

DATE: December 8, 2023  
TO: Madison Heights Civil Service Commission  
FROM: Amy J. Misczak, Human Resources Director  
SUBJECT: Special Meeting Agenda for 9:00 am Tuesday, December 12, 2023  
1. Police Lieutenant Eligibility List  
2. New Police Lieutenant Criteria Approval  
2. Fire Captain Eligibility List  
3. Fire Lieutenant Eligibility List  
4. Waiver of Act 78 (amended criteria)

1. Police Lieutenant Eligibility List

Attached for the Commission's review are the scores and rankings for the promotional position of Police Lieutenant. The scores were calculated by the undersigned and checked by Chief Lemerise. The candidate has completed his review with EMPCO.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Lieutenant for a period of two years, or until the list is exhausted, whichever comes first. It should be noted that the list is expected to be exhausted on December 13<sup>th</sup> with the promotion of the sole passing candidate, Jordan Rieck.

2. New Police Lieutenant Criteria Approval

The eligibility list for Police Lieutenant as approved in Item #1 above is anticipated to be exhausted on December 13, 2023. There is still an immediate additional vacancy for Lieutenant after the promotion on December 13; therefore, Chief LeMerise and I are requesting authorization to begin a new promotional process for Police Lieutenant.

The process would begin as soon as practicable after the Commissioner's approval of the criteria. The City would recommend that the Commission establish the following methodology:

	60%	Assessment Center
	35%	Written Examination
	<u>5%</u>	Seniority*
Total	100%	

\*Seniority is calculated as one (1) full point for each full year in grade plus 1/12<sup>th</sup> (.0833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the beginning of the written examination portion of the Assessment Center.

Please note that there will be a separate written examination; the 35% written examination will not be incorporated into the Assessment Center.

Eligible candidates for Police Lieutenant must possess two (2) years seniority in the grade of Sergeant as of the beginning date of the written exam portion of the Assessment Center.

The Assessment Center will be conducted under the same terms and conditions administered previously by EMPCO. These include:

- The Assessment Center Panel will consist of current or recently retired sworn Police service personnel from other cities (at least one rank higher). Officials from contiguous cities would not be eligible to serve on the panel. No late arrivals will be admitted once the Assessment Center or written examination portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- The written examination will be conducted by EMPCO. Candidates will be given at least a sixty (60) calendar day study period to prepare for the written examination. As with previous exams, no late arrivals will be admitted. Questions may be challenged only while the test is in progress. Any invalidated questions will be applied to all test takers.
- A post-test candidate review of written examination questions and answers is authorized, and will be conducted by EMPCO at a candidate's request.
- Assessment Center candidate feedback through EMPCO is authorized upon a candidate's request. Candidates will be given opportunity for feedback prior to the eligibility list being presented to the Commission for certification.
- A minimum score of 70% will be applied to each step of the promotional process per the City's Letter of Understanding with the Union; furthermore, any candidate who fails to report or is late to the written examination or Assessment Center portion will be automatically disqualified and will not be eligible to continue through the process.

### 3. Fire Captain Eligibility List

Attached for the Commission's review are the scores and rankings for the promotional position of Fire Captain. The scores were calculated by the undersigned and checked by Chief Lelito. The candidates were provided the opportunity to contact EMPCO for review. These reviews are being scheduled; however, as confirmed by the attached memo from EMPCO dated June 14, 2021, the scores cannot be changed as a result of these review sessions.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Fire Lieutenant for a period of two years, or until the list is exhausted, whichever comes first.

### 4. Fire Lieutenant Eligibility List

Attached for the Commission's review are the scores and rankings for the promotional position of Fire Lieutenant. The scores were calculated by the undersigned and checked by Chief Lelito. The candidates were provided the opportunity to contact EMPCO for review. These reviews are being

scheduled; however, as confirmed by the attached memo from EMPCO dated June 14, 2021, the scores cannot be changed as a result of these review sessions.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Fire Lieutenant for a period of two years, or until the list is exhausted, whichever comes first.

#### 5. Waiver of Act 78 Requirements with Amended Criteria

The Commission has waived Act 78 requirements for entry level Police Officer and entry level Fire Fighter through December 31, 2023.

As the Commissioners are aware, recruitment for sworn Police and Fire entry level positions remains an ongoing challenge for Madison Heights and for municipalities nationwide.

Chief Lelito, Chief LeMerise and I have discussed options as it pertains to entry level recruitment and would propose that the requirement for an EMPCO written exam be dropped from both entry level Police Officer and entry level Fire Fighter. All entry level recruits will have passed their respective certifications and exams to qualify for their entry level positions, and it is the opinion of the Chiefs and I that the additional written exam is no longer necessary. At one point in time the written exam was useful to measure a candidate's true interest in proceeding with the selection process with Madison Heights but over the years this has not been an accurate indication of interest. Further, since we are not getting the volume of candidates that we have in the past, there is no longer need to limit the number of candidates by eliminating those who have not passed the EMPCO written exam. The Chiefs can attest that the rigors of the individual Police Officer and Firefighter basic education and certifications more than qualify a candidate for employment.

Therefore we would respectfully request that the Commissioners waive the Act 78 requirements through December 31, 2024, and approve the minimum requirements as listed below. This criteria is the same as the most recently approved criteria, with the exception of removing the EMPCO written exam requirement for both Police and Fire. We have also moved the Fire I/II certification and Paramedic License to allow for City sponsorship should the budget allow.

#### **Police Officer:**

##### AT TIME OF APPLICATION

- Minimum age 18
- Valid driver's license
- Must not have six or more active points on driving record
- Able to successfully pass a post-offer departmental criminal, civil and background investigation to the satisfaction of the department
- Able to successfully pass a post-offer pre-employment physical and drug screen, and psychological examination
- An employee in this class, upon employment, will be required to enter into and successfully complete all necessary training, including in-service training with Madison Heights Police Department and other schools to which the employee may be assigned. All employees

shall receive such further training as shall be deemed necessary by the Madison Heights Police Department or mandated by the State of Michigan or United States Government

AT TIME OF HIRE (NOT REQUIRED FOR APPLICATION)

- Police Academy graduation (unless sponsored by the City)
- Compliance with all of the Employment Standards for Michigan Law Enforcement Officers established by MCOLES
- Minimum sixty (60) credit hours/Associate's Degree
  - \* OR honorable discharge from one of the United States Military Service Branches
  - \* OR minimum three (3) years of service as a full-time Police Officer at another municipality within the last twelve (12) months
  - \* OR minimum three (three) years of service as a full-time Sheriff's Deputy working full-time on Road Patrol in a department with no fewer than ten (10) sworn full-time Officers within the last twelve (12) months.

Preference will be given to those candidates who have graduated from the Police Academy and who are compliant with MCOLES standards. Highest preference will be given to those candidates who possess all desired qualifications and who are current sworn officers with no previous disciplinary issues.

All candidates for Police Officer will still be required to interview with the Police Chief and/or an interview panel of the Chief's choosing before a conditional job offer is made.

**Firefighter/Paramedic**

AT TIME OF APPLICATION:

- Minimum Age 18
- Valid driver's license
- No alcohol/drug conviction within last 5 years of application date
- Must not have six or more active points on driving record
- Basic Emergency Medical Technician license
- Valid CPAT (Candidate Physical Ability Test) *or* OPAT (*Oakland Community College Physical Agility Test*) completed and on file prior to start date
- Able to successfully pass a post-offer departmental criminal, civil and background investigation to the satisfaction of the department
- Able to successfully pass a post-offer pre-employment physical and drug screen, and psychological examination
- An employee in this class, upon employment, will be required to enter into and successfully complete all necessary training, including in-service training with Madison Heights Fire Department and other schools to which the employee may be assigned. All employees shall receive such further training as shall be deemed necessary by the Madison Heights Fire Department or mandated by the State of Michigan or United States Government

Additional licenses/certifications that are desired (but not required for application) are:

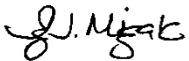
- Paramedic license valid in the State of Michigan (unless sponsored by the City)
- Firefighter I and II certificates from a State of Michigan certified Fire Academy (unless sponsored by the City)

Preference for Firefighter/Paramedic will be given to those candidates who have a paramedic license that is valid in the State of Michigan. Highest preference will be given to those candidates who possess all desired qualifications.

All candidates for Firefighter/Paramedic will still be required to interview with the Fire Chief and/or an interview panel of the Chief's choosing before a conditional job offer is made.

Thank you for your time and consideration. I look forward to meeting with you on December 12<sup>th</sup>.

Sincerely,



Amy J. Mischak  
Human Resources Director

attachment

c: Greg Lelito, Fire Chief  
Brent LeMerise, Police Chief  
Ray Gilson, Fire Union President  
David Thayer, Police Officers Union President  
Recruitment File