



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, JULY 20, 2020 AT 6:15 P.M.
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/95240994781?pwd=TnRkTDVxNy9EYWkrbHZ0NjR6OWpDUT09>

Meeting ID: 952 4099 4781

Password: 919059

One tap mobile

+19292056099,,95240994781#,,,,0#,,919059# US (New York)

+13017158592,,95240994781#,,,,0#,,919059# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 952 4099 4781

Password: 919059

Find your local number: <https://zoom.us/u/a7Yt3ufC3>

TENTATIVE AGENDA

ROLL CALL: White (Chair), Hueftle-Worley, Davis

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider approval of resolution approving Police Chief Recruitment contract. (See Resolution 2020-116).
2. Consider request to utilize on street parking along Main Street between 4th and 5th Avenues for seating for outdoor dining.

INQUIRIES:

ADJOURNMENT

RESOLUTION NO. 2020-116

RESOLUTION APPROVING CONTRACT WITH CAYLER CONSULTING LLC,
CARROLL, IA FOR THE RECRUITMENT OF POLICE CHIEF

WHEREAS the Police Chief, Dennis Reilly, will be retiring on December 31, 2020; and

WHEREAS the city of Grinnell desires to hire a new Police Chief by December 31, 2020; and

WHEREAS Cayler Consulting LLC is experienced in the hiring process of a police chief; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GRINNELL, IOWA:

Section 1. That the contract with Cayler Consulting LLC, Carroll, IA is hereby accepted in an amount not to exceed ten thousand and 00/100 dollars (\$10,000.00) plus expenses.

Section 2. The Mayor and City Clerk of the City of Grinnell, Iowa are hereby authorized and directed to execute the contract with Cayler Consulting LLC, Carroll, IA as is herein referred.

Passed this 20th day of July 2020 and signed this 20th day of July 2020.

By: _____
Mayor

Attest: _____
City Clerk



June 10, 2020

Russ Behrens, City Manager
City of Grinnell
420 4th Avenue
Grinnell, IA 50112

Dear Russ:

Thank you for your inquiry regarding the possibility of assisting you with the search and hiring process for the position of police chief for the Grinnell Police Department. This appointment will have an impact on the city and department for many years to come and it would be a pleasure to work with you in helping you search for, and assess the abilities of your selected finalists. I have attached a copy of my resume so you will have information regarding my education, training, work experience and consulting experience.

CAYLER CONSULTING, LLC provides a menu of options to assist communities in the Police Chief search and selection process. I am happy to help you with as much, or as little, of this search/hiring process as you wish. I will review the entire process in this letter but emphasize that you may pick and choose those items you want me to help you with.

In addition to the information that will be gathered in preparation for this process I will solicit the involvement of the Mayor, City Council Members, city administration, representatives of the police department and representatives of the community. Their involvement will help guide the process to select a Police Chief that is not only professionally competent, but who will fit the organization, and has the support of the representatives that assisted in the selection.

CAYLER CONSULTING, LLC conducts the advertising and recruitment of candidates and assists the City with arranging an assessment of final candidates by various stakeholder groups within the community.

PROCESS

Develop and place advertisements: I will prepare the position announcement and recommend the venues for placing the announcements, in consultation with city staff and based on previous experience. In addition, the notice of the employment opportunity is placed on professional organization websites and delivered by electronic mail to various public safety organizations and individuals in Iowa that may have interest in applying for the position. I recommend placing the announcement on the city's website as well.

Develop a Position Profile: I will interview the Mayor, City Council members, city staff, representatives of the police department, and community leaders to identify candidates that exhibit a management style compatible with the community and the department. The input received from these interviews will help me develop a "Position Profile" listing characteristics desired in the new police chief. The leadership values identified in this step will help guide the evaluation of the candidates. The participation of these representatives gives ownership of the resulting appointment, and increases the probability of success for the new chief.

Questions asked of these groups are designed to identify essential factors (traits) of an ideal candidate. These will include background, experience, education, specific skills and abilities. Additionally, these interviews are designed to help focus on the "personality" of the community and identify the characteristics most desired in a new chief that will identify him/her as a good fit for this personality. The interview results are summarized in writing and submitted for review by the appointing authority for further input and comments to CAYLER CONSULTING, LLC. Those comments will result in a final Position Profile that represents a consensus of the Council, city leadership and the community.

Review applications: I will review applications as received to assess whether or not candidates meet the minimum requirements as set by the City. At the conclusion of the application deadline the list will be screened to approximately fifteen (15) candidates who most closely meet the Position Profile. I will then present the applicants with essay questions drawn from the values identified in the Position Profile. Their responses provide the opportunity to assess the communication skills and management priorities of the applicant.

Candidates that meet the position requirements and complete the essay portion will be interviewed by telephone to clarify their professional experience and evaluate their communication skills.

Reference checks: I will conduct preliminary personal reference and employment checks on the top candidates. These are primarily telephone contacts with previous employers and references provided by the candidate. The candidates' credentials will be confirmed with the Iowa Law Enforcement Academy to validate the ability to be licensed as a police officer in Iowa.

Civil Service Commission

The Commission is charged with certifying candidates for the position of police chief. I will work with the commission to make sure that the statutory requirements are met.

CAYLER CONSULTING, LLC receives all applications for the position and selects those that meet the job description and pass an initial background evaluation. Those candidates are asked to participate in responding to essay questions drawn from issues identified in the profile analysis. The Commission is provided the resumes, background information and

essay responses and asked to create a list of no more than ten candidates for final consideration.

All applications are available for review by the city, along with my recommendations. This includes the opportunity to discuss our suggestions and reasoning with appropriate city representatives. The city will make the final determination of which applicants will continue in the process.

ASSESSMENT PHASE

Candidates selected as finalists will proceed to this phase of the process. The Mayor and City Council will select the steps utilized in this portion of the process. Up to five finalists are invited to participate in an evaluation process in Grinnell.

Required testing: Candidates will be administered tests as required by the State of Iowa and/or the Iowa Law Enforcement Academy. These tests will include physical agility testing, Iowa POST testing and Minnesota Multi-Phasic Personality Inventory Testing (MMPI – Psychological testing). Tests will vary depending on certification, etc.

Meet the community: Schedule an informal reception where the candidates and members of the community, city employees, Mayor and City Council members have the opportunity to meet. These individuals are invited to provide their impressions of the candidates to City officials and/or CAYLER CONSULTING, LLC.

Interview Panels: Interest groups interview candidates. The recommended interest groups would include up to three individual panels. The city will decide which panels to use.

- Mayor and Council Members
- Department directors
- Professional law enforcement representatives drawn from area police and sheriff's department
- Representatives from the Grinnell Police Department
- Community representatives drawn from business, school administrators, and neighborhood organizations
- Any combination of individuals from the potential groups listed above

Following these interviews, the various panels are brought together to inform the appointing authority of the observations and impressions gained during the interviews. They are not necessarily asked to rank the candidates, but to offer their thoughts to the appointing authority and elected officials regarding the candidates.

The process involves the people that will work directly with the police chief and provides them with the opportunity to have input into the process.

IOWA LAW ENFORCEMENT CERTIFICATION

Candidates certified in Iowa may move from one department to another without the physical agility and POST test. They may be required to take the Minnesota Multi-Phasic Personality Inventory (MMPI) if they have not done so within the previous 12 months, and come from outside the department.

Out-of-state candidates are required to pass the physical agility (within one year of appointment), MMPI and POST test. CAYLER CONSULTING, LLC is certified to administer all three of these tests as needed or desired. Out of state candidates must be certified by another state to obtain Iowa Certification without attending the academy. Federal agency certification, such as FBI, is not accepted by the Iowa Law Enforcement Academy for certification of law enforcement positions. However, ILEA has developed a waiver process to address this issue.

Once a final candidate has been selected, CAYLER CONSULTING, LLC will do the following:

Background check: I will conduct a thorough background check including criminal, credit, driving and personal background history of the selected candidate.

Employment offer: Provide assistance in the offer of employment to the selected candidate, including the development and negotiation of the wage and benefit package.

Employment Agreement: I can provide sample employment agreements and/or assist the City with drafting an employment agreement with the selected candidate.

Fees:

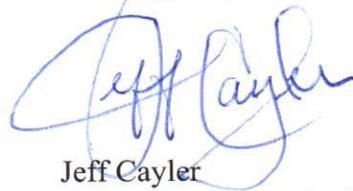
I would offer the following options:

1. My normal hourly rate for consulting services is \$150 per hour. Since Grinnell is a previous customer, I am prepared to offer the discounted rate of \$125 per hour. If you would like me to conduct the recruitment and advertising portion of your search as well as coordinating the items as listed above (and/or from the list below), I would propose a not to exceed amount of \$10,000, plus expenses. The city would also bear any approved costs for advertising. I will provide a weekly Activity and Expense report throughout the process.
2. If you elect to conduct the recruitment/advertising/assessment or any other portions of this process yourself, but still need assistance in coordinating any other aspects of the process, I would simply bill you on an hourly basis, plus expenses. I have included a list of potential services at the end of this letter.

I would be happy to discuss these options in greater detail if you wish. I have provided a short list of references toward the end of this series of documents.

Again, thank you for allowing me to offer this proposal. Certainly, if you have any questions, do not hesitate to contact me.

Best Regards,

A handwritten signature in blue ink that reads "Jeff Cayler". The signature is fluid and cursive, with the first name "Jeff" and last name "Cayler" clearly distinguishable.

Jeff Cayler
Chief of Police (retired)
Cayler Consulting, LLC

Other Professional Services Available

If the City elects to conduct various portions of the recruitment/selection process itself, I would still be able to assist your city with any of the items shown below. These services would be billed on an hourly basis, plus expenses.

- Assist in establishing timeline for recruitment, screening, testing, etc.
- Sample advertisements, public notice, and position announcement
- Sample job descriptions
- Sample employment agreement
- Physical agility research and letter to candidates
- Review of resumes and credentials
- Screen applicants; correspond with, speak to applicants
- Write finalist and "Dear John" letters
- Call finalists
- MMPI, POST and physical agility test administration
- Research on Iowa certification for non-certified candidates
- Assisting with the development of the timeline for recruitment/advertising, screening, testing, background check, hiring and start date
- Provide counsel and direction on State of Iowa hiring requirements
- Coordinate "meet and greet events"
- Arrange and facilitate interviews with other city staff, elected officials, department members and other appropriate groups
- Conduct background check on selected candidate(s)
- Other related services as requested

References

Aaron Adams, City Manager
City of Knoxville
(641) 205-1202
aadams@knoxvilleia.gov

Mayor John Slight
City of Boone
(515) 298-0804
john@patclemons.com

Sam Kooiker, City Manager
City of Sheldon
(712) 324-4651
sam@cityofsheldon.com

Chief Jeremy Logan
Oelwein Police Department
(319) 283-4311
jlogan@oelweinpolice.org

Perry Buffington, Human Resource Director
City of Mason City
(641) 424-7130
pbuffington@masoncity.net

Mike Funke, Human Resource/Risk Manager
City of Coralville
(319) 248-1700
mfunke@coralville.org

Karen Jennings, Human Resource Administrator
City of Iowa City
(319) 356-5025
Karen-jennings@iowa-city.org

Mayor Dick Kirchoff
City of LeMars
(712) 299-0794
dkirchoff@lemarsiowa.com

Chad Bird, City Manager
City of Decorah
(563) 277-5140
citymanager@decorahia.org

JEFF CAYLER

1326 Amy Avenue Carroll, IA 51401 712-830-3794 jeff.cayler@gmail.com

EDUCATION

Master of Science, Criminal Justice Administration, Central Missouri State University
(4.0 G.P.A.)

Bachelor of Arts, Sociology/Criminal Justice, University of Iowa

PROFESSIONAL EXPERIENCE

Chief of Police (2/24/85 – 6/8/15) – City of Carroll, Iowa

Carroll City/County Communications Administrator (2/24/85 – 1/28/13)

Sergeant/Patrol Supervisor (7/1/83 – 2/24/85), City of Carroll, Iowa

Patrol Officer (6/1/81 – 7/1/83), City of Carroll, Iowa

Adjunct Professor of Criminal Justice, Buena Vista University, 8/00 – 12/12

HONORS/ AWARDS

McCartney Award, Iowa Law Enforcement Academy, 1981

Named to the Outstanding College Students of America, 1988

Named one of the Outstanding Graduates of the Department of Criminal Justice
Administration, Central Missouri State University, 1988

Rotary Club Human Services/Non-Profit Award (“for exemplifying Rotary’s ideal of
service in the workplace”).

ORGANIZATIONS

International Association of Chiefs of Police, Life Member

Iowa Police Chiefs Association (past Vice President and President, ‘96 - ‘00)

Iowa State Police Officers’ Association

Iowa Association of Chiefs of Police & Peace Officers

Chairman, Carroll County E-911 Service Board

Chairman, Carroll County Emergency Management Commission

Board of Directors, Second Judicial District, Dept. of Correctional Services

Chairman, Region V Drug Task Force ‘97 – ‘99, ‘00 – ‘06

Chair, Iowa Community Assurance Pool, Law Enf. Advisory Board, ‘00 – ‘08

Iowa Mun. Workers Comp. Assoc., Loss Control Advisory Board, ‘00 – ‘15

Advisory Board Member (North-Central Region), Criminal Justice Information

Systems (F.B.I., C.J.I.S. Division), United States Dept. of Justice, ‘96–‘98, ‘01– ‘06

National Advisory Policy Board Member, Criminal Justice Information Systems (F.B.I.,
C.J.I.S. Division), United States Department of Justice, ‘96 – ‘98

**GRINNELL POLICE CHIEF SEARCH CALENDAR
06-11-20**

Grinnell City Council approves resolution hiring Cayler Consulting to assist with Police Chief Search.

- August 24 - 28 Initial interviews of stakeholders in Grinnell. Information will be used to draft Position Profile Document. Draft and submit Position Profile document to City. Finalize job posting and placement of advertisements. Application deadline of September 30, 2020.
- August 28 – Sept. 4 Begin reviewing application documents from candidates as received. Begin screening, conducting basic internet checks on candidates.
- September 4 – 30 Continue review of applications as received. Finalize testing/interview dates. Draft interview questions, identify interview panels, select panelists. Select possible testing and interview dates and location.
- September 30 Application process closes at 4:00 p.m.
- October 2 – 4 Finish evaluating candidates to determine which meet the minimum qualifications.
- October 5 – 9 Provide City with resumes and application materials of selected candidates. Invite selected finalists to submit responses to Candidate Screening Questions. Responses due back October 12. Conduct preliminary internet background and reference checks.
- October 12 – 16 Evaluate responses to Candidate Screening Questions; conduct telephone interviews with selected candidates.

October 19 – 23	Cayler Consulting will meet and/or confer with City representatives to reduce list no more than 5 to invite to Grinnell for interviews. Might consider 1 - 2 alternates in the event any of the selected finalists withdraw.
October 21 – 23	Five finalists notified and invited to Grinnell for testing/interviews November 6 – 7. Names of finalists to be released sometime in next two weeks. Short bios to be included.
November 6	Candidates requiring POST, MMPI and/or physical agility testing will be tested on this date. Public reception to be held late afternoon/early evening of this day/date.
November 7	In the beginning of the day, all the Candidates will be in the same room with all the panelists, and will have 7 minutes each to share their backgrounds. Candidates will then rotate through three interview panels. Select top candidate(s).
November 7	Conditional offer of employment extended
November 7 – 11	Complete background investigation
November 16	Council approves appointment
December 21	Selected candidate sworn in, begins employment and attends first City Council meeting.