

December 16, 2010

The Testing and Recruiting Committee of the Board of Fire and Police Commissioners was held on the above date, commencing at 10:30 A.M. in Room 405 of City Hall.

PRESENT: Commissioners: Kathryn A. Hein, Chair
Sarah W. Morgan

ALSO PRESENT: David Heard, Community Relations Manager (FPC)
Maria Monteagudo, Director, Department of Employee Relations (DER)
Sandy Scherer, Human Resources Representative (DER)
Marti Cargile, Human Resources Representative (DER)
Michelle Stein, Human Resources Representative (DER)
Tim Keeley, Human Resources Representative (DER)
Val Williams, Personnel Administrator, Milwaukee Police Department (MPD)
Joel Plant, Chief of Staff (MPD)
Valerie Sprewell, Personnel Analyst–Senior (MPD)
Katrina Harris, Police Officer (MPD)
Chris Snyder, Captain, Milwaukee Fire Department (MFD)
John Schwengel, Fire Lieutenant (MFD)
Scott Charles, Sergeant, Milwaukee Police Supervisors Organization
Mark Buetow, Vice-President of the Milwaukee Police Association

Commissioner Morgan moved approval of the minutes from the meetings of September 15 and October 19, 2010, seconded by Commissioner Hein. The motion carried unanimously.

Police Officer Katrina Harris reviewed the recruiting process for Police Aide. A mass mailing was completed of approximately 600 flyers and job announcement bulletins as well as information about the open house. Three information sessions were held at district stations. Presentations and visits were conducted at high schools to allow seniors to complete applications, watch the Physical Ability Test video, and ask questions. Career fairs and community events were also attended. Posters were distributed to high schools, community organizations, and churches. School resource and community liaison officers were given information as well to distribute to their contacts. A presentation was given to the United Neighborhood Centers of Milwaukee for their after school and weekend programs which generally have teenagers who can apply for Police Aide. The Chair asked Officer Harris if she recruited at Marquette University or UW-Milwaukee. Officer Harris responded that she sent flyers to Marquette and attends the Criminal Justice career fair when they occur. David Heard added that Officer Harris will be attending UW-Milwaukee's Diversity career fair in March. Mr. Heard asked if Officer Harris recruits high school juniors. She responded that she will be returning to the high schools to talk with the underclassmen about what they need to do to prepare themselves for future Police Aide recruitments.

Michelle Stein gave a status report on the current Police Aide testing process. A total of 806 applications were received. One hundred and seventy-nine were rejected, primarily for age. The written test is scheduled for January 13, 2011.

Ms. Stein gave a status report on the current Police Officer testing process. The top 300 candidates were invited to the physical ability test (PAT). A total of 229 candidates passed the PAT and were scheduled for the run. A total of 198 candidates passed the run and were scheduled for the writing sample exercise and oral interview. The writing samples and oral interviews are currently being scored.

Ms. Stein gave a status report on the current Police Dispatcher testing process. A total of 599 applications were received, but only 226 met the minimum requirements. Qualified applicants will be scheduled for the typing test. The Police Department wants to review the exam and a meeting will be set up for that. She added the number of applications is higher than normal due to the economy, but there are an increasing number of unqualified applicants applying.

Tim Keeley gave a status report on the 2011 Firefighter recruit class. The plan is a class of 50 recruits with the same timeframe as the 2010 recruit class. Background investigations are currently being conducted by the Police Department. They have completed 25% so far and expect to complete the remainder by February. At this time we are ahead of schedule as compared to last year. The rating panel to review the backgrounds will meet soon and it will be the same panel of one representative of the Department of Employee Relations, Fire and Police Commission, and the Fire Department. The Fire Department will begin EMT classes in March. The West Allis Fire Department will be conducting the Candidate Physical Ability Test (CPAT) again this year, with orientations beginning in March and the test given in May. Mr. Keeley added a new psychologist is needed to complete psychological test before the class starts. If one is not found that could delay the start of the recruit class. Maria Monteagudo thanked Mr. Keeley for all of his hard work and dedicated service to the Firefighter testing process.

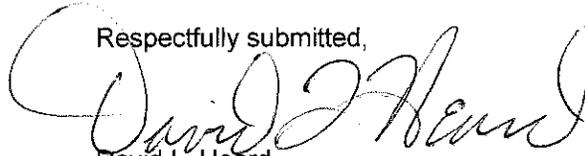
Mr. Heard reported that Sally McAttee is working on the RFP for a psychologist. The Chair asked how long it will take for the RFP process to be completed. Ms. Monteagudo responded that if there is competition available it normally takes three to four months. It all depends on the scope of the RFP and the limits. If the argument is made for an exception to bid, the process could take two months. The Chair asked when the process would begin. Ms. Monteagudo replied the earliest would be the beginning of the year. Commissioner Morgan asked if faculty at colleges and universities are contacted. Ms. Monteagudo responded that the former psychologist was able to drop everything and just work on psychological exams in the given time frame. She added that she can work with the Purchasing Office to get the information out to interested parties at colleges and universities.

Joel Plant stated the Chief requested in his letter dated December 10, 2010 that an exam for the newly created, combined rank of Police Lieutenant be conducted. The Chief recommends current Detectives be allowed to take this Police Lieutenant exam, but not subsequent Police Lieutenant exams. The Chief further recommends for the testing process that Sergeants and Detectives have the same time-in-grade or that Sergeants have less because of their supervisory experience. The Chief recommends that for future Police Lieutenant exams supervisory experience be required in order to take the exam. Sandy Scherer clarified that Police Officers were required to have five years time-in-grade to test for Sergeant or four years time-in-grade to test for Detective; Detectives and Sergeants were required to have three years time-in-grade to test for Lieutenant of Police or Lieutenant of Detectives. Commissioner Morgan asked what kind of supervisory experience would be required because Detectives have supervisory experience of scenes not people. Mr. Plant explained a Lieutenant is a supervisor of supervisors, which is why a Detective should have more time in rank to make up for the lack of direct supervisory experience that a Sergeant has. Commissioner Morgan clarified that the Chief requests for future Police Lieutenant exams Detectives must be Sergeants before they take the exam. The Chair asked how often the Detectives exam is given. Val Williams responded every two years. Commissioner Morgan asked what the impact would be if people without supervisory experience were allowed to take the Police Lieutenant exam. Mark Buetow stated it was a mistake to combine the ranks and it would not be a problem to take a Detective and have them supervise Detectives. There is still a place to put Detectives and they have the same level of competency. Mr. Plant stated the purpose of merging the ranks was to add flexibility and expertise throughout the Department. Mr. Buetow agreed with spreading expertise, but stated the proposal ends that because Detectives do not want to become Sergeants before becoming a Lieutenant. Scott Charles stated there is no dead-ending of the Detective rank. Police Lieutenant is a true first line supervisory role. The Milwaukee Police Supervisor's Organization is in agreement with the Chief's recommendations and is willing to work with the Department. Ms. Monteagudo stated this issue needs a thorough analysis of the job to make it justifiable and for a technical review to be conducted. Commissioner Morgan understands the concerns and will move forward carefully. The Chair asked how many people would be affected by this. Mr. Buetow responded there are currently 200 Detectives. Ms. Monteagudo asked what the timeline for the Chief's request is and how many vacancies there are. Mr. Plant responded the purpose of the letter was to start discussion, but ideally would like an exam as quickly as possible, but there are currently no Police Lieutenant vacancies, but anticipates some in the next few months. Mr. Buetow added there is currently an active Lieutenant of Detectives eligible list. Ms. Monteagudo added there is no test for the new Police Lieutenant rank. Val Williams stated when

the positions were combined there were many vacancies and promotions were made off of both Lieutenant of Detectives and Lieutenant of Police eligible lists, but the lists have not been used since.

The meeting concluded at 11:17 A.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David L. Heard". The signature is written in a cursive style with a large initial "D".

David L. Heard

Community Relations Manager

DLH:mk