECTION 6:	PROMOTIONS.....	6
SECTION 7:	APPLICATIONS .....	6
SECTION 8:	EXAMINATIONS .....	6-7
SECTION 9:	VETERAN'S PREFERENCE .....	7
SECTION 10:	ELIGIBLE REGISTER.....	7-8
SECTION 11:	FILLING VACANCIES .....	8
SECTION 12:	REJECTION OF APPLICATIONS.....	8-9
SECTION 13:	PROBATIONARY PERIOD .....	9
SECTION 14:	TRANSFERS .....	9
SECTION 15:	TEMPORARY APPOINTMENTS .....	9-10
SECTION 16:	RESIGNATIONS .....	10
SECTION 17:	LEAVES OF ABSENCE .....	10
SECTION 18:	LAYOFFS.....	10
SECTION 19:	SUSPENSIONS .....	10-11
SECTION 20:	DISCHARGE AND REDUCTION FOR CAUSE .....	11
SECTION 21:	SUSPENSION, REMOVAL, REINSTATEMENT .....	11
SECTION 22:	RETIREMENT.....	12
SECTION 23:	OFF-DUTY EMPLOYMENT .....	12
SECTION 24:	CLASSIFICATION OF POSITIONS .....	12
APPENDIX A	APPLICATION PACKET EVALUATION .....	13

1. PURPOSE

The following rules and regulations are established by the Roseville Police Civil Service Commission, in order to promote efficiency in the Roseville Police Department and to carry out the purposes and intent of Minnesota Statutes Chapter 419 and Chapter 202 of the City Code of the City of Roseville.

The purpose of the Rules is to give effect to and supplement the provisions of Minnesota Statutes, Chapter 419, as amended. The Rules shall be applied in accordance with the purposes of the Statute which purposes are hereby interpreted and declared to be as follows:

- a. To establish a uniform, comprehensive and effective system of personnel administration for the Department.
- b. To provide fair treatment for all the employees in order to secure and retain competent, best qualified employees in the Department.
- c. To support a police system which shall, as far as practicable, be made attractive as a career, and which shall encourage each employee to render his/her best service in willing compliance with the provisions of Minnesota Statutes.
- d. To aid the City Manager in the selection of competent, best qualified employees for the efficient performance of Department functions.
- e. To classify positions of like duties and responsibilities into Classes so that for all personnel purposes such Classes will be treated alike. Positions not so alike shall be treated with due recognition of the nature and extent of the difference between them.
- f. To protect employees against political interference in their positions.
- g. To give fair and equal opportunity to all qualified citizens to enter employment in the Department on the sole basis of merit and fitness, as determined by means of job-relevant competitive examinations.

2. DEFINITIONS

The following words and terms, whenever used in these Rules and Regulations, shall have the meanings indicated below:

- a. ACT - Minnesota Statutes, Chapter 419, as amended.
- b. CITY COUNCIL - The governing body of the City of Roseville.

- c. CITY MANAGER - Administrative officer and appointing authority of the City of Roseville.
- d. CLASS/CLASSIFICATION - One or more positions sufficiently similar with respect to duties and responsibilities that the same descriptive title may be used with clarity to designate each position allocated to the class; that the same general qualifications are needed for the performance of the duties of the class; that the same tests of fitness may be used to recruit employees; and that the same schedule of pay can be applied with equity to all employment conditions.
- e. COMMISSION - The City of Roseville Police Civil Service Commission (PCSC) hereafter referred to as "the Commission" appointed by the City Council, as provided in Section 419.02, Minnesota Statutes and Chapter 202, Roseville City Code.
- f. DEPARTMENT - The Police Department of the City of Roseville.
- g. ELIGIBLE REGISTER - The list created pursuant to Section 10 of the Commission Rules and Regulations, which includes the names of those candidates who have successfully passed the initial examination process and are eligible for certification pending successful completion of background and psychological examinations.
- h. LAYOFF RECALL REGISTER - The list created pursuant to Section 18 of the Commission Rules and Regulations, which includes the names of those officers, laid off or reduced in rank and shall be based on seniority in the job class.
- i. POSITION - A group of current duties and responsibilities assigned or delegated by competent authority, requiring full-time or part-time employment of one person.
- j. P.O.S.T. BOARD - Minnesota Board of Peace Officers Standards and Training.
- k. PROMOTION REGISTER - This list created pursuant to Section 10 of the Commission Rules and Regulations, which include the names of officers of the Department who have successfully completed a competitive examinations testing process.
- l. REGULAR EMPLOYEE - Any sworn employee who has satisfactorily completed his/her probationary period.
- m. RULES - The Commission Rules and Regulations.

- n. SERVICE REGISTER - This information register, created pursuant to Minnesota Statutes 419.05 and 419.06, includes the names of the sworn employees of the Police Department, their respective service seniority and the appropriate personnel files.

### 3. SCOPE

The Rules shall apply to all sworn employees of the Department except for the Chief and Deputy Chief of Police. The Rules do not apply to non-sworn municipal employees on assignment to the Department who are governed by the separate and distinct hiring and promotion regulations issued by the City of Roseville.

### 4. PROCEDURE

- a. The Commission shall meet in February of each year and from time to time thereafter upon the call of the Chair.
- b. All meetings shall be held in the Roseville City Hall and shall be open to the public.
- c. Public notice of all meetings shall be posted in a prominent place in the Roseville City Hall at least 24 hours before the convening of meetings. In the case of emergencies, the time of such notice may be reduced.
- d. The presence of two Commissioners shall constitute a quorum for conducting business.
- e. The Commission shall elect a Chair, Vice-Chair and Secretary to serve one-year terms.
- f. Minutes of all meetings shall be kept by the Secretary and shall be for public review upon request.
- g. A copy of the Rules shall be posted in the Department, distributed to covered employees and posted on the Department's website.
- h. Any questions concerning interpretation of these Rules shall be decided solely by the Commission.

### 5. ENTRY LEVEL POSITIONS

Openings in entry-level positions shall be filled from an Eligible Register approved by the Commission and kept on file with the Police Department. The Eligible Register shall contain the names, addresses, date of application and scores of persons who have successfully completed a competitive examination

testing the relative qualifications of each applicant. Names shall be stricken from the Eligible Register after they have been on the Register for one year.

## 6. PROMOTIONS

Openings in non-entry level positions, except the positions of Chief of Police and Deputy Chief of Police shall be filled from the Promotion Register maintained for each rank by the Commission and kept on file with the Police Department. The Promotion register shall contain the names 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 one year.

## 7. APPLICATIONS

- a. All applications for employment or promotion must be filed on forms approved by the Commission and within the time limits specified in the official notice. All applications shall be retained by the Commission for a period of two (2) years from the date listed on the application form.
- b. Applicants may be required to furnish information regarding the applicant's health, character, employment history, age and other information deemed relevant by the Commission in accordance with State and Federal laws and at appropriate times during the application and hiring process. The Commission may also require evidence of special qualifications where it deems such special qualifications necessary to the opening to be filled.
- c. Applicants may be required to give references concerning their integrity, dependability and character. References as to those traits deemed unsatisfactory or insufficient may be considered sufficient grounds for the excluding of an applicant from examination.
- d. Any false or deceptive statements made on an application or made orally by the applicant during the hiring process may be deemed sufficient grounds for excluding an applicant from examination.

## 8. EXAMINATIONS

All appointments and promotions shall be based upon impartial, fair examinations designed to test the relative qualifications and fitness of applicants to discharge the duties of the particular position or employment they seek to fill. The conduct of such examinations shall be based upon the following rules:

- a. Notice of the time, place and scope of each entry level examination shall be given by public advertisement at least ten (10) days in advance in a newspaper of general circulation in the City of Roseville and any other

newspapers, publications, or other electronic methods deemed appropriate by the Commission. The posting of such advertisement for ten (10) days in the City Hall and on the Police Department Bulletin Board shall also be required.

- b. Examinations shall be designed to test the applicable qualifications and fitness of each applicant. Examinations may consist of parts that are written and oral. The examinations may also test the applicant's ability to perform the physical requirements of the position and his or her psychological fitness. Applicants may also be examined concerning their moral character, sobriety, and integrity and where positions require special experience, skill or other factors.

The Chief of Police will recommend to the Commission weights to be given to each portion of an examination so long as such weights are uniformly applied to all applicants. The Commission has sole discretion to approve these weights. All applicants for a position will undergo the same testing procedure.

- c. The process used shall be consistent with the process approved by the Commission in the past for the position(s) in each classification involved. Any changes to an approved process must be presented to the Commission in detail prior to the process commencing.
- d. Examinations may be conducted by the Chief of Police in coordination with the Commission and at such times and at such frequency as deemed appropriate.
- e. Examinations may be canceled by the Commission upon reasonable notice, in writing, to each applicant. Such notice shall also be given to the City Manager setting forth the reasons for such cancellation prior to notification of applicants.

9. VETERAN'S PREFERENCE

Candidates who feel they are entitled to Veteran's Preference must submit their DD214 and Honorable Discharge papers with their application. Veteran's preference points may only be applied at entry level unless the candidate meets requirements set by State Statute 43A.11, Subdivision 5.

10. ELIGIBLE REGISTER

- a. The names of those found eligible upon examination shall be entered with their rankings upon an entry-level Eligible Register or promotion register, whichever the case may be.
- b. On the entry-level Eligible Register, new candidates can be added and commingled according to their final score, provided the examination

process for the new candidates was similar to the process used for existing candidates. Their new rankings shall be effective as of the date the last new candidate(s) are placed on the Eligible Register. A candidate properly listed on the Eligible Register who takes a subsequent examination for the same position, shall be ranked according to the score on the subsequent examination.

- c. The eligibility of a candidate for appointment shall continue for a period of one (1) year from the certification date and shall then automatically terminate and their name deleted from the Eligible Register.
- d. All applicants shall be notified in writing by the Department of the results of the examinations and of the applicant's relative standing on the appropriate registers.
- e. The name of an applicant may be deleted from the Eligible Register for failure to comply with the reasonable rules and requirements of the Commission in respect to age, residence, physical condition, or other criteria, or who have been guilty of criminal, infamous, or conduct unbecoming an officer, or of any willful misrepresentation, deception, or fraud in connection with their applications for employment.

#### 11. FILLING VACANCIES

- a. Vacancies shall be filled by recalling officers laid off or reduced from the position to be filled. A laid off officer shall have two (2) weeks from receipt of written notice of recall in which to report to the Department.
- b. Whenever a vacancy occurs which cannot be filled by recalling an eligible officer from layoff, the City Manager shall ask the Commission to certify the three names ranking highest on the appropriate register to fill the vacancy. The Commission shall do so in a reasonable amount of time. The City Manager shall then fill the vacancy by choosing one of the persons so certified, or shall request a second list from the Commission.

#### 12. REJECTION OF APPLICATIONS

The Commission, or City Manager with approval of the Commission, may reject an application for any of the following reasons:

- a. Failure to meet the minimum application requirements or applicable P.O.S.T. Board mandated standards.
- b. Past record of criminal conviction, disgraceful conduct or loss of peace officer's license.



- c. Providing false information, engaging in fraudulent conduct or attempted deception, or conspiring with others to do same;
- d. Formal dismissal from public or private service for delinquency or misconduct or just cause.
- e. Background Rejection Criteria for Police Officer Candidates -- See APPENDIX A
- f. Previous unsuccessful listing on the Eligible Register by the same applicant for the same position within a two-year period. The term "unsuccessful application" means that the commission has previously considered and rejected the applicant for the same position

13. PROBATIONARY PERIOD

- a. Initial appointments shall be followed by a probationary period of twelve (12) months commencing on the date of hire. During such probationary period, the City Manager, after setting forth reasons in writing to the Commission, may terminate the probationary police officer.
- b. Promotions shall be followed by a probationary period of twelve (12) months commencing upon assumption of the new rank. During the probationary period, the City Manager, after stating reasons in writing to the Commission, may rescind the promotion. The officer shall thereafter be reinstated to their former position.
- c. When a Captain or Lieutenant who has been appointed to that position from another position on the Roseville Police Department resigns, the position of, Captain or Lieutenant may or may not be reinstated to their former position in the department at the sole discretion of the City Manager. Upon reinstatement, the former, Captain or Lieutenant shall receive seniority equal to the seniority held at the time of promotion to Captain or Lieutenant with no further seniority accruing during the tenure as Captain or Lieutenant.
- d. With regard to the appointment or promotion of sworn, licensed personnel, it is the intent of the Commission to at all times be in compliance with the applicable standards and mandates of the P.O.S.T. Board.

14. TRANSFERS

A lateral movement within the department from one position in a classification to another position in the same classification shall be deemed a transfer. Transfers are made at the sole discretion of the Chief of Police.

15. TEMPORARY APPOINTMENTS

In case of emergency the Chief of Police may make temporary appointments without examination or regard to an established Eligible Register. No such temporary appointment shall continue for more than thirty (30) days. Successive temporary appointments for the same position are not allowed. These Rules apply to all temporary appointments.

16. RESIGNATIONS

Resignations shall be accomplished by giving the City Manager at least two (2) weeks written notice. Copies of such notice shall also be given to the Commission and the Chief of Police. In the event such notice is not given, the failure to provide such notice may be considered sufficient grounds for rejecting subsequent applications from the officer.

17. LEAVES OF ABSENCE

Officers shall be subject to the City of Roseville's personnel policy regulating leaves of absence.

18. LAYOFFS

- a. Whenever the City Manager deems it necessary to reduce the total number of officers or the number of officers within a specified classification, the City Manager shall notify the Commission in writing giving the number of positions in each job class to be vacated or reduced in rank. Thereafter, the Commission shall furnish the names of the officers to be laid off or reduced in rank.
- b. The order of layoff or reduction in rank shall be based upon seniority in the job class, with the officer lowest in seniority in rank laid off or reduced first. Where possible, this section shall be interpreted in a manner consistent with applicable collective bargaining agreements.
- c. The names of officers who have been laid off shall be placed on a Layoff Recall Register based upon their seniority, with the officer having the longest seniority being recalled first. The life of the Register shall be in effect for two (2) years.
- d. In the case of officers reduced in rank, upon such reduction the officer will be returned to the rank and seniority in rank from which previously promoted and placed at the top of the Promotion Register for the rank from which reduced, for a period of one (1) year.

19. SUSPENSIONS

For disciplinary purposes, or while pending investigation of actions or conduct

which could result in a cause for discharge or reduction, the City Manager or the Chief of Police shall have the power to suspend, with or without pay, any sworn employee for a period not exceeding sixty (60) days. Authority for this action is contained in the Roseville Police Department's Policy and Procedure Manual. Within ten (10) calendar days of the initiation of the suspension, the Chief of Police shall notify the Commission in writing, setting forth the reasons for the suspension.

20. DISCHARGE AND REDUCTION FOR CAUSE

- a. No officer who has completed their probationary period and is otherwise covered under the provisions of Section 20 shall be removed or discharged except for cause upon written charges and after an opportunity to be heard in defense of the charges by the Commission. Such charges shall be investigated by or before the Commission. The finding and decision of the Commission shall be forthwith certified to the Chief or other appointed or superior officer, and will be forthwith enforced by such officer.
- b. The Commission shall investigate/try the charges as presented within (10) days following written notice to the accused.
- c. Any trial of these charges shall be open to the public and each commissioner shall have the power to issue subpoenas and to administer oaths and to compel the attendance and testimony of witnesses and the production of books and papers relevant to the investigation.

21. SUSPENSION, REMOVAL: REINSTATEMENT

- a. When an investigation and trial is conducted by the Commission and the Commission determines that the charges are sustained, the accused may be removed, reduced, or suspended. The employee's name may be stricken from the Service Register.
- b. If the Commission determines that the charges are not sustained, the accused, if suspended pending investigation, shall be immediately reinstated and shall be paid back pay due for the period of the suspension.
- c. Findings, determinations, and orders of the Commission for suspension, reduction, or removal, shall be in writing and shall be filed within three days after the completion of the hearing with the Secretary of the Commission. The Secretary shall notify the employee of the decision in writing.
- d. Any person suspended, reduced, or removed by the Commission after investigation may appeal in accordance with State Statutes Chapter 14. The question to be determined by the court shall be: "Was the order of

- d. Any person suspended, reduced, or removed by the Commission after investigation may appeal in accordance with State Statutes Chapter 14. The question to be determined by the court shall be: "Was the order of the Commission reasonable based upon the evidence?"

22. RETIREMENT

Retirement shall be mandatory when an officer in good standing in the Department, for reasons other than service connected injury, is unable to perform the essential functions of the position.

23. OFF-DUTY EMPLOYMENT


No officers, covered under these Rules, shall maintain off-duty employment that interferes in any way with their duties on the Department. Before beginning off-duty employment the officer seeking such employment must request approval in accordance with Policy and Procedure Manual.


24. CLASSIFICATION OF POSITIONS

The Commission establishes the following position classifications within the Roseville Police Department

- a. Police Officer
- b. Sergeant
- c. Lieutenant
- d. Captain

Effective this 1<sup>st</sup> day of January 2011

  
\_\_\_\_\_  
Chair James Campbell

  
\_\_\_\_\_  
Vice Chair Teresa Bailey

  
\_\_\_\_\_  
Secretary Don Drackert

**ROSEVILLE POLICE DEPARTMENT**  
**Police Officer Application Packet Evaluation**

CANDIDATE: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CRITERIA	POINTS	POINTS EARNED
Application Late	-100	
Per POST Standards Not Eligible	-100	
Application Complete	10	
Non-Sworn Law Enforcement Experience	20	
Sworn Officer Experience	30	
Two Year Law Enforcement Degree	10	
Four Year Criminal Justice Degree	15	
Four Year Degree Other	10	
Second or Sign Language	10	
Exemplary Driving Record	15	
Good Driving Record Less than 1 Violation/Accident w/i 3 Years	5	
Poor Driving Record More than 2 Violations/Accidents w/i 3 Years	-10	
Good Work History (i.e., Stability/Reliability)	15	
One Job Termination	-5	
Two or More Job Terminations	-20	
Involuntary Separation from City of Roseville Employment	-100	
One or More Volunteer Experience	10	
Any Conviction Within Last Three Years (-25 Each Incident)	-25	
Any Conviction Older Than Three Years (-10 Each Incident)	-10	
<b>TOTAL</b>		

*Candidates scoring below 50 points will not be granted an interview*