

## **Human Resource Committee Minutes**

### **January 18, 2012**

The **Human Resource Committee** met Wednesday, January 18, 2012, at 12:00 p.m. in the Conference Room at City Hall. Present were Committee members Dwayne Andrews, Bill Melnik, John Uden and John Hollowell. Also present were Mayor Chris Grenz, Police Chief Doug Colombik and Recorder HR/Payroll Officer Billie Burkhalter.

Committee member Uden called the Human Resource Committee meeting to order.

#### **Election of Human Resource Committee Chairperson**

*\*\* Committee Member Melnik moved to appoint John Uden as Chairperson of the Human Resource Committee, seconded by Committee Member Hollowell, and on roll call vote motion carried with Committee member Uden abstaining.*

#### **Review new Miles City Police Dept. Hiring Practices and procedures**

Chief Colombik explained to the Committee that there has been a lack of hiring guidelines and structure for the Miles City Police Department. He explained that hiring police officers is different than any other department in the City, as they are open to so much more liability such as use of force, civil rights issues etc. Chief Colombik would recommend the following set of guidelines:

- MPAT Consortium Testing
- Screening of police candidates by Chief and senior staff
- Interview panel with Chief and senior staff
- psychological exam including interview with therapist (required by POST)
- Interview panel with Mayor and two council members
- Final interview, review and approval by Police Commission
- Physical exam including drug test
- Criminal history, work history and background check

Chief Colombik explained that in the past Administration his department was not given the opportunity for input in the hiring process, which didn't allow him any involvement in picking the applicants for interviews. He stressed to the Committee that it is essential to have the Chief and senior staff be involved in this process, as their experience and police background give them invaluable knowledge.

Mayor Grenz questioned Chief Colombik concerning having a contract in place for new police officers in which they would be required to continue their employment for a certain length of time. Chief Colombik explained the department did use a contract in the past but hasn't for quite a while. He stated a big issue is the City is sending Officers to the Police Academy, paying their tuition, salary and travel reimbursement, and then Officers are leaving their employment and the City is out all the expenses. Chief Colombik would recommend a policy to have new Officers sign a contract that states

they stay a certain amount of time with the department or pay back the City all costs associated with sending them to the academy to include tuition, salary and travel. Chief Colombik offered to get information from other departments in the State that use contracts. Committee member Hollowell questioned if the contracts would be enforceable by the City.

Chairperson Uden stressed that involvement by the Chief and senior staff should be mandatory in hiring officers. He further stated that the Chief of Police should make all recommendations to the Mayor and the Mayor then would make recommendations to the Council. Therefore the "interview panel with Mayor and two council members" would not be needed in the process. Chief Colombik also added that the "criminal history, work history and background check" should be placed higher on the structure, as this should be done immediately. The Committee was in agreement.

*\*\* Committee Member Hollowell made a motion to approve the guidelines for hiring police officers.*

Committee member Hollowell withdrew his motion for clarification.

HR/Payroll Officer Burkhalter recommended the Committee seek legal Counsel opinion on drawing up a contract for officers.

*\*\* Committee Member Hollowell made a motion to approve the following guidelines for hiring police officers:*

- 1. MPAT Consortium Testing,*
- 2. Screening of police candidates by Chief and senior staff*
- 3. Criminal history, work history and background check*
- 4. Interview panel with Chief and senior staff*
- 5. Psychological exam including interview with therapist (required by POST)*
- 6. Final interview, review and approval by Police Commission*
- 7. Physical exam including drug test*

*Failure of any step removes applicant from consideration, seconded by Committee member Andrews.*

Mayor Grenz questioned why Committee member Hollowell did not include contract terms for employment in his motion. Committee member Hollowell responded that the contract should be drawn up first by Attorney Huss for their approval. Chairperson Uden and Committee member Andrews agreed that this was two different issues.

*\*\* Upon original motion, on roll call vote, motion passed unanimously, 4-0.*

*\*\* Committee Member Hollowell made a motion to have City Attorney Huss create a contract for Police Officers requiring all expenses incurred associated with attending the Law Enforcement Academy to be reimbursed if they do not continue employment with the Miles City Police Department, seconded by Committee member Andrews.*

Chairperson Uden questioned if there should be a length of time period to be employed by the police department.

*\*\* Committee Member Hollowell amended the motion to add continued employment with the Miles City Police Department for three years, seconded by Committee member Melnik, and on roll call vote, the amendment carried unanimously 4-0.*

*\*\* Upon original amended motion, on roll call vote, motion passed unanimously, 4-0.*

### **Review new Miles City Police Dept. promotional list and recommendations**

Chairperson Uden explained the Police Chief has not been allowed to make recommendations for promotions for two vacant Captains positions since November 2009. Likewise, the Chief has not been allowed to make recommendations to the Council for promotion of a Detective Lieutenant position since April 2010. Since November 2009 the Miles City Police Department has been staffed by one administrative officer who is the Chief. This has put a tremendous strain on the Chief as well as the rest of the department.

Chief Colombik explained that Miles City has the largest Police Department of all the Class II Cities and they are the only department without a full time Detective as well as other administrators. He stated this situation is completely unacceptable and it is time to get back to serving the public. Chief Colombik's recommendation to the Committee is to promote Sergeant Reddick and Sergeant Prell both to Captains, and Agent Dan Baker to Detective Lieutenant.

*\*\* Committee Member Hollowell moved to recommend to City Council to accept Police Chief Colombik's and Mayor Grenz's recommendation to promote Sergeant Reddick and Sergeant Prell to Captains and Agent Dan Baker to Detective Lieutenant and to forward the hire of two patrol officers to the Finance Committee, seconded by Committee member Andrews, and on roll call vote, the motion carried unanimously 4-0.*

### **Review Job Description for Administrative Assistant for Deputy City Attorney's Office**

Committee member Andrews questioned who wrote the job description for the Administrative Assistant. HR/Payroll Officer Burkhalter explained she received information from Deputy City Attorney Noble, placed it into a standard job description and received approval from City Attorney Huss and Deputy Noble before seeking approval from the Committee.

*\*\* Committee Member Andrews made a motion to approve the position description of the Administrative Assistant for the Deputy City Attorney's office, seconded by Committee Member Melnik and on roll call vote motion passed unanimously 4-0.*

**Request of Citizens**

-None

**Adjournment**

*\*\* Committee member Hollowell moved to adjourn the meeting, seconded by Committee member Andrews and motion passed unanimously.*

Meeting was adjourned at 1:00 p.m.

Respectfully submitted,

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HR/Payroll Officer Billie Burkhalter, Recorder

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Chairperson John Uden