

DATE: January 22, 2025

TO: Madison Heights Civil Service Commission

FROM: Tracee L. Miller, Human Resources Director

SUBJECT: Special Meeting Agenda for 9:00 am Monday, January 27, 2025
1. Police Sergeant Eligibility List – Certify Criteria for New List

1. Police Sergeant Certification of Criteria for New Promotional List

The eligibility list for Police Sergeant as approved on March 6, 2024, has exhausted with one promotion of Asheley Blevins Howard leaving an opening for an additional Sergeant. Officer Kyle Kreger, who is also on the list, is unable to accept the promotion due to medical reasons. Chief LeMerise has requested, and received, authorization to begin the promotional process for a new eligibility list for Police Sergeant.

The Police Chief, Deputy Police Chief, Human Resources, and the Police Officers Union all agreed that the Assessment Center would be our best option for the next exam, as it provides for evaluating “real life” scenarios and a strong indicator of candidate success, without a separate written exam. The Chief and/or Deputy Chief will work with EMPCO to include Madison Heights Policies and Procedures as well as basic criminal law in the “in-box” exercise of the Assessment Center.

The parties have agreed to request that the Commissioners approve an Assessment Center to be conducted by EMPCO, without a separate written exam. Please see the below information 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 1/12th (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

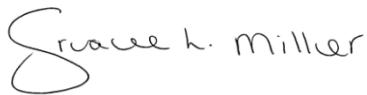
A minimum passing Assessment Center score of seventy percent (70%) is required for a participant to be eligible for the final promotion eligibility list.

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.

Thank you for your time and consideration. I look forward to meeting with you on January 27th.

Sincerely,

A handwritten signature in cursive script that reads "Tracee L. Miller".

Tracee L. Miller
Human Resources Director

attachment

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