



**MINUTES
POLICE EXAMINATION REVIEW COMMITTEE***

DECEMBER 16, 2008 AT 9:00 A.M.

CIVIL SERVICE COMMISSION

ATTENDEES

Neal Berlin, CSC Commissioner
Anna Flores, CSC Commissioner
Cecilia Mascarenas, CSC Commissioner
Earl E. Peterson, CSC Executive Director
Antoinette Torres-Janke, CSC Human Resource Supervisor
Brian Kellogg, CSC Analyst
Jeff Wilson, CSC Analyst
Chanda Turnbull, CSC Analyst
Linda Davison, Esq., Office of the City Attorney
Don Ronyak, Recruitment
Lt. Ron Saunier, Office of the Chief of Police

ISSUE #1: APPROVAL OF MINUTES

The meeting was called to order. A motion was made by Commissioner Neal Berlin and seconded by Commissioner Anna Flores to approve the minutes of September 23, 2008. The motion carried.

ISSUE #2: PROMOTIONAL AND ENTRY-LEVEL UPDATES

• **ENTRY-LEVEL**

Brian Kellogg with CSC noted that there have been no resignations from the October Police Academy and he was told by Academy staff that the October recruits appear to be a good group of applicants. In regards to Police testing for 2009, 906 applicants were registered for January/February. Additionally, two days in March have been designated for Lateral Police testing. Following are the race demographics for applicants registered to test during this period:

21% Hispanic
3 % Asian
2% Native American
8.6% African American

The African American percentage is below the Hogue goal of 10.1% however, Brian noted that at least 50 test slots were still available.

CSC sent a mass e-mail to all registered Police applicants encouraging them to study for the written test using the online study guide and sample test.

- **PROMOTIONAL**

Registration for Police Captain opened December 1, 2008 and will close January 2, 2008. The Commission is seeking Requests for Proposals for the 2009 Police Sergeant Promotional examination.

- **RECRUITMENT UPDATES**

Don Ronyak presented data from Sheri Duran, DPD Recruiter who was asked to contact the Police applicants who failed to show for the last physical ability test. A number of reasons were provided from the applicants:

- Called ahead of time to cancel, vacation plans for cruise was told he couldn't reschedule
- Just married, forgot to update address - received letter too late
- Away in Germany (National Guard)
- Didn't show up because they didn't feel like they would pass fitness test
- One person said they never received anything in the mail
- Change of address with postal service received invite letter too late
- National Guard - got called away to hurricane relief in Texas
- Took another law enforcement job, forgot to cancel Denver appt.
- Injured self, called in too late unable to reschedule fitness test
- Worked graveyard shift night before, could not make test in time, got off work late

Recruitment requested the Commission consider some type of appeal process for applicants who are eliminated in the preliminary review or background review phases of testing. Commissioner Mascarenas stated she would need to solicit the Manager of Safety's opinion since an appeals process would affect both departments, depending at which phase the applicant was rejected. It was noted that the Manager of Safety does often meet with applicants that he has passed over. Commissioner Mascarenas suggested the applicant failed background letter be more informative or detailed as to the reasons for rejection.

Commissioner Berlin asked recruitment what other worthwhile things could be done to increase minority recruitment. Don noted the frustration about not knowing how many positions would be filled due to budget issues. Commissioner Berlin noted that perhaps a brainstorming session would be in order. Don noted that negative press such as the recent article in the Body of Christ newsletter was a "demotivator" to African American applicants. Antoinette suggested a round-table of interested parties be planned to discuss recruitment strategies for next year. Don suggested that since it appears that academies will be limited for 2009, this would be a good time to work with the Commission to improve processes such as applicant tracking.

Commissioner Mascarenas commended the Recruitment department on the recent Career Fair they sponsored

Commissioner Mascarenas asked the Commission staff to consider rotating the Commission meetings to various Police/Fire stations in 2009 in order to solicit more department participation and feedback. Commissioner Flores suggested that might be more appropriate for FERC/PERC meetings as opposed to Commission meetings. Commissioner Mascarenas will make an inquiry soliciting the view of the full Commission Board regarding this proposal.

NEXT SCHEDULED MEETING

Tuesday, March 10, 2008 at 9:00 a.m. in Conference Room 7.C.1

If there are questions regarding issues discussed in this PERC meeting or in any other PERC meeting, please feel free to contact Civil Service Commission Executive Director Earl Peterson or any of the Commission Analysts at (720) 913-3370.

PERC: An informal committee of representatives from employee groups, Police administration and the Commission. Sponsored by the Commission, its purpose is to provide a vehicle to foster two-way communication on matters related to promotional and entry-level examinations and other areas of interest to members of the Classified Service. Attendance is open to any member of the Classified Service.

