

## **Draft Minutes**

Asheville Civil Service Board  
January 6, 2012 8am  
Sixth Floor City Hall

**Present Board:** Larry Harris chair; Virginia Robinson, Jacquelyn Hallum, Alan Coxie, Marv Rosen.  
**Staff:** Derrick Swing, Preston Roach  
**Guests:** Interim Police Chief Wade Wood, Officer John Rikard.

### I. Welcome

Larry Harris called the meeting to order at 8:00am. Kelly Dickens was unable to attend due to illness.

### II. Approval of November Minutes

Larry Harris reviewed the November minutes; Alan Coxie moved to approve the November minutes; Jacquelyn Hallum seconded the motion; the motion was carried unanimously.

### III. Police Promotion Process

- This item was approved last month but reopened due to anonymous correspondence received by some of the board members questioning the education requirements for Police Chief.  
Letter contents: APD Lieutenants are required to have or earn a Masters Degree to be promoted to that rank; Sergeants must have or obtain a Bachelor Degree. Do all the candidates for APD Chief have a Masters Degree or higher or have the requirements changed recently to suit this process and certain candidates? Could we have a Chief who has less education than subordinates?
  - The Board noted the following which was approved at a prior meeting:
    - An applicant does not have to have a Masters Degree to be a Lieutenant and does not have to have a Bachelor Degree as long as they are enrolled in a Bachelor degree program.
    - Sergeants minimally must have an Associate Degree, or be enrolled in an Associate or Bachelor degree program.
    - The Police Chief must have a Bachelor Degree, but a Masters is preferred and also 10-15 years of progressively responsible experience in law enforcement administrative or command work.
  - It was determined that the letter contained factually incorrect assumptions.
  - Derrick Swing agreed to provide a job description for Police Chief.
  - No formal board action was taken.

### IV. Job Description Availability

- The question of availability of the job descriptions to the applicants was raised. The following was noted and discussed:
  - Job descriptions are accessible but not sent with the posting. Employees have access to job descriptions via the intranet but it is unclear if this is accessible to the general public.
  - It is unclear if the letter in question came from a current employee or a citizen.

- The City of Asheville intranet and internet has undergone a redesign over the past 6 months and accessibility to the job descriptions for the general public will be addressed. There is no current policy regarding this accessibility.
- The question of internal verses external job posting was raised and the following noted and discussed:
  - Police Lieutenant and Sergeant is an internal promotion and is not open to the public. Police Chief is offered internally and externally to expand the field of qualified applicants.
- The new Police Chief is expected to be announced in mid February. The final candidates are now being interviewed by a panel of City employees. This panel includes the City Manager and department heads from various departments.
  - Chief Wood supplied the qualification guidelines for the Police Chief position.
  - No board action was taken

#### V. HR Operations Update

- Derrick Swing provided an update on operations for the Board, as follows:
  - Changes to staff were discussed. Preston Roach is an intern working with HR in various duties.
  - Adam Diaz is the new H.R. Generalist and will become the new Clerk to the board.
  - Three new employees have been added to the City during that week's orientation program, 2 in the Sanitation Department as Equipment Operators and 1 in Risk Management.
  - The job fair at the Biltmore Square Mall was a success.

*The meeting was adjourned the next meeting was scheduled for February 3rd at 8:00am.*