

DATE: November 6, 2023

TO: Madison Heights Civil Service Commission

FROM: Amy J. Misczak, Human Resources Director

SUBJECT: Special Meeting Agenda for 9:00 am Wednesday, November 15, 2023

1. Police Sergeant Eligibility List Certification
2. Police Sergeant Eligibility List – Certify Criteria for New List

1. Police Sergeant Eligibility List Certification

Attached for the Commission's review are the scores and rankings for the promotional position of Police Sergeant. The scores were calculated by the undersigned and checked by Chief LeMerise. Candidates were provided the opportunity to contact EMPCO for review; however, each candidate voluntarily declined this offer.

I would respectfully request that the Civil Service Commission certify the Eligibility List for Police Sergeant for a period of two years, or until the list is exhausted, whichever comes first, noting the anticipated exhaustion of this list is no later than December 2023.

2. Police Sergeant Certification of Criteria for New Promotional List

The eligibility list for Police Sergeant as approved in Item #1 above is anticipated to be exhausted in December 2023, and there are two planned retirements of Sergeants in the spring of 2024. Chief LeMerise has requested, and received, authorization to begin the promotional process for a new eligibility list for Police Sergeant. This new list will not be certified until after the November 2023 list above is exhausted; however given staffing and operational considerations at the Police Department, the City would request the Commission to approve the following criteria immediately so the promotional process can begin as soon as possible:

- Eligible candidates must have at least five (5) years of sworn seniority on the Department as of the date of the written examination.
- The eligibility list for Police Sergeant will be determined based upon the following weighted percentages:


65%	Written Examination
30%	Oral Examination
<u>5%</u>	Seniority*
Total	100%

*Seniority is calculated as one (1) full point for each year of service over five (5) years plus 1/12th (.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.

- No late arrivals will be admitted once the written examination or oral interview portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- EMPCO, Inc. will conduct the written examination. Candidates will be given 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. The release of categorical scores along with the overall written score is authorized. A post-test review shall be provided by EMPCO upon request of a candidate.
- EMPCO, Inc. will also conduct the oral examination. The interview panel shall 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.
- A minimum passing score of seventy percent (70%) is required for a participant to be eligible to participate further in the promotional process. (Candidates who do not score 70% or more on the written test will not be eligible for the oral exam, and candidates who do not score 70% or more on the oral exam shall not be eligible for the composite scoring and final promotional eligibility list.)

Thank you for your time and consideration. I look forward to meeting with you on August 8th.

Sincerely,



Amy J. Misczak
Human Resources Director

attachment

c: Brent LeMerise, Police Chief
David Koehler, Command Officers Union President
Recruitment File