

July 9, 2010

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 2:00 P.M. in Room 405 of City Hall.

PRESENT: Commissioners: Richard C. Cox
Kathryn A. Hein

ABSENT: Commissioners: Paoi X. Lor, Chair (Excused)

ALSO PRESENT: David Heard, Community Relations Manager (FPC)
Marti Cargile, Human Resources Representative (DER)
Michelle Stein, Human Resources Representative (DER)
Val Williams, Personnel Administrator, Milwaukee Police Department (MPD)
Pamela Roberts, Personnel Officer (MPD)
Valerie Sprewell, Personnel Analyst-Senior (MPD)
Katrina Harris, Police Officer (MPD)

Commissioner Hein moved approval of the minutes from the meeting of May 10, 2010, seconded by Commissioner Cox. The motion carried unanimously.

Michelle Stein gave status reports on the Police Officer, Police Aide, and Firefighter recruit classes. The Police Officer class begins July 12th and has 49 recruits, including 19 Police Aides. There was a recruit orientation held at the Training Academy on June 30th. The Police Aide recruit class begins July 26th and has 30 people, pending drug screenings. Sixteen names remain on the Police Aide eligible list. The Firefighter recruit class also begins July 26th and has 35 people. There will be an orientation on July 10th at the Training Academy for the Firefighter recruits and their families.

Ms. Stein gave an update on the Police Officer testing process. A total of 3,683 applications were received. Five hundred applications remain to be screened. To date 123 applications were rejected for not meeting minimum qualifications. The written exam will take place the last week of July and the first week in August at Serb Hall. Approximately 600 applicants will be tested per day. The Physical Ability Test (PAT) has not been scheduled yet, due to availability of the gym at the Academy because of the three recruit class taking place. This may affect the testing timeline.

Val Williams stated the Police Department submitted a request to the City Attorney for an opinion regarding the use of polygraphs during the testing process for Police Officer and Police Aide. Ms. Williams stated the polygraph would be done in conjunction with the background investigation so there would be no additional delay. She added that only the veteran Police Services Specialist Investigators will be returning to complete backgrounds. Training will also be conducted earlier than in previous recruitments to get backgrounds finished sooner. Ms. Stein stated Personal History Questionnaires will be given to the MPD Background Section prior to the oral and writing sample exercise components. Ms. Williams stated the wall component of the PAT should be looked at and possibly changed to a chain link fence. She also stated the Police Department made a video explaining the background investigation process. The video will be available on the Department website. Ms. Stein stated background investigation briefings began two years ago, where candidates could come and listen to a presentation about the background investigation process. She stated on the day of the PAT practice, the background investigation video will be playing and a background investigator will be present to answer questions. David Heard stated the League of Martin will be giving a written practice test on July 10th, 17th, and 24th. Ms. Stein stated the information on League of Martin practice sessions will be available in the scheduling letters to candidates, on the Department of Employee Relations website, and at their front desk.

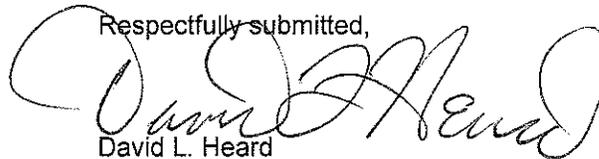
Ms. Stein stated the timeline for Seasonal Telecommunicator was looked at and areas were identified that could be improved to speed up the process. Pamela Roberts stated seven Seasonal Telecommunicators will begin July 12th. Commissioner Cox asked what the season was. Ms. Roberts stated the season begins June 1st and ends September 1st, and have four weeks of training. Ms. Williams

stated she will work with recruiters to start recruiting earlier in the year. Commissioner Cox suggested targeting college students. Ms. Roberts stated teachers and students are typically targeted for recruitment. Ms. Stein stated a possible problem is how to get the word out early enough. Commissioner Cox suggested adjusting the timeline for direct contact. Commissioner Hein asked about the number of applications received. Ms. Stein stated about 300 applications were received, but about half did not meet the minimum requirements, including typing 35 words per minute.

Marti Cargile spoke regarding summer recruiting efforts. She explained that June had been an intense period of recruiting due to the Police Officer recruitment and upcoming testing. Currently they are preparing for Police Aide recruitment. The plan is to target minorities and women. Commissioner Hein asked if the Police and Fire Departments ever recruit together. Ms. Cargile stated they do, but have not recently because there is no active recruitment for firefighters. Officer Harris spoke regarding recruitment for Police Aides and targeting middle and high school students. She will also speak at various community organizations, and will talk with the Police Department Explorer's program. Commissioner Cox suggested speaking at a United Neighborhood Centers of Milwaukee (UNCOM) executive meeting and doing a presentation regarding the Police Aide program. Officer Harris stated she will use current police aides for the recruitment efforts. Mr. Heard mentioned there are no Police Aide posters or brochures in high schools. Commissioner Hein asked if it was problematic for recruiting that testing is usually every two years. Officer Harris stated it is not usually a problem because people ask what they can do to prepare themselves for the testing process. Mr. Heard stated information about the testing process is available online. Ms. Cargile suggested telling people about other employment or education options, such as being a Police Department Office Assistant or a degree in Police Science. Officer Harris stated she suggests the Auxiliary program to applicants.

The meeting concluded at 2:57 P.M.

Respectfully submitted,



David L. Heard
Community Relations Manager

DLH:mk