



Marty Kelly
Goodhue County Sheriff

430 West 6th Street
Red Wing, MN 55066
Office (651) 267.2600
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January 2, 2025

To: Honorable Board of Commissioners
From: Sheriff Marty Kelly
Re: Temporary Patrol Major position

Dear Honorable Board of Commissioners,

Patrol Major Mike Johnson has submitted his letter of resignation, effective January 24, 2025. In light of this, I respectfully request approval to fill the vacancy with a temporary contract position to ensure continuity, especially with the significant workload involved in first-of-the-year duties.

Retired Patrol Major Paul Gielau has agreed to assist us during this transitional period. I propose hiring Paul as a contracted employee, with a start date of January 16, 2025. My goal is to have a permanent replacement on-boarded within three months.

Recommendation: Approve the contract to hire Paul Gielau as a temporary contract employee to fulfill the Patrol Major vacancy.

Thank you for your consideration.

Sincerely,

Goodhue County Sheriff

OFFICE OF THE GOODHUE COUNTY SHERIFF

ADULT DETENTION
CENTER
651.267.2804

CIVIL DIVISION
651.267.2601

RECORDS DIVISION
651-267-2600

EMERGENCY
MANAGEMENT
651.267.2639

EMERGENCY
COMMUNICATIONS
651.385.3155

An Equal Opportunity Employer

CONTRACT FOR INTERIM PATROL MAJOR

THIS AGREEMENT, made and entered into this 7th day of January, 2025, by and between **GOODHUE COUNTY**, a Minnesota municipal corporation ("County"), and **PAUL GIELAU** ("Interim Patrol Major").

WHEREAS, the position of Patrol Major will be vacant effective January 24, 2025; and

NOW THEREFORE, be it agreed between the Employer and Interim Patrol Major as follows:

1. **TERM.** The term of this Agreement will begin on January 16, 2025, and will continue through the first full week of employment of the new Patrol Major or until the agreement is terminated pursuant to section #6 of this agreement.
2. **SALARY AND HOURS.** County will pay the Interim Patrol Major an hourly rate of \$58.00 starting on January 16, 2025, payable in bi-weekly installments. Interim Patrol Major will work approximately 80 hours per two-week period and invoice the county for hours worked. The Sheriff or Chief Deputy must be notified if the Interim Patrol Major is unavailable for any extended period of time such as a vacation. The Interim Patrol Major will provide the county with a W9 and the county will provide the Interim Patrol Major with a 1099.
3. **DUTIES.** The duties of the Interim Patrol Major shall be those of the Patrol Major as contained in the respective job description which is attached hereto and incorporated herein, and such other duties as assigned by the Sheriff or Chief Deputy.
4. **CELL PHONE.** The Interim Patrol Major will be provided a cellular telephone and must comply with the Goodhue County cell phone policy.
5. **VEHICLE.** The Interim Patrol Major will be provided a vehicle for use in his duties.
6. **INTERIM PATROL MAJOR NOT AN EMPLOYEE.** That at all times and for all purposes hereunder, the Interim Patrol Major shall be an independent contractor and is not an employee of the County for any purpose. The Interim Patrol Major shall not be entitled to any of the rights, privileges, or benefits of employees of Goodhue County, including but not limited to worker's compensation, health, life and other insurance benefits.
 - a. Interim Patrol Major shall at all times be free to exercise initiative, judgement and discretion as to how best perform or provide services under this agreement.

GENERAL PROVISIONS

- a. **Entire Agreement.** This Agreement contains the entire understandings of the parties hereto. It may not be changed orally, but only upon an agreement in writing signed by the Interim Patrol Major and the Sheriff of Goodhue County.

b. Binding Effect. The terms and conditions of this Agreement are to apply to and bind the heirs, executors, administrators, successors and assigns of the respective parties. The Interim Patrol Major shall not assign the duties or benefits of this Agreement without prior written approval of the County.

c. Severability. If any provision or any portion thereof contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, is deemed severable and will not be affected and will remain in full force and effect.

d. Governing Law. This Agreement will be construed and enforced in accordance with Minnesota law. The parties agree any litigation arising out of this Agreement will be venued in Goodhue County District Court in Red Wing, Minnesota, and the parties waive any objection to venue or personal jurisdiction.

IN WITNESS WHEREOF, County has caused this Agreement to be signed and executed on its behalf by its County Board Chair, County Administrator and Sheriff.

Paul Gielau, Interim Patrol Major

Date

Todd Greseth, County Board Chair

Date

Scott O. Arneson, County Administrator

Date



01/07/2025

Marty Kelly, Goodhue County Sheriff

Date

GOODHUE COUNTY POSITION DESCRIPTION

Position Title: **PATROL MAJOR**
Office: **Sheriff**
Location: **Law Enforcement Center**
Supervisor(s): **Chief Deputy**

Date: 12/30/2024

Employee Status: **Exempt**

PRIMARY OBJECTIVES OF POSITION:

The position of Major is third in command of the overall organizational structure of the Sheriff's Office. The Major assumes all duties of the Chief Deputy in their absence. The Major performs administrative, supervisory and technical assistance tasks in the operation of the Goodhue County Sheriffs Office and its specialized law enforcement programs. This position assists the Sheriff in the handling of personnel matters, developing and implementing policy and procedures, budgetary considerations, the daily and long-range administration and organizational vision of the Office.

The Major performs administrative and supervisory work for all Patrol Supervisors, Civil-Bailiff Supervisor, Four-Seasons Supervisor, and acts as the Commander of the Goodhue County Emergency Response Team (SWAT). Assists the Goodhue County Dive Team Commander. The Major performs administrative and supervisory direction in the budgeting, accounts payable, accounts receivable, purchasing, scheduling and organization of all patrol forces engaged in the prevention and detection of crime, the apprehension of suspects, the regulation of traffic enforcement, the enforcement of laws and policies, and issues directives.

This position is the active "Patrol Commander". This position will cover a day shift in the regular performance of duty but remains flexible to work other times as the job/Sheriff deem necessary to carry out the performance of the required tasks of the position.

JOB TASK AREAS OF RESPONSIBILITY:

ESTIMATED PERCENTAGE OF TIME:

% OF TIME	TASKS
25%	Assists the Sheriff <ul style="list-style-type: none">• In carrying out assignments.• Coordinates and directs program planning.• Development, implementation, and ensures compliance of Office policy and procedures.• Coordinates, develops, implements and ensures compliance with policy and procedures as mandated by MN POST BOARD in a timely manner.• Short and long-term range goals of the Office.• Coordinates the collection of information and writing of monthly reports to the Sheriff.• Assists the Sheriff with the planning of the Office's yearly budget.

	<ul style="list-style-type: none"> • Provides public speaking and public relations needs. • Acts as one of media spokespersons on behalf of the Sheriff and the Office.
<p style="text-align: center; font-size: 2em;">70%</p>	<p>Patrol Supervisory and Patrol Functions</p> <ul style="list-style-type: none"> • Performs administrative and supervision of the Sheriff’s Patrol Division, Civil/ Bailiff /Transport Division and the Four-Seasons Division. • Provides direct supervision to Patrol Supervisors, Civil/Bailiff/Transport Supervisor, and the Four-Seasons Supervisor. • Oversees and coordinates with Training Sgt. with new hires obtaining the proper uniforms, equipment, identification, and security access for their respective new positions within the Sheriff’s Office. • Ensures proper shift coverage and utilization of patrol forces. • Evaluates the job performance of Supervisors. • Inspects the work of subordinates. • Ensures policy and procedures are being carried out. • Verifies reports prior to releasing information to the media. • Conducts Internal Investigations and disciplines uniformed Patrol Deputies, Sergeants, Civil Deputies, Four-Seasons Deputies, Emergency Response Team members and others assigned personnel when applicable. • Performs all duties of Patrol Sgt. and Patrol Deputy associated with the patrol related tasks of the Office. <p>Law Enforcement Contracts / Municipalities & School Districts</p> <ul style="list-style-type: none"> • Maintains regular contact with each City Administrator. • Fulfills the role of the Chief of Police of each contract community. • Attends meetings within each community or school district as needed or requested. • Keeps updated on school and community events. • Works with all city/school employees in their requests. • Assists with developing the yearly contracts, cost proposals, and insures the fulfillment of each yearly policing contract with the municipalities.

	<ul style="list-style-type: none"> • Direct liaison with the community to the Sheriff. • Responsible for maintaining a working office in each contract community. • Coordinates and directs the scheduling, maintains record of hours patrolled, calls answered, and citations written in each contract community/school district, reporting this information to the community/school district in a timely manor each month or as requested. • Coordinating the planning and security of Community Events. <p>Civil Process / Transports / Bailiffs</p> <ul style="list-style-type: none"> • Coordinates, directs and supervises the overall operation of the civil process division. • Assists the Civil Supervisor with direct supervision of the division, coordination, and the arrangements for bailiff duties, transportation of prisoners and court commitments to State institutions, hospitals, etc. • Assists in transports if necessary. • Assists with civil process when needed. • Acts as a liaison between the judges, courts and the Sheriff. • Acts as a liaison between the bailiffs, transport deputies and ADC. <p>Emergency Management</p> <ul style="list-style-type: none"> • Takes part in, coordinates and directs patrol responsibilities in the REP nuclear drills and emergencies. • Liaison for Byllesby Dam disaster exercises and emergencies. • Coordinates and assists with direction and supervision of command post at disaster sites. <p>Emergency Response Team</p> <ul style="list-style-type: none"> • Coordinates, directs and supervises the Emergency Response Team. • Oversees the general operations, training, missions, record keeping and budgetary items of the Emergency Response Team. <p>Canine</p> <ul style="list-style-type: none"> • Oversees and coordinates with Training Sgt. <p>Investigations</p> <ul style="list-style-type: none"> • Assists and directs patrol officers with making referrals to the investigative unit. • Responds to cases involving deaths and other serious offenses and renders aid if requested. • Assures follow up is done on cases as needed. • Assists with major investigation cases when needed. <p>Recreational Safety</p> <ul style="list-style-type: none"> • Coordinates, directs and supervises the overall operation of the Four-Seasons Division. <p>Internal Affairs</p> <ul style="list-style-type: none"> • Investigates complaints relating to the actions of subordinate employees. • Administers and directs appropriate actions when necessary. • Keeps Sheriff apprised of problems and actions taken.
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	<p>County/City Attorneys</p> <ul style="list-style-type: none"> • Discusses cases with attorneys. • Takes corrective action with cases involving patrol when necessary. • Makes certain all complaints are signed at the County Attorneys Office prior to court date as needed. • Contact liaison between attorneys and deputies. <p>Field Training Officer/Program</p> <ul style="list-style-type: none"> • Oversees and coordinates with Training Sgt. • Evaluates program and makes appropriate changes as needed. • Make recommendations to the Sheriff on the status of probationary officers during the FTO program. <p>Training Sergeant</p> <ul style="list-style-type: none"> • Oversees and coordinates with training Sgt. for patrol related trainings and in-services. <p>Schedules</p> <ul style="list-style-type: none"> • Oversees and approves the overall scheduling and daily work period for deputies. • Calls in personnel, coordinates and directs personnel to cover situations. • Records hours worked. • Authorizes sick leave and compensatory time. • Determines overtime availability. • Schedules hours to assure fairness. • Responsible for providing supervisory coverage at all times with the existing staff. <p>Squad Cars and Equipment</p> <ul style="list-style-type: none"> • Purchases and outfits vehicles for the Office. • Makes recommendations to the county board of commissioners on vehicle purchases. • Assures that vehicle records are kept so vehicles always remain in top performance.
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	<ul style="list-style-type: none"> • Ensures that contacts are done with insurance company regarding additions, deletions and accidents of squad cars. • Coordinates these functions with the County Administrators Office as needed. • Auction and sales of retired equipment. <p>Community Engagement</p> <ul style="list-style-type: none"> • Coordinates and directs Patrol Deputies for Community Engagement Events. • Coordinates patrol functions at the County Fair for manning the fair booth and providing fair security. <p>New Employee and Promotional Issues</p> <ul style="list-style-type: none"> • Develops application and interview process for deputies. • Evaluates new deputy prospects. • Involves self with promotion assignments and selection process for deputies. • Instructs new employees on work procedures, policy changes and various employment issues. • Assists in the hiring process of new patrol officers / promotions. • Makes recommendations to the Sheriff on new hires / promotions. • Selection of intern candidates. <p>Body Worn Camera Coordinator</p> <ul style="list-style-type: none"> • Assures Compliance with Office Policy and State Statute • Review of monthly and bi-annual audits. <p>Mental Wellness Coordinator</p> <p>Works with mental health providers to set up trainings and appointments.</p> <ul style="list-style-type: none"> • Oversee Peer Support Team. • Oversee Chaplain Program.
5%	<p>Other Duties</p> <ul style="list-style-type: none"> • Coordinates and directs traffic control and police assistance for special events. • Assumes the duties of the Chief Deputy in their absence as directed by the Sheriff. • Performs and assists the Sheriff in any duties as required.

The essential functions of this position are listed above. Additionally, regular attendance at work is also required to carry out the duties listed above.

BUDGET RESPONSIBILITIES:

- Assists the Sheriff in the development of the Office’s annual budget.
- Interacts with the County Administration, County Board and other members of the Sheriff’s administration concerning budgetary requests and the allocation of budgetary resources.
- Approves expenditures related to the patrol division, Emergency Response Team, canine units, vehicle purchasing, supplies, maintenance and other areas.
- Aids the Financial Manager with the facilitation of accounts receivable, payable, and purchasing.

- Researches and writes grants to receive federal and state funds.
- Submits grant information and statistics in a timely manor to the state or federal government to receive grant reimbursements monies on grants received.
- Keeps records on grant monies spent and received.
- Provides grant information to the Sheriff.
- Coordinates special services for other agencies or organizations and insures proper billing and payments for these services.

RESPONSIBILITY FOR RELATIONSHIPS:

Internal

- Frequent personal, written, phone, and e-mail contact with Office personnel regarding patrol and other issues.
- Frequent contact with Sheriff, Chief Deputy, Investigations Captain, Emergency Services and ADC Administrator in the daily operations and administration of the Office.
- Frequent contact with the County Administration Office regarding personnel, budgeting and other Office matters.
- Occasional contact with District Court personnel regarding civil process, court security, and other issues.
- Frequent contact with the County Attorneys Office on a variety of issues.
- Periodic contact with the Auditor/Treasurers Office regarding billing matters.

External

- Frequent contact with representatives from police contract communities.
- Frequent contact with citizens in the performance of daily duties.
- Frequent contact with other Police Departments and Sheriff Offices regarding a wide variety of issues.

SUPERVISORY AUTHORITY:

Scope: The Major assumes all administrative authority in the absence of the Sheriff and Chief Deputy.

Effectively Recommend		Take Action	
Hire	X	Hire	
Assign		Assign	X
Direct		Direct	X
Reward		Reward	X
Transfer		Transfer	X
Promote	X	Promote	
Adjust Grievances	X	Adjust Grievances	
Suspend (over 3 days)	X	Suspend (over 3 days)	
Discharge	X	Discharge	
Discipline-Oral		Discipline-Oral	X
Discipline-Written		Discipline-Written	X
Evaluate		Evaluate	X
Train		Train	X
Demote	X	Demote	

SUPERVISION PROVIDED:

The Major directly supervises each Patrol Division Supervisor, Civil/Bailiff/Transport Supervisor, and the Four-Seasons Supervisor, as well as indirectly supervises, manages, motivates, directs, leads, and delegates to subordinates throughout the chain of command for the purposes of meeting the Sheriff’s short-term and long-term goals and objectives.

EXTENT OF SUPERVISION PROVIDED:

This position is under the general supervision of the County Sheriff. The Major interacts daily with the Sheriff and Chief Deputy as it pertains to meeting the Sheriff’s short-term and long-term organizational goals and objectives related to budgetary considerations, personnel matters, fulfillment of the Mission Statement, resource allocation, organizational direction, etc.

KNOWLEDGE AND SKILL REQUIREMENTS:

Minimum Requirements:

- This position requires an associate’s degree in law enforcement, criminal justice or a related field and at least four years of supervisory experience at the rank of Sergeant or above.
- This position requires a full time MN POST Board Peace Officer’s License.

The following are the required knowledge and skills:

- Thorough knowledge of the principles and practices of law enforcement administration.
- Through knowledge of all facets of the Office of the Sheriff to include the jail, patrol functions, investigations, E911 and dispatch functions, the emergency operations center, records, civil process, civilian volunteers, and how they interact with the criminal justice and governmental systems and the community at large.
- Thorough knowledge of civil law regarding the service of civil process papers, interpretation of contracts, agreements, sales, etc.
- Thorough knowledge of labor law concerning the hiring, discipline, and discharge of non-sworn and sworn employees as well as the drafting of policy, procedure and the interpretation of labor contracts, the officer bill of rights, etc.

- Thorough knowledge of federal, state, and local criminal laws, ordinances, rules, and regulations.
- Strong, effective, situational leadership ability.
- Incident and Organizational Command Skills.
- Ability to direct and supervise in emergency situations.
- Day to day problem solving and critical thinking skills.
- Management and supervisory skills related to both sworn and non-sworn personnel.
- Ability to assign, direct and review the work of deputies.
- Skills in training subordinate officers regarding proper law enforcement procedures.
- Skills in deciphering laws and ordinances.
- All knowledge and skill both intellectual and physical related to a licensed peace officer in the State of Minnesota and mandated by the Peace Officers Standards and Training (POST) such as use of force, pursuit driving, etc.
- Ability to examine written reports and make determinations on the nature and seriousness of offenses and determine what information needs to be included in a final report.
- Knowledge of computer software and hardware.
- Ability to work with all types of personalities and people.
- Ability to effectively handle conflicts between employees, citizens and others.
- Effective communication skills both verbal and written.
- Knowledge of HIV/Aids, infection control, blood born pathogens, hazardous materials and evacuation procedures.
- Must be a United States citizen.
- Must possess a valid driver's license.
- Use and operation of an emergency vehicle and applicable laws.
- Basic knowledge of duty firearms use and how to properly maintain them.
- Knowledge of the ARMER and Mobile Data systems.

WORK ENVIRONMENT:

The Major typically works in an office environment during the hours of 8:00 AM until 4:30 PM. However, the Major's duties are performed throughout the county, both inside, outside and in a squad car and in adverse weather conditions. Maintaining composure and a calm and professional demeanor while dealing with the many types of situations and people throughout the day. Safety risks are present. The Major can be called upon to perform his/her duties at anytime during a twenty-four hour period, seven days a week, 365 days a year, in any work environment, in accordance with any sworn peace officer. Some travel is required for attendance at training programs and conferences.

PHYSICAL REQUIREMENTS:

The physical requirements can change daily depending on the activity the Deputy is involved in. The following are common categories of physical tasks:

- Sitting for short and long periods of time.
- Standing for short and long periods of time.
- Walking short and long distances.
- Running short and moderate distances.
- Sprinting short distances.

Climbing stairs and obstacles.
Jumping and dodging obstacles.
Crawling or stopping.
Lifting and carrying objects and people.
Dragging, extracting and pulling objects and people.
Pushing/pulling heavy objects or forcing entry.
Bending and reaching.
Short and moderate duration use of force with subjects.
Use of restraining devices.
Use of restraining/control holds.
Use of hands/feet for self-defense.
Ability to use firearms.



Approved by: _____ Date: 12/30/2024
Sheriff Marty Kelly

Physical, Mental and Environmental Requirements

Part I: Physical Requirements: MAJOR

Section A

The physical mobility requirements of this job are to spend:

6	hours a day sitting
.75	hours a day standing
.5	hours a day walking
.25	hours a day kneeling
.25	hours a day stooping
.25	miles a day walked
6	feet climbed using a ladder
20	feet climbed on an incline
25	feet climbed using stairs

Section B

The physical effort requirements of this job are

# of pounds lifted	
60	pounds lifted waist high
60	pounds lifted shoulder high
30	pounds lifted above the head
60	pounds are carried alone
200	pounds are carried with someone else
20	distance weight must be carried (feet)
100	pounds are pushed
100	pounds are pulled
50	pounds are held

Section C

The physical dexterity requirements of this job are to operate:

X	a telephone
X	Computer/electronic equipment
	hand tools
	Electric tools
	Manipulate small objects

*** All tasks in A & B are figured on the average amounts (LBS, feet etc.) each time the task is completed.**

Part II: Sensory Abilities

The checked items listed below are sensory requirements needed for this job. Items are critical, useful, or not required.

critical	useful	
X		see
X		distinguish colors
X		hear or listen
		taste
	X	smell
	X	touch
X		speak

Part III: Mental Effort

The mental efforts required on a daily basis are:

X	reading	X	Analyzing data
X	writing	X	Searching for solutions
X	basic arithmetic	X	Creating methodologies
X	mathematics	X	Conducting research
X	weighing and/or measuring	X	Managing resources
X	visualizing conclusions	X	Evaluating performance of others

Part IV: Work Environment

The elements of this job's work environment are (complete all that apply):

1.5	hours a day spent working under time pressure
2	hours a day spent working rapidly
90%	% of time spent indoors
10%	% of time spent outdoors
5%	% of time spent in an automotive vehicle
85%	% of time spent at a desk, bench or window
85%	% of time spent in an office or control room

X	The condition of the air is clean (controlled)
X	The condition of the air is normal/average
X	The condition of the air is dusty/dirty
X	The condition of the air is wet/humid
X	The condition of the air is affected by fumes, smoke etc.

X	The noise level is normal
X	The noise level is loud, requiring ear protection
X	The surface of the working environment is level
X	The surface of the working environment is sloping
X	The surface of the working environment is uneven
X	The surface of the working environment is slippery

Part V: Additional Comments: These requirements can change daily depending on the activity the Deputy is involved in, job assignment, shift scheduled, weather conditions, etc. The figures given are based using what is the "average".