



**City of Asheville Civil Service Board
MINUTES**

**REGULAR MEETING
4th of January 2016**

Board Members in Attendance:

Alan Coxie *Chair*
Mike Hahn
Marv Rosen

Staff in Attendance:

Kelley Dickens- HR Director
Meredith Troughton-Clerk
Tammy Hooper Chief of Police
Wade Wood Deputy Police Chief
John Maddux

1. APPROVAL OF MINUTES

The minutes for the regular meeting of 01/07/2015 were approved with Board Member Hahn's motion, Board Member Rosen second on a 4-0 vote.

2. New Business

a) APD Promotional Process Revisions

Chief Hooper presented the Board with Memorandum, Dated January 4th 2016 "Revised Procedures for Police Promotional Processes". The Memorandum discussed changes that APD would like to make to their promotional process.

Changes include but are not limited to:

- The Promotional Criteria Advisory Committee (PCAC) will be a standing committee that will be comprised of sworn employees selected by their peers and will convene to assess new assessment components, amended or changed minimum qualifications and at the discretion of the Chief of Police.
- Posting of the Promotional Announcement will be no less than 60 calendar days prior to the start of the process. The announcement will include the minimum qualifications for participation and the 3-4 specific assessment components for the respective process.
- Assessment components will be chosen from a preapproved list. (See memo for complete list.)
- Upon completion of the promotional process each candidate will be placed by independent assessors in a band of either highly recommended, recommended or not recommended.

- Under the new process the Police Chief reserves the right to select from the recommended category, even if there are candidates remaining in the Highly Recommended category with appropriate justification (i.e. disciplinary history, documented poor performance, etc.)

The Board discussed possible documentation for the justification should the Police Chief decide to promote a candidate with a lower ranking.

Kelley Dickens will check with the City's legal department to see what justification documentation could be included in a personnel file, as the City must comply with North Carolina General Statute 160A-168 Privacy of employee personnel records.

Members of FOP represented by Rick Tullis and PBA represented by Jamie Crawford spoke in favor of the new promotional process. Both members stated that the new requirements had been shared with their organizations and they had received positivity feedback on the potential changes.

Motion was made by Board Member Hahn to approve the Memo titled "Revised Procedures for Police Promotional Processes" with the caveat that Human Resources will research what documentation can be included in a personnel file to serve as justification should a lower ranking candidate be promoted over another candidate in a higher ranking band. Second by Board Member Rosen on a 4-0 vote.

5. Public Comment

None

6. ADJOURN

Motion was made by Board Member Rosen, Board Member Hahn second on a 4-0 vote.