

**MICHIGAN CITY POLICE CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
December 21, 2011**

The Police Civil Service Commission of Michigan City, Indiana, held its regular monthly meeting on Wednesday, December 21, 2011 in the Council Chambers at City Hall, located at 100 E. Michigan Blvd., Michigan City, Indiana.

DETERMINATION OF QUORUM

A quorum was present to conduct business.

CALL TO ORDER

Commissioner Michael Palmer called the meeting to order at 3:35 p.m.

ROLL CALL OF MEMBERS

Present: Commissioners John Pliske, Mike Buda, and Michael Palmer.

Also present: Chief Mark Swistek, Chief of Operations Tim Richardson and Recording Secretary Gale Neulieb.

APPROVAL OF MINUTES

Commissioner Pliske moved to approve the minutes of the Regular Meeting held on November 9, 2011, Special Meeting held on November 12, 2011 and the Special Meeting held on December 3, 2011 seconded by Commissioner Buda. **Motion carried 3-0.**

OLD BUSINESS

PROBATIONARY OFFICER REPORT

Asst. Chief Tim Richardson reported the following:

- ◆ Officer Bass #275 has successfully completed his one year probation on November 21, 2011.
- ◆ Officer Hood #276 has successfully completed his one year probation on November 28, 2011.
- ◆ Probationary Officer Farmer #278 has successfully completed Phase 3 of the FTO Program. He will begin Phase 4 with Officer Raymond as his FTO. OFF. He will report to Shift 2 on December 31, 2011.
- ◆ Probationary Officer Michael Elkins #279 has successfully completed Phase 2 of the FTO Program and begin Phase 3 on Shift 2. He will begin the ILEA Basic Course on Jan 3, 2012.
- ◆ Probationary Officer Wright #280 will have successfully completed Phase 2 of the FTO Program and begin Phase 3 on Shift 1. He will begin the ILEA Basic Course on Jan 3, 2012.

Commissioner Palmer stated that he will put together Probationary Officer Farmers schedule for Jan. & Feb. so the Commissioners can do his final ride-along before February 21st.

APPLICANTS IN PROCESS

POLYGRAPH: Commissioner Palmer stated 7 applicants have been sent to have their polygraphs done and should be complete by the next commission meeting.

BACKGROUND INVESTIGATIONS: None

PHYSICAL/PSYCH: None

PERF: None

PAST PERFORMANCES JAN 1 – JUNE 30, 2011

Commissioner Palmer stated scores have been mailed to all the officers. No appeals have been received to date.

APPLICANT TESTING RESULTS & ELIGIBILITY LIST

Commissioner Palmer presented a copy of the statistics for the test held on November 12, 2011.

Commissioner Palmer passed out a copy of the eligibility hiring list as a result of the testing on the 12th. There are 14 applicants on the hiring list that is good for one year from December 5th. Motion was made by Commissioner Pliske and seconded by Commissioner Buda to accept the list as presented. **Motion carried 3-0.**

Chief Swistek praised the Commissioners for doing an outstanding job with the second interviews of applicants after seeing first-hand how it is done. He was impressed with how professional and fair everyone was treated.

NEW BUSINESS

CORRESPONDENCE RECEIVED

- Copy of the December newsletter from Chief Swistek.
- Copies of letters to Officers Todd Pliske, Scott Matzke, Detective Corporal Al Bush and Corporal Stave Alt congratulating them for being nominated Officer of the Month for November. Detective Corporal Al Bush was selected as Officer of the Month for November.
- Copies of letter from Mayor Charles Oberlie congratulating Probationary Officers Aaron Bass and Lendell Hood for completing their probationary period with the Michigan City Police Department and welcoming them as first class patrolman.
- Copies of e-mails from Chief Swistek.
- Copies of the 2012 Departmental transfers.
- Copies of several press releases.
- Copy of a letter from Detective Andrew Hynek of Laporte County Sheriff's Department thanking the department for the assistance with a recent vehicle/foot pursuit.
- Copy of the department head meeting minutes for November.
- Memos from the Division of Professional Standards indicating the probationary officer's status for December and January.
- Copies of letters from Mayor Charles Oberlie and Chief Mark Swistek to Detective Allen Shutz for being awarded his "15" year pin after completing 15 years of service with the Michigan City Police Department on December 12, 2011.
- A personnel matter from Captain Steve Jesse.
- Letter from Chief Swistek requesting Probationary Officer Aaron Bass be removed from probationary status and upgraded to first class patrolman effective November 22, 2011 and requesting Probationary Officer Lendell Hood be removed from probationary status and upgraded to first class patrolman effective November 29, 2011.
- Letter of Resignation from Probationary Officer Theodore Comer effective with the close of business on December 15, 2011.
- Claims submitted for payment totaling \$3,637.88.

Motion was made by Commissioner Pliske and seconded by Commissioner Buda to remove Probationary Officer Aaron Bass from probationary status and upgraded to first class patrolman effective November 22, 2011 and remove Probationary Officer Lendell Hood from probationary status and upgraded to first class patrolman effective November 29, 2011. **Motion carried 3-0.**

Motion was made by Commissioner Pliske and seconded by Commissioner Buda to accept the Letter of Resignation from Probationary Officer Theodore Comer effective with the close of business on December 15, 2011. **Motion carried 3-0.**

On motion of Commissioner Pliske and seconded by Commissioner Buda claims in the amount of \$3,637.88 are to be paid. **Motion carried 3-0**

PAST PERFORMANCE RATING SYSTEM CHANGES

Commissioner Palmer passed out copies of the new rating form which is the result of the meeting with the Board of Commanders. Discussion ensued. Asst. Chief Richardson commented that it was the first he heard of it. Commissioner Buda stated the Commissioners had a lengthy discussion with the Board of Commanders. FOP President elect Douglas Samuelson also heard for the first time and questioned if the FOP President was to be notified per the contract. Chief Swistek stated he didn't think this applied and would check the contract and report back. Commissioner Buda again reiterated this was a result of recommendations from the Board of Commanders whom was representing the officers.

Motion was made by Commissioner Pliske and seconded by Commissioner Buda to amend the past performance form as presented. **Motion carried 3-0.** Copies will be distributed to all officers through a routing slip and they will have 30 days to make any comments or additional recommendations.

REPORT FROM CHIEF SWISTEK

Chief Mark Swistek's comments:

- ◆ Thanked the Police Commission by assisting with the purchase of duty ammo and training ammo for handguns and lights for the guns for officers on the midnight shift.
- ◆ Announced a luncheon was held today for Lt. Sue Harrison who is retiring on at the close of business on January 4, 2012. He wished her well on her new job as transportation director for the MCAS Schools.
- ◆ Congratulated Captain Mark Harris for his years of service as the commander of DPS. January 2nd he will be the midnight commander which he chose to do. He has over 24 years of experience and brings that experience as well as his knowledge to the midnight shift. He has trained over ¾ of the department.
- ◆ Explained the new Snow Removal odd/even phases being used this year. Will be utilizing radio, newspaper and facebook to get the word out.
- ◆ Will be working on the crime analysis report next week. Thanked the men and women of the MCPD for helping to lower crime. He said there was a double digit decrease in crime. Will present the full report to the City Council in January.
- ◆ Thanked Mayor Oberlie for his dedication and strong support for the MCPD during his tenure as Mayor. Looking forward to working with Mayor-Elect Ron Meer.
- ◆ Wished Gale good luck and looking forward to her swearing in our new officers.
- ◆ Looking forward to working with the new City Council.
- ◆ Wished everyone a Merry Christmas and Happy Holidays and a Happy New Year.

REPORT FROM ASST. CHIEF'S

Asst., Chief Richardson reported the following:

- ◆ Wished Happy Holidays to everyone.
- ◆ Thanked all the men and women of the Michigan City Police Department for their dedication and is looking forward to working with everyone in 2012.

COMMISSIONERS COMMENTS

Commissioner Palmer thanked Gale for her service as secretary and wished her good luck with her new job as City Clerk. He also thanked Mayor Oberlie for his support of the Commission and the department the past 8 ½ years. He also congratulated Lt. Harrison on her retirement as well as Captain Harris for all the assistance he provided with the training and testing of new officers. Finally he wished everyone a Happy Holiday.

Commissioner Pliske thanked Mayor Oberlie, Gale and Lt. Harrison. He commented that Lt. Harrison always did her job and never complained when she worked under him.

Commissioner Buda echoed the comments of Commissioners Palmer & Pliske.

ATTORNEY COMMENTS

There were no comments.

COUNCIL COMMENT

Councilwomen Pat Boy thanked the Mayor and Gale and all the officers of the MCPD for job well done. She also wished everyone a Merry Christmas, Happy New Year and Happy Holidays.

PUBLIC COMMENTS

FOP-elect President Douglas Samuelson read a letter emailed to him from Lt. Ramion regarding the promotional exam. He also provided the Commissioners with a copy of the letter. He thanked the Commissioners for doing a great and sometimes thankless job. He also questioned if a decision was made on how to handle the rank vacancy since nobody took the Lieutenant test.

Next meeting date is scheduled for January 11, 2012 at 3:30 p.m. in the council chambers.

There being no further business the meeting adjourned at 4:05 p.m. on motion by Commissioner Pliske and seconded by Commissioner Buda, **Motion carried 3-0.**

Michael Buda, Secretary

ATTEST:

Michael D. Palmer, President

John Pliske, Vice-President