

**POLICIES & PROCEDURES BOARD MEETING  
PAYNESVILLE CITY HALL  
MARCH 25, 2019  
5:00 P.M.**

**AGENDA**

- I. CALL TO ORDER
- II. CONSENT AGENDA
  - A. Minutes (page 1)
- III. NEW BUSINESS
  - A. Full-Time Customer Service Specialist – Job Description (change from part-time to full-time) (page 5)
- IV. OLD BUSINESS
  - A. School Resource Officer (SRO) Position
    - 1. Draft Job Description (page 8)
    - 2. Memorandum Of Understanding With Paynesville Area School (page 11)
- V. INFORMATIONAL
- VI. ADJOURN

**Please contact Renee Eckerly at 320-243-3714 ext. 227 or at [renee@paynesvillemn.com](mailto:renee@paynesvillemn.com) if you can't attend the meeting.**

**Members: Len Gilmore, Shawn Reinke & Renee Eckerly**

This agenda has been prepared to provide information regarding an upcoming meeting of the Policies & Procedures Board. This document does not claim to be complete and is subject to change.

**BARRIER FREE:** All Policies & Procedures Board meetings are accessible to the handicapped. Attempts will be made to accommodate any other individual need for special services. Please contact City Hall (320) 243-3714 early, so necessary arrangements can be made.

## REQUEST FOR COMMITTEE/COUNCIL ACTION

**BOARD/COUNCIL NAME: Policies & Procedures Board**

Board/Council Meeting Date: March 25, 2019

Agenda Section: Consent

Originating Department: Administration

Item Number: II - A

**ITEM DESCRIPTION: Minutes**

Prepared by: Staff

**COMMENTS:**

Please review the minutes from the February 25, 2019 and March 11, 2019 Policies & Procedures Committee meetings.

**ADMINISTRATOR COMMENTS:**

**BOARD/COUNCIL ACTION:**

Motion to approve the minutes from the February 25, 2019 and March 11, 2019 Policies & Procedures Committee meetings.

**MINUTES  
POLICIES & PROCEDURES BOARD**

**FEBRUARY 25, 2019**

The meeting was called to order by Renee Eckerly at 5:00 p.m. Members present were Renee Eckerly, City Administrator; Len Gilmore, and Shawn Reinke. Also present was Paul Wegner, Chief of Police.

**Motion was made by Eckerly to approve the minutes from the December 28, 2018 Policies & Procedures Committee meeting. Seconded by Reinke and unanimously carried.**

**ELECTION OF OFFICERS**

**Motion was made by Gilmore to approve Reinke as Chairperson; Gilmore as Vice Chairperson; and Eckerly as Secretary. Seconded by Eckerly and unanimously carried.**

**MEETING SCHEDULE**

**Motion was made by Gilmore to keep the Policies & Procedures Board meetings on an as needed basis. Seconded by Eckerly and unanimously carried.**

**SCHOOL RESOURCE OFFICER**

Wegner explained the direction of the school resource officer position. The City has lost an officer half-way through the year over the last 4 years. The school made the second payment on February 22, 2019. The Board discussed the 5<sup>th</sup> full-time officer hired in 2014 was for the school resource officer position. The Board agreed that the school resource officer should have consistent hours. The City currently has 24/7 coverage plus 8 hours in the school. The Board reviewed the current schedule. The Board wants Wegner to research if there are officers out there to fill the resource officer position that are retired.

**Motion was made by Gilmore to set a meeting with Matt Bullard, Superintendent; a School Board member, Renee Eckerly, Shawn Reinke, and Paul Wegner to nail down costs, expectations, and hours. Seconded by Eckerly and unanimously carried.**

**INTERVIEW SCHEDULE**

**Motion was made by Reinke to set the Police Secretary/Bookkeeper interviews for March 5, 2019 at 2:00 p.m. Seconded by Eckerly and unanimously carried.**

Police Secretary/Bookkeeper – March 5, 2019 at 2:00 p.m. with Eckerly, Reinke, and Wegner  
Police Officer – March 7, 2019 first round with Eckerly, Fread, and Wegner  
Police Officer – March 14, 2018 second round with Reinke, Gilmore, Eckerly, and Wegner

There being no further business, the meeting was adjourned at 6:00 p.m.

**MINUTES  
POLICIES & PROCEDURES BOARD**

**MARCH 11, 2019**

The meeting was called to order by Len Gilmore at 5:00 p.m. Members present were Renee Eckerly, City Administrator; Len Gilmore, and Shawn Reinke. Also present were Paul Wegner, Chief of Police and Cody Haakonson.

There was no minutes presented for approval.

**POLICE OFFICER POSITION – SECOND ROUND OF INTERVIEWS**

The Board asked Cody Haakonson questions from the set of second round of interview questions. Haakonson will stay for the City Council meeting.

**Motion was made by Eckerly to move forward with the hiring process for Cody Haakonson with the physical exam, physical test, psychological evaluations, and background investigation and recommend such to the City Council. Seconded by Reinke and unanimously carried.**

**Motion was made by Reinke to place Dayna Kluver and Garret Okerstrom on the eligibility list. At such time it is necessary to proceed to the eligibility list a second interview with Policies & Procedures would be recommended and recommend such to the City Council. Seconded by Gilmore and unanimously carried.**

**SCHOOL RESOURCE OFFICER (SRO)**

An update was given on today's meeting with the school with Matt Bullard and Rick Koehn. The school was presented four options for the SRO position. The school would like to start with three days a week at four hours a day, utilizing option four; a retired officer to only work the school. The cost is approximately \$13,000.00 for the 2019-2020 school year. Wegner will revise another city's SRO Contract and have Attorney Spooner and Matt Bullard review it before bringing it back to Policies & Procedures. The time table for such was discussed. It was suggested to bring it to Council on April 8, 2019 and the School Board on April 23, 2019. Wegner stated that Tony Lapatka and Jerome Feigum are interested in doing the shifts of four hours per day.

There being no further business, the meeting was adjourned at 5:30 p.m.

W

**POSITION:** FT Customer Service Specialist

DRAFT 3-14-19

**DEPARTMENT:** Administration

Pay Scale: Grade 3

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### **Description of Work**

**General Statement of Duties:** Perform the first line of contact by greeting all customers either in person or over the telephone. Inquiring what their needs are and assisting them accordingly with various transactions such as to renew and register vehicles, renew driver's licenses, obtain DNR licenses, pet licenses, utility bills, and answer any questions. Additional duties to provide transcription, data entry, and general clerical duties for the Administration Department.

**Supervision Received:** Works under the general and technical supervision of the City Administrator.

**Supervision Exercised:** None.

### **Duties and Responsibilities**

- \* Provides customer assistance to anyone entering the City Hall for either city or motor vehicle business. This includes but is not limited to registering and transferring motor vehicles, boats, snowmobiles, four wheelers, etc.
- \* Renewing and issuing driver licenses.
- \* Assist Motor Vehicle Specialist with entering transactions information into computer for Motor Vehicle, Driver's License and DNR.
- \* Provide assistance with answering both the Motor Vehicle and the City Hall telephone lines and providing customer service to the public.
- \* Accept and process payment for city services such as but not limited to pet licenses, water/sewer payments, administrative fine tickets, and miscellaneous transactions.
- \* Performs general clerical duties within the Department including, but not limited to, filing reports, completing records requests, and processing paid invoices including scanning and filing.
- \* Responds to complaints and/or refers as appropriate.
- \* Other duties as assigned or apparent.

### **Essential Knowledge, Skills and Abilities**

**Communications:** Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

***Decision Making:*** Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

***Interpersonal Relationships:*** Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

***Professional Attitude:*** Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

***Quality of Work:*** Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

***Physical Abilities:*** Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same work station during the work period with appropriate breaks within that time frame. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering telephone and receiving visitors at counter. Must have ability to bend to file items regularly. The employee must occasionally lift and/or move up to 50 pounds.

**Desirable Training and Experience**

- Experience with State of MN Motor Vehicle, Driver's license and Department of Natural Resources processes.
- Experience with the operation of a computer, credit card machine, computerized cash register, 10-key adding machine, and transcription machine.
- Experience in dealing with the public.
- Experience with Microsoft Office Professional.
- Experience with transcribing oral reports or statements.

**Minimum Qualifications**

Minimum job requirements include one year of customer service experience including public contact.

Key job characteristics include ability to deal courteously with the public in person or by telephone and at all times maintaining confidentiality throughout the office, knowledge of state programs and policies; database skills; ability to keyboard at least 50 wpm with extreme accuracy; ability to prioritize work; strong detail skills; confidentiality; ability to work effectively with others; and good grammar skills.

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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.



**POSITION:** D.A.R.E Officer (part time)

January 14, 2019

Draft

**DEPARTMENT:** Police Department

Grade 9 / Step 1

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**Description of Work**

General Statement of Duties: Performs as the D.A.R.E. Program instructor in the Paynesville Elementary school.

Supervision Received: Works under the general and technical supervision of the Chief of Police.

Supervision Exercised: None.

**Duties and Responsibilities**

- A. To protect lives and property for the citizens, students, faculty and staff of the school district.
- B. Serves as a resource and liaison between the students, faculty, school administration, and the City of Paynesville and its agencies on student related topics.
- C. To enforce Federal, State, and Local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education Policies and Administrative Regulations regarding student conduct. SROs will not be responsible for student discipline for conduct arising from a violation of school policy or regulations.
- D. To conduct an initial investigation into criminal activity committed on or adjacent to school property.
- E. To assist other law enforcement officers with outside investigations concerning students attending District 741 schools.
- F. To counsel school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student. SROs will maintain availability to meet with students who have need of counseling to direct or assist them in these needs
- G. To answer questions and conduct classroom presentations for students in the law related education field.
- H. Works with the school administration to develop and present programs on safety, substance abuse, crime prevention, conflict mediation, and other topics related to students and staff.
- I. Promotes education to students on bicycle safety/crossing guard programs.
- J. Assists with the coordination of the DARE Program and may be a classroom instructor for the DARE Program.

- K. Attends required school meetings involving discussions concerning student problems and welfare
- L. Keeps the Paynesville Police Department informed of any pertinent information needed to coordinate the activities and objectives through contact with the Chief of Police.
- M. Performs related duties as required

**Essential Knowledge, Skills and Abilities**

***Communications:*** Must have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Be able to read and understand correspondence, memoranda, and directives.

***Decision Making:*** Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must have knowledge of the utilization of appropriate resources and the willingness to initiate use of available resources.

***Interpersonal Relationships:*** Must be consistent in dealing with people; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

***Professional Attitude:*** Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, accurate and professional attitude.

***Quality of Work:*** Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to prioritize and perform multiple tasks simultaneously. Must be able to utilize work time properly and productively. Must be able to coordinate and follow through on projects to completion. Must be able to work independently on a wide variety of projects and assignments.

***Physical Abilities:*** Must have the ability to read and discern visual images on a variety of media. Must have the ability to type accurately on a computer keyboard. Must have ability to record names and numbers accurately (e.g., not transpose numbers and/or letters). Must have ability to hear while answering the telephone and receiving visitors.

This work requires the regular exertion of up to 25 pounds of force. The employee is frequently required to walk, run, stand, sit, use hands to finger, handle or feel, reach with hands and arms, push or pull, lift and repetitive motions or smelling.

The position requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly.

Hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.

### **Desirable Training and Experience**

- \* Basic knowledge of police methods, practices and procedures.
- \* Knowledge of the geography of the City and the location of important buildings.
- \* Knowledge of the rules and regulations of the Police Department.
- \* Knowledge of federal, state, and local laws.
- \* Experienced in the use of required firearms and the operation of police vehicles and equipment.
- \* Experienced in the use of in-squad computers and related programs.

### **Minimum Qualifications**

- \* A SRO must be a uniformed law enforcement officer, meeting the minimum training standards for peace officer status in his/her state of residence.
- \* Possession of an appropriate driver's license valid in the State of Minnesota.
- \* Minnesota Peace Officer License or the eligibility to be licensed.
- \* A SRO must have completed the equivalent of two years full-time service as a police officer with full powers.
- \* Ability to handle stress and remain in control at all times.
- \* Knowledge of and ability to use a personal computer and associated software.
- \* Ability to effectively apply generally accepted law enforcement methods related to the prevention, detection and suppression of criminal activity.

### **Work Environment**

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.

This work requires an employee to frequently work in all types of outside weather conditions, including extreme heat and subzero temperatures. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

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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.



# Paynesville Police Department

Chief Paul Wegner

## Memorandum of Understanding For School Resource Officer

Memorandum of understanding is made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Paynesville Area School District 741 and the Paynesville Police Department as follows:

Whereas, the Paynesville Area School District 741 agrees to purchase from the Paynesville Police Department and the Paynesville Police Department agrees to provide for the Paynesville Area School District 741 and to manage a School resource Officer (SRO) program for the district consisting of the terms set forth in this agreement and Paynesville Area School District 741 agrees to reimburse the Paynesville Police Department according to terms set forth in the agreement.

Whereas, the Paynesville Area School district 741 and the Paynesville Police Department desire to set forth in this SRO Memorandum of Understanding the specific terms and conditions of the services to be performed and provided by the SRO in the Paynesville Area School District 741. The School District shall be referred to here after as "District 741".

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

### 1. Goals and Objectives

It is the understood and agreed that District 741 and the Paynesville Police Department officials share the following goals and objectives with regard to the SRO program in the schools;

- A. Establish a positive working relationship in the cooperative effort to prevent juvenile delinquency and assist in a student's development.
- B. Maintain a safe and secure environment in the school district, which will be conducive for learning.
- C. Promote positive attitudes regarding the police role in society and to inform students of their rights and responsibilities as lawful citizens.
- D. Serve as a criminal justice resource for the school district.

### 2. Employment

- A. The Paynesville Police Department is responsible for providing staff for the SRO program during the term of this agreement. The SRO shall be the employee of the Paynesville Police Department and shall be subject to the administration, supervision and control of the Paynesville Police Department.

- B. The Paynesville Police Department agrees to provide and to pay the SRO's salary and employment benefits in accordance with the Collective Bargaining Agreement between the City of Paynesville and AFSCME Council 65, Local 748, Chapter K (Police Officer Bargaining Unit). The SRO's shall be subject to all other personnel policies and practices of the Paynesville Police Department.
- C. The Paynesville Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs. The Paynesville Police Department shall hold District 741 free, harmless and indemnified from and against any and all claims, suits or cause of action arising out of allegations of unfair or unlawful employment practices brought by the SROs.
- D. The Paynesville Police Department understands the importance of maintaining a consistent presence in the District 741 buildings. The Paynesville Police Department will hire enough SROs to provide this consistency in the buildings. In the event an SRO is absent from work, the department will attempt with fill the shift with another SRO or patrol officer, if one is available. The Paynesville Police Department will notify the High School Principal or Superintendent if the shift is unable to be filled.

### 3. Duty Hours

- A. District 741 requests 120 days of service at 4 hrs a day or 480 hrs throughout the school year. These hours do not include training for the officers. The specific dates of services will be determined by the Chief of Police and School Administration prior to the beginning of the school year. Upon mutual agreement, days of services may be flexed throughout the year to accommodate specific needs or absences by SROs.
- B. It is understood and agreed that time spent by SROs attending juvenile court and/or criminal cases arising from and /or out of their employment as an SRO shall be considered as hours worked under this agreement. In the event this happens, the Paynesville Police Department will notify District 741 of the hours spent at court.
- C. The SRO will only be called away from duties for the school district under extreme emergency conditions.
- D. The Paynesville Police Department, when possible, will also have patrol officers present at the school when the SRO is not on-duty in order to establish a rapport with the students. The presence is not guaranteed and is not factored into the compensation.
- E. An annual report will be present to District 741 by the Paynesville Police Department detailing the number of hours spent in the school. This will be presented at the last meeting in May.

### 4. Basic Qualifications of an School Resource Officer

To be an SRO, an officer must first meet all of the following basic qualifications:

- A. Shall be a licensed peace officer and should have two years of law enforcement experience;
- B. Shall possess a sufficient knowledge of the applicable Federal and State laws, City and County Ordinances, and Board of education policies and regulations;
- C. Shall be capable of conducting in-depth criminal investigations;

- D. Shall possess even temperament and set a good example for students;
- E. Shall possess communication skills that would enable the officer to function effectively within the school environment; and
- F. Shall possess strong organizational and teaching skills.

## 5. Duties of School Resource Officer

- A. To protect lives and property for the citizens, students, faculty and staff of the school district.
- B. Serves as a resource and liaison between the students, faculty, school administration, and the City of Paynesville and its agencies on student related topics.
- C. To enforce Federal, State, and Local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education Policies and Administrative Regulations regarding student conduct. SROs will not be responsible for student discipline for conduct arising from a violation of school policy or regulations.
- D. To conduct an initial investigation into criminal activity committed on or adjacent to school property. SROs will turn over criminal investigations to a patrol officer once an initial investigation is conducted.
- E. To assist other law enforcement officers with outside investigations concerning students attending District 741 schools.
- F. To counsel school students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or the principal's designee or by the parents of a student. SROs will maintain availability to meet with students who have need of counseling to direct or assist them in these needs
- G. To answer questions and conduct classroom presentations for students in the law related education field.
- H. Works with the school administration to develop and present programs on safety, substance abuse, crime prevention, conflict mediation, and other topics related to students and staff.
- I. Promotes education to students on bicycle safety/crossing guard programs.
- J. Assists with the coordination of the DARE Program and may be a classroom instructor for the DARE Program.
- K. Attends required school meetings involving discussions concerning student problems and welfare
- L. Keeps the Paynesville Police Department informed of any pertinent information needed to coordinate the activities and objectives through contact with the Chief of Police.
- M. Performs related duties as required

## 6. Chain of Command

- A. As employees of the Paynesville Police Department, SROs shall follow the chain of command as set forth in the Paynesville Police Department Policies and Procedures Manual
- B. In the performance of their duties, SROs shall coordinate and communicate with the principal or the principals' designee of the school in which they are in.

## 7. Training/Meetings

- A. All SROs shall be required by the Paynesville Police Department to attend required training and department staff meetings. SROs will be required to attend a minimum of 48 credit hours of training to maintain their POST License (minimum of 16 hrs. per year). SROs will attend training at the direction and discretion of the Chief of Police. Training should be consist of information on skills necessary to function as an SRO.
- B. Training will be conducted to provide SROs with the appropriate in-service training such as law updates, in-service firearms and use of force training, and in-service defensive tactics. District 741 may request and provide training in Board of Education policies, regulations, and procedures.

## 8. Dress Code

- A. SROs shall be provided by the Paynesville Police Department and required to wear either a department issued uniform or civilian attire approved by the department and mutually agreed upon by District 741. In all instances, body armor and firearms are required to be worn by SRO's.
- B. At a minimum, SRO are required to also carry handcuffs, radio, and a less lethal force option (Taser, baton, or chemical spray), while in full uniform.

## 9. Information Exchange

- A. School Officials shall allow SROs to inspect and copy any public records maintained by the school, including student directory information such as a yearbook. An SRO may be authorized by school administration to inspect and/or copy confidential education records in the event of an emergency or in the interest of school safety.
- B. If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the students or other individuals, school officials may disclose to the SRO that information which is needed to respond to the emergency situations based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- C. The SRO will alert the Building Administration of issues which may pose an imminent threat to the health or welfare of a student.

## 10. Term of Agreement

The term of this agreement is one year commencing on the \_\_\_\_\_ and ending on the \_\_\_\_\_. The agreement shall be renewed and extended annually for an additional and successive one-year term unless notice of non-renewal is given by either party, in writing, prior to June 15<sup>th</sup> of the initial or succeeding term. This applies to the terms of the agreement

with the exception of the financial consideration. This will be negotiated annually based on the CBA and requested services from the district.

## 11. Consideration

- A. For and in consideration of the Paynesville Police Department providing the SRO Program as described herein, District 741 agrees to reimburse the Paynesville Police Department for \$14,500 for wages, benefits and training. This is a fixed amount and is not tied to a specific number of hours spent in the school.
- B. The said compensation shall be paid by District 741 to the Paynesville Police Department in 2 payments, one in September and one in January, which will be invoiced from the City of Paynesville.
- C. For and in consideration of the Paynesville Police Department providing additional services to District 741 including but not limited to attending sporting events, driver's education classes and additional time spend in the school, District 741 agrees to provide access to District 741's Fitness Center for all officers and staff of the Paynesville Police Department at no charge.

## 12. Insurance and Indemnification

- A. The Paynesville Police Department shall maintain in full force and effect during the term of this agreement a general comprehensive liability insurance policy for any acts or omissions that occur or claims that are made during the term of the agreement.
- B. The Paynesville Police Department shall hold District 741 free, harmless and indemnified from and against any and all claims, suits or cause of action arising from or in any way out of the performance of the duties of the SRO officers or the SRO program.

## 13. Evaluation

- A. It is mutually agreed that District 741 shall evaluate annually the SRO Program and the performance of each SRO on a form developed jointly by the parties. It is further understood by District 741's evaluations of the SRO is advisory only and that the Paynesville Police Department retains the final authority to evaluate the performance of an SRO.



In Witness Whereof, the parties hereto have caused this Operations Agreement to be executed the day and year first written above.

District 741 Superintendent

By: \_\_\_\_\_  
Superintendent

Date: \_\_\_\_\_

Paynesville Police Department

By: \_\_\_\_\_  
Chief of Police

Date: \_\_\_\_\_

City of Paynesville

By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_