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Lyndhurst, Ohio
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The Civil Service Commission of the City of Lyndhurst met in Special Session on Wednesday, July 19, 2017 at 8:30 a.m., in the Conference Room of the Lyndhurst Municipal Center, 5301 Mayfield Road.

Commissioners Present: R. Schmidlin, Chairman
S. Franks, R. Sweeney

Others Present: P T Murphy, Director of Law
C J White, Secretary
R. Porrello, Chief of Police
P Rhode, Executive Lieutenant, Police Department
M. Carroll, Fire Chief
Sgt. G. Traci, Police Department
M. Eden, Patrolman
S. Cameron, Patrolman

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the reading of the minutes of the Regular Meeting held May 11, 2017, copies of which were mailed to all members, be dispensed with and said minutes stand approved as circulated.

The question was put to a voice vote and passed unanimously.

Motion carried.

Continue discussion on investigation standards for police officer candidates – final draft.

Chief Porrello stated that a few minor changes have been made; mostly grammatical errors, and wording. He then explained that these standards are for the detective bureau to follow while assessing candidates.

In answer to Mr. Schmidlin's question, Chief Porrello stated these would be the first formal written standards for the detective bureau to follow when doing background assessments for police candidates.

Ms. Sweeney stated she feels the candidates should be made aware of these standards prior to application.

Chief Porrello stated that each candidate is presented with a questionnaire prior to the background check, which basically summarizes each section of the proposed standards.

Due to the fact that these proposed standards are part of the internal investigation of each candidate, and not part of the Civil Service Rules, no vote was taken to adopt the standards. All

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members of the Commission were in agreement that these standards should be used by the detective bureau while conducting background checks, for the next original appointment test.

Discuss extra credit for full time experience in a police department.

Chief Porrello presented a draft of the extra credit for full time police officers experience. He then stated that on that same draft are potential questions and answers that the Commission may have.

Mr. Schmidlin explained that this would give the potential for more candidates transferring from department to department, and it is the Commission's intent to give those candidates with experience, extra credit.

Mr. Franks stated his concern if a candidate has been laid off, saying most departments would just verify the dates of employment.

Chief Porrello stated he feels the most difficult feat would be to obtain verification that a candidate is employed full time with a department, but the candidate would probably not want that department to know that he or she is taking a test or being considered in another department.

Ms. Sweeney asked how to verify if a candidate is in "good standing."

Chief Porrello stated a candidate "in good standing" would be someone that may have been suspended, and if he or she served that suspension a year prior, and is back working, he would consider that "in good standing."

Mr. Schmidlin recommended that the Law Director draft legislation to amend the rules to include extra credit for full time experience in a police department. The Commission concurred.

Review proposed legislation for Rule III & IV, as it pertains to Police Officers' certification requirements.

Chief Porrello stated that after further review of the rule, he would recommend that the rule remain as is.

Mr. Schmidlin stated he would prefer that this item be further reviewed for discussion at the next meeting.

Correspondence from Sgt. Christopher Cianciolo.

Mr. Schmidlin read the letter submitted and signed by Sergeant Cianciolo dated June 26, 2017:

"June 26, 2017

Raymond Schmidlin, Chairman

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Lyndhurst Civil Service Commission
5301 Mayfield Road
Lyndhurst, Ohio 44124

Dear Mr. Schmidlin,

Please accept this letter as my request to extend the current police promotional eligibility list for the rank of Lieutenant. At present, this list is set to expire on September 11, 2017. I'm requesting the commission extend this list for an additional & final year, to expire on September 11th, 2018.

With the anticipated retirement of possibly two Lieutenants, the City would be forced to administer a new promotional examination. An unnecessary and avoidable expense.

Sgt. Reese submitted a similar request back in 2010. After discussion about the amount of extensions a promotional list can be given, it was moved by Mr. Sweeney & seconded by you to extend the eligibility list. The question was put to a voice vote & passed unanimously. My request falls under those same parameters.

A copy of the Civil Service minutes from that meeting is attached to this request.

Thank you for your consideration in this matter.

Respectfully submitted,

//Signature//

Sgt. Christopher Cianciolo"

Mr. Schmidlin then asked the police officers present at the meeting their thoughts on the letter.

Sgt. Greg Traci stated he was promoted to sergeant in 2015, and now eligible to take the Lieutenants' test. He stated that with a small department the frequency of promotional exams are limited. The list that Sgt. Reese asked to be extended in 2010, there was no one in Sgt. Traci's position, then that was affected by the list being extended a third year. Civil Service had only extended the list a third year once since he's been on the department. He is in the position now to take the lieutenant's exam, and would like the opportunity to do so.

In answer to Mr. Schmidlin's question, Sgt. Traci stated that there are two sergeants presently on the list.

Patrolman Cameron stated that there are two of the five people who remain on the Sergeant's List. He would also like to take the test, and requests that the list expire. He further stated that several patrol officers at the time did not pass the test, nor were they eligible to take the test but would like an opportunity to do so.

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Extend Original Appointment List in the Fire Department, established July 14, 2016.

In answer to Mr. Schmidlin's question, Chief Carroll stated that he recommends that the current list be extended.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the current original appointment list be extended retroactively, expiring July 14, 2018.

The question was put to a voice vote and passed unanimously.

Motion carried.

Review documents for promotional testing the Fire Department.

Chief Carroll stated that Captain St. John will be retiring in April of 2018, and there is not a current eligibility list for Lieutenants or Captains. He presented the announcements for both the Lieutenant's Test and the Captain's Test; both written tests will be held September 13, 2017, and the Assessment Centers will be held October 28, 2017.

Chief Carroll stated that the only changes would be to the Book List; the City of Lyndhurst Employee's Handbook and the Lyndhurst Fire Department SOPs, which may not be ready at the time of posting.

After discussion, it was decided to review and finalize the test announcements at the next meeting.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the meeting be adjourned.

The question was put to a voice vote and passed unanimously.

Motion carried, meeting
adjourned at 9:20 a.m.

Raymond Schmidlin, Chairman

Approved: _____

Attest: _____