

CIVIL SERVICE COMMISSION MEETING AGENDA		
1:00 PM	JANUARY 10, 2023	ASPEN ROOM AND TEAMS (EMAIL CIVILSERVICE@AURORAGOV.ORG FOR LINK)
1) 1:00 PM CALL TO ORDER OF REGULAR MEETING		
A. Adoption of Agenda		
B. Approval of Minutes for October 11, 2022		
2) AGENDA ITEMS FOR VOTE		
A. 2023 Vice-Chair Election	Commission	
3) AGENDA ITEMS FOR DISCUSSION or POSSIBLE VOTE		
A. Consent Decree and Hiring Resolution Follow Up	Cain	
B. Request to Extend the Timeframe for Reinstatement	APD Representative	
4) REPORTS		
A. COMMISSIONER REPORTS		
B. LEGAL COUNSEL REPORTS		
5) COMMENTS		
A. FIRE DEPARTMENT		
• Chief or Designee		
• Union Designee		
B. POLICE DEPARTMENT		
• Chief or Designee		
• Association Designee		
➤ APA		
➤ FOP		
C. CITY MANAGER DEPARTMENT		
D. PUBLIC COMMENT – Limited to 3 minutes, no discussion *Please note: The Commission cannot consider or respond to any comments that relate in any manner to disciplinary appeals currently pending before the Commission.		
6) ADJOURNMENT		

Consent Decree Status Update January 10, 2023

Update On The Status Of The Changes In The Civil
Service Commission Rules and Regulations Relating
To The Consent Decree



Questions For 2023

- How does the Civil Service Commission wish to change their Rules and Regulations relating to entry-level hiring, promotional process and disciplinary process?
 - Focus of this presentation is entry-level hiring process
 - Monitor currently reviewing information on disciplinary process
- Pressing questions for today:
 - Who will make the final determination of who is hired for the February 27, 2023 Police Academy? For the May 8, 2023 Police Academy? For the June, 2023 Fire Academy?
 - Will the Civil Service Background Investigators remain with the Commission or move to HR? Who makes this decision?



A Look Back

1. August, 2020 – Colorado Attorney General Announces A Patterns And Practice Investigation Into The Aurora Police Department
2. November, 2021 – Announcement That City of Aurora has agreed to a Consent Decree. City Council approves this action.

Consent Decree establishes the following deadlines:

<i>Recruitment, Hiring, and Promotion</i>	Days From Date Of Monitor Selection
Civil Service Commission Outside Expert Retention Deadline	90 days (Achieved 3/15/22, 29 days)
Recruitment Plan Deadline – Requires CSC to make any applicable changes to minimum qualifications	455 days (Changed rules 12/1/22, 291 days)
Civil Service Commission Rules and Regulations Modification Deadline	455 days (Deadline is May 15, 2023)



Timeline

1. December 6, 2021 – Memo From Legal To CSC provides a summary of the consent decree section impacting the Commission
2. February 14, 2022 – Consent Decree Monitor Selected
3. March 15, 2022 – Outside Expert Selected By Civil Service Commission
4. November 14, 2022 – Report On The Hiring Process: The Past and a Proposed Future
5. December 19, 2022 – City Council Unanimously Approves The Civil Service Hiring Resolution
6. May 15, 2023 – Deadline for Civil Service Commission to modify Rules and Regulations. Monitor needs time to evaluate any rule changes which creates an earlier deadline.



City Charter

- Charter: 3-17 (1) "There is hereby created a Civil Service Commission..., and who will be charged with the responsibility of administering a separate Civil Service System hereby created and covering the members of the Civil Service."
- Charter: 3-14(1) "All members of the Department, except the Chief and the appointive Division Chiefs as hereafter provided for, shall be determined to be members of the Civil Service and shall be appointed pursuant to Civil Service requirements."
- Charter: 3-17(3) "The Civil Service Commission shall be responsible for examination and certification of all applicants to positions in the Civil Service."



Consent Decree Excerpt

- Section VII, C(1): “To implement this Consent Decree and the policies and goals it requires, this process will be reworked so that Aurora Police and Aurora Fire Rescue, with coordination and assistance from the Aurora Human Resources Department, will assume a much more active role in the hiring of candidates from the eligibility lists prepared by the Commission and have the final say on which candidates are hired.”
- Section VII, C(1): “Nothing in this section is intended to modify or violate the Aurora City Charter and the duties designated to the Civil Service Commission, the Police Department, and Aurora Fire Rescue.”



Civil Service Hiring Resolution

- Civil Service Hiring Resolution unanimously approved by City Council December 19, 2022, Section I: “The City Council desires to pursue a result that would move the hiring process of Aurora Fire Rescue and Aurora Police basic entry-level employees from the certified list of applications from the Commission to the Human Resources Department, in coordination with Aurora Fire Rescue and Aurora Police, to ensure Aurora Fire Rescue and Aurora Police will have the final decision on which applicants are hired. The Rules and Regulations should state that the Commission will accept applications for employment for fire and police civil service positions, administer an examination to those applicants in order to produce a ranked list of the applicants, and then to certify that ranked list of applicants to be delivered to the Human Resources Department for all further evaluation for employment in coordination with Aurora Fire Rescue and Aurora Police.”



MADCs (Methodologies To Aid In The Determination Of Compliance)

- Consent Decree Monitor identifies 75 mandates within the Consent Decree. Monitor publishes quarterly evaluations with percentage of compliance with these mandates.
- 20 mandates relate to Recruitment, Hiring and Promotion
- 7 mandates within the sole purview of the Civil Service Commission
 - Mandate 65: Hiring Of An Outside Expert (In substantial compliance)
 - 3 Mandates pertaining to Disciplinary Process
 - 1 Mandate pertaining to Promotional Process
 - 1 Mandate pertaining to Transparency
 - 1 Mandate pertaining to Entry-Level Hiring Process

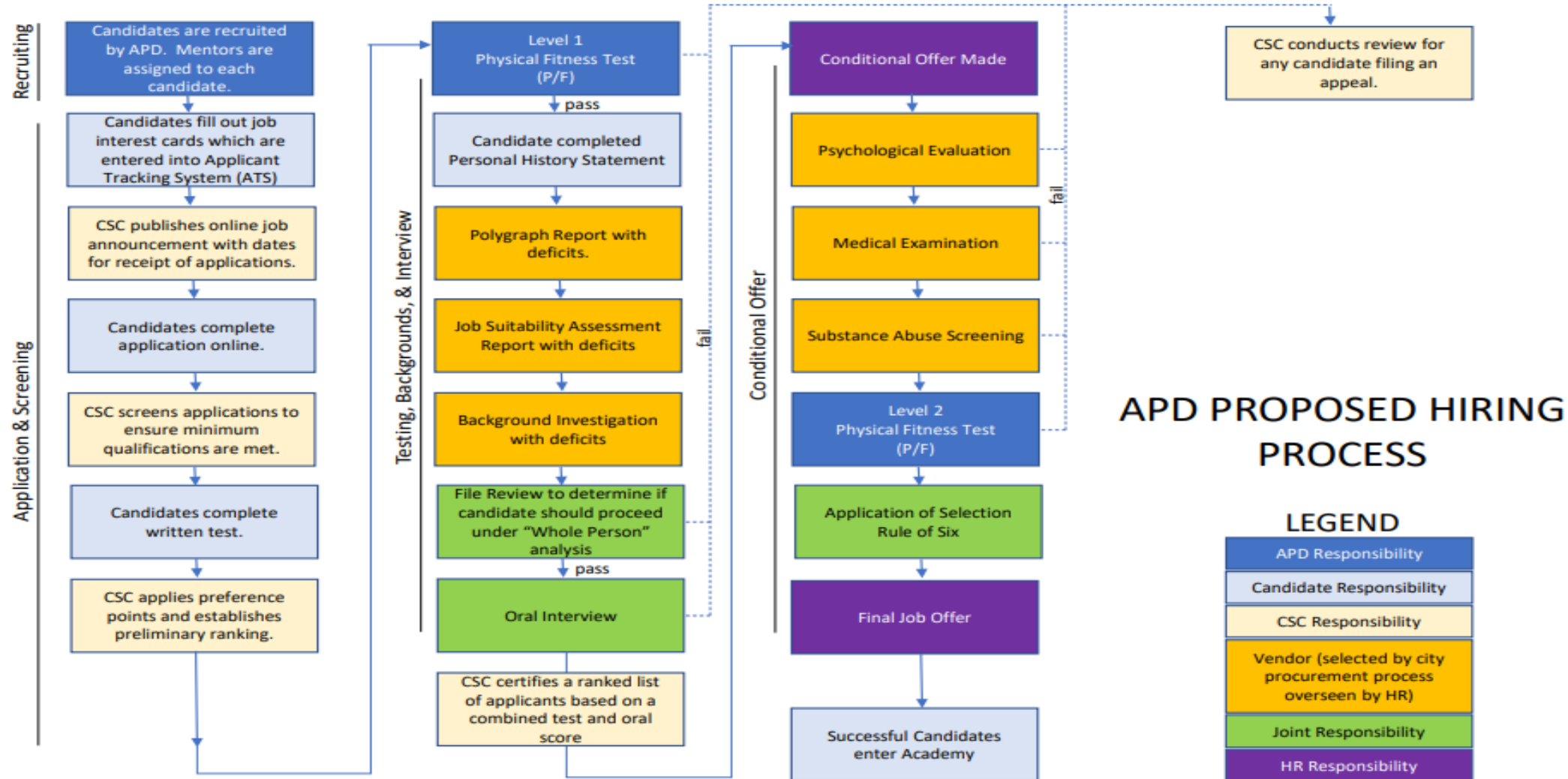


Mandate 60 – Entry-Level Hiring

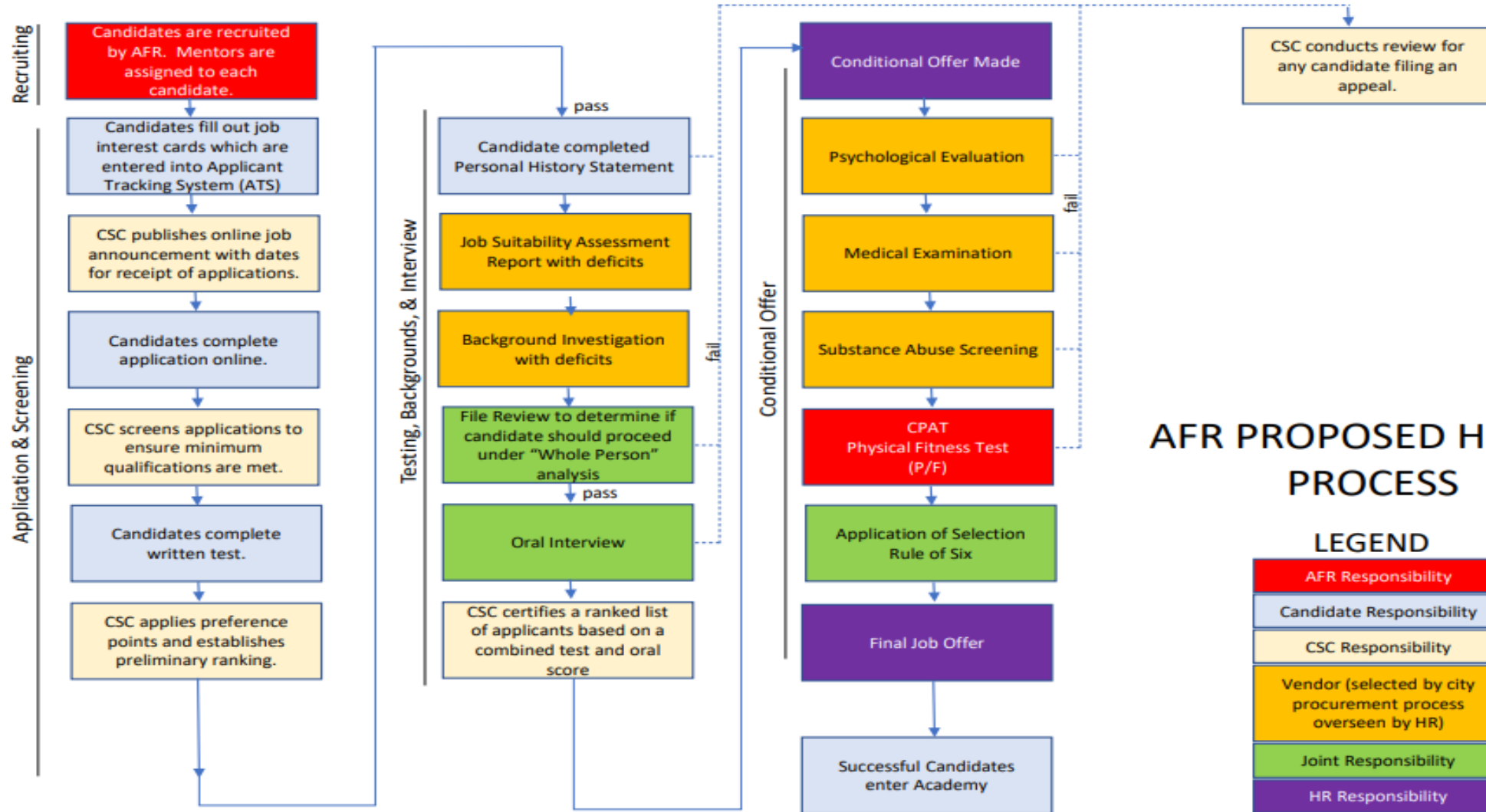
- Mandate 60 - Recruitment, Hiring, and Promotion - Civil Service Commission (Hiring of Entry-Level Police Officers and Firefighters): APD and AFR must assume a much more active role in the hiring of individuals from the eligibility lists and have the final say on which candidates get hired.



Proposal From Monitor – APD Hiring Process



Proposal From Monitor – AFR Hiring Process



AFR PROPOSED HIRING PROCESS



What Decree and Resolution Prescribe

- Civil Service Commission modifies their Rules and Regulations pursuant to the requirements of the Consent Decree and Civil Service Hiring Resolution.
- Civil Service Commission would accept applications, screen for minimum qualifications, administer the examination, produce a ranked list of applicants including preference points, and provide this ranked list to Human Resources for all further evaluation for employment in coordination with APD/AFR.
- Implies Civil Service Investigators would move to Human Resources.



What Monitor Proposal Describes

- Perform all functions described in Consent Decree and Resolution including accepting applications, administering entry-level examination, applying preference points, and delivering ranked list to Human Resources.
- Further involvement as proposed by Monitor is Civil Service Commission participates in entry-level background file review, interviews, and application of Rule Of Six, each with minority voting rights.
- Civil Service Commission accepts appeals from disqualified entry-level applicants.
- Monitor Proposal also infers that Civil Service Investigators would move to Human Resources.



Police & Fire Entry-Level Testing Snapshot

Testing Step	POLICE 2022-3	POLICE 2022-4	POLICE 2022-5	POLICE 2023-1	POLICE 2023-2	FIRE 2022	FIRE 2023
Applications Received	262	192	372	337	387 Apps open	775	749
Met Min Quals & Passed Test	93	48	106	107/115	n/a	394	n/a
Completed JSA, Poly, Bkrd	32	13	34	26 (in progress)	n/a	83	n/a
Interviewed	13	3	14	TBD	n/a	34 (2 nd Acad)	n/a
Accepted Offer & Reported	7	0	5	TBD	n/a	36	n/a



Pressing Questions For Today

1. Who will make the final determination of who is hired for the February 27, 2023 Police Academy? For the May 8, 2023 Police Academy? For the June, 2023 Fire Academy?
2. How would the “whole person” approach be integrated into the background file review?
3. Will the Civil Service Background Investigators remain with the Commission or move to HR? Who makes this decision?
4. How much time does the Monitor need to evaluate the Commission’s changes to the Rules and Regulations prior to the May 15, 2023 Consent Decree deadline?



CIVIL SERVICE COMMISSION AGENDA ITEM REQUEST FORM



To request that an item be on the Civil Service Commission agenda, please complete this form and include required supporting documents. Civil Service Staff will notify you if and when the item will appear on the agenda.

Date Submitted:

Completed requests can be sent to civilservice@auroragov.org or faxed to 303-326-8944

Item Topic:

Submitted by:

Department/Organization:

Contact Phone:

Email Address:

Name, title, and contact info. of individual who will present the item:

Estimated time needed to present the item:

Select the type of agenda item:

Agenda Item (Requires a vote)

Discussion (No vote required)

Rule Change

Report/Request

For CSC Staff Use only
Approved for meeting on:

Returned to requester for the following reason(s):

Not approved

State how the item title is to appear on the agenda:

Briefly summarize the topic and/or point of view:

List attachments (*supporting documents) to be distributed with the agenda:

Indicate if there will be need for audio/visual equipment, change of venue, and/or anticipated attendance by special interest groups: