

WEST LAFAYETTE POLICE MERIT COMMISSION MINUTES
September 12, 2016

The West Lafayette Police Merit Commission met in regular session at the West Lafayette Morton Community Center on September 12, 2016, at 5:30 p.m.

PRESENT: Commission President Rollock, Commission Vice President Corrigan, Commission Secretary Parker, Commissioner Cohen, Commissioner Troyer, and Commission Attorney Burns

ABSENT: None

ALSO PRESENT: Deputy Chief Harris

APPROVAL OF MINUTES

Commissioner Cohen moved to accept the revised minutes of the July 11, 2016, meeting. Commissioner Troyer seconded the motion. The motion was passed by unanimous voice vote.

Commissioner Troyer moved to accept the minutes of the August 8, 2016, meeting. Commissioner Cohen seconded the motion. The motion was passed by unanimous voice vote.

OLD BUSINESS

Resolution for Temporary Rule Change

Commission Secretary Parker read the text of the resolution for the temporary rule change aloud, and Commission Attorney Burns stated that he will get the paperwork to be signed later. The resolution is to temporarily waive the two-year in-rank requirement for all candidates seeking promotion to lieutenant until December 31, 2016. The Commissioners and Attorney Burns discussed and confirmed that this rule change was passed this month. Attorney Burns stated that the membership was then informed of the rule change. He explained that the Commission will really be passing this twice; the first time was general to allow the process to move forward, and this time is more specific to show what the particular circumstances were.

Commissioner Cohen moved to pass the resolution. Commissioner Troyer seconded the motion.

Commission President Rollock confirmed with Attorney Burns that we have the general rule that can says the Commission has the power to waive this rule if circumstances permit, which this resolution says that the Commission is waiving this rule at this time.

The motion was passed by unanimous voice vote.

Test Administration Protocol and Test Handling/Storage Procedures

President Rollock stated that he had raised at the last meeting the idea that the Commission might want to be clear about what the considerations are for how we actually do testing to ensure a regular practice is followed with everybody. He provided a handout to the Commission with the proposed protocols. He discussed his suggestions for test administration, including that one Commissioner is present throughout the test, spaced seating, restricting electronic devices, restricting papers in and out, and that the Commissioner(s) would be responsible for the materials once used. President Rollock continued with suggestions for how to handle testing materials outside of that. Those suggestions included that the Commissioners should review the selection of multiple choice items, checking the answer key, how the scoring will be handled, securing the test materials afterward, and the addition of test scores to the list for eligibility or promotion. He

stated that he wants the Commissioners to make sure they know what happens from beginning to end in any given testing session.

Commissioner Cohen asked if the Human Resources (HR) letter presented to the candidates is a pre-approved letter, and asked what goes into the letter. President Rollock responded that it is a straightforward form letter that tells the candidate when they took the test, their score, who to contact with any concerns. He noted that HR keeps that.

Vice President Corrigan asked where the tests are stored. Attorney Burns explained that the actual paper tests that are taken are kept with HR, so HE Director Diane Foster has the confidential items.

President Rollock asked that the record show that the proposed protocols make sense, and that it is what the Commissioners will attempt to follow for the next testing process.

DEPUTY CHIEF'S REPORT

Deputy Chief Harris stated that two candidates, Drew Adams and Corey Frain, both passed their exams, and their paperwork has been signed off on by our pension board and sent to the state to be entered into the PERF retirement program. He stated that we hope to hear something back by the end of the month for both of them to have a start date by October. He noted that Mr. Frain does have an offer from another police department, but he has reassured Mr. Frain that we are committed to hiring him as soon as the paperwork goes through. He confirmed for Commissioner Troyer that candidates receive a conditional offer of employment letter. The Commissioners and Attorney Burns discussed that they would like their enthusiasm to hire Mr. Frain to be conveyed to him, as it is difficult to get people who can pass all of these exams.

Deputy Chief Harris stated that there is \$2,400 in the account should the Commission want to explore the recommendation for re-working the test questions. Commissioner Cohen asked if there is a peer group of other commissions who are doing this who can be called. Deputy Chief Harris responded that he is certain that there are, but part of the problem is that we need to test on our policies.

Vice President Corrigan explained that the history of the current test is that it was developed by James LeBreton, a Psychology professor at Purdue. He also developed them for several other places, and he reviewed them all of the time. Deputy Chief Harris stated that for a period of time it was a good test, but it is a problem when someone takes the same test multiple times. Vice President Corrigan stated that Mr. LeBreton had a pool of questions, so he never gave the same test. He noted that there are national groups that do these tests for a big fee.

Commissioner Corrigan asked Deputy Chief Harris how he would like to proceed. Deputy Chief Harris responded that he would like to designate a couple of people to work on this with him to brainstorm and go from there. He stated that he does not know what the price or time commitment will be, and President Rollock added that it has to be done. President Rollock and Secretary Parker agreed to work with Deputy Chief Harris.

President Rollock stated that we do not have a lot of money, and unfortunately Mr. LeBreton has left the University. Deputy Chief Harris stated that we can draw from the Police Department budget, and Attorney Burns confirmed that he is sure that we can find the money.

Commissioner Cohen stated that he has never been a fan of the process of taking time to teach a consultant what the standard operating procedures are, and he suggested that a members of

the Commission, the Police Department, and maybe a retired police officer be involved to get some of the work done. Deputy Chief Harris agreed.

NEW BUSINESS

Format for Upcoming Interviews

President Rollock reminded the Commissioners of dates for upcoming interviews. He confirmed that the Commissioners have documents with background information about the applicants. He stated that he also provided a list of questions that have been used in the past.

Commissioner Cohen asked if it would be appropriate for the Commissioners to have information about the three candidates for the Lieutenant rank. President Rollock agreed that it would make sense to have that. Deputy Chief Harris stated that they are assessed a score for recent evaluations, and that is done by Attorney Burns' office, and Attorney Burns stated that the Commissioners can have that evaluation information. Commissioner Troyer stated that we have had it before, but it was decided that it was more information than was needed. After further discussion, President Rollock stated that his sense is that this may not be needed right now, but it should be something that is revisited.

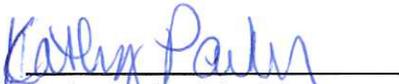
President Rollock suggested that the Commissioners look at the hiring questions that we have, and stated that they need to make a decision on what to ask within the limited amount of time that will be spent with each candidate. He suggested that the Commissioners exchange emails about the questions, since the questions should not be part of public record. He suggested that each Commissioner make a list of questions that they consider good questions, and then discuss it shortly before the interviews. He stated that it may be good to have an Executive Session meeting at a later time where it is discussed more in depth to improve the questions.

Announcements

President Rollock announced that the Blue Mass, honoring first responders, starts at 6:30 p.m. at St. Lawrence Church.

ADJOURNMENT

Commissioner Troyer motioned to adjourn the meeting, and President Rollock adjourned the meeting.


Kathy Parker, Secretary

Attest:


David Rollock, President