

1/14/2025 | 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/83106732180?pwd=z46kMfxzbKaifdQhBwGHJEgGQhE1ES.1>

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 April 9, 2024 Civil Service Commission Meeting Minutes

3. Unfinished Business

- a. Review of Minor Adjustments Made to Rule 6D

4. New Business

- a. Annual Timelines for 2025 Firefighter/EMT-P and Police Officer Recruitment
- b. Staff Introductions

5. Updates & Reports

6. Adjournment

April 9th, 2024 | 6:00pm
Regular Meeting

Members Present

Lisa Burleson	Commission President
Steve Ball	Commission Vice President
David Campbell	Commission Member

Also Present

Ac. Michael Bell	Assistant Fire Chief
Lt. Jason Amweg	Criminal Investigations Lieutenant
Darren Shulman	City Attorney
April Gregory	HR Administrator

MINUTES

The meeting was brought to order at 6:02pm

1. Call to Order/Roll Call
2. Approval of January 9th, 2024 Civil Service Commission Meeting Minutes
 Motioned: Commission Member Campbell motions to approve.
 Seconded: Commission Vice President Ball seconded the motion.
 Motion passed unanimously.
3. Unfinished Business
 - a. Incorporate Public Safety Disqualification Standards into Rules

HR Administrator Gregory reintroduced the topic of discussion regarding the disqualification standards for the public safety eligibility lists. Gregory explained that after the original discussion held on January 9th that adjustments were needed before adding the drafted items to the official rules to ensure that they were more transparent for candidates. Gregory shared that adjusts were made to both Rule 8 and Rule 6, stating that Rule 8 directs candidates to look at Rule 6 to find the disqualification standards. President Burleson explains that the reason the commission is looking at this item again is that in January, the topic was table to give the commission members times to think



over the disqualification standards and ensure nothing could be taken in a discriminatory manner from a candidate perspective. After President Burleson asks the commission if they have questions or comments on the adjustments made by the city, Vice President Ball states that he has some concerns, one being about the language stating that failure to show up for an interview would be a disqualifier. He believes that language should be added to state that good cause for missing an interview wouldn't disqualify a candidate. His other concern was a disqualification listed that states using political influence to secure employment which he believed wasn't clear to those who read the standards (Rule 6D, k.vi).

HR Administrator Gregory explains that a candidate should not be able to use their political preferences or possible relation to a political figure during an interview process to try and sway the panel's hiring decision. Vice President Ball asks what would happen if a candidate lived next to a council member and asks for assistance during the hiring process, to which Ac. Bell and City Attorney Shulman raise the issue of that being an ethics violation. City Attorney Shulman explains that for Civil Service positions, hiring decisions should be made purely based on merit and that the disqualification standard in question is in place to ensure outside influence is not being used to adjust candidates ranking on the eligibility list.

Commissioner Campbell states that Rule 6D, k. vi used to mention using political influence in a threatening manner, which was taken out. He believes that the current verbiage is a less clear version of what we've had in the past and asks if there's any thought to incorporating that language back in. Vice President Ball expresses that he agrees with the purpose of the disqualifier but that it's too vague and too casual. President Burleson explains that the concern is not having political activity defined to which the commission members agree.

City Attorney Shulman circles back to Vice President Ball's original concern regarding failure to attend an interview. He explains that this item doesn't have an asterisk, meaning the city may follow the rule, not shall follow the rule. He explains that while missing an interview may cause for disqualification, if a candidate gets into an accident or has an emergency, it wouldn't count as an automatic disqualifier. City Attorney Shulman goes on to explain that the same can be said for Rule 6D, k.vi. This led to a discussion about whether there is a need to move some items around, depending on if they should be addressed as a 'may' or 'shall'. Ac. Bell mentions that Rule 6D, 1. states clearly that any item with an asterisk are automatic disqualifiers, and that adding additional verbiage may confuse candidates.

President Burleson shares that one of her concerns has to do with taking the word 'candidate' out of Rule 6D and asks if it's being removed because it's not defined at the beginning of the rules. HR Administrator Gregory agrees with President Burleson, explaining that the term 'candidate' not being defined at the beginning of the rules was one reason why it was removed. The other reason being the rules continued to switch between 'applicant' and 'candidate', which can be confusing for some. City Attorney Shulman explains that both terms aren't needed, as anyone going through the hiring process would be an applicant, regardless of their status in the hiring process. President Burleson agrees and asks for clarification on whether the term 'applicant' is still used



once someone is on the eligibility list. Ac. Bell confirms that the term ‘applicant’ is used up until a job offer is made.

President Burleson expresses her next concern has to do with Rule 6D, i. and questions if there are any concerns regarding the rule and Ohio’s ‘Ban the Box, law. City Attorney Shulman explains that since these rules are specifically for public safety forces, there’s more that we’re able to do during the hiring process that wouldn’t oppose the ban the box law. Ac. Bell adds that from the fire division’s perspective, the administrative code had verbiage stating that certain credentials need to be held to do the job, reiterating that Rule 6D, i. follows the Ohio law in question.

There was discussion on revisiting Rule 6D, k. vi. to see if the language could be changed, to which City Attorney Shulman explained that it could be fixed easily. He explains that the commission could vote on it at that time and revisit them at a later time. President Burleson agrees that she’d be okay with making a major motion and coming back to revisit the minor adjustments. She also brings up the title for Rule 6D, as it didn’t reference that the standards were just for Public Safety applicants. HR Administrator Gregory agrees that the title should be changed, and they can make sure it’s edited before they meet again.

Commissioner Campbell motioned to approve the disqualification standards as currently drafted, with the adjustments that were previously discussed to be made.
Seconded: President Burleson seconded the motion.
Motion passed unanimously.

Motion: President Burleson motioned to adjourn.
Seconded: Vice President Ball seconded the motion.
Motion passed unanimously.

Adjourned at 6:27 pm.

ADJOURNMENT



Rule 6D. Public Safety Applicants Disqualification Standards of Applicants

1. Disqualification standards determine eligibility for applicants for entry-level positions. Applicants may be rejected from consideration, refused admittance to any examination, or disqualified or removed from an eligible list or a certification list. Disqualification standards are cause for removal at any time during the selection process. Unless otherwise noted, standards that reference a time frame will be calculated from the date of application. Standards marked with an asterisk (*) are automatic disqualifiers. Depending on the set of circumstances exceptions may be granted for all other standards.
 - a. Failure to meet the minimum requirements or qualification of the job, as specified in the job description.
 - b. Individual is not eligible to work in the United States.
 - c. Honesty/Falsification:
 - i. At any stage of the selection process, the applicant provides false, incorrect, or substantially inconsistent information.
 - ii. 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. *
 - iii. The applicant's failure or refusal to answer or respond to oral and/or written questions during any phase of the selection process. *
 - iv. If applicable, any attempt by the applicant to distort the truth verification examination results. *
 - v. Attempts to distort the truth verification examination.
 - d. Personal History:
 - i. For police officer applicants, a conviction of a misdemeanor crime of domestic violence involving use of force or threatened use of a deadly weapon (a permanent disqualifier under Federal laws). *
 - ii. 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. *
 - iii. 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. *
 - iv. Intentional violation of any protective or temporary restraining order as determined by a court of law within ten (10) years. *
 - v. 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. *
 - e. Employment:
 - i. 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

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- ceasing operations or resulting from being laid off from a position of employment.
 - ii. Post-probationary termination or resignation in lieu of discipline from any criminal justice-related employment. *
 - iii. Abuse of a position of trust through theft of time or services. *
 - iv. Demonstrated pattern of poor work habits and performance with previous employers which is verified through the employer or individual's own admission.
 - v. Any incident of engaging in an act of discrimination or harassment. *
 - vi. 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. *
- f. Military History – Except as provided below in Number 3 of this Section, individuals are removed from the selection process for any of the following reasons:
- i. Dishonorable or Bad Conduct Discharge from the Military. *
 - ii. 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). *
 - iii. An “Other Than Honorable” Discharge from the Military will be evaluated to determine whether the individual should be removed from the selection process.
 - iv. Failure to register with selective service, if required by law.
 - v. Scheduling conflicts due to military assignments will not be used as a disqualifier. The individual must communicate their commitments in advance. The individual will be allowed to make up the missed appointment at a later date as long as the individual's written exam score is still valid.
- g. Traffic:
- i. Any conviction of vehicular homicide or related offense(s). *
 - ii. 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. *
 - iii. Four (4) moving violations in the past three (3) years as an adult. *
 - iv. 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 individual owns a motor vehicle. *
 - v. 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. *
 - vi. 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 individual can show that the suspension was the result of an error by the BMV, random selection, or administrative overlap). *
- h. 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. Individuals are removed from the selection process for any of the following reasons:
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- i. Conviction of a gambling offense, within the last five (5) years. *
 - ii. Admission to gambling that has resulted in an unstable financial or credit history within the last seven (7) years.
 - iii. Conviction of or admission to engaging in the promotion of illegal gambling activity wherein the individual gains, or attempts to gain, a financial benefit. *
- i. Criminal Activity:
- i. 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. *
 - ii. 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. *
 - iii. 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. *
 - iv. 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.) *
 - v. 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).
 - vi. 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 3rd, 4th, or minor degrees).
 - vii. 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.
 - viii. 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.
 - ix. For Firefighter/Medic applicants, any violations as specified under ORC 9.78 and 9.79 *
- j. Controlled Substances:
- i. Any use or purchase of drugs of abuse (except marijuana) within five (5) years
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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. *

- ii. Failure to successfully pass the pre-employment drug test (including marijuana) will cause the individual 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. *
- iii. Any illegal sales or manufacture of drugs of abuse, marijuana or prescription drugs after the individual turned 18 years of age. *

For the purpose of this standard the “use” of drugs includes, but not limited to, when an individual smokes, puffs, ingests, tastes, injects, inhales, or otherwise tries, any illegal drug..

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

k. Applicant Conduct:

- i. Failure to appear or is tardy for pre-interview/interview, physical fitness testing or any other portion of the process that is pre-scheduled.
- ii. Failure to respond to phone calls or correspondence from agency personnel in a timely manner.
- iii. Unable to locate at address/phone number on file.
- iv. Individual is no longer interested in employment with the City of Upper Arlington.
- v. The individual’s use or attempted use of political influence in an unethical manner to secure employment. *
- vi. The individual fails to pass any of the tests required for the position to which he seeks appointment or failed the oral review board. *

2. Physical or Psychological Examinations. Whenever physical or psychological qualifications are an approved part of the hiring process, the individuals 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 individual be medically examined prior to any test (e.g. a physical agility test) to determine the individual'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 individuals from a position eligible list must be approved by the Commission.

(Amendment effective 4-9-2024)

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- ix. For Firefighter/Medic applicants, any violations as specified under ORC 9.78 and 9.79 *

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- i. 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. *
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 - ii. Failure to respond to phone calls or correspondence from agency personnel in a timely manner.
 - iii. Unable to locate at address/phone number on file.
 - iv. Individual is no longer interested in employment with the City of Upper Arlington.
 - v. The individual's use or attempted use of political influence in an unethical manner to secure employment. *
 - vi. The individual fails to pass any of the tests required for the position to which he seeks appointment or failed the oral review board. *
- 2. Physical or Psychological Examinations. Whenever physical or psychological qualifications are an approved part of the hiring process, the individuals 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 individual be medically examined prior to any test (e.g. a physical agility test) to determine the individual'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 individuals from a position eligible list must be approved by the Commission.

(Amendment effective 4-9-2024)

2025 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 2025. 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.

2025 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. 1st, April 1st, July 1st, and Oct. 1st). 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 based upon the Rule of 10 found in Rule 8B of the Civil Service Rules and Regulations.
- 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.