

**RICHFIELD CIVIL SERVICE COMMISSION**

**MEETING #244**

**MARCH 1, 2016**

**MEMBERS PRESENT:**

David Buzicky	President/Commissioner
Francie Fletcher	Vice President/Commissioner
Steven Hurvitz	Secretary/Commissioner

**OTHERS PRESENT:**

Jay Henthorne	Director of Public Safety/ Police Chief
Mike Koob	Deputy Director of Public Safety/Deputy Police Chief
Drew Gifford	Police Officer
Steve Devich	City Manager
Pam Dmytrenko	Assistant City Manager/HR Manager
Jesse Swenson	Assistant Human Resources Manager
Theresa Schyma	Deputy City Clerk

**I. CALL TO ORDER**

The meeting was called to order by President Buzicky at 8:00 a.m.

**II. APPROVAL OF MINUTES OF THE REGULAR CIVIL SERVICE COMMISSION MEETING OF FEBRUARY 1, 2016**

M/Hurvitz, S/Fletcher to approve the minutes.

Motion carried 3-0.

**III. APPROVAL OF REVISIONS TO THE CIVIL SERVICE COMMISSION POLICE RULES AND REGULATIONS**

Commissioner Buzicky questioned which part of the process is slowing down the hiring of Entry Level Police Officers.

Police Chief Henthorne responded that backgrounding candidates takes one to two weeks and then it takes approximately one week to certify the eligible list. For this reason, it would be more efficient to move the backgrounding of candidates prior to certifying the eligible list so that the department doesn't lose candidates based on timing and the competitive nature of hiring Entry Level Police Officers.

Commissioner Buzicky questioned which part of the Police Cadet process needs to be expedited.

Police Chief Henthorne responded that the initial hiring process of Police Cadets is what needs to be modified. The proposed change is to remove the initial hiring of Police Cadets out of the Civil Service Commission and into Human Resources. There are different job specifications and requirements for Police Cadets including being bilingual. If a Police Cadet were to go through the promotional testing process only an interview would be required since they already completed the required medical, psychological and physical agility tests during the Police Cadet testing process. Any promotion from Police Cadet to Entry Level Police Officer would go to the Civil Service Commission for certification.

Commissioner Buzicky questioned why the Civil Service Commission does not have a say in the hiring of Police Cadets. He believes they should run through the same tests and have their scores added to the active eligible register of Entry Level Police Officer candidates.

Police Chief Henthorne responded that Police Cadets have different requirements than officers so the numerical values are not always comparable. For example, Police Cadets need to be bilingual but Entry Level Police Officers do not. Also, Police Cadet interviews are not scored the same as Entry Level Police Officers simply due to the disparity of applications received. Entry level Police Officer testing processes can bring in over 150 applications so an additional small panel interview is required to pare down the list of applicants.

Assistant City Manager Dmytrenko added that there isn't always an active eligible register for Entry Level Police Officers since the City only run processes when there is a current job opening. She stated that the City would have to spend a lot of time and money to run tests and processes simply to keep a list active when there are not any openings.

Commissioner Fletcher agreed that it would not be logical to add Police Cadets to the eligible register for Entry Level Police Officers.

City Attorney Tietjen stated that Police Cadets wouldn't be run through the Civil Service Commission but that any promotion to an Entry Level Police Officer would need to be certified by the Commission. The Commission is not being removed from the process for hiring and promoting Police Officers.

City Manager Devich stated that everybody needs to see the big picture and not get stuck in the weeds with what is being proposed for these processes. The process to hire Police Cadets is different than hiring Police Officers due to the fact that Police Cadets are funded through Hennepin County and have different requirements. This is not a process to have Police Cadets competing with Entry Level Police Officers.

Police Chief Henthorne stated that there have only been two Police Cadets in Richfield in the last five years.

Commissioner Buzicky stated that he is trying to find a way to make this change happen within the current rules which are antiquated.

City Manager Devich agreed that the statutes are antiquated. The City of Richfield is building a community for tomorrow but using the tools for today.

City Attorney Tietjen added that the intent of the proposed change is not to bypass the Civil Service Commission.

Commissioner Fletcher stated she is comfortable with the proposed change since she is familiar with the process and think it works well.

Commissioner Buzicky questioned the Community Service Officer (CSO) examination process and why there isn't a promotional test for a CSO to be promoted to a Police Officer.

Assistant Human Resources Manager Swenson responded that a CSO would apply like the general public for an Entry Level Police Officer position since the qualifications are not the same. CSO positions are not funded by the JCPP and are not required to be bilingual. A Police Cadet can go through the promotional process to become a Police Officer while a CSO cannot.

City Attorney Tietjen questioned whether or not the reference to a CSO should be removed from Section I, Definition of Terms, "Promotion."

Police Chief Henthorne responded that the language was originally in the rules from some time ago when a CSO could be promoted to a job in the police dispatch center.

M/Hurvitz, S/Fletcher to remove the reference to “Community Service Officers” from Section I, Definition of Terms, “Promotion.”

Motion carried 3-0.

City Attorney Tietjen suggested another change to remove “Police Cadet” from the list of classified positions under the General Provisions of the Public Safety/Police Division since the initial hiring of a Police Cadet is not covered on the classified list.

M/Hurvitz, S/Fletcher to remove “Police Cadet” from the list of classified positions under the General Provisions of the Public Safety/Police Division.

Motion carried 3-0.

M/Hurvitz, S/Fletcher to approve the revisions to the Civil Service Commission Police Rules and Regulations as amended.

Motion carried 3-0.

#### **IV. OTHER BUSINESS**

City Manager Devich informed the Commission that, due to the current competitive environment for hiring Police Officers, future meetings might be scheduled with more urgency.

Commissioner Hurvitz responded that if the commissioners are aware of an urgent need for a meeting they will make themselves available to ensure a quorum on short notice.

City Manager Devich responded that there are legal requirements for posting meetings but that when hiring processes and certification of eligibility rosters are on the agenda the meeting will need to take place as soon as possible.

#### **V. ADJOURNMENT**

The Civil Service Commission Meeting was adjourned by unanimous consent at 8:30 a.m.

Submitted by:  
Theresa Schyma  
Deputy City Clerk

**Date of Approval: March 29, 2016**

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**David Buzicky, President**

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**Francie Fletcher, Vice President**

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**Steven Hurvitz, Secretary**