

Civil Service Commission Meeting  
Madison Heights, Michigan  
January 27, 2025

A Civil Service Commission Meeting was held on Monday, January 27, 2025 at 9:30 AM at City Hall - Executive Conference Room, 300 W. 13 Mile Rd.

**PRESENT**

Commissioner Kevin Scheid  
Commissioner Ken Baughman  
Commissioner Anthony Roberts

**ALSO PRESENT**

Civil Service Commission Attorney Larry Sherman  
Human Resources Director Tracee Miller  
Deputy City Manager/City Clerk Cheryl Rottmann  
Police Chief Brent LeMerise

**CSC -25-1. Civil Service Commission Meeting Minutes of October 1, 2024.**

Motion to approve the Civil Service Commission Meeting Minutes of October 1, 2024, as printed.

Motion made by Commissioner Scheid, Seconded by Commissioner Roberts.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

**MEETING OPEN TO THE PUBLIC:**

There were no members of the public wishing to speak.

**CSC-25-2. Police Sergeant Certification Criteria for New Promotional List.**

Motion to approve the Police Sergeant Certification Criteria for New Promotional List as follows and with consideration of the attached Letter of Understanding with the Union:

To approve an Assessment Center to be conducted by EMPCO, without a separate written exam as well as the information that follows regarding eligibility, seniority, minimum passing score, and terms and conditions:

#### A. ELIGIBILITY

Eligible candidates for Police Sergeant promotional testing must have at least five (5) years of sworn seniority in the Department as of the date of the Assessment Center.

#### B. SENIORITY

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

Assessment Center	95%
Seniority*	5%
Total	100%

The total scoring will consist of 95% Assessment Center and 5% Seniority.

\*Seniority is calculated as one (1) full point for each full year of service above five (5) years plus  $\frac{1}{12}$  (0.833) point for each full month of a fraction of a year up to a maximum of five (5) points calculated up to the date of 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

- 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.
- No late arrivals will be admitted once the Assessment Center begins. Any candidate who fails to report for, or is late to, the Assessment Center will be disqualified.
- The Assessment Center will be conducted by EMPCO, Inc. Candidates will be given a forty-five (45) calendar-day period to prepare for the Assessment Center.
- The Madison Heights Police Department's Policies & Procedures and Rules for Law Enforcement Operations may be applied during the Assessment Center.
- Assessment Center candidate feedback through EMPCO is authorized at the candidate's request.

In response to Commissioner Scheid's request for an update and review of the previously approved process, Chief LeMerise stated that today's proposed criteria is the same as last time. After changing to this process, all that took the Assessment Center passed. EMPCO and City staff feel this is more specific to the job they are actually doing and the union concurs with this method as it seems to be a better measure of job skills and success. Commissioner Scheid stated that he believes this change was forward thinking and will be better for the organization in the long run.

In response to Commission Attorney Sherman's question, Chief LeMerise stated four of the five candidates on the previous list were promoted. The fifth person is currently on a disability and if they return to active status in the next two years and there is a Sergeant opening, they will be promoted as specified in the Letter of Understanding between the union and the City.

Motion made by Commissioner Roberts, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.

## **ADJOURNMENT**

Having no further business, motion to adjourn the meeting at 9:47 a.m.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid.

Voting Yea: Commissioner Scheid, Commissioner Baughman, Commissioner Roberts

Motion carried.