

# CITY COUNCIL STUDY SESSION

**TO:** Mayor and City Council  
**FROM:** Mari E. Macomber, City Manager  
**SESSION DATE:** March 3, 2014  
**TIME:** 4:30 pm  
**PLACE:** Second Floor Conference Room

## **AGENDA:**

- ANNUAL REPORT FROM KIRK TRAN
- UPDATE ON MPO PROGRAM
- AIRPORT FUEL PROGRAM DISCUSSION
- REVIEW CITY COUNCIL NEWSLETTER – February 28, 2014
- REVIEW CITY COUNCIL AGENDA

## ***ANNUAL REPORT FROM KIRK TRAN***

Kirk-Tran is the public transit service for the City of Kirksville. The concept of Kirk Tran began in 1998 and has continued to evolve to meet the needs of its clients. This service is a cooperative effort between the City of Kirksville, the Kirksville Regional Office, OATS, Inc., the Region II Council for Developmental Disabilities and Adair County SB 40. Two grants were received by the group and were used to get the program going. Today, Kirk-Tran is operated by OATS, Inc. OATS has been contracted to use its busses, drivers, and office staff to provide transportation services Monday through Friday from 6 a.m. to 6:30 p.m.

Kirk Tran operates two different transportation services. The first is the Demand-Response System and the second is the Deviated Fixed Route.

### **Demand-Response System**

The demand-response system is a point to point program where riders are picked up and taken to a location. These are scheduled in advance by calling the dispatch center. This system operates from 6 a.m. to 6 p.m. and travels within a 15 mile radius of downtown Kirksville. To schedule a ride, call 660.665.8404 or 877.666. KIRK, Monday through Friday from 8 a.m. to 12 p.m. & 1 p.m. to 3 p.m. Fare - \$2.00 per one way trip anywhere inside the Kirksville city limits; \$3.00 per one-way trip outside of Kirksville city limits within a 15 mile radius of downtown Kirksville.

### **Deviated Fixed Route**

The Deviated Fixed Route operates Monday through Friday from 7:00 a.m. to 6:00 p.m. and includes 20 stops located around Kirksville. The route will repeat this schedule every hour. Times may vary by 10 minutes before or after scheduled time. As part of this service Kirk Tran will also provide direct service to individuals who are unable to get to a stop, so long as the pickup location is within  $\frac{3}{4}$  mile of that stop. The pickup and

drop off locations will be at the curb. The fare for this service is \$2.00 per one-way trip. Individuals can purchase a booklet of 10 tickets for \$15.00. Booklets can be purchased from the Deviated Fixed Route Driver or Kirksville City Hall. Children 9 and under must be accompanied by an adult.

Kirk Tran representatives will be in attendance on Monday to give the Council an update and to answer questions. This would be a good opportunity to ask Kirk Tran to work with the City to get the word out about the upcoming ½ Cent Transportation Sales Tax.

### ***UPDATE ON MPO PROGRAM***

The Police Department's Master Police Officer (MPO) Program has been in place for almost one year. It was first discussed with the City Council during your annual planning meeting in the fall of 2012 with the Master Police Officers being appointed in March 2013. The MPO program is one that recognizes qualified police officers based on a specific set of requirements. If an officer achieves MPO status they are advanced to the next pay range. Officers retain their MPO status by qualifying each year.

Chief Hughes will review the qualifications and the process that we use to determine MPO status.

### ***AIRPORT FUEL PROGRAM DISCUSSION***

Airport Director Glenn Balliew has met with the Council to discuss the airport and ways in which we can improve upon services and/or revenues. One of the projects that he has been working on is in the area fuel sales. As a reminder, the City Council made changes to the Airport Fuel Policy providing more flexibility to the Airport Director when setting fuel prices and also adjusting the

Council allowed changes to the Essential Air Service carrier fee from \$.25 to \$.50 per gallon fee increasing our profit by 50% for this service. The policy also allows the Director to increase the mark-up beyond the normal \$.75 in situations that warrant a larger increase. Also for special events instead of automatically allowing a \$.25 discount for special events like Osh Kosh, the Director has the authority to go up to \$.25 based upon the amount of fuel purchased or other contributing factors.

Glenn has been working on improving the service delivery of the fuel to bring in more services. Our current provider is Naegler Oil, who represent Phillips 66 and has provided the basic airport fuel services. They have been a good provider but have limited abilities even though they are part of the Phillips 66 distribution system. A second vendor, AVFuel is also interested I providing fuel services to our airport and offers additional services which could assist us in increasing our fuel sales and airport revenues.

We will be discussing this with the Council on Monday during Study Session as the fuel service contract is on the City Council Agenda for Monday.

**REVIEW COUNCIL NEWSLETTER – February 28, 2014**

**REVIEW COUNCIL AGENDA**

Attachments

Kirk Tran Summary Report

MPO Staff Report from Jim Hughes, Chief of Police

MPO Program Materials

Aviation Fuel Staff Report from Glenn Balliew, Airport Director

Naegler Agreement

# 2013 Service Summary Report to Kirksville City Council

## Kirk-Tran, Inc.

### Organization

- Established in 2002 from Federal Transportation Grants organized by the City of Kirksville, the Missouri Department of Mental Health represented by the Kirksville Regional Office, and OATS, Inc.
- The original partners are still involved and the following agencies have joined the effort since the inception: The Region II Council for Developmental Disabilities, Adair County Senate Bill 40, United Way, and High Hope Employment Services
- 2011 the Internal Revenue Service approved Kirk-Tran, Inc. as a 501(C)(3) Non-Profit Corporation

### Current Service

- Only fully accessible public transportation service in Kirksville
- Demand Response Service
  - 6A-6P, M-F, \$2 in Kirksville, \$3 outside of City but within County
  - Includes door to door service if necessary
  - Patrons schedule a ride by calling the dispatcher housed in City Hall
- Deviated Fixed Route Service
  - 7A-6P, M-F, \$2 in Kirksville, \$3 outside of City but within County
  - 20 Stops from Wal-Mart to Health and Fitness Center
  - Discounted coupon books are available to promote this service

### 2013 Highlights

- 17% Increase in average monthly ridership from 2012 to 2013
- Significant investment was made in 2013 to promote Kirk-Tran as a universal service to citizens of Adair County
- All partner agencies remained committed to Kirk-Tran in 2013
- Fuel prices were much more stable overall in 2013 which held expenses below projections
- Kirk-Tran kept fare prices the same in 2013 and does not intend to increase them in 2014
- Employment remained the primary purpose for people utilizing Kirk-Tran in 2013

### Return on Investment

- City of Kirksville Cash and In-Kind support approximates \$38,000 annually
  - City of Kirksville contribution represents 17% of total system revenue
- Total Kirk-Tran Revenue Approximates \$225,474 putting the City of Kirksville return on investment at 5.93
- The \$187,474 in remaining revenue was generated through the following sources in 2013
  - MO-DOT Funds Through OATS, Inc.=\$98,839
  - Fares=\$50,160
  - Adair County SB 40 Grant=\$10,630
  - Kirksville Regional Office Transportation Support=\$10,000
  - Bus Advertising Sales=\$9,064
  - United Way Grant=\$7,499
  - Other=\$1,282

## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Council update on the status of the Police Department's Master Police Officer (MPO) Program.

**STUDY SESSION MEETING DATE:** March 3, 2014

**CITY DEPARTMENT:** Police Department

**PREPARED BY:** Chief of Police Jim Hughes

In 2012 the Police Department developed and implemented an MPO Program. The idea was developed as a career enhancement opportunity for its police officers. It was also designed to increase the number of supervisors/mentors available and encourage/reward experienced officers who excel at their work, who are leaders among their peers, and who make significant contributions to the department and/or community. In addition, the program was also intended to permit the Department to make more efficient/effective use of its members.

Attached you will find the current policy, job description, and other documents that help illustrate the stringent qualifications for selection and continued participation in this program and its associated value to the Department and City.

Two years into the effort it is currently working as designed and is considered a success.

Attachments

# **Kirksville Police Department Policy Manual**

## **Kirksville Police Department**

### **Chapter 1 - Administrative**

#### **Section A-10 - MPO POLICY**

Kirksville Police Department  
Policy and Procedure Manual  
Master Police Officer Program

Effective: January 1, 2013

Reviewed with modification  
December 2013

NEXT REVIEW DATE:  
December 2016

#### **POLICY**

The department maintains a Master Police Officer (MPO) program as a career enhancement opportunity for its police officers.

The program is designed to encourage and reward experienced officers who excel at their work, who are leaders among their peers, and who make significant contributions to the department and/or community.

The program is also designed to permit the Department to make more efficient/effective use of its members.

#### **PROCEDURES**

##### Program Administration

All members who meet the requirements as contained in this policy are eligible to become MPO's. Selection of Master Police Officers is conducted annually and is administered by the Administrative Lieutenant.

An MPO Board, consisting of the Administrative Lieutenant, sergeant, two current MPO's, and detective (all appointed by the Chief of Police), assists with administration of the MPO selection process, and reviews the program annually, making recommendations for program adjustments to the Chief of Police. Members of the MPO Board serve on the board for a period of at least one year, or until removed by the Chief.

For the first year of program administration, the Chief will appoint an interim MPO board.

### Application and Minimum Requirements

A. An MPO application must be submitted by both new MPO applicants and current MPO's seeking reappointment by a designated date in November.

Anyone who will be eligible for MPO in the next calendar year can apply. If selected their MPO status will not go into effect until the years of service (or other) requirement(s) has been met. Applications are submitted to the MPO Board which reviews them for eligibility and completeness. Recommendations are forwarded to the Deputy Chief (for his/her input) and final review and approval by the Chief of Police.

B. In order to be considered, both new MPO applicants and current MPO's seeking reappointment must meet the following minimum requirements:

#### Pass/Fail Requirements

1. Five years of law enforcement experience, in a sworn capacity, four with the Kirksville Police Department. Military police experience (2 years full-time active duty will count for 1 year of law enforcement experience). Applicants may not have been on a leave of absence, medical leave, or other leave (excluding military activation) for more than 480 hours in the previous twelve months.

2. No sustained minor Professional Standards Investigation within the previous 12 months and no sustained (serious) Professional Standards Investigation within the previous three years, except for minor property traffic accidents, which will be evaluated on a case by case basis by the Deputy Chief. Minor/serious investigations are defined in Policy D-1.

3. Collateral duty participation; applicants must currently serve as, and provide adequate documentation to demonstrate that they actively participate, in:

a. Certified Field Training Officer, SWAT Team Member, Firearms Instructor, or Hostage Negotiator or;

b. Serve in at least two of the following collateral assignments:

- 1) Community Liaison or Coordinator of a community program or project;
- 2) Computer Voice Stress Analyzer (CVSA) Operator;
- 3) Regular/Active Police Skills or In-service Instructor;
- 4) Intoxilyzer Instructor;
- 5) ICAC investigator;
- 6) Regular Background Investigator;
- 7) Identified Spanish Speaker (an officer who routinely provides translations);
- 8) Arson Investigator;
- 9) Regular member of the Goal Setting Committee (or similar department volunteer programs);
- 10) Drug Recognition Expert;
- 11) Clandestine Lab Technician;
- 12) Certified Self Defense Instructor;
- 13) Uncertified field Training Officer;
- 14) Others (to be evaluated individually).

4. Obtain the endorsement of his or her sergeant. The MPO candidate's sergeant reviews the application, ensuring all information is accurate, that the candidate actively participated in the collateral duties indicated, and that the candidate's recent performance meets or exceeds the standards set forth in his/her most recent performance evaluation. The sergeant then indicates on the application whether or not they endorse the candidate's application for MPO. A written justification, prepared by the sergeant is attached to the application. Any application that is not endorsed is forwarded to the Chief of Police for review.

#### Point System Requirements

To meet the requirements for participation in the MPO Program the applicant will be evaluated in the following three categories based on a point system. Each category has a maximum point value of two (2) (depending on levels

of performance). In one category (Policy Testing) you can achieve a score of negative one (-1). To be considered as an MPO each applicant must receive a minimum of three (3) points out of a possible six (6).

1. Receipt of higher-than-midpoint rating(s) on the most recent performance evaluation within the previous twelve months. The overall rating must meet the minimum standard outlined in the Master Police Officer Program Requirements, Application & Scoring Matrix (see attached), and may not include any "Improvement Needed" ratings in any category. No outstanding ratings will disqualify the applicant. Applicants with from 1-5 outstanding ratings will not be awarded any points. Applicants who have 25%-32% (6-7) of their ratings listed as outstanding will receive 1 point. Applicants who have 33%, or more (8), of their ratings listed as outstanding will receive 2 points.

2. Applicants must exceed written Department expectations for their position. Failure to meet expectations will disqualify the applicant.

Applicants who exceed Department Expectations by 1% - 10% will earn zero points. Applicants who exceed Expectations by 10% - 19% will receive one point. Those who exceed expectations by 20%, or more, will receive two points.

3. Applicants are expected to have no failures (on the first attempt) in the last two annual policy examinations (89% is considered a failure). However, realizing that even great test takers can have a bad day, no applicant can fail more than one test in a two year period. Any scores below 81% will disqualify the applicant. A score of 81% - 89% allows for a retest (which will allow the applicant to continue in the process); however, one point will be deducted (-1). A score of 94% - 97% will earn one point. A score of 98%, or above, will earn two points.

#### Specialty/temporary positions/assignments

Officers that have volunteered (or been assigned) for long-term (more than one year) special and/or temporary assignments (e.g. School Resource Officer, temporary Detective) will be eligible to participate in this program. Specialty positions, such as SRO, will be required to meet all criteria (to include exceeding written goals applicable to the SRO position).

A temporary Detective, who was an MPO, will be suspended from participation in the program during their detective assignment.

However, when they return to patrol they will be immediately reinstated. If not an MPO, then when they become eligible, they can apply for the program. If they choose, they can apply and fulfill all requirements other than exceeding Department expectations. Upon return they will be granted MPO status pending the six month review.

If/when these positions return to the street they will be evaluated, within the first six months of their return, to insure they are then meeting written goals for patrol officers. If the goals are not being met they will be removed until the next application process.

Other positions will be evaluated on a case-by-case basis.

#### Selection Process

A. Current MPO's must meet the following criteria in order to maintain their MPO status:

- complete the MPO renewal application
- meet or exceed the performance evaluation requirement
- obtain endorsements of his/her sergeant
- obtain Management Staff's approval of sustained performance over the previous 12 months
- maintain point system requirements
- final approval by the Chief of Police

B. New MPO applicants who appear to meet minimum program requirements will take a written examination administered by the Human Resources director, if one can be identified that will fulfill the needs of the MPO program.

- 1) An MPO applicant, who receives a non passing score, is disqualified from consideration.

C. All MPO applicants will participate in a peer assessment.

- 1) All department members may participate in assessing an applicant's suitability for MPO status.
- 2) Members who choose to complete a peer assessment for an MPO applicant must identify themselves by signing the form. Completed peer assessment forms are

not directly available to the candidate for review, though summary information is provided.

- 3) A minimum of 5 completed peer assessments per MPO applicant is required. An average score is determined for each question on the MPO applicant's peer assessments. An overall average of less than 3.5 (out of a possible total of 5.0) disqualifies the applicant from consideration.

D. Selection process components (including experience, performance evaluation, collateral duties, supervisory endorsement, policy testing, written examination, and peer assessment) are scored according to the scheme set forth in the attached scoring matrix.

### Expectations

Those who are awarded MPO status agree to:

- A. Wear a designator on their uniform identifying them as Master Police Officers.
- B. Demonstrate leadership by making significant contributions to the community and/or department while working to meet department goals and objectives.
- C. Assume additional duties assigned by supervisors. These duties include:
  1. Being listed as first available to be utilized in hiring processes (recruitment, background investigations, and oral boards).
  2. Assisting with supervisory duties when supervisors are unavailable.
  3. Provide roll-call/department training as assigned/needed.
  4. Exceeding department expectations.
  5. Be a role model for the community and members of the department.
- D. Be proactive in their approach to police work, demonstrating initiative and a willingness to take independent action to improve the Department.

### Compensation

Those awarded MPO status will be elevated in position range/classification as listed in the current pay scale. Failure to sustain MPO requirements will result in a return to officer range.

#### Forfeiture of MPO Status

MPO's who fail, at any time, to maintain the minimum requirements of the MPO program may be removed. The Administrative Lieutenant notifies the Deputy Chief of Police if an MPO fails to meet minimum requirements. The Deputy Chief makes a recommendation to the Chief of Police on whether the MPO should be removed from the program. The Chief of Police determines whether the MPO is removed from the program.

An officer who is removed from MPO status may compete for a new MPO position when it becomes available by participating in the four-step scored selection process once he/she again meets the minimum program requirements. MPO program participation, selection, and forfeiture are not subject to the grievance procedure.

An MPO may be removed from the program temporarily, due to some disciplinary action (or other performance issue). Return to MPO status, if possible, will be determined by the Chief of Police.

V.

#### LEGAL DISCLAIMER

This directive is for departmental use only and does not apply in any criminal or civil proceeding. This department policy should not be construed as a creation of a higher legal standard of care or safety in an evidentiary sense with respect to third party claims.

Violations of this directive will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

By order of:

James C. Hughes  
Chief of Police

# JOB DESCRIPTION

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## Master Police Officer

**Department:** Police

**Division:** Police Patrol

**Location:** Police Station

**Effective Date:** January 2013

**Range:** 10

**Status:** Hourly

**Physical Class:** C

**Last Revision:** N/A

### General Purpose

Perform police patrol, investigation, traffic regulation, and related law enforcement activities; serves as community liaison or coordinator of a community program or project; Computer Voice Stress Analyzer (CVSA) Operator; regular police skills or in-service instructor; investigator; translator; arson investigator; and shift supervisor.

### Essential Job Functions

Patrols city streets to enforce traffic laws; provides emergency assistance to motorists; investigates traffic accidents; locked or stalled vehicles, directs traffic at emergency scenes.

Patrols City parks and facilities, commercial and residential areas to prevent or detect criminal activity, and misconduct involving misdemeanors, felonies and other law violations.

Responds to radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc.

Investigating criminal law violations occurring within the City limits; interrogates suspects, interviews witnesses, obtains evidence and compiles information and prepares cases for filing of charges, testifies in court, and performs other related activities.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned; provides mutual assistance.

Prepare a variety of reports and records including reports of investigation, field interrogation reports, alcohol reports, driving impaired, influence reports, breathalyzer checks list, bad check form, force reports, vehicle impoundment form, traffic hazard reports, etc.

Undertakes limited commission community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, traffic direction; interacting with the citizens and business owners; develops leads and tips through informants.

Demonstrate leadership by making significant contributions to the community and/or department while working to meet department goals and objectives.

Assists with hiring processes (recruitment, background investigations, and oral boards).

Assisting with supervisory duties when supervisors are unavailable.

Provide roll-call/department training as assigned/needed.

Proactive approach to police work, demonstrating initiative and a willingness to take independent action to improve the Department.

### **Peripheral Duties**

Coordinates and supervises the training, assignment, development of subordinate police officers. Provides instruction and certification to department personnel including breathalyzer, firearms, baton and PPT defensive tactics, etc. Checks for proper operation of assigned equipment; perform emergency repairs; reports mechanical problems. Responsible for hazard identification (missing signs, malfunctioning traffic lights, street lights out) and notification to appropriate department or supervisor. Delivers informational packets to City Council members; perform occasional animal control duties; serve summons, subpoenas and warrants.

Serves as Field Training Officer, SWAT Team Member, or Hostage Negotiator and/or; performs two or more of the following assignments: Community Liaison or Coordinator of a community program or project; Computer Voice Stress Analyzer (CVSA) Operator; regular Police Skills or In-service Instructor; Intoxilyzer Instructor; ICAC investigator; Regular Background Investigator; Identified Spanish Speaker (routinely provides translations); arson investigator; Regular member of the Goal Setting Committee (or similar department volunteer programs); Drug Recognition Expert; Clandestine Lab Technician; Firearms Instructor; Certified Self Defense Instructor.

### **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 functions.

While performing the duties of this job, the employee is constantly required to talk, hear, and see. The employee is frequently required to sit, stand, walk and smell. The employee is occasionally required to run, bend, stoop, squat, crouch, crawl, climb, reach above shoulder height, kneel and balance; handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must frequently lift and/or carry up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.

## **Supervision Exercised**

Serves as a shift supervisor, over other personnel, when assigned, and in the absence of the shift sergeant.

## **Supervision Received**

Under general supervision of the Police Sergeant.

## **Knowledge and Ability**

Advanced/proven knowledge of applicable laws, ordinances and of departmental rules and regulations; knowledge of the principles of legal procedures and processes; knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Proven/consistent ability to learn and retain applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition. Ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with coworkers and supervisors; Ability to present a command presence while performing duties and maintain stability in an unstable environment. Ability to defuse angry, irate citizens in emergencies. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to learn the City's geography. Ability to work under varying climatic conditions. Ability to work long hours while standing. Ability to make decisions in accordance with laws, policies and regulations and apply these to work problems and potentially life threatening situations. Ability to work independently.

## **Special Requirements**

Possession of a valid Missouri Motor vehicle operator's license without a recent record of suspension or revocation in any state. Personal motor vehicle liability insurance. Missouri Certification as a Law Enforcement Officer; Breathalyzer and Radar Certification. Failure to maintain required licenses or certification is cause for suspension or termination.

Employees with felony convictions and disqualifying criminal histories within the past seven years are not qualified. Must be of good moral character, temperate, and industrious in work habits. The physical demands described here are representative of those that must be met to perform the essential functions of this job.

Work involves rotating shifts, including nights, weekends, and holidays, subject to emergency call-outs. Must reside within Adair County. Must be at least 21 years of age. Must meet Department's physical standards. Must meet annual MPO requirements to maintain MPO status.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, handgun and other weapons as required, intermediate defense weapons, handcuffs, duplicating equipment (copier), telephone, telecommunications equipment, a computer terminal, breathalyzer, radar guns, first aid equipment, OC spray, tasers, cameras, flashlight.

## 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.

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 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, loud noises (*sirens, firearms, etc.*). The employee encounters unsanitary conditions, exposure to blood borne pathogens and other infectious diseases, chemicals, and biological hazards. The employee is required to drive. Employee is required to wear personal protective equipment.

## Minimum Qualifications

Police Officer's seeking (re)appointment as an MPO must meet the following minimum requirements:

- Five years of law enforcement experience, in a sworn capacity, four with the Kirksville Police Department. Military police experience (2 years full-time active duty will count for 1 year of law enforcement experience). Applicants may not have been on a leave of absence, medical leave, or other leave for more than 480 hours in the previous twelve months.
- Receipt of a higher-than-midpoint "Meets Expectations" overall rating on the most recent performance evaluation within the previous twelve months. In addition, the applicant must have exceeded the Department's yearly performance Expectations/Goals and met their Individualized Performance Goals.
- No sustained Class 1 Professional Standards Investigation within the previous three years and no sustained Class 2 Professional Standards Investigation within the previous twelve months, except for minor property traffic accidents, which will be evaluated on a case by case basis by the Deputy Chief.
- Obtain the endorsement of his or her sergeant.
- No failures (on the first attempt) in the last two annual policy examinations. In addition to all qualifications as listed in the police officer job description

MPO's who fail, at any time, to maintain the minimum requirements of the MPO program may be removed.

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.

**KIRKSVILLE POLICE DEPARTMENT**  
 Master Police Officer  
 Program Requirements, Application & Scoring Matrix

Applicants must satisfy each of the Section I requirements to be eligible for Master Police Officer status (or, if currently an MPO, to retain status.)

Applicant's name	<input type="checkbox"/> Current MPO applying for reinstatement <input type="checkbox"/> New candidate applying for MPO status
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**SECTION I: Minimum requirements**  
 (to be completed by applicant)

***Experience***

Applicants must have a minimum of five years of law enforcement experience, in a sworn capacity, four of which must be with the Kirksville Police Department.	
Years with the Kirksville Police Department	
Years with another law enforcement agency (specify)	
Years in military (if applicable)	

**Section II. Performance Evaluation** (applicant must attach most recent evaluation)

Applicant's most recent performance evaluation is expected to reflect a higher-than-midpoint "Meets Expectations" overall rating.
<b>This will be one of three requirements in the point system (see policy).</b>  <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Number of "Outstanding" ratings</span> <input style="width: 60px; height: 25px; border: 1px solid black;" type="text"/> </div> <p>Less than 25% (6) outstanding ratings will not be awarded any points. 25%- 32% (6-7) will earn 1 point, 33% (8) and above will earn two points</p>
Did applicant's most recent performance evaluation contain any "Improvement Needed" ratings? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>A "Yes" disqualifies the applicant.</i>
<b>This will be one of three requirements in the point system (see policy).</b>  Did applicant meet Department Expectations (including productivity) and Individualized Performance Goals?  <div style="display: flex; justify-content: center; gap: 20px;"> <span>Yes</span> <span>No</span> </div> <p><i>A no will disqualify the applicant</i></p> <p style="text-align: center;">Applicants who exceed Department Expectations by 10% will earn 1 point          Applicants who exceed Department Expectations by 20%, or more, will receive 2 points</p>

***Sustained Misconduct***

Has the applicant been the subject of any sustained Class I misconduct complaints within the previous last three years?  Yes  No

Has the applicant been the subject of any sustained Class II misconduct complaints within the previous twelve months?  Yes  No

Minor property accident?  Yes  No

***Collateral Duties***

Applicant must **actively** participate, and be able to supply documentation to such participation, in the following collateral duties:

1. Certified Field Training Officer, SWAT Team Member, Firearms Instructor, or Hostage Negotiator or;

2. At least two of the following:

- Active Community Liaison or Coordinator of an active community program or project
- Computer Voice Stress Analyzer (CVSA) Operator
- Active ICAC Investigator
- Active/Regular Police Skills or In-Service Instructor
- Intoxilyzer Instructor
- Drug Recognition Expert
- Regular member of the Goal Setting Committee (or similar department volunteer program)
- Arson Investigator
- Regular Background Investigator
- Identified Spanish Speaker
- Clandestine Lab Technician
- Advanced Accident Investigator
- Certified Self Defense Instructor
- Noncertified Field Training Officer
- Others (to be evaluated individually)

List collateral duties in which applicant is currently active and list their level of participation:

**Testing**

Applicant must have passed the general police knowledge test administered by the HR Director and received a passing grade (subject to exclusions listed below) on the last two annual policy tests (on the first try).

Applicant passed the general knowledge test	Yes	No
<i>A "no" will disqualify the applicant</i>		

<b>This will be one of three requirements in the point system (see policy).</b>		
Applicant passed last two policy tests	Yes	No
<p>If No, applicant cannot fail more than one test in a two year period  Any failure score below an 81% will disqualify the applicant  A score of 81% - 89% allows for a retest (which will allow the applicant to continue in the process), however, one point will be deducted  A score of 94% - 97% will earn 1 point.  A score of 98% or above will earn 2 points.</p>		
<i>A failure on more than one test in a two year period, or a score of below 81%, will disqualify applicant</i>		

**Peer Ratings**

Applicant must receive at least five completed peer assessments from co-workers with an overall average score of at least 3.5 (out of a possible 5.0)
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Applicant received at least five peer assessments	Yes	No
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Applicant average score on peer assessments was at least 3.5	Yes	No
<i>A "no" will disqualify the applicant</i>		

**Point System**

Applicant received at least three total points in the point requirement sections (see policy)	Yes	No
<i>A "no" will disqualify the applicant</i>		

**Supervisor Justification/Endorsement**

Applicant received supervisors endorsement in a written justification	Yes	No
<i>A "no" will be reviewed by the Chief of Police to determine if it will disqualify the applicant</i>		

**Applicant's Signature**

<i>I understand that as an MPO, additional duties will be assigned to me by supervisors. These will include being listed as first available to be utilized in hiring processes (recruitment,</i>
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*background investigations, and oral boards), assisting with supervisory duties when supervisors are unavailable, demonstrate leadership by making significant contributions to the community and/or department while working to meet department goals and objectives, provide roll-call/department training as assigned/needed, being a role model, and be proactive in their approach to police work, demonstrating initiative and a willingness to take independent action to improve the department. I further understand that as an MPO, I will be expected to wear a specified designator on my uniform identifying me as an MPO.*

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

*Memo of endorsement/non-endorsement (circle one) is attached.*

*Sergeant initials \_\_\_\_\_*

*Confirmation by MPO Board that applicant meets minimum qualifications.*

*Administrative Lieutenants initials \_\_\_\_\_*

*Confirmation by MPO Board that applicant does not meet minimum qualifications.*

*Administrative Lieutenants initials \_\_\_\_\_*

# KIRKSVILLE POLICE DEPARTMENT

## Master Police Officer Peer Assessment

MPO candidate: \_\_\_\_\_

Peer completing this assessment: \_\_\_\_\_

Please assess the above listed MPO candidate on the following five statements. 1 indicates that you are not at all in agreement with the statement and 5 indicates that you are very much in agreement with the statement. Please circle only one number for each statement.

As you answer the questions below, keep the following in mind: Is the MPO candidate someone you can count on in general? Do they complete their own workload? If the MPO candidate assumed a supervisory role for a period of time, would you feel comfortable following his/her lead? Are they someone who is currently (or could become) a role model? Do they have the skills knowledge and ability to be proactive, independent and innovative in their approach to police work? Have they shown initiative to improve the department?

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1. The candidate makes sound judgment calls regarding search and seizure issues, legal questions, and questions of policy and procedure.

1	2	3	4	5
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2. The candidate is approachable at work and willing to assist others. He/She is friendly and communicates well with you and/or others in the department.

1	2	3	4	5
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3. The candidate has mastered the basics of the job. For example: He/She exemplifies competent officer safety practices. He/She can coordinate an in-progress call or handle an investigation response; doing so in a calm and efficient manner.

1	2	3	4	5
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4. The candidate's reports, warrant affidavits, and overall work are of high quality. He/She is experienced and competent in handling their own investigations, or follow up investigations, with minimal guidance or direction.

1	2	3	4	5
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5. The candidate displays a positive work ethic and attitude. He/She handles calls in his/her district or manages his/her caseload in a competent manner. He/She handles more than his/her share of the workload and is a team player.

1	2	3	4	5
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General Comments: \_\_\_\_\_  
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## **KIRKSVILLE CITY COUNCIL STUDY SESSION ATTACHMENT**

**SUBJECT:** Airport Fuel Vendor Change

**STUDY SESSION MEETING DATE:** 3 March 2014

**CITY DEPARTMENT:** Airport

**PREPARED BY:** Glenn Balliew, Airport Manager

The Kirksville Regional Airport management has held meetings with marketing representatives from Phillips 66 and Avfuel companies, and solicited proposals for future fuel sales. These are the top two aviation fuel providers in the United States and Central Region.

Topics of discussion were supply and pricing, enhanced marketing techniques, sales training, streamline web-based pricing and sales, transaction efficiency, data capturing, service & 24 hour help desk, and contract fuel.

Other Airport and FBO managers were contacted to discuss the pros and cons of both companies. All who have Avfuel branded fuel has seen an increase in efficiency and fuel sales, especially Jet A fuel.

Close consideration was given to both companies and all areas of business were reviewed. Based on enhanced marketing techniques, fuel sales and delivery expectations, targeted advertising, digital/web media and billing, sales and training support, contracting with over 4,000 flight department accounts representing over 15,000 turbine aircraft, and streamlined contract fuel services, the airport management believes that Avfuel branded fuel can help increase revenues and support the future growth of the Kirksville Regional Airport.

There is no contract between the City of Kirksville and Phillips 66, the current fuel brand, but there is a written agreement that requires 90 notice to cancel with the subcontracted provider, Naegler Oil Company Inc. The airport management would like to begin the process by providing Naegler Oil Company a 90 day notice to terminate services by 15 March 2014. The proposed contract with Avfuel is in the process of being reviewed by the city's manager and attorney. The Airport Director has met with the City Finance and Information Technology (IT) Departments to discuss the change. Avfuel will provide the computer specifications to run the web based billing and budgeting information gathering. Prior to the change we will hold multiple meetings with Avfuel, Airport Director, Finance Director and IT managers to assure a seamless transition.

Avfuel requires a 5 year contract which is consistent with other fuel providers. The Airport Director will request for approval to allow the Kirksville City Manager to enter into a 5 year contract agreement with the Avfuel Company to provide the airport with 100LL Aviation and Jet A fuels.

## AGREEMENT FOR PURCHASE OF FUEL FOR THE KIRKSVILLE AIRPORT

This agreement is made by and between the parties the date as set forth opposite the signatures of the parties herein.

Whereas, the City of Kirksville, Missouri (hereafter "City") desires to purchase fuels for use and resale at the Kirksville Regional Airport; and

Whereas, Naegler Oil Co. Inc. (hereafter "Naegler") is a Missouri corporation who distributes fuel products; and

Whereas, the City desires to purchase fuel from Naegler and Naegler desires to supply fuel products to the City.

### NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. Naegler shall supply fuel to City in the types and quantities as requested by the City. Delivery shall be made in a timely manner, as close as possible to the time(s) as requested by City.
2. City shall notify Naegler of requests for fuel products and shall attempt to give Naegler timely notification of such requests.
3. Naegler shall invoice City showing the date of delivery, amounts of fuel delivered, types of fuel delivered, cost per gallon and total cost of fuel, state fuel tax added (where applicable), and federal fuel tax added. Naegler shall show delivery costs which are added to deliveries.
4. City shall remit payment to Naegler within 20 days of receipt of a fuel invoice where practical.
5. Naegler shall process Phillips credit cards on City's behalf for purchases made by City's customers at the City's airport.
6. Naegler shall provide City a statement of credit cards processed on a bi-monthly basis, no later than the 19th of the month for the first 15 days and the 7<sup>th</sup> for the last 16 days of the month. Such statement shall indicate the gross amounts of credit cards processed, the fees charged by ConocoPhillips for the processing of such cards and the net amount of cards to be paid from Naegler to City. Naegler shall also include, with such statement, full payment to the City in the amount of the net credit cards for that period of the month. The Into-Plane credit for that period will be included in the payment. Upon request, Naegler

shall provide a daily breakdown of credit cards processed on behalf of the City.

7. Either party may cancel this agreement for any reason within 90 days by written notice to the other party.

If an action is brought by either party for breach of this agreement, the prevailing party shall be entitled to recover its costs, expenses and reasonable attorney's fees, both at trial and on appeal, in addition to any other sums allowed by law.

ATTEST:

City of Kirksville

Sarah Halstead  
Clerk

Martha Love  
Mayor

Dated: 9/4/2007

Naegler Oil Company, Inc.

Dated: 12-3-07

William Joseph Naegler Jr.  
President