

**CITY OF DELAWARE  
CIVIL SERVICE COMMISSION  
CITY COUNCIL CHAMBERS  
CITY HALL  
1 SOUTH SANDUSKY STREET  
3:00 P.M.**

**AGENDA**

May 3, 2017

1. ROLL CALL
2. APPROVAL of Motion Summary for the meeting held January 4, 2017 as recorded and transcribed.
3. UPDATE Firefighter/Paramedic Certified List
4. UPDATE Police Officer Certified List
5. UPDATE of Police Sergeant Certified List
6. REVIEW of Police Hiring Process
7. PUBLIC COMMENTS
8. COMMITTEE COMMENTS
9. ADJOURNMENT

**Civil Service Commission  
Motion Summary  
January 4, 2017**

ITEM 1. ROLL CALL

Darren Shulman called the meeting to order at 3:05pm.

Members Present: John Rybka, Brooke Acker and Eric Coss

Staff Present: Police Chief Bruce Pijanowski, Fire Chief John Donahue, City Council Member Joe DiGenova, Human Resource Manager Jessica Feller, Administrative Services Specialist Julie Williams, City Attorney Darren Shulman and Human Resource Coordinator Lorrie Diaz

ITEM 2. Introduction of Commission member John Rybka. Mr. Rybka provided a background statement.

ITEM 3. Vote for Commission Chair and Vice Chair.

**Motion:** Mr. Coss moved to nominate Mr. Rybka for Chair. Mr. Rybka accepted. Ms. Acker moved to nominate Mr. Coss for Vice Chair. Mr. Coss accepted. Passed by 3-0 vote.

ITEM 4. APPROVAL of OCTOBER 5, 2016 Motion Summary of the Civil Service Commission meeting held OCTOBER 5, 2016, as recorded and transcribed.

**Motion:** Ms. Acker moved to approve of the Motion Summary for the October 5th Motion Summary, seconded by Mr. Coss. Motion passed by a 2-0 vote.

ITEM 5. Update Firefighter Certified List

The list of 13 candidates reflects the addition of 6 new candidates and the removal of 3 candidates disqualified under Rule 3D.

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

ITEM 6. Update Police Officer Certified List

The list of 10 candidates reflects the removal of 2 candidates disqualified under Rule 3D, 1 removed time expiration, 1 hired, and 1 removed under Rule 5H.

**Motion:** Ms. Acker moved to update the Police List, seconded by Mr. Rybka. Motion passed by a 3-0 vote.

ITEM 7. Update Fire Captain Promotional List

The list of 3 candidates reflects the removal one 1 candidate promoted.

**Motion:** Ms. Acker moved to update of the Fire Captain Promotional List, seconded by Mr. Coss. Motion passed by a 3-0 vote.

Police Chief Bruce Pijanowski and Fire Chief John Donahue provided department overviews for the benefit of new member John Rybka.

ITEM 8. PUBLIC COMMENTS

Firefighters Joe Murphy, Clint Archangel, Matt Kasik, and Jeremie Barr were introduced.

ITEM 7. COMMITTEE COMMENTS

ITEM 8. ADJOURNMENT

Ms. Acker adjourned the meeting at 3:16 p.m.

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John Rybka, Chairman

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Elaine McCloskey, Clerk

**City of Delaware  
 Firefighter Certified List (2017)**

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Written Exam	Avg. Interview Score	Combined 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 Jan 4, 2017 CSC Mtg	Candidate Status as of May 3, 2017 CSC Mtg
1	C1	Hall, Robert (RJ)	PT	FT	87.38	84.80	86.09		5		91.09				Added to list
2	A1	Simon, Keith	PT	FT	83.64	82.80	83.22	2			85.22	10/5/2016	10/5/2017		Offer PT 1/4/17, turned down
3	C2	Johnson, Patrick	PT	FT	82.27	84.00	83.14	2			85.14				Added to list
4	B2	Holliday, Stuart		FT only	83.83	83.00	83.42			1	84.42	1/4/2017	1/4/2018	Added to list	
5	C3	Greiner, Timothy	PT	FT	82.11	73.60	77.86		5		82.86				Added to list
6	C4	Mitchell, Colin		FT only	78.73	74.80	76.77		5		81.77				Added to list
7	A3	Staggenborg, Joseph		FT only	85.64	76.20	80.92				80.92	10/5/2016	10/5/2017		
8	C5	Crowell, Craig		FT only	79.75	81.60	80.68				80.68				Added to list
9	A4	Cook, Tobias	PT	FT	82.95	77.40	80.18				80.18	10/5/2016	10/5/2017		Offer PT 1/4/17, turned down
10	B5	Jennings, Wade	PT	FT	85.93	72.00	78.97			1	79.97	1/4/2017	1/4/2018		Added to list

**Hired/Removed/Disqualified From List**

Current List Order	Original List Order	CANDIDATES	Part-time	Full-Time	Written Exam	Avg. Interview Score	Combined 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 Jan 4, 2017 CSC Mtg	Candidate Status as of May 3, 2017 CSC Mtg
	A6	Lucas, Trenton	PT only		82.23	72.00	77.12				77.12	10/5/2016	10/5/2017		Hired PT 2/8/17
	14	Jason Hood	PT	FT	85.32	70.00	77.66				77.66	4/13/2016	4/13/2017		Rolled off 4/13/17
	15	Jordan, Johnson	PT	FT	80.41	71.67	76.04				76.04	4/13/2016	4/13/2017		Rolled off 4/13/17
	17	Marcus Musser		FT only	77.49	70.17	73.83				73.83	4/13/2016	4/13/2017		Rolled off 4/13/17
	B1	Smith, Jason	PT	FT	79.81	84.00	81.91	1	5		87.91	1/4/2017	1/4/2018	Added to list	Recommended for FT hire effective 5/31/17
	B3	Blackmore, Thomas	PT	FT	79.96	76.80	78.38	1	5		84.38	1/4/2017	1/4/2018	Added to list	Recommended for PT hire effective 5/31/17
	B4	Watson, Alexander	PT	FT	84.42	79.40	81.91				81.91	1/4/2017	1/4/2018	Added to list	Recommended for PT hire effective 5/31/17
	B6	Young, Austin	PT	FT	84.34	72.80	78.57				78.57	1/4/2017	1/4/2018	Added to list	Recommended for PT hire effective 5/31/17

List certified by the Civil Service Commission on the 3rd day of May, 2017

\_\_\_\_\_  
 John Rybka  
 Chair, Civil Service Commission

- 1 17 names originally certified on April 13, 2016 (1-17)
- 2 7 names added to certified list on Oct. 5, 2016 (A1-A7)
- 3 6 names added to certified list on Jan. 4, 2017 (B1-B6)
- 4 5 names added to certified list on May 3, 2017 (C1-C5)

Certified Date: October 7, 2015  
 Updated: May 3, 2017

**City of Delaware  
 2017 Police Officer Certified List**

Expiration Date: Continuous

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Status Points <i>(Hon Disch, active duty or reserve =</i>	Educational Points <i>(Assoc = 1 pt, Bach = 2 pts, Mast =</i>	Certified Status Points <i>(OH= 2pt, outside OH = 1pt)</i>	OVERALL SCORE <i>(for CSC eligibility list)</i>	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of Oct 5, 2016 CSC Meeting	Candidate Status as of Jan 4, 2017 CSC Meeting	Candidate Status as of May 3, 2017 CSC Meeting
1	B3	Myers, Curtis	78.60	86.41	82.51	1	2	2	<b>87.51</b>	10/5/2016	10/5/2017	added to list		Pass over (1)
2	B6	Sposit, Renee	80.40	85.33	82.87		2	2	<b>86.87</b>	10/5/2016	10/5/2017	added to list		
3	C1	Elkins, Travis	84.33	83.7	84.02		1	1	<b>86.02</b>	5/3/2017	5/3/2018			added to list
4	B7	Hehemann, Chris	78.80	83.70	81.25	1	2		<b>84.25</b>	10/5/2016	10/5/2017	added to list		
5	A38	Haupt, Joshua	80.17	85.33	82.75		1		<b>83.75</b>	6/1/2016	6/1/2017			
6	B9	Reichardt, Matthew	83.40	82.07	82.74	1			<b>83.74</b>	10/5/2016	10/5/2017	added to list		
7	B10	Mistovich-Perez, A	81.80	81.52	81.66		1		<b>82.66</b>	10/5/2016	10/5/2017	added to list		
8	B11	Mueller, Brandon	80.20	82.07	81.14				<b>81.14</b>	10/5/2016	10/5/2017	added to list		
9	C2	Fairman, David	76.17	82.07	79.12		2		<b>81.12</b>	5/3/2017	5/3/2018			added to list
10	C3	Altenburger, Isaac	78.50	83.7	81.10				<b>81.10</b>	5/3/2017	5/3/2018			added to list
11	C4	Watt, Gabriel	79.67	79.35	79.51	1			<b>80.51</b>	5/3/2017	5/3/2018			added to list
12	B12	Worboy, Brooke	78.00	81.52	79.76				<b>79.76</b>	10/5/2016	10/5/2017	added to list		
13	C5	Ambrozich, Nicholas	77.33	82.07	79.70				<b>79.70</b>	5/3/2017	5/3/2018			added to list
14	C6	Rosch, Frederick	77.50	81.52	79.51				<b>79.51</b>	5/3/2017	5/3/2018			added to list

**Hired/Removed from List/Disqualified**

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE <i>(for CSC eligibility list)</i>	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of Oct 5, 2016 CSC Meeting	Candidate Status as of Jan 4, 2017 CSC Meeting	Candidate Status as of May 3, 2017 CSC Meeting
	B8	Brown, Daniel	77.00	87.50	82.25		2		<b>84.25</b>	10/5/2016	10/5/2017	added to list		Withdraw

List certified by the Civil Service Commission on the 3rd day of May, 2017

\_\_\_\_\_  
 John Rybka  
 Chair, Civil Service Commission

- 1 Addition of 5 names on June 1, 2016 (A35-39)
- 2 Addition of 12 names on Oct 5, 2016 (B1-12)
- 3 Addition of 6 names on May 3, 2017 (C1-6)

Certified Date: October 7, 2015  
 Updated: January 4, 2017

**City of Delaware  
 Police Officer Certified**

Expiration Date: Continuous

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Status Points (Hon Disch, active duty or reserve = 1 pt, Mast = 2 pts, OH = 1pt)	Educational Points (Assoc = 1 pt, Bach = 2 pts, Mast = 2 pts, OH = 1pt)	Certified Status Points (OH= 2pt, outside OH = 1pt)	OVERALL SCORE (for CSC eligibility list)	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of Oct 5, 2016 CSC Meeting	Candidate Status as of Jan 4, 2017 CSC Meeting
1	B3	Myers, Curtis	78.60	86.41	82.51	1	2	2	87.51	10/5/2016	10/5/2017	added to list	
2	B6	Sposit, Renee	80.40	85.33	82.87		2	2	86.87	10/5/2016	10/5/2017	added to list	
4	B7	Hehemann, Chris	78.80	83.70	81.25	1	2		84.25	10/5/2016	10/5/2017	added to list	
5	B8	Brown, Daniel	77.00	87.50	82.25		2		84.25	10/5/2016	10/5/2017	added to list	
6	A38	Haupt, Joshua	80.17	85.33	82.75		1		83.75	6/1/2016	6/1/2017		
7	B9	Reichardt, Matthew	83.40	82.07	82.74	1			83.74	10/5/2016	10/5/2017	added to list	
8	B10	Mistovich-Perez, A	81.80	81.52	81.66		1		82.66	10/5/2016	10/5/2017	added to list	
9	B11	Mueller, Brandon	80.20	82.07	81.14				81.14	10/5/2016	10/5/2017	added to list	
10	B12	Worboy, Brooke	78.00	81.52	79.76				79.76	10/5/2016	10/5/2017	added to list	

**Hired/Removed from List/Disqualified**

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE (for CSC eligibility list)	Date Placed on Certified List	Roll-off Date (1 yr from date placed on list unless extended)	Candidate Status as of Oct 5, 2016 CSC Meeting	Candidate Status as of Jan 4, 2017 CSC Meeting
	B1	Tallman, Clark	91.60	84.78	88.19		1	2	91.19	10/5/2016	10/5/2017	added to list	Disqualified, CSC Rule III
	B2	Sears, Alec	84.80	90.76	87.78	1		2	90.78	10/5/2016	10/5/2017	added to list	Disqualified, CSC Rule III
	A34	Hall, Matthew	81.83	80.98	81.41	1	2		84.41	11/4/2015	11/4/2016		Expired
	B4	Brown, Robert	85.20	85.33	85.27		2		87.27	10/5/2016	10/5/2017	added to list	Hired 12/16/16
	B5	Finley, Elijah	87.20	83.15	85.18			2	87.18	10/5/2016	10/5/2017	added to list	Disqualified, CSC Rule V

List certified by the Civil Service Commission on the 4th day of January, 2017.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_  
 Chair, Civil Service Commission

- 1 Addition of 5 names on June 1, 2016 (A35-A39)
- 2 Addition of 12 names on Oct 5, 2016 (B1-12)

Certified: July 6, 2016  
 Updated: May 3, 2017

**City of Delaware  
 Police Sergeant Promotional List (2016-2017)**

Expiration Date: July 6, 2018

Current List Order	Original List Order	Name	Sup Review Panel	Written Exam Score	Oral Interview Score	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	Date Placed on Promotional List	Expiration Date	Candidate Status as of July 6, 2016 CSC Mtg	Candidate Status as of May 3, 2017 CSC Mtg
1	2	Daniel Madden	91	85	78.33	85.10	2	2	<b>89.10</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended
2	3	Austin Barnthouse	87	86	81.67	85.05	1	1	<b>87.05</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended
3	4	Benjamin Segard	89	86	71.11	82.58	2	1	<b>85.58</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended
4	5	Thomas Donoghue	82	87	72.50	80.90	2	2	<b>84.90</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended
5	6	Mark Jackson	95	76	75.00	82.35	2	0	<b>84.35</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended
6	7	Aaron Kuck	83	82	82.22	82.42	1	0	<b>83.42</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended
7	8	Christopher Bates	85	87	67.22	80.37	1	2	<b>83.37</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended
8	9	Jonathon Weirich	78	82	64.44	75.33	0	2	<b>77.33</b>	7/6/2016	7/6/2018	Added to list	Expiration Extended

List certified by the Civil Service Commission on the 3rd day of May, 2017

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John Rybka  
 Chair, Civil Service Commission

## 2014 Police Officer Recruitment Process Updated: May 2017

- 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 40 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
    - iii. Patrol Sergeant
    - iv. Patrol Officer

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<sup>1</sup> Decrease in age limit approved in 2017.

<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.

- 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/Waiver and Completion of Law Enforcement Index (LEI)<sup>6</sup> and Emotional Intelligence Index (EII)<sup>7</sup>
- 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)<sup>8</sup>
- 14) Full psychological evaluation
- 15) Pension physical and drug screen
- 16) Swearing In Ceremony

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.

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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.

Approved by the Civil Service Commission on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

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John Rybka  
Chairman, Civil Service Commission