

**RICHFIELD CIVIL SERVICE COMMISSION**

**MEETING #245**

**MARCH 29, 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
Mark Shelley	Police Lieutenant
Bob Brotzel	Police Officer
Pam Dmytrenko	Assistant City Manager/HR Manager
Jesse Swenson	Assistant Human Resources Manager
Tom Fitzhenry	City Council Member
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 MARCH 1, 2016**

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

Motion carried 3-0.

**III. CANCELLATION OF EXISTING ENTRY LEVEL POLICE OFFICER ELIGIBLE REGISTER**

Commissioner Buzicky questioned if there were any individuals still on the list.

Police Chief Henthorne responded that the list had been exhausted since some candidates did not make it past the Police Chief's interview and/or backgrounding questions. He stated that two officers were hired off of the last eligible register.

M/Hurvitz, S/Fletcher to approve the cancellation of the Existing Entry Level Police Officer Eligible Register.

Motion carried 3-0.

**IV. APPROVAL OF ENTRY LEVEL POLICE OFFICER TESTING PROCESS**

Police Chief Henthorne stated that there are two vacancies in the department and reviewed the testing process (see attached). He added that there was one change in the testing process in the small panel interview. The proposed testing process includes two, 2-officer interview panels that include three to five interview questions conducted by one panel, followed by scenario questions conducted by the second panel.

Commissioner Hurvitz asked about the questions from previous small panel interviews.

Assistant HR Manager Swenson responded that the questions have varied but were mainly about background and experience, what the candidate knows about Richfield, and what the candidate can bring to the department that no one else can. It was a way to get to know the candidates but adding the scenario questions gets more information as to their integrity, ethics, and decision-making skills as a police officer. Furthermore, several candidates have gone through multiple testing processes in Richfield so the questions need to be changed.

Commissioner Hurvitz stated he has reservations about asking the scenario questions in the small panel interview instead of the large panel interview.

Police Lieutenant Shelley indicated that he has been on the small panel interview for previous testing processes and stated that you only hear about their background. Adding scenario questions will help the panel get a sense of their judgement, reasoning, and problem-solving abilities.

Deputy Police Chief Koob stated that some of these scenario questions are also asked in the large panel interview. He continued that there is no right or wrong answer to the question but more to see the candidates thinking on their feet so that they don't get all the way to the Police Chief's interview and have a hard time answering scenario questions because they have only been answering basic background questions throughout the entire process. These questions are designed for entry level officers.

Commissioner Buzicky stated he was comfortable with the change since the small panel interview is pass/fail.

M/Hurvitz, S/Fletcher to approve the Entry Level Police Officer Testing Process.

Police Chief Henthorne stated that the days of having 10-12 eligible candidates waiting on a list is not realistic. Due to the competitive hiring for police officers in the metro area, quality candidates are not sitting on lists anymore. It is not a good practice to have candidates clogging up the list that didn't pass the Police Chief's interview. For future vacancies, he believes it is better to cancel the eligible register and conduct a new process.

Motion carried 3-0.

## **V. OTHER BUSINESS**

Commissioner Hurvitz stated he is interested in observing the small panel interviews with the new scenario questions and questioned the rule that if he would like to observe a small panel interview that he must observe them all.

Police Chief Henthorne stated that the small panel interviews are scheduled over three days.

Assistant HR Manager Swenson responded that it is to ensure consistency so that all candidates are questioned in the same manner including who is in the room during the interview.

Commissioner Hurvitz stated he wanted to know the interview dates when they are available.

## **VI. ADJOURNMENT**

The Civil Service Commission Meeting was adjourned by unanimous consent at 8:18 a.m.

Submitted by:  
Theresa Schyma  
Deputy City Clerk

**Date of Approval: TBD**

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**David Buzicky, President**

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**Francie Fletcher, Vice President**

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**Steven Hurvitz, Secretary**

# **Police Officer Testing Process**

## **Spring 2016**

### **Phase 1: Application Process.**

- Open from March 30<sup>th</sup> through April 10<sup>th</sup>, 2016
- Job Opening posted on:
  - MN POST website
  - Minnesota League of Cities
  - Richfield Police Facebook Page
  - Post on Richfield Website
  - Law Enforcement Schools
  - Law Enforcement associations

### **Phase 2: Application Screening.**

- Monday, April 11<sup>th</sup> 2016 through Friday, April 15<sup>th</sup>, 2016.

### **Phase 3: Oral Interview-Small Panel.**

- Small panel interviews Tuesday, April 26<sup>th</sup> through Thursday, April 28<sup>th</sup>, 2016.
- Candidates notified of interview date and time.
- Two, 2 officer interview panels (1 sergeant and 1 detective or officer).
- 3-5 interview questions conducted by one panel, followed by scenario questions conducted by the second panel.
- Pass/Fail

### **Phase 4: Oral Interview-Large Panel.**

- Monday, May 2<sup>nd</sup> through Friday, May 6<sup>th</sup>, 2016.
- Candidates notified of interview date and time.
- 4 officer interview panel (lieutenant, sergeant, detective, officer).
- 5 questions –adjusted on a 100 point scale – 70 points to pass

### **Phase 5: Certification of Eligibility Roster.**

- Tuesday, May 10<sup>th</sup>, 2016.
- The eligibility roster will be submitted to the Civil Service Commission for certification.

### **Phase 5: Chiefs Interview.**

- Wednesday May 25<sup>th</sup> and May 26<sup>th</sup>, 2016
- Interview top candidates from Certified Eligibility Roster

All dates are tentative and subject to change