

DATE: October 3, 2025

TO: Madison Heights Civil Service Commission

FROM: Tracee L. Miller, Human Resources Director

SUBJECT: Special Meeting Agenda for 1:00pm am Friday, October 3, 2025

1. Police Lieutenant Eligibility List – Certify Criteria for New List
2. Fire Captain Eligibility List – Certify Criteria from New List

1. Police Lieutenant Certification of Criteria for New Promotional List

Chief LeMerise has requested, and received, authorization to begin the promotional process for a new eligibility list for Police Lieutenant.

Since there has been positive feedback from the Command Officers Union with previous Police Lieutenant promotional testing processes, Human Resources requests the Commissioners approve the Written Examination and Assessment Center be conducted by EMPCO once again.

The Police Chief and/or Police Deputy Chief will work with EMPCO to create a bibliography, to include Madison Heights Policies and Procedures, for the Written Examination, and will help EMPCO develop appropriate testing material for the Assessment Center exercises.

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

A. ELIGIBILITY

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

B. SENIORITY

The eligibility list for the Police Sergeant will be determined based upon the following weighted percentages:

Written Examination	35%
Assessment Center	60%
Seniority*	5%
Total	100%

The total scoring will consist of 35% Written Examination and 60% Assessment Center.

*Seniority is calculated as one (1) full point for each full year in grade above plus 1/12th (0.833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated to the date of the Written Examination prior to the Assessment Center.

C. MINIMUM PASSING SCORE

A minimum passing Assessment Center score of seventy percent (70%) is required for a participant to be eligible for the final promotion eligibility list.

D. TERMS AND CONDITIONS

- No late arrivals will be admitted once either the Written Examination or Assessment Center portion begins; any candidate who fails to report for or is late for either portion will be disqualified and removed from the promotional testing process.
- The Written Examination will be conducted by EMPCO. Candidates will be given a sixty (60) calendar-day study period to prepare for the Written Examination. Questions may only be challenged while the examination is in progress. Any invalidated questions will be applied to all candidates.
- The Assessment Center Panel will consist of currently hired or recently retired sworn Police service personnel from other cities (at least one rank higher than candidate). Officials from contiguous cities will not be eligible to serve on the panel.
- A post-test candidate review of the Written Examination questions and answers, or of the Assessment Center results, is authorized, and will be conducted by EMPCO at the candidate's request.
- A minimum score of 70% will be applied to each step of the promotional process as outlined in the Command Officers Collective Bargaining Agreement. Failure to meet the 70% standard will cause the candidate to be removed from the promotional testing process.
- The Assessment Center orientation and Assessment Center dates/times will be set shortly after the results of the Written Examination.

2. Fire Captain Eligibility List – Certify Criteria for New List

Chief Greg Lelito has requested and received authorization to begin the promotional process for a new eligibility list for Fire Captain.

- 1) An assessment center conducted by EMPCO will count 50% toward the overall test score, followed by an oral board which will count 50% toward the overall test score. The maximum points on the assessment center: $100 \times 50\% = 50$ points maximum. The maximum points on the oral board: $100 \times 50\% = 50$ points maximum. The sum of the two is the overall test score.
- 2) The oral board panels shall be comprised as follows –

a) Fire Chief, Human Resources Director, and MHFD Captain

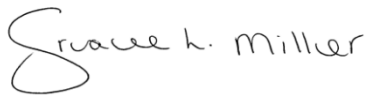
- 3) Upon completion of the entire Assessment Center and oral board processes, individual scores shall be provided.
- 4) Seniority points shall be awarded as additional points on the basis of 0.25 point for each full year since date of hire, up to a maximum of five (5) points for twenty (20) years of service. The overall test score + seniority points = total score.
- 5) In order to be placed on the promotional eligibility list, the applicant must have a total score of at least 70. Successful candidates will be placed on the promotional eligibility list in the order of the total scores, with the top scoring candidate listed first.
- 6) The top candidate shall be promoted first, and the remaining names on the list shall be eligible for future promotions. Eligibility lists shall remain in effect for two years from date of certification by the Civil Service Commission or until the list is exhausted, whichever comes first; this applies notwithstanding termination of the trial period.

The other terms and conditions include:

- The Assessment Center Panel will consist of current or recently retired sworn Fire service personnel from other cities (at least one rank higher). Officials from contiguous cities or Oakway Communities would not be eligible to serve on the panel.
- No late arrivals will be admitted once the Assessment Center begins.
- Assessment Center candidate feedback through EMPCO is authorized.
- A minimum score of 70% will be applied to the overall composite score only.

Thank you for your time and consideration. I look forward to meeting with you on October 1st.

Sincerely,

A handwritten signature in cursive script that reads "Tracee L. Miller". The signature is written in dark ink and is positioned above the typed name.

Tracee L. Miller
Human Resources Director

attachment

c: Brent LeMerise, Police Chief
 David Koehler, Command Officers Union President
 Greg Lelito, Fire Chief
 Matthew Sirvio, Union President