

**CITY OF DELAWARE  
CIVIL SERVICE COMMISSION  
AGENDA**

**CITY COUNCIL CHAMBERS  
1 SOUTH SANDUSKY STREET  
APRIL 13, 2015, 3:00 P.M.**

1. ROLL CALL
2. APPROVAL OF THE FEBRUARY 3, 2015 MOTION SUMMARY AS RECORDED AND TRANSCRIBED.
3. AMEND POLICE OFFICER LIST
4. AMEND POLICE OFFICER PROCESS
5. CERTIFY FIREFIGHTER LIST
6. PUBLIC COMMENTS
7. COMMITTEE COMMENTS
8. ADJOURNMENT

**Civil Service Commission  
Motion Summary  
February 3, 2016**

ITEM 1. ROLL CALL

Michael Robinson called the meeting to order at 3:05pm.

Members Present: Michael Robinson, Eric Coss and Brooke Acker

Staff Present: Human Resource Manager Jessica Feller, Police Chief Bruce Pijanowski, Fire Chief John Donahue and City Council Member Joe DiGenova

ITEM 2. APPROVAL of the Motion Summary of the Civil Service Commission meeting held DECEMBER 2, 2015, as recorded and transcribed.

**Motion:** Ms. Acker moved to approve of the Motion Summary for the December 2nd Motion Summary, seconded by Mr. Coss. Motion passed by a 3-0 vote.

ITEM 3. Vote for Chair and Vice Chair of the Commission  
Mr. Coss nominates Mr. Robinson for Chair. Mr. Robinson accepts.  
Ms. Acker nominates Mr. Coss for Vice President. Mr. Coss accepts.

**Motion:** Mr. Coss moved to approve Mr. Robinson for Chair, seconded by Ms. Acker. Motion passed by a 3-0 vote.

**Motion:** Ms. Acker moved to approve Mr. Coss for Vice Chair, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

ITEM 4. Police and Fire Department Overviews  
Police Chief Bruce Pijanowski presents to the commission a PowerPoint presentation of the department organization to include operations, support, and administrative, command staff and patrol strategy.

Fire Chief John Donahue presents to the commission a PowerPoint presentation of the department organization to include fire chief, assistant fire chief, captains, lieutenants, firefighters-EMT-B/EMT-P, staffing, stations, fire and paramedic vehicles, and 2016 initiatives.

ITEM 5. Amend the Police Officer List  
John Laudeman has been hired. Jesse Leon has accepted another position. Both candidates have been removed from the list.

**Motion:** Ms. Acker moved to approve of the amended Police Officer List, seconded by Mr. Coss. Motion passed by a 3-0 vote.

ITEM 6. PUBLIC COMMENT

ITEM 7. COMMISSION MEMBERS COMMENTS

Chief Donahue asks the commission to consider moving the regularly scheduled April meeting back a week. The April meeting is moved to the 13<sup>th</sup>.

ITEM 8. MEETING ADJOURNMENT

Chairman Robinson adjourned the meeting at 4:00 p.m.

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Michael Robinson, Chairman

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Julie Williams, Clerk

City of Delaware  
Police Officer Certified List (2014)

Original List Order	Current List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE (Police Officer Eligibility Test)	Date Placed on Certified List	Hi-Jr from date placed on list (extended)	Candidate Status as of Feb. 2, 2015 CSC Meeting	Candidate Status as of May 6, 2015 CSC Meeting	Candidate Status as of June 19, 2015 CSC Meeting	Candidate Status as of July 13, 2015 CSC Meeting	Candidate Status as of Sept. 2, 2015 CSC Meeting	Candidate Status as of Oct. 7, 2015 CSC Meeting	Candidate Status as of Nov. 4, 2015 CSC Meeting	Candidate Status as of Dec. 2, 2015 CSC Meeting	Candidate Status as of Feb. 3, 2016 CSC Meeting	Candidate Status as of Apr. 13, 2016 CSC Meeting	
A23	1	Nathan Maiken	82.17	85.87	84.02	1	3		88.02	10/7/2015	10/7/2016						added to list				passed over	
A25	2	Jared Daily	76.17	90.76	84.47			2	86.47	10/7/2015	10/7/2016						added to list					added to list
A1	3	John Young	75.00	89.67	82.34		2		85.34	5/6/2015	5/6/2016		added to list									passed over
A2	4	Michael Barnes	76.20	90.22	83.21	1	2		85.21	5/6/2015	5/6/2016		added to list									passed over
A26	5	Michael Meyer	81.67	84.24	82.96			2	84.96	10/7/2015	10/7/2016						added to list					
A27	6	Kathleen Antibio	81.33	80.43	80.88		2		84.88	10/7/2015	10/7/2016						added to list					
A28	7	Robert Goldman	81.17	85.04	84.61		2		84.61	10/7/2015	10/7/2016						added to list					
A34	8	Matthew Hall	81.83	80.36	81.41	1	2		84.41	11/4/2015	11/4/2016											added to list
A6	9	Alison Castella	75.60	84.24	79.92		2		83.92	5/6/2015	5/6/2016		added to list									passed over
A7	10	Jeffrey Ford	76.20	86.86	81.59		2		83.69	5/6/2015	5/6/2016		added to list									passed over
A13	11	Timothy Price	75.40	83.7	79.56		2		82.55	5/6/2015	5/6/2016		added to list									
A30	12	Cody Moore	80.83	79.89	80.36		2		82.36	10/7/2015	10/7/2016		added to list									
A14	13	Joseph Miller	77.20	84.78	80.99	1			81.99	5/6/2015	5/6/2016											added to list
A31	14	Ben Lachowsky	80.83	78.6	79.82		2		81.82	10/7/2015	10/7/2016											added to list
A15	15	Roman Serna	75.80	84.78	80.29	1			81.29	5/6/2015	5/6/2016		added to list									
A16	16	Steven Crossshore	75.60	79.35	80.18		1		81.18	10/7/2015	10/7/2016											added to list
A32	17	Nathan Rawlins	81.00	79.35	80.18		2		80.89	5/6/2015	5/6/2016											added to list
A17	18	Jordan Cornwell	76.80	80.88	78.89		2		79.95	10/7/2015	10/7/2016											added to list
A33	19	Nicholas Clippinger	80.00	79.89	79.95																	
Hired/Removed from List/Disqualified																						
1		Joshua Curtis	81.8	81.85	86.825	1	2		89.83	9/3/2014		accepted position elsewhere										
6		Jacob Smith	77.6	89.04	82.82			2	84.82	9/3/2014		accepted position elsewhere										
5		Michael Adams	79.2	88.59	83.885	1			85.50	9/3/2014		hired 2-18-15										
9		Benjamin Shell	81	81.52	81.26	1	2		84.26	9/3/2014		hired 1-14-15										
8		Dana Jagger	75.2	85.83	80.265		2		84.27	9/3/2014		recommended for removal from list										
11		Chris Schofield	77.8	84.24	81.02	1			82.02	9/3/2014		recommended for removal from list										
A5		Matthew Rahde	81.40	80.86	81.19		2		85.19	5/6/2015	5/6/2016		added to list				withdrawn from process					withdrawn from process
A8		Allan Salyers	81.20	79.89	80.55	1	2		83.55	5/6/2015	5/6/2016		added to list				withdrawn from process					withdrawn from process
A4		Kenneth Okine	83.00	81.52	82.26		3		85.26	5/6/2015	5/6/2016		added to list				recommended for removal from list					recommended for removal from list
A10		Tyler Brewer	76.40	83.7	80.05		1	2	83.05	5/6/2015	5/6/2016		added to list				recommended for removal from list					recommended for removal from list
A3		Ryan Sulphin	81.80	81.52	81.66	1	2	1	85.60	5/6/2015	5/6/2016		added to list				recommended for removal from list					recommended for removal from list
A12		Garret Lotz	75.20	90.22	82.71				82.71	5/6/2015	5/6/2016		added to list				accept position elsewhere					accept position elsewhere



## 2014 Police Officer Recruitment Process

Updated: April, 2016

- 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 **respond to the City's invitation to participate or 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

<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 \_\_\_\_\_ 2016.

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Michael Robinson  
Chairman, Civil Service Commission

City of Delaware  
Firefighter Certified List (2016)

Current List Order	Original List Order	First Name	Last Name	Written Exam	Avg. Interview Score	Education Points (Assoc = 1 pt, Bach = 2 pts, Mast = 3 pts)	Paramedic Cert. Points (5 pts)	Military Status Points (Hon Disch, active duty or reserve = 1 pt)	Overall Score	Date Placed on Certified List	Roll Off Date (1 year from date placed on list unless extended)
1	1	Andrew	Hieronimus	88.19	86.67	1.00	5.00		93.43	4/13/2016	4/13/2017
2	2	Shayne	Niemet	87.90	77.33		5.00		87.62	4/13/2016	4/13/2017
3	3	Anthony	Hahn	83.48	78.83		5.00	1.00	87.16	4/13/2016	4/13/2017
4	4	Nicholas	Highley	83.48	79.50		5.00		86.49	4/13/2016	4/13/2017
5	5	Steven	Smith	82.10	76.17	1.00	5.00		85.13	4/13/2016	4/13/2017
6	6	Lantz	Kehlmer	84.16	71.67	2.00	5.00		84.91	4/13/2016	4/13/2017
7	7	Nathaniel	Whitley	85.56	82.17				83.86	4/13/2016	4/13/2017
8	8	Bryan	Williams	84.24	78.33	1.00			82.29	4/13/2016	4/13/2017
9	9	Alexander	Daniels	79.50	73.17		5.00		81.33	4/13/2016	4/13/2017
10	10	Robert	Shimits	82.11	76.17				79.14	4/13/2016	4/13/2017
11	11	Josh	Hegenderfer	81.67	75.83				78.75	4/13/2016	4/13/2017
12	12	Austin	Young	81.33	74.67				78.00	4/13/2016	4/13/2017
13	13	Jason	Hood	85.32	70.00				77.66	4/13/2016	4/13/2017
14	14	Jordan,	Johnson	80.41	71.67				76.04	4/13/2016	4/13/2017
15	15	Cody	Trosky	80.26	70.33				75.30	4/13/2016	4/13/2017
16	16	Jeff	Enoch	76.36	71.67				74.01	4/13/2016	4/13/2017
17	17	Marcus	Musser	77.49	70.17				73.83	4/13/2016	4/13/2017

Original list certified by the Civil Service Commission on the 13th day of April, 2016.

Michael Robinson  
Chair, Civil Service Commission