

**CITY OF DELAWARE
CIVIL SERVICE COMMISSION MEETING
CITY HALL
COUNCIL CHAMBERS
1. SOUTH SANDUSKY STREET**

AGENDA

3:30 PM

FEBRUARY 7, 2024

Live streaming of meeting will be available under "Events" at www.delawareohio.net.

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF MOTION SUMMARY

Approval of the Motion Summary from the regular Civil Service Commission meeting held on January 3, 2024, as recorded and transcribed.

4. PUBLIC COMMENT

ATTEND OPEN MEETING: Open meetings have resumed and will be held in Council Chambers. Sign in forms to speak will be available at the door. **Name and address are required for public comment.** Comments are limited to 3 minutes.

EMAIL, LETTER, PETITION: Emails, letters, and petitions received to the Council Clerk by 10 a.m. the date of the meeting will be presented and submitted into the record. These items will not be read aloud during the meeting but will be available on the website following the meeting at the end of the next business day. **Name and address are required. Send to Councilclerk@delawareohio.net.**

5. DISCUSSION AND RECOMMENDATION
 - a. Update to the Police Officer Certification List
 - b. 2024 Police Sergeant Promotional Process
 - c. 2024 Police Captain Process
 - d. Civil Service Rule III-Announcement, Application, and Selection- Section C-Selection of Applicants.
6. STAFF COMMENTS
7. COMMISSIONER COMMENTS
8. ADJOURNMENT



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: February 7, 2024

SUBMITTED BY: Sarah Dinovo, City Clerk

ITEM TYPE: Motion Summary

AGENDA SECTION: APPROVAL OF MOTION SUMMARY

SUBJECT: Approval of the Motion Summary from the regular Civil Service Commission meeting held on January 3, 2024, as recorded and transcribed.

SUGGESTED ACTION:

ATTACHMENTS:

[20240103 motion summary.docx](#)

CIVIL SERVICE COMMISSION
Motion Summary
January 3, 2024

ITEM 1. ROLL CALL

Chairman Rybka called the meeting to order at 3:30 p.m.

Members Present: Mary Jane Santos, Vice-Chairman Eric Coss, and Chairman John Rybka

Staff Present: Jessica Feller, Human Resources Director, Captain Justin Herning (PD) Chief, Tim Pyle Fire Chief, Kaitlyn Hulten, Assistant City Attorney/Prosecutor

ITEM 2. PLEDGE OF ALLEGIANCE

ITEM 3. APPROVAL OF MOTION SUMMARY

- A. Approval of the motion summary of the Civil Service Commission meeting held on December 13, 2023, as recorded and transcribed.

Motion: Ms. Santos moved to approve the Motion Summary, from the December 13, 2023 meeting, as recorded and transcribed, seconded by Vice-Chair Coss. Motion approved by a 3-0 vote.

ITEM 4. PUBLIC COMMENT

There was no public participation.

ITEM 5. DISCUSSION AND RECOMMENDATION

Chief Pyle introduced the two Assistant Fire Chiefs: Chris Neading and Jeremie Barr.

- a. Update to the Police Officer Certified List:

Chairman Rybka reviewed the candidate list. Captain Herning asked if the commission had any questions for him. The commission had no questions.

Motion: Vice-Chair Coss moved to approve the Police Officer certified list, as presented, seconded by Ms. Santos. Motion approved by a 3-0 vote.

ITEM 6. STAFF COMMENTS

No comments from staff.

ITEM 7. COMMISSIONER COMMENTS

Chairman Rybka mentioned the recent interview by Chief Moore to the Delaware Gazette regarding his goals for 2024 and the recommendations from the report from the Center for Public Safety, including the restructuring of the command staff. Chairman Rybka recalled asking Chief Pijanowski (Chief at the time) how Delaware City could use a system like Lexus Nexus to map out call types for the public to see online.

ITEM 8. ADJOURNMENT

Motion: Chairman Rybka moved to adjourn the Civil Service Commission meeting, seconded by Ms. Santos. Motion was approved by a 3-0 vote. The Civil Service Commission meeting was adjourned at 3:38 p.m.

John M. Rybka, Chairman

Sarah Dinovo, Clerk



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: February 7, 2024

SUBMITTED BY: Sarah Dinovo, City Clerk

ITEM TYPE: Discussion Item

AGENDA SECTION: DISCUSSION AND RECOMMENDATION

SUBJECT: Update to the Police Officer Certification List

SUGGESTED ACTION:

ATTACHMENTS:

[20240207 Police Certified List.pdf](#)

[Pasvanis, Brandon - Disqualification Memo.pdf](#)

City of Delaware 2024 Police Officer Certified List

ACTIVE LIST

Current List Order	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Status Points	Education Points	Certified Status Points	OVERALL SCORE	Date Placed on Certified List	Roll-off Date	Candidate Status as of 8/2/2023 Civil Service Mtg	Candidate Status of 9/6/2023 Civil Service Mtg	Candidate Status of 11/8/2023 Civil Service Mtg.	Candidate Status of 12/13/2023 Civil Service Mtg.	Candidate Status of 1/3/2024 Civil Service Mtg.	Candidate Status of 2/7/2024 Civil Service Mtg.
1	D1	Matthew Brownlee	97.6		97.6	1	2		100.6	01/03/24	01/03/25					Added to list	Passed over 2x
2	D2	Courtney Boyer	93.6		93.6		2		95.6	01/03/24	01/03/25					Added to list	Passed over 2x
3	B1	Amanda Diedrich	92.8		92.8		2		94.8	12/13/23	12/13/24				Added to list		Passed over 2x
4	E1	Dillon Romano	91.2		91.2	1			92.2	02/07/24	02/07/25						Added to list
5	D3	Landon Winfield	91.2		91.2				91.2	01/03/24	01/03/25					Added to list	
6	B2	Jackson Hodges	89.6		89.6		1		90.6	12/13/23	12/13/24				Added to list		
7	E2	Mitchell Myers	87.2		87.2			2	89.2	02/07/24	02/07/25						Added to list
8	D4	Ian Messer	88.8		88.8				88.8	01/03/24	01/03/25					Added to list	
9	B3	Brandon Ramey	88.8		88.8				88.8	12/13/23	12/13/24				Added to list		
10	A5	Jacob DeWeese	88.8	88.6	88.7				88.7	11/08/23	11/08/24			Added to list			
11	D5	Richard Curtis	86.4		86.4	1			87.4	01/03/24	01/03/25					Added to list	
12	E3	Muktar Issak	85.6		85.6				85.6	02/07/24	02/07/25						Added to list
13	D6	Colton Doup	81.6		82.4		2		84.4	01/03/24	01/03/25					Added to list	
14	E4	Meissa Sagna	84.0		84.0				84.0	02/07/24	02/07/25						Added to list
15	B4	Redir Nanakaliy	82.4		82.4				82.4	12/13/23	12/13/24				Added to list		
16	C4	Daniel Gregg	76.0	73.4	74.7		2		76.7	08/02/23	08/02/24	Added to list					
17	A7	Dominic D'Alberto	76.0		76.0				76.0	11/08/23	11/08/24			Added to list			

HIRED/REMOVED/DISQUALIFIED

	Original List Order	Candidate	Avg. Interview Score	Written Exam Score	COMBINED SCORE	Military Points	Edu. Points	Certified Status Points	OVERALL SCORE	Date Placed on Certified List	Roll-off Date	Candidate Status as of 8/2/2023 Civil Service Mtg	Candidate Status of 9/6/2023 Civil Service Mtg	Candidate Status of 11/8/2023 Civil Service Mtg	Candidate Status of 12/13/2023 Civil Service Mtg.	Candidate Status of 1/3/2024 Civil Service Mtg.	Candidate Status of 2/7/2024 Civil Service Mtg.
	A6	Tara Trimble	79.0		79.0		2		81.0	11/08/23	11/08/24			Added to list			Withdrew - Other Employment
	A4	Landen Gomez	93.0		93.0	1			94.0	11/08/23	11/08/24			Added to list			Hired 2/5/2024
	A3	Joseph Skilton	93.0		93.0		2		95.0	11/08/23	11/08/24			Added to list			Hired 2/5/2024
	C1	Brandon Pasvanis	99.2	87.5	93.4		3	2	98.4	08/02/23	08/02/24	Added to list					Disqualified
	A1	Derek Allgier	97.0		97.0	1			98.0	11/08/23	11/08/24			Added to list		Disqualified	
	A2	Cody Ratliff	94.0		94.0	1		2	97.0	11/08/23	11/08/24			Added to list		Disqualified	
	C2	Zachary Irwin	83.3	85.3	84.3			2	86.3	08/02/23	08/02/24	Added to list				Disqualified	
	C3	Johnathan Salyer	92.8	70.7	81.7	1			82.7	08/02/23	08/02/24	Added to list	Removed from list				

List certified by Civil Service Commission on the 7th day of February 2024

John Rybka, Chair, Civil Service Commission

Notes

- 1 Addition of 4 names on August 2, 2023 (C1-C4)
- 2 Addition of 7 names on November 8, 2023 (A1-A7)
- 3 Addition of 4 names on December 13, 2023 (B1-B4)
- 4 Addition of 6 names on January 3, 2024 (D1-D6)
- 5 Addition of 4 names on February 7, 2024 (E1-E4)

Extra Point Values

Military Status Points (Hon Disch, active duty or reserve = 1 pt)
Education Points (Assoc = 1 pt, Bach = 2 pts, Mast = 3 pts)
Certified Status Points (OH = 2 pts, outside OH = 1 pt)



MEMORANDUM

To: Whitney Faust, Human Resources Specialist

From: Adam C. Moore, Chief of Police

Date: January 22, 2024

Re: **Candidate Disqualification / Removal from Civil Service List**

In accordance with the City of Delaware Civil Service Rules and Regulations, please accept my recommendation to remove the following candidate(s) on the current Police Officer Certified List.

Candidate Recommended for Disqualification

- Pasvanis, Brandon

The listed candidate is recommended for disqualification according to the established criteria of Rule III (D) (7) of the Civil Service Rules, which allows disqualification from the eligible list if the candidate, "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."

Should there be additional questions or concerns regarding this recommendation, please contact me at your earliest convenience.



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: February 7, 2024

SUBMITTED BY: Sarah Dinovo, City Clerk

ITEM TYPE: Discussion Item

AGENDA SECTION: DISCUSSION AND RECOMMENDATION

SUBJECT: 2024 Police Sergeant Promotional Process

SUGGESTED ACTION:

ATTACHMENTS:
[2024 Sergeant Promotional Process.pdf](#)

Police Sergeant Promotional Process

Revised: February 2024

1. Eligible Candidates

Candidates will complete the City of Delaware online employment application and provide a letter identifying their qualifications and reason for interest in the position.

2. Oral Interview ¹

- a. Each interview will be a maximum of 30 minutes.
- b. The oral interview panel will consist of the following six (6) individuals:
 - i. Representative of an educational institution within the City of Delaware
 - ii. Business owner or executive of business within the City of Delaware
 - iii. Current or former staff member of the Delaware county or municipal court
 - iv. First-line supervisor from a Delaware or contiguous county police agency
 - v. Current or former command level law enforcement executive
 - vi. Resident of the City of Delaware
- c. The panel members will individually evaluate each candidate's interview utilizing an interview score sheet with established dimensions and benchmarking criteria. The scores from all interviewers will be averaged to arrive at a final interview score. 70% is considered a passing score.
- d. The six candidates with the highest passing scores and ties will move forward to the assessment center.

3. Assessment Center

An assessment center process will be utilized to assess the knowledge, skills and abilities of the candidates required by the Sergeant position. The assessment process will be contracted with a reputable third party.

The assessment center will be comprised of multiple dimensions selected by City administration and the vendor providing the assessment services. The vendor will provide a final score for each participant.

4. Additional Points Awarded

Candidates are eligible to receive additional points for education and seniority. Additional points are added to the candidates' assessment center final scores to calculate the overall scores.

a. Seniority Points

- 5-10 years = 1 point
- 10+ years = 2 points

¹ The best effort will be made to include members of the City as part of the panel.

- b. Education Points – awarded for the highest degree earned, degree must be completed by the time the application period closes and must be from an accredited college or university.
- Associates Degree = 1 point
 - Bachelor's Degree = 2 points
 - Master's Degree = 3 points

Approved by the Civil Service Commission this 7th day of February, 2024.

John Rybka

Chair, Civil Service Commission



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: February 7, 2024

SUBMITTED BY: Sarah Dinovo, City Clerk

ITEM TYPE: Discussion Item

AGENDA SECTION: DISCUSSION AND RECOMMENDATION

SUBJECT: 2024 Police Captain Process

SUGGESTED ACTION:

ATTACHMENTS:

[2024 Police Captain Process.pdf](#)

Police Captain Recruitment Process (2024)

Pursuant to CSC Rule IV, E.

Application

- City of Delaware online application for employment to be submitted along with a letter identifying their qualifications and reason for interest in the position.
- All applications of individuals meeting the minimum qualifications will be reviewed by internal staff.

Assessment Center

An assessment center process will be utilized to assess the knowledge, skills and abilities of the candidates regarding the position of Police Captain. The assessment process will be contracted with a reputable third party.

The assessment center will be comprised of multiple dimensions selected by City administration and the vendor providing the assessment services. Candidates must receive a final score of 70%, not including additional points for seniority and education, to be certified on the promotional eligibility list.

Additional Points Awarded

All candidates who possess the minimum final score will be eligible to receive additional points for seniority and education. Candidates must receive a final score of 70%, not including additional points for seniority and education, to be certified on the promotional eligibility list. The certified list shall be in numerical order.

Seniority Points

Candidates with at least one (1) year of service at the rank of Sergeant in the City of Delaware Police Department.

6-10 years = 1 additional point

11+ years = 2 additional points

Education Points

Effective 2011, an Associate's Degree in Public Administration, Criminal Justice, Sociology, Psychology or other field relevant to the administration of a Police Department will be required within four (4) years of appointment and permanently after December 31, 2015. Degree must be obtained from an accredited university. For the 2011 promotional process only, consideration is being given in lieu of an Associate's Degree for a minimum of ten (10) years of full-time experience. Additionally, education points will be awarded for the highest degree achieved only.

Associate's Degree = 1 additional point

Bachelor's Degree = 2 additional point

Master's Degree = 3 additional points

Tie Breaker

Once certified scores are accounted for and all additional points are awarded, if two or more candidates have the same score and tie for the third ranking score, then all candidates receiving that same score shall qualify for selection under the "Rule of Three" regardless of the number of candidates.

Appointment to Police Captain

Successful candidates will have their names placed on an eligibility list from which appointments are made. Prior to appointment, the selected candidate will interview with the City's leadership team, Police Chief and City Manager who will determine the appointment based on, but not limited to, evaluating factors such as leadership style and overall work approach.

Pursuant to CSC Rule III, C.

Once an eligibility list is established, the Appointing Authority shall follow the "Rule of 3" for the selection of the successful candidate(s) in a promotional appointment.

John Rybka

Chairman, Civil Service Commission



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CIVIL SERVICE COMMISSION AGENDA ITEM REPORT

DATE: February 7, 2024

SUBMITTED BY: Sarah Dinovo, City Clerk

ITEM TYPE: Discussion Item

AGENDA SECTION: DISCUSSION AND RECOMMENDATION

SUBJECT: Civil Service Rule III-Announcement, Application, and Selection-
Section C-Selection of Applicants.

SUGGESTED ACTION:

ATTACHMENTS: