

DATE: February 29, 2024

TO: Madison Heights Civil Service Commission

FROM: Amy J. Mischak, Human Resources Director



SUBJECT: Special Meeting Agenda for 9:30 am Wednesday, March 6, 2024

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. The sole candidate who received a passing score was provided the opportunity to contact EMPCO for review; however, the offer was declined.

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 March 2024.

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 March 2024. As the Commission will note, we have held two promotional exams for the position of Police Sergeant in the last few months. Only two candidates out of a field of eight passed the written exam held on October 30, 2023, and only one candidate out of a field of eight passed the subsequent exam on January 30, 2024.

The City and the Police Administration have discussed this unique circumstance, given the fact that the Department is currently short one Lieutenant and two Sergeants, with yet another Sergeant retiring in March 2024. Additional discussions took place with the President of EMPCO, who informed us that many agencies are having difficulty with candidates being able to pass a written exam. After discussing several options, the Police Chief, Deputy Police Chief and Human Resources 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.

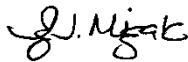
Given the critical need in the Department for Command Officers, the City reached an agreement with the Police Officers Union which is the bargaining unit whose members test for Police Sergeant. The executed Letter of Understanding is attached for the Commissioners' review. The parties have agreed to request that the Commissioners approve an Assessment Center to be conducted by EMPCO, without a separate written exam. Candidates must have a minimum of

five (5) years of sworn seniority with the Department, and the Assessment Center will count as 95% of the overall score, with 5% seniority the remaining component as outlined in Item #4 of the Letter of Understanding.

As required by the Letter of Understanding, the parties will revisit Police Sergeant promotional methodology and criteria after the final results are received to determine if the Assessment Center process is suitable for future promotions. We will present our recommendations at the Civil Service Meeting when this Police Sergeant eligibility list is scheduled for certification.

Thank you for your time and consideration. We look forward to meeting with you on March 6<sup>th</sup>.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Misczak".

Amy J. Misczak  
Human Resources Director

attachment

c:     Brent LeMerise, Police Chief  
       David Thayer, Police Officers Union (FOP) President  
       Kirk Walker, Police Officers Union (FOP) Vice President  
       Recruitment File

CITY OF MADISON HEIGHTS  
PROMOTIONAL RECRUITMENT FOR:

**POLICE SERGEANT**  
**ELIGIBILITY LIST**

certified \_\_\_\_\_

PRINTED: \_\_\_\_\_  
exp \_\_\_\_\_

02/28/24  
03:45 PM

RANK	LAST NAME	FIRST NAME	ACTUAL WRITTEN**	65% WEIGHTED WRITTEN	ACTUAL ORAL**	30% WEIGHTED ORAL	SENIORITY DATE	5% SENIORITY POINTS *	COMPOSITE SCORE
<b>1</b>	<b>BAKER</b>	<b>THOMAS</b>	<b>74.0000</b>	<b>48.1000</b>	<b>85.5200</b>	<b>25.6560</b>	<b>01/05/18</b>	<b>0.7497</b>	<b>74.5057</b>
	KARAJ	LURIS	66.0000	N/A	N/A	N/A	N/A	N/A	N/A
	KOWALSKI	AARON	66.0000	N/A	N/A	N/A	N/A	N/A	N/A
	COOK	CHAD	65.0000	N/A	N/A	N/A	N/A	N/A	N/A
	WALKER	KIRK	64.0000	N/A	N/A	N/A	N/A	N/A	N/A
	HEINRICH	JOHN	62.0000	N/A	N/A	N/A	N/A	N/A	N/A
	KREGER	KYLE	61.0000	N/A	N/A	N/A	N/A	N/A	N/A
	BLEVINS HOWARD	ASHLEY	60.0000	N/A	N/A	N/A	N/A	N/A	N/A

\* One (1) full point for each year of service above five years plus .0833 points for each full month calculated to the date of the written exam January 30, 2024

\*\*minimum passing score 70%

## LETTER OF UNDERSTANDING

WHEREAS, City of Madison Heights (hereinafter, "City") and the Madison Heights Police Officers Union (hereinafter, "Union"), are Parties to a Collective Bargaining Agreement ("CBA") which extends through June 30, 2026;

WHEREAS, bargaining unit members are subject to Act 78 regulations and the Madison Heights Civil Service Commission as it pertains to promotional methodology and criteria; and,

WHEREAS, historically the Madison Heights Civil Service Commission has approved criteria that candidates for Police Sergeant must pass both a written exam and oral board process with a minimum score of 70% for each step; and,

WHEREAS, the written exam for Police Sergeant held on October 30, 2023 resulted in two (2) candidates out of eight (8) passing with a score above 70%; and,

WHEREAS, the written exam for Police Sergeant held on January 30, 2024 resulted in one (1) candidate out of eight (8) passing with a score above 70%; and,

WHEREAS, the Madison Heights Police Department currently has two (2) vacant Sergeant positions, with an additional two vacancies anticipated with a promotion into a vacant Lieutenant position as well as an upcoming Sergeant retirement; and,

WHEREAS, given the unique circumstances facing the Department and lack of Command Staff, the Parties have met to discuss the upcoming promotional process for Police Sergeant.

NOW THEREFORE in consideration of the mutual covenants contained in this Agreement; the City and the Union agree as follows:

1. At the next Civil Service Commission Meeting which is scheduled for March 6, 2024, should the current testing process result in a passing score for the sole remaining Police Sergeant candidate, the eligibility list for Police Sergeant will be approved and immediately exhausted with a promotion within the following week; therefore, the Civil Service Commission will be requested to approve methodology and criteria for the subsequent Police Sergeant test.
2. The Civil Service Commission will be requested to approve an Assessment Center for the next Police Sergeant promotional process only as follows: Candidates must have a minimum five (5) years of sworn seniority with the Department as of the date of the Assessment Center. This Assessment Center will be conducted by EMPCO as a stand-alone process without a separate

written exam, with an orientation session to be held for all interested candidates prior to the actual Assessment Center.

3. The Assessment Center will be scored by EMPCO and candidates must achieve an overall score of 70% or greater in order to pass the Assessment Center, and the Assessment Center shall constitute 95% of the overall Police Sergeant score.
4. Seniority points shall constitute the remaining 5% of the overall score, with 1 full point for each year of service above five (5) years plus 0.0833 points for each full month calculated to the date of the Assessment Center.
5. The Parties agree to revisit Police Sergeant methodology and criteria after the final results from the proposed Assessment Center are received and the list is created. The parties will use this information to determine if this process is suitable for future promotional examinations.
6. All other provisions of the current July 1, 2021 – June 30, 2026 Collective Bargaining Agreement not expressly addressed in numbers 1 through 5 above remain in full force and effect.
7. This Agreement is non-precedential, excepted as cited herein and will not be cited by either the Union or the City in other matters or in any other situation.

CITY OF MADISON HEIGHTS

By:   
Amy J. Mischak

Date: 2/14/24

By:   
Melissa Marsh

Date: 2/14/24

MADISON HTS. POLICE OFFICERS  
UNION

By:   
Jeff Lewis

Date: 2/14/24

By:   
Kirk Walker

Date: 2/14/24