

SPECIFICATIONS
for
PROVIDING
POLICE SERVICES
for the
CITY OF OSSEO, MINNESOTA

August 2, 2010



I. Background

A. Osseo Description

The City of Osseo is located approximately 25 minutes north of the Minneapolis/St. Paul area, along U.S. Highway-169. The department offers 24 hour patrol services, patrols an area of 1.2 square miles, and watches over a population of just under 2500 citizens.

B. Osseo History

The City of Osseo is located in the northeastern part of Hennepin County, Minnesota. Originally Osseo was under the government of townships of Brooklyn Park and Maple Grove. In the Spring of 1875, by an act of the state legislature, Osseo was incorporated with a president, three councilmen, a recorder, and a treasurer constituting its officers.

"This is Paradise," Pierre Bottineau exclaimed, as he and his traveling companions, Joseph Potvin, Peter Raiche, and Peter Gervais, stepped forth from the deep woods and scanned the beautiful prairie before them. They relaxed around the campfire, took an evening meal, and slept peacefully beneath the stars. Morning found them determined to make this "spot" a settlement. This all happened in July 1852. Claims were made on "Bottineau Prairie" and it wasn't long before other brave and adventurous men came to the area.

Pierre Bottineau was born near Pembina in the Red River region, now a part of North Dakota. His ancestors were of the Huguenots who came to America for religious purposes and settled near Boston. Pierre's father, Joseph, went into the great wilderness of the Northeast in the early part of the nineteenth century. Here he married a woman of the Chippewa race, "The Clear Sky Woman" her Indian name. From his hardy and nomadic father, and from his Indian mother, Pierre inherited those characteristics that made him the most noted scout and voyageur in mid-America.

In 1854 Warren Sampson, Isaac LaBissonniere, Clark Ellsworth, Seneca Brown, D.B. Thayer, and James McRay settled on "Bottineau Prairie." Sampson built and opened a store of general merchandise and a post office in the settlement then called Palestine. The years 1855-1856 saw much growth, and in 1856 the settlement was renamed Osseo, and platted by Sampson and LaBissonniere. It is said that Osseo is a Native American name, "Waseia," meaning 'there is light' although more commonly known as "Son of the Evening Star." The author Henry W. Longfellow mentions Osseo in one of his Native American legends contained in his poem "The Song of Hiawatha." It is also claimed that Longfellow visited Osseo while in St. Anthony.

A.B. Chafee laid out another village, "City of Attraction," a short time later to the southeast. This little city, with its stores, homes and post office, was later absorbed into



Osseo.

C. Department History

The police department was established in 1875 when the city council instructed the local Marshall to patrol the downtown saloons on Sundays and any public day. Over time the department expanded to its' current size and currently employs four full-time officers, ten part-time officers, an Administrative Assistant and the Chief of Police. The full-time officers are responsible for the day to day patrolling as well as other duties such as crime prevention officer, property room officer and maintaining the department's vehicle fleet. The part-time officers fill in during open shifts, during special events in the city, and are an invaluable part of our department.

The Osseo Police Department is lead by the Chief of Police and he/she is responsible for the planning, coordination, direction and operations of the department.

Besides the regular patrol functions of the department, we are also active in several programs which help to improve public safety, encourage stronger relationships between the police and the community, and to deter crime.

Mission Statement

The purpose of the Osseo Police Department is to protect and serve our citizens with a commitment to uphold those rights guaranteed by the Constitution of the United States and to promote and maintain a safe, orderly and secure community through the delivery of the highest degree of professional law enforcement services.

To achieve these goals, the department is committed to:

- Showing courtesy and respect to all citizens while recognizing the changing needs of the individual and the community;
- The recruitment, selection, training and deployment of the best qualified individuals for positions within the agency;
- Encouraging employee participation, involvement and commitment to the overall goals and objectives of the city and the department and to foster a positive work environment;
- Developing citizen awareness, participation and support of community-based policing, DARE, crime prevention endeavors and educational components and,
- Promote, establish and maintain open lines of communication between the department and our community.



More Department information may be found at:
<http://www.discoverosseo.com/departments/police-services>

D. Recent Events

Chief Mike Haller retired in 2008, and a chief from the East Coast was hired in 2009 to “make changes to the department”. A new City Council was elected and took office in 2010, making a change in chiefs for the second time in less than two years. In the first and second quarter of 2010, a department audit was performed. No surprise outcomes were revealed and no major changes are necessary as a result of the audit. The current City Council wants to be assured its residents are receiving the best police service possible for the dollars spent. Thus, these specifications are to outline the services provided so that bidders will be able to price the services accordingly.

E. Financial Concerns

Osseo’s current financial condition is healthy. As a small community in the metropolitan twin cities area we are concerned about the State’s financial condition and the long-term affect it may have on Osseo’s receipt of Local Government Aid. If Osseo were to lose all LGA that would roughly be the equivalent of the police department annual budget. Therefore, the City Council wants to learn how realistic our police budget is compared to what other agencies may charge us for the same service. The 2010 department budget is found in Addendum A.

F. Collaboration and Cooperation

The City of Osseo is currently contracting for some services from neighboring communities. Water is purchased from the City of Maple Grove. Fire Inspection and Rental Housing Inspection is obtained from the City of Brooklyn Park. We are also participating with north metro communities to discuss possibilities of sharing services. We are anticipating that police services may be another method of collaborating and cooperating with our municipal or county neighbors.

G. Enormity of Decision Recognized

It is hoped that bidders will recognize the enormity of this potential decision to dismantle the Osseo Police Department and contract for service with another jurisdiction. Such a decision by the Osseo City Council will not be easily made. It will certainly take time and we may have to request additional information from prospective bidders or from the final bidder. We hope you will have patience.



II. Required Services

A. Residential Patrol Service

1. In vehicles, at various times during all shifts.

B. Central Business District Walking Patrol Service

1. Officer on foot patrol for minimum of one hour/ shift
2. Officer will enter establishments and converse with patrons, owner or employees
3. Traditional “business checks” shall be made of closed businesses during the night shifts.

C. Traffic Enforcement Service

1. Patrolling the streets of Osseo for moving violations, etc.
2. Patrolling streets and parking areas for violations, etc.

D. Community Oriented Policing Service

1. Communicating with organizations and groups in the community about law enforcement issues and concerns.
2. Meeting with groups to educate on personal and business safety and other issues.
3. Initiating programs and services that are determined to be needed in the community or are requested by the residents or businesses.

E. Calls for Service

1. Respond to 9-1-1 calls and non-emergency calls for service from any entity within the City of Osseo City Limits.
2. Respond to calls for assistance from neighboring adjacent communities – Brooklyn Park, Champlin, Maple Grove.

F. Assigned Osseo Officers

1. Officers Assigned to Osseo for their shift despite what happens with their “home” department.
2. Officers shall be assigned to Osseo for their entire shift.



3. **One officer shall be assigned to Osseo at all times 24/7.**
4. **Officers should only leave Osseo for two reasons:**
 - a) *Transport individual to a booking facility;*
 - b) *Provide backup support to adjoining cities upon a request for mutual aid.*
5. **Officers shall return to the City of Osseo as soon as the situation for which they were called is under control.**
6. **Individual officers shall be assigned to Osseo for at least a one year period or rotation.**

G. Supervision of Officers

1. **All officers and supervisors shall be provided by the Contractor**

H. Reports to City Council

1. **Monthly Written and verbal Reports of Department Activities (Traffic tickets, etc.)**
2. **Numerous unscheduled meetings or phone calls with the City Administrator about police activities, services and performance**
3. **Annual Performance Surveys of the community regarding police service**

I. Police Administration and Walk-in Services

1. **Sale of dog licenses**
2. **Issuance of Fire Permits**
3. **Emergency Directory of Businesses**
4. **Copies of Accident and other Police Reports**
5. **All necessary supervision of officers and office staff**
6. **Communication with the media and establishing and maintaining good relationships with them.**
7. **Walk-in services shall be available at a location within the City for a minimum of 8 hours/day, 5 days/week.**



J. City Code (Ordinance) Violations

- 1. Officers shall be responsible for identifying and responding to complaints regarding weeds, junk/unlicensed vehicles, parking violations, noise and other nuisances.**
- 2. Nuisance dog and animal issues must be dealt with by the officers on duty without any additional costs to the City.**
- 3. Alcohol and Tobacco Compliance checks must be undertaken by the officers at least once per at licensed establishments in the City.**
- 4. Safe and Sober campaigns must be conducted annually as funds are available. The Contractor shall apply for funding for Osseo campaigns. The Contractor may cooperate with other agencies for conducting the campaigns.**

III. Special Requirements

A. Existing Full-Time Officers

- 1. Current F-T Osseo Officers must be employed by the contractor effective the start of the contract, if they so desire.**

B. Existing Administrative Staff

- 1. The current Administrative Assistant must be employed by the contractor effective the start of the contract, if she so desires.**

C. Vehicles and Equipment

- 1. Contractor shall provide squad cars for patrol and response to calls for service in Osseo.**
- 2. Squads shall be equipped with radios, portable radios, MDC's, radar and lidar, and any other equipment so desired by the contractor.**
- 3. All equipment needed by the officers shall be provided by the contractor, including all personal protective equipment.**
- 4. Existing vehicles & equipment owned by the Dept will be sold in the market place if the contractor does not want to purchase them for use.**



D. City Prosecuting Attorney

1. City Attorney, Loren Magsam, shall continue to be the attorney representing the City in any misdemeanor prosecutions.
2. The Hennepin County Attorney's office shall handle the prosecutions of felonies originating in Osseo.

E. Continuous Quality Oversight

1. Minimum of Annual Performance Evaluations of Officers
2. Annual Survey of Residents and Businesses on the Quality of Law Enforcement Services

F. Education and Training of Officers

1. Contractor must continue to provide all required POST mandated training per POST schedule.

G. Length of Contract for Services

1. Min 3 yrs; Max 5 yrs.

H. Fees for Service – Guaranteed Amount

1. Annual fee for service shall be a set amount for years one and two;
2. Annual fee for year three (or years 3,4 & 5) shall be established in the bid by stating a set percentage increase which shall not be altered during the contract period.

I. Annual Budget and Financial Review

1. Monthly Reports from the Contractor will be expected in writing with a verbal presentation to the City Council
2. Reports will contain activities for the prior month and a discussion of trends observed in Osseo and in Law Enforcement in general
3. Reports will contain monthly financials detailing the expenditures of the previous month.

J. Special Events Coverage

1. Lion's Roar



- a) *Friday Dance – 6-8 officers for 6 hours, supervisor and an extra power car;*
- b) *Saturday dance – 6-8 officers for 6 hours, supervisor and an extra power car;*
- c) *Saturday Parade – 8 officers for 4 hours and a supervisor;*
- 2. **Halloween Parade**
 - a) *4 officers for 4 hours;*
- 3. **Mini Dazzle**
 - a) *3 officers for 4 hours;*
- 4. **Lori Line Concert**
 - a) *3 officers for 4 hours;*
- 5. **School Dances and Parties**
 - a) *1-2 officers for 4-5 hours at numerous times during the school year;*
- 6. **OSH Sporting Events**
 - a) *1-2 officers for 4 hours at numerous times during the school year;*
- 7. **Night to Unite**
 - a) *4 officers for 4 hours;*
- 8. **Marching Band Festival**
 - a) *4th Saturday in June, 4 officers and a supervisor for 4 hours;*



IV. Qualified Providers

- A. Municipal or County Law Enforcement Agency**
- B. POST Board Full-Time Licensed Peace Officers**
- C. Willing to accept and hire Osseo's existing full-time officers**

V. Review of Bids

A. All Bids Due Tuesday, August 31, 12:00 noon

- 1. Bids must be sealed and addressed to:**
 - Greg Withers, City Administrator**
 - City of Osseo**
 - 415 Central Avenue**
 - Osseo, MN 55369**
- 2. Bids will be opened at 12:00 noon on Tuesday, August 31, 2010, and read aloud. The details of the Bids will be reviewed and evaluated as indicated below.**
- 3. Bids must be provided as one hard-copy document and one electronic document provided on a CD. If there are any discrepancies in the documents, the hard-copy will prevail.**

B. Criteria Used

- 1. Responsiveness to the Specifications;**
- 2. Thoroughness of the Bid;**
- 3. Overall Cost of Services Provided;**
- 4. Any contingencies encountered in the Bid;**

C. Parties involved in Review

- 1. The Osseo City Council;**
- 2. The Osseo City Management Team;**
- 3. The Osseo City Council Budget and Finance Committee;**
- 4. The Osseo Public Safety Advisory Committee;**



D. Start of Contracted Service 1-1-11

VI. Award of Contract and Transition

A. Decision of the City Council no later than November 8, 2010

B. Establish Transition Task Force

- 1. To discuss and implement the transition from a full-time Osseo Department to a full-time Contracted Service.**



Addendum A

CITY OF OSSEO
2010 BUDGET GENERAL FUND
EXPENDITURES

6/11/2010

Department Account number		Actual 2008	Adopted 2009	Amended 2009	As of 6/30 2009	Adopted 2010	2010 notes
Police							
PERSONAL SERVICES							
41900-101	Full Time Salaries	346,147	352,440	341,832	146,250	344,730	
41900-106	Part Time Salaries	17,000	26,210	26,210	15,615	26,210	
41900-124	PERA Contributions	44,116	50,160	50,160	19,144	49,790	
41900-125	Employer Payroll Expense	8,529	8,852	8,852	4,009	8,085	
41900-130	Health, Dental & Life Ins.	69,817	52,850	52,850	33,330	74,265	
	TOTAL PERSONAL SERVICES	485,609			218,348		
OTHER CHARGES							
41900-201	Office Supplies	2,900	2,900	2,900	1,502	2,900	
41900-211	Operating Supplies	1,500	1,500	1,500	3,545	2,485	
41900-216	Gas Expense	14,500	24,500	22,000	5,472	24,500	
41900-217	Vehicle Expenses	6,600	6,600	6,600	1,396	5,000	
41900-218	Clothing Allowance	3,500	3,750	3,750	3,802	4,500	
41900-219	Miscellaneous	1,000	1,000	1,000	1,885	0	
41900-220	Communications	8,650	10,150	10,150	5,789	6,700	
41900-221	Repairs & Maintenance	2,800	2,800	2,800	1,380	2,800	
41900-255	Dues & Subscriptions	200	200	200	455	750	
41900-259	Safety	400	400	400	0	500	
41900-260	Education & Training	3,200	3,200	3,200	883	11,050	
41900-321	Telephone	2,500	2,500	2,500	948	5,000	
41900-380	Electric	1,500	1,800	1,800	558	1,800	
41900-390	Heat	1,800	2,600	2,600	776	2,600	
41900-550	Room & Board	10,300	17,300	17,300	5,867	17,300	
	TOTAL OTHER CHARGES	61,350					
Total Police Services		546,959	571,711		252,607	590,984	



City of Osseo
Bid Proposal Form
For Provision of Police Services
In 2011 and following

Bidding Entity: _____

Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

The _____ desires to provide Police Services to the City of Osseo beginning January 1, 2011, and for _____ years following according to the City of Osseo's Specifications dated August 2, 2010, and execute an Agreement for the Services. Our fees for these services will be:

2011 = \$ _____	}	Minimum three (3) year agreement is required.
2012 = \$ _____		
2013 = \$ _____		
2014 = \$ _____	}	Years four (4) and five (5) are optional.
2015 = \$ _____		

Any deviations from the Specifications must be fully explained in the space below:

Authorized Signature:

Date:

