

MEMORANDUM

TO: Health and Human Services and Public Safety Committee

FROM: Chief Jackson and Chief Sauschuck

CC: Jon P. Jennings, City Manager

DATE: January 12, 2018

RE: Proposed Changes to the Civil Service Ordinance

Hiring and promotions in the Fire and Police Departments are governed by the Civil Service Ordinance, as well as the rules put in place by the Employment Subcommittee of the Civil Service Commission. Unfortunately, the ordinance is badly outdated, does not reflect the current practices of the either Department, and includes many legacy provisions from when the Fire Department moved to dual companies twenty years ago. Instead, the Departments have been working with their respective Unions and the Employment Subcommittee to make sure that their hiring and promotion processes are up to date and work to meet the needs of the Departments.

The proposed changes streamline the ordinance while keeping the most important pieces in place. These include minimum qualifications for new police officers and firefighters, the basic procedures for hiring and promotions, and the appeal rights of new hire and promotional candidates. The changes remove many of the smaller details that are more likely to change over time, including the timing of exams, the specific type of testing, and procedures for preparing forms. Instead, these details can be addressed at the Employment Subcommittee level, or at the Department level, depending on the nature of any changes. This format still ensures oversight over hiring and promotions in the Fire and Police Departments, but allows the process to be more responsive with more routine changes being implemented through the Employment Subcommittee, rather than amendments to the ordinance.

The Fire Union and both Police Unions have been involved in the changes to the ordinance and all three Unions support the proposal.

The proposed ordinance changes also make some edits to the qualifications for, and procedures of, the Police Citizen Review Subcommittee. Many of these changes were recommended by the Subcommittee itself, and they are in support of the changes proposed to their governing provisions.