

**AGENDA**  
**POLICE MERIT COMMISSION**  
**Monday, November 28, 2022 9:00 a.m.**  
**Council Chambers**

Municipal Building, 229 S. Second Street, Elkhart, IN 46516  
<https://coei.webex.com/coei/j.php?MTID=m9fdd2acb0f916ed7e49f9032d2e1bc75>  
Meeting Number 2308 356 3519  
Password Police22

- 1. Call to Order**
- 2. Roll Call**
- 3. Approve Agenda**
- 4. Approve Minutes- Regular Meeting October 24, 2022**
- 5. Police Department**
  - **Change of Status- Cpl. Dan Jones, Lt. Daniel Mayer, Sergeant Trevor Miller**
  - **Administrative Leave- Detective Joy Phillips**
- 6. 2023 Police Merit Commission Meeting Schedule**
- 7. Public Participation**
- 8. Adjournment**

POLICE MERIT COMMISSION  
Monday, October 24, 2022

President Jim Rieckhoff called a regular meeting of the Police Merit Commission to order at 9:00 a.m., Monday, October 24, 2022. Dasha Slater called the role. Commissioners Jim Rieckhoff, Brad Billings and Thomas Barber attended in person. Jean Mayes attended on WebEx. Clifton Hildreth was absent.

1. APPROVE AGENDA

On motion Brad Billings, seconded by Thomas Barber and carried 4-0, the agenda was approved as presented.

2. APPROVE MINUTES- Regular Meeting September 26, 2022

On motion by Brad Billings, seconded by Thomas Barber and carried 4-0, the Minutes from September 26, 2022 were approved.

3. POLICE DEPARTMENT

Commendations

Chief Seymore presented Commendations to four Officers and recognized them for their outstanding police work and dedicated service to the Elkhart community. The actions they took reflect highly upon the Elkhart Police Department and the law enforcement profession. Cpl. Tyler Kruse, Cpl. Paul Vandenberg, Cpl. Jeremy Snow and Cpl. Jared Davies were commended for Life Saving. The actions they took contributed to saving lives. Chief Seymore and the entire Police Merit Commission were all very proud to recognize the Officers, and thanked them for their service to the community. Congratulations on a job well done!

Request to Hire

Chief Seymore presented four Officers for hire. All four prospective officers passed all of the required medical and psychological screening, as well as appropriate background searches necessary to become employed with the Elkhart Police Department.

On motion by Jean Mayes, seconded by Brad Billings and carried 4-0, the Police Merit Commission (PMC) hired Max Joseph Chaffee.

On motion by Jean Mayes, seconded by Thomas Barber and carried 4-0, the PMC hired Dexter Emanuel Harris.

On motion by Brad Billings, seconded by Thomas Barber and carried 4-0, the PMC hired Stephen Paul Engles.

On motion by Jean Mayes, seconded by Brad Billings and carried 4-0, the PMC hired Megan Elizabeth Bortner.

Mayor Rod Roberson swore the new Officers in. They raised their right hand and repeated the oath as follows: "I swear that I will diligently, honestly, faithfully and impartially perform all my duties as a Police Officer of the City of Elkhart according to the Law. I will support and defend the Constitution of the United States; and the Constitution of the State of Indiana. I will observe the rules and regulations established by the Police Merit Commission, and the Chief of Police of the Elkhart Police Department." President Rieckhoff took a recess to extend congratulations to all of the new Officers.

Chief Seymore presented a Change of Status promotion for Ptl. Adam Jackson. His status changed from 4<sup>th</sup> Class P-1 to 3<sup>rd</sup> Class P-2. President Rieckhoff accepted the communication of the time and grade promotion.

POLICE MERIT COMMISSION  
Monday, October 24, 2022

4. ADJOURNMENT

On motion by Thomas Barber, seconded by Brad Billings and carried 4-0, the City of Elkhart, Indiana Police Merit Commission was adjourned at 9:31 a.m.

\_\_\_\_\_ James Rieckhoff, President

Attest: \_\_\_\_\_ Clifton Hildreth, Secretary

Rod Roberson  
Mayor

Kris Seymore  
Chief



Police Department  
175 Waterfall Dr.  
Elkhart, IN 46516

574.295.7070  
Fax: 574.293.0679

November 23, 2022

Police Merit Commission  
Municipal Building  
229 S. Second St.  
Elkhart, IN 46516

RE: Change of Status  
Dan Jones #319  
Corporal

Dear Commissioners,

Effective November 21, 2022 Dan Jones voluntarily requested a demotion from the rank of sergeant to corporal. He is serving now on Watch I, in the Uniform Patrol Division, as a corporal.

Respectfully,

A handwritten signature in blue ink, appearing to read "Kris Seymore", is written over the typed name and title.

Kris Seymore  
Chief of Police

KS:kae

Rod Roberson  
Mayor

Kris Seymore  
Chief



Police Department  
175 Waterfall Dr.  
Elkhart, IN 46516

574.295.7070  
Fax: 574.293.0679

November 3, 2022

Police Merit Commission  
Municipal Building  
229 S. Second Street  
Elkhart, IN 46516

RE: Change of Status - Promotion  
Sgt. Daniel Mayer #413  
Lieutenant

Dear Commissioners:

Sergeant Daniel Mayer interviewed for the position of Uniform Division Lieutenant and was selected by the Promotional Review Board for this promotion; I concur with their recommendation. The date of his promotion was October 21, 2022. Per policy this promotion will have a probationary six month period.

Respectfully submitted,

Kris Seymore  
Chief of Police

KS/kae

cc: Personnel File  
Payroll

Rod Roberson  
Mayor

Kris Seymore  
Chief



Police Department  
175 Waterfall Dr.  
Elkhart, IN 46516

574.295.7070  
Fax: 574.293.0679

November 23, 2022

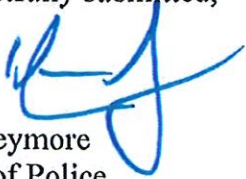
Police Merit Commission  
Municipal Building  
229 S. Second Street  
Elkhart, IN 46516

RE: Change of Status - Promotion  
Corporal Trevor Miller #464  
Sergeant

Dear Commissioners:

Corporal Trevor Miller interviewed for the position of Uniform Division Sergeant and was selected by the Promotional Review Board for this promotion; I concur with their recommendation. The date of his promotion will be November 25, 2022. Per policy this promotion will have a probationary six month period.

Respectfully submitted,

  
Kris Seymore  
Chief of Police

KS/kae

cc: Personnel File  
Payroll

Rod Roberson  
Mayor

Kris Seymore  
Chief



Police Department  
175 Waterfall Dr.  
Elkhart, IN 46516

574.295.7070  
Fax: 574.293.0679

November 21, 2022

Police Merit Commission  
Municipal Building  
229 S. Second St.  
Elkhart, IN 46516

RE: Administrative Leave – Detective Joy Phillips #448

Dear Commissioners,

On November 1, 2022 Detective Joy Phillips was placed on paid administrative leave pending an internal Professional Standards investigation.

Respectfully,

A handwritten signature in blue ink, appearing to be "Kris Seymore", is written over the typed name.

Kris Seymore  
Chief of Police

KS:kae

2023  
POLICE MERIT COMMISSION  
MEETING DATES

The Police Merit Commission meets the second and fourth Monday  
of each month at 9:00 a.m., 2nd Floor, Council Chambers,  
Municipal Building, 229 S. Second Street, Elkhart, Indiana

January	9
January	23
February	13
February	27
March	13
March	27
April	10
April	24
May	8
May	22
June	12
June	26
July	10
July	24
August	14
August	28
September	11
September	25
October	9
October	23
November	13
November	27
December	11