

Township of Breitung Agenda-Special Meeting

Township of Breitung Special Board Meeting Thursday, 04/08/2021

Breitung Town Hall 11am and via teleconference

Call in information (701) 802-5299, Access Code 8973797#

- Call the meeting to order/Roll Call

Old Business

Police Department Business

- Update on Joint Committee Meetings
- Short Term Options-St. Louis County Patrol
- Hiring a New Police Chief, Posting
- Review of Mail
- Review of Applications
- Tower Squad and Equipment Distribution

Next Regular Board Meeting – Thursday 04/22/21 at 12 Noon

Adjourn

Breitung/Tower police committee

March 30, 2021, 9 a.m.

Tower- Dave Setterberg, Joe Morin

Breitung- Dianna Sundahl, Chuck Tekautz, Renee Pearson, Jim Battin, Stephanie Ukkola

Dianna presented a PowerPoint detailing specifics of the Breitung Police Department

The group added ground rules for the committee including:

- Be on time and come prepared
- Phones on silent
- Look at facts, remain open-minded
- Be constructive, not destructive
- Be a good listener

Added to look at other long-term options:

- Tower and Breitung each have a department and each contract with each other
Contract with a security service
- Have only a seasonal Breitung department or seasonal contract with SLC
- Northeast Range Policing

Discussion

- Dave wants to know what the Breitung department's success rate is (For example, what percent of the time were our police able to find out who committed a crime?)
- Renee asked how many of the community events were really necessary and how much did that effect our payroll. Dianna and Jim answered that 4th of July is the only major OT day and that other events, like community picnics and Big Truck Night are part of regular staff hours.
- Dave would like to find out more about insurance liability with SLC. The contract requires Tower/Breitung have a 4 million dollar liability policy. Dave is curious what we carry now and how much it costs us. Joe asked about liability, what is our liability, max liability, and what does that do to our insurance liability? Dianna will find out.
- Dave would like to know about if SLC is in our community on our payroll and they are called to a 911 call outside of our area if they would still be on our payroll/insurance. Chuck answered that when Tower tried using SLC in the past that that was the case and that there were many days when SLC didn't even show up in Tower.
- Dianna recommended that everyone make their own lists of pros and cons for each possible long-term option and send back to her.
- Dave asked if Breitung and Tower have the same priorities (patrols/deterrent, crime).
- Chuck said that it's hard to compare Breitung/Tower to Minneapolis, but what would a 27 million dollar settlement do to us? If we had one bad event it could cause a real issue.
- Jim said there is a lot more police do that calls even small things like changing tires or giving directions. He also said local police can be more helpful, "If I know Dave and I see someone else in his garage, and then I start asking questions. I can help better because I know you." Control and defer crimes is a big part of community policing. Jim said in the past the Breitung police worked 12 hour shifts at varied start times, typically later hours, especially in summer. The SLC Sheriffs also work 12 hour shifts, start times are negotiable.
- Drugs seem to be a problem in our communities, who is best to assist with the effort in cleaning it up?

Things to Do:

What parts of the SLC contract would be negotiable-Dianna

Is private security is an option-Joe

Insurance-Dianna

List of priorities for Breitung-Dianna/Chuck/Renee

Success rate of crimes solved-Dianna will look into this-unsure of where information would be

Short presentation of options and community survey when the committee can finalize details on options-Future/Committee

Press release or advertisement to communicate to the community that there is coverage in April, May and that we are working on a long-term solution-Tower-Breitung to discuss individually and decide. Will let Stephanie know. Example below, double click to open:



Notice to the Public

Pro's and Con's list of Long Term Options and Priority List-Everyone-mail to Dianna

Next meeting is Tuesday, April 6 at 8:30 a.m.

Breitung/Tower Police Committee

April 6th, 2021, 8:30a.m.

Tower- Dave Setterberg, Joe Morin, Dena Suihkonen, Randy Semo

Breitung- Dianna Sundahl, Renee Pearson, Jim Battin, Stephanie Ukkola, Denise Osterholm

Absent-Charles Tekautz

Added 3 new members to the group-Dena Suihkonen, Randy Semo, Denis Osterholm

Went over PowerPoint Presentation and Pro's and Con's list

- Currently awaiting call back from certain entities:
 - East Range Department
 - St. Louis County Sheriff
- Received updated information on calls for Breitung, Tower, Greenwood, and Cook for 2019 and 2020. Dianna will go over data, and send out findings and raw data in an email.

Discussion

- Dena brought up the importance of Law Enforcement presence at an EMS call. There is currently an uptick in mental health issues since Covid-19. Important to look at time to the scene as there are incidents that EMS cannot respond to unless law enforcement is present (Domestic Violence, individuals wanting to harm themselves, traffic accidents, fire incidents)
- Jim mentioned that Police have AED's on board and are trained to use
- Randy mentioned that St. Louis County has arrived on scene to alarm incidents at the same time or right before local police.
- Is contracting with Ely or another Police force in the area an option?
- For slide 6 (Priority List for Tower) mimic slide 5, and add Blight
- How does 40 hours a week work with the Sheriff working 12 hours a day
- Joe called a Security Service out of Duluth, MN with HQ in Coon Rapids-outfit stated they have been preparing for small community services, but as of now there are no cities in MN or WI that are contracted with them. Stated they could perform same services as St. Louis County or local patrol. Jim Battin stated this wasn't the case, and liability for the township/city could be much more expensive.
- Stephanie asked if it would be possible to suggest certain sheriff's if signing a contract.

Things to Do:

What parts of the SLC contract would be negotiable-Dianna (awaiting response)

Contact St. Louis County in regards to asking for specific sheriff if signing a contract-Dianna

Local Union 346-Dianna (awaiting clarification on response in regards to contract)

Success rate of crimes solved-Dianna will look into this-unsure of where information would be

True up Pro's and Con's list, make one list-Dianna

Update Power Point; send out new call data from SLC-Dianna

Did we need more information on Security Service-Joe

East Range Police Department (currently serving Aurora and Hoyt Lakes)-Dave to gather data on what they are doing correctly, what could we learn from them, is joining them a possibility?

Contracting with Ely or another local town-no one assigned

Next meeting is Tuesday, April 13th at 8:30 a.m. at the Breitung Community Center

BREITUNG POLICE DEPARTMENT

Job Title: Chief of Police

Accountable to: Breitung Town Board

Purpose of the Job:

To manage and direct police operations. To be responsible for coordinating the work within the Department to effectively and efficiently deliver police service to the Township of Breitung and its service areas. To ensure a safe environment for the community and enforce the laws as required and taking preventative action wherever possible.

Major Responsibilities:

1. Supervises Police Department personal
 - a. Participates in selection, promotional, discipline and termination decisions
 - b. Plans, assigns, and evaluates the work performed.
 - c. Maintains personnel records and processes time sheets (keeps track of vacations, holidays, sick days)
 - d. Designs job duties/schedules and trains staff.
2. Directs the development and implementation of Departmental policies and operations.
 - a. Stays up to date on legal requirements and ensures compliance within the Department.
 - b. Monitors and develops Departmental policies to ensure they are current and meet mandated POST requirements.
 - c. Ensures record keeping and reporting requirements are met.
 - d. Ensures all officers meet POST required training.
 - e. Evaluates Department's effectiveness and adjust strategies to maintain service.
 - f. Anticipates future needs of the Department and develops short and long term plans.
 - g. Examines options together with the Town Board
 - h. Prepares and submits monthly reports to the Town Board and Tower City Council.
3. Prepares, monitors and evaluates the Departmental budget.
 - a. Monitors and controls expenditures.
 - b. Requests and justifies capital expenses as needed.
4. Maintains effective public relations.
 - a. Explains relevant laws and law enforcement policies for public understanding
 - b. Reviews Citizen complaints and investigates/follows up on complex issues
 - c. Establishes and maintains contact with local business owners and managers.
 - d. Forwards monthly reports and information to local news media.
 - e. Attends Town Board meetings when requested by the Town Board.
5. Maintains professional contacts and actively works to increase knowledge and skill.
 - a. Attempts to attend briefings, seminars and conferences regionally and state wide when time allows
 - b. Regularly exchanges information with other law enforcement agencies.
 - c. Obtains continuing professional training through POST approved training programs.

6. Patrol area and provide traffic control as necessary.
 - a. Performs routine patrol of all residential and commercial areas and maintains visibility.
 - b. Identifies and patrols problem areas
 - c. Check suspicious activities, actively seeks wanted persons or property
 - d. Recognizes and stops traffic law violators, Issues warning and citations.
 - e. Keeps situation requiring assistance under control until help arrives.
7. Responds to calls for help
 - a. Promptly answers dispatch and goes to the call
 - b. Makes initial assessment, deals with surprises and evaluates the situation as more information becomes apparent
 - c. Controls the scene and requests assistance if needed
 - d. Properly secures suspects and makes arrests if needed
 - e. Recognize physical evidence and acts to preserve and collect it.
 - f. Coordinates with other Township/City Services (ex: Fire Department, Ambulance) with jurisdictions (ex: Sheriff's Office, State Patrol, DNR, BIA, etc) for effective response and follow up.
8. Prepares reports and investigates crimes
 - a. Reports promptly on calls and arrests
 - b. Investigate all offenses, both preliminary and follow up and prepares reports, obtain statements, testify in court (when called)
9. Maintain personal preparedness at all times
 - a. Maintains the required level of skill in the use of firearms and other equipment
 - b. Maintains personal equipment and ensures the patrol car is fully equipped and in good operating condition
 - c. Remains physically fit, for the purpose of meeting emergencies with speed and agility.
 - d. Remains alert to position and activity of other officers on patrol (ex: when extra officers are out)
10. Actively works to increase knowledge and skill
 - a. Stays current with developmental changes in police tactics, procedure, laws and ordinances while and in addition to meeting POST approved training requirements.
11. Monitors vehicle
 - a. Maintenance of vehicle (oil change, tire condition etc)
 - b. Arrange for repair of vehicle
 - c. Keep vehicle clean (washed, interior free of debris)

Qualifications:

1. Must be licensed as a Peace Officer by the Minnesota Board of Peace Officers Standards and Training.
2. Must have at least 5 years of law enforcement experience.
3. Must have a minimum of a 2 year college degree in Law Enforcement.
4. Must possess a valid driver's license.
5. Demonstrated supervisory and administrative skills-for training and motivating employees and planning, scheduling and evaluating the work performed.

6. Up to date knowledge of the technology and resources available for investigation, analysis and information search.
7. Excellent communication and negotiation skills for working with the public under frequently unpleasant circumstances and negotiating for compliance when possible.
8. Demonstrated willingness to continue learning and adapting to the requirements of the community.
9. Documented experience and effective adaption's to the requirements of the community.

Typical Work hours:

1. Varied work hours and on call.

Working Conditions:

1. Position requires long hours of concentration in both the squad car and in an office type setting. There must also be careful attention to detail and accuracy.
2. The employee is required to walk and reach objects with hands and arms
3. The employee is occasionally required to stand, run, bend, jump, climb or balance and stoop, kneel, crouch and crawl.
4. The employee must occasionally lift and/or move more than 100 pounds and frequently lift and carry 50 pounds or more. This may be necessary during a physical struggle with others or to lift and move others who are incapacitated.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Working Environment:

1. The Chief of Police position is supervisory but he is exposed on a regular basis to the same conditions as any patrol officer and requires careful application of training and good sense.
2. Position faces unknown hazards from people, the environment and from driving a vehicle at high speeds.
3. Hazards are occasionally life threatening and require careful application of training and good sense.
4. Employee is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, outside, weather conditions, and hazardous materials including the threat of a contagious disease.

BREITUNG POLICE DEPARTMENT

Job Title: Supervising Officer

Accountable to: Chief of Police and the Town Board

Purpose of the Job:

To ensure a safe environment for the community, enforce the laws as required and taking preventative action wherever possible. In the absence of the Chief of Police, the supervising Officer shall direct the activities of the Police Department in accordance with the procedures and directives of the Chief of Police.

Major Responsibilities:

1. Supervision
 - a. In the absence of the Chief of Police, the Supervising Officer shall direct the activities of the Police Department in accordance with the procedures and directives of the Chief of Police.
 - b. To assist the Chief of Police with the operations of the Department as directed.
 - c. Conducts special projects as assigned by the Chief of Police
2. Patrol area and provide traffic control as necessary
 - a. Performs routine patrol of all residential and commercial areas and maintains visibility.
 - b. Identifies and patrols problem areas.
 - c. Check suspicious activities, actively seeks wanted persons or property.
 - d. Recognizes and stops traffic law violators, Issues warning and citations.
 - e. Keeps situation requiring assistance under control until help arrives.
3. Responds to calls for help
 - a. Promptly answers dispatch and goes to the call
 - b. Makes initial assessment, deals with surprises and evaluates the situation as more information becomes apparent
 - c. Controls the scene and requests assistance if needed
 - d. Properly secures suspects and makes arrests if needed
 - e. Recognize physical evidence and acts to preserve and collect it.
 - f. Coordinates with other Township/City Services (ex: Fire Department, Ambulance) with jurisdictions (ex: Sheriff's Office, State Patrol, BIA, DNR, etc.) for effective response and follow up.
4. Prepares reports and investigates crimes
 - a. Reports promptly on calls and arrests.
 - b. Investigate all offenses, both preliminary and follow up and prepares reports, obtain statements, testify in court (when called)
 - c. Assists Chief and supervising officer as directed.
 - d. Conducts other duties as assigned.
5. Maintains effective public relations.
 - a. Explains relevant laws and law enforcement procedures for public understanding.
 - b. Receives citizen's complaints and attempts to resolve.
 - c. Establish and maintain contact with local business owners and managers.

- d. Answers questions of the public and provides general assistance (ex; out of gas, locked car, lost pet)
 - e. Participates in education crime prevention.
- 6. Maintain personal preparedness at all times.
 - a. Maintains the required level of skill in the use of firearms and other equipment.
 - b. Maintains personal equipment and ensures the patrol car is fully equipped and in good operating condition.
 - c. Remains physically fit, for the purpose of meeting emergencies with speed and agility.
 - d. Remains alert to position and activity of other officers on patrol (ex: when extra officers are out)
- 7. Actively works to increase knowledge and skill.
 - a. Stays current with developmental changes in police tactics, procedure, laws and ordinances while and in addition to meeting POST approved training requirements.
 - b. Actively observes and learns from senior officers.
 - c. Knows and stays current with departmental policies and adheres to them.
 - d. Works to develop an area of specialization over time.
- 8. Assists with training new officers and community projects.
 - a. Train new officers (when assigned)
 - b. Participates in community projects (when assigned)
- 9. Monitors vehicle
 - a. Maintenance of vehicle (oil change, tire condition etc.) notify supervisor of problem.
 - b. Repair of vehicle (report problems with vehicle)
 - c. Keep vehicle clean (washed, interior free of debris)

Qualifications:

- 1. 3 to 5 years of law enforcement experience.
- 2. At least a 2 year college degree in law enforcement.
- 3. Must be licensed as a Peace Officer by the Minnesota Board of Peace Officers Standards and Training.
- 4. Must possess a valid driver's license.
- 5. Excellent communication and negotiation skills for working with the public under frequently unpleasant circumstances and negotiating for compliance when possible.
- 6. Documented experience and effective adaption's to the requirements of the Community.
- 7. Demonstrated willingness to continue learning and adapting to the requirements of the community.

Typical Work hours:

- 1. Varied work hours and on call.

Working Conditions:

- 1. Position requires long hours of concentration in both the squad car and in the office type setting. There must also be careful attention to detail and accuracy.
- 2. The employee is required to walk and reach objects with hands and arms.
- 3. The employee is occasionally required to stand, run, bend, jump, clime or balance and stoop, kneel, crouch and crawl.

4. The employee must occasionally lift and/or move more than 100 pounds and frequently lift and carry 50 pounds or more. This may be necessary during a physical struggle with others or to lift and move others who are incapacitated.
5. Specific Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Working Environment:

1. Position faces unknown hazards from people, the environment and from driving a vehicle at high speeds.
2. Hazards are occasionally life threatening and require careful application of training and good sense.
3. Employee is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, outside, weather conditions, and hazardous materials including the threat of a contagious disease.

BREITUNG POLICE DEPARTMENT

Job Title: Full-time Patrol Officer

Accountable to: Chief of Police and Supervising Officer.

Purpose of the Job:

To ensure a safe environment for the community and enforce the laws as required and taking preventative action wherever possible.

Major Responsibilities:

1. Patrol area and provide traffic control as necessary.
 - a. Performs routine patrol of all residential and commercial areas and maintains visibility.
 - b. Identifies and patrols problem areas.
 - c. Check suspicious activities, actively seeks wanted persons or property.
 - d. Recognizes and stops traffic law violators, Issues warning and citations.
 - e. Keeps situation requiring assistance under control until help arrives.
2. Responds to calls for help.
 - a. Promptly answers dispatch and goes to the call.
 - b. Makes initial assessment, deals with surprises and evaluates the situation as more information becomes apparent.
 - c. Controls the scene and requests assistance if needed.
 - d. Properly secures suspects and makes arrests if needed.
 - e. Recognize physical evidence and acts to preserve and collect it.
 - f. Coordinates with other Township/City Services (ex: Fire Department, Ambulance) with jurisdictions (ex: Sheriff's Office, State Patrol, BIA, DNR, etc.) for effective response and follow up.
3. Prepares reports and investigates crimes.
 - a. Reports promptly on calls and arrests.
 - b. Investigate all offenses, both preliminary and follow up and prepares reports, obtain statements, testify in court (when called)
 - c. Assists Chief and supervising officer as directed.
 - d. Conducts other duties as assigned.
4. Maintains effective public relations.
 - a. Explains relevant laws and law enforcement procedures for public understanding.
 - b. Receives citizens complaints and attempts to resolve.
 - c. Establish and maintain contact with local business owners and managers.
 - d. Answers questions of the public and provides general assistance (ex; out of gas, locked car, lost pet)
 - e. Participates in education crime prevention.
5. Maintain personal preparedness at all times.
 - a. Maintains the required level of skill in the use of firearms and other equipment.
 - b. Maintains personal equipment and ensures the patrol car is fully equipped and in good operating condition.
 - c. Remains physically fit, for the purpose of meeting emergencies with speed and agility.

- d. Remains alert to position and activity of other officers on patrol (ex: when extra officers are out)
- 6. Actively works to increase knowledge and skill.
 - a. Stays current with developmental changes in police tactics, procedure, laws and ordinances while and in addition to meeting POST approved training requirements.
 - b. Actively observes and learns from senior officers.
 - c. Knows and stays current with departmental policies and adheres to them.
 - d. Works to develop an area of specialization over time.
- 7. Assists with training new officers and community projects.
 - a. Train new officers (when assigned)
 - b. Participates in community projects (when assigned)
- 8. Monitors vehicle.
 - a. Maintenance of vehicle (oil change, tire condition etc) notify supervisor of problems.
 - b. Repair of vehicle (report problems with vehicle)
 - c. Keep vehicle clean (washed, interior free of debris)

Qualifications:

- 1. Must be licensed or "eligible to be licensed" as a Peace Officer as defined by the Minnesota Peace Officers Standards and Training.
- 2. Must possess a valid driver's license.
- 3. Excellent communication and negotiation skills for working with the public under frequently unpleasant circumstances and negotiating for compliance when possible.
- 4. Demonstrated willingness to continue learning and adapting to the requirements of the community.

Typical Work hours:

- 1. Varied work hours and on call.

Working Conditions:

- 1. Position requires long hours of concentration in both the squad car and in the office type setting. There must also be careful attention to detail and accuracy.
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- 5. Specific Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Working Environment:

- 1. Position faces unknown hazards from people, the environment and from driving a vehicle at high speeds.
- 2. Hazards are occasionally life threatening and require careful application of training and good sense.

3. Employee is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, outside, weather conditions, and hazardous materials including the threat of a contagious disease.

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BREITUNG POLICE DEPARTMENT

Job Title: Part-time Patrol Officer

Accountable to: Chief of Police and Lieutenant.

Purpose of the Job:

Ensure a safe environment for the community and enforce the laws as required and taking preventative action wherever possible.

Major Responsibilities:

1. Patrol area and provide traffic control as necessary
 - a. Performs routine patrol of all residential and commercial areas and maintains visibility.
 - b. Identifies and patrols problem areas.
 - c. Check suspicious activities, actively seeks wanted persons or property.
 - d. Recognizes and stops traffic law violators, Issues warning and citations.
 - e. Keeps situation requiring assistance under control until help arrives.
2. Responds to calls for help.
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 - c. Controls the scene and requests assistance if needed.
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 - e. Recognize physical evidence and acts to preserve and collect it.
 - f. Coordinates with other Township/City Services (ex: Fire Department, Ambulance) with jurisdictions (ex: Sheriff's Office, State Patrol, BIA, DNR, etc.) for effective response and follow up.
3. Prepares reports and investigates crimes.
 - a. Reports promptly on calls and arrests.
 - b. Investigate all offenses, both preliminary and follow up and prepares reports, obtain statements, testify in court (when called)
 - c. Assists Chief and Lieutenant as directed.
 - d. Conducts other duties as assigned.
4. Maintains effective public relations.
 - a. Explains relevant laws and law enforcement procedures for public understanding.
 - b. Receives citizens' complaints and attempts to resolve.
 - c. Establish and maintain contact with local business owners and managers.
 - d. Answers questions of the public and provides general assistance (ex; out of gas, locked car, lost pet)
 - e. Participates in education crime prevention.
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 - c. Knows and stays current with departmental policies and adheres to them.
 - d. Works to develop an area of specialization overtime.
- 7. Assists with training new officers and community projects.
 - a. Train new officers (when assigned)
 - b. Participates in community projects (when assigned)
- 8. Monitors vehicle.
 - a. Maintenance of vehicle (oil change, tire condition etc.) notify supervisor of problems.
 - b. Repair of vehicle (report problems with vehicle)
 - c. Keep vehicle clean (washed, interior free of debris)

Qualifications:

- 1. Must be licensed or "eligible to be licensed" as a Peace Officer as defined by the Minnesota Peace Officers Standards and Training.
- 2. Must possess a valid driver's license.
- 3. Excellent communication and negotiation skills for working with the public under frequently unpleasant circumstances and negotiating for compliance when possible.
- 4. Demonstrated willingness to continue learning and adapting to the requirements of the community.

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