



Fairmont Civil Service Commission Minutes  
January 25, 2021/0900 hours  
SMEC Building Room 112

Present: Commissioner Thiesse, Commissioner Korsmo, Chief Hunter

1. Call to Order, Determination of Quorum. Meeting called to order by Chief Hunter at 0917 hours. Members present: Thiesse, Korsmo, Hunter. Absent: Eppens.
2. Approval of Agenda.  
Motion by Thiesse, Second by Korsmo. All in favor. None opposed. Motion carried.
3. Designation of Commission Officer Positions for 2021.  
Current: Chair: Dan Thiesse, Vice Chair: John Korsmo, Secretary: Paula Eppens.  
Motion by Korsmo to have positions continue as current. Second by Thiesse. All in favor. None opposed. Motion carried.
4. Old Business:
  - a. Review of Notes from February 3, 2020 meeting.
  - b. Update on 2020 Plan introduced to Commission Feb 3, 2020.  
Chief Hunter provided update of 2020 Plan to Commission that was affected by COVID in 2020.
5. New Business:
  - a. Department Update  
Personnel: Chief Hunter provided department update to the Commission.  
Hiring Process and Promotion Updates: Commission updated on hiring process that was delayed with COVID and an applicant withdrawing from the process.
  - b. COVID impact/update.  
Chief Hunter updated the Commission on COVID impact on department operations in 2020 and projected into 2021.
  - c. 2020 Annual Report: Chief Hunter will update Commission page for 2020 Annual Report.
  - d. 2021 Budget discussion.  
Update provided on equipment. CSO to be discussed later in agenda.
  - e. Union Contract update. Update of union mediation of January 28, 2021 provided to the Commission.
  - f. Community Service Officer Position  
Introduction of position to the Commission.  
VOTE: Requesting Commission to approve CSO position description. Vote will be delayed to email vote later this week and will need all commission members to approve new position description of Community Service Officer to be established in 2021.  
Outline of hiring process for CSO. February post. March test/interview. April hire. May training. Functional in June.
  - g. Future of Animal Control/Code Enforcement Peace Officer.  
Chief Hunter will be making the following requests to the Commission at a later date:



Future request of Commission to eliminate Position Description of ACCEPO.  
Future request of Commission to appoint current ACCEPO to Patrol Officer.  
(Looking to have completed transition by July 1, 2021.)

Chief Hunter provided details to the Commission of the new CSO position and responsibilities.

h. Establishment of career development Investigator position.

Chief Hunter explained focus of Investigator positions. Investigator position description was approved in 2020 by Commission. Focus will be on victim's services. Rotation every 2 years. First person will be 2.5 years due to establishment of position and schedule picking by patrol. Will be primarily uniform with option of plain clothes. Will work 9-hour schedule 0800-1700 and cover open dayshift patrol no more than twice per week similar to current practice with ACCEPO.

i. Open Discussion

There were no topics for open discussion brought up by the Commission. During this time City Administrator Cathy Reynolds stopped in to meet the Commission members.

j. Adjourn

Motion to adjourn by Thiesse. Second by Korsmo. All in favor none opposed.  
Meeting adjourned. 1010 hours.

Notes by Chief Hunter January 26, 2021/1030 hours.

**CITY OF FAIRMONT****POSITION DESCRIPTION**

**POSITION:** Community Service Officer (CSO)

**DIVISION:** Public Safety

**DEPARTMENT:** Police

**CLASSIFICATION:** Non-Union – Non-Exempt, Non-Sworn

---

**POSITION SUMMARY:** Performs a variety of service involving education and enforcement of City Code such as animal control, ordinance enforcement, parking enforcement, and assisting in a support services role for police department officers and staff. The position is a civilian, non-sworn employee with the ability and responsibility to enforce city ordinances and provide public service and problem solving with a primary focus on animal control and ordinance enforcement.

**POSITION AUTHORITY:** Works somewhat independently within state and local laws and police department guidelines.

**RELATIONSHIPS**

**IMMEDIATE SUPERVISOR:** Police Captain. Sergeant or Officer in Charge in absence of Captain.

**SUPERVISES:** None.

**EMPLOYEE CONTACTS:** Police department personnel and city staff as needed.

**OUTSIDE CONTACTS:** Martin County law enforcement personnel, legal and court system personnel, the general public, state and county Humane Society personnel, City Building and Code Enforcement, other local resources.

**RESPONSIBILITIES**

Proactively investigates violations of city ordinances and issues warnings or citations as required or appropriate; serves various criminal or civil notices or papers and appears in court to testify regarding cases. Assists in detecting, deterring and resolving problems and issues as they relate to the CSO position within the community.

Proactively enforces animal control related ordinances and coordinates animal care/control responsibilities with Martin County Humane Society.

**POSITION:** Community Service Officer  
**Page 2 of 4**

Provides support and assistance to licensed peace officers as required or directed.

Provides support and assistance to the Records Technicians as applicable or as directed.

Conducts city auctions of vehicles and equipment and maintains the department impound.

Recovers and transports abandoned or found property. Logs items into evidence.

Responds to complaints concerning violations of various city ordinances, including but not limited to animals running at large, bites/injuries, wildlife, parking complaints, junk/garbage violations, long grass, and other ordinance violations. Takes appropriate actions as necessary and documents actions taken. Focus on problem solving and service.

Writes detailed and accurate reports of incidents handled.

Works an assigned shift using own judgment in deciding course of action being expected to handle situations without assistance.

The CSO is not authorized to operate an assigned squad car as an emergency vehicle, but may be called upon to assist with traffic direction using the assigned squad car or on foot.

Performs required records and reporting on incidents handled and investigated.

Wears and maintains assigned uniform to professionally represent the department.

Provides support and assistance to licensed peace officers as required or directed.

Performs other related duties and assignments as required or directed.

**EMPLOYMENT STANDARDS**

**EDUCATION AND EXPERIENCE:** Minimum: Must be at least 18 years old with a High School diploma or equivalent. Two-year Associate of Arts Degree or equivalent in relevant field preferred. Valid Minnesota Class D driver's license or out of state equivalent with good driving history. General knowledge of Windows based computer programs and ability to learn and utilize computer based records management system. Must be able to successfully pass a thorough law enforcement background investigation. Must successfully pass department training program.

**POSITION:** Community Service Officer  
**Page 3 of 4**

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Some general knowledge of objective law enforcement principles, procedures, techniques and equipment or the ability to learn and apply this knowledge effectively. High level of effective customer service.

Working knowledge of animal restraint and care techniques. Ability to learn and apply techniques for safely dealing with animals at large.

Ability to learn the applicable laws, ordinances and department rules and regulations.

Excellent verbal and written communication skills.

Ability to establish and maintain effective working relationships with co-workers, supervisors, professional contacts, and the public.

Ability to exercise sound judgment in evaluating situations and in making decisions that may include enforcement actions including issuing citations.

Ability to follow verbal and written instructions.

Ability to fairly and objectively apply and enforce city ordinances.

Ability to learn the city's geography.

Ability to understand Minnesota Data Practices Laws and maintain confidentiality of the position and information within the department.

Shall display self-confidence, integrity, and follow through with commitments.

Some skills in operating the tools and equipment listed below.

TOOLS AND EQUIPMENT USED: Including but not limited to: service vehicle, portable radio, first aid equipment, desk top and squad computer, telephone, animal capture equipment, live traps, Net Gun, all other equipment trained with or supplied as part of official duties.

PHYSICAL DEMANDS: The physical demands described here are representative of those that 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 function.

**POSITION:** Community Service Officer  
**Page 4 of 4**

In performing the duties of this job, the employee is frequently required to sit, talk, hear and walk. The employee is required occasionally to stand, run, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and taste or smell.

The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision, and the ability to adjust focus.

WORK ENVIROMENT: 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. Work schedule will be set and assigned by police administration.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderate.

---

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The position is not a classification in the LELS police union contract and is not a licensed peace officer position. A person holding this job title and description may apply with other qualified applicants during a general hiring process for a vacant patrol officer position. There will be no right to be directly promoted from this position to any other vacant position.

**DATE APPROVED:** \_\_\_\_\_ **POLICE CIVIL SERVICE COMMISSION**

---

Dan Thiesse

---

John Korsmo

---

Paula Eppens