

CHAPTER 32: POLICE DEPARTMENT

Police Advisory Board

Section

- 32.01 Police Advisory Board established
- 32.02 Board membership; terms
- 32.03 Board powers and duties
- 32.04 Hiring duties
- 32.05 Establishment of hiring qualifications
- 32.06 Police officers; probationary period
- 32.07 Development of rules and regulations
- 32.08 Police compensation and benefits
- 32.09 Employee grievance resolution
- 32.10 Citizen complaints; review
- 32.11 Disciplinary action
- 32.12 Discrimination

POLICE ADVISORY BOARD

' 32.01 POLICE ADVISORY BOARD ESTABLISHED.

There is established a Police Advisory Board that shall enhance lines of communication between Lakefield residents, Police Department and City Council. The Advisory Board and the Police Department will be a collaborating Board that will identify and focus on public safety issues and collaborate with community leaders, community organizations and stakeholders in developing solutions to multi-faceted community concerns. The Board provides recommendations to the Police Chief and City Council as to how issues should be addressed.
(1969 Code, ' 19.010, Rev 2021)

' 32.02 BOARD MEMBERSHIP, TERMS.

When first appointed 1 Board member shall be appointed for 1 year, who shall be chairperson of the Board, 1 for 2 years, and 1 for 3 years. Each Board member shall hold office until his or her successor is duly appointed and qualified. There shall thereafter be 1 member of the Board appointed each year for a term of 3 years, and each shall during the last year of his or her term be chairperson of the Board. There shall be one member of the City Council, appointed by the mayor to serve as a voting member and Council Liaison. No Board member shall, during his or her membership in this body, hold any other office or employment under the City of Lakefield, except the Council Liaison or a member of a volunteer fire department. The Board Chair will ensure the minutes of

Police Department

meetings are kept and submitted to the City Clerk within five days of the meeting.
(1969 Code, ' 19.020, Rev 2021)

' 32.03 BOARD DUTIES AND RESPONSIBILITIES.

The Police Advisory Board is advisory to the police department and city council. Responsibilities include the following:

- A. Enhancement of police-community relations; non-profit sectors.
- B. Community perspective and recommendations concerning procedural justice, programs, use of technology and effectiveness of police service.
- C. Promote public awareness of the City's police services and programs including business and residential community safety, crime prevention and general police activities.
- D. Hold meetings to solicit public input regarding police services and programs.
- E. Serve as a liaison between the council, police department and the community.
- F. Review significant community issues and make recommendations regarding potential resolutions.
- G. Assist in community outreach efforts.
- H. Encourage individuals and community groups to assist the police department in the implementation of police programs and services.
- I. Assist with the budget process through review, program evaluation and priority recommendation.
- J. Review and make recommendations concerning other matters as may be referred to the Board, from time to time, via the Police Chief, Mayor and City Council.
- K. Act as an intermediary when concerns arise between members of the police department and chief.

(1969 Code, ' 19.030; Rev 2021)

' 32.04 HIRING DUTIES.

When a vacancy occurs within the City Police Department, the Police Advisory Board will review the hiring process and proceed to advertise for candidates, set dates for applications to be considered, review all applications for purposes of determining qualified individuals, and proceed to interview those candidates that appear to be representative of the quality that the city would wish to hire. The Police Advisory Board shall provide the name of the person recommended for full-time employment with the department to the City Council.

(1969 Code, ' 19.040; Rev 2021)

' 32.05 ESTABLISHMENT OF HIRING QUALIFICATIONS.

Commensurate with the hiring of candidates, the Advisory Board and Police Chief shall collaborate on a list of minimum standards that the candidate would be expected to satisfy, together with a system in which the Advisory Board could establish a measure of various candidates expected performance. That system shall be revised from time to time

Police Department

and shall be submitted to the City Council for final acceptance. The list shall be used in the selection process of filling a vacancy in the Department. (1969 Code, ' 19.050; Rev 2021)

' 32.06 POLICE OFFICERS; PROBATIONARY PERIOD.

Any candidate hired by the city as a police officer shall be subject to a probationary period not more than 1 year. Every original appointment and every promotional appointment are subject to a probationary period of 6 months after appointment, unless otherwise specified in the hiring agreement. The Police Advisory Board with consultation from the police chief shall from time to time make recommendations to the Council as to the officer's progress during the probationary period and make recommendations to the Council for determination of whether or not the person should be retained as a permanent employee of the City Police Department. (1969 Code, ' 19.060; Rev 2021)

' 32.07 DEVELOPMENT OF RULES AND REGULATIONS.

The Police Advisory Board in collaboration with the Police Chief shall provide community perspective and recommendations in the development and adoption of rules and regulations for the operation of the City Police Department, including job descriptions, procedures, and other matters necessary to accomplish an efficiently operated Department. Final rules and regulations shall be approved by the City Council. (1969 Code, ' 19.070; Rev 2021)

' 32.08 POLICE COMPENSATION AND BENEFITS.

Employees of the Police Department shall be compensated according to those salaries and benefits established by the City Council. The Advisory Board shall from time to time make recommendations with respect to the compensation and benefits particular to the City Police Department. (1969 Code, ' 19.080; Rev 2021)

' 32.09 EMPLOYEE GRIEVANCE RESOLUTION.

It is the policy of the city insofar as possible to prevent the occurrence of grievances and to deal promptly with those which occur. Grievances by an employee shall be directed toward the Police Advisory Board. They shall consider and examine the causes of the grievance and attempt to resolve it to the extent to which they have the authority to do so. If the grievance cannot be satisfied by the Advisory Board, it may be appealed to the City Council. (1969 Code, ' 19.090; Reve 2021)

Police Department

' 32.10 CITIZEN COMPLAINTS; REVIEW.

When complaints are made by individual members of the community, they shall be directed to the Police Advisory Board for examination and review. The Advisory Board may then make a recommendation regarding corrective action. Per Minnesota Statute 626.89 Peace Officer Discipline Procedures Act, the Police Advisory Board, "shall not have the authority to make a finding of fact or determination regarding a complaint against an officer or impose discipline on an officer. A civilian review board, commission, or other oversight body may make a recommendation regarding the merits of a complaint; however, the recommendation shall be advisory only and shall not be binding on nor limit the authority of the chief law enforcement officer of any unit of government". If complaints are made by citizens of the city to the City Council or a City Council Member individually, they shall be directed to the Police Advisory Board for possible resolution, unless referred back to the City Council by the Police Advisory Board.

(1969 Code, ' 19.100: Rev 2021)

32.11 DISCIPLINARY ACTION.

City police employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including observance of work rules promulgated by the Police Advisory Board and as adopted by the Council. Disciplinary action shall be in accordance with State Statutes and in conformance with the general rules and regulations of the State Statutes, city policies and procedures.

(1969 Code, ' 19.110; Rev 2021)

' 32.12 DISCRIMINATION.

It is the intent of the city that no person shall be employed, promoted, demoted, or discharged by this city or in any way favored or discriminated against because of political opinions, affiliations, race, color, national origin, age, religion, sex, marital status, status with regard to public assistance, or disability not related to minimum job requirements, or because of the exercise of rights and supervisions of the Public Employment Labor Relations Act, M.S. " 179A.01 through 179A.25, as they may be amended from time to time. Nothing in this subchapter shall be deemed to supersede any federal or state employment act or modify or supersede any provision of the Veterans Preference Act, M.S. " 197.455 through 197.481, as they may be amended from time to time.

(1969 Code, ' 19.120)

Adopted this 7th day of September, 2021 by the Lakefield City Council.

Attest:

Brian Rossow
Brian Rossow, City Clerk