



Hamburg Township Public Safety Department

PO BOX 157 • HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 • FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: October 10, 2024
RE: Agenda Item Topic: **Police Lieutenant Promotion**
General Ledger #: N/A
Number of Supporting Documents: N/A
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the promotion of Matthew Duhaime to the rank of Lieutenant effective immediately.

Background

On September 3, 2024, the Township Board authorized changing the current Administrative Sergeant position to an Administrative Lieutenant position and approved SOP# 400-14: *Administrative Lieutenant Job Description*. The Board also authorized the establishment of a Police Lieutenant eligibility list for the purpose of promoting a Sergeant to the rank of Lieutenant to fill the newly created Administrative Lieutenant position.

On September 4, 2024, in accordance with the applicable Collective Bargaining Agreement, the Police Lieutenant promotional process was posted. All eligible Sergeants had until 9:00am on September 16, 2024 to submit a letter of interest to participate in the promotional process. Only one letter of interest, from Sgt. Matthew Duhaime, was received by the deadline.

On September 16, 2024, I requested a written response from the Union asking how they wish to proceed with the promotional process. It should be noted that the situation occurred in 2013 and at that time it was the position of the Union that there was no need to hold a competitive promotional examination process when there was no competition (i.e., there was only one candidate). I subsequently received written confirmation from the Union that it was still their position that a promotional exam was not necessary and that the only candidate should be promoted.

As such, I respectfully request that Sgt. Matthew Duhaime be promoted to the rank of Lieutenant.