

MINNESOTA LAW ENFORCEMENT ACCREDITATION PROGRAM

Administered by the Minnesota Chiefs of Police Association

FINAL ASSESSMENT REPORT

Initial Law Enforcement Accreditation

**Roseville Police
Department**

Prepared for the MNLEAP Accreditation Commission
by the MNLEAP On-Site Assessment Team

Report date — Aug 11th, 2026

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1. Executive Summary

This report presents the findings of the formal accreditation assessment conducted for the **Roseville Police Department** as part of its application for accreditation under the **Minnesota Law Enforcement Accreditation Program (MNLEAP)**. MNLEAP is a voluntary accreditation program administered by the Minnesota Chiefs of Police Association (MCPA) that recognizes law enforcement agencies demonstrating compliance with a body of professional standards addressing administrative, personnel, operational, investigative, and arrestee/prisoner-handling functions. The MNLEAP standards are consistent with the requirements of the Minnesota Board of Peace Officer Standards and Training (POST), applicable Minnesota Statutes and Administrative Rules, applicable Federal and State caselaw, and nationally recognized Law Enforcement Best Practices.

The Department enrolled in MNLEAP and completed a comprehensive self-assessment, aligning its written directives, procedures, training records, and operational practices with the MNLEAP Standards Manual. An on-site assessment was subsequently conducted on **8/3/2026** by an assigned MNLEAP assessment team to verify, through documentation review, facility observation, and interviews with agency personnel, that the Department is in compliance with all applicable standards.

Based on the results of the self-assessment and the on-site verification, the assessment team found the Roseville Police Department to be in compliance with the applicable MNLEAP standards and **recommends that the MNLEAP Accreditation Commission award accreditation** to the Roseville Police Department for the standard accreditation term. Detailed findings supporting this recommendation are presented in the sections that follow.

2. Introduction and Purpose

Accreditation is a proven and constructive process through which a law enforcement agency evaluates and improves its overall performance against an established body of professional standards. At its core, accreditation is built on the adoption of professional standards that define clear objectives while promoting transparency and accountability within the community served.

The purpose of this Final Assessment Report is to:

- Document the process by which the Roseville Police Department pursued MNLEAP accreditation;
- Summarize the scope and methodology of the on-site assessment;
- Report the Department's compliance with the applicable MNLEAP standards;
- Record observations, commendable practices, and any matters noted for continued attention; and
- Present the assessment team's formal recommendation to the MNLEAP Accreditation Commission.

The findings in this report are advisory to the MNLEAP Accreditation Commission, which retains sole authority to grant, defer, or deny accreditation. Compliance with MNLEAP standards does not ensure complete compliance with federal, state, or local law and does not constitute a defense in any legal proceeding.

3. Agency Profile

The Roseville Police Department serves the City of Roseville, Minnesota, a first-ring suburb located immediately north of Saint Paul and centrally positioned within the Minneapolis-Saint Paul metropolitan area. The city encompasses approximately 13.8 square miles and is home to more than 36,000 residents while serving a substantially larger daytime population due to its concentration of retail, commercial, and employment centers. Roseville's strategic location at the intersection of Interstate 35W, Interstate 35E, and State Highway 36 creates significant commuter traffic and regional accessibility, presenting a dynamic public safety environment that extends beyond the needs of its resident population. Under the leadership of Chief Erika Scheider, the Roseville Police Department provides comprehensive law enforcement services through a professional workforce committed to public safety, community partnerships, organizational accountability, and continuous improvement.

Agency	Roseville Police Department
Governing Jurisdiction	Roseville, MN (Ramsey County)
Headquarters	2660 Civic Center Dr. Roseville, MN 55113
Chief of Police	Chief Erika Scheider
Authorized Sworn Strength	(55 Total) Chief, Deputy Chief, Commanders (3), Sergeants (8), Officers (42)
Accreditation Manager	Robert Thomasser (The Axtell Group) Deputy Chief Joe Adams (Roseville Police Department)
Accreditation Type	Initial
Standards Manual Edition	MNLEAP Standards Manual - Second Edition – May 4, 2026

The Roseville Police Department is a full-service municipal law enforcement agency organized under the direction of a Chief of Police and supported by a command staff consisting of a Deputy Chief and three sworn Division Commanders. Department operations are organized into the Patrol, Investigations, and Professional Services Divisions, with sworn officers and professional staff working collaboratively to deliver police services and achieve the City's public safety priorities and organizational goals.

The department provides a full range of law enforcement services, including emergency response, criminal investigations, traffic enforcement, crime prevention, and community engagement. Patrol officers respond to more than 41,000 calls for service in 2025, while maintaining a proactive approach to problem-solving and neighborhood policing. Detectives investigate a broad spectrum of criminal offenses and collaborate with regional, county, state, and federal partners to address complex and emerging public safety challenges.

Recognizing the evolving role of modern policing, the department has invested in initiatives that strengthen both community outcomes and organizational effectiveness. Employee wellness remains a departmental priority, while collaborative response models connect individuals experiencing mental health crises, substance use disorders, and other behavioral health needs with appropriate services and resources. These efforts reflect the department's commitment to balancing public safety with compassionate, service-oriented policing.

The department maintains several specialized capabilities that enhance its operational readiness and service delivery. Roseville participates in a regional violent crime task force, assigns School Liaison Officers to local schools, and dedicates two officers to proactive policing and partnership efforts at Rosedale Center. Additional specialized resources include a canine unit, an unmanned aircraft system (drone) program, and the continued implementation of emerging technologies that improve officer safety, investigative effectiveness, operational efficiency, and community service.

Through strong leadership, regional partnerships, specialized resources, and a commitment to continuous improvement, the Roseville Police Department strives to provide professional, accountable, and community-focused law enforcement services while advancing organizational excellence through the MNLEAP accreditation process.

4. The Accreditation Process

The MNLEAP accreditation process is designed to verify that a participating agency has adopted and maintains compliance with the program's professional standards. The Roseville Police Department progressed through the following phases:

4.1 Enrollment and Initiation

The Department enrolled in MNLEAP (April of 2025) and, began working with the MNLEAP Accreditation Specialist, established its assessment timeline, assigned an agency Accreditation Manager, and organized its compliance documentation.

4.2 Self-Assessment

During the self-assessment phase, the Department conducted a comprehensive internal review of its policies, procedures, training, and operations against each applicable MNLEAP standard. For every standard, the Department identified the governing written directive and assembled proofs of compliance demonstrating that the standard is met in policy and in practice. Standards determined to be not applicable to the Department were documented, justified, and submitted for approval in accordance with program procedures.

4.3 On-Site Assessment

Upon completion of the self-assessment, the MNLEAP assessment team conducted a mock assessment and an on-site assessment to independently verify the Department's compliance. The assessments included a review of compliance files and written directives, observation of the Department's facilities and operations, and interviews with agency personnel. The assessment team's activities and findings are detailed in Sections 5 through 8 of this report.

4.4 Commission Review and Accreditation Decision

Following the assessments, this Final Assessment Report is forwarded to the MNLEAP Accreditation Commission. The Commission reviews the report and the assessment team's recommendation and renders the final decision to grant, defer, or deny accreditation. An accredited agency must thereafter maintain continuous compliance and undergo periodic re-accreditation to verify ongoing adherence to the standards.

5. On-Site Assessment

5.1 Assessment Team

The MNLEAP Accreditation Commission assigned the following assessment team to conduct the on-site assessment of the Roseville Police Department:

Assessment Team Member	Role	Affiliated Agency
Logan Anderson	Team Leader	Winthrop Police Department
Dallas Stadick	Assessor	Savage Police Department
Jacob Heckert	Assessor	Edina Police Department

5.2 Dates and Scope

The mock assessment was conducted on 7/2/2026. The on-site assessment was conducted on 8/3/2026. The scope of the assessment encompassed all MNLEAP standards applicable to the Department. The team reviewed the Department's compliance documentation, toured its facilities, and interviewed personnel across the Department's functional areas.

5.3 Assessment Activities

During the assessments, the team completed the following activities:

- Reviewed written directives, compliance files, and supporting proofs for each applicable standard that could not be assessed during the virtual meeting - mock assessment; the final assessments were observed in practice and support compliance with MNLEAP standards.
- Observed and assessed department facilities and personnel, including records management, property & evidence room, temporary holding & Interview rooms, armory, underground garage and department vehicles.
- Conducted an on-site inspection of department facilities, equipment, and operational areas, including Records Management, the Property and Evidence Room, temporary holding and interview rooms, the armory, underground garage, and department vehicles.
- Interviewed sworn and non-sworn personnel regarding their knowledge of and adherence to department directives, policies, and procedures. The Assessment Team met with records personnel, the evidence technician, sworn supervisory personnel, patrol officers, and the Chief of Police. Of note, the Team Leader observed that personnel at all levels demonstrated a clear understanding of the department's direction, the purpose and importance of MNLEAP accreditation, and their respective roles in maintaining a high level of professional and operational performance.
- Verified through observation, interviews, and supporting documentation that department policies and procedures are implemented in practice and reinforced through appropriate training and documentation.

- Participated in a ride-along to observe and assess department personnel in practice. During the ride-along, The Team Leader was able to assess the sergeant's knowledge of the department's administrative, personnel, and operational functions as they relate to the MNLEAP assessment standards. Of particular significance, the Team Leader observed a strong, cohesive working relationship among personnel at all levels of the Roseville Police Department. Specifically, the interaction between the officers and sergeant demonstrated effective communication, coordination, and teamwork, reflecting a well-established and highly functional working relationship.

6. Standards Compliance Summary

The following table summarizes the Department's compliance with the applicable MNLEAP standards as verified during the assessment. Final counts should be reconciled against the Department's compliance-tracking record before submission to the Commission.

Compliance Category	Number of Standards
Total applicable standards assessed	148
Standards in full compliance	147
Standards approved as Not Applicable (N/A)	1
Standards granted a waiver	0
Standards found in non-compliance	0

All standards documented as Not Applicable or granted a waiver were reviewed and approved in accordance with MNLEAP procedures. Supporting justification for each such determination is maintained in the Department's compliance files.

7. Assessment Findings by Functional Area

The MNLEAP standards are organized around the core functions of a law enforcement agency. The assessment team's findings for each functional area are summarized below. Except as otherwise noted, the Department was found to be in compliance with the applicable standards in each area.

7.1 Administrative Function

This area addresses the agency's organization, written-directive system, planning, fiscal management, and overall governance. The assessment team verified compliance with the applicable standards in this area.

Standards with productive measures:

Standard 1.4.2 – Ethics: The Roseville Police Department demonstrated compliance through comprehensive policies governing employee conduct, integrity, accountability, and ethical decision-

making. Interviews with agency personnel confirmed a strong understanding of ethical expectations and reporting responsibilities, reflecting a culture committed to professionalism and public trust.

Standard 1.5.1 – Internal Affairs: The Department maintains a comprehensive process for receiving, documenting, investigating, and resolving complaints and allegations of employee misconduct. The assessment team verified that internal investigations are conducted in accordance with established policy and that agency leadership utilizes appropriate oversight measures to ensure accountability, consistency, and public confidence in the complaint review process.

Standard 1.11.2 – Peace Officer Training: The Department maintains a structured training program that ensures personnel receive required POST training and agency-mandated instruction. Assessment of training records confirmed consistent documentation and compliance with statutory and operational training requirements.

Standard 1.11.4 – Promotion: The Department demonstrated a commitment to leadership development through clearly defined promotional processes and training opportunities. Documentation reviewed by the assessors confirmed that promotional procedures are supported by policy and professional development objectives.

7.2 Personnel Function

This area addresses recruitment and selection, classification and job descriptions, performance evaluation, training, discipline, and the processing of complaints against agency personnel.

Standards with productive measures:

Standard 2.3.1 – Recruitment Plan: The Roseville Police Departments Recruitment Plan was particularly noteworthy as an innovative approach to recruitment. The plan has been put into practice, and they have shown proof within the assessment that the practice has been effective.

Standard 2.1.5 – Post-Critical Incident Employee Wellness: The Roseville Police Department has a robust officer wellness program. Officers are provided training, post their employee assistance program and even have digital app for their employees to access.

7.3 Operations Function

This area addresses patrol operations, use of force, response to calls for service, traffic enforcement, and community engagement.

Standards with productive measures:

Standard 3.5.5 - Interacting with People Who Have Mental Illness: The assessment team verified compliance with the applicable standards in this area. The Roseville Police Departments Community Action Team (CAT) was particularly noteworthy as an innovative approach to partner with the community to provide solutions to enhance the quality of life in Roseville.

Standard 3.9.7 – Public Access to Response or Incident Data: The Roseville Police Department utilizes a robust records management system for documenting requests for public data. The system tracks the case

number, who is requesting, the date completed and the category/business of the requestor. During the on-site assessment, the assessment team was able to observe the practice being implemented and met all standards within the assessment.

7.4 Investigative Function

This area addresses criminal investigations, evidence and property management, and the handling of confidential and sensitive information. The Assessment Team verified compliance with the applicable standards in this area.

Standards with productive measures:

Standard 4.4.1 – Preliminary Investigations: The Department demonstrated effective investigative practices through established procedures governing the collection of information, documentation of incidents, and referral of cases for follow-up investigation when appropriate.

Standard 4.8.1 – Collection, Preservation, and Submission of Property and Evidence: The assessment team verified that evidence and property are collected, documented, secured, and maintained in accordance with agency policy. Facility inspections and file reviews confirmed strong accountability measures and adherence to chain-of-custody requirements.

7.5 Arrestee and Prisoner Handling

This area addresses the safe and lawful transport, processing, and temporary holding of arrestees and prisoners. The assessment team verified compliance with the applicable standards in this area.

Of particular significance was the implementation of new facility logs for the Roseville Police Department's holding cells and Interview/Interrogation rooms.

Standards with productive measures:

Standard 5.1.1 – Temporary Holding Facility Operations: The Department demonstrated compliance through policies governing detainee safety, monitoring procedures, facility inspections, and documentation requirements. Facility observations confirmed that temporary holding areas are maintained in a secure and professional manner.

Standard 5.2.1 – Transportation of Prisoners: The Department maintains procedures designed to ensure the safe and secure transportation of prisoners. Personnel interviews and policy review confirmed a clear understanding of transportation responsibilities and prisoner welfare requirements.

8. Commendable Observations and Matters for Continued Attention

8.1 Commendable Observations

The assessment team identified the following practices as noteworthy strengths of the Roseville Police Department:

- Department Recruitment Plan. The Roseville Police Department utilizes a robust recruitment plan that cover various forms of recruitment (social media, educational partnerships, pathways to policing partnership, CSO and cadet pipeline, paid internship program, referral bonus, recruitment bonus, training incentives, entry/lateral hire bonus and front-loaded leave incentives)
- Community Action Team (CAT). The Roseville Police Department utilizes a nine-member community action team that focuses on initiatives involving human trafficking, auto theft, mental health referrals, unsheltered persons resources, problem properties and community outreach events.
- Storage of evidence and property. Of particular significance was the department's transition from a long-tenured Evidence Technician to a newly hired Evidence Technician. At the time of the on-site assessment, the Roseville Police Department was actively managing this transition; however, the Assessment Team observed no apparent disruption in the efficiency or continuity of the evidence and property management function. The evidence room was secure, access-controlled, and well organized, with established auditing practices in place. The Assessment Team was advised that, as part of the transition, the department plans to review and appropriately dispose of eligible evidence and property in accordance with established policies and applicable retention requirements. This process will provide the new Evidence Technician with an opportunity to become familiar with the evidence management system and facility while also creating additional storage capacity for future operational needs.

8.2 Matters for Continued Attention

The following matters, while not affecting the Department's compliance status, are noted for the Department's continued attention as it maintains accreditation and prepares for future re-accreditation:

- Continue making the patrol level staff know about accreditation, the new procedures that have been implemented to become accredited and why. Especially, when new staff get hired until accreditation standards become part of the day-to-day culture of the department.
- Do not wait until reaccreditation to collect proofs. Treat proof collection as an ongoing process.
- Review policies when laws, POST requirements, operational practices, or MNLEAP standards change rather than conducting a large-scale cleanup shortly before reassessment.
- Make accreditation operational rather than something owned exclusively by the accreditation manager. Supervisors and employees should understand not simply that a procedure exists, but why it exists and which professional standard it supports.

9. Recommendation

Based upon the assessments, the on-site verification, and the findings documented in this report, the MNLEAP assessment team finds the Roseville Police Department to be in compliance with the applicable standards of the Minnesota Law Enforcement Accreditation Program and **recommends that the MNLEAP Accreditation Commission award initial accreditation** to the Roseville Police Department for the standard accreditation term of three (3) years.

10. Conclusion

The Roseville Police Department's successful completion of the MNLEAP accreditation process reflects a demonstrated, agency-wide commitment to professional standards, accountability, and continuous improvement. Achieving accreditation affirms that the Department's policies, procedures, training, and operations align with recognized best practices for Minnesota law enforcement, and it strengthens the trust between the Department and the community it serves. The assessment team commends the Chief, the Accreditation Manager, and the personnel of the Roseville Police Department for their preparation, professionalism, and cooperation throughout the assessment.

11. Certification and Signatures

The undersigned certify that this Final Assessment Report accurately reflects the results of the on-site assessment of the Roseville Police Department conducted under the Minnesota Law Enforcement Accreditation Program.

Assessment Team Leader — [printed name]

Date: _____

Assessor — [printed name]

Date: _____

MNLEAP Commissioner /— [printed name]

Date: _____

MNLEAP Director of Accreditation / Program Staff — [printed name]

Date: _____

Accreditation decision reserved to the MNLEAP Accreditation Commission.