

**~ Civil Service Commission ~
Macomb County Sheriff Department**

**2003
ANNUAL REPORT**

**Prepared by:
Macomb County Clerk's Office
40 North Main Street
Mount Clemens, Michigan 48043**

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January 1, 2004

Dear Macomb County Board of Commissioners:

In accordance with the Public Act 298 of 1966, the Macomb County Civil Service Commission is submitting to your Honorable Board and to the people of Macomb County its 2003 Annual Report, setting forth the various activities of the Civil Service Commission during the year ending December 31, 2003.

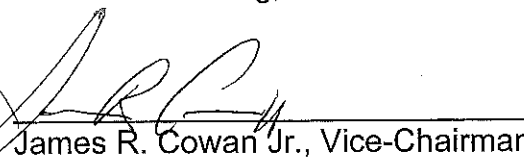
The Civil Service Commission extends its sincere appreciation at this time to the members of the Board of Commissioners, Sheriff Department, the officials and employees of the County and all others who have given their cooperation and assistance to this Commission in carrying out the various phases of its personnel program. It especially wishes to thank those who served as members of its examining boards or as collaborators in connection with the preparation of examinations and classification studies.

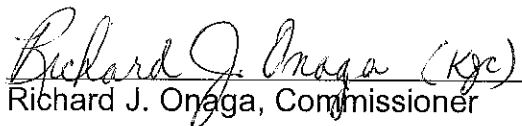
The understanding and support of such persons and their interest and cooperation have been vital factors in making the Civil Service Commission's accomplishments possible.

Sincerely,

MACOMB COUNTY CIVIL SERVICE COMMISSION


William A. Froberg, Chairman


James R. Cowan Jr., Vice-Chairman


Richard J. Onaga, Commissioner


Carmella Sabaugh
Macomb County Clerk

**2003 MACOMB COUNTY
CIVIL SERVICE COMMISSIONERS**

William A. Froberg	Appointed	01/01/03 to 12/31/08
James Cowan (resigned 12/31/03)	Elected	12/31/00 to 12/31/06
Richard J. Onaga	Appointed	04/09/03 to 12/31/05

HISTORY

On November 8, 1966, the electorate of the County of Macomb voted 61,903 to 30,324 to adopt the following proposition:

Shall Act No. 298 of the Public Acts of 1966, entitled, "An Act to establish and provide a Board of Civil Service Commissioners for Sheriff's departments in certain counties, to provide a civil service system based upon examination and investigation as to merit, efficiency and fitness for appointment, employment and promotion of all officers and men appointed in the department; to regulate the transfer, reinstatement, suspension and discharge of said officers; and to provide for referendums," be adopted.

Act 298 of 1966 is the main document governing the Civil Service Commission. It spells out the responsibilities and authority of the Civil Service Commission. (see Statute, pgs. 11-17)

On April 22, 1968, the Commission adopted a set of Rules & Regulations, which is now called the Macomb County Sheriff's Office Operations Manual.

CLASSIFICATION PLAN

At the inception of Civil Service at the Macomb County Sheriff Department in 1966, the original Civil Service Commission requested a survey be made by the staff of the State Department of Civil Service and the Sheriff Department. The result of many hours of research and compilation was a plan that was adopted and used by all Civil Service Commissions to date.

The Civil Service Commission's classification plan facilitates and conducts all phases of personnel administration at the Macomb County Sheriff Department on a systematic and equitable basis. It serves as a basis for the development of a comprehensive personnel program by the Civil Service Commission. By emphasizing an impartial approach, the classification plan promotes professionalism and serves as a safeguard against favoritism.

The plan is a system of identifying and describing different kinds of work and grouping like positions under common job titles. One of the key features is its portrayal of relationships among positions and classes within the system for which it has been developed.

The Commission has specifications for various classifications within the Sheriff Department. Classifications are changed on an ongoing basis as the work detail changes.

Effective May 28, 2003, the Civil Service Commission no longer accepts applications for AFSCME and UAW clerical positions within the Sheriff Department. All clerical positions are posted through Human Resources. Once a clerical position closes, the Macomb County Human Resources Department compiles a list of applicants based on the respective labor agreements. It becomes the responsibility of Human Resources to do all screening for clerical applicants. The list is then forwarded to the Civil Service Commission to be certified at the next available meeting.

MEETINGS

Civil Service Commission meetings are public and are usually held at 9:00 a.m. on the second and fourth Wednesday of each month. They are held in the Circuit Court Building in Room 355.

Regular Meetings	10
Special Meetings	10
Educational Seminar	0
Job Fair.....	0
Appeal Hearings	0
- Disciplinary (0)	
- Testing (0)	

EXAMINATIONS

OPEN COMPETITIVE: All examinations authorized by the Civil Service Commission include one or more types of tests. The type of tests to be used in a given examination depends upon the qualifications for the position. The Macomb County Human Resources Department and Michigan Municipal League administered the examinations. A member of the Civil Service Commission monitors oral interviews and written examinations.

Testing consists of outside written examinations to measure information or aptitude and oral interviews to evaluate personality and adaptability to the position being sought. A medical examination and psychological evaluation are important components of the testing process.

ERGOMETRICS DISPATCHER TESTING

The Ergometrics dispatch video testing system uses the latest technology to capture the multi-tasking aspect of emergency communications. This test consists of 38 multiple choice questions in which the applicants must listen and analyze important information, while taking notes, and decide the best way to respond to the situations. This video test shows scenes from a typical but fictitious emergency communications center and tests applicants' cognitive abilities such as their decision-making and multi-tasking skills.

In 2002, the Sheriff Department and Human Resources Department researched several testing options to determine the best testing system available. In December 2002, the Ergometrics dispatch test was given to the current dispatchers to determine the correlation between the material being tested and the essential functions of the Dispatcher position. After this validation study was completed, the Civil Service Commission implemented this test. The Dispatcher job description was revised as of March 13, 2003 to reflect the testing requirement changes.

Successful dispatcher applicants must have a minimum score of 25 words per minute on the general typing test and a passing score of 70% on the Ergometrics dispatch video test. Applicants who successfully meet the testing requirements are placed on a 2-year dispatcher eligibility list.

Below is a table showing the statistics for all Ergometrics testing administered in 2003.

No. of Applicants Tested	No. of Applicants Passed	No. of Applicants Failed	Percentage of Applicants that passed	Average scores of CallTaker Video Test	Average scores of CallTaker Notes Test	Average Combined Scores
73	43	30	58.9%	69.53%	79%	74.27%
This percentage rate is around expected passing rates when using the CallTaker and Notes tests only.				This percentage is slightly higher than would be expected based on nationwide norms.	This percentage is slightly lower than would be expected based on nationwide norms.	Must have passing score of 70% or higher.

PROMOTIONAL TESTING

A departmental or promotional examination consists of a written examination and oral interviews. There are two oral interviews: one conducted by personnel from within the Sheriff Department and the second by law enforcement personnel from outside the Macomb County Sheriff Department jurisdiction. Michigan Municipal League Examination Services (MML) administered the written examinations until September 1, 2003. Michigan Municipal League notified Civil Service Commission on August 25, 2003 that they would no longer administer written examinations for promotional testing. The cost through MML was \$900 per test consisting of 150 questions. The new company, Empco, Inc., charges \$2100 per test consisting of only 100 questions and \$21 per question for all questions over 100. This brings the total cost for each test to \$3150. The Civil Service Commission and Empco reached an agreement that all promotional tests consisting of 150 questions would be charged at a flat rate of \$2600 per test for the 2004/2005 fiscal years. As a result of this change, the Civil Service Commission and Macomb County Clerk Carmella Sabaugh, will save the county approximately \$3850 over this two-year period.

WRITTEN EXAMINATIONS:

<u>Date</u>	<u>Position</u>	<u># Tested</u>
01/16/03	Corrections Sergeant-1	Nineteen(19)
08/07/03	Sergeant VII	Eight (8)
08/07/03	Captain	Five (5)
	Dispatch Supervisor	Four (4)

ORAL EXAMINATIONS:

<u>Date</u>	<u>Position</u>	<u># Tested</u>
01/16/03	Corrections Sergeant-1	Nineteen(19)
08/07/03	Sergeant VII	Eight (8)
08/07/03	Captain	Five (5)
	Dispatch Supervisor	Four (4)

STATISTICS FOR 2003

PROMOTIONS:

Law Enforcement Sergeant promoted to Lieutenant	1
Law Enforcement Sergeant-1 promoted to Sergeant	4
Deputy promoted to Sergeant-1	3
Correction Officer promoted to Deputy	11
Dispatcher promoted to Deputy	2
Dispatcher promoted to Dispatch Leader	1
Dispatch Leader promoted to Dispatch Supervisor	1
TOTAL PROMOTED	<u>23</u>

PHYSICALS / PSYCHOLOGICALS

Physicals	36
Psychologicals	31

NEW HIRES:

Correction Officers	23
Dispatchers	6
Computer Maintenance	3
Account Clerk I	1
Accountant	<u>1</u>

TOTAL HIRED **34**

RETIRED / RESIGNED / TERMINATED

Retired	11
Resigned	9
Terminated	3

APPLICATIONS

All mandatory requirements for processing an application must be met or the application is rejected. The following breakdown indicates the number of applications accepted and approved for eligibility lists in 2003.

Corrections Officers **176**
Dispatchers **29**
Clerical (accepted only thru May 28, 2003) **116**

TOTAL ACCEPTED IN 2003 321

CLERICAL POSITIONS INCLUDED:	
Telephone Operator	10
Typist Clerk I	6
Typist Clerk II	6
Typist Clerk III	6
Typist Clerk IV	8
Account Clerk I	5
Account Clerk II	5
Account Clerk III	5
Account Clerk IV	7
Computer Maintenance Clerk	5
Cashier II	7
Secretary	5
Senior Secretary	5
Administrative Secretary	5
Reimbursement Specialist	9
Clerical Services Supervisor	8
Administrative Assistant	14

~ SPECIAL THANKS ~

This Commission would like to give special thanks to Vice-Chairman James Cowan for his commitment to this Commission during his membership. Although he has resigned from the Macomb County Civil Service Commission as of December 31, 2003, all of his hard work and dedication will always be appreciated. This Commission would also like to thank County Clerk Carmella Sabaugh and Kim Cady. In her job as secretary of the Civil Service Commission, Kim's hard work and service to our county is greatly appreciated.

CIVIL SERVICE COMMISSION — Act 298 of 1966

- 51.351 Civil service commission for sheriffs' departments in counties over 400,000; creation; applicability of act.
- 51.352 Civil service commission; membership, appointment, terms; president, term.
- 51.352a Commissioners; compensation.
- 51.353 Civil service commission; members, qualifications; holding other office prohibited; political affiliations.
- 51.354 Civil service commission; vacancies; removal.
- 51.355 Civil service commission; clerk.
- 51.356 Sheriff's department; incumbents, eligibility to permanent appointment under civil service.
- 51.357 Sheriff's department; appointments, reinstatements, promotions and discharges subject to act; exceptions.
- 51.358 Civil service commission; aid from board of supervisors and department heads; offices, supplies.
- 51.359 Civil service commission; powers and duties.
- 51.360 Civil service examination; application; filing; contents; forms; certificates; grounds for refusing to examine or certify applicant; hearing; review; physical examination; age; residence; reinstatement.
- 51.361 Civil service commission; rules and regulations for examinations.
- 51.362 Civil service employees; tenure; removal, discharge, reduction or suspension, procedures.
- 51.363 Civil service examinations, obstructing right to examination or registration, unlawfully furnishing information or impersonating others; penalty.
- 51.364 Appointment or selection contrary to rules; refusal to comply to or violates act; penalty.
- 51.365 Civil service commission; definitions.
- 51.366 Act effective upon approval by electors; petition; ballot; form; referendum.
- 51.367 Rescission and repeal of act by electors; ballot, form; referendum.

CIVIL SERVICE COMMISSION

Act 298 of 1966

AN ACT to establish and provide a board of civil service commissioners for sheriffs' departments in certain counties; to provide a civil service system based upon examination and investigation as to merit, efficiency and fitness for appointment, employment and promotion of all officers and men or women appointed in the departments; to regulate the transfer, reinstatement, suspension and discharge of said officers; to provide for referendums; and to prescribe penalties and provide remedies.

History: 1966, Act 298, Imd. Eff. July 14, 1966;—Am. 1998, Act 154, Eff. Mar. 23, 1999.

The People of the State of Michigan enact:

51.351 Civil service commission for sheriffs' departments in counties over 400,000; creation; applicability of act.

Sec. 1. Within 30 days after this act shall take effect there may be created a civil service commission in sheriffs' departments in all counties containing not less than 400,000 population, except that this act shall not apply in counties where the provisions of Act No. 370 of the Public Acts of 1941, as amended, being sections 38.401 to 38.428 of the Compiled Laws of 1948, are in force.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.352 Civil service commission; membership, appointment, terms; president, term.

Sec. 2. The civil service commission shall consist of 3 members, 2 of whom shall be appointed by the board of supervisors, 1 to be appointed for 2 years and 1 to be appointed for 6 years. The third member of the commission shall be elected by the members of the sheriff's department and he shall serve for a period of 4 years from the date of his appointment; a majority vote of the members of the sheriff's department shall be necessary to select such member. Thereafter, all appointments shall be made for a period of 6 years each; each commissioner shall serve until his successor is appointed and qualified by the appointing power hereinbefore designated.

The commission shall elect one of their number to act as president of the commission, who shall serve for 1 year.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.352a Commissioners; compensation.

Sec. 2a. Each commissioner may receive compensation for each day's service and such necessary expenses and mileage as may be incurred in the actual performance of his duties, as fixed by the county board of commissioners. In no event shall compensation be paid or allowed for more than 30 days in any 1 year.

History: Add. 1972, Act 125, Imd. Eff. May 4, 1972.

51.353 Civil service commission; members, qualifications; holding other office prohibited; political affiliations.

Sec. 3. No person shall be appointed a member of the commission who is not a citizen of the United States and an elector of the county for a period of at least 3 years immediately preceding his appointment. No commissioner shall hold any other elective office, place or position under the United States, state of Michigan, or any city, county or other political subdivision thereof; nor shall any commissioner serve on any political committee or take any active part in the management of any political campaign. Not more than 2 of the commissioners, at any one time, shall be adherents of the same political party.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.354 Civil service commission; vacancies; removal.

Sec. 4. In event that any commissioner ceases to be a member thereof by virtue of death, removal or other cause, a new commissioner shall be appointed to fill out the unexpired term within 10 days after the vacancy occurs. The appointment shall be made by the body who in the first instance appointed the commissioner who is no longer a member of the commission. The board of supervisors may remove any commissioner for incompetency, dereliction of duty, malfeasance in office or any other good cause, which shall be stated in writing and made a part of the records of the commission. A copy of the removal shall be served on the commissioner forthwith. Once the board

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has removed any commissioner, the removal shall be temporary only and shall be in effect for a period of 10 days. If at the end of 10 days the commissioner fails to make answer thereto, he shall be deemed removed; otherwise the board shall file in the circuit court a petition setting forth in full the reason for the removal and praying for the confirmation by the circuit court of the action of the board in removing the commissioner. A copy of the petition, in writing, shall be served upon the commissioner so removed simultaneously with its filing in the circuit court and shall have precedence on the docket of the court and shall be heard as soon as the removed commissioner shall demand. All rights hereby vested in the circuit court may be exercised by the judge thereof during a vacation. If no term of court is being held at the time of filing of the petition, and the judge thereof cannot be reached in the county wherein the petition was filed, the petition shall be heard at the next succeeding term of the circuit court, whether regular or special, and the commissioner so suspended shall remain suspended until a hearing is had upon the petition of the board. The court, or the judge thereof, in vacation, shall hear and decide upon the petition. The contestant against whom the decision of the court or judge thereof, in vacation, shall be rendered, shall have the right of appearing in person and by counsel and presenting his defense and to petition the supreme court for a review of the decision of the circuit court, or the judge thereof in vacation, as in chancery cases. If the board fails to file this petition in the circuit court within 10 days after the removal of the commissioner, he shall immediately resume his position as a member of the civil service commission.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.355 Civil service commission; clerk.

Sec. 5. The county clerk shall be clerk of the civil service commission and shall supply to the commission without extra compensation all necessary clerical and stenographic services for the work of the civil service commission.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.356 Sheriff's department; incumbents, eligibility to permanent appointment under civil service.

Sec. 6. For the benefit of the public service and to prevent delay, injury or interruption therein by reason of the enactment of this act, all persons holding a position in the sheriff's department, except the sheriff and undersheriff, when this act takes effect, who shall have served in such position for a period of at least 6 months last past continuously, are hereby declared eligible for permanent appointment under civil service to the offices, places, positions or employments which they shall then hold, respectively, without examination or other act on their part, and not on probation; and every such person is hereby automatically adopted and inducted permanently under civil service into such office, place, position or employment which such person then holds as completely and effectually to all intents and purposes as if such person had been permanently appointed thereto under civil service after examination and investigation. Any employee with less than 6 months' service shall be classed as a probationer under this act.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.357 Sheriff's department; appointments, reinstatements, promotions and discharges subject to act; exceptions.

Sec. 7. After the date this act takes effect, appointments to and promotions in sheriffs' departments subject to this act shall be made only according to qualifications and fitness to be ascertained by examinations, which shall be competitive, and no person shall be appointed, reinstated, promoted or discharged as a member of the department regardless of rank or position, in any manner or by any means other than those prescribed in this act. The positions of undersheriff and departmental heads are exempt from the operation of this act, and the sheriff shall have the sole power and authority to fill such positions.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.358 Civil service commission; aid from board of supervisors and department heads; offices, supplies.

Sec. 8. It shall be the duty of the board of supervisors and heads of departments to aid the civil service commission in all proper ways in carrying out the provisions of this act, to allow the reasonable use of public buildings, and to cause suitable and convenient rooms and accommodations to be assigned and provided and furnished, heated and lighted for carrying on the work and examinations of the civil service commission, and in all proper ways to facilitate the same. The civil service commission may order from the proper authorities the

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necessary stationery, postage stamps, official seal and other articles to be supplied, and the necessary printing to be done, for its official use.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.359 Civil service commission; powers and duties.

Sec. 9. The civil service commission, within the terms of this act, shall:

(1) Adopt and enforce rules and regulations for carrying into effect the provisions of this act. All rules so prepared may be added to, amended or rescinded.

(2) Keep minutes of its own proceedings and records of its examinations and other official actions. All recommendations of applicants for office, received by the commission or by any officer having authority to make appointments to office, shall be kept and preserved for a period of 10 years; and all such records, recommendations of former employers accepted, and all written causes of removal, filed with it, subject to reasonable regulation, shall be open to public inspection. It shall keep a roster of the members of the department, together with a record of service, military or naval experience, file statements on all matters relating to the character and quality of the work done and the attitude of the individual to his work and such other matters as may have a bearing on promotion, transfer or discharge.

(3) Make investigations concerning all matters touching the enforcement and effect of the provisions of this act and the rules and regulations prescribed thereunder, and concerning the action of any examiner or subordinate of the commission or any person in the public service in respect to the execution of this act; and in the course of such investigations any commissioner may administer oaths and affirmations and take testimony.

(4) Make an annual report to the board of supervisors showing its own action, and rules and regulations with all exceptions thereto in force, the practical effects thereof, and any suggestions it may approve for the more effectual accomplishments of the purpose of this act. The reports shall be available for public inspection 5 days after the same shall have been delivered to the board of supervisors.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.360 Civil service examination; application; filing; contents; forms; certificates; grounds for refusing to examine or certify applicant; hearing; review; physical examination; age; residence; reinstatement.

Sec. 10. (a) The civil service commission shall require persons applying for admission to any examination provided for under this act or under the rules of the commission to file in its office, within a reasonable time prior to the proposed examination, a formal application in which the applicant shall state under oath or affirmation:

(1) His full name, residence and post office address.

(2) His citizenship, age, and the place and date of his birth.

(3) His health, and his physical capacity for public service.

(4) His business and employments and residence for at least 3 years previous to his application. The commission shall establish educational requirements, but in no case shall the requirements call for less than an eighth grade education or its equivalent.

(5) Such other information as may reasonably be required, touching the applicant's qualifications and fitness for the public service.

(b) Blank forms for such applications shall be furnished by the commission without charge to all persons requesting same. The commission may require in connection with the application such certificate of citizens, physicians or others having knowledge of the applicant as the good of the service may require. The commission may refuse to examine an applicant or, after examination, to certify as eligible one who is found to lack any of the established preliminary requirements for the examination of position or employment for which he applied; or who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment; or who is addicted to the habitual use of intoxicating liquors or drugs; or who may have been guilty of any crime or infamous or notoriously disgraceful conduct; or who has been dismissed from the public service for delinquency or misconduct; or who has made a false statement of any material fact, or practiced or attempted to practice any deception or fraud in his application, in his examination, or in securing his eligibility; or who refuses to comply with the rules of the commission. If any applicant feels himself aggrieved by the action of the commission in refusing to examine him or, after an examination, to certify him as an eligible, as provided in this section, the commission, at the request of the applicant, shall appoint a time and a place for a public hearing, at which time the applicant may appear, by himself or counsel, or both, and the commission shall then review its refusal to make such examination or certifications, and testimony shall be taken. The commission shall subpoena, at the expense of the

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applicant, any competent witnesses requested by him. After review, the commission shall file the testimony taken in its records and shall again make a decision, which decision shall be reviewable on writ of certiorari.

(c) All applicants for any position in the department shall undergo a physical examination, which shall be conducted under the supervision of a commission composed of 2 doctors of medicine appointed for the commission by the board of supervisors. The commission shall certify that an applicant is free from any bodily or mental defects, deformity or diseases that might incapacitate him from the performance of the duties of the position desired before the applicant shall be permitted to take further examinations. No application will be received if the person applying is less than 18 years of age and has been a resident of the state for a period of less than 1 year prior to his application for any position in the department. If any applicant has formerly served in the department of the county to which he makes application for a period of more than 10 years, and has resigned from the department at a time when there were no charges of misconduct or other misfeasance pending against such applicant within a period of 2 years next preceding the date of his application, and is a resident of the county, then such person shall be eligible for reinstatement in the discretion of the civil service commission. The applicant, providing his former term of service so justifies, may be reappointed to the department without examination other than a physical examination; if such person shall be reinstated to the department, he shall be the lowest in rank in the department next above the probationers of the department.

History: 1966, Act 298, Imd. Eff. July 14, 1966;—Am. 1972, Act 81, Imd. Eff. Mar. 15, 1972;—Am. 1972, Act 125, Imd. Eff. May 4, 1972.

51.361 Civil service commission; rules and regulations for examinations.

Sec. 11. The civil service commission shall make rules and regulations providing for examinations of positions in the departments under this act, for appointments and for such other matters as are necessary to carry out the purposes of this act.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.362 Civil service employees; tenure; removal, discharge, reduction or suspension, procedures.

Sec. 12. The tenure of everyone holding an office, place, position or employment under the provisions of this act shall be only during good behavior and efficient service; and any such person may be removed or discharged, suspended without pay, or deprived of vacation privileges or other special privileges by the appointing officer for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment to the public, neglect of duty, violation of the provisions of this act or the rules of the commission, or any other failure of good behavior, or any acts of misfeasance, malfeasance or nonfeasance in office. No member of any department within the terms of this act shall be removed, discharged, reduced in rank or pay or suspended, or otherwise punished, except for cause, and in no event until he shall have been furnished with a written statement of the charges and the reasons for such actions. All charges shall be void unless filed within 90 days of the date of the violation. In every case of charges having been made, a copy of the statement of reasons therefor and the answer thereto, if the person sought to be removed desires to file such written answer, shall be furnished to the civil service commission and entered upon its records. The answer shall be filed by the member within 5 days after service of the charges upon him. If the person sought to be removed or reduced shall demand it, the civil service commission shall grant him a public hearing, which hearing shall be held within a period of 10 days from the filing of the charges in writing and a written answer thereto. Pending the period between the making of the charges as a basis for removal and the decision thereon by the commission, the member shall remain in office, but shall be suspended from duty without pay. At the hearing the burden shall be upon the person sought to be removed to prove that the removal is not justified. If the civil service commission shall determine that the action of the removing officer was not justified, then the person sought to be removed shall be reinstated with full pay for the entire period during which he may have been prevented from performing his usual employment, and no charges shall be officially recorded against his record. A written record of all testimony taken at such hearings shall be kept and preserved by the civil service commission, which record shall be sealed and not be available for public inspection, if no appeal is taken from the action of the commission. If the civil service commission sustains the action of the removing officer the person removed shall have an immediate right of appeal on certiorari to the circuit court of the county. The appeal shall be taken within 90 days from the entry by the civil service commission of its final order. Upon such an appeal being taken and docketed with the clerk of the circuit court, the circuit court shall proceed to hear the appeal upon the original record taken therein and no additional proof shall be permitted to be introduced. The circuit court's decision shall be final, saving to the employee, however, the right to petition the supreme court for a review of the court's decision. The removing officer and the person sought to be removed at all times, both before the civil service

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commission and upon appeal, may employ counsel to represent either of them before the civil service commission and upon appeal.

If for any reason of economy it shall be deemed necessary by any county to reduce the number of paid members of any department, then the county shall follow the following procedure:

The removals shall be accomplished by suspending in numerical order, commencing with the last man appointed to the department, all recent appointees to the department until such reductions shall have been accomplished. If the department again is increased in number to the strength existing prior to the reduction of members, the members suspended last under the terms of this act shall be first reinstated before any new appointments to the department shall be made.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.363 Civil service examinations, obstructing right to examination or registration, unlawfully furnishing information or impersonating others; penalty.

Sec. 13. Any commissioner or examiner or any other person who shall wilfully, by himself or in cooperation with 1 or more persons, defeat, deceive or obstruct any person in respect to his right of examination or registration according to this act or to any rule or regulation prescribed pursuant thereto, or who shall wilfully or corruptly furnish to any person any special or secret information, for the purpose of either improving or injuring the prospects or chances of appointment of any person so examined, registered or certified or to be examined, registered or certified, or who shall impersonate any other person, or permit or aid in any manner any other person to impersonate him in connection with any examination or registration, or application or request to be examined or registered, shall be deemed guilty of a misdemeanor.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.364 Appointment or selection contrary to rules; refusal to comply to or violates act; penalty.

Sec. 14. Whoever makes an appointment to office, or selects a person for employment contrary to the provisions of the rules and regulations as adopted under the authority of this act, or wilfully refuses or neglects otherwise to comply with or conform to any of the provisions of this act, or violates any of such provisions, shall be deemed guilty of a misdemeanor. Misdemeanors under the provisions of this act shall be punishable by a fine of not less \$100.00 nor more than \$1,000.00, or by imprisonment in a state prison for a term not exceeding 2 years, or by both fine and imprisonment in the discretion of the court.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.365 Civil service commission; definitions.

Sec. 15. As used in this act:

- (1) "Commission" means the civil service commission herein created.
- (2) "Commissioner" means any one of the 3 commissioners of that commission.
- (3) "Appointment" means all means of selection, promotion, appointing or employing any person to hold any office, place or position of employment subject to civil service.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

51.366 Act effective upon approval by electors; petition; ballot; form; referendum.

Sec. 16. (1) This act shall not take effect in any county until approved by a majority of the electors voting on the question at an election at which the question of adoption of this act for that county is properly submitted.

(2) The board of supervisors, by resolution, shall submit the question to the electors at any regular election upon the filing of a petition requesting the submission of the question with the board signed by registered electors of the county equal to not less than 10% of the total vote cast in the county for the office of secretary of state at the most recent general election. A petition under this subsection, including the circulation and signing of the petition, is subject to section 488 of the Michigan election law, 1954 PA 116, MCL 168.488. A person who violates a provision of the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, applicable to a petition described in this subsection is subject to the penalties prescribed for that violation in the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992.

(3) The form of ballot shall be as follows:

Shall 1966 PA 298, entitled "An act to establish and provide a board of civil service commissioners for sheriffs' departments in certain counties; to provide a civil service system based upon examination and investigation as to merit, efficiency and fitness for appointment, employment and promotion of all officers and men or women

CIVIL SERVICE COMMISSION

appointed in the departments; to regulate the transfer, reinstatement, suspension and discharge of said officers; to provide for referendums; and to prescribe penalties and provide remedies," be adopted?

Yes ()

No ()

(4) Ballots shall be cast and canvassed and the results of the election certified in the same manner as ballots on any questions submitted to the electors. If the majority of the qualified electors vote in favor of the adoption of this act, then the provisions of this act shall be in full force and effect in the county.

History: 1966, Act 298, Imd. Eff. July 14, 1966;—Am. 1998, Act 154, Eff. Mar. 23, 1999.

51.367 Rescission and repeal of act by electors; ballot, form; referendum.

Sec. 17. This act shall continue in full force and effect in any county in which it has been properly adopted until rescinded and repealed by a majority of the electors voting thereon at an election at which the question of rescission and repeal of this act for that county is properly submitted.

The board of supervisors, by resolution, may submit the question of rescission and repeal of this act to the electors at any regular or special election.

The form of the ballot shall be:

Shall Act No. of the Public Acts of 1966, entitled "An act to establish and provide a board of civil service commissioners for sheriffs' departments in certain counties; to provide a civil service system based upon examination and investigation as to merit, efficiency and fitness for appointment, employment and promotion of all officers and men appointed in the departments; to regulate the transfer, reinstatement, suspension and discharge of said officers; and to provide for referendums," be rescinded and repealed?

Yes ()

No ()

Such ballots shall be cast and canvassed and the results of the election certified in the same manner as ballots on any question submitted to the electors. If a majority of the qualified electors vote in favor of the rescission and repeal of this act, then the provisions thereof shall be rescinded and repealed in the county, and not otherwise.

History: 1966, Act 298, Imd. Eff. July 14, 1966.

Report: GL80YTD

Fund 101 General Fund

Key: 10122001 Civil Service Commission

Macomb County, Michigan

Budget to Actual Report By Org Key

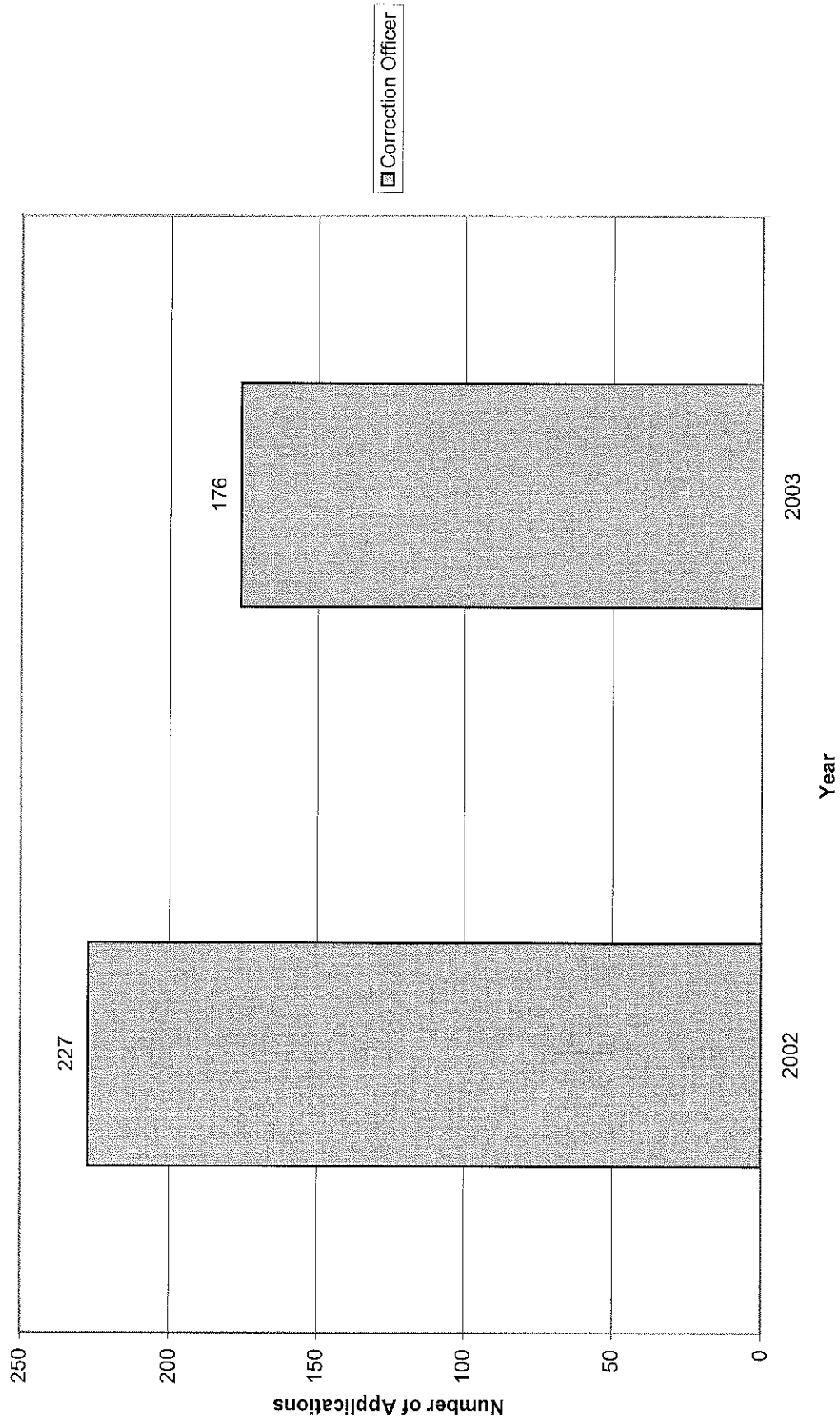
As of: 12/31/2003

Fiscal Year: 2003

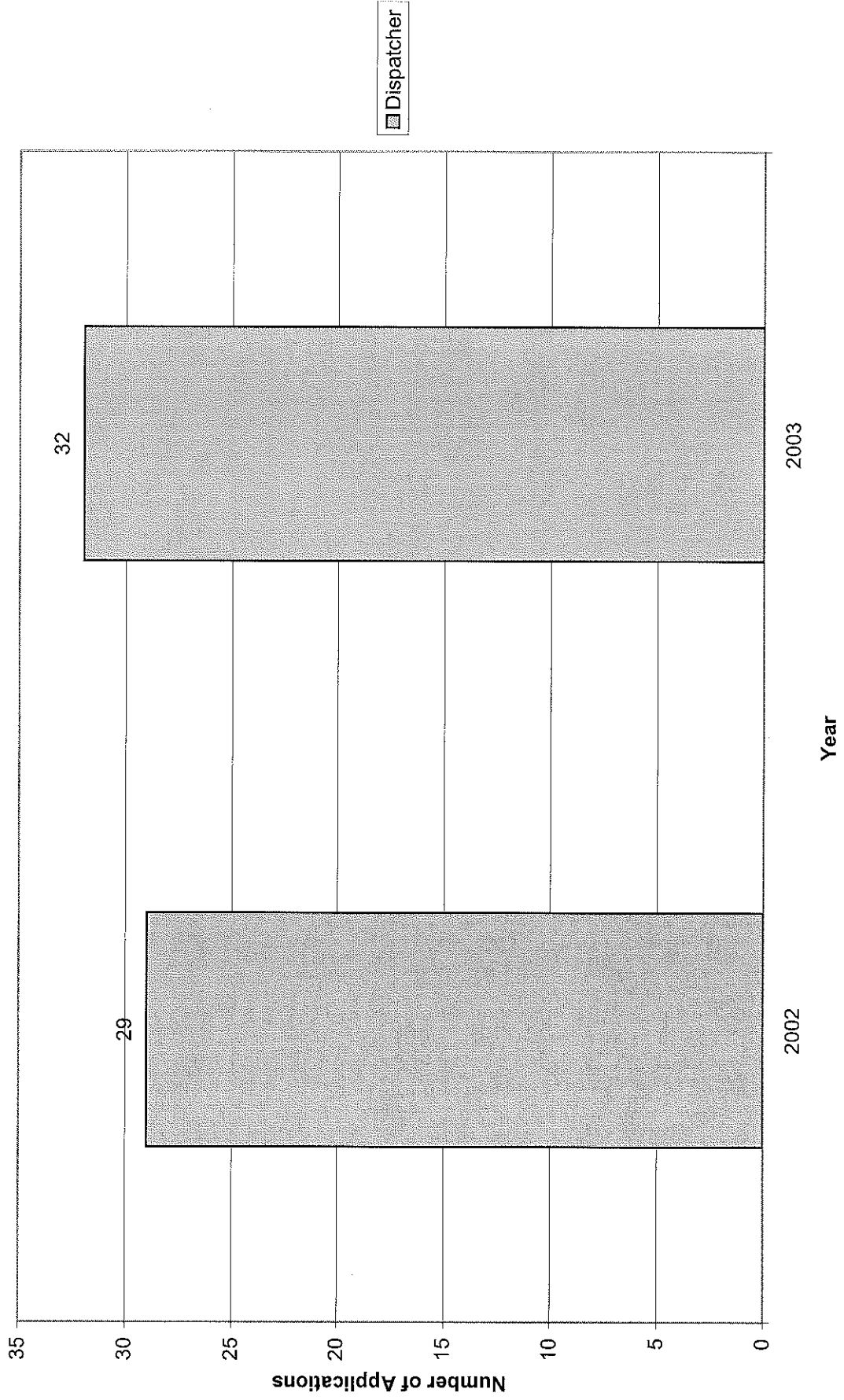
Fiscal Period: 12

Key	Description	Adopted Budget	Final Budget	Encumbered	2003 Actual	Variance	Pct Utilized
Expense Accounts							
70350	PER DIEMS - NON-PAYROLL	3,150.00	3,150.00	0.00	1,750.00	1,400.00	55.55 %
	Total Non-Salary Compensation	<u>3,150.00</u>	<u>3,150.00</u>	<u>0.00</u>	<u>1,750.00</u>	<u>1,400.00</u>	<u>55.55 %</u>
72624	SUPPLIES - OFFICE	300.00	300.00	0.00	91.88	208.12	30.62 %
72901	POSTAGE & DELIVERY	600.00	1,100.00	0.00	1,080.17	19.83	98.19 %
82201	MEMBERSHIP DUES	175.00	175.00	0.00	145.00	30.00	82.85 %
83805	PSYCHOLOGICAL EVALUATION	10,500.00	10,500.00	0.00	6,150.00	4,350.00	58.57 %
86201	LOCAL TRAVEL - MILEAGE	1,500.00	1,000.00	0.00	172.43	827.57	17.24 %
86300	CONFERENCE & SEMINAR EXP	0.00	0.00	0.00	0.00	0.00	100.00 %
86301	CONF & SEM - PROB CIR COURT	700.00	700.00	0.00	0.00	700.00	0.00 %
90101	PRINTING & REPRODUCTION	1,500.00	1,500.00	0.00	92.86	1,407.14	6.19 %
90301	ADVERTISING	2,000.00	2,150.00	0.00	2,148.28	1.72	99.92 %
90500	RECORD COPYING	500.00	500.00	0.00	0.00	500.00	0.00 %
94202	BUILDING USE-DAILY CHG.	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
99901	MISCELLANEOUS	175.00	175.00	0.00	70.60	104.40	40.34 %
	Total Operating Expenses	<u>19,150.00</u>	<u>19,300.00</u>	<u>0.00</u>	<u>9,951.22</u>	<u>9,348.78</u>	<u>51.56 %</u>
80112	CS - OTHER	12,000.00	11,850.00	0.00	4,985.50	6,864.50	42.07 %
80135	CS - DOCTORS	15,000.00	15,000.00	0.00	4,527.00	10,473.00	30.18 %
	Total Contract Services	<u>27,000.00</u>	<u>26,850.00</u>	<u>0.00</u>	<u>9,512.50</u>	<u>17,337.50</u>	<u>35.42 %</u>
	Total Expense Accounts	<u>49,300.00</u>	<u>49,300.00</u>	<u>0.00</u>	<u>21,213.72</u>	<u>28,086.28</u>	<u>43.02 %</u>
	Revenue	0.00	0.00	0.00	0.00	0.00	
	Expenses	49,300.00	49,300.00	0.00	21,213.72	28,086.28	
	Net	-49,300.00	-49,300.00	0.00	-21,213.72	28,086.28	

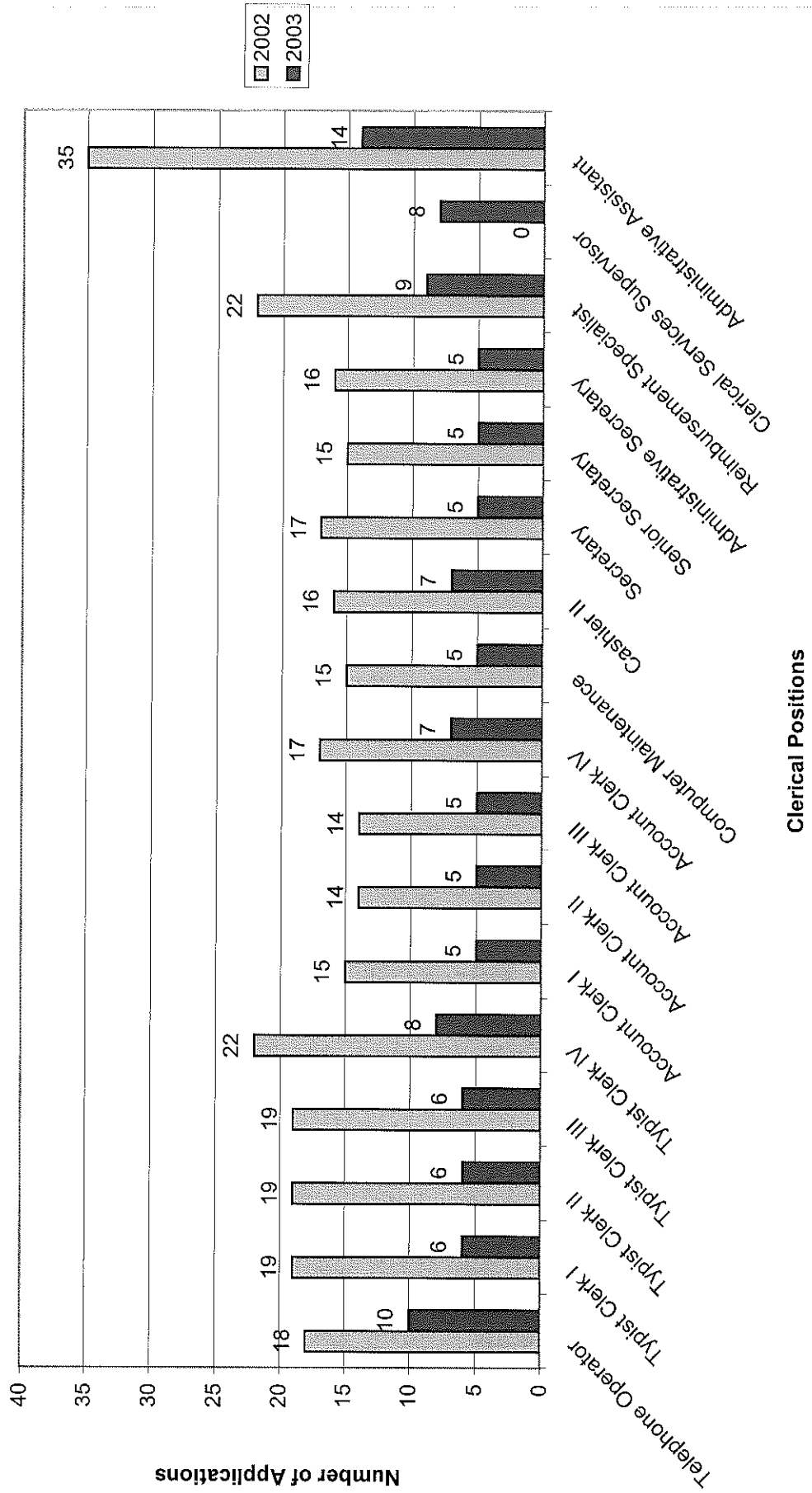
CORRECTIONS OFFICER APPLICATIONS RECEIVED



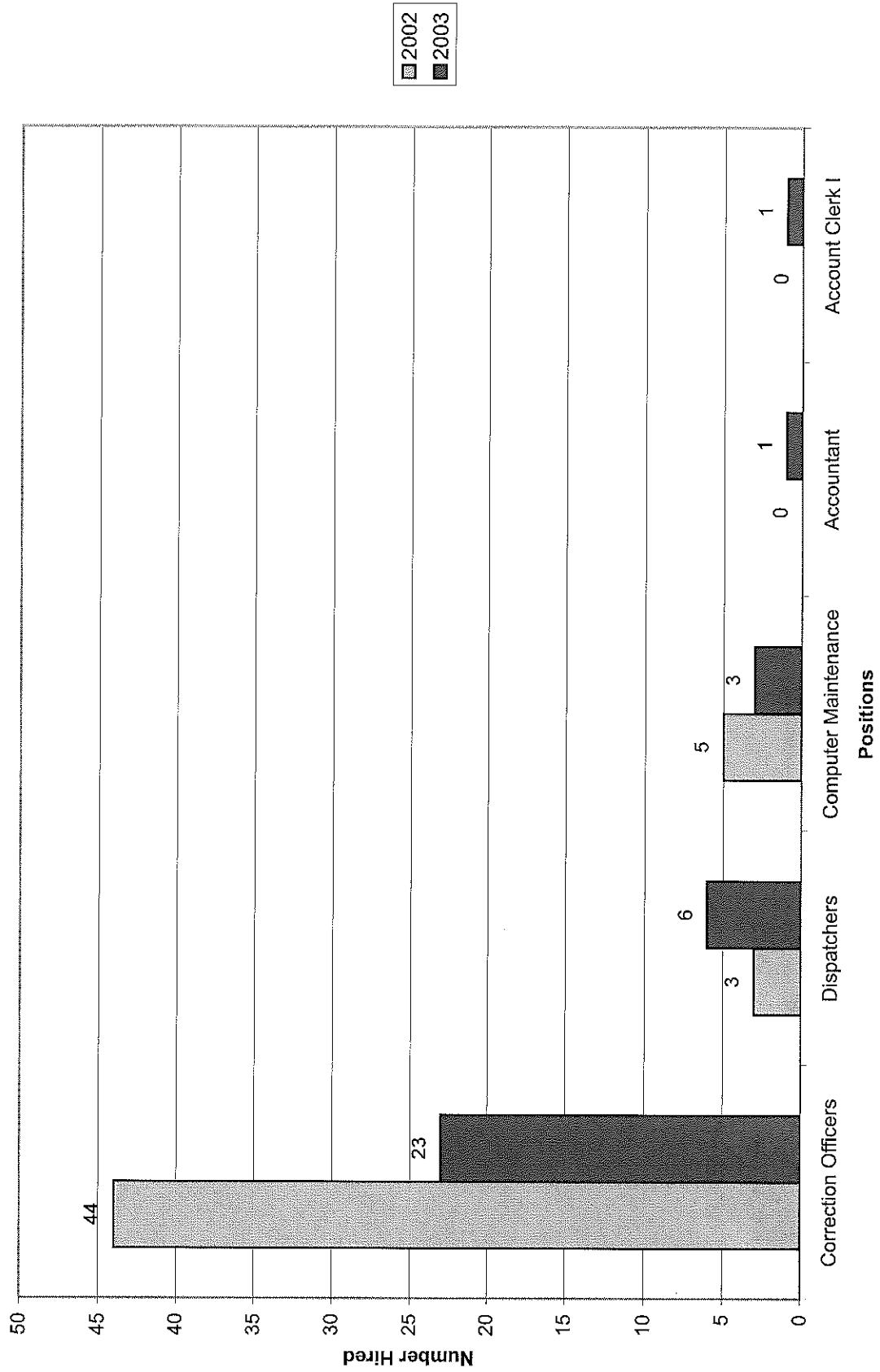
DISPATCHER APPLICATIONS RECEIVED



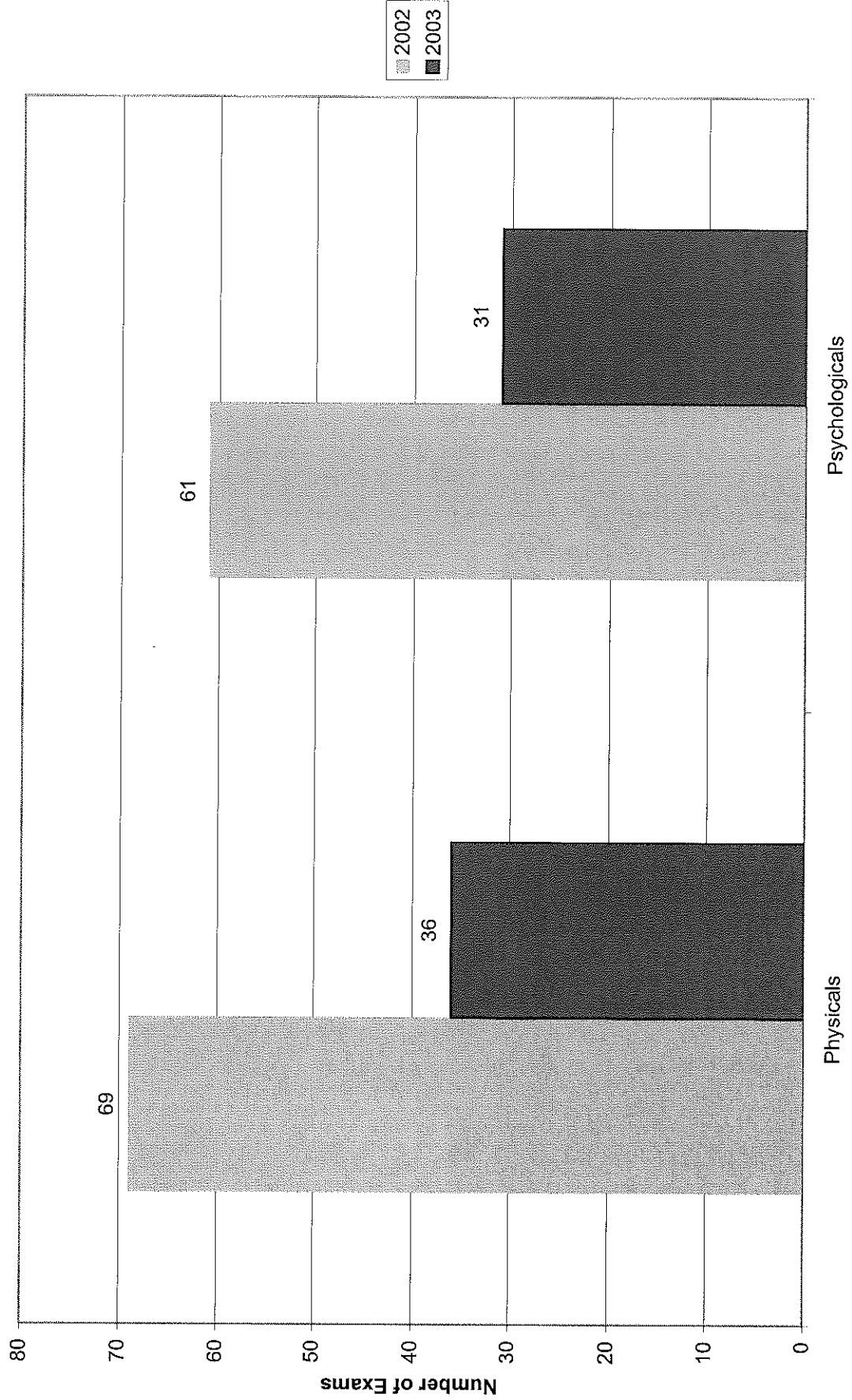
CLERICAL APPLICATIONS RECEIVED
Effective May 28, 2003, all clerical applications are processed
through Human Resources.



APPLICANTS HIRED



PRE-EMPLOYMENT EXAMS



RETIRED / RESIGNED / TERMINATED EMPLOYEES

