



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: April 22, 2024

TOPIC Police Chief Recruitment Process and Budget Amendment

BACKGROUND BRIEF:

Administration is requesting that Village Council approve a budget amendment to allow the Village Manager to engage the services of EMPCO to conduct an in-basket assessment exercise for Police Chief candidates to help assess the knowledge, skills, and abilities of applicants as part of the recruitment and selection process for a new Police Chief. The supplemental appropriation also covers the costs for background investigation, psychological evaluation, preemployment physical examination, oral board lunch, and meet-and-greet reception. The Village Manager intends to undertake the following recruitment and selection process for the position:

- Position opening has been advertised in the Lake Orion Review, Oakland Press, Michigan Municipal League web site, and Michigan Association of Chiefs of Police web site
- First review of applications will be undertaken on May 3, 2024
- Semifinalists will complete an in-basket assessment through EMPCO and will be scored
- Semifinalists with passing scores on the in-basket assessment will be interviewed by an oral board consisting of the Interim Police Chief, Police Lieutenant, a Police Chief or retired chief outside of the area, and a Police Department employee selected by POAM; the oral board will score the interviewees and submit the top three (3) candidates to the Village Manager for consideration; background investigations on the three finalists will be completed
- The Village Manager will conduct interviews of the three finalists and hold a meet-and-greet of the finalists with Village staff, council members, and the public; attendees will have an opportunity to submit their confidential written comments and observations to the Village Manager for consideration
- The Village Manager will make a selection and negotiate employment contract terms
- The Village Manager will present his selection to the Village Council for confirmation

SUMMARY OF PREVIOUS COUNCIL ACTION:

None

FINANCIAL IMPACT:

The estimated cost for the recruitment and selection process is \$10,000, including \$3,400 for the EMPCO in-basket assessment and up to \$5,250 for background investigations.

RECOMMENDED MOTION:

To approve a budget amendment to increase the appropriation to Account #207-301-801-000 Police Fund-Contractual Services in the amount of \$10,000 from \$6,700 to \$16,700 for the costs of the Police Chief position recruitment and selection process, with monies for this supplemental appropriation to come from the Police Fund reserves.