



Department of Public Safety / Police Department Law Enforcement Center

MARSHALL POLICE DEPARTMENT PROPOSAL TO RESTRUCTURE February 1st, 2019

OBJECT OF REPORT

To seek the City Council's approval to the Marshall Police Department's organizational restructuring proposal which will be a cohesive and efficient structure that enhances communication, assignment of responsibilities and provides opportunities for advancement within the organization.

BACKGROUND

Police organizations have traditionally followed a more vertical organizational structure that is steep in rank. In the 1970's, the Marshall Police Department under new leadership, placed an emphasis on creating a more horizontal structure that followed business models at that time. Under the direction of the Director of Public Safety, four sergeant positions existed that provided supervision to police personnel. In the 1990's, under new leadership, two (2) corporal positions were added to provide front line supervision and one (1) sergeant position was eventually eliminated.

In 2005, the police department initiated a staffing survey under the belief that deficiencies existed in our organizational structure. Several recommendations were made regarding increasing command structure that would provide a clear delineation of roles, strengthen the chain of command and provide for stronger field duties. Options to create lieutenants and a goal of creating a captain position were researched and discussed. The difficult fiscal environment at that time, made the decision to change the command structure challenging. The current command structure of three (3) sergeants and two (2) corporals has existed since the late 1990's.

CURRENT PROPOSALS

1. The proposal is to change the current vacant sergeant position into a captain position. This change strengthens the command structure and provides for a clear delineation of duties. This change also creates a clear "2nd in command" which is found in every city within our comparable study group.
2. In addition, a corporal position would be added to provide front line supervision as well as provide leadership opportunities within the organization that would help in the retention of good police officers. This promotion would come from within our police department. (A current organizational chart and the current reorganization proposal is attached.)

FINANCIAL IMPACT

The overall annual financial impact is approximately \$2,704 to \$6,365 dollars. The proposal does not add additional personnel but involves changes to rank and command structure. The captain position would be an EXEMPT position that would not be eligible for overtime compensation. The proposed salary range identified for the captain position aligns with the sergeant's regular plus overtime wages. The addition of a corporal position would be the difference in hourly wage between a patrol officer and corporal. (currently step 5 is \$1.30 hour – step 6 is \$3.06 an hour)

CITIES STAFFING COMPARISON

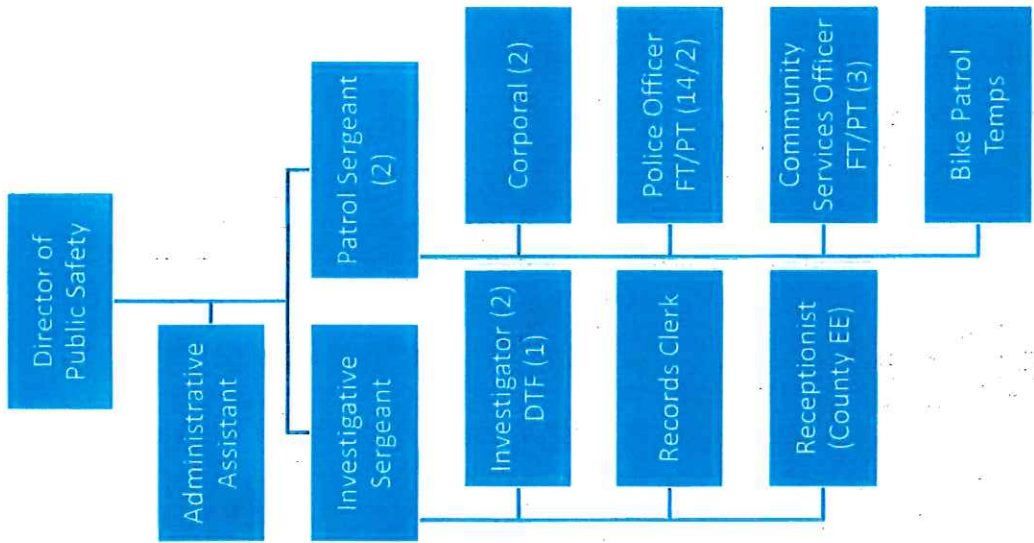
Population	City	FT/PT Sworn employees	Non-sworn employees	Total employees	2nd in Command	2nd in Command Earnings	Sworn per 1000 population
10,247	Fairmont	18/2	3	23	Captain	\$83,336 - \$95,638	1.75
23,648	Faribault	35/0	7	42	Captain	\$85,252 - \$116,926	1.48
13,804	Hutchinson	23/3	12	38	Lieutenant	\$62,462 - \$93,704	1.66
13,195	New Ulm	19/2	3	24	Commander	\$88,836	1.43
20,430	Northfield	23/0	4	27	Deputy Chief	\$98,196 - \$124,488	1.12
25,643	Owatonna	37/0	3	40	Captain	\$83,595 - \$108,680	1.44
9,237	Waseca	16/0	2	18	Captain	\$79,310 - \$99,138	1.73
19,558	Willmar	35/0	10	45	Captain	\$92,310**	1.78
12,969	Worthington	24/0	12	36	Captain	\$65,257 - \$88,289	1.85
13,680	Marshall	22/2	5	29	Captain	\$71,656 - \$95,534	1.60

**Salary of current Captain after 3 years in position

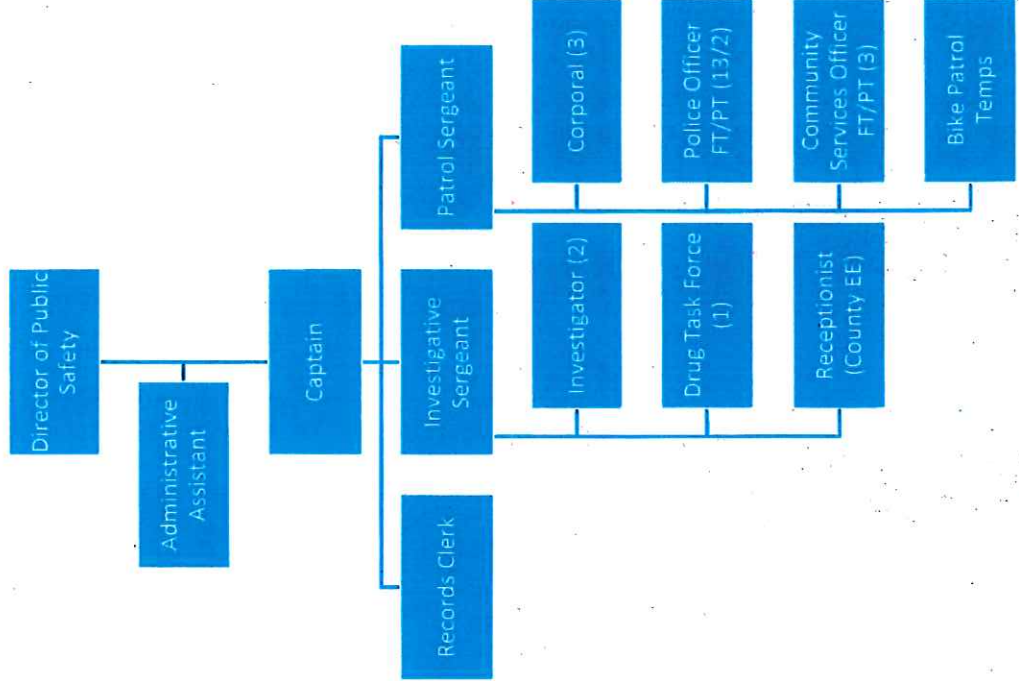


Organizational Chart—Public Safety City of Marshall, Minnesota

Current Structure

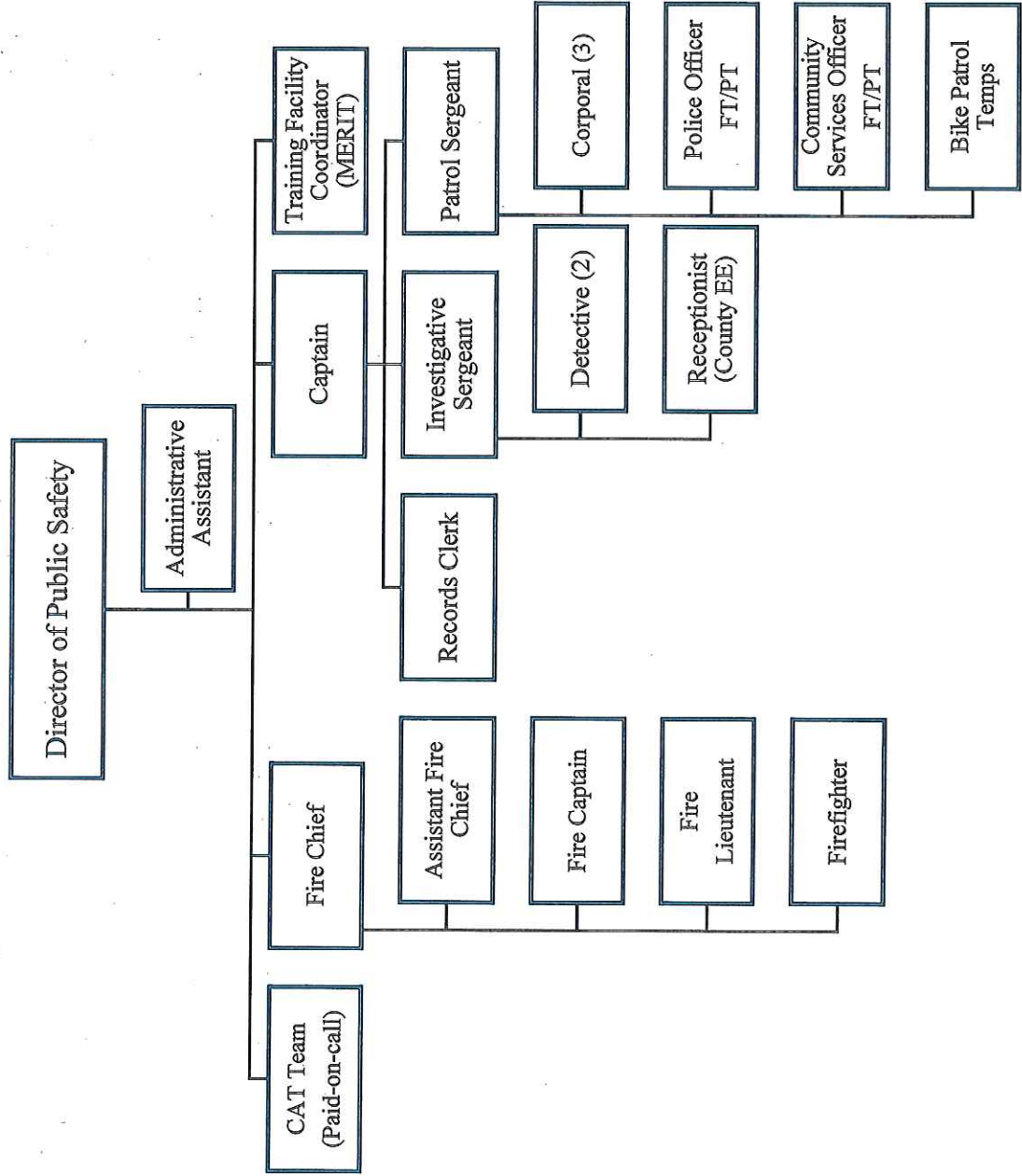


Proposed Structure





Organizational Chart—Public Safety---DRAFT City of Marshall, Minnesota



CITY OF MARSHALL Job Description

POSITION TITLE: Police Captain	DATE: DRAFT
DIVISION: Public Safety	FLSA STATUS: Exempt
ACCOUNTABLE TO: Director of Public Safety	UNION STATUS: Not applicable

SUMMARY OF POSITION

Provide leadership and supervision in the delivery of public safety services to the City of Marshall. These services include: police, emergency management, and animal control operations. Under general administrative direction of the Director, manage the day-to-day operations of the Department. Ensure that department services are utilizing best practices for the respective industries, and that they are compliant with internal operational guidelines and with applicable local, State, and Federal laws and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the Director of Public Safety in planning, coordinating, supervision, directing, and evaluation of overall police, emergency management, and animal control operations.
2. Assist the Director in determining selection procedures and in the selection of department personnel.
3. Participate in the administration and supervision of the Patrol and Support Services Divisions; supervise Sergeants, and Records personnel directly, and others through subordinate supervisors.
4. Assume operational responsibilities for police, emergency management, and animal control operations in the absence of the Director of Public Safety.
5. Perform duties of subordinate supervisors and police officers, when needed.
6. Assist in the development, communication, and enforcement of Department and City policies and procedures and ensure that proper corrective action is taken, when needed.
7. Assist the Director of Public Safety in ensuring that laws and ordinances are enforced and that the public peace and safety are maintained.
8. Ensure proper investigative follow-up and coordinate prosecution in compliance with judicial and Departmental rules, as needed; prepare and/or review field reports, case-file reports, and other operational records and reports for completeness and accuracy, as needed.
9. Supervise the Records Clerk and department personnel in the handling, maintenance, and storage of all departmental records; assure compliance with the Minnesota Government Data Practices Act and other data privacy laws as appropriate. Supervise and maintain the Department's computer records and hardware inventory is a part of these duties. Coordinate record retention/destruction in compliance with state and federal retention schedules.
10. Oversee the need and utilization of all equipment and vehicles; ensure that vehicles are in proper repair and routine maintenance schedules are followed. Develop specifications to purchase vehicles and major equipment, as directed.
11. Assist in the oversight, review, and maintenance of the City's Emergency Operational Plans (EOP) and assist the Director in the event of a disaster or serious emergency within the City. Serve as Emergency Manager in the absence of the Director.
12. Assist in the development and administration of the budget(s) for police, emergency management, and animal control.
13. Direct, facilitate, monitor, and document the training needs of department personnel to ensure state requirements are met and employee proficiencies are maintained; facilitate individual employee training and development in accordance with department needs.
14. Accept and mediate citizen complaints against peace officers; assist the Director in the completion of formal complaint investigations and Internal Affairs investigations, as directed.
15. Prepare and disseminate media reports, public service announcements, weather alerts, and press releases; ensure compliance with data privacy requirements.
16. Generate reports and crime/departmental analysis, as needed or directed.
17. Promote, direct, and supervise community policing, problem-oriented and pro-active policing, and actively promote these concepts to all employees. Meet with and engage the community and community/business leaders to promote safety and deterrence of crime within the City.
18. In the absence of the Director, approve, deny, or recommend or not recommend a variety of administrative requests, including, but not limited to: handgun purchase permits, alcohol and special event permits, special vehicle permits, etc.
19. Represent the department at a variety of meetings, functions, events, and related activities. Serve on community boards or committees, as assigned.

20. Perform other job-related responsibilities as apparent or directed by the Public Safety Director.
21. Attendance is an essential function of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Associate Degree in Law Enforcement/Criminal Justice.
- B. Seven (7) years full time law enforcement experience with three (3) years employed full-time with the Marshall Police Department.
- C. Maintain MN Police Officer's Standards & Training (POST) license through continuing education.
- D. Two (2) years supervisory experience or equivalent combination of education and experience sufficient to successfully perform in a supervisory capacity.
- E. Attain the Minnesota Emergency Management Certification within three (3) years of hire.

DESIRABLE QUALIFICATIONS

- A. Bachelor's degree is preferred.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of city ordinances, departmental procedures, and State & Federal laws.
- Knowledge in the administration of union contracts and general labor practices.
- Knowledge in the concepts of emergency management and incident command.
- Knowledge of the geography of the city and local areas.
- Knowledge of budget development and administration.
- Skill in conflict resolution.
- Ability to articulate in a clear and concise manner in both oral and written communication.
- Ability to deal with hostile people and to mediate and reconcile complaints against employees.
- Ability to demonstrate attention to detail, effective time management, and initiative.
- Ability to complete major tasks, duties and directives simultaneously.
- Ability to manage, monitor, and conduct major criminal investigations.
- Ability to deal tactfully but firmly with offenders, suspects, and witnesses, and to establish and maintain effective working relationships with other employees, enforcement agency representatives and the general public.
- Ability to conduct and assist with periodic in-service and departmental training.
- Ability to manage the day-to-day operations of the Police Department.

SUPERVISION EXERCISED

Direct supervisory responsibility for the following departmental personnel: Sergeants, Records Clerk(s), and others through subordinate supervisors.

SUPERVISION RECEIVED

General supervision by the Director of Public Safety.

PUBLIC CONTACTS

Considerable contacts are county, city, state and federal law enforcement agencies, department personnel, city staff, general public, city and county attorneys, court officials, MMU, Southwest Minnesota State University personnel, public and private organizations, businesses, and news media.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computers, motor vehicles, Police radios, Police Emergency Vehicle Equipment, Mobile Digital Video Recording Equipment, Firearms (handgun, shotgun,

rifle), Tasers, Chemical Aerosols, Audio Recording Devices, Radar (moving and laser), Undercover Audio and Video Surveillance Equipment, Varda Alarm Systems, Telephone (desk and cellular), and Evidence/Crime Scene Processing.

Critical incidents often occur without warning and require this position to perform the needed tasks with limited staff, under an adverse working environment, and in conditions that are dangerous to personal safety, the safety of staff and the community at large.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

Physical Requirements and Working Conditions
Supplemental Job Description Information

Position Title: Captain

Department: Public Safety

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Weight to be Lifted Or force to be Exerted

	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In excess of 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activities

	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speak or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push or pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exposure to Environmental Conditions

	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing apparatus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to blood borne pathogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visual Acuity

No special vision requirements	<input type="checkbox"/>
Close vision	<input checked="" type="checkbox"/>
Distance vision	<input checked="" type="checkbox"/>
Ability to adjust focus	<input checked="" type="checkbox"/>
Depth perception.....	<input checked="" type="checkbox"/>
Color perception	<input checked="" type="checkbox"/>
Night vision.....	<input checked="" type="checkbox"/>
Peripheral vision	<input checked="" type="checkbox"/>

Vocal Communication

Expressing or exchanging ideas by means of the spoken word.....	<input checked="" type="checkbox"/>
Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly.....	<input checked="" type="checkbox"/>

Hearing Perception

Ability to recognize information at normal spoken word levels.....	<input checked="" type="checkbox"/>
Ability to receive detailed information through oral communications and/or to make fine distinctions in sound.....	<input checked="" type="checkbox"/>

Sensory Utilization

Preparing and analyzing written or computer data.....	<input checked="" type="checkbox"/>
Visual inspection involving small defects and/or small parts	<input checked="" type="checkbox"/>
Use of measuring devices	<input checked="" type="checkbox"/>
Assembly or fabrication of parts within arms length	<input checked="" type="checkbox"/>
Operating machines.....	<input checked="" type="checkbox"/>
Operating motor vehicles or equipment.....	<input checked="" type="checkbox"/>
Observing general surroundings and activities.....	<input checked="" type="checkbox"/>

Typical Noise Level

Very Quiet (e.g. park trail, storage or file room).....	<input type="checkbox"/>
Quiet (e.g. library, private offices).....	<input type="checkbox"/>
Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic).....	<input checked="" type="checkbox"/>
Loud Noise (e.g. heavy traffic, large earth-moving equipment)	<input type="checkbox"/>
Very Loud Noise (e.g. jack hammer work, garbage recycle plant)	<input type="checkbox"/>

CITY OF MARSHALL
Job Description

POSITION TITLE: Police Sergeant	DATE: Draft
DIVISION: Public Safety	FLSA STATUS: Non-exempt
ACCOUNTABLE TO: Police Captain	UNION STATUS: LELS

SUMMARY OF POSITION

Supervise, assign, review, and participate in the work of law enforcement staff responsible for providing traffic and field patrol, investigations, crime prevention, community relations, training and/or related services and activities. Ensure work quality and adherence to established policies and procedures, participate in community-based police activities and programs, and perform a variety of technical and administrative tasks in support of law enforcement services and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise law enforcement personnel, coordinate their schedules, activities and special assignments; recommend, through chain of command, the transfer, promotion, discipline, discharge, and assignments of subordinates; assist in the evaluation of employees.
2. Coordinate and supervise the 14-week Field Training Program for all new employees. Conduct weekly evaluations to ensure employee development.
3. Monitor and conduct major criminal investigations to ensure policy compliance, utilization of cooperative agencies, and case completion. Develop, monitor, and manage cooperating individuals. Prepare and execute search warrants.
4. Coordinate alcohol and tobacco compliance investigations, as directed.
5. Ensure proper handling and storage of department evidence, seized and/or forfeited vehicles, cash, drugs, and valuables.
6. Conduct public notifications upon release of registered high-risk predatory sex offenders and monitor registered sex offenders living in the community. Maintain appropriate records.
7. Accept/mediate citizen complaints against department personnel, recommend further investigation as necessary, and conduct employee internal investigations based on citizen complaint, officer complaints and/or observed infractions.
8. Prepare and/or review field reports, case-file reports, and other operational records and reports as needed.
9. Assist in the development, review, replacement, modification, implementation and enforcement of Departmental policies and procedures.
10. Monitors changes in laws, court decisions, regulations and technology advancements.
11. Prepare and disseminate media reports, public service announcements, weather alerts, and press releases while ensuring compliance with the Minnesota Government Data Privacy Act. Coordinate and monitor the department's social media sites and ensure compliance with City of Marshall social media policies.
12. Generate month-end and annual reports; Officer activity reports, Community Service Officer Summary, Detective Division Activity Summary, MN State Auditor Report, NCIC Audit Report, Vehicle Fleet Maintenance Report, Training Summary, School Resource Officer Summary, Animal Impound Inventory, BLR Gang and Drug Activity Report, Pursuit Summary, Bias Crime Report.
13. Review and sign criminal complaints and petitions from County and City Attorneys.
14. Participate in the selection of law enforcement personnel; interview applicants and conduct extensive background investigations; coordinate and administer various examinations including: written, physical agility, and other related tests as needed.
15. Ensure evidence and found property is properly gathered, documented, stored and disposed of. Forfeited and surplus property is properly documented and disposed of.
16. Assist in the development review and maintenance of the City's Emergency Operation Plans (EOP) and assist the Director or serve as Emergency Manager in the absence of the Director during an event of a disaster or serious emergency within the City.
17. Attendance is an essential function of this position.
18. Perform other duties as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assign, monitor and maintain security for departmental network systems assuring state and federal compliance requirements for monthly/annual reporting are met.
2. Participate in and provide leadership to non-police organizations serving in a liaison role or staff support capacity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Associate Degree in Law Enforcement/Criminal Justice.
- B. Five (5) years full time law enforcement experience with two (2) years employed full time with the Marshall Police Department.
- C. Maintain MN Police Officers Standards & Training (POST) license through continuing education.
- D. Valid MN Class D Driver's License.

DESIRABLE QUALIFICATIONS

- A. Bachelor's degree is preferred.
- B. Supervisory experience or and/or supervisory training is preferred.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of city ordinances, departmental procedures, and State & Federal statutes.
- Knowledge in the administration of union contracts and general labor practices.
- Knowledge in the concepts of emergency management and incident command.
- Knowledge of the geography of the city and local areas.
- Skill in conflict resolution.
- Ability to articulate in a clear and concise manner in both oral and written communication.
- Ability to deal with hostile people and to mediate and reconcile complaints against employees.
- Ability to demonstrate attention to detail, effective time management, and initiative.
- Ability to complete multiple tasks, duties and directives simultaneously.
- Ability to manage, monitor, and conduct major criminal investigations.
- Ability to deal tactfully but firmly with offenders, suspects, and witnesses, and to establish and maintain effective working relationships with other employees, enforcement agency representatives and the general public.
- Ability to conduct and assist with periodic in-service and departmental training.
- Ability to work with minimal supervision in the day-to-day operations of the Police Department.

SUPERVISION EXERCISED

Direct supervisory responsibility for the following departmental personnel: Corporals, Detectives, Police Officers, and Community Service Officers; shared work direction for the Lyon County Receptionist.

SUPERVISION RECEIVED

General supervision by the Captain.

PUBLIC CONTACTS

Considerable and continuous contact with the city, county, state and federal law enforcement agencies, department personnel, city and county attorneys, court officials, City staff, MMU, Southwest Minnesota State University personnel, public and private organizations, businesses, media, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computers, motor vehicles, Police radios, Police emergency Equipment (red lights, siren, etc), Mobile Digital Video Recording Equipment, Firearms (handgun, shotgun, rifle), Chemical Aerosols, Audio Recording Devices, Dubbing Equipment, Radar (moving & laser), Clandestine Lab Equipment: Self-contained Breathing Apparatus (SCBA), Tyvex protective suits, gloves, masks, boots, etc., Undercover

Audio & Video Surveillance Equipment, Varda Alarm Systems, Telephones (desk & cellular), Evidence Processing Chemicals, Automatic External Defibrillators (AED), Car Battery Jump packs, Tint Meters, Digital & 35mm Cameras, Tasers, Intoxilyzer/AlcoSensor, and Fire Extinguishers.

Critical incidents often occur without warning and require this position to perform the needed tasks with limited staff, under an adverse working environment, and in conditions that are dangerous to personal safety, the safety of staff and the community at large.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION POLICY/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.

Physical Requirements and Working Conditions Supplemental Job Description Information

Position Title: Sergeant

Department: Public Safety

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Weight to be Lifted Or force to be Exerted

	None	up to 1/3	1/3 to 2/3	2/3 & up
Up to 10 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds of force	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In excess of 100 pounds of force	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Activities

	None	up to 1/3	1/3 to 2/3	2/3 & up
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speak or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push or pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Motions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Exposure to Environmental Conditions

	None	up to 1/3	1/3 to 2/3	2/3 & up
Wet, humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breathing apparatus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to blood borne pathogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Visual Acuity

No special vision requirements	<input type="checkbox"/>
Close vision	<input checked="" type="checkbox"/>
Distance vision	<input checked="" type="checkbox"/>
Ability to adjust focus	<input checked="" type="checkbox"/>
Depth perception	<input checked="" type="checkbox"/>
Color perception	<input checked="" type="checkbox"/>
Night vision	<input checked="" type="checkbox"/>
Peripheral vision	<input checked="" type="checkbox"/>

Vocal Communication

Expressing or exchanging ideas by means of the spoken word	<input checked="" type="checkbox"/>
Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly or quickly	<input checked="" type="checkbox"/>

Hearing Perception

Ability to recognize information at normal spoken word levels	<input checked="" type="checkbox"/>
Ability to receive detailed information through oral communications and/or to make fine distinctions in sound	<input checked="" type="checkbox"/>

Sensory Utilization

Preparing and analyzing written or computer data	<input checked="" type="checkbox"/>
Visual inspection involving small defects and/or small parts	<input checked="" type="checkbox"/>
Use of measuring devices	<input checked="" type="checkbox"/>
Assembly or fabrication of parts within arms length	<input checked="" type="checkbox"/>
Operating machines	<input checked="" type="checkbox"/>
Operating motor vehicles or equipment	<input checked="" type="checkbox"/>
Observing general surroundings and activities	<input checked="" type="checkbox"/>

Typical Noise Level

Very Quiet (e.g. park trail, storage or file room)	<input type="checkbox"/>
Quiet (e.g. library, private offices)	<input type="checkbox"/>
Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic)	<input checked="" type="checkbox"/>
Loud Noise (e.g. heavy traffic, large earth-moving equipment)	<input type="checkbox"/>
Very Loud Noise (e.g. jack hammer work, garbage recycle plant)	<input type="checkbox"/>

CITY OF MARSHALL Job Description

POSITION TITLE: Sergeant	DATE: May-2009-Draft
DIVISION: Public Safety	FLSA STATUS: Non-exempt
ACCOUNTABLE TO: Director of Public Safety Captain	UNION STATUS: LELS

SUMMARY OF POSITION

~~This position is responsible to s~~Supervise, assign, review, and participate in the work of law enforcement staff responsible for providing traffic and field patrol, investigations, crime prevention, community relations, training and/or related services and activities. ~~This position e~~Ensures work quality and adherence to established policies and procedures, participates in community-based police activities and programs, and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise law enforcement ~~and records management~~ personnel, coordinate their schedules, activities and special assignments; recommend, through chain of command, the transfer, promotion, discipline, discharge, and assignments of subordinates; ~~supervise school crossing guards~~; assist in the evaluation of employees; ~~coordinate record retention/destruction in compliance with state and federal retention schedules.~~
2. Coordinate and supervise the 14-week Field Training Program for all new employees. Conduct weekly evaluations to ensure employee development.
- ~~2. Direct, facilitate, monitor and document the on-going training needs of the department and the individual employee to ensure state requirements/employee development needs are met.~~
3. Monitor and conduct major criminal investigations to ensure policy compliance, utilization of cooperative agencies, and case completion. Develop, monitor, and manage cooperating individuals. Prepare and execute search warrants.
4. -Coordinate alcohol and tobacco compliance investigations, ~~as directed.~~
5. ~~Ensure proper handling and storage of~~ Monitor department evidence, seized and/or forfeited vehicles, cash, drugs, and valuables.
- ~~3-6.~~ Conduct public notifications upon release of registered high-risk predatory sex offenders and monitor registered sex offenders living in the community. Maintain appropriate records.
- ~~4. Assume departmental responsibility as the Chief of Police in the absence of the Director of Public Safety.~~
- ~~5-7.~~ Accept/mediate citizen complaints against ~~employees department personnel~~, recommend further investigation as necessary, and conduct employee ~~internal~~ investigations based on citizen complaint, officer complaints and/or observed infractions.
- ~~6-8.~~ ~~Prepare and/or R~~review ~~daily field~~ reports, case-file reports, and ~~other operational records and reports as needed-First Report of Injury forms.~~
9. Assist in the development, review, replacement, modification, implementation and enforcement of Departmental policies and procedures.
- ~~7-10.~~ ~~Monitors changes in laws, court decisions, regulations and technology advancements.~~
- ~~8-11.~~ Prepare and disseminate media reports, public service announcements, weather alerts, and press releases while ensuring compliance with the ~~Minnesota Government d~~Data pPrivacy aAct. ~~Coordinate and monitor the all department's social media sites and also ensure compliance with City of Marshall social media policies.~~
- ~~9. Process departmental expenditures and submit purchase orders; order equipment and supplies; reconcile and approve employee time and attendance records. Research, compile specifications, and prepare bid sheets for departmental vehicles purchased.~~
- ~~10-12.~~ Generate month-end and annual reports; Officer activity -reports, Community Service Officer Summary, Detective Division Activity Summary, MN State Auditor Report, NCIC Audit Report, Vehicle Fleet Maintenance Report, Training Summary, School Resource Officer Summary, Animal Impound Inventory, BLR Gang and Drug Activity Report, Pursuit Summary, Bias Crime Report.
- ~~11-13.~~ ~~Review and Sign-sign~~ criminal complaints and petitions ~~from County and City Attorneys.~~ ~~Responsible for the transport and security of prisoners to and from required court appearances.~~
14. Participate in the selection of law enforcement personnel; interview applicants and conduct extensive background investigations; coordinate and administer various examinations including: written, physical agility, and other related tests as needed.
- ~~15. Monitor and conduct major criminal investigations to ensure proper protocols were utilized, coordination with other agencies and prosecutors was utilized, and case completion. Ensure Management of evidence and found property is~~

properly gathered, documented, stored and disposed of. Forfeited and surplus property is properly documented and disposed of.

16. Assist in the development review and maintenance of the City's Emergency Operation Plans (EOP) and assist the Director or serve as Emergency Manager in the absence of the Director during an event of a disaster or serious emergency within the City.

~~12. Community notifications and alcohol/compliance checks are completed as needed.~~

~~13.17.~~ Attendance is an essential function of this position.

~~14.18.~~ Perform other duties as assigned.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assign, monitor and maintain security for departmental network systems assuring state and federal compliance requirements for monthly/annual reporting are met.
2. Participate in and provide leadership to non-police organizations serving in a liaison role or staff support capacity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- A. Associate Degree in Law Enforcement/Criminal Justice.
- B. Five (5) years full time law enforcement experience with two (2) years employed full time with the Marshall Police Department.
- C. Maintain MN Police Officers Standards & Training (POST) license through continuing education.
- D. Valid MN Class D Driver's License.

DESIRABLE QUALIFICATIONS

- A. Bachelor's degree is preferred.
- B. Supervisory experience or and/or supervisory training is preferred.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of city ordinances, departmental procedures, and State & Federal statutes.
- Knowledge in the administration of union contracts and general labor practices.
- Knowledge in the concepts of emergency management and incident command.
- Knowledge of the geography of the city and local areas.
- Skill in conflict resolution.
- Ability to articulate in a clear and concise manner in both oral and written communication.
- Ability to deal with hostile people and to mediate and reconcile complaints against employees.
- Ability to demonstrate attention to detail, effective time management, and initiative.
- Ability to complete multiple tasks, duties and directives simultaneously.
- Ability to manage, monitor, and conduct major criminal investigations.
- Ability to deal tactfully but firmly with offenders, suspects, and witnesses, and to establish and maintain effective working relationships with other employees, enforcement agency representatives and the general public.
- Ability to conduct and assist with periodic in-service and departmental training.
- Ability to work with minimal supervision in the day-to-day operations of the Police Department.

SUPERVISION EXERCISED

Direct supervisory responsibility for the following departmental personnel: Corporals, Detectives, Police Officers, ~~a and~~ Community Service Officers, ~~s,~~ Records Clerk, shared work direction for the Lyon County Receptionist, and Crossing Guards.

SUPERVISION RECEIVED

General supervision by the ~~Director of Public Safety~~ Captain.

PUBLIC CONTACTS

Considerable and continuous contact with the city, county, state and federal law enforcement agencies, ~~and~~ department personnel, city and county attorneys, court officials, City staff, MMU, Southwest Minnesota State University personnel, public and private organizations, businesses, media, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computers, motor vehicles, Police radios, Police emergency Equipment (red lights, siren, etc), Mobile Digital Video Recording Equipment, Firearms (handgun, shotgun, rifle), Chemical Aerosols, Audio Recording Devices, Dubbing Equipment, Radar (moving & laser), Clandestine Lab Equipment: Self-contained Breathing Apparatus (SCBA), Tyvex protective suits, gloves, masks, boots, etc., Undercover Audio & Video Surveillance Equipment, Varda Alarm Systems, Telephones (desk & cellular), Evidence Processing Chemicals, Automatic External Defibrillators (AED), Car Battery Jump packs, Tint Meters, Digital & 35mm Cameras, Tasers, Intoxilyzer/AlcoSensor, and Fire Extinguishers.

Critical incidents often occur without warning and require this position to perform the needed tasks with limited staff, under an adverse working environment, and in conditions that are dangerous to personal safety, the safety of staff and the community at large.

See attached Physical Requirements and Working Conditions form.

CITY OF MARSHALL WAGE SCHEDULE

2019 Schedule--Proposed

FULL-TIME EMPLOYEES

JOB CLASSIFICATION	Points	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Administrator	1142	51.80	55.26	58.71	62.16	65.62	69.07
Dir. of Public Works/City Engineer	920	43.10	45.97	48.84	51.71	54.59	57.46
Director of Community Services	654	42.19	45.00	47.81	50.63	53.44	56.25
Director of Public Safety	864	40.79	43.51	46.23	48.95	51.67	54.39
Director of Administrative Services	830	40.79	43.51	46.23	48.95	51.67	54.39
WWT Facility Superintendent	611	34.45	36.74	39.04	41.34	43.63	45.93
City Assessor	588	34.45	36.74	39.04	41.34	43.63	45.93
Finance Director	588	34.45	36.74	39.04	41.34	43.63	45.93
Assistant City Engineer/Zoning Adm	588	34.45	36.74	39.04	41.34	43.63	45.93
Police Captain	588	34.45	36.74	39.04	41.34	43.63	45.93
Liquor Store Manager	551	32.05	34.18	36.32	38.46	40.59	42.73
Public Ways Superintendent	496	32.05	34.18	36.32	38.46	40.59	42.73
Human Resource Manager	464	30.24	32.26	34.27	36.29	38.30	40.32
Police Sergeant (C)	441	27.92	29.78	31.65	33.51	35.37	37.23
Police Sergeant (C)	421	27.92	29.78	31.65	33.51	35.37	37.23
Parks Superintendent	421	28.48	30.38	32.27	34.17	36.07	37.97
WWT Facility Asst. Superintendent	388	26.99	28.79	30.59	32.39	34.19	35.99
Training Facility Coordinator (MERIT)	382	26.99	28.79	30.59	32.39	34.19	35.99
Senior Engineering Specialist (A)	382	26.99	28.79	30.59	32.39	34.19	35.99
Plans Examiner/Asst Zoning Adm (A)	382	26.99	28.79	30.59	32.39	34.19	35.99
Building Services Coordinator (A)	382	26.99	28.79	30.59	32.39	34.19	35.99
Police Corporal (B)	382	26.46	28.22	29.99	31.75	33.52	35.28
Police Detective (B)	382	26.46	28.22	29.99	31.75	33.52	35.28
Facility Maintenance Supervisor	342	25.70	27.42	29.13	30.84	32.56	34.27
WWT Collection Sys. Asst. Superintenden	329	24.90	26.56	28.22	29.88	31.54	33.20
Lead Maintenance Worker (A)	327	24.90	26.56	28.22	29.88	31.54	33.20
Police Officer (B)	317	24.17	25.78	27.39	29.00	30.61	32.22
Appraiser	310	23.93	25.52	27.12	28.71	30.31	31.90
Media Communications Specialist	308	23.93	25.52	27.12	28.71	30.31	31.90
Adult Community Center Coordinator	298	23.93	25.52	27.12	28.71	30.31	31.90
Executive Assistant	291	23.93	25.52	27.12	28.71	30.31	31.90
Engineering Specialist (A)	289	23.93	25.52	27.12	28.71	30.31	31.90
City Clerk	289	23.93	25.52	27.12	28.71	30.31	31.90
Community Education Coordinator	282	22.50	24.00	25.50	27.00	28.50	30.00
WWT Laboratory Specialist (A)	281	22.50	24.00	25.50	27.00	28.50	30.00
Accounting Specialist	275	22.50	24.00	25.50	27.00	28.50	30.00
Payroll/Benefits Specialist	275	22.50	24.00	25.50	27.00	28.50	30.00
Building Maintenance Supervisor	261	22.50	24.00	25.50	27.00	28.50	30.00
Recreation Coordinator	261	22.50	24.00	25.50	27.00	28.50	30.00
Building Inspector II (A)	257	24.90	26.56	28.22	29.88	31.54	33.20
Assessing Technician	252	21.90	23.36	24.82	26.28	27.74	29.20
WWT Technical Operator (A)	251	22.50	24.00	25.50	27.00	28.50	30.00
Administrative Assistant	247	21.90	23.36	24.82	26.28	27.74	29.20
WWT Plant Operator II (A)	239	21.90	23.36	24.82	26.28	27.74	29.20
WWT Senior Maintenance Operator (A)	238	21.90	23.36	24.82	26.28	27.74	29.20
Mechanic (A)	237	21.90	23.36	24.82	26.28	27.74	29.20
Engineering Technician (A)	215	20.86	22.25	23.64	25.03	26.42	27.81
Building Inspector I (A)	206	21.90	23.36	24.82	26.28	27.74	29.20
Police Records Clerk	203	20.86	22.25	23.64	25.03	26.42	27.81
Senior Maintenance Worker (A)	200	20.86	22.25	23.64	25.03	26.42	27.81
WWT Maintenance Operator (A)	200	20.86	22.25	23.64	25.03	26.42	27.81
Media Production Technician	199	20.86	22.25	23.64	25.03	26.42	27.81
WWT Plant Operator I (A)	192	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Technician (A)	181	20.86	22.25	23.64	25.03	26.42	27.81
Maintenance Worker (A)	172	19.28	20.57	21.85	23.14	24.42	25.71
Office Assistant/Receptionist	171	19.28	20.57	21.85	23.14	24.42	25.71
Community Service Officer	153	18.38	19.61	20.83	22.06	23.28	24.51
Liquor Sales Associate	149	18.38	19.61	20.83	22.06	23.28	24.51
Building Maintenance Worker	132	18.02	19.22	20.42	21.62	22.82	24.02
Building Custodian (Arena) (A)	119	10.59	11.30	12.00	12.71	13.41	14.12

Union Contract Positions

- (A) AFSCME
- (B) LELS 190 Patrol
- (C) LELS 245 Police Supervisors

2019 Wage Rates
2018 Wage Rates
2018 Wage Rates

Approved Proposed
Effective Proposed 03/13/2019