



# MEMO

## Office of the City Clerk

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To: Madison Heights Civil Service Commission

From: Cheryl Rottmann, Deputy City Manager/City Clerk

Date: January 8, 2026

RE: Civil Service Agenda for January 15, 2026

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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 Human Resources 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.

2. Police Lieutenant Promotional Criteria/Methodology with Amended Criteria.

The Police Chief Brent LeMerise is respectfully requesting the addition of this item to the agenda for the Civil Service Commission meeting scheduled for Thursday, January 15, 2026, at 9:30 am.

The current Police Command CBA includes the written exam as a component of the police lieutenant promotional test. Unfortunately, only one of the three eligible candidates passed the written exam held on December 2<sup>nd</sup>, 2025, therefore two viable candidates were removed from promotional eligibility. Even after the only eligible candidate is promoted, there is still at least one lieutenant vacancy and the immediate need for another promotion persists.

Since the written exam, the Police Chief has negotiated with the Police Command Union to improve the process, so both the city and the Police Command Union are more successful in promoting viable candidates. The attached Letter of Understanding, which was recently developed, has been agreed upon between the Police Chief and the Police Command Union.

The process is very similar to the Fire Captain promotional process, with the elimination of the written exam, and the addition of an internal oral board. Aside from the difficulty of the test, one of the biggest advantages is the expediency of the process, now eliminating the 60-day prep time for the written exam. Additionally, it affords the city the opportunity to establish a more robust eligibility list and to fill vacancies quicker.

Please see the information below regarding eligibility, seniority, minimum passing score, and terms and conditions:

## ELIGIBILITY

Eligible candidates for Police Lieutenant promotional testing must have two (2) years seniority in the grade of Sergeant as of the date of the Assessment Center.

## TERMS AND CONDITIONS

1. A promotional assessment center conducted by an outside agency shall account for fifty percent (50%) of the overall test score, followed by an oral board examination accounting for the remaining fifty percent (50%).
  - o Assessment Center: Maximum score of 100 points  $\times$  50% = 50 points maximum
  - o Oral Board: Maximum score of 100 points  $\times$  50% = 50 points maximum
  - o The combined total shall constitute the overall test score.
2. The oral board panel shall be composed of the Police Chief, Deputy Chief and Human Resources Director or their designee.
3. Upon completion of both the assessment center and oral board processes, individual component scores and total scores shall be provided to each candidate.
4. Seniority points shall be awarded at a rate of 0.25 points for each full year of service from the date of hire, up to a maximum of five (5) points for twenty (20) years of service. Overall test score plus seniority points shall equal the candidate's total score.
5. To be placed on the promotional eligibility list, an applicant must achieve a minimum score of seventy (70) on the assessment center and a minimum score of seventy (70) on the oral board. Prior to the oral board, the outside agency shall report to Human Resources only whether a candidate has passed or failed, with a score of seventy (70) constituting a passing score.
6. Successful candidates shall be ranked on the eligibility list in descending order of total score, with the highest-scoring candidate listed first.
7. The highest-ranked candidate shall be promoted first. Remaining candidates on the eligibility list shall be eligible for future promotions. Eligibility lists shall remain in effect for one (1) year from the date of certification by the Civil Service Commission or until the list is exhausted, whichever occurs first. At the discretion of the Police Chief, the eligibility list may be extended one (1) additional year with approval by the Civil Service Commission.
8. The provisions of the Letter of Understanding with the Command Union shall apply to all vacancies arising after the date of ratification, including all flow-through vacancies resulting from such promotions, even if the trial period terminates before those vacancies are filled.

We respectfully request that the Civil Service Commission approve the amended Police Lieutenant Promotional Criteria and Methodology as presented.

3. 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, 2025.

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. As in the previous two years, Chief Lelito and Chief LeMerise agree that 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 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 a need to limit the number of candidates by eliminating those who have not passed the EMPCO written exam.

Therefore, we would respectfully request that the Commissioners continue to waive the Act 78 requirements through December 31, 2026, and approve the minimum requirements as listed below. This criterion is the same as the most recently approved criteria at the December 2, 2025 Civil Service meeting.

**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 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 January 15<sup>th</sup>.