


CIVIL SERVICE COMMISSION MEETING		
MINUTES		
1:00 PM	MARCH 10, 2020	FITZSIMONS ROOM
	Jim Weeks	Chair
	Pam Turner	Vice-Chair
	A.J. McDonald	Commissioner
	Barbara Shannon-Banister, Ph.D	Commissioner
STAFF PRESENT	Matt Cain	Administrator
	Emily Shuman	Senior Analyst
	Michelle Haines	Civil Service Analyst
	Tonja Hayes	Lead Background Investigator
	Scott Krob	Commission Attorney
OTHERS PRESENT	Julie Heckman, Isabelle Evans	City Attorney's Office
	Div. Chief Condreay, Lt. Amsler, Ofc. Wicklund	Aurora Police Department
	Sgt. Chamberland, Ofc. Iovine	APA
	Sgt. Sears	FOP
	Chief Gray, Dpty. Chief Andersen, Cmdr. Robnett, Sherri Jo Stowell	Aurora Fire Department
1) Chair Weeks called the Civil Service Commission meeting to order at 1:00 p.m.		
A. All who were present introduced themselves. New Commissioners A.J. McDonald and Barbara Shannon Banister gave a summary of their backgrounds and expressed gratitude for being a part of the civil service process.		
B. On a motion by Vice-Chair Turner, seconded by Commissioner McDonald, the agenda was adopted as written.		
C. On a motion by Vice-Chair Turner, seconded by Chair Weeks the minutes for the Commission meeting on February 11, 2020.		
2) AGENDA ITEMS (Requires a vote)		
A. Certification of Police Officer Entry-Level 2020-2 Prospective Employment List		Dearman
DISCUSSION	<p>Dearman gave the following summary of the police entry-level testing process:</p> <ul style="list-style-type: none"> -1259 applications for a projected August 2020 Academy were accepted from July 10, 2019 through February 9, 2020. -1038 applicants passed MQ screening and were invited to schedule for the fitness exam, Frontline exam and "So you want to be a Cop?" mandatory seminar. -322 applicants completed the Frontline Exam and 41 failed. -276 remain on the PEL. 	


PROPOSALS/ CONCLUSIONS	The Police entry-level 2020-2 prospective employment list was signed and certified.
3) ITEMS FOR DISCUSSION (No vote required)	
A. Summary of Disciplinary Appeal Hearing Procedures	Krob
DISCUSSION	<p>Krob presented an overview of the rules of procedure for conducting Civil Service Commission disciplinary review hearings. Krob explained that the hearings are de novo, meaning to hear anew. He said that the chief will have made certain findings about whether discipline is appropriate and if so what type, but the Chief's findings are not binding on the Commission. He stated that it is the burden of the City to convince the Commission that there have been violations and that the discipline imposed is appropriate. He stated that the Commission's final decision in the hearing only considers 3 issues; was there a violation, if there was a violation is the discipline proposed appropriate, and if not, what should the discipline be. Krob stated that the Commission is operating as a quasi-judicial body for hearings. He added that there are limits on the Commissioner's own personal conduct leading up to the hearing and during and after the hearing. He emphasized to always avoid outside influences such as the public, constituents and even family members. He explained different scenarios in which a Commissioner may need to recuse themselves from a hearing. There was a discussion about comparative discipline and the recent rule changes to give more relevance to disciplinary actions of current chiefs.</p>
A. COMMISSIONER REPORTS ❖ Vice-Chair Turner said that there was a good representation of females at the Frontline testing administered by the Commission.	
B. STAFF REPORTS Future Calendar Items: April 14- Regular commission meeting April 22- Police Agent Written Exam	
C. LEGAL COUNSEL REPORTS – No Comment	
4) COMMENTS	
A. FIRE DEPARTMENT	
1.Chief or Designee – Chief Gray thanked the Commission for coming to their open house.	
2.Union Designee – None present	
B. POLICE DEPARTMENT	
3.Chief or Designee – No Comment	
4.Association Designee > APA – No Comment > FOP – No Comment	
C. CITY MANAGER DEPARTMENT – None Present	

D. PUBLIC COMMENT- No comment

7) ADJOURNMENT – Vice-Chair Turner made a motion to adjourn the meeting, seconded by Commissioner Shannon-Banister. The meeting adjourned at 1:45 pm.

ATTEST: 

Jim Weeks, Chair



Heather Dearman, Civil Service Analyst