



## CITY COUNCIL AGENDA ITEM

Date: September 30, 2016

To: Brian Kischnick, City Manager

From: MaryBeth Murz, Purchasing Manager  
Gary Mayer, Police Chief

Subject: Police Department Promotional Testing Services

### History

- Projected police department command officer retirements necessitate the establishment of promotional lists for the rank of Captain and Lieutenant.
- The ongoing professional development of our command staff, and the promotional process itself, is in line with the police department succession plan that has been adopted by city management.
- Act 78 Civil Service requires that a competitive examination be given and that an eligibility list, based on cumulative test score, be established.
- Upon Act 78 certification, the list is valid for two years.
- Captain and Lieutenant candidates participate in a multi-phase assessment center.

### Purchasing

- Since 1990 EMPCO Inc. has provided promotional testing services for the police department.
- The department has been part of EMPCO'S Metro Police Testing Consortium since 1996.
- EMPCO has provided excellent service and the department is very satisfied with the manner in which they conduct promotional testing.
- EMPCO customizes the testing to meet the needs of the organization and comply fully with Act 78 Commission requirements. They have proven to be fair and impartial.
- EMPCO purchased the Michigan Municipal League's (MML) police testing service. The MML now refers those desiring testing to EMPCO. EMPCO provides promotional and entry level testing for numerous police departments and agencies around the state, and is a local company based here in Troy.

### Financial

The promotional testing processes for both Captain and Lieutenant were held in August. The testing dates and cost are as detailed below:

August 24, 2016	Police Lieutenant Testing	\$8,459.84
August 25, 2016	Police Captain Testing	<u>\$8,259.74</u>
<b>Total</b>		<b>\$16,719.58</b>

Funds for this testing is available in account #305.7802.070 - Administration Contractual Services.



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### **Recommendation**

The Police Department is reporting the occurrence of two (2) promotional testing services that took place in the month of August prior to City Council approval and we are requesting approval after the fact due to a scheduling mistake.

It is recommended City Council approve the bid waiver and contract and authorize payment for Professional Services (Police Promotional Testing) from EMPCO in the amount of \$16,719.58.

City Attorney's Review as to Form and Legality

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