

January 26, 2010

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 3:35 P.M. in Room 405 of City Hall.

PRESENT:

Commissioners: Paoi X. Lor, Chair
Richard C. Cox

ALSO PRESENT:

David Heard, Community Relations Manager (FPC)
Maria Monteagudo, Director, Department of Employee Relations (DER)
Sally McAttee, Human Resources Manager (DER)
Michelle Stein, Human Resources Representative (DER)
Marti Cargile, Human Resources Representative (DER)
Tim Keeley, Human Resources Representative (DER)
Debra Weber, Acting Assistant Chief, Milwaukee Fire Department (MFD)
Scott Hall, Lieutenant (MFD)
Mike Schmitz, Sergeant, Milwaukee Police Department (MPD)
Katrina Harris, Police Officer (MPD)

Mr. Heard announced that the adoption of the minutes of the December 1, 2009 meeting was removed from the agenda.

Michelle Stein gave an update on the Police Aide testing process. The written exam was held on December 4, 2009 for the 675 applicants whose applications were accepted. Only 398 candidates appeared, with 240 passing the exam. The Physical Ability Test (PAT) practice and Personal History Questionnaire (PHQ) briefing were held December 5, 2009. The PAT was held the week of January 4th and 125 candidates passed. The run was held the week of January 18th and 94 candidates passed. By the deadline, 114 candidates turned in the PHQ. The oral examination and the writing sample exercise will take place in March.

In past years a lot of candidates are eliminated with the writing sample exercise. Commissioner Cox asked why so many applicants are eliminated during the process. Ms. Stein stated a lot of people just do not appear. Ms. Monteagudo believes it is more about the maturity level of the applicants, their commitment to the process, and as they go through the process and learn what the expectations are, they make a conscious decision not to continue. Ms. Stein stated a lot of the applicants did not come to the Police Aide Open House, did not visit the website, etc., and there is a lot of parent involvement. The numbers are similar to those of Police Officer applicants, but the Police Officer numbers are slightly higher simply due to the maturity level.

Commissioner Lor asked if the right students were being attracted to the program. Ms. Stein stated beginning recruitment at the 9th and 10th grade levels has been discussed in order to prepare students for the testing process when they are of age to apply for the program.

Sgt. Schmitz stated the Police Aide process expects 17-19 year olds to go through the same hiring process as Police Officer at a much younger age. The Police Aide program is supposed to be an apprenticeship program for Police Officer. Sgt. Schmitz is currently in the process of making improvements to the Police Aide program, especially the physical training aspect of it. He suggested having the Police Aides finish the testing process at the end of Police Aide career, when they are the same age as other Police Officer candidates. It would give them an opportunity to be developed and trained, so they have the skills they need to complete the testing process. Sally McAttee stated you do not want to get someone into the program who is not able to complete the testing process after two years in the program. Commissioner Cox suggested having thorough discussions with the applicants about the process, so you have more candidates invested in the process. Ms. Monteagudo suggested comparing the previous Police Aide applicants with the current Police Aide applicants and analyzing the data. Sgt. Schmitz stated he has found areas for improvement and would like to correct those. Officer Harris stated she feels some of the applicants are intimidated by the PHQ, and maybe they need more

encouragement. Ms. Stein stated lots of the applicants procrastinate on filling out the 35 page document. Mr. Heard suggested making the PHQ workshop and the PAT practice mandatory. Sgt. Schmitz suggested doing a survey of those applicants who did not appear. Ms. Stein suggested an email survey for faster results. Ms. Monteagudo suggested looking at the success of Police Officers who were Police Aides.

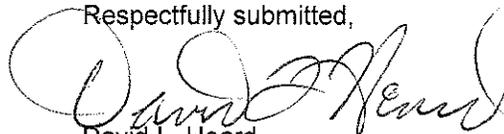
Ms. Monteagudo stated DER staff met with Chief Flynn the first week in January. The topic of discussion was the use of the polygraph examination as part of the Police Officer hiring process. Sgt. Chris Germann of the Los Angeles County Sheriff's Department was contacted again via phone regarding the use of polygraphs and discussed how California uses polygraphs as part of their hiring process. Chief Flynn was made aware of the provisions in Wisconsin state law that say candidates can refuse to participate, they must be given notice of the questions, they can stop the examination at anytime, and the results cannot be held against them. The Police Department did a survey of similar size jurisdictions with the results stating most use polygraphs during the hiring process. None of the jurisdictions surveyed were in Wisconsin. The Police Department will now conduct a survey of other jurisdictions in Wisconsin and their use of the polygraph examination. Questions that arose were: where in the process will the exam be taken? who will administer the exams?, who will pay?, and how long will it take? Ms. Monteagudo would also like the City Attorney's office to be involved in the dialogue and met with Attorney Miriam Horowitz and invited her to the next meeting with the Chief Flynn. Commissioner Cox asked under what circumstances is the exam a valid tool in the hiring process. The question will be addressed with the City Attorney's office. A follow up meeting has been scheduled with Chief Flynn for next week.

Tim Keeley stated the class size for the 2010 Firefighter recruit class has be yet to be determined, but currently the Fire Department has budget authority for a class of 35 recruits. The class will start sometime this summer. A current issue is the length of time the Candidate Physical Ability Test (CPAT) certificate is valid for. According to the International Association of Fire Fighters (IAFF) the validity of the CPAT certificate is determined by the hiring agency. During discussions with the IAFF and survey results from other jurisdictions one year was determined the unofficial standard for the validity of a CPAT certificate. Mr. Keeley recommends allowing CPAT certificates to be accepted if they were received within one year of the DER administration of the CPAT. This would apply to candidates who are currently on the Firefighter eligible list. This ensures candidates have the physical ability to perform the duties of a firefighter just before going into a recruit class. Mr. Keeley is currently surveying the candidates on the eligible list to determine who has valid CPAT certificates and Emergency Medical Technician (EMT) license. The EMT training will be conducted by the Fire Department. Acting Assistant Chief Weber stated the advantage of the CPAT is that it is administrated all over the country and candidates can the exam anywhere it is administered.

Ms. Monteagudo gave a brief background on the DER Annual Review. She stated it is a process that takes a long time to complete and what is presented today is only the first part of the report. She explained the process of the applicant flow and to date 85% of Police and Fire departments data is included in that flow. The hope is to track all applications and examinations through the applicant flow analysis. Sally Mc Attee explained the Firefighter applicant flow.

The next meeting was scheduled for February 16, 2010. The meeting concluded at 4:45 P.M.

Respectfully submitted,



David L. Heard

Community Relations Manager