

February 11, 2021

Lyndhurst, Ohio
February 11, 2021

The Civil Service Commission of The City of Lyndhurst met in Regular Session on Thursday, February 11, 2021 via the permitted Zoom platform.

Members Present: R. Schmidlin, Chair
S. Franks, R. Sweeney

Others Present: J. Luskin, Director of Law
C. White, Secretary
M. Carroll, Fire Chief
P. Rhode, Chief of Police
Sgt. Reese, Police Department
Sgt. Scipione, Police Department
Patrolman Romano

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the reading of the minutes of the Regular Meeting held January 14, 2021, 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.

Elect Chair for the Year 2021

It was moved by Ms. Sweeney, seconded by Mr. Franks to elect Mr. Schmidlin as Chair for the year 2021.

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

Motion carried.

Elect Vice Chair for the Year 2021

It was moved by Mr. Schmidlin, seconded by Mr. Franks to elect Ms. Sweeney as Vice Chair for the year 2021.

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

Motion carried.

Correspondence from Sergeant Reese and Patrolman Romano

February 11, 2021

Mr. Schmidlin read aloud the letter dated January 18, 2021 and signed by both Sergeant Reese and Patrolman Romano; this will be made part of the permanent file.

Sergeant Reese stated that he and Patrolman Romano would like the Eligibility Lists for Sergeant and Lieutenant, both established April 11, 2019, to be extended. He explained the reasons, which are not limited to time, cost, history, and the current pandemic. Also submitted along with this letter, was a letter dated May 12, 2020, amending a letter sent to the Civil Service Commission May 7, 2020, signed by both Sergeant Reese and Patrolman Romano, asking for the Eligibility List for Sergeant and Lieutenant be extended. Patrolman Romano concurred, further adding that the Eligibility Lists do not become stagnant.

Mr. Schmidlin thanked Sergeant Reese and Patrolman Romano for their comments and letter.

A letter submitted by Sergeant Scipione dated February 9, 2021, requesting termination of the Eligibility List for Sergeant and Lieutenant was also addressed, and will be made part of the permanent file.

Sergeant Scipione stated that the entire police department would be affected if a promotional test was not given. He further stated that these test candidates have gained knowledge and experience throughout their years to achieve promotion. He then added that it is his opinion that by not giving a promotional test would be a disservice to the department.

Ms. Sweeney stated that the extension of promotional eligibility lists was a topic of discussion at the last meeting, when it was stated that this commission historically, and now is not in favor of extending any eligibility lists beyond two (2) years. She then added the reasons are for consistency and to allow additional candidates to take the test. While taking the aforementioned reasons into consideration, all Covid precautions will be put into place during testing, and furthermore, the proposed promotional tests are budgeted.

Mr. Franks concurred, and further stated that consistency with testing is important. He then stated he is comfortable in knowing that the testing company will take the utmost precautions for Covid while giving the promotional tests.

Chief Rhode thanked the members of the police department for their comments. Regarding the pandemic, Chief Rhode stated that law enforcement officers have answered the call of duty, no matter what; that is what they have been called to do. He further reiterated that police officers have not been given preferential treatment in obtaining the vaccine as first responders, but have been doing what needs to be done, daily. He then stated that an original appointment exam was given last fall and all Covid guidelines were followed by the testing company. He stated he has the utmost confidence in the testing company for promotional testing. He also stated that both sides of the argument on whether to let an eligibility list expire or not, has excellent points, he feels most candidates who take a promotional exam do not do well the first time, but consistency in promotional testing gives the candidates a chance to succeed, in addition, there is the added benefits of seniority points. He then stated that it is his

February 11, 2021

recommendation to maintain consistency and that the eligibility list for both sergeant and lieutenant expire.

Mr. Schmidlin again thanked the members of the police department for their diligence and dedication regarding this issue, and most importantly, their service to our community.

With no motion to extend the Eligibility List for Sergeant, established April 11, 2019, the list is expired.

With no motion to extend the Eligibility List for Lieutenant, established April 11, 2019, the list is expired.

Review and approve the announcements for Sergeant and Lieutenant tests in the Police Department.



CITY OF LYNDHURST

CIVIL SERVICE COMMISSION

**ANNOUNCEMENT OF EXAMINATION FOR SERGEANT
LYNDHURST POLICE DEPARTMENT**

Public notice is hereby given by the Civil Service Commission of the City of Lyndhurst that an examination for the position of **SERGEANT in the Police Department will be administered.**

DATE AND TIME OF WRITTEN EXAMINATIONS

Thursday, April 8, 2021 at 8:00 am (arrive no later than 7:45 am)

PLACE

Lyndhurst Community Center, 1341 Parkview Drive, Lyndhurst OH

February 11, 2021

DATE AND TIME OF ASSESSMENT CENTER

Thursday, April 22 & Friday, April 23, 2021 at 8:00 am

PLACE

Lyndhurst Community Center, 1341 Parkview Drive, Lyndhurst OH

ELIGIBILITY

In accordance with Rule VIII, Section 2 of the Civil Service Rules and Regulations:

**All persons who have served at least three years in the department,
shall be eligible to compete.**

Those eligible to compete are:

**Craig Barna
Allan Beil
Justin Blatnick
David Boss
Brian Brooks
Sean Cameron
Kevin Crown
Tim Eliopoulos
Scott Gorski
Erica Gregg
Jim Johnson
Stephen Newcomer
Gino Notarian
Jonathon Romanin
Joseph Romano**

TESTING PROCEDURE FOR PROMOTION REQUIRES THE FOLLOWING:

Declaration of intent to take promotional examination. A minimum score of 70 points must be attained on the written examination to qualify for the assessment center test.

APPLICATION

All applications for the examination must be made by signing the Application Log located in the Secretary's Office in the Municipal Center, no later than 4:00 p.m. on Friday, April 2, 2021.

CHARACTER OF EXAMINATION

February 11, 2021

The character of the examination shall be in accordance with Rule VIII, Section 6, of the Rules and Regulations of the Civil Service Commission.

The final grade shall consist of written examination (50%) and assessment center process (50%), with a maximum of 10 points for seniority, which shall be added to the minimum total passing grade of 70% as established by the Commission and as stated in Rule VIII, Section 7. Total maximum score is 110% including seniority. Candidates must attain a 70% on the written examination in order to take the assessment center test.

After the examination scores have been certified, following grading and the adding of seniority points, the Civil Service Commission shall certify to the appointing authority the name of the applicant listed at the top of the eligibility list for promotion, upon request of the appointing authority.

Appeal rights to the examination shall be ten (10) consecutive calendar days after certification.

ADDITIONAL INFORMATION

**Feel free to bring a lunch or snack to the Assessment Center
Please dress professionally; no lapel pins or any identifying items.**

BIBLIOGRAPHY

1. *Police Resources: IACP Promotional Examination Preparation Manual* (current edition as provided by IACP)
2. *The Servant: A Simple Story About the True Essence of Leadership* (James C. Hunter, 2012)
3. Chief's Memo CM-2014-1 Police Report and Documentation Guidelines
4. Chief's Memo CM-2015-2 Statements of Vision, Mission, and Core Values
5. General Order (GO) 8.19 Security – Surveillance of Prisoner Quarters
6. GO 8.26 Use of Restraining Devices
7. GO 14.0 Rules and Regulations
8. GO 16.5 Racial Profiling and Bias-Based Policing
9. GO 26.0 Major Incident
10. GO 40.0 Force – Use of Non-Deadly Force and Deadly Force
11. GO 40.5 Vehicle Pursuits
12. GO 55.7 Video Cameras - Vehicles
13. GO 56.0 Video Cameras – Body Worn Cameras
14. GO 78.2 LEADS – Terminal Security

February 11, 2021



**CITY OF LYNDHURST
CIVIL SERVICE COMMISSION**

**ANNOUNCEMENT OF EXAMINATION FOR LIEUTENANT
LYNDHURST POLICE DEPARTMENT**

Public notice is hereby given by the Civil Service Commission of the City of Lyndhurst that an examination for the position of LIEUTENANT in the Police Department will be administered.

DATE AND TIME OF ASSESSMENT CENTER

April 7, 2021 at 8:00 am

PLACE

Lyndhurst Community Center, 1341 Parkview Drive, Lyndhurst OH

ELIGIBILITY

In accordance with Rule VIII, Section 2 of the Civil Service Rules and Regulations:

All persons who have served at least one year in the next lower grade shall be eligible to compete.

Those eligible to compete are:

**Matthew Eden
Mark McConville
Robert Reese
Michael Scipione**

TESTING PROCEDURE FOR PROMOTION REQUIRES THE FOLLOWING:

Declaration of intent to take promotional examination.

APPLICATION

All applications for the examination must be made by signing the Applicant Log located in the Secretary's Office in the Municipal Center, no later than 4:00 p.m. on Friday, April 2, 2021.

CHARACTER OF EXAMINATION

The character of the examination shall be in accordance with Rule VIII, Section 6, of the Rules and Regulations of the Civil Service Commission.

The final grade shall consist of an assessment center process (100) points, with a maximum of 10 points for seniority, which shall be added to the minimum total passing grade of 70% as established by the Commission and as stated in Rule VIII, Section 7. Total maximum score is 110% including seniority.

After the examination scores have been certified, following grading and the adding of seniority points, the Civil Service Commission shall certify to the appointing authority the name of the applicant listed at the top of the eligibility list for promotion, upon request of the appointing authority.

Appeal rights to the examination shall be ten (10) consecutive calendar days after certification.

ADDITIONAL INFORMATION

**Feel free to bring a lunch or snack to the Assessment Center
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BIBLIOGRAPHY

1. Chief's Memo CM-2014-1 Police Report and Documentation Guidelines
2. Chief's Memo CM 2015.2 Statements of Vision, Mission, and Core Values
3. General Order (GO) 8.19 Security – Surveillance of Prisoner Quarters
4. GO 8.26 Use of Restraining Devices
5. GO 14.0 Rules and Regulations
6. GO 16.5 Racial Profiling and Bias-Based Policing
7. GO 26.0 Major Incident
8. GO 40.0 Force – Use of Non-Deadly Force and Deadly Force
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10. GO 55.7 Video Cameras - Vehicles
11. GO 56.0 Video Cameras – Body Worn Cameras
12. GO 78.2 LEADS – Terminal Security

February 11, 2021

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the announcements for Sergeant and Lieutenant tests in the Police Department be approved as presented.

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

Motion carried.

It was moved by Mr. Schmidlin, seconded by Ms. Sweeney that the Bibliography in both test announcements be approved as presented.

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

Motion carried.

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 9:15 a.m.

Ray Schmidlin, Chair

Approved: _____

Attest: _____