



MINUTES
POLICE EXAMINATION REVIEW COMMITTEE*

JULY 23, 2008 AT 9:30 A.M. CONFERENCE ROOM 7-C -1

CIVIL SERVICE COMMISSION

ATTENDEES

Neal Berlin, CSC Commissioner
Anna Flores, CSC Commissioner
Earl E. Peterson, CSC Executive Director
Antoinette Torres-Janke, CSC Human Resources Administrator
Rose-Etta Horn, CSC Associate Personnel Analyst
Brian Kellogg, CSC Associate Personnel Analyst
Linda Davison, Esq., Office of the City Attorney
Don Ronyak, Recruitment
Lt. Ron Saunier, Police Administration

ISSUE #1: APPROVAL OF MINUTES

The meeting was called to order. A motion was made by Commissioner Anna Flores and seconded by Commissioner Berlin to approve the minutes of June 18, 2008. The motion carried.

ISSUE #2: PROMOTIONAL AND ENTRY-LEVEL UPDATES

▪ **PROMOTIONAL**

Antoinette Torres-Janke noted that Requests for Proposals (RPF's) are being prepared for the 2009 promotional examinations including Police Captain, Police Sergeant and Fire Lieutenant.

▪ **ENTRY-LEVEL**

Brian Kellogg noted that 80 names had been certified to the Manager of Safety in consideration of the October 13 Police Academy. Brian held a brief discussion regarding losing three qualified applicants to other departments. He also indicated one individual was a no-show to the Department Interview but the reason(s) why was unknown. He also noted the processing schedule is on track to issue final offers by end of August/early September.

ISSUE #3: RECRUITMENT UPDATES

Don Ronyak praised Division Chief Tracie Keesee and the Police Department for granting \$2,000.00 to the Recruitment Department to fund 30-second employment commercials on Comcast Cable during July, 2008.

ISSUE #4: POLICY IN SUPPORT OF SPECIAL TESTING FOR RESERVED TEST DATES

Earl Peterson noted that he has invited Don Ronyak to accompany him when he makes presentations to the employee groups regarding the new special testing policy. Earl noted that he has requested a complete listing of recognized employee groups from Deputy Fire Chief Rex King and Deputy Police Chief John Lamb. Don inquired if an electronic posting of the new policy could be made through the Police Department? Lt. Saunier said that it could and suggested the information be sent to him for posting.

ISSUE #5: DISCUSSION OF ISSUES THAT ARE LOOKED AT WHEN DOING A BACKGROUND (DAVE ESTRADA); AND DRAFT SELF REVIEW CHECK-OFF LIST

Investigator Estrada’s was unavailable but the members present discussed background issues in general. Rose-Etta Horn noted that even with the proposed language changes to the website (helping applicant’s to more clearly understand the minimum requirements), she noted it is hard to legislate conscientiousness. Antoinette Torres-Janke stated her beliefs are that people understand the minimum requirements but choose to ignore them or feel that if only they could “explain the circumstances” exceptions could be made for them. She suggested that some form of career counseling would be beneficial. Commissioner Flores indicated she liked the idea of one-on-one counseling but wondered who would be able to provide that kind of service. Brian Kellogg suggested that the Commission “profile” what a good applicant is. Someone noted that the Las Vegas Police Department doesn’t let people re-apply if they have been disqualified. Commission staff discussed implementing a stronger message about re-application or even mandating a minimum amount of waiting time for certain infractions or disqualifications at particular phases. Further discussion will be forthcoming. Earl noted that in light of the discussions, he determined that an applicant Self Review check-off list was not necessary at this time, but that the current applicant Self Review information available on the website could be modified or changed to include a check off list if necessary.

ISSUE #6: OPEN DISCUSSION

None

NEXT SCHEDULED MEETING

Tuesday, September 23, 2008 at 9:30 a.m. in Conference Room 7.H.10

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.

