

Personnel Commission Meeting  
December 28, 2020

The meeting was called to Order at 5:00pm

Present: Kyle Mitchell, Lauren Cooper

The committee agreed to excuse the absence of Jennifer Hemminger

Staff: Chief Jamey Mills, Police Department and Jackie Bain, Administrative Assistant

Mr. Mitchell made a motion to approve the August 26, 2020 minutes; seconded by Ms. Cooper. All ayes and the motion carried.

**DISCUSS EXAM AND HIRING PROCESS FOR FULL-TIME POLICE OFFICER DUE TO UPCOMING VACANCY**

Chief Mills distributed a copy of the written exam list by National Testing Network. Fifty people took the test. Forty-six candidates took both required portions of the test. This is double of what we typically have and are very happy with this. The department will take the top 25 candidates from the weighted score list and start to conduct interviews. They will have a 50 % written and a 50 % oral review board. At some time in the future Chief Mills may come back to the board and ask for permission to just use the entrance exam as the ticket in the door and then start over from scratch. Chief Mills felt that it was too late in the game to try and change this at this time and will stick with the way we have processed. Years ago, it was 60/40 and he asked the personnel commission to go 50/50. This will be evaluated with this process. The next step will be oral interviews and more than likely there will be background investigations done on the top five candidates. After that there will be a fitness test to make sure they can pass the entrance exam, which is a fitness standard the same as the Police Academy's. An Administrative Interview Process which includes Chief Mills, City Manager Michael Doss and possibly the Law Director, Mike Minniear will also be conducted. A Conditional Offer will be made to one of them and that conditional offer is based upon them passing a medical and phycological examination. Chief Mills hopes to have this done within the next couple of months because then there will be approximately four months of field training. Hiring an Officer from start to finish is every bit of a six to nine-month process.

***Mr. Mitchell Made A Motion to Approve and Certify the Eligibility List from National Testing Network for One Year; Seconded by Ms. Cooper. All Ayes and The Motion Carried.***

**DISCUSS EXAM AND HIRING PROCESS FOR POLICE SERGEANT AND POLICE CLERK VACANCIES DUE TO PRESENT AND UPCOMING RETIREMENT**

For the anticipated Police Clerk vacancy, there are no resignations or retirement announcements at this time but there may be one within the next few months. The position will be posted internally first. And if not filled internally with a candidate, then we will have to use some form of entrance exam to fill the position. Chief Mills would use another validated testing company. The same would go for the Sergeants Promotion Process. In the past the department used a company that would customize a test based upon specific reference materials that they are given to write the exam, which will serve as the written exam portion for the promotion process. Then they will have the oral interview process.

There being no further business, Mr. Mitchell made a motion to adjourn the meeting at 5:10 p.m.; seconded by Ms. Cooper. All ayes and the motion carried.

Respectfully submitted,

Jackie Bain  
Administrative Assistant

Approved by Kyle Mitchell, Lauren Cooper and Chief Jamey Mills via email on Dec. 29, 2020.