

CITY OF TAYLOR, MICHIGAN
POLICE & FIRE CIVIL SERVICE COMMISSION

PERMANENT RULES AND REGULATIONS

ADOPTED: Resolution 7.49-71

Effective: July 12, 1971

Revised: March 10, 2022

RULE I - AUTHORITY AND APPLICATION

Section 1 The following rules and regulations shall be the rules and regulations authorized by the Fire & Police Civil Service Commission for the City of Taylor and shall apply to all positions and employees of the Fire and/or Police Departments of the City of Taylor in regards to appointments, promotions and other changes in status and to all other matters as provided by Act 78 of the P.A. 1935, as amended.

Section 2 **AMENDMENT:** The Civil Service Commission may at any time abolish, alter, change, make additions to or otherwise amend these rules and regulations in a manner not in conflict with the law by posting the proposed change or changes for 30-days prior in the City Hall, or other appropriate place with a notice of the effective date as provided hereinafter in Rule III, Section 4. Due notice of the contents of such rules and regulations and of any modifications thereof shall be given by mail in due season to appointing officers affected thereby.

RULE II - DEFINITIONS:

- Section 1**
- (a) The term "Commission" means the Fire & Police Civil Service Commission of the City of Taylor.
 - (b) The term "Commissioner" shall mean any one of the three Fire & Police Civil Service Commissioners.
 - (c) The term "Appointing Officer" shall be construed to mean the Chief Executive Officer of the City.
 - (d) The Term "Civil Service Act" shall mean Act 78 of the Public Acts of 1935 as amended.

- (e) The term “eligible list” shall mean a list of applicants for a particular position listed numerical according to the ratings received upon the applicant’s examination. The highest rated applicant shall be number one (1) and each succeeding highest rating following numerically thereafter.
- (f) The term “position” as mentioned in Act 78 means “rank,” except as cited in Section 11, Paragraph 5, of Act 78.

RULE III - ORGANIZATION AND ADMINISTRATION

Section 1 **Meetings of Commission, Quorum:** The Commission shall meet on the first Monday of each even numbered month, (February, April, June, August, October and December). The Commission shall hold such other meetings, at such times and places as the Chairman shall direct, or on the request of the other two members. Two (2) members shall constitute a quorum. **Res #11.67-20**

Section 2 **Chairman:** The three members of the commission shall together elect one of their members to act as Chairman of the Commission for a term only of one year. Commencing January and each year thereafter, the members shall elect a new Chairman from their number.

Section 3 **Chairman Duties:** The Chairman shall serve as executive officer of the Commission and preside at all meetings. The Chairman shall represent the Commission on all official and ceremonial occasions; provided, however, the Chairman may designate another member of the Commission to take his place.

Section 4 **Official Notices:** The Commission shall use a bulletin board, located in the City Hall and other appropriate places, for all official notices. The posting of any required notice upon such bulletin boards shall be deemed requisite public notices thereof, unless otherwise provided by Act 78, P.A. of 1935 as amended.

RULE IV - POWER AND DUTY OF COMMISSION

Section 1 **It shall be the duty of the Commission:**

- (a) To prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Act.
- (b) To keep minutes of its proceedings and records of its examinations and other official actions.
- (c) To keep and preserve all records for a period of ten (10) years.

- (d) To keep or cause to be kept a roster of all members of the Fire and Police Departments. (Roster is in Excel)
- (e) To keep or cause to be kept a record of all matters relating to character, quality of work and the attitude of the individual to his or her work and such other matters as may have a bearing on promotion, transfer, or discharge.
- (f) To make investigations concerning all matters touching the enforcement and effect of the provisions of the Civil Service Act.
- (g) To administer oaths of affirmations, and to take testimony in the course of their official duties.
- (h) To subpoena the attendance of witnesses and books pertinent to an investigation or hearing.
- (i) To submit an annual report to the Mayor showing its own actions, rules and regulations and modifications in force at the time of the report and further, the Commission shall propose any suggestions it may approve for the more effectual accomplishment of the Civil Service Act.
- (j) To make rule and regulations providing for examinations for positions and promotions in the Fire and Police Departments and for such other matters as are necessary to carrying out the purpose of the Civil Service Act.

RULE V - APPLICANTS

Section 1 **Application Form:** Applications for positions with the Fire or Police Departments shall be made on forms prescribed by the Commission.

Section 2 **Applicants, Misstatement:** Any application may be rejected and/or the person disqualified from employment where the Commission finds that the applicant has made a false statement as to any material factor, has practiced or attempted to practice deception or fraud in his/her application.

Section 3 **Applicant's Physical Examination:**

- (a) Police Officer applicant's initial physical examination Requirements will be covered by the MCOLES Standards.
- (b) Firefighter applicant's initial physical examination requirements will be covered by the CWW Standards.

- (c) Further Doctor Exams will be required after the conditional letter of employment is offered to the Fire or Police applicant who must comply to the hiring standards. **Amended Res. 06.56-04**

Section 4 **Applicants Age:** All applicants must not be less than twenty-one (21) years of age. (Act 78, 38.510, Sec. 10, (c). **Amended Res. 06.56-04, Amended Res. 2.17-12**

Section 5 **Applicants Refused:** The Civil Service Commission may refuse to examine an applicant or, after examination, refuse to certify as eligible, anyone who is found to lack any of the established preliminary requirements referred to in the Civil Service Act.

(a) Fire Applicants will be rejected on the basis of their driving record as follows: anything over 6 current points, or any serious offense, such as Reckless Driving, Driving under the Influence of Narcotics, Fleeing and Eluding or a Drunk Driving offense of less than four (4) years. **Amended Res. 7.141-88, Amended Res. 10-93-17**

(b) Police Applicants will be rejected on the basis of their driving record as follows: anything over 6 current points, or any serious offense, such as, Reckless Driving, Drunk Driving, Driving under the Influence of Narcotics or Fleeing and Eluding. **Amended Res. 7.141-88, Amended Res. 10-93-17**

Section 6 **Vacancy, Emergency:** Wherever there are urgent reasons for filling a vacancy in the Fire and/or Police Department and there is no list of persons eligible for appointment, the appointing authority may nominate a person to the Commission for a non-competitive examination. If such nominee shall be found qualified after such examination, she/he may be appointed temporarily, but such temporary appointment shall continue for a period no longer than three (3) months. In the event of an emergency due to war, the Commission may make temporary appointments. Such appointments shall be only during hostilities and six (6) months thereafter.

Section 7 **Requirements:**

(a) In addition to minimum standards set by the Michigan Commission on Law Enforcement Standards (adopted by the Taylor Township Board 1/18/67 0 Ordinance 81), applicants for Police Officer will be required to have a

minimum educational level of Associate Degree. Applicants must also be certifiable at the time of application **or** shall be certifiable within the first year of the eligibility list; **or** a certified officer in another police department. All applicants (except Michigan Certified Police Officers) shall submit valid proof of having passed the MCOLES written and physical agility tests. **Amended Res. 9.80-04, Amended Res. 9.79-13, Amended Res. 2.14-14**

- (b) Five (5) preference points will be added to the score of Public Service Officers who write the examination for Probationary Police Officer and who have been a Public Service Officer for at least two (2) years at the time of the written examination and pass with a score of 70% or better. Five (5) preference points shall be given to qualified Public Service Officers, unless veteran points apply. **Amended Res. 10.219-84, Res 6.120-86, Res 1.15-88, Res. 8.124-92, Amended Res 9.80-04, Removed Res. 2.17-12, Added & Amended res. 9.71-16, Amended Res 10.59-20**

- c) At the time of application to the Fire Department, applicants shall have State of Michigan Firefighter 1 and 2 Certification, or Firefighter 1 and 2 Certification from a State, Federal Agency, or jurisdiction considered by the Michigan Firefighters Training council to have reciprocity with the State of Michigan, as well as a current State of Michigan Paramedic License or 6 months or more in a paramedic class. Additionally, applicants shall provide a current State of Michigan CPAT physical agility certificate from a Michigan Regional Training Center, another State recognized Regional Training Center, Federal Agency, or other jurisdiction considered to have reciprocity with the State of Michigan training requirements.
A member of another full time Fire Department may apply and make a lateral move in pay up to 5 years; if that member has Firefighter 1, Firefighter 2 and is a Paramedic-No CPAT needed. **Amended Res. 9.80-04, Amended Res. 10.88-13, Amended Res. 7.62-14, Amended Res. 8.79-17, Amended Res 4.31-18, Amended Res 2.12-22**

- (d) Applicants to the fire department scoring **70%** or better on the written and oral examinations will be given either four (4) points for a Bachelors degree or two (2) points for an Associates degree, provided said degrees are in a firefighting related field, such as Fire Science Technology, Emergency Medical Services or Nursing. Bonus points will

be added to the candidate's final score. **Amended Res. 9.80-04, Res. 9.79-13, Amended Res 8.79-17, Amended res. 10.59-20**

Section 8 **Pre-Testing (Police Applicants):** All police applicants must pass the qualifying examinations provided by the Michigan Commission on Law Enforcement Standards (testing by The City of Taylor is to establish rank on eligibility list). **Amended Res. 10.146-85, Res. 6.116-87.**

Section 9 **Re-appointment:** Any person who has served for more than five (5) years in the Police or Fire Department and has a good record may be considered for reappointment. If such person should be reappointed, he/she shall be lowest in rank in the department next above the probationers of the department and will have one year and one day seniority. **Amended Res. 06.56-04**

Section 10 **Entrance Examination:** On new applicants for the Fire and Police Departments, the Commission will use written testing first for the process of elimination; then proceed with regular driver, fingerprint and fingerprint checks, together with oral interviews, to determine final eligibility list. **Amended Res. 9.80-04**

Section 11 **New Applicants – Final Grade Shall Be Determined As Follows:** 60% on the written, 40% on the oral. A score of at least **70% for Fire and 70% for Police** must be made on the written test in order to be eligible to take the oral examination. The curve system shall not be used in arriving at the written score of **70% for Fire and 70% for Police**. Five (5) points will be given to veterans with an honorable discharge and DD214 papers. Federal Guidelines will be followed for ten (10) point preference. Veteran points shall be added to the combined score of written and oral examinations to determine the final grade in accordance with the policy adopted by resolution 2.36-84. Applicants must pass both parts of the entry-level examination (both oral and written) with a score of **70% (FIRE) 70% (POLICE)** and better. **Amended Res. 11.182-81, Res. 2.36-84, Res. 11.218-87, Res. 9.80-04, Amended Res. 7.68-08, Amended Res. 9.79-13, Amended Res. 10-93-17, Amended Res. 10.59-20**

RULE VI – ELIGIBILITY LISTS

Section 1 **Eligibility Lists, Expiration of or Exhaustion:** The Commission will notify the Appointing Authority approximately three (3) months or 90 days prior to the expiration date of any eligibility list on all ranks. After concurrence of Appointing Authority, within sixty (60) days prior to the expiration date of said eligibility list, the Commission will make preparations for written and oral examinations. If the eligibility list is exhausted prior to expiration date, the Commission will post a new eligibility list within 60 days of exhaustion. The effective date of an expired eligibility list shall be the day following the date of expiration. The effective date of an exhausted eligibility list shall be the first day after completed tests are graded by the Commission. These scores shall be tabulated forthwith after tests are given. **Amended Res. 4.86-82, Amended Res. 02.22-05**

(a) Position of Chief or Deputy Chief: The only time the Commission will establish an eligibility list for Chief or Deputy Chief of the police or Fire Department will be when the Mayor is notified by letter of the Chief's or Deputy Chief's retirement or resignation, or upon the death of a Chief or Deputy Chief. Cut-off date for eligibility will be the date of the Chief's letter of retirement or resignation, or the date of the Chief's death. **Eliminated Res. 4.86-82, Restored Res. 7.164-84**

Section 2 **Eligibility Lists, Entrance Level:** If a candidate's name appears on two entrance level eligibility lists and the candidate is appointed from one list, his/her name will be retained on the second list. The name will remain on the list until hired or the list expires. **Amended Res. 02.22-05**

Section 3 **Eligibility Lists, Promotion From:** Any person on a promotional eligibility list can refuse promotion to the next higher rank at any time and still remain in the same position on the list until the list expires or is exhausted.

RULE VII – EXAMINATIONS

Section 1 **Examinations, Character:** There shall be a written test and oral examination on promotional examinations.

Section 2 **Examinations, Notice:** Notice of the time and place and purpose of every examination, except promotional examinations, shall be given by the Commission in the official paper of the city. Such notices shall be posted by the Commission for a period of two (2)

weeks as an official notice as provided by Rule III, Section 4, thereof.

Section 3 **Examinations, Applicant, Notice of Examinations:** Each applicant whose application has been accepted for any examination shall be notified by certified mail of the date, time and place of the examination and such notice shall be his/her authorization to take the examination. **Amended Res. #5.40-11**

(a) Form Number 3.51-80 will represent a form of application to take the written and oral test, which must be submitted within ten days after notification to the Secretary of Civil Service, which will then make the employee responsible for any loss of monies to the City if the employee does not take the (promotional) test after filling out the application within ten days after notification.

Section 4 **Examinations, Rating**

(a) **Promotional Examination:** The final earned rating on promotional examinations shall be determined by a method of grading which shall be as follows: 60% on written, 40% on the oral. The written exam shall be given first and graded. Applicants will be notified if they obtain a pass or fail. Applicants will be given 3 business days after notification to appeal any written test questions. All appeals are to be filed with the Civil Service Commission's Secretary. Upon resolution of filed disputes, applicants passing written exam will be notified of oral examination date and time. Longevity points shall be awarded as follows (cut-off date will be the expiration or exhaustion date of previous eligibility list): One (1) point for each six (6) months through twelve (12) years service; thereafter, one-half (1/2) point for each additional six (6) months service. The full six (6) months must be completed to qualify for additional point or one-half point. However, before an applicant's longevity points are added to his total score, he must receive a combined total score of 70%. In case of ties for promotion, the person with the most longevity shall receive preference. **Amended Res. 05.50-10**

(a) **Examinations, Non-Competitive:** The only time probationary personnel will be eligible to write shall be in a case of examination for the next higher rank where there is not more than one person eligible to write. Under no circumstances shall a promotion be made to a probationary individual on the higher list until he or she has completed his or her probationary period in the lower rank. If these people do not satisfactorily complete their probation in the lower rank, their name shall automatically be removed from the higher rank list. If, after inclusion of

probationary personnel in the eligible rank, the examination is still not competitive because of insufficient number of candidates to write (less than two), the Commission will drop to the next lower rank (excluding probationary personnel).
Revised Res. 8.177-82

(b) Examination, Writing for Lateral Position: Any probationary individual will be granted permission to write for a lateral position providing that as soon as s/he achieves permanent basis and if his/her name appears on a lateral eligibility list, his/her name will be withdrawn from aforesaid eligibility list.

RULE VIII

Repeal of Prior Rules: All rule and regulations or resolutions formerly adopted, that are inconsistent with the foregoing are hereby repealed.