

CITY OF LAWRENCE
Police Merit Commission
January 30, 2023
Special Meeting

MEMBERS PRESENT: Charles Wheeler, Gail Gartin, Karen Horth Powers, and Ronald Christensen were present

MEMBERS BY MICROSOFT TEAMS: Bob Hendrickson

ALSO PRESENT: Clerk Kathleen Walton

STAFF PRESENT: Police Chief Woodruff, and Captain Schneider

STAFF BY MICROSOFT TEAMS: None

Commission President Wheeler called the meeting to order at 6:00 p.m. and announced a quorum was present.

COMMENTS OF COMMISSION MEMBERS: None

APPROVAL OF MINUTES: Mr. Christensen moved to approve the minutes of the regular meeting on January 9, 2023. The motion was seconded by Ms. Powers. By a roll call vote, the motion carried 5-0.

UNFINISHED BUSINESS: None

NEW BUSINESS: Captain Schneider reviewed the proposed edits to the Police Merit Commission Rules: Article IV Promotions, B, (2), b) and c). Mr. Christensen moved to approve the edits. The motion was seconded by Mrs. Gartin. By a roll call vote, the motion carried 5-0.

Captain Schneider requested approval to designate Testing for Public Safety, LLC (dba IPSP) as the professional service company for the Sergeant and Lieutenant promotion process. Mrs. Gartin moved to approve the request. The motion was seconded by Mr. Christensen. By a roll call vote, the motion carried 5-0.

Captain Schneider requested the Police Merit Commission to allow the Professional Standards Division Commander to act as the agent for the Police Merit Commission during the promotion process. Ms. Powers moved to approve Captain Schneider to act as the agent for the Police Merit Commission for the promotion process. Mr. Christensen seconded the motion. By a roll call vote, the motion carried 5-0.

Police Chief Woodruff requested the certification of members with the three (3) highest scores for Lieutenant: Candidate ID #0622, Candidate ID #1717, and Candidate ID #0161. Mr. Christensen moved to certify the members with the 3 highest scores for Lieutenant. The motion was seconded by Ms. Powers and carried 5-0 by a roll call vote.

Captain Schneider filed the results of the written examination with a level 3 CSEM (70%). Captain Schneider is recommending a level 3 CSEM (70%) be the cut-off for the written exam. Three candidates will proceed to the oral interview minimum passing standards. Zero candidates will be removed. Following discussion, Mrs. Gartin moved to set the cut-off at 3 CSEM 70% for

the minimum passing standard for the written exam. Mr. Christensen seconded the motion. By a roll call vote, the motion carried 5-0.

Captain Schneider filed the Oral Interview results of acceptable or outstanding (100-60%) to determine the minimum passing standards. Two candidates will proceed to the background phase and 1 candidate will be removed. Following discussion, Mr. Christensen moved to accept acceptable or outstanding levels in the oral interview with a score of 100-60% for the minimum standard. The motion was seconded by Mrs. Gartin. By a roll call vote, the motion carried 5-0.

Captain Schneider discussed the recommended selection criteria for the 2023 hiring process – if applicable: Recommend giving 0.5 point for each section – these points will be added at the April 10, 2023 (if approved) meeting for the final eligibility list. Mrs. Gartin moved to approve the selection criteria. Ms. Powers seconded the motion. By a roll call vote, the motion carried 5-0.

PERFORMANCE RECOGNITION: None

COMMENTS OF THE POLICE CHIEF: Police Chief Woodruff thanked the Commission for having this special meeting. He encouraged anyone with an interest in law enforcement to join LPD. Can go to the joinlawrencepd.com website for more information. The new hiring process is going well.

CITIZEN COMMENTS: None

ADJOURNMENT: There being no further business to come before the Commission, the meeting was adjourned at 6:16 p.m., by the unanimous vote of the Commission.

Charles Wheeler, President

Kathleen Walton, City Clerk

These minutes are not intended to be verbatim. They are a summary of discussions held, except for the motions. An audiotape is made which provides a detailed record.