

**TO:** Mayor Robinson and City Council

**FROM:** Jeffrey L. McCormick, Chief of Police

**SUBJECT:** Police Officer Positions Final Hire Approval

**DATE:** October 14, 2015

**BACKGROUND**

At the August 18, 2015 City Council Meeting the Council authorized me to move forward with the hiring process of an officer and present the name to the Council so the process can be expedited. At that time I informed the Council that we had one opening and possibly two if we made an internal promotion to fill the Lieutenant position. In following the Council's direction the hiring timeline is very aggressive.

We have determined that we will be moving forward with an internal promotion to fill the Lieutenant position which will create an additional officer opening to be filled. The next step in that process is a leadership/supervision assessment which will be completed by the end of the month.

Currently we are conducting background investigations on two candidates and the next step in the process is Psychological and Medical assessments. Conditional offers have to be made before we can conduct the medical assessment. I expect to be scheduling the Psychological and Medical assessments for the week of October 19, which means I could know the results as early as October 23, if they are able to get in that week. Once they have passed those steps in the selection process, I would like to be able to extend the final offer of employment so they would be able to give two weeks' notice to their employer, rather than waiting until November 5 to have that approved. Being that they still have to pass the assessments, I think it would be better that I will bring the names of the two new officers to Council at the November 5 meeting, just in case there are problems passing the process.

At this point I would like to get Council approval to make the final offer of employment to hire the two officer positions, assuming passing the assessments, which will keep the hiring process moving forward as expediently as possible.

**STAFF RECOMMENDATION**

Recommend approval to allow the Chief of Police to extend a final employment offer to two officer candidates upon successful completion of Psychological and Medical assessments.

**REQUESTED COUNCIL ACTION**

Motion and approval to allow the Chief of Police to extend a final employment offer to two officer candidates upon successful completion of Psychological and Medical assessments.