
Michigan Commission on Law Enforcement Standards
Commission Meeting Minutes
April 19, 2017
Lansing, Michigan

COMMISSION MEMBERS PRESENT

Mr. Michael Wendling, representing the Prosecuting Attorneys Association of Michigan
Chief David Molloy, representing the Michigan Association of Chiefs of Police
Captain Greg Zarotney, representing the Michigan State Police
Sheriff Doug Wright, representing the Michigan Sheriffs' Association
Ms. Anica Letica, representing Attorney General Bill Schuette
Mr. Ken Grabowski, representing the Police Officers Association of Michigan
Trooper Nate Johnson, representing the Michigan State Police Troopers Association
Mr. David Hiller, representing Michigan Fraternal Order of Police
Mr. Thomas Zulch, representing Police Officers Labor Council
Sheriff Timothy Donnellon, representing Michigan Sheriff's Association
Mr. Richard Heins, representing Michigan Association of Police
Cpl. Brian Earle, representing Deputy Sheriff's Assoc. of Michigan
Mr. Mark Diaz, representing Detroit Police Officers Association
Chief Tim Bourgeois, representing Michigan Association of Chiefs of Police
Mr. Arthur Weiss, representing the Criminal Defense Attorneys of Michigan
Sheriff Jerry Clayton, representing the Michigan Sheriffs' Association
Mr. Thomas Adams, representing the Public

COMMISSION MEMBERS EXCUSED

Chief Donald Mawer, representing the Michigan Association of Chiefs of Police
Chief James White, representing Detroit Police Department

STAFF PRESENT

Mr. David Harvey, MCOLES Executive Director
Mr. John Szczubelek, Assistant Attorney General and Commission Counsel
Ms. Jacquelyn Beeson, MCOLES Staff
Mr. Danny Rosa, MCOLES Staff
Mr. David Lee, MCOLES Staff
Mr. Ryan Speidel, MCOLES Staff
Ms. Barbara Johns, MCOLES Staff
Mr. Pat Hutting, MCOLES Staff
Ms. Rhonda Hooson, MCOLES Staff
Ms. JuaQuita Grady, MCOLES Staff
Mr. John Steele, MCOLES Staff

Mr. Lynn Ried, MCOLES Staff
Ms. Sandi Luther, MCOLES Staff
Mr. Wayne Carlson, MCOLES Staff

GUESTS (SIGNING-IN)

Captain Patrick Saunders, Wayne State Police Department
Chief Michael Lopez, Harrison Township Fire Department
Ms. Clare Russell
Sgt. Fred Darga, Harrison Township Fire Department
Mrs. Karen Rose
Mr. Randy Rose

CALL TO ORDER

The Commission meeting was called to order by Chair Michael Wendling on April 19, 2017 at 10:30 AM. The meeting was held at the MCOLES Office in Lansing, Michigan.

INTRODUCTIONS

Chair Wendling introduced himself and asked the Commissioners, staff and members of the audience to do the same. He also welcomed Arthur Weiss as our newest Commissioner representing the Criminal Defense Attorneys of Michigan.

ACCEPTANCE OF THE FEBRUARY 15, 2017 COMMISSION MEETING MINUTES

Mr. John Szczubelek, Commission counsel, addressed the Commission and stated that he wanted to add a memo to the February 15, 2017 Minutes. He reminded everyone that prior to that meeting an individual from the Governor's office came to the meeting to swear in the Commissioners. Mr. Szczubelek explained that the memo states that at the January meeting all of the Commissioners were good to serve and there was a quorum for that meeting.

A **MOTION** was made by Commissioner Grabowski and supported by Commissioner Earle to approve the February 15, 2017 Commission Meeting Minutes as written and with the additional memorandum included.

A **VOTE** was taken. The **MOTION** carried.

ADDITIONS/CHANGES TO THE AGENDA - None

CHAIR'S REPORT

Law Enforcement Officer Population Report - The electronic distribution contained the LEO Population report for the month of March. There was a slight decline in the number of officers and positions. The number of agencies decreased by one with the closing of the Standish Police Department.

Special Use Requests - The Special Use Request Report was also made available prior to the meeting. There were no questions or comments regarding the report.

Grant Adjustments - The Grant Adjustment Report was included in the electronic distribution of commission documents. There were no questions or comments.

DIRECTOR'S REPORT

Executive Director's Report - Executive Director Dave Harvey advised the Commission that April will be the last Executive Director's Report that he will send out. He stated that he found the report to be a good means of communication between himself and the Commissioners. He added that it will be up to Ms. Hermina Kramp and the Commissioners as to whether or not to continue with the monthly report.

Director Harvey wished Michigan State Police a happy 100th birthday. He also thanked Captain Zarotney from Michigan State Police for attending today's meeting instead of the birthday celebration.

COMMITTEE REPORTS

Executive Committee - Chair Wendling advised that the Executive Committee met on March 1, 2017. The delegation of Executive Director Authority was discussed and will be reported on under New Business.

Selection Committee - Chair Wendling advised that the Selection Committee met on March 28, 2017. A selection process for the new Executive Director was discussed and will be reported on under New Business.

CONSENT AGENDA

Executive Director Harvey stated that there was one revocation to consider. He added that Troy Allen Martin Estree had pled no lo contender to a felony assault by strangulation.

A **MOTION** was made by Commissioner Molloy and supported by Commissioner Adams to approve the revocation of license for Troy Allen Martin Estree.

A **VOTE** was taken. The **MOTION** carried.

NEW BUSINESS

Commission Resolution 2017-02 (Resolution Honoring Sgt. Collin James Rose)

Randy and Karen Rose, parents of Sgt. Collin James Rose, and Captain Patrick Saunders representing Wayne State University Police Department were asked to join Chair Wendling at the podium. Chair Wendling read into record Commission Resolution 2017-02 honoring fallen officer Sgt. Collin James Rose. Mr. and Mrs. Rose were presented with the plaque and a check for \$25,000.00.

A **MOTION** was made by Commissioner Hiller and supported by Commissioner Molloy to approve Commission Resolution 2017-02 honoring Sgt. Collin Rose and extend the Public Safety Officer Benefit.

A **VOTE** was taken. The **MOTION** carried.

Commission Resolution 2017-04 (Resolution Honoring Lt. Andrew B. Russell)

Ms. Clara Russell, wife of Lt. Andrew Russell, and Fire Chief Michael Lopez as well as Sgt. Fred Darga both representing Harrison Township Fire Department were asked to join Chair Wendling at the podium. Chair Wendling read into record Commission Resolution 2017-04 honoring fallen firefighter Lt. Andrew B. Russell. Ms. Clara Russell was presented with the plaque.

A **MOTION** was made by Commissioner Hiller and supported by Commissioner Earle to approve Commission Resolution 2017-04 honoring Lt. Andrew B. Russell and extend the Public Safety Officer Benefit.

A **VOTE** was taken. The **MOTION** carried.

Presentation of Final Report for Executive Directive 2016-2

Executive Director Harvey stated that the Commissioners had received an electronic copy of the final draft of the report regarding Executive Directive 2016-2.

Director Harvey stated he wanted to thank the following people:

- The staff for all of their hard work
- The Commissioners for their time and attendance at the public forums
- Anthony Lewis from the Department of Civil Rights for all of his assistance
- Harvey Hollins from the Office of Urban Initiatives for his guidance
- The ALPLACTs for all of their input

He stated the final report was a compilation of the survey results, public forums and research. If the report was approved by the Commission today, he would like to send it to the Governor tomorrow ahead of the May 1, 2017 deadline. He asked that if anyone had any corrections or changes to let him know.

A **MOTION** was made by Commissioner Diaz and supported by Commissioner Donnellon to adopt the report “Fostering Public Trust in Law Enforcement in Michigan – Commission Findings and Recommendations” completed by the Michigan Commission on Law Enforcement Standards in compliance with the requirements of Executive Directive 2016-2.

Commissioner Weiss stated that he had a correction to the report. On the first page it states the Executive Directive was issued on October 4, 2017 and it should be October 4, 2016.

Commissioner Bourgeois stated that he wanted to thank everyone for their hard work. He wanted to bring up one item on Page 94-95. In the report it mentions that Fair and Impartial Policing (FIP) is a training program that was created by the Department of Justice (DOJ). He was questioning whether that was factually correct. Executive Director Harvey stated that staff would look into it and make any changes if necessary.

A new **MOTION** was made by Commissioner Diaz and supported by Commissioner Molloy to adopt the report “Fostering Public Trust in Law Enforcement in Michigan – Commission Findings and Recommendations” with the above mentioned changes completed by the Michigan Commission on Law Enforcement Standards in compliance with the requirements of Executive Directive 2016-2.

A **VOTE** was taken. The **MOTION** carried.

Director Harvey added that he wanted to especially thank Wayne Carlson, JuaQuita Grady, Danny Rosa and Hermina Kramp for their hard work and hours spent on this project.

Executive Director Selection Process

Chair Wendling explained that the Selection Committee met and developed a process in compliance with the requirements of the Open Meetings Act. He added that a nationwide search was going to be conducted to find a replacement for the Executive Director.

Chair Wendling stated that the recommended Selection Process, Executive Director Position Description, the recommended Job Announcement and the proposed Selection Timeline were all sent out in the electronic distribution of meeting documents. Chair Wendling asked for questions and there were none so he requested a motion.

A **MOTION** was made by Commissioner Hiller and supported by Commissioner Wright to adopt the Selection Process, Position Description, and Job Announcement as well as authorizing the Executive Director Selection Committee to conduct the process as outlined.

A **VOTE** was taken. The **MOTION** carried.

Commission Resolution 2017-03 (Delegation of Authority)

Commissioner Wendling advised that the Executive Committee asked Commission Counsel, John Szczubelek, to research the issue and draft a resolution to delegate necessary authority to the Deputy Executive Director effective upon the separation date of the current director. Chair Wendling read into record Commission Resolution 2017-03 which authorizes the Deputy Executive Director to perform functions that would otherwise be performed by the Executive Director, effective upon the Director's separation and valid until a new director is selected and the Commission rescinds or modifies the resolution.

A **MOTION** was made by Commissioner Donnellon and supported by Commissioner Zulch to adopt Commission Resolution 2017-03 which delegates authority to the Deputy Executive Director.

A **VOTE** was taken. The **MOTION** carried.

Presentation to Executive Director Harvey

Chair Wendling stated that this will be Executive Director David Harvey's last commission meeting. He added that he and Dave started with the Commission at the same time and added that he has enjoyed working with him. Commissioner Wendling said that David Harvey was well respected in all aspects of public service. He added that Mr. Harvey kept his focus on training, carried out all of the functions of the Commission and would not be swayed by politics. He also said that Mr. Harvey exposed MCOLES to national and international agencies. He thanked him again for his service.

Executive Director Harvey stated that he was entering his fortieth year in law enforcement. He added that since being with MCOLES they now had the best budget, almost full staff, and had met all of the objectives he had laid out. He felt with the new Commission and the completion of the Governor's project it was a good time to leave. He added that he wanted to go into the public sector and to ride his Harley.

Executive Director Harvey went on to say that any success he gained was on behalf of the Commissioners who volunteered their time for the good of law enforcement and the staff. He continued adding that this was the best staff he had ever worked with due to their dedication to law enforcement. He said his goal was to ensure that all the tools and training necessary to survive had been provided to all law enforcement officers. Finally he wanted to thank Hermina for her dedication and hard work. He wished everyone good luck and Godspeed.

OLD BUSINESS - None

PUBLIC COMMENT - None

MISCELLANEOUS

NEXT MEETING

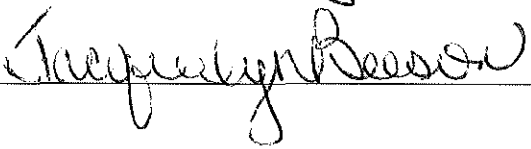
Date: June 14, 2017 @ 10:30 AM

Location: Lansing

ADJOURNMENT:

A **MOTION** was made by Commissioner Molloy and supported by Commissioner Donnellon to adjourn the meeting.

APPROVED BY  ON 6/14/17

WITNESSED BY  ON 6/14/17



MCOLES

Michigan Commission on Law Enforcement Standards

Executive Director Selection Process

April 2017

1. At the February 15, 2017 Commission meeting the Commission moves to establish an ad hoc committee to research and recommend to the full Commission a selection process for the new Executive Director. Commissioners interested in participating were to notify Chair Wendling.
2. On March 1, 2017 the Executive Committee met to finalize the committee and appoint a staff member liaison.
3. On March 28, 2017 the Executive Director Selection Committee met to review and discuss a process to recommend to the full Commission.

The Executive Director Selection Committee recommends the following process to the Commission for its consideration and input:

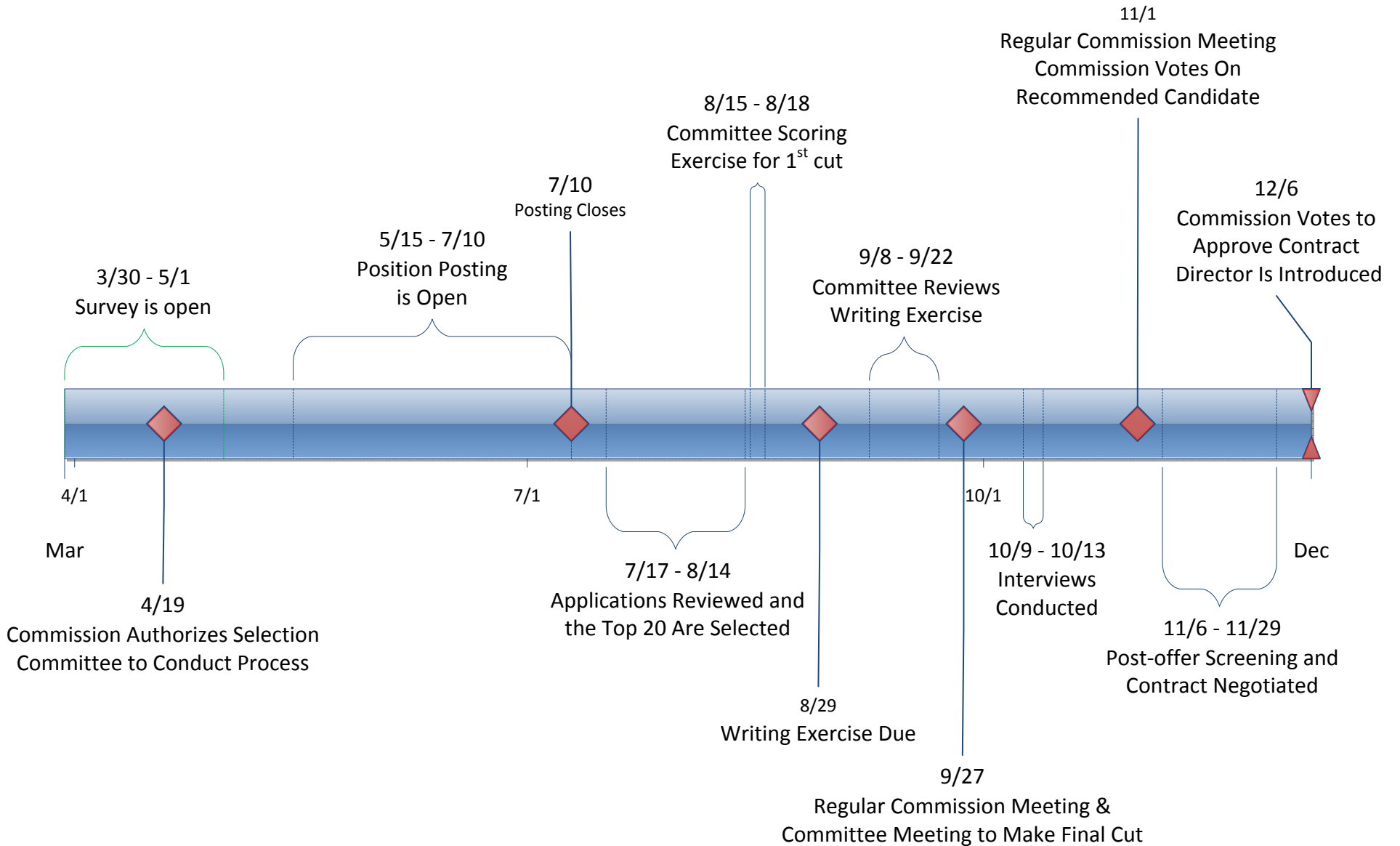
1. The position will be posted as an unclassified position through the state hiring system (NEOGOV).
2. The position will be advertised statewide and nationally through trade journals, professional associations, and other appropriate organizations as well as through media postings.
3. The application process will remain open for a minimum of 6 weeks to allow for wide notice and broad opportunity to reach interested high quality applicants.
4. Applicants will be required to submit a resume and cover letter describing their experience, employment goals and reason for applying for the position.
5. Applications and attachments will be received via the state mandated hiring system (NEOGOV).
6. The staff liaison will work with human resources to complete steps 1-5 and then disseminate the documents to members of the selection committee.

7. Selection Committee evaluates all applications and selects the top applicants for participation in a writing exercise to be submitted and scored by the selection committee.
8. Selection Committee evaluates and scores all writing exercises submitted reducing the pool to the top candidates for interview.
9. Remaining candidates will be invited to participate in the final selection/interview process to be scheduled as an open meeting. Notice will be given to candidates that the final steps of this process will be public.
10. Candidates will be asked to provide the selection committee with references and sign a release of information to allow for background investigation to be conducted.
11. Interview process begins with a pre-interview exercise. On-site preparation of a presentation on a topic to be selected, which will be presented to the interview panel during the open interview process.
12. Interview panel will role play in the presentation exercise asking questions related to the topic presented by the candidate. This exercise will be open to the public.
13. Formal interview will be conducted by the interview panel based on specific, pre-selected and approved interview questions. This interview will be open to the public.
14. Consensus exercise conducted by the selection committee to identify the top candidate will be completed immediately after the last interview concludes.
15. Pre-offer preliminary background investigation is conducted by the selection committee. This would include interviewing references and a background check including a name search and CCH.
16. Selection committee recommends the top candidate to the full Commission at an open meeting.
17. At the meeting the Commission discusses the recommendation and then votes to accept or reject proceeding with a conditional offer of employment to the recommended candidate.
18. A conditional offer of employment is made to the successful candidate by the Commission chair contingent upon the results of a thorough background investigation conducted by an outside investigator, a drug screening and a psychological evaluation completed by an external psychologist.

19. Upon the candidate's acceptance of the conditional offer the background investigation, drug screening and psychological evaluation is completed.
20. Selection committee reviews the results of these post offer assessments. If the candidate has successfully passed these post-offer assessments the selection committee confirms the candidate's acceptance of the position.
21. A contractual agreement is negotiated between the Commission and the candidate determining the salary, benefits, other required terms and a start date.
22. At the September 27th Commission meeting the new Executive Director is introduced, the Commission votes to approve the negotiated contract, and the appropriate Commission and state parties sign the negotiated agreement.



2017 Executive Director Search Timeline





Employment Opportunity

Executive Director

Michigan Commission on Law Enforcement Standards

The Michigan Commission on Law Enforcement Standards (MCOLES) is seeking qualified individuals to compete for the position of Executive Director. Serious candidates are invited to apply and submit a resume accompanied by a cover letter describing the candidate's experience and employment goals no later than July 10, 2017 (see end paragraph "To Apply for this Position" for directions on how to apply)¹.

About this Position: This position serves as the Executive Director of the Michigan Commission on Law Enforcement Standards (MCOLES), a 19-member commission appointed by the Governor of Michigan. The Executive Director is appointed by, and serves at the pleasure of the Commission. The Executive Director is responsible for carrying out the policy directives set by the Commission, pursuant to Michigan Public Act 203 of 1965, and for conforming the operations and practices of the Commission and its staff to the policies of state government. The Executive Director also functions as the administrative head of the Michigan Commission on Law Enforcement Standards. Key duties of the Executive Director are as follows:

- Serves as the Commission's representative with the law enforcement, training and criminal justice communities;
- Serves as the Commission's policy expert and legislative liaison;
- Represents the Commission at national and state meetings with educators, law enforcement officials, legislators and other professional groups;
- Provides direction, management and supervision to a professional staff in the administration of the state's statutorily mandated standards for selection, training, employment, licensing, and retention of Michigan's 18,000 law enforcement officers;
- Administers the Michigan Justice Training program, which distributes funding in support of criminal justice in-service training, pursuant to Michigan Public Act 302 of 1982;
- Administers the Public Safety Officer Benefits program, providing a financial benefit to public safety officers who have suffered permanently disabling injuries or to survivors and dependents of officers who died in the line of duty, pursuant to Michigan Public Act 46 of 2004.
- Administers funding programs which provide financial assistance to law enforcement agencies in developing law enforcement officer candidates.
- Administers the federally funded Stop Violence Against Women program; and,
- Provides oversight of the MCOLES Information and Tracking Network (MITN), a web enabled information system providing a platform for statutorily mandated business transactions between MCOLES and its law enforcement and criminal justice clients across the State of Michigan.

¹ This document represents an overview of the Executive Director position and the general requirements that are essential for a successful candidate. Please refer to the Michigan Department of Civil Service website at <http://agency.governmentjobs.com/michigan/default.cfm> for a complete job description.

Candidate Qualifications: The ideal candidate will have accumulated a well-balanced professional portfolio that includes practical experience in law enforcement as well as academic achievement. Work experience including the supervision of personnel, project management, budget development and administrative leadership is a requisite for this position. A candidate must possess a Bachelor's degree, however, an advanced degree and/or evidence of advanced or continuing education is preferable. Candidates for this position must demonstrate excellent written and oral communication skills. Candidates must be willing to engage in competitive personnel screening exercises designed to assist the Commission in identifying the most qualified candidate for this position including participation in a final interview process open to the public. A successful candidate will also be required to participate in several pre-appointment assessments. Please see notice below.

Salary and Benefits: The Executive Director will be compensated as an unclassified, at-will member of state government. A full benefit package will be available. This is a defined contribution position. The salary range for this position is \$89,333 to \$121,449, depending on education and experience levels.

To Apply for this Position: Serious candidates are invited to apply for this position. Application **must** be made through Michigan's online hiring system. The State of Michigan Job Openings site may be accessed at <http://agency.governmentjobs.com/michigan/default.cfm>. This will direct you to the Job Openings home page. Click on the filter icon at the top right of the main part of the page, then click on "Job Category" and check the administration box. You will be redirected to a page that will allow you to select the application for this position. You must respond no later than **July 10, 2017**. We also require that applicants electronically attach the following documents to their application: a copy of the applicant's resume; and, a cover letter describing the candidate's experience, employment goals and reason for applying for this position. Specific directions on how to make these attachments may be found at the State Jobs site. Letters of endorsement should be sent by the endorsing party directly to:

Michigan Commission on Law Enforcement Standards
106 W. Allegan, Suite 600
P.O. Box 30633
Lansing, Michigan 48909

Attention: Executive Director Search

NOTIFICATION

The successful candidate will be required to undergo a pre-appointment background investigation, drug testing, and a psychological evaluation.

Position Code 1.

State of Michigan
Civil Service Commission
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency
	Michigan State Police
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	Michigan Commission on Law Enforcement Standards
4.Civil Service Position Code Description	10.Division
Unclassified	
5.Working Title (What the agency calls the position)	11.Section
Executive Director	
6.Name and Position Code Description of Direct Supervisor	12.Unit
Lt. Col. Rick Arnold	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
Colonel Kriste Kibbey Etue	106 W. Allegan Street, Lansing, MI 8 AM – 5 PM

14. General Summary of Function/Purpose of Position

This position serves as the executive director of the Michigan Commission on Law Enforcement Standards (MCOLES), whose statutory functions and responsibilities are set forth in 1965 PA 203 as amended, 1982 PA 302 as amended, MCL 28.621, 2004 PA 46 as amended, and 2008 PA 537, as amended. The primary responsibility of this position is to work directly with the Commission in order to provide defensible mandatory standards for the selection, training, employment, licensing, and retention of Michigan's 18,000 law enforcement officers as well as the investigation and revocation of officers in non-compliance with the statute. This position also works directly with the Commission in the development of administrative rules, policies and procedures to guide the administration of the Act and the MCOLES Michigan Justice Training Fund, the Public Safety Officer Benefits Program, the Training to Locals Program, and the Stop Violence Against Women Program (grant funded). In addition, this position is responsible for communicating directly with law enforcement agency administrators and law enforcement officers to ensure the Commission is meeting the needs of its constituency.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 50**

Serve as executive director of the Michigan Commission on Law Enforcement Standards.

Individual tasks related to the duty.

- Plans, organizes and directs the implementation of the goals and objectives of the Commission, and to this end, provides an annual management plan.
- Provides advice and counsel to the Commission on MCOLES statutory responsibilities as outlined in 1965 PA 203 as amended, 1982 PA 302 as amended, MCL 28.621, 2004 PA 46 as amended, and 2008 PA 537, as amended.
- Represents the Commission at meetings and functions.
- Directs the preparation of agendas, meeting arrangements, and documents for all Commission business meetings.
- Directs the administration of employment practices and training policies for the selection and licensing of law enforcement officers statewide.
- Represents the Michigan Commission on Law Enforcement Standards at national and state meetings with educators, law enforcement officials, and other professional groups.
- Serves as a liaison between the Commission and the Governor's office, legislature, state departments, local units of government, professional organizations, and various labor unions on issues related to MCOLES standards.
- Appears before training groups, legislative committees, citizen groups, members of the press and others as a speaker regarding MCOLES standards and programs, law enforcement training issues, law enforcement licensure, and policy issues as required.
- Attends annual and semi-annual meetings of professional organizations to allow input and feedback from the criminal justice community regarding matters of mutual concern.
- Serves as statewide liaison and spokesperson for the Commission.

Duty 2

General Summary of Duty 2 **% of Time 20**

Serve as the Commission's policy expert and legislative liaison.

Individual tasks related to the duty.

- Serves as a policy expert in litigation involving the organization.
- Serves as a policy expert in support of local law enforcement agencies in matters related to the Commission or the MCOLES statutory requirements.
- Serves as the legislative liaison for the Commission.
- Testifies before the legislature and special committees.

Duty 3

General Summary of Duty 3

% of Time 20

Serves as the Commission's liaison (or consultant) with the legislature, state budget office and department on the development and defense of the Commission's budget and funding sources.

Individual tasks related to the duty.

- Initiates appropriate action in order to secure support for funding of the Commission's responsibilities and directives.
- Meets with appropriate legislators, Budget Office officials and department officials to provide information on the mandates to the Commission and Commission initiatives in support of the Commission budget.
- Provides guidance for the annual development of the Commission budget.
- Provides guidance for the administration of the Michigan Justice Training Fund, Training to Locals Fund, the Public Safety Officer Benefits Program and the STOP Violence Against Women Grant program; and
- Provides guidance for all fiscal control activities to ensure that all actions taken are in accordance with statutory requirements, administrative law, Executive Orders and Directives and state budget office requirements.

Duty 4

General Summary of Duty 4

% of Time 10

Serves as administrative head of the Michigan Commission on Law Enforcement Standards

Individual tasks related to the duty.

- Institutes and directs activities pertaining to the statewide mandates for the recruitment, selection, training, licensing and retention of more than 18,000 law enforcement officers.
- Issues administrative decisions on academy dismissals, denials and appeals.
- Establishes program goals, objectives and priorities for all MCOLES managed responsibilities and determines the operating policies and implementation methods within the context of the overall Commission policies and guidelines.
- Reviews progress reports on MCOLES activities to determine program/process effectiveness in meeting Commission goals.
- Provides direction and guidance in the resolution of complex, sensitive, or precedent setting situations.
- Directs the goals and objectives to which management plans, budgets and policies will be developed.
- Establishes and maintains a work environment that ensures staff's ability to perform the mandated responsibilities of the commission in compliance with all applicable laws, administrative rules, policies and directives of the Commission.
- Ensures that all staff have equal opportunity in hiring, promotion, and other employment practices;
- Ensures that all staff have equal opportunity for development and training; and
- Executes contractual agreements with law enforcement agencies, colleges, universities, private vendors and other state agencies to carry out the legislatively mandated responsibilities of the Commission.

Duty 5

General Summary of Duty 5

% of Time

Individual tasks related to the duty.

Duty 6

General Summary of Duty 6

% of Time

Individual tasks related to the duty.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

All decisions necessary to carry out the statutory responsibilities and policies and initiatives of the Commission. Agencies, officers, training delivery sites and training vendors are governed by these statutory responsibilities.

17. Describe the types of decisions that require the supervisor's review.

Decisions that would set precedent or change past practice or require an exception from standing procedure must be brought to the 19 member Commission.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position is largely administrative in nature, although from time to time it requires lifting and carrying items of 50 lbs. or more. This position also requires driving a car and using a personal computer workstation.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
Hermina Kramp	SAM-16		
Jacquelyn Beeson	Executive Secretary 10		

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

21. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

22. What are the essential functions of this position?

By statute this position is the Executive Director of the Michigan Commission on Law Enforcement Standards. This position is an unclassified position and is responsible for implementing the mandates, directives and policies of the Commission.

23. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The mandated responsibilities and complexity of this position have increased.

24. What is the function of the work area and how does this position fit into that function?

The MCOLES is responsible for carrying out the statutory mandates of 1965 PA 203 as amended, 1982 PA 302 as amended, MCL 28.621, 2004 PA 46 as amended, and 2008 PA 537, as amended, directives of the Commission and the Governor, as related to law enforcement training, standards and examinations. This position serves as the Executive Director for a 19 member autonomous agency including 18 staff members.

25. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Possession of a bachelor's degree in Criminal Justice Administration or related field. A master's degree is preferable.

EXPERIENCE:

Five (5) years of experience as a professional manager involving budget, policy and standards development as well as mandated regulatory tasks.

KNOWLEDGE, SKILLS, AND ABILITIES:

This position requires self-motivation and the ability to make independent judgments and decisions on a daily basis. It also requires a thorough knowledge of the criminal justice system and processes, extensive problem solving skills and human resource management skills. In addition, this position requires good writing skills, strong public speaking skills, and interpersonal skills to work with diverse groups and constituencies.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current or previous licensure as a fully empowered law enforcement officer.

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.



MCOLES

Michigan Commission on Law Enforcement Standards

Commission Resolution 2017-02
Resolution to Honor Fallen Wayne State University Police Department
Sergeant Collin James Rose
And Extend Public Safety Officer Benefits

WHEREAS, the Michigan Commission on Law Enforcement Standards is the agency of the State of Michigan that sets standards for training and licensure of Michigan law enforcement officers and administers the Public Safety Officers Benefit Program; and,

WHEREAS, Sergeant Collin James Rose served honorably as a Law Enforcement Officer with the Village of Richland Police Department and the Wayne State University Police Department; and,

WHEREAS, Sergeant Collin James Rose was a dedicated public servant who performed his duties in a manner that has brought honor to the entire law enforcement profession; and,

WHEREAS, Sergeant Collin James Rose's commitment to excellence was evidenced by two Letters of Commendation and a Presidential Award bestowed upon him by the Wayne State University Police Department; and,

WHEREAS, Sergeant Collin James Rose's kindness and humanity were exemplified by his commitment to train and care for dogs as a certified professional canine handler, a member of the Metro-Detroit Schutzhound & Police K9 Club, and a supporter of canine rescue organizations; and,

WHEREAS, Sergeant Collin James Rose gave his life in the line of duty while serving as a law enforcement officer for the Wayne State University Police Department; and

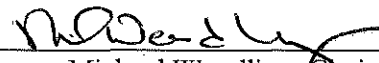
WHEREAS, Sergeant Collin James Rose is survived by his loving parents Randy and Karen Rose, brother Curtis Rose, loving and devoted fiancé Nicole Salgot; and his loyal K9 partners "Clyde" and "Wolverine"; and,

WHEREAS, the Michigan Commission on Law Enforcement Standards, on behalf of all Michigan public safety officers, expresses profound sympathy to the family, fellow law enforcement officers, friends, and loved ones of Sergeant Collin James Rose.

NOW, THEREFORE BE IT RESOLVED, that the members of the Michigan Commission on Law Enforcement Standards pay their highest tribute to the service and sacrifice of Sergeant Collin James Rose ; and,

BE IT FURTHER RESOLVED that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Sergeant Collin James Rose.

Unanimously adopted by the Michigan Commission on Law Enforcement Standards on April 19th, 2017.


Michael Wendling, Chair



MCOLES

Michigan Commission on Law Enforcement Standards

Commission Resolution 2017-03 Delegation of Authority

WHEREAS, the current Executive Director will be resigning effective May 17, 2017; and,

WHEREAS, a replacement Executive Director will not be appointed by May 17, 2017; and,

WHEREAS, the Commission, the Executive Director, the Deputy Executive Director, and other Staff are responsible for the performance of statutory functions established in the Michigan Commission on Law Enforcement Standards Act, the Michigan Justice Training Act, Executive Order 2001-5, the Public Safety Officers Benefit Act, Chapter III of the Code of Criminal Procedure, and the Michigan Retired Law Enforcement Officer's Firearm Carry Act; and,

WHEREAS, § II B of Executive Order 2001-5, codified as MCL 28.621, further provides that the Executive Director shall administer the functions of the Michigan Commission on Law Enforcement Standards Act and the Michigan Justice Training Act; and,

WHEREAS, consistent with long-standing practice, § 2(b) of the Michigan Commission on Law Enforcement Standards Act contemplates that the Commission will expressly delegate the performance of statutory functions to the Executive Director and Staff; and,

WHEREAS, the Commission has traditionally performed, without delegation, several statutory functions; and,

WHEREAS, to address this need, it is appropriate to expressly delegate the responsibility for performance of statutory functions to the Deputy Executive Director that would otherwise be performed by the Executive Director; and,

WHEREAS, the Commission may modify the delegations made in this Resolution to ensure that functions performed by the Deputy Executive Director and Staff are consistent with past practices and policies, and to address concerns as they arise; and,


WHEREAS, when a replacement Executive Director is appointed, it will be necessary for the Commission to modify or rescind this Resolution;

BE IT FURTHER RESOLVED that:

1. The Commission delegates to the Deputy Executive Director the responsibility to perform, and to supervise the Staff's performance of, the statutory functions described in the Michigan Commission on Law Enforcement Standards Act, the Michigan Justice Training Act, Executive Order 2001-5, the Public Safety Officers Benefit Act, Chapter III of the Code of Criminal Procedure, and the Michigan Retired Law Enforcement Officer's Firearm Carry Act, excluding:
 - a. Appointing an Executive Director of the commission;
 - b. Assigning functions and duties to the Executive Director;

- c. Electing a chairperson and vice-chairperson;
 - d. Functions related to conducting Commission meetings;
 - e. Approving administrative rules; and
 - f. Approving grant awards.
2. This express delegation is made with the understanding that it requires the Deputy Executive Director to work out of class, as provided in Civil Service Rule 4-5, while performing the functions that would otherwise be performed by the Executive Director.
 3. To account for the Deputy Executive Director working out of class, the Commission will seek necessary prior approvals from Civil Service staff as provided in Civil Service Rule 4-5.
 4. This express delegation is made with the understanding that it requires the Deputy Executive Director to be registered as a Lobbyist Agent as provided in 1978 PA 472 as amended, while performing the functions that would otherwise be performed by the Executive Director.
 5. The Commission may modify or rescind this Resolution as circumstances require, and upon appointing a replacement Executive Director.
 6. This Resolution shall take effect on May 17, 2017 and remain in effect until it is modified or rescinded by the Commission.

Unanimously adopted by the Michigan Commission on Law Enforcement Standards on April 19, 2017.


Michael Wendling, Chair



MCOLES

Michigan Commission on Law Enforcement Standards

Commission Resolution 2017-04
Resolution to Honor Fallen Harrison Township
Fire Fighter Lieutenant Andrew B. Russell
And Extend Public Safety Officer Benefits

WHEREAS, the Michigan Commission on Law Enforcement Standards is the duly appointed body of state government conferred with the authority to administer the Michigan Public Safety Officers Benefit; and,

WHEREAS, Andrew Russell was a Firefighter with the Clinton Fire Department, the Pittsfield Charter Township Department of Public Safety, and most recently serving twenty years with the Harrison Township Fire Department where he was promoted to the rank of Lieutenant in 2015; and,

WHEREAS, Lieutenant Andrew Russell was a dedicated public servant who performed his duties in a manner that has brought honor to the entire public safety profession; and,

WHEREAS, Lieutenant Andrew Russell's commitment to excellence was evidenced by two Fire Commendations and two Life Saving Awards bestowed upon him by the Harrison Township Fire Department; and,

WHEREAS, Lieutenant Andrew Russell demonstrated commitment and care in the exercise of his duties and was an eager protector of the public, demonstrated by his dedication to the communities he served; and,

WHEREAS, Lieutenant Andrew Russell sustained an in the line of duty injury which ultimately resulted in the loss of his life; and,

WHEREAS, Lieutenant Andrew Russell, devoted to his family, was married to his wife Clara, the father of Eli, Adam and Erin, beloved son, brother, uncle, friend, artist, Knights of Columbus member, mentor to many; and,

WHEREAS, the Michigan Commission on Law Enforcement Standards, on behalf of all Michigan public safety officers, expresses profound sympathy to the family, fellow public safety officers, friends, and loved ones of Lieutenant Andrew Russell.

NOW, THEREFORE BE IT RESOLVED, that the members of the Michigan Commission on Law Enforcement Standards pay their highest tribute to the service and sacrifice of Lieutenant Andrew Russell; and,

BE IT FURTHER RESOLVED that all eligible benefits provided through the Public Safety Officer Benefits Act shall be extended to the survivors of Lieutenant Andrew B. Russell.

Unanimously adopted by the Michigan Commission on Law Enforcement Standards on April 19, 2017.


Michael Wendling, Chair