

Duluth Police Department

2023 - 2026 Recruitment and Retention Plan



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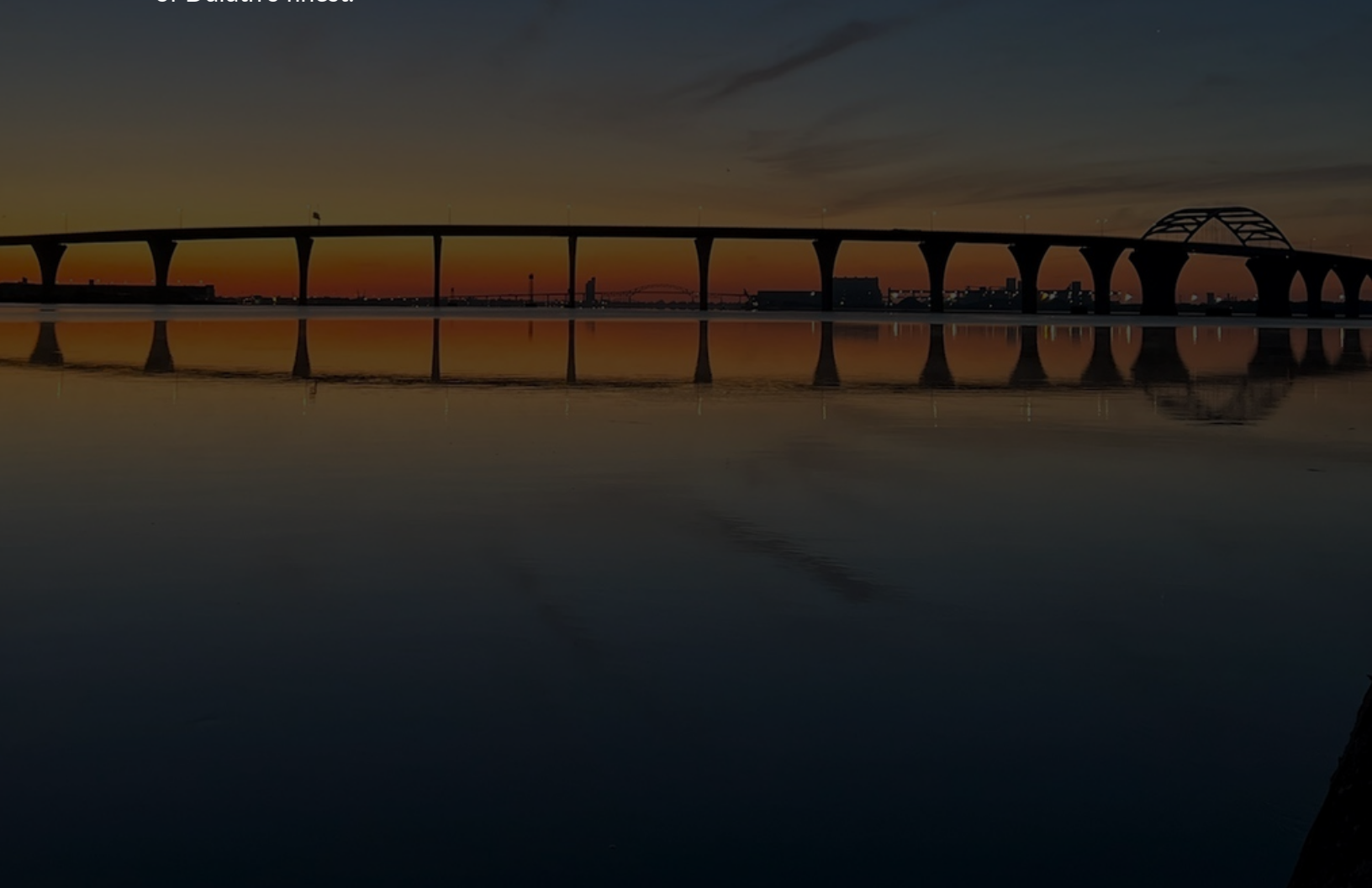
Message from Chief Mike Ceynowa

The Duluth Police Department is the third largest municipal police department in the state of Minnesota. This allows us to provide our officers numerous opportunities for career growth and development. We are seeking individuals with high moral character to help us work with our staff and citizens to provide a safe community for all who live, work, and play here.

Our goal is to build a department that looks like the diverse community it serves. A place where all people see themselves advancing and developing into modern professional police officers. If this sounds like something that interests you, and a challenge you are willing to accept, I encourage you to apply to become a Duluth Police Officer.

This document details what steps we are taking to recruit a professional, creative, and diverse workforce. We discuss the current demographics of our community and department. We have mapped our different hiring paths to becoming a police officer for the City of Duluth, which includes new hires and laterals. Both paths require a 12-week academy where you learn about the culture of our police department and what we expect from our officers.

Please take a moment to read through this document. If you see yourself as someone who wants to help their neighbors, their community, and their partners then we want you to be one of Duluth's finest.



Mission Statement

To provide a safe Duluth for all by strengthening relationships and serving in a respectful, caring, and selfless manner.

Core Beliefs

- We recognize that our authority comes from our social contract with the community.
- People will believe that we are there to serve them if we are kind, caring and compassionate, and our actions match our words.
- People will trust us if they believe we are protecting their rights.
- Every interaction leaves a lasting impression.
- The safety of both our community and officers are paramount.

Values

Fair
Accountable
Caring
Transparent

Recruitment Plan

- Appoint a Sergeant dedicated to advancing recruitment, retention, and the Community Service Officer-Intern Program.
- Hold two recruit hiring processes annually.
- Streamline the hiring process while maintaining the requirements of the civil service process.
- Collaborate with the City of Duluth Communication Team on a comprehensive marketing campaign.
- Continue marketing efforts through the use of the Duluth Police Department's Public Information Officer.
- Increase effective recruitment strategies by conducting intentional contacts to prospective candidates.
- Collaborate with and leverage surrounding law enforcement programs, high schools, colleges, and community partners.
- Continue to grow the Community Service Officer-Intern Program as this program has been successful in recruiting officers.
- Hire lateral officers year-round.
- Hold two new hire academies annually.



Sergeant Jason Eikam interacts with a child during a community event.



Deputy Chief Laura Marquardt hands a 'Junior Officer' sticker to a child in our community.



Duluth Police School Resource Officer Bill Stauber snaps a photo with an aspiring officer.



Duluth Police Sergeants wear pink stripes to support Breast Cancer Awareness Month.

Community and Department Demographics

We strive for diversity in our hiring and strive to recruit, hire, promote, and retain police officers who are representative of the people in the community.

Below is a breakdown of the demographics of the City of Duluth based on the 2020 Census data and demographics of sworn staff at DPD. Data gathering of staff at DPD is perceived race.

<u>2020 US Census Population- City of Duluth</u>		<u>2022 DPD Sworn Staff</u>	
86,645		135	
<u>Female</u>	<u>Male</u>	<u>Female</u>	<u>Male</u>
51.3%	48.7%	18%	82%
<u>White</u>	<u>Black or African American</u>	<u>White</u>	<u>Black or African American</u>
89.1%	2.4%	92.5%	3%
<u>American Indian & Alaska Native</u>	<u>Asian</u>	<u>Native American</u>	<u>Asian</u>
1.7%	1.4%	2%	1.5%
<u>Two or More Races</u>	<u>Hispanic or Latino</u>	<u>Two or More Races</u>	<u>Hispanic or Latino</u>
4.8%	2.6%	Data not collected	1%



Officer Sara Schutte shops with a community member during the annual 'Shop with a Cop' holiday event.



While working at an event, Officer Paige Grenier snaps a photo with a child in our community.

Character-Based Hiring

The Duluth Police Department has small-town values combined with big-city responsibilities. DPD has opportunities for officers to grow and be involved in a variety of specialized units, which include the K9 Unit, Tactical Response Team, Crisis Response Team, the Lake Superior Violent Offenders Task Force, Crime Scene Investigations Unit, and much more.

To become a Duluth Police Officer, you must be a U.S. Citizen, have a valid driver's license, and be a currently licensed police officer with Minnesota P.O.S.T. Board or are eligible for licensing.

Candidates go through a comprehensive hiring process to ensure we are hiring the best officers to protect and serve our residents. Our hiring process includes:

- Oral Board Exam
- Chief's Interview
- Background Investigation
- Background Interview
- Medical, Physical, and Psychological Testing

Lateral

If you've been a police officer for at least three years and have a POST license in good standing, or are eligible for POST, you can apply to join our team at any time.

During the hiring process, lateral officers are able to begin at the Chief's Interview phase of the three-month hiring process. This is shorter than the five-month process new recruits go through.

Depending on officers' prior experience, Lateral Officers may go through a shorter academy and Field-Training Officer Program.

New Recruits

If you are interested in making Duluth your home and want to serve in the community you live, then applying to become a Duluth Police Officer is the opportunity you're looking for.

New recruits go through a comprehensive five-month hiring process.

Once you receive an offer to become a Duluth Police Officer, new recruits go through a 380-hour recruit training academy followed by four-months in the Field Training Officer Program.



2022 Swearing-In Ceremony.



Duluth Police Officers being sworn in on December 2022 by Judge Stumme.

Trainings and Recruit Academy

MN P.O.S.T. Board mandates training for police officers in three-year cycles
48 hours of training is mandated by the MN P.O.S.T. Board for licensure every three years
82 hours of training is what each DPD officer receives in mandated trainings every three years

- **Crisis Intervention and Mental Illness Crisis
 - **Conflict Management and Mediation
 - **Implicit Bias, Community Diversity, Cultural Differences
 - **Safer Interactions Between Peace Officers and Persons with Autism
 - ***Use of Force (firearms, less than lethal weapons, defensive tactics)
- (**required every three years and the four trainings combined must total 16 hours)
(***required every year)

Additional required trainings:

- 32 hours of Crisis Intervention Training (95% of sworn officers have completed this training)
- 8 hours of Fair and Impartial Policing, last training was done in 2018, next training is scheduled for Spring 2022
- 10 hours of Emergency Vehicle Operations every five years



Officers Dana Letica and Nate Smith are training on handcuffing. This is one of multiple trainings sworn officers go through every year to ensure they are up to date with best practices.

"Character-based hiring is at the core of DPD. We realize that we can train individuals the skills to become an officer but we can't teach individuals how to be good people. We want the community to see themselves in their police department, understanding that we are here to serve with them."

-Chief Mike Ceynowa



Duluth Police Tactical Response Team continuously train to enhance their skills and abilities to provide a safe Duluth for all.

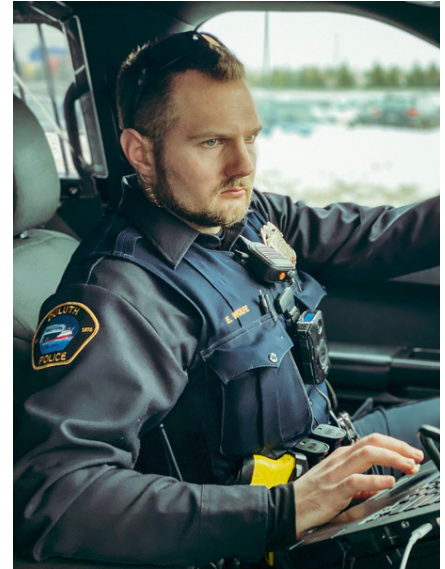


Chief Ceynowa builds relationships with kids in our community.

Upon completion of the Duluth Police Department's Academy, probationary officers will start the Field Training Officer Program (FTO). The Duluth Police Department's FTO program puts officers in real-life policing scenarios. They'll be paired with a field training officer who'll be with them for 16 weeks, spending four weeks in each phase of the four-phase program. FTO gives probationary officers experience before beginning solo patrol. During solo patrol, officers will be on probationary status for one year.

There are more than 380 training hours in the academy that cover a variety of topics. Topics include:

- Union Presentation – 3 hours
- Use of Force Lecture – 16 hours
- Firearms Pistol – 25 hours
- Firearms Shotgun – 10 hours
- Firearms Rifle – 20 hours
- Taser – 8 hours
- Chemical Aerosol – 4 hours
- Domestic Violence Investigations – 30 hours
- Crime Scene Investigations and Arson Investigations – 8 hours
- Emergency Vehicle Operation and Control Lecture – 8 hours
- Emergency Vehicle Operation and Control Practical – 10 hours
- Verbal Judo Defense and Influence – 24 hours
- Lake Superior Drug and Violent Crime Task Force – 4 hours
- Report Writing – 8 hours
- Radar/Lidar – 4 hours
- Traffic Stops Lecture – 4 hours
- Traffic Stops Practical – 16 hours
- Search and Seizure – 4 hours
- Armor Training (800 Mhz) – 2 hours
- In-Custody Line of Duty Deaths – 4 hours
- Crash Investigations – 12 hours
- Juvenile, Missing Persons, Arrowhead Juvenile Center, Trafficking – 4 hours
- Sexual Assault, Child Abuse and Neglect Unit (SCAN). Includes Program for Aid to Victims of Sexual Assault, First Witness, Initial Intervention Unit – 12 hours
- First Aid, CPR, AED's – 4 hours
- Financial and Property Crimes – 4 hours
- Computer Forensics and Electronic Evidence – 3 hours
- Community Policing – 4 hours
- K9 Presentation – 8 hours
- Interview and Interrogation – 4 hours
- Combat, Arrest, and Control – 40 hours
- Below 100 (Focus on how safe speeds and seatbelt use save police lives) – 2 hours
- Scenarios - 40 hours
- Building Searches – 8 hours
- Violent Crimes Unit/Death Investigation – 8 hours
- Active Shooter – 4 hours
- Geography – 4 hours
- Death Notifications & Chaplains – 4 hours
- Jail Tour – 3 hours
- Standard Field Sobriety Test and Drugs that Impair – 23 hours
- Occupant Protection Usage and Equipment – 2 hours
- Police Ethics – 4 hours
- Human Resources and Benefits – 2.5 hours
- Field Training Officer Program, Manual, and Reports – 3 hours
- Field Training Officer Program Perspective (previous recruits) – 1 hour
- Crisis Intervention and Mental Illness Crisis – 32 hours
- Conflict Management and Mediation – 4 hours
- Implicit Bias, Community Diversity, Cultural Differences - 4 hours
- City of Duluth New Employee Orientation – 2.5 hours
- Swearing-In Ceremony – 4 hours
- Chief's Presentation Regarding our Mission and Expectations – 2 hours



Officer Ethan Wolfe writing a report after responding to a call for service.



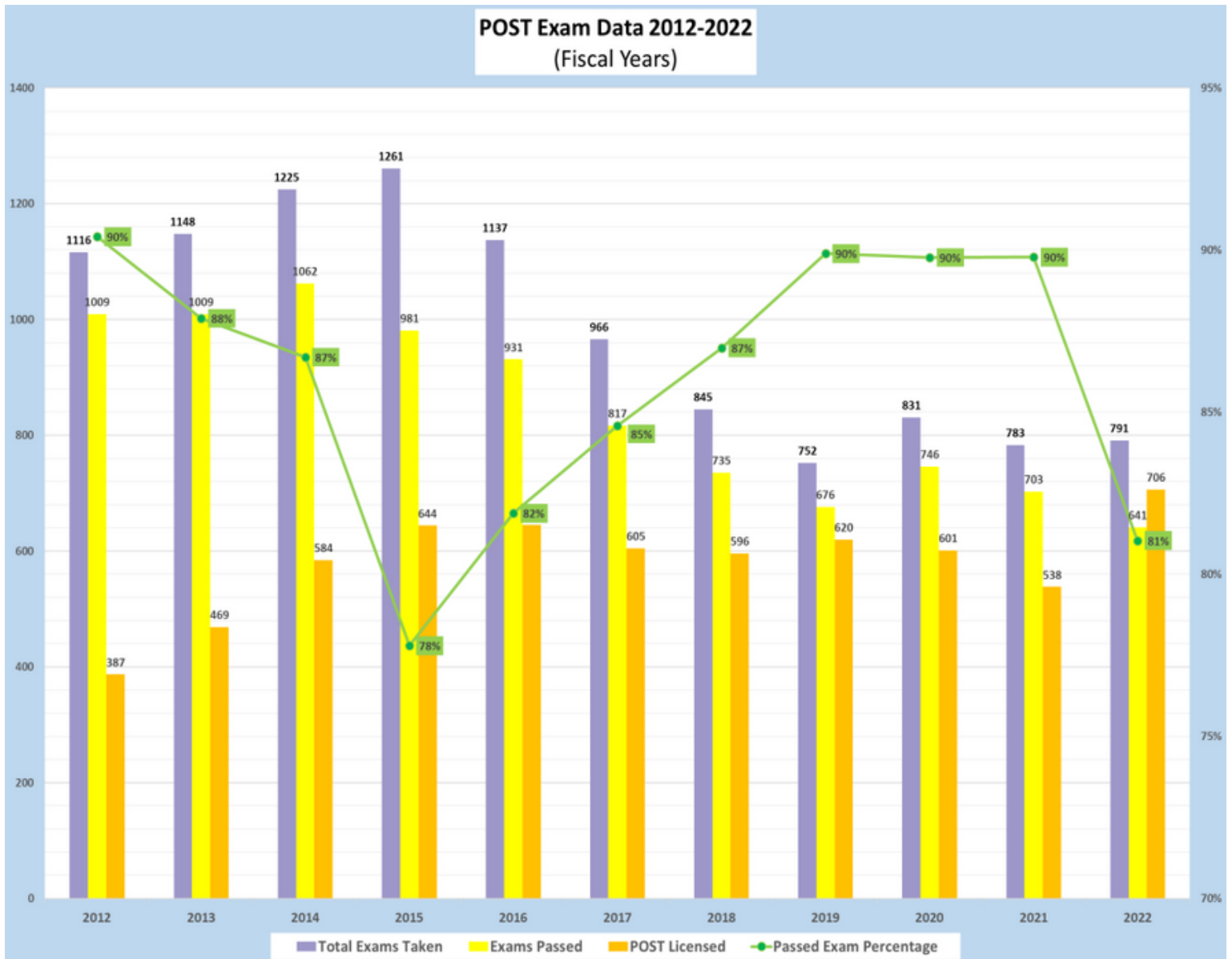
Community Service Officer-Intern Katie LaTourelle helps direct traffic at an event as part of the CSO-I Program.

Future Outlook

In Minnesota, law enforcement agencies have multiple openings vying for the same pool of candidates who are POST-licensed. In summary, there are more job openings than there are eligible applicants to be police officers in our state. The below graph showcases the number of individuals who took the POST test and passed the exam from 2012 to 2022.

We believe that by intentionally recruiting a diverse pool of officers, and showing officers that everyone at the Duluth Police Department has opportunities to grow and develop in their profession, we will attract the best candidates for our community. We are seeking people of high character with diverse backgrounds to help us serve our community. By creating a culture where problem-solving and innovation are rewarded, we believe we will be able to retain a high-quality professional staff that sees themselves spending their entire career here.

Here, at the Duluth Police Department, we are focusing on retaining our current staff by intentionally meeting our current staff's needs and the communities expectations. This document reflects our plan for how the Duluth Police Department will get back to full strength. Doing so will allow our officers to not only continue providing a safe Duluth for all, but also grow both personally and professionally while maintaining and developing community relationships.



Benefits and Wages

The Duluth Police Department offers both lateral police officers and new recruits a competitive benefits package, wages, and perks. Below is a breakdown of the intentional incentives we offer both new recruits and lateral police officers.

If you are interested in joining a department that invests in its employees and offers a variety of training and advancement opportunities, make sure you apply to be part of Duluth's finest today! Go to our website at duluthmn.gov/police to find more information on the third largest police department in Minnesota.

LATERAL OFFICERS

NEW RECRUITS

WAGES & PERKS

- Base pay: \$38.38/hour - \$6,652/month
- Prior experience from other agencies will be counted towards years of service at DPD and applied to:
 - Longevity Pay
 - 4% longevity steps at 7 and 14 years
 - Vacation Hour Accrual Rate
 - Promotional opportunities
 - Eligible after the probationary period
 - Master COP Program - up to 8% pay increase
 - Eligible after the probationary period
- Educational Pay
- Overtime Opportunities
- Training and Advancement Opportunities
- Wide Variety of Specialty Units
- 4 On, 4 Off Patrol Schedule
- Onsite Fitness Center

WAGES & PERKS

- Year 1 base pay: \$31.22/hour - \$5,411/month
- Year 2 base pay: \$33.77/hour - \$5,853/month
- Year 3 base pay: \$38.38/hour - \$6,652/month
- Longevity Pay
 - 4% longevity steps at 7 and 14 years
- Master COP Program - Eligible after 3 years
 - Up to 8% pay increase
- Educational Pay
- Overtime Opportunities
- Training and Advancement Opportunities
- Wide Variety of Specialty Units
 - K9 Unit, Major Crimes Unit, CSI, Tactical Response Team, Crisis Negotiations Team, Violent Offender Task Force, and more!
- 4 On, 4 Off Patrol Schedule
- Onsite Fitness Center

COMPETITIVE BENEFITS PACKAGE

- Vacation (80 hrs), Personal (48 hrs), Sick (60 days)
- Health Care Savings Plan
 - City contributes \$12,000 after 3 years
 - City contributes 3% of your base salary
- Medical Plan
 - Single deductible \$250, family \$500
- Flexible Spending Accounts
- PERA Retirement
- MN Deferred Comp
 - City contributes \$304/month to cafeteria plan
- Dental Plan
- Life Insurance

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