

<p style="text-align: center;">MINUTES FOR AURORA CIVIL SERVICE COMMISSION QUARTERLY MEETING WITH AURORA POLICE DEPARTMENT</p>

Tuesday, March 10, 2009 – 11:00 A.M.

Commissioners Present: Dave Williams, Chair
Jeannine Zimmerman, Vice Chair
Richard Brown, Commissioner
Bernard Celestin, Commissioner
Jan Raskin, Commissioner

Staff Present: Terry Kulbe, Administrator
Matt Cain, Senior Test Development Analyst
Emily Jackson, Senior Test Development Analyst
Heather Dearman, Civil Service Assistant

Others Present: Chief Daniel Oates
Division Chief Roger Cloyd
Captain Kevin Flynn
Lieutenant Paul O'Keefe
Lieutenant Charles Deshazer
Sergeant Paul Poole
Agent Don James
Officer Merle Moriarty
Officer Mark Finnin
Officer Jake Thull
Tom Nicholas, Deputy City Manager
Stacie Evans, Assistant City Attorney

1. Chair Williams called the quarterly meeting between the Aurora Police Department and the Civil Service Commission commenced at 11:00 A.M. in the Fitzsimmons room.
2. **Manpower for 2008-2009**
 - Update on Academy dates and numbers
Entry Level July 09-Kulbe stated that there are 5 candidates from previous lists that have been given conditional job offers for the July 20, 2009 academy. He stated that there is also one folder of an acceptable candidate waiting for final approval from the Commission. He said that would make 6 and it includes 2 laterals. Cloyd stated that because of the budget and economy this July academy has been a moving target. He stated that the number has gone to 10 for the academy. Cloyd said that Bill Curtis should have new numbers from the City on the 15th of March for projections and that the number for July 09 could possibly

go lower. Cloyd suggested holding off on giving anymore job offers until a firm number comes up in the next couple of weeks.

Entry Level Jan 10-Cloyd stated that they are projecting an academy of 8 for the January 2010 Academy and that it would be blended with laterals.

Future Lateral Academy-Cloyd stated there would be no lateral academy this year. Cloyd could not anticipate when there would be another lateral academy next year but most likely it would be a blend of entry and lateral.

- Status of Prospective Employment List(s)-Kulbe stated that there are still files in background from 2 previous lists and according to sources, 3 or 4 of them are viable candidates. With the numbers going down for the January academy, the newly established list will not likely have more than 2 candidates for the July 2009 academy; the remainder would likely be eligible for the January 2010 academy. Oates stated that he prefers that no more offers be made off of the old list (past the 5 already given) and that any new offers to fill the July academy come from the newly established list. Evans said that the old list would need to be declared expired by the Commission. Flynn asked that if the candidates whose files they still have outstanding in background from the old list, are higher ranked than the candidates already offered, would still be considered. Evans said that yes by charter it must be by rank order.

3. Promotion Dates & Requirements

Agent-Kulbe stated that the written test is scheduled for April 1st and the assessment center is currently scheduled to take place on April 23rd and 24th. Oates was not sure how many agents they may be promoting. He stated that there is a possibility of an organizational change that may trigger a promotion as a result of decision they are making in the next week. He also suggested that promotions will be less than normal this year.

Sergeant-Kulbe stated that we have a current list that we just tested on the 25th of September.

Lieutenant- Kulbe stated that we have a current list that we just tested on the 16th of September which is good through the summer, so we will start testing around August. Oates stated that there is only one person on the list and he anticipates a promotion, and that there should probably be a test as soon as one can be reasonably pulled together. Cain stated he is in the process of establishing a reading list and getting subject matter experts.

Captain-Kulbe stated that the Captain Assessment center is scheduled for May 13th through 15th. Cloyd stated that there is a major departmental exercise starting on the 15th, so it would be better to reschedule it. Cain said he would get in touch with the consultants to see if the assessors have been established and schedules could be changed. There was a discussion that it be moved to, or before, the 13th.

4. Other Issues

- a. Chief

- Recruiting-Oates stated that in terms of fresh recruiting, whatever the (recruiters) are doing in 2009 will be for the July 2010 academy at the earliest. He said he did not think that encourages us hiring the best people when they are available. He said that to do recruitment, do testing and then tell people they cannot get hired for 18 months is not a very strategic way for our two entities to work. He said that in an ideal world, we would have a seamless, endless process where quality candidates walk through the door and they are tested and they are ranked and find their way onto a list and we always hire from the top of the list. He noted that it may require a charter change, not to say that we couldn't come together and pursue a charter change. He said that in the absence of that, we should test lists for a short duration. Test a class and hire off of that list and the people who are interested may have to apply again. Nicholas suggested if the process was having short lived list, the Commission could raise the standards for cutting off of the lists at something like 85%. Raskin agreed. Oates stated that they would also like a shot at a new list as soon as reasonably possible as recruiting has found ways to impact the performance of protected class candidates. Williams reminded Oates that it is a double edged sword because if the score cutoff is higher, it may affect the number of protected class candidates remaining on the list. Williams stated that the Commission would look into raising the cutoff score and also the duration of lists.
- Oates questioned the change in the rules on when he or someone who represents him brings up an issue in the regular Commission meetings. Williams stated that any urgent issue can be brought up, but as far as things getting on the agenda, the process is clarified that it has to be brought up to Kulbe if it is going to be on there. Oates asked if it would be appropriate if they bring up the item at the meeting to be put on the agenda for the next meeting. Williams stated that it is so that if there is backup information, it would be given to the Commission ahead of time to review a week in advance.
- Oates stated that the department was given the opportunity to submit suggestions for the 2009 Rule Book and they were told that they would be able to review and react to the Rule Books changes due to those suggestions, before it was published. He stated that the Commission approved the Rule Book without letting them react and they have found 4 substantive policy changes that affect his department in the new Rules. He stated that things were changed and or added and adopted to the Rule Book (that were not in the October version nor were they part of their suggestions) without giving them notice. Kulbe stated that there are actually some other things recently changed and that is why it hasn't been sent for printing. Williams stated they will send the revision to the Chiefs

and the Unions for a final review. Any responses need to be in by Tuesday the 24th.

- Oates stated that he would like the process of when conditional offers are made be more strategic. He stated that his view is that it is his budget and he is the hiring authority, and though the Commission validates who gets hired; the job offers are his offers. He took responsibility for the fact he hasn't coordinated as well as he could have. He stated he is troubled that the July academy is going to be filled with the stale list and had he been more proactive, it could have probably been avoided.
- Oates had concerns about the Sergeants assessment. He stated he viewed one performance and he would like to have a discussion about this.

b. Association-James was also concerned that the rule book was adopted at the Regular Commission meeting with no further discussion. He was satisfied with the solution that they could see it one more time. James stated that the perception that came out of one of the recent meetings was that the Commission would not allow for participants to bring things to the table. He said that they believe that the goal of these meetings and the intent of having all of the stakeholders present are to have input from a wide variety of people, and to try and make the best decision for everyone involved. He said that it is important for the Commission to recognize that there is going to be a difference of opinion, but they also recognize and respect that the Commission has the authority at the end of the day. He said they were concerned that the Rules modified this, but apparently it was not the case. Williams stated that there will be a time for stakeholders to say what is on their mind, but it will not be a discussion, and if it requires a response or any information to get back to you, staff will do that at the end of the week.

c. Commission-

Raskin suggested the Commission take a new look at the testing procedures. She stated she would like to revisit some things like the tests used and the people providing the tests. She said it would be great to have input from the departments. She said it would be advantageous to the Commission to take the time to do so.

Celestin gave kudos to Sergeant Poole and his recruiting team on their efforts because he noticed a difference in the candidates as a result of their prep classes.

5. Quarterly meeting adjourned at 1:30 p.m.

ATTEST: _____
Dave Williams, Chair

Heather Dearman, Civil Service Assistant