

June 16, 2009

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 3:33 P.M. in Room 405 of City Hall.

PRESENT: Commissioners: Ernesto A. Baca, Chair
Paol X. Lor

ALSO PRESENT: David Heard, Community Relations Manager (FPC)
Kristen Kappelman, Research Analyst (FPC)
Maria Monteagudo, Director, Department of Employee Relations (DER)
Sally McAttee, Human Resources Manager (DER)
Marti Cargile, Human Resources Representative (DER)
Tim Keeley, Human Resources Representative (DER)
Michelle Stein, Human Resource Representative (DER)
Luis Gonzales, Sergeant, Milwaukee Police Department (MPD)
Pamela Roberts, Personnel Officer (MPD)
Mike Schmitz, Sergeant (MPD)
Kerry Flowers, President, League of Martin
Debra Weber, Deputy Chief, Milwaukee Fire Department (MFD)
Dan Holton, Battalion Chief, (MFD)

The Committee approved the minutes from the May 5, 2009 meeting.

Pamela Roberts stated that there were no updates from the MPD subcommittees. She introduced Sgt. Mike Schmitz from the Police Aide committee. Sgt. Schmitz stated he convened a sub-committee for the Police Aide program to look at ways to improve the program. The subcommittee has met twice so far. The main issues the subcommittee will address will be the curriculum and physical training. The current curriculum is very specific and centered around MATC classes, for a participant to take a class outside the curriculum it needs to be approved by the FPC and the process is tedious. The suggested changes would involve a more general curriculum that would apply to courses at other colleges. The current curriculum is focused on law enforcement courses, which will be re-taught once they enter the Academy. The Law Enforcement Standards Board has a philosophy that a police officers education should be well rounded and the subcommittee agrees with that. There will be perimeters for what courses police aides can take including science, math, English, and communications. The physical training part of the curriculum is changing because it was focused around MATC class schedules, but not all police aides attend MATC so they do not participate as often in the training. A more formalized program will be put in place where police aides are required to attend training twice a week so they are in good physical shape when they go into the Academy. In 2005 a presentation was made to The Board regarding suggested changes to the Police Aide program, and most of the changes have been put into place. Sgt. Schmitz has created a draft manual for the Police Aide program that he will review with David Heard and Michael Tobin. He hopes to complete the process by the end of the summer, and the Police Aide manual will go before the Board for approval.

Maria Monteagudo stated she has been looking at injuries across the city and recommends Sgt. Schmitz look at the physical training to prevent injuries. She stated in the past three years injuries among police aides have increased.

David Heard stated he would like the hiring process and minimum requirements to be included in the manual.

Ms. Roberts stated that Sgt. Gonzales will be leaving the recruiting section and Police Officers Roberto Hill and Katrina Harris will be replacing him. Also Sgt. Schmitz will be taking over the recruiting section.

Commissioner Lor asked how we capture potential police officers for the Police Aide program. Sgt. Gonzales explained that recruiting is about developing relationships with high school juniors and seniors as well as their guidance counselors. He stated that they visit high schools in the suburbs of Milwaukee as well. They prepare students on how to become police aides.

Commissioner Lor asked how we retain the police aides to become police officers. Sgt. Schmitz stated that he wants the Police Aide program to return to its original intent which is training people to become police officers, currently many police aides are treated as clerical staff. He also stated he remains in close contact with all police aides and there is a formal and rigid process for monitoring police aides.

Commissioner Baca asked about the curriculum and if police aides could take classes that do not necessarily connect with policing such as history, sociology or art. Sgt. Schmitz stated that the proposed curriculum is 24 credits with 2 classes in math, 2 classes in English, 2 classes in humanities, and 2 electives which would make them more well-rounded individuals.

Ms. Monteagudo stressed the need to know the timeline for the branding campaign. She informed the committee that there are over 3,000 applications for police officer waiting for testing since November 2007. Coordination for a test of this scale takes time and that a test cannot just be scheduled quickly. Mr. Heard stated the point of the branding campaign is to see if there would be more applicants after the campaign. Sgt. Gonzales stated that as a recruiter he is constantly asked when the test will take place and he is unable to answer that question. Commissioner Baca stated that the test should be held regardless of the branding campaign because the more people you have the more of a logistical nightmare it is.

Michelle Stein gave a status report on the Police Aide test. She stated there is a total of 52 candidates waiting for results of the oral interview, the writing sample, and the background investigation. The Police Department is looking for raters for the writing sample. The background should be done in a month, and then there is the appeals process in which the applicant has 10 days to file their appeal. Ms. Stein stated that more people will be trained to handle background appeals, so there is a wider pool of panelist for the appeals. The Police Aide class may not start August 10th as planned because the process is taking longer than originally planned. Commissioner Baca asked for a tentative start date for police aides. Ms. Stein stated that she is waiting for all the backgrounds. Ms. Roberts stated that they should be done by June 30th. Ms. Stein stated that after background appeals, the medical and psychological tests it will be the end of September when the Police Aide class starts. Sgt. Schmitz stated that the Police Aide subcommittee will be looking at an earlier start date because hiring police aides and starting school at the same time can be overwhelming. This would mean starting when they graduated high school in June to get them acclimated to the Police Department before they started college.

Ms. Stein stated that there are 94 candidates on the Police Officer eligible list. There are 15 candidates who are ready to go, they just need updated backgrounds. There are 51 backgrounds pending and 12 candidates awaiting an appeal hearing. Commissioner Baca asked when the new class would be starting. Ms. Monteagudo stated she did not know because of budgetary issues. Ms. Stein stated the new class would be 40 or less.

Sally McAttee presented an updated proposed timeline for firefighter. She stated that the Fire Department requested that the EMT training be done during background investigations from July 6th - September 11th. 253 of the 325 have turned in their Personal History Questionnaires and 325 have been invited to take the CPAT. The results of the CPAT should be in June 30th. Deputy Chief Weber stated that she already has the instructors set up for the 10 week EMT training. Battalion Chief Weber stated that the goal is to graduate the recruit class by the holidays so there is less overtime being used.

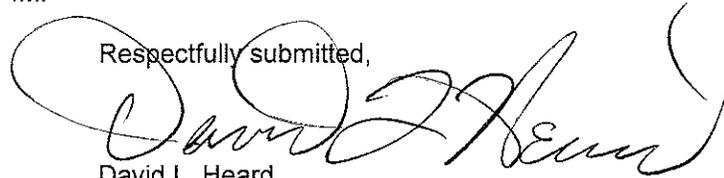
Ms. McAttee presented a draft of the background standards for Firefighter. The draft involves standards for EMT, driving record, convictions, misdemeanors, and the FPC rules. Ms. McAttee stated the review panel will be looking at the candidate's entire conviction record and make a determination on a case by case basis. Ms. Monteagudo stated that you cannot look at just the conviction; you have to look at the circumstances and the behavior of the person. Commissioner Baca asked when the final draft will be completed. Ms. McAttee stated it should be completed within a few weeks.

Ms. McAttee presented a confidential draft of the rating scales for Firefighter background investigations. The document has 5 tables based on dimensions of the job analysis including honesty, integrity, and reactions to stress and conflict. The tables are designed to look at information from different sources including work, military, school, social contacts, conviction record, financial record, driving record,

and substance abuse. The goal of the rating panel will be to decide if the candidate is in or out. The guidelines for the rating panel still need to be developed.

The meeting concluded at 4:51 P.M.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "David L. Heard". The signature is written in black ink and is positioned above the printed name and title.

David L. Heard
Community Relations Manager

DLH:mk