

DATE: May 3, 2023

TO: Madison Heights Civil Service Commission

FROM: Amy J. Mischak, Human Resources Director

SUBJECT: Special Meeting Agenda May 10, 2023  
Establish Criteria and Methodology for Police Lieutenant Promotion

Police Lieutenant Promotional Criteria/Methodology

The Police Lieutenant eligibility list was exhausted on December 8, 2022 due to the promotion of Jeffery Filzek. The Department will have need for a promotional process due to the retirement of Chief Haines on June 30, 2023, and the potential retirement of Lieutenant Kevin Barrett in August 2023. Of the four current Sergeants who would be eligible under Act 78 criteria of a minimum two years seniority in the grade of Sergeant, two members have indicated the intent to test for the promotion.

The City would recommend that the Commission establish the following methodology:

	95%	Assessment Center (consisting of 60% Assessment Center and 35% Written Examination)
	<u>5%</u>	Seniority*
Total	100%	

\*Seniority is calculated as one (1) full point for each full year in grade plus 1/12<sup>th</sup> (.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 portion of the Assessment Center.

Please note that there will be a separate written examination; the 35% written examination will not be incorporated into the Assessment Center.

Eligible candidates for Police Lieutenant must possess two (2) years seniority in the grade of Sergeant as of the beginning date of the written exam portion of the Assessment Center.

The Assessment Center will be conducted under the same terms and conditions administered previously by EMPCO. These include:

- The Assessment Center Panel will 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. No late arrivals will be admitted once the Assessment Center or written examination portion begins; any candidate who fails to report for or is late for an exam will be disqualified.
- The written examination portion of the Assessment Center will be conducted by EMPCO. Candidates will be given at least 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.

- A post-test candidate review of written examination questions and answers is authorized, and will be conducted by EMPCO at a candidate's request.
- Assessment Center candidate feedback through EMPCO is authorized upon a candidate's request.
- A minimum score of 70% will be applied to each step of the promotional process per the City's Letter of Understanding with the Union; furthermore, any candidate who fails to report or is late to the written examination or Assessment Center portion will be automatically disqualified and will not be eligible to continue through the process.

We look forward to meeting with you on May 10, 2023 at 12:30 pm.

cc: Corey K. Haines, Police Chief/Deputy City Manager  
David Koehler, MHCOU President  
Selection File

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