

City Clerk

From: Mayor's Assistant
Sent: Monday, June 3, 2024 8:47 AM
To: City Clerk
Subject: FW: Interview questions MIPD Chief
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From: Mayor's Assistant <assistant@cityofmi.org>
Sent: Tuesday, May 21, 2024 10:48 AM
To: Steve Moskwa (smoskwa@sbcglobal.net) <smoskwa@sbcglobal.net>; Margaret Doud (mdoud@lighthouse.net) <mdoud@lighthouse.net>; Anneke Myers (annekemyers@yahoo.com) <annekemyers@yahoo.com>; Richard Chambers (rchambers19@gmail.com) <rchambers19@gmail.com>
Subject: Interview questions MIPD Chief

Good morning Mayor and Committee,

I was going through the files and found some questions from the previous Police Chiefs new hire files, that may help us with this candidate. They were from 2017 and 2020 so If you would like to modernize them to fit 2024 feel free. I just wanted you all to see the interview questions previously used and give some thought into what we should be asking.

Thank you,

Trista L. Franco

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INTERVIEW QUESTIONS

- 1) What do you know about Mackinac Island and the Mackinac Island Police Department?
- 2) MIPD works with many departments and agencies (M.I. Fire Dept, EMT's, Medical Center and Cloverland Electric) give an example of a time when you worked in a multi-agency operation and how you worked through limitations and issues that may have arisen.
- 3) The M.I. Public School is a very important part of your year round community. In the winter, snowmobile safety is very important with the students. How would you work with the students and faculty?
- 4) Give me an example of a time when you were wrong, and what you did to make it right.
- 5) Seven people are interviewing, why would we hire you over the six?
- 6) Give me your synopsis of working chief in a small town police department.
- 7) What is your concept of living on Mackinac Island year round?
- 8) A business owner comes into your station, says "Officer Smith has been a real pain in my side, why is he picking on me and my business. Your answer is?
- 9) One of your officers doesn't seem to be pulling his/her weight, how do you motivate a two year veteran to get out there? How do you motivate a 15 year veteran to be the best he/she can be?
- 10) The M.I. Police Department is unique with 4 year round officers and 5 season officers. You have 3 year round officers with many years of experience and seniority. As the chief, what is your vision for the department?

- 11) We have traffic problems during the busy season on Main & Market Street. You would have to work with M.I. Carriage Tours/M.I. Service Co. and other businesses to correct the problems. Another traffic problem is people walking in the street because we don't have cars. How would you work with all parties and direct your officers to correct these issues?

- 12) Part of the Chief's duties are enforcing zoning and building rules and regulations. Also, the police chief/fire inspector/building inspector do housing inspections and escorts for motor vehicles. Would you be comfortable working on these programs?

- 13) In the summer time the police department is very busy and the off season we transport senior citizen daily. Can you adjust to the different season on Mackinac?

- 14) As a police officer/chief you catch your friend doing something illegal. How would you handle this situation?

- 15) Describe your views on training and how you would accomplish this given the small department. Are you crossed trained in fire or EMS?

- 16) Please describe your management style regarding the following areas. Give examples of each.
 - a. Mayor's Office Relations

 - b. City Council Relations

 - c. Employee Relations

 - d. Community Relations

- 17) Where do you see yourself in 5 years?

1. DESCRIBE A TIME WHEN YOU HAD TO HOLD SOMEONE ACCOUNTABLE FOR A HIGHER LEVEL OF PERFORMANCE IN THEIR JOB. HOW DID YOU APPROACH THAT SITUATION?

2. GIVE AN EXAMPLE OF A TIME YOU ENCOURAGED OTHERS TO TAKE RESPONSIBILITY FOR IMPROVING THEIR WORK STANDARDS?

3. SOMETIMES IT'S DIFFICULT TO SEPARATE ISSUES FROM PERSONALITY. TELL US ABOUT A TIME WHEN A PERSONALITY ISSUE GOT IN THE WAY OF RESOLVING A CONFLICT.

4. GIVE AN EXAMPLE OF A TIME WHEN AN ANGRY CITIZEN MADE AN ACCUSATION AGAINST YOU.

5. YOU ARE AWARE THIS POLICE CHIEF POSITION IS A FULL TIME JOB IN A VACATION SETTING, NOT THE OTHER WAY AROUND. PLEASE EXPLAIN WHAT YOU SEE YOUR WORK SCHEDULE TO BE AND YOUR EXPECTATIONS OF THE DEPARTMENT. (NEEDS TO UNDERSTAND HE/SHE WILL BE A STREET WORKING CHIEF, NOT JUST SITTING IN HIS/HER OFFICE)

- 6.

- 7.

- 8.

What does minimum staffing mean to you?

If there is a summer time minimum staffing requirement of two officers and a winter time requirement of one officer and a situation presents that staffing requirements were compromised, how would you handle the situation?

Would you come in for duty and cover staffing issue yourself?

Describe your opinion of a 'working Chief of Police':

Describe a time you were criticized for your actions:

How would you handle criticism in such a small community?

Describe your expectations of winter time on Mackinac Island:

How would you handle isolation and lack of mobility on an island?

Describe your views on training:

Do you feel is it in the best interest of the community to keep officers trained in current trends? How would you accomplish this given the small department?

Why do you want this job?

Why are you leaving your old job?

Ideally, how long would you stay at this job?

What are your salary expectations?

What aspect of your passed experience do you see as being the most beneficial to the City of Mackinac?

Mackinac Island has a high profile in the state, and we have had incidents in the past that require the Chief to talk with State, National and International Press agencies. Have you had any kind of media relations training? How would you handle speaking to the press, and when do you think is not appropriate for the Chief to address the press?

Repeat question #2 from initial interview

1) MIPD works with many departments and agencies (M.I. Fire Dept, EMT's, Medical Center and Cloverland Electric) give an example of a time when you worked in a multi-agency operation and how you worked through limitations and issues that may have arisen.

Repeat question #16 from initial interview

1) Please describe your management style regarding the following areas. Give examples of each.

a. Mayor's Office Relations

b. City Council Relations

c. Employee Relations

d. Community Relations

Living and working in the same community one often faces scrutiny in many forms, have you thought about this aspect of living on Mackinac Island, and how it might affect your work as Chief of Police

One of the specific issues we as a council are wanting the Police Chief to address this winter is the enforcement of the "Electric Bike Ordinance", this issue is thorny and contentious. Describe how you will familiarize yourself with this issue and address the concerns of enforcement from current electric bike users who may be out of compliance with the ordinance.

POLICE CHIEF QUESTIONS – 2ND INTERVIEW

1. Why did you apply for this position?
2. What are your salary expectations?
3. What aspect of your passed experience do you see as being the most beneficial to the City of Mackinac?
4. Mackinac Island has a high profile in the state, and we have had incidents in the past that require the Chief to talk with State, National and International Press agencies. Have you had any kind of media relations training? How would you handle speaking to the press, and when do you think is not appropriate for the Chief to address the press?
5. *Repeat question #2 from initial interview*
MIPD works with many departments and agencies (M.I. Fire Dept, EMT's, Medical Center and Cloverland Electric) give an example of a time when you worked in a multi-agency operation and how you worked through limitations and issues that may have arisen.
6. *Repeat question #16 from initial interview*
Please describe your management style regarding the following areas. Give examples of each.
 - a. Mayor's Office Relations
 - b. City Council Relations
 - c. Employee Relations
 - d. Community Relations
7. Living and working in the same community one often faces scrutiny in many forms, have you thought about this aspect of living on Mackinac Island, and how it might affect your work as Chief of Police?
8. Please inform us of your administrative experience regarding the following:
 - a. Grant writing
 - b. Budgeting
 - c. Scheduling