

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION**

**CITY COUNCIL CHAMBERS
1 SOUTH SANDUSKY STREET
JULY 6, 2016 at 3:00 P.M.**

AGENDA

1. Roll Call
2. Approval of the June 1, 2016 Meeting Minutes
3. Update Firefighter List
4. Certify Police Sergeant List
5. Update Police Officer recruitment process
6. Public Comments
7. Committee Comments
8. Adjournment

**Civil Service Commission
Motion Summary
June 1, 2016**

ITEM 1. ROLL CALL

Michael Robinson called the meeting to order at 3:15pm.

Members Present: Michael Robinson, Eric Coss and Brooke Acker

Staff Present: Police Chief Bruce Pijanowski, Fire Chief John Donahue, Assistant City Manager Jackie Walker, City Council Member Joe DiGenova, Human Resource Coordinator Lorrie Diaz, and City Attorney Darren Shulman

ITEM 2. APPROVAL of APRIL 13, 2016 Motion Summary of the Civil Service Commission meeting held APRIL 13, 2016, as recorded and transcribed.

Motion: Ms. Acker moved to approve of the Motion Summary for the April 13th Motion Summary, seconded by Mr. Coss. Motion passed by a 3-0 vote.

ITEM 3. Certify Police Officer List

Chief Pijanowski states there are 5 names added to the list and 9 removed.

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

ITEM 4. Amend the Firefighter List

Chief Donahue states 1 candidate is being removed due to violation of CSC Rule 1 D.

Motion: Ms. Acker moved to amend the Firefighter List, seconded by Mr. Robinson. Motion passed by a 3-0 vote.

ITEM 5. Updated Firefighter Recruitment Process

The amended process follows the changes made to the Police recruitment. The change can be found in item number 3, h. and is bolded and underlined. Only those who do not respond will be removed. Communications will be made to the applicants regarding this rule. Candidates will not be removed if they are only interested in full time with part time only positions open. No other changes were made to the process.

Motion: Ms. Acker moved to approve of the updated Firefighter Recruitment Process, seconded by Mr. Coss. Motion passed by a 3-0 vote.

ITEM 6. PUBLIC COMMENTS

ITEM 7. COMMITTEE COMMENTS

ITEM 8. ADJOURNMENT

Chairman Robinson adjourned the meeting at 3:30 p.m.

Michael Robinson, Chairman

Julie Williams, Clerk

**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)	Candidate Status as of June 1, 2016 CSC Mtg	Candidate Status as of July 6, 2016 CSC Mtg
1	8	Bryan	Williams	84.24	78.33	1.00			82.29	4/13/2016	4/13/2017		
2	9	Alexander	Daniels	79.50	73.17		5.00		81.33	4/13/2016	4/13/2017		
3	13	Jason	Hood	85.32	70.00				77.66	4/13/2016	4/13/2017		
4	14	Jordan	Johnson	80.41	71.67				76.04	4/13/2016	4/13/2017		
5	15	Cody	Trosky	80.26	70.33		5.00	1.00	81.30	4/13/2016	4/13/2017		
6	17	Marcus	Musser	77.49	70.17				73.93	4/13/2016	4/13/2017		

Updated List certified by the Civil Service Commission on the 6th day of July, 2016.

Michael Robinson
 Chair, Civil Service Commission

Hired/Removed/Disqualified From List

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)	Candidate Status as of June 1, 2016 CSC Mtg	Candidate Status as of July 6, 2016 CSC Mtg
1	Andrew	Hieronimus		88.19	86.67	1.00	5.00		93.43	4/13/2016	4/13/2017		Cond'l Offer to start 7/27/16
2	Shayne	Niemet		87.90	77.33		5.00		87.62	4/13/2016	4/13/2017		Cond'l Offer to start 7/27/16
3	Anthony	Hahn		83.48	78.83		5.00	1.00	87.16	4/13/2016	4/13/2017		Cond'l Offer to start 7/27/16
4	Nicholas	Highley		83.48	79.50		5.00		86.49	4/13/2016	4/13/2017		Cond'l Offer to start 7/27/16
5	Steven	Smith		82.10	76.17	1.00	5.00		85.13	4/13/2016	4/13/2017		Withdrawn from process
6	Lantz	Kehmier		84.16	71.67	2.00	5.00		84.91	4/13/2016	4/13/2017		Cond'l Offer to start PT 7/27/16
7	Nathaniel	Whitley		85.56	82.17				83.86	4/13/2016	4/13/2017		Cond'l Offer to start PT 7/27/16
11	Robert	Shimits		82.11	76.17	2.00			81.14	4/13/2016	4/13/2017		Cond'l Offer to start PT 7/27/16
12	Josh	Hegenderfer		81.67	75.83	2.00			80.75	4/13/2016	4/13/2017		Cond'l Offer to start PT 7/27/16
13	Austin	Young		81.33	74.67				78.00	4/13/2016	4/13/2017		Disqualified

City of Delaware
Police Sergeant Promotional List
Certified July 6, 2016

Rank Order	Name	Sup Review Panel	Weight 35%	Written Exam Score	Weight 35%	Oral Interview Score	Weight 30%	Total Score	Add'l Points SENIORITY 5-10 yrs = 1 pt, 10+ yrs = 2 pts	Add'l Points EDU Assoc = 1, Bachelors = 2, Masters = 3	Overall Score
1	(Daniel) Jamie Brewbaker	90	31.50	85	29.75	90.83	27.25	88.50	2	2	92.50
2	Daniel Madden	91	31.85	85	29.75	78.33	23.50	85.10	2	2	89.10
3	Austin Barnthouse	87	30.45	86	30.10	81.67	24.50	85.05	1	1	87.05
4	Benjamin Seggaard	89	31.15	86	30.10	71.11	21.33	82.58	2	1	85.58
5	Thomas Donoghue	82	28.70	87	30.45	72.50	21.75	80.90	2	2	84.90
6	Mark Jackson	95	33.25	76	26.60	75.00	22.50	82.35	2	0	84.35
7	Aaron Kuck	83	29.05	82	28.70	82.22	24.67	82.42	1	0	83.42
8	Christopher Bates	85	29.75	87	30.45	67.22	20.17	80.37	1	2	83.37
9	Jonathon Weirich	78	27.30	82	28.70	64.44	19.33	75.33	0	2	77.33

List certified by the Civil Service Commission on the 6th day of July, 2016.

Michael Robinson
Chair, Civil Service Commission



MEMORANDUM

TO: Civil Service Commission
FROM: Chief of Police Bruce Pijanowski & Lorrie R. Diaz, HR Coordinator
DATE: 7/6/2016
RE: Updates to 2014 Police Officer Recruitment Process

Most recently, we lost our top Police Officer candidate to offers from two other departments due to the length of time it takes to go through our recruiting/selection process. The steps in the process are valued and provide necessary information to hire the best, however, we believe that re-ordering the steps of the process and making a conditional offer sooner will allow us to secure potential top hires.

Current Steps 9-18

- 9) Completion of Background Assessment and Waiver
- 10) Background check and BCI/FBI Fingerprinting
- 11) Completion of Law Enforcement Index (LEI) and Emotional Intelligence Index (EII)
- 12) Polygraph (non-medical)
- 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

Proposed Steps 9-16

- 9) Completion of Background Assessment/Waiver and Law Enforcement Index (LEI) and Emotional Intelligence Index (EII)
- 10) Background Investigation
- 11) Interview with Police Chief and recommendation for hire to City Manager
- 12) Interview with the City Manager and issuance of conditional offer
- 13) Polygraph (non-medical)
- 14) Full psychological evaluation
- 15) Pension physical and drug screen
- 16) Swearing In Ceremony

2014 Police Officer Recruitment Process
Updated: July, 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 appointment¹
 - 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.²
- 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:³
 - i. Chief of Police
 - ii. Patrol Captain

¹ Increase in age limit approved during 2006 recruitment process.

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

³ 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:⁴
 - 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:⁵
 - 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/Waiver and Completion of Law Enforcement Index (LEI)⁶ and Emotional Intelligence Index (EII)⁷
- 10) Background Investigation
- 11) Interview with Police Chief and recommendation for hire to City Manager
- 12) Interview with the City Manager and issuance of conditional offer
- 13) Polygraph (non-medical)⁸
- 14) Full psychological evaluation
- 15) Pension physical and drug screen
- 16) Swearing In Ceremony

⁴ Education points awarded for highest degree achieved only.

⁵ 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.

⁶ 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.

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

⁸ 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.

Michael Robinson
Chairman, Civil Service Commission