

**CITY OF DELAWARE  
CIVIL SERVICE COMMISSION MEETING  
MARCH 4 2015, 3:00PM  
COUNCIL CHAMBERS**

**AGENDA**

1. Roll Call
2. Vote for Civil Service Commission President, and Vice President for 2015
3. Approval of the February 4, 2014 Motion Summary as recorded and transcribed.
4. Removal and amend the Firefighter Certified List
5. Approval to the clarification to the Police Officer Recruitment Process
6. Public Comment
7. Commission Members Comment

**MOTION SUMMARY  
CIVIL SERVICE COMMISSION  
FEBRUARY 4, 2015**

**1. ROLL CALL**

Julie Williams called roll.

Members Present: Jack Hilborn, April Nelson and Michael Robinson  
Jack Hilborn called the meeting to order at 3:05 pm.

Staff Present: Civil Service Commission Secretary Julie Williams, City Attorney Darren Shulman, Assistant City Manager Jackie Walker, Police Chief Bruce Pijanowski, Human Resource Manager Jessica Feller, Fire Chief John Donahue

**2. APPROVAL OF THE MOTION SUMMARIES OF THE REGULAR MEETINGS OF CIVIL SERVICE COMMISSION HELD JANUARY 7, 2015, AS RECORDED AND TRANSCRIBED.**

**MOTION:** On a motion made by Michael and seconded by April the approval of the motion summaries as presented was unanimously approved by a 3-0 vote.

**3. POLICE OFFICER APPLICATION FOR RE-INSTATEMENT.**

Former Police Officer Jared Wood resigned from his position on good standing with the City of Delaware last year to accept a position with the City of Columbus. Jared has submitted a letter of application for consideration of reinstatement to the City of Delaware. Lisa Keller submitted a letter of support for reinstatement.

**MOTION:** On a motion made by April and seconded by Michael the approval of the reinstatement of officer Jared Wood was unanimously approved by a 3-0 vote.

**4. REMOVALS FROM AND UPDATE OF, THE POLICE OFFICER LIST.**

2 officers have been hired from the list. 4 are to be removed. Of those 4 to be removed, 2 have declined to continue in the hiring process and 2 are being removed due to background information.

**MOTION:** On a motion made by April and seconded by Michael the approval of the Police Officer List as presented was unanimously approved by a 3-0 vote.

**5. REMOVAL AND UPDATE OF THE FIRE FIGHTER LIST.**

One candidate has requested to be removed.

**MOTION:** On a motion made by Michael and seconded by April the approval of the removal and update of the firefighter list as presented was unanimously approved by a 3-0 vote.

**5. PUBLIC COMMENT**

Chief John Donahue provided the Commission Members information about the part time Fire Fighter program, and the challenges administration faces with the lack of support from current fire personnel. The challenges will continue to be addressed proactively.

**6. COMMISSION MEMBERS COMMENT**

There were no additional comments by the Commission Members.

**7. MEETING ADJOURNMENT**

Chairman Hilborn adjourned the meeting at 3:35 p.m.

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Jack Hilborn, Chairman

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Julie Williams, Secretary

**City of Delaware  
Firefighter Certified List (2013)**

Current List Order	Original List Order	Last Name	First Name	Overall Score (for CSC eligibility list)	Candidate Status as of March 5, 2014 CSC Meeting	Candidate Status as of April 2, 2014 CSC Meeting	Candidate Status as of July 2, 2014 CSC Meeting	Candidate Status as of Nov. 5, 2014 CSC Meeting	Candidate Status as of Jan. 7, 2015 CSC Meeting	Candidate Status as of Feb. 4, 2015 CSC Meeting	Candidate Status as of March 4, 2015 CSC Meeting
1	15	Dunlap	Mark	82.33	in process	Hold	Hold	passed over	passed over	hold	hold
2	17	Gorman	Michael	80.67			in process	Hold	Hold	hold	hold
3	18	Spurlock	Aaron	80.00			in process	Hold	Hold	hold	hold
4	19	Rieser	Adam	79.67			in process	Hold	Hold	hold	hold
5	20	Penner	Caleb	79.67						in process	in process
6	21	Anderson	Lance	79.00						in process	in process
7	23	May	Benjamin	78.67						in process	in process
8	24	Defluiter	Dale	77.67						in process	in process
9	26	Rella	David	77.33							in process
10	27	Moore	Robert	76.33							in process
11	28	Joseph	Conrad	75.67							in process
12	29	Nelson	Jared	75.33							in process
13	30	Payne	Stephen	75.00							in process
14	31	Rutherford	Jacob	74.67							in process

**Hired/Removed from List/Disqualified**

	4	Richison	Peter	90.67	requested to be removed from process.						
	3	Curtiss	Daniel	90.67		reached age limit					
	1	Pershing	John	95.00	in process	Recommended for hire	Hired 6/4/14				
	2	Nethers	Richard	92.00	in process	Recommended for hire	Hired 6/4/14				
	5	Theisen	Michael	90.33	in process	Recommended for hire	Hired 6/4/14				
	6	Blythe	Dylan	89.67	in process	Recommended for hire	Hired 6/4/14				
	7	Seiffert	Luke	89.33	in process	Recommended for hire	Hired 6/4/14				
	8	Drenik	Jared	88.00	in process	Recommended for hire	Hired 6/4/14				
	11	Caulkins	Patrick	84.00	in process	Recommended for hire	Hired 6/4/14				

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	12	Jacobs	Kyle	83.67	in process	Hold	Hold	requested to be removed from process; accepted position elsewhere.			
	9	Howard	Ryan	87.33	in process	passed over	Hold	in process	Hired 12/17/14		
	13	VonLohr	Taylor	83.33	in process	Hold	Hold	in process	Hired 12/17/14		
	14	Ripley	Joshua	83.00	in process	Hold	Hold	in process	recommended for removal from list		
	16	Hagstad	Benjamin	82.00	in process	Hold	Hold	in process	Hired 12/17/14		
	10	Nighland	Christopher	86.33	in process	passed over	Hold	passed over	passed over 3rd time; removed from list		
	25	Simon	Jeff	77.33						requested to be removed from list; accepted position elsewhere.	
	22	McNary	Christopher	79.00						in process	requested to be removed from list; accepted position elsewhere.

**Updated list certified by the Civil Service Commission on the 4th day of March, 2015.**

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Jack Hilborn  
Chairman, Civil Service Commission

**2014 Police Officer Recruitment Process**  
**Updated: March, 2015**

- 1) Seek Civil Service Commission approval for recruitment process changes
- 2) Qualifications for Applicants
  - a. Minimum age is 21 at the time of appointment
  - b. Age limit is 45 at the time of appointment<sup>1</sup>
  - c. **Must be a United States citizen or hold a permanent resident card.**
- 3) Written Exam
  - a. To be provided by a reputable professional testing service for an entry level police applicant.
  - b. Applicants shall be responsible for the full cost of the test.
    - i. Applicants meeting certain requirements may be eligible for hardship fee waiver. It is the City's sole discretion to offer and approve or deny a hardship fee waiver.
  - c. A minimum score of 75% is considered passing.
  - d. Accounts for 50% of overall score.
  - e. Multiple testing dates may be made available.
  - f. The City may accept test scores on a continual basis.
  - g. Up to the top 60 highest scoring candidates (and ties) will be invited to participate in the Physical Agility Assessment.
  - h. **When a candidate is selected to move on to additional phases of the process, their score will no longer be eligible for future consideration if the candidate fails to successfully complete those phases (for example, physical agility, oral exam, completion of background check). In order to be eligible for future consideration, the candidate must retake the written test and reapply.**
- 4) Physical Agility Assessment
  - a. To be conducted internally by Police Department staff.
  - b. Up to the top 60 highest scoring candidates (and ties) will be invited to participate in the Physical Agility Assessment pursuant to department hiring needs.
  - c. All candidates must pass all stages of the agility assessment based upon the OSP Basic Training Entrance requirements for their age bracket and gender.<sup>2</sup>
- 5) Self-background Report to be completed by candidates who have successfully passed the Physical Agility Assessment.
  - a. Passing the Physical Agility Assessment does not necessarily guarantee an interview.
- 6) Oral Panel Interviews will be comprised of a standardized set of questions.
  - a. Oral Panel Interviews will be scheduled according to department hiring needs.
  - b. Oral Panel Interview representatives will be provided appropriate training by DAS staff.
  - c. Candidates must obtain a minimum passing score of 75%.
  - d. Accounts for 50% of the candidate's overall score.
  - e. Interview panel to consist of:<sup>3</sup>
    - i. Chief of Police
    - ii. Patrol Captain

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<sup>1</sup> Increase in age limit approved during 2006 recruitment process.

<sup>2</sup> OSP Basic Training entrance requirements are based upon the Cooper Institute, Physical Fitness Specialist Course and Certification, 2002, pp108-123.

<sup>3</sup> Interviews will be scheduled as necessary to fill vacancies that exist. The City will endeavor to maintain the same panel representatives throughout each grouping of interviews in order to ensure consistency in scoring for a particular group.

- iii. Patrol Sergeant
  - iv. Patrol Officer
  - v. DAS representative
  - vi. Citizen
- f. The City will establish a pool of citizen volunteers interested in serving on the interview panel. Applications for this pool will be available on the City's website and citizens can apply online. Applicants will be screened and if deemed acceptable, placed into the pool. The City may proceed with interviews *without* the citizen panelist if one of the following occurs:
- i. The City is unable to schedule one of the members from the interview panel pool.
  - ii. A member of the pool who has agreed to be part of the panel cancels within two weeks of the scheduled interviews.
  - iii. The City is unable to find any acceptable volunteers for the pool.
- 7) Ranking will be based on the candidate's written exam score and average panel interview score plus additional points for the following (note: Additional Points must be completed at the time of the panel interview, not in process of being completed).
- a. Educational Points:<sup>4</sup>
    - i. Associate Degree = 1 pt
    - ii. Bachelor's Degree = 2 pts
    - iii. Master's Degree = 3 pts
  - b. Military Points:
    - i. Honorable discharge, active duty or current reserve status = 1 pt
  - c. Certified Status:<sup>5</sup>
    - i. Certified Police Officer Status in Ohio = 2 pts
    - ii. Certified Police Officer Status outside of Ohio = 1 pt
- 8) Provide initial list for certification by the Civil Service Commission. Thereafter, provide additions to the eligible list for certification by the Civil Service Commission.
- 9) Completion of Background Assessment and Waiver
- 10) Background check and BCI/FBI Fingerprinting
- 11) Completion of Law Enforcement Index (LEI)<sup>6</sup> and Emotional Intelligence Index (EII)<sup>7</sup>
- 12) Polygraph (non-medical)<sup>8</sup>
- 13) Interview with Police Chief
- 14) Recommendation for hire to City Manager
- 15) Interview with the City Manager and issuance of conditional offer
- 16) Full psychological evaluation
- 17) Pension physical and drug screen
- 18) Swearing In Ceremony

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<sup>4</sup> Education points awarded for highest degree achieved only.

<sup>5</sup> The addition of certified status points was approved during the June 4, 2008 Civil Service Commission meeting. The addition of certified status points was recommended to the Commission in an effort to attract candidates currently serving as a certified police officer with a desire to make a lateral move to another department/jurisdiction.

<sup>6</sup> Per approval of the Civil Service Commission at the April 25, 2007 meeting, the Law Enforcement Index (LEI) will be performed prior to the background. This tool allows a candidate to be better evaluated for fit and to identify target areas of concern during the background investigation process.

<sup>7</sup> Beginning with the 2008/2009 patrol recruitment process, the Emotional Intelligence Index (EII) is also done prior to the background.

<sup>8</sup> Polygraph examinations may be conducted prior to a conditional offer as they do not contain medical information.

Tie Breakers: Once all scores are calculated and additional points added, if two or more candidates have the same score and tie for the tenth ranking, then all candidates receiving that same score shall qualify under the "Rule of Ten" regardless of the number of candidates.

Approved by the Civil Service Commission on this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

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Jack Hilborn  
Chairman, Civil Service Commission