



CITY OF MADISON HEIGHTS

CITY HALL - EXECUTIVE CONFERENCE ROOM, 300 W. 13 MILE RD.

CIVIL SERVICE COMMISSION MEETING AGENDA

AUGUST 26, 2022 AT 8:30 AM

CALL TO ORDER

ROLL CALL

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [1.](#) Approval of Civil Service Commission Minutes of 08-08-22

MEETING OPEN TO THE PUBLIC

REPORTS

- [2.](#) Entry Level Police Officer Criteria Amendment

UNFINISHED BUSINESS

NEW BUSINESS

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Civil Service Commission Meeting
 Madison Heights, Michigan
 August 08, 2022

A Civil Service Commission Meeting was held on Monday, August 08, 2022 at 10:00 AM at
 City Hall - Madison Room, 300 W. 13 Mile Rd.

CALL TO ORDER

PRESENT

Commissioner Kevin Scheid
 Commissioner Ken Baughman

ABSENT

Commissioner Crossley

OTHERS PRESENT

City Attorney Sherman
 City Clerk Rottmann
 Human Resources Director Mischak
 Police Chief Haines

CSC-22-07. Excuse Commissioner.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid, to
 excuse Commissioner Crossley from today's meeting due to illness.

Voting Yea: Commissioner Scheid, Commissioner Baughman
 Absent: Commissioner Crossley
 Motion carried.

CSC-22-08. Approval of Special Minutes - March 16, 2022.

Motion made by Commissioner Scheid, Seconded by Commissioner Baughman, to
 approve the minutes of the Special Civil Service Meeting of March 16, 2022, as printed.

Voting Yea: Commissioner Scheid, Commissioner Baughman
 Absent: Commissioner Crossley
 Motion carried.

MEETING OPEN TO THE PUBLIC

There were no members of the public wishing to speak.

CSC-22-09. Police Sergeant Eligibility List.

Motion made by Commissioner Baughman, Seconded by Commissioner Scheid, to certify the Eligibility List for Police Sergeant for a period of two years or until the list is exhausted, whichever occurs first, as follows:

1	RIECK	JORDAN
2	BISSONETTE	SHANE
3	SHRAM	STEVEN
4	STRONGARONE	GARY

Voting Yea: Commissioner Scheid, Commissioner Baughman
 Absent: Commissioner Crossley
 Motion carried.

CSC-22-10. Police Lieutenant Eligibility List.

Motion made by Commissioner Scheid, Seconded by Commissioner Baughman, to certify the Eligibility List for Police Lieutenant for a period of two years or until the list is exhausted, whichever occurs first, as follows:

1	FILZEK	JEFFREY
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Voting Yea: Commissioner Scheid, Commissioner Baughman
 Absent: Commissioner Crossley
 Motion carried.

CSC-22-11. Adjournment.

Motion made by Commissioner Scheid, Seconded by Commissioner Baughman to adjourn the meeting at 10:05 a.m.

Voting Yea: Commissioner Scheid, Commissioner Baughman
 Absent: Commissioner Crossley
 Motion carried.

DATE: August 24, 2022

TO: Madison Heights Civil Service Commission

FROM: Amy J. Mischak, HR Director/Purchasing Coordinator

RE: August 26, 2022 Special Meeting Agenda
Entry Level Police Officer Criteria Amendment

The Commission has waived Act 78 requirements for entry level Police Officer through December 31, 2022. Effective August 28, 2019, the Commission also provided for the waiver of the 60 Credit Hour/Associate's Degree requirement for recruits who have received an honorable discharge from one of the United States military services branches.

This waiver has allowed the City to widen the field of candidates, and we appreciate the Commissioners' forward thinking in making changes to the entry level requirements as appropriate.

Given the ongoing challenges with hiring quality Police Officers, Chief Haines has reviewed the existing criteria and discussed entry level requirements with his training Sergeant as well as the newly formed recruitment detail, and based upon current trends in hiring, we respectfully and unanimously request that the Commission amend the entry level Police Officer requirements to also provide a waiver of the 60 Credit Hour/Associate's Degree for any officer who has successfully completed three (3) years of service as a full-time sworn Police Officer at another municipality, or as a full-time Sheriff's Deputy working full-time on Road Patrol in a department with no fewer than ten (10) sworn full time officers within the last twelve (12) months. The waiver for honorable discharge from a branch of the United States Military would remain intact as well as all other entry level minimum requirements:

- Minimum age 18
- Valid driver's license
- Must not have six or more active points on driving record
- Able to successfully pass a post-offer departmental criminal, civil and background investigation to the satisfaction of the department
- Able to successfully pass a post-offer pre-employment physical and drug screen, and psychological examination
- An employee in this class, upon employment, will be required to enter into and successfully complete all necessary training, including in-service training with Madison Heights Police Department and other schools to which the employee may be assigned. All employees shall receive such further training as shall be deemed necessary by the Madison Heights Police Department or mandated by the State of Michigan or United States Government

Additional requirements that are desired (but not required for application) are:

- EMPCO registration and completed police officer written exam within one year of application date (may complete exam after application to City but must pass exam before hire)
- Police Academy graduation
- Compliance with all of the Employment Standards for Michigan Law Enforcement Officers established by MCOLES

Preference will be given to those candidates who have graduated from the Police Academy and who are compliant with MCOLES standards. Highest preference will be given to those candidates who possess all desired qualifications and who are current sworn officers with no previous disciplinary issues.

All candidates for Police Officer will still be required to interview with the Chief of the respective Department and/or an interview panel of the Chief's choosing before a conditional job offer is made.

The Police Chief and I respectfully request that the Commission amend the requirements for entry level Police Officer to allow waiver of the 60 Credit Hour/Associate's Degree requirement for officers with three years of full time experience as outlined above.

This will provide the Police Department with additional flexibility in recruiting the best candidates for Police Officer.

Thank you for your consideration. We look forward to meeting with you on August 26th.