

**1/9/2024 | 6:00 PM**

**MUNICIPAL SERVICES CENTER, CENTENNIAL MEETING ROOM  
3600 TREMONT ROAD**

Civil Service Commission Members and any participating staff are required to attend in person. However, observers may choose to join virtually. If you are joining through Zoom, please click the link below to join the meeting:

<https://us06web.zoom.us/j/84702589069?pwd=58BVP2jRbM5GSzVuSY23hjtpDzjL6Q.kBcOoCaJ8tpQFuRU>

Passcode: 961813 Or Telephone: +1 929 205 6099 US (New York)

**1. Call to Order/Roll Call**

- a. Designation of Officers (Rule 3B) - At their first meeting each year the Commission shall designate one of its members as president and one as vice president.

**2. Approval of Minutes**

- a. Approve December 11, 2023 Civil Service Commission Meeting Minutes

**3. Old Business**

- a. None

**4. New Business**

- a. Rule Revision Request - Rule 1, 6, and 8
- b. Annual Timelines for Firefighter/EMT-P and Police Officer

**5. Updates & Reports**

**6. Adjournment**

December 11, 2023 | 6:00pm  
Special Meeting

**Members Present**

<b>Lisa Burleson</b>	<b>Commission President</b>
<b>Steve Ball</b>	<b>Commission Member</b>
<b>Dave Campbell</b>	<b>Commission Member</b>

**Also Present**

<b>Abby Cochran</b>	<b>HR Director</b>
<b>Darren Shulman</b>	<b>City Attorney</b>
<b>Michael Bell</b>	<b>Assistant Fire Chief</b>

**MINUTES**

The meeting was brought to order at 6:00pm

1. Roll Call
2. Approval of February 15, 2023 meeting minutes (Rule 4 G)  
Motion: Commissioner Ball motioned to approve.  
Motion passed unanimously.

Approval of November 7, 2023 meeting minutes (Rule 4 G)  
Motion: Commissioner Campbell Motioned to approve.  
Motion passed unanimously.

3. New Business
  - a. Battalion Chief Written Exam Protest

HR Director Cochran explained the process for candidates to review questions and answers from the test and the timeframe for a protest to be filed, which a candidate has done. She explained that the agenda packets contained the protest form from the candidate, a copy of the question they are protesting and the correct answer and an excerpt from the IAFF collective bargaining agreement which is what the candidate looked at in regards to his answer. President Burleson asked for clarification on the



definitions of the terms “shift” and “duty” described in the collective bargaining agreement to see if they were listed anywhere or if they are just common knowledge. Assistant Fire Chief Bell explained that the terms are synonymous. Commissioner Campbell asked if the protest is anonymous and HR Director Cochran explained that it is, the candidate doesn’t sign their name to the protest form and we also do not know how the correct answer would impact the candidates scores. The scores do not come back until after the protest is resolved. Commissioner Ball said he thinks this is an obvious case where they should grant the protest just by the language and Commissioner Campbell and President Burleson agreed, the intent was clear but the language was confusing. Assistant Chief Bell explained that in his previous experience with situations like this, he recommendation is usually to not throw out the question completely but have ruled that multiple answers be accepted especially when there are more than 2 options for answers. Motion: Commissioner Ball motioned to grant the protest and remove the question. Seconded: Commissioner Campbell seconded the motion. Motion passed unanimously.

City Attorney Shulman asked if he could ask an opinion of the Commission. He raised the question about allowing for the portion of the written test regarding the contract for the candidates to be allowed to look at the contract. He explained that he likes to train people to actually look at a contract when there is a question concerning the contract and mistakes can be made when people don’t reference a contract. He asked the Commission’s thoughts on allowing the candidates to be able to reference the contract during the exam. Assistant Chief Bell added that one the other side of the argument is that sometimes in their line of work they don’t have the luxury of time to be able to reference the contract, the policies have to be known. Commissioner Ball said that in his experience most members know the contract but it didn’t matter one way or the other to him but he did not think it was necessary. President Burleson agreed that she did not have strong feelings one way or the other. HR Director Cochran stated that the exam being closed book is not specified in the rules but has been the longstanding practice. President Burleson is okay with remaining closed book as it also stresses the importance of knowing the information.

Motion: Commissioner Ball motioned to adjourn.  
Seconded: Commissioner Campbell seconded the motion.  
Motion passed unanimously.

Adjourned at 6:12pm.

## ADJOURNMENT





Author(s): Abby Cochran, Human Resources Director

Meeting Date: January 9, 2024

Subject: Hiring Standards

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To be hired as a Police Officer or Firefighter/EMT requires a candidate to undergo a thorough background process. This ensures that the individual meets the standards as set forth for the certification they hold (or will need to hold) for their position and that their character and history are reflective of someone who can hold a position of higher trust successfully.

We want to ensure that we are handling the pre-employment background process with fairness, consistency and with a focus on choosing individuals we believe will be successful in their roles. Individuals may be eliminated from the background process as an applicant or also once they are placed on the eligibility list. City of Upper Arlington Civil Service Rules and Regulations addresses this in two areas. [Rule 6D](#) addresses disqualifications for applicants and [Rule 8C](#) addresses disqualifications from the eligibility list. We would like to add a reference to Public Safety Disqualification Standards in Rule 6 and 8 which would be defined in Rule 1 as:

Public Safety Disqualification Standards – The standards that are set forth for the Police and Fire Divisions when determining eligibility for candidates for non-promotional opportunities. Revisions to these standards are reviewed by the Human Resources Department and City Attorney’s Office. Following this review, the revisions are sent to the Civil Service Commission via email. Absent a request from the Civil Service Commission for a meeting to discuss or notification from the members that there are no objections, revisions to Standards become effective two weeks after submission to the Commission.



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## RULE 1 DEFINITIONS OF TERMS

1. **Allocation** - The determination of the class to which a position belongs. "Allocate" means to perform the allocation.
2. **Applicant** - A person requesting consideration for employment in a class in the classified service or unclassified service.
3. **Appointing Authority** - The officer, commission, board or body having the power of appointment to, or removal from a position in the classified service and unclassified service.
4. **School District** - The Upper Arlington City School District.
5. **Civil Service** - For purposes of these Rules, all offices and positions of employment and trust in the service of the City and the School District not otherwise excluded therefrom.
6. **Class (or Classification)** - A group of positions with the same descriptive title having similar duties and responsibilities and requiring similar qualifications and which can be distinguished from other groups of positions (e.g. Administrative Assistant). There may be only one position in a particular class (e.g. Police Chief).
7. **Class Series** - As adopted by the Commission, two or more classes which are similar as to type of work but which differ as to degrees of responsibility, difficulty, complexity, skill, and/or technical knowledge and which have been arranged in a ladder of steps in a normal line of promotion.
8. **Classified Service** - Includes employment positions in the service of the City and the School District that are subject to examination and not specifically excluded and placed in the unclassified service.
9. **Commission** - The Civil Service Commission of Upper Arlington, Ohio.
10. **Condition of Employment** - A condition under which an individual accepts appointment to a particular position which determines the duration of the employment or limits the number of hours to be worked (i.e. limited, seasonal or part-time).
11. **Continuous Testing** - A condition under which applications for a class are accepted for examination on a daily basis and without a specified filing deadline.
12. **Day or Days** - Unless expressly provided, as "business days", a time duration specified as a number of days shall be computed as calendar days.
13. **Demotion** - A change to a classification which has a lower starting rate of pay.
14. **Department** - Any department, office, commission, board or other body as defined under the City Charter or Upper Arlington City Codes or Ordinances which has an Appointing Authority.
15. **Eligible** - A person who has satisfactorily met all qualifications and requirements for employment in the job class for which the person has made application and whose name appears on an eligible list as provided in Rule 8.
16. **Intermittent** - Means an appointment where an employee works on an irregular schedule which is determined by the fluctuating demands of the work and is not predictable and is generally characterized as requiring less than one thousand hours per year.
17. **Non-competitive class** - Means those positions described in U.A.C.O. 149.03(B)(2) .
18. **Position** - Any office, employment or job calling for the performance of certain duties and the exercise of certain responsibilities by one individual. A position may be vacant or occupied (part-time or full-time) and it may be designated regular, limited or seasonal.

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19. **Psychometric Standards** - The standards, principles and procedures in consonance with the American Psychological Association "Standards of Educational and Psychological Tests", the American Psychological Association, Division of Industrial Organizational Psychology's "Principles for the Validation and Use of Personnel Selection Procedures" and professionally accepted publications in the areas of statistics and personnel selection.
  20. **Public Safety Disqualification Standards – The standards that are set forth for the Police and Fire Divisions when determining eligibility for candidates for non-promotional opportunities. Revisions to these standards are reviewed by the Human Resources Department and City Attorney’s Office. Following this review, the revisions are sent to the Civil Service Commission via email. Absent a request from the Civil Service Commission for a meeting to discuss or notification from the members that there are no objections, revisions to Standards become effective two weeks after submission to the Commission.**
  21. **Reallocate** - The act of changing the allocation of a position from one class to another.
  22. **Seasonal Employment** - Employment which is for a duration of time established to coincide with the seasonal nature of the work to be performed.
  23. **Seniority** - An employee's length of continuous service in a class, in classes within a class series or all classes with the City or the School District respectively, in paid status depending on the question involved. Service with both the City and the School District shall not be combined for this purpose. Resignation, other than to immediately accept another position with the same employer, retirement, discharge for cause, and any other separation from employment shall constitute a break in continuous service. Part-time service shall be prorated. See Rule 7F regarding special rules regarding military service and its effect on seniority.
  24. **Status** - The nature of employment held by an employee (i.e. permanent, probationary, provisional or emergency).
  25. **Transfer** - A reassignment of an employee from a position in one department, commission, or office to another position in the same class in another department or division within a department, commission, or office.
  26. **Unclassified Service** - Comprises positions which shall be exempt from examination and whose applicants or incumbents may not appeal to the Commission. All positions specifically designated by U.A.C.O. 149.03(A) as unclassified.

( Amendment effective 4-20-2021 )

## **Rule 6D. Disqualification of Applicants.**

1. Applicants may be rejected from consideration, refused admittance to any examination, or disqualified or removed from an eligible list or a certification list, for, but not limited to, the following causes:
  - (a) Lack of any of the minimum requirements or qualifications for the position for which the individual applies.
  - (b) The individual has been convicted of or made an admission to any crime that is classified as a felony under the O.R.C. or any other state code or law of the United States.
  - (c) The individual has been convicted of or made an admission to any crime that is classified as a misdemeanor under the O.R.C. or any other state code or municipal law, or law of the United States that was punishable by a potential jail sentence, regardless of whether one was actually imposed, provided the crime is related to the duties of the position or otherwise would impair the ability to perform the duties of the position.
  - (d) The individual has been dismissed from public employment for just cause.

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- (e) The individual has made a false statement of material fact in the application, testing process, or during the hiring process.
  - (f) The individual has practiced or attempted to practice deception or fraud on the application or examination or in securing his eligibility or appointment.
  - (g) The individual has used, threatened to use, or attempted to use political influence in securing employment, reemployment, or promotion.
  - (h) The individual cannot be located, fails to report for an interview or other step in the selection process as directed by the Commission or Appointing Authority and/or fails to report for duty as directed by the Appointing Authority.
  - (i) The individual fails to pass any of the tests required for the position to which he seeks appointment or failed the oral review board.
  - (j) The individual has been convicted of a crime involving moral turpitude or an offense of violence.
  - (k) The individual has failed a required drug or alcohol screening test for an entry level position in that the test showed the presence of a drug of abuse as defined in O.R.C. 3719.011 and/or alcohol in a body fluid unless such substance is identified as a prescribed medication. For purposes of this section, the presence of marijuana may still be grounds for disqualification or removal even if the applicant has a prescription of medical marijuana. Alcohol tests will be treated as medical tests subject to Rule 6D(2).
  - (l) The individual has a pattern of poor work habits and performance with previous employers. This includes but is not limited to excessive absenteeism, poor quality of work, excessive tardiness, inability to get along with others in a work environment, or any thefts.
  - (m) The individual fails to pass the medical examination required for the position.
  - (n) The individual has a poor traffic record and is applying for a position which requires a driver's license and involves driving.
  - (o) The individual has been dismissed from public or private employment for good cause.
  - (p) The individual cannot speak, read, or write the English language to the level required by the position.
  - (q) The individual fails to report for an interview or other step in the selection process as directed by the Commission or Appointing Authority and/or fails to report for duty as directed by the Appointing Authority.

**(r) The individual falls within one of the Public Safety Disqualification Standards.**

2. Physical or Psychological Examinations. Whenever physical or psychological qualifications are an approved part of the hiring process, the applicants may be required to pass a physical or psychological examination and be certified as qualified in such respects, before being placed on the position eligible list or before certification for appointment. Medical examinations will only be conducted after a prospective appointee has received a conditional offer of employment; except that the Human Resources Director may require that an applicant be medically examined prior to any test (e.g. a physical agility test) to determine the applicant's ability to participate safely in the test. When asking for such a medical opinion, the Human Resources Director will describe the agility or fitness test, and ask "Can this person safely perform this test?" Examinations must be job-related and based on business necessity. (See also Rule (7)(L) and Rule 7(M) below.) Removal of applicants from a position eligible list must be approved by the Commission.

( Amendment effective 4-20-2021 )

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## Rule 8C. Removal From Eligibility List.

Candidates may remain on the eligibility list for one year from the date of the candidates' certification to the list, unless extended by the Appointing Authority or his/her designee.

1. A candidate may be removed from the eligibility list under the following circumstances:
  - a. Employee or candidate is among the top 3 (promotional) or 10 (original appointment) and is passed over three times during eligibility;
  - b. Failure to report, or arrange to report, or arrange within a reasonable time for an interview with an appointing authority;
  - c. Failure to respond to a notice from the City by the deadline specified by the City;
  - d. Providing incorrect or incomplete information;
  - e. Failure to respond to a request for information during background checks;
  - f. Declines offer for position; or
  - g. **The candidate falls within one of the Public Safety Disqualification Standards approved by the Commission.**
  - h. Other circumstances approved by the Commission.
2. In case an eligible person's name appears on more than one list, appointment to a position in one class shall be considered a waiver for appointment from eligible lists for classes in which the starting salary is equal or lower.

( Amendment effective 4-20-2021 )

## Public Safety Background Disqualification Standards

In addition to the standards set forth in City of Upper Arlington Civil Service Rules & Regulations Rule 6D and/or 8C, the Police and Fire Division will use disqualification standards listed in this document to determine eligibility for candidates for entry level positions.

All standards are cause for removal for time frames listed and any time during the selection process. Unless otherwise noted, standards that reference a time frame will be calculated from the date of application. Note: A disqualification may not be automatic if the set of circumstances may allow for an exception.

Applicants are removed from the eligible list and selection process for any of the following reasons and/or those listed in Civil Service Rules and Regulations section 6D and 8C:

### A. Honesty/Falsification:

1. At any stage of the selection process, the applicant provides false, incorrect, or substantially inconsistent information.
2. At any stage of the selection process, the applicant fails to disclose or acknowledge any disqualifying behavior or activity on the part of the applicant, relative to, and governed by, any of the Background Hiring Standards.
3. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process.
4. If applicable, any attempt by the applicant to distort the truth verification examination results.
5. The applicant's use or attempted use of political influence to secure employment.

### B. Personal History:

1. For police officer applicants, a conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon is a permanent disqualifier under Federal laws.
2. Verified or admitted physical abuse of one's spouse, ex-spouse, child, stepchild, and parent or any other relative or person with whom one lives, has a relationship, or has had a relationship.
3. Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility as determined by the appropriate support enforcement bureau or a court of law within the preceding five (5) years.
4. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years.
5. Verified or admitted sexual abuse of another to include, but not limited to, any of the following as defined in the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred: Rape, Sexual Battery, Unlawful Sexual Conduct with a Minor, Gross Sexual Imposition, Sexual Imposition, Importuning, Voyeurism.

### C. Employment:

1. Two or more involuntary terminations and/or discharges from employment within the last five (5) years. This shall not include terminations resulting from a business ceasing operations or resulting from being laid off from a position of employment.

2. Post-probationary termination or resignation in lieu of discipline from any criminal justice-related employment.
3. Abuse of a position of trust through theft of time or services.
4. Any incident of engaging in an act of discrimination or harassment.
5. Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.

**D. Military History** – Except as provided below in Number 3 of this Section, applicants are removed from the selection process for any of the following reasons:

1. Dishonorable or Bad Conduct Discharge from the Military.
2. Conviction of any article of the Uniform Code of Military Justice that is equivalent to a felony or other listed disqualifying misdemeanor in this standard under the Ohio Revised Code (ORC).
3. An “Other Than Honorable” Discharge from the Military will be evaluated to determine whether the applicant should be removed from the selection process.
4. Failure to register with selective service, if required by law.
5. Scheduling conflicts due to military assignments will not be used as a disqualifier. The applicant must communicate their commitments in advance. The applicant would be allowed to make up the missed appointment at a later date as long as the applicant’s written exam score is still valid.

**E. Traffic:**

1. Any conviction of vehicular homicide or related offense(s).
2. OVI: Conviction within past five years of an alcohol related offense involving vehicle, including physical control; If convicted more than five (5) years prior, more than one (1) OVI conviction and/or physical control as an adult; More than two (2) OVI convictions, if one of the convictions was as a juvenile.
3. Four (4) moving violations in the past three (3) years as an adult.
4. One (1) Conviction for Failure to Possess a Valid Driver’s License within two (2) years of application. Failure to hold auto insurance as required by resident state, if the applicant owns a motor vehicle.
5. One (1) conviction involving operating a motor vehicle while under suspension (or a similar ORC statute or Municipal code) or leaving the scene of an accident, within two (2) years of application.
6. One (1) or more revocation or suspension of a driver’s license as an adult, in effect during the past five (5) years. (Unless the applicant can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap).

**F. Gambling** – The term “gambling offense” includes any activity defined as illegal gambling by a federal, state, local statute or ordinance in the jurisdiction where the activity occurred. Applicants are removed from the selection process for any of the following reasons:

1. Conviction of a gambling offense, within the last five (5) years.
2. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
3. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the applicant gains, or attempts to gain, a financial benefit.

**G. Criminal Activity:**

1. Any theft offense(s) as an adult, within the last five (5) years, which (a) singularly or cumulatively exceeds \$1,000.00; or (b) establishes a pattern of theft offenses from an employer during the course of employment.
2. Any insurance claims or applications for welfare, workers' compensation, unemployment compensation or other public assistance benefit program determined to be fraudulent by the body overseeing the claim, compensation, or benefit program.
3. Any admission or conviction of an offense, as an adult, defined as a felony by the federal, state, or local law of the jurisdiction where the offense occurred. An admission of a felony offense would be disqualifying unless otherwise addressed in these standards.
4. Any admission or conviction of an offense, as a juvenile, of one (1) violent felony as defined by the federal, state or local law of the jurisdiction where the offense occurred, unless expunged and more than ten (10) years prior. This will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).
5. Any admission or conviction of a M-1 or M-2 misdemeanor offense, as an adult, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards).
6. Any admission or conviction of soliciting another for sexual conduct/contact, whether or not the offense was legal at the time and place where the act occurred, in the last five (5) years.
7. Any admission or conviction of more than one (1) M-1 or M-2 misdemeanor offense, as a juvenile, as defined by the Ohio Revised Code or similar federal, state, or local law of the jurisdiction where the offense occurred in the last five (5) years will be reviewed in determining suitability for appointment (unless otherwise addressed in these standards) (does not include traffic, or misdemeanors of the 3<sup>rd</sup>, 4<sup>th</sup>, or minor degrees).
8. Any admission of an offense of carrying a concealed weapon within the last five (5) years if it is defined as a felony by the federal, state, or local law where the offense occurred.
9. For Firefighter/Medic applicants, any violations as specified under ORC 9.78 and 9.79 would disqualify the applicant.

**H. Controlled Substances:**

1. Any use\* or purchase\*\* of drugs of abuse (except marijuana) within five (5) years before application or admitted use during any portion of the selection process. Drugs of abuse include chemical agents/solvent-based substances and prescription drugs taken for reasons other than intended use, without a prescription.
2. Failure to successfully pass the pre-employment drug test (including marijuana) will cause the applicant to be disqualified. \*\*\* For those possessing medical marijuana cards, the City of Upper Arlington follows federal drug guidelines in regard to controlled substances. The federal Controlled Substance Act (CSA) states that marijuana is a Schedule I drug; therefore, any use, even with a medical marijuana card is prohibited.
3. Any illegal sales or manufacture of drugs of abuse, marijuana or prescription drugs after the applicant turned 18 years of age.

\*For the purpose of this standard the "use" of drugs includes, but not limited to, when an applicant smokes, puffs, ingests, tastes,

injects, inhales, or otherwise tries, any illegal drug, including but not limited to, marijuana, cocaine, anabolic steroids, or chemical inhalants.

\*\*For the purpose of this standard, the “purchase” of marijuana or other illegal drugs include those purchases made by pooling of resources or money by the applicant and others for substances for their own use.

**I. Applicant Non-Responsiveness:**

1. Failure to appear for pre-interview/interview.
2. Failure to appear for physical fitness testing.
3. Failure to appear for, or attempts to distort, the truth verification examination.
4. Failure to appear for medical/stress test.
5. Failure to appear for psychological exam.
6. Failure to respond to phone calls or correspondence from agency personnel.
7. Unable to locate at address/phone number on file.
8. Applicant is no longer interested in employment with the City of Upper Arlington.

## 2024 Annual Timeline for Firefighter/EMT-P Recruitment Process Summary

### Part One: Pre-Recruitment and Selection Activities

- 1) Review timeline for the recruitment process and seek approval for any changes necessary with the Civil Service Commission.
- 2) Review and finalize Qualifications for Candidates and the number of anticipated vacancies:
  - a. Will be included in the online posting on the City applicant site and National Testing Network
  - b. The Chief will approximate number of vacancies through review of pending retirements and other factors.
- 3) Recruitment Strategy:
  - a. Human Resources and Fire Division employees will work on a recruitment strategy to reach candidates who meet the hiring standards of the Fire Division.
  - b. The City's primary recruitment goals include sourcing candidates who are already EMT-P certified, and/or candidates who are a part of an under-represented racial/ethnic or gender group in the greater Columbus metropolitan area.
  - c. The City will advertise the openings through job fairs, social media and other means of reaching job candidates.

### Part Two: Recruitment and Selection / Eligibility – Civil Service List

1. Online Application:
  - a. NTN posting and recruitment material will instruct candidates to follow a link where they will apply for the position directly through the City's website.
  - b. The application will have specific instructions on how to request a Lateral Candidate designation, their options as a lateral candidate, and what documents need to be submitted.
2. Written Examination
  - a. Conducted nationally through the National Testing Network
  - b. Candidates are responsible for the cost of the examination. Cost is currently \$65.00 and candidates can spend an additional \$15 to send to each additional agency.
  - c. The City will keep its posting on NTN active while it is actively adding candidates to the eligibility list. This could occur several times throughout the year based upon the number of anticipated vacancies.
  - d. The Fire Division and HR will meet annually to review the posting on National Testing Network for accuracy and updates. The City will communicate its hiring standards through this posting, as well as the scoring and passing requirements.
    - i. In 2023, we reviewed scoring recommendations from National Testing Network. NTN advised the City to choose a scoring methodology based upon our selection goals to include candidate pool size, diversity and performance.
    - ii. We selected the "No Integrity" Option which means that our candidates will complete the Public Safety Self-Assessment; however, the assessment will not be counted in their final score. We will have access to the assessment results which can be used later on in the process. We will

continue to use this methodology in 2023. This scoring methodology is the same as what we used in previous years and weights the video portion of the test at 100%.

iii. The passing scores for each component are as follows: Video: 70%; Reading: 80%; Mechanical: 60%; Math: 70%; Integrity Test: N/A.

e. The written examination is worth 100% of the final grade on the eligible list.

### 3. Additional Points

a. Candidates who pass the written examination will receive an invitation to participate in the physical test.

b. In order to receive additional points based upon the City's Civil Service Rules and Regulations, candidates are responsible for providing documentation timely. Documents must be submitted electronically or submitted in person the day of the physical test. No documents submitted following the date of the candidate's physical test will be accepted.

i. Military points: Applicants who have been honorably discharged, are on active duty, or in current reserve status are eligible for one (1) point. A copy of the applicant's DD-214 or other official document verifying this information will be required.

ii. Educational points: Candidates will be awarded one (1) point for an Associate degree, two (2) points for a Bachelor's degree, or three (3) points for a Master's degree. A copy of a degree or transcript will be required.

iii. Lateral transfer from another agency points: Applicants who currently hold the position being applied for in good standing at another agency are eligible for five (5) points if they have served in that capacity for at least a year and hold the required certifications for the position. A letter of verification from the current employer will be required.

### 4. Physical Ability Test

a. The physical fitness examination is conducted by Fire Division staff who have received the proper training to conduct such an examination.

b. The physical fitness assessment is based on an externally validated, timed, physical ability test used for the selection of applicants. The process is based upon the essential functions employees must be able to perform as defined by the Americans with Disabilities Act (ADA).

c. The test is pass/fail. Candidates that pass both the written entrance examination and the physical test are then placed on the certified Civil Service list.

### 5. Creation of Eligibility List

a. The assistant fire chief will provide the Human Resources Administrator with a comprehensive list of the candidates, their written exam results, and physical ability test results.

b. The Human Resources Administrator will compile the scores from the written examination (the video portion). Additional points will be added per the Civil Service Rules.

c. The Human Resources Administrator will provide the Human Resources Director

with the finalized list to be certified with the additional names added. The Human Resources Administrator will also provide the results of each successive step, along with demographic information of the candidates.

- d. The eligible list will include Candidate First and Last Name, Date of Certification, Date of Expiration/Removal and lateral designation.
  - e. Upon certification, the HR Director will give notification to the Civil Service Commission and will provide as part of that notification, the results of each successive step, along with demographic information of the candidates.
6. Background Investigation
- a. Candidates who are on the certified Civil Service list will undergo a thorough background investigation to ensure they are qualified to become a Firefighter-Paramedic for the City of Upper Arlington.
7. Personal History Questionnaire
- a. Candidates complete the personal history questionnaire online.
  - b. Failure to complete or to complete within deadline specified will result in disqualification.
8. Background Investigation Process
- a. The investigator(s) conducts a complete and thorough investigation of each applicant's background to determine suitability for employment as a Firefighter/EMT-P. Applicants are required to sign a release form authorizing the background investigation.
  - b. Investigators may contact family, friends, neighbors, current and former employers, fellow employees, school officials, physicians, firms with which they have done business, courts, credit agencies, local agencies, etc. as a part of this investigation. All candidates' social media presence shall also be investigated during this process.
  - c. An in-depth interview should be held with the applicant and should take place at his/her current residence. As an intricate part of the background investigation, each applicant is asked to submit to a Computerized Voice Stress Analysis (CVSA) or polygraph examination.
  - d. Information obtained through the background investigation is not confidential and is subject to public records requests. The completed background information is furnished to a Review Board who reviews the total application and makes a recommendation as to the candidate's acceptability.
  - e. The PHQ will be reviewed by the Assistant Fire Chief in charge of background investigations for any immediate disqualifications. Candidate will be notified in writing (can be via email) of their disqualification.
9. Pre-Employment Panel
- a. The top ranked candidates who have successfully completed all previous phases will participate in a Pre-Employment Panel.
  - b. The Fire Chief will determine the number of candidates invited to participate in the Pre-Employment Panel. This is typically ten, in accordance with Civil Service Rule 8.B.1. (known as the Rule of 10).
  - c. The Fire Chief selects the members of the Pre-Employment Panel. Those serving on the Pre-employment panel are not limited to sworn members of the Fire

Division.

- d. The results of the Oral Review Board will be forwarded to the Fire Chief, along with the complete background investigation packet.
- e. Anyone who is participating as a panelist must receive training on interviewing and implicit bias before participating. This is refreshed annually.
- f. Questions of the pre-employment panel are structured, and the same questions are asked of each candidate.
- g. Additional questions may be asked regarding specific responses from the candidates.
- h. The members of the pre-employment panel rank the candidates on a pass or fail basis on their responses to the questions and their apparent fitness for the position of Firefighter/EMT-P.

#### 10. Conditional Job Offer

- a. Candidates selected by the Chief may be given a conditional offer contingent on passing physical and psychological examinations required by the Division.
- b. Before approving a conditional job offer, the Chief will ensure that the position is budgeted, approved by the City Manager, and review appropriate pay step based upon the current bargaining unit agreement.
- c. The Human Resources Director, on behalf of the City Manager, will generate a conditional job offer letter to the candidate.

#### 11. Chief's Interview

- a. The Fire Chief conducts an interview with the top candidates (the number to be interviewed shall remain within the Chief's discretion based upon the number of vacancies available to fill).
- b. The City Manager makes the appointment after having reviewed the recommendation(s) of the Fire Chief. The Fire Chief's recommendation(s) shall be based upon the findings from the Pre-Employment Panel and personally interviewing the candidates.

#### 12. Swearing in ceremony with City Manager and Fire Chief.

- a. Notification will be made via email to the Civil Service Commission of the appointments by the Human Resources Administrator.

#### 13. Recordkeeping

- a. Records will be kept of the process, including how many candidates passed/failed each step and the demographics of those candidates (gender/race). This data will be reviewed annually during the pre-recruitment and selection meetings to ensure that there are no issues of adverse impact in the process.
- b. Upon hiring of a candidate, the fire division will transfer all pre-employment documentation to the human resources department for the employee's personnel file. This includes the candidate's application, personal history questionnaire and all background investigation documents.

## 2024 Annual Timeline for Police Officer Recruitment Process Summary

### Part One: Pre-Recruitment and Selection Activities

- 1) Review timeline for recruitment process with Civil Service Commission and seek approval for any changes.
- 2) Review and finalize Qualifications for Candidates and Number of Anticipated Vacancies:
  - a. Will be included in the online posting on the City applicant site and National Testing Network
  - b. The Chief will approximate number of vacancies through review of retirement survey results and other factors.
- 3) Recruitment Strategy:
  - a. Human Resources and Police employees will work on a recruitment strategy to reach candidates who meet the hiring standards of the Police Department.
  - b. The City's primary recruitment goals include sourcing candidates who are already OPOTA certified, and/or who is a part of an under-represented group within law enforcement in the greater Columbus metropolitan area.
  - c. The City will advertise the openings through job fairs, social media and other means of reaching job candidates.

### Part Two: Recruitment and Selection

- 1) Online Application
  - a. NTN posting and recruitment material will instruct candidates to follow a link where they will apply for the position directly through the City's website.
  - b. The application will have specific instructions on how to request a Lateral Candidate designation, their options as a lateral candidate, and what documents need to be submitted (Employment verification and the SF400).
  - c. Requirements to become designated as a lateral candidate is to be a current full-time Ohio Peace Officer.
- 2) NTN Examination
  - a. Conducted nationally through the National Testing Network
  - b. Candidates are responsible for the cost of the examination. Cost is currently \$65.00 and candidates can spend an additional \$15 to send to each additional agency.
  - c. The City will keep its posting on NTN webpage active while it is actively adding candidates to the eligibility list. This could occur several times throughout the year based upon the number of anticipated vacancies.
  - d. **The names of candidates with passing scores will be retrieved from NTN near the beginning of each quarter (Jan.1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and Oct. 1<sup>st</sup>). This process will be completed regardless of vacancies so as to ensure scores do not expire before the names are retrieved. The names will be added to a combined master list that will be used at the beginning of any background process.**
  - e. Police and HR will meet annually to review the posting on NTN webpage for accuracy and updates. The City will communicate its hiring standards

- through this posting, as well as the passing requirements.
- f. The NTN examination minimum passing score is 70% on the video portion of the test and is worth 50% of the final grade on the eligibility list.
  - g. Lateral candidates will not be required to take the NTN examination and will be given a score of 70%
  - h. Lateral candidates have the opportunity to take the NTN examination to obtain a higher score. However, if the candidate fails the NTN examination then they are removed from the process and can reapply after 6 months.
- 3) Physical Fitness Examination
- a. The physical fitness examination is conducted by Police Department staff who have received the proper training to conduct such an examination.
  - b. The physical fitness assessment is based on the ‘Cooper Institute for Physical Fitness.’ Candidates are tested according to age and gender minimum scores by the Ohio Peace Officer Training Commission.
  - c. Candidates receive information about the examination through the Hiring Standards and are able to watch a video of the examination being performed on the City’s police recruitment webpage.
- 4) Pre-Employment Written Exercise
- a. Candidates who pass the physical fitness test are invited to complete a written exercise.
  - b. The written exercise comprises of 4 open-ended questions and each candidate is given 10 minutes to write a response.
  - c. This exercise is not graded.
  - d. After completing the written exercise, each candidate completes a BCI / FBI webcheck and signs a release waiver that is used when conducting a background investigation.
- 5) Personal History Questionnaire
- a. Candidates complete the personal history questionnaire online
  - b. Failure to complete or to complete within deadline specified will result in disqualification.
  - c. The PHQ will be reviewed by the Police Sergeant in charge of background investigations for any immediate disqualifications. Candidate will be notified in writing (can be via email) of their disqualification.

## Part Three: Eligibility List and Offers

- 6) Background Investigation Process
- a. Police investigator(s) conduct a complete and thorough investigation of each applicant's background to determine suitability for employment as a Police Officer. Applicants are required to sign a release form authorizing the background investigation.
  - b. Investigators may contact family, friends, neighbors, current and former employers, fellow employees, school officials, physicians, firms with which they have done business, courts, credit agencies, local law enforcement agencies, etc. as a part of this investigation. All candidates’ social media presence shall also be

investigated during this process.

- c. An in-depth interview should be held with the applicant and should take place at his/her current residence. As an intricate part of the background investigation, each applicant is asked to submit to a Computerized Voice Stress Analysis (CVSA) or polygraph examination. The completed CVSA or polygraph information is furnished to the Review Board and the Chief of Police. Refusal to take the CVSA or polygraph examination is grounds for rejection.
- d. Information obtained through the background investigation is not confidential and is subject to public records requests. The completed background information is furnished to a Review Board who reviews the total application and makes a recommendation as to the candidate's acceptability.

#### 7) Oral Panel Interviews

- a. Following the successful completion of the first four steps of the selection process, the top candidates are interviewed by the Oral Review Board. The Oral Review Board interviews the number of candidates deemed necessary based on the current status of the eligibility list, but at least equal to the number of vacancies and nine additional candidates. If one vacancy exists, the Oral Review Board interviews ten candidates; if two vacancies exist, eleven candidates are interviewed, etc.
- b. The Board is named and chaired by a Lieutenant and consists of five officers comprised of Lieutenants, Sergeants, detectives and officers. Circumstances may occur where it would be appropriate for others to be involved in the oral interview.
- c. Questions of the Oral Review Board are structured and the same questions are asked of each candidate. Additional questions may be asked regarding specific information appearing in the background investigation.
- d. The members of the Board score the candidates based on their responses to the questions and their apparent fitness for the position of Police Officer.
- e. Candidates must receive a passing grade of at least 70% in order to be considered for employment. This score comprises 50% of the final grade for the eligibility list.
- f. Candidates who did not pass the oral panel will be notified via email that they have been removed from consideration.

#### 8) Creation of Eligibility List

- a. When all the successive steps are completed, police will provide the Human Resources Administrator with the final scores from the oral panel.
- b. The Human Resources Administrator will compile the score from the written examination (the video portion) and the oral panel interview score for all passing candidates. Additional points will be added per the Civil Service Rules.
- c. Human Resources Administrator will provide the Human Resources Director with the finalized list to be certified with the additional names added. The Human Resources Administrator will also provide the results of each successive step,

along with demographic information of the candidates.

- d. The eligible list will include Candidate First and Last Name, Date of Certification, Date of Expiration/Removal and lateral designation.
- e. The HR Director will certify the list and provide notification to the Civil Service Commission. This will include demographic information of the candidates and the processes that were followed.

#### 9) Chief's Interview

- a. The Chief of Police conducts an interview with the top candidates (the number to be interviewed shall remain within the Chief's discretion based upon the number of vacancies available to fill). The Chief's recommendation is provided to the City Manager, who is the appointing authority.
- b. Candidates selected by the Chief may be offered a conditional position of Police Officer contingent on passing physical and psychological examinations required by the Division.
- c. Before approving a conditional job offer, the Chief will ensure that the position is budgeted, approved by the City Manager, and review appropriate pay step based upon the current FOP bargaining unit agreement.

#### 10) Conditional Job Offer

- a. The Human Resources Director, on behalf of the City Manager, will generate a conditional job offer letter to the candidate. The sergeant in charge of recruitment will coordinate the scheduling of:
  - i. In compliance with Ohio Revised Code Section 124.41, a licensed physician must certify that all candidates for Police Officers are free of cardiovascular and pulmonary disease and that he/she meets the physical requirements necessary to perform the duties of Police Officer as established by the Civil Service Commission. The medical exam consists of tests described in General Order 32.2.7.
  - ii. Psychological assessments are needed to eliminate candidates who may not be able to carry out their responsibilities or endure the stress of the working conditions. The assessments are conducted by a qualified psychologist and may be comprised of, but not limited to, the following elements:
    - 1. Thematic Apperception Test (TAT)
    - 2. Minnesota Multiphasic Personality Inventory
    - 3. Law Enforcement Assessment and Development Report
    - 4. Psych/Eval Personality Questionnaire
    - 5. Personality Assessment Inventory
    - 6. Personal interview between the psychologist and the candidate
    - 7. The tests are taken in succession and take between three and one-half to four and one-half hours. Only qualified professionals are used to assess the emotional stability and psychological fitness of candidates. The psychologist's final report identifies strengths and weaknesses of each candidate. The background investigator is notified prior to the report being completed if the candidate has

passed or failed the psychological assessment.

11) Swearing in ceremony with City Manager and Chief of Police.

12) Recordkeeping

- a. Records will be kept of the process, including how many candidates passed/failed each step and the demographics of those candidates (gender/race). This data will be reviewed annually during the pre-recruitment and selection meetings to ensure that there are no issues of adverse impact in the process.
- b. Upon hiring of a candidate, the police department will transfer all pre-employment documentation to the human resources department for the employee's personnel file. This includes the candidate's application, personal history questionnaire and all background investigation documents.