

**AGENDA
OF THE REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
TUESDAY, APRIL 18, 2023
5:00 P.M.**

PLEASE POST

- I. Roll Call
- II. Reading and disposal of the minutes from the regular meeting held March 21st, 2023.
- III. **Old Business:**
 - 1. Review of the Civil Service Commission Rules and Regulations, Section 303, and Section 502 (A)
- IV. **New Business:** None
- V. Adjournment.

AFSCME Administrative Union
City website
Finance
Human Resources
Human Services
Law
Mayor's Office
Fire & Union Representatives
Police & Union Representatives
Planning/Community Development
Public Works

*Executive Session

(NOTES)
MINUTES
OF A REGULAR MEETING OF
LAKWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
APRIL 18, 2023
5:00 P.M.

Meeting called to order at ____ p.m.

I. Present: Commissioners John Mills, Nathaniel Szep, and Terry Vincent

Also present: Assistant Prosecutor Andy Fleck, Human Resources Director Claudia Dillinger, Police Captain William Albrecht, and Assistant Human Resource Director Laura Jaissle.

II. Reading and disposal of the minutes from the regular meeting held on March 21, 2023.

Motion by _____, second by _____, to approve the minutes of the regular meeting held on March 21, 2023, without the necessity of a reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

III. Old Business:

1. Review of the Civil Service Commission Rules and Regulations, Section 303, and Section 502 (A)

** Proposed Rule Changes for Sections 303 and 502 (A) prepared by Assistant law Director Jennifer Swallow for review.

Motion by _____, second by _____, to approve Amendments made to Civil Service Commission Rules and Regulations, Section 303, and Section 502 (A).

Ayes: 0

Nays: 0

Motion: Passed unanimously.

IV. **New Business:** None

V. Adjournment:

Motion by _____, second by _____, to adjourn the meeting.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at _____ p.m.

Respectfully submitted,

John Mills, President

Date

James Motylewski, Secretary

**MINUTES
OF A REGULAR MEETING OF
LAKEWOOD CIVIL SERVICE COMMISSION
MAIN AUDITORIUM
MARCH 21, 2023
5:00 P.M.**

Meeting called to order at 5:03 p.m.

I. Present: Commissioners John Mills, Nathaniel Szep, and Terry Vincent

Also present: Assistant Prosecutor Andy Fleck, Human Resources Director Claudia Dillinger, Police Captain William Albrecht, and Assistant Human Resource Director Laura Jaissle.

II. Nomination and appointment of a Secretary to the Civil Service Commission for the year 2023.

Motion by John Mills, second by Terry Vincent, to nominate and appoint James Motylewski to serve as the secretary to the Civil Service Commission for the year 2023 in accordance with Article 1 of the City of Lakewood Civil Service Rules and Regulations.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

III. Reading and disposal of the minutes from the regular meeting held on February 21st, 2023.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular meeting held on February 21, 2023, without the necessity of a reading.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

IV. Old Business:

1. Recommendation for Stanard & Associates for the written exam portion of the Police Sergeant Promotional Exam, having a weight of 30%. The oral assessment for the was previously approved Police Sergeant Promotional Exam to be conducted by PRADCO, having a weight of 70%.

Police Chief Kevin Kauchek, Assistant Law Director Jennifer Swallow and Human Resources Director Claudia Dillinger reviewed four companies recommended to the City of Lakewood who were able to provide a customized written test for the previously requested Police Sergeant Promotional Exam. Stanard & Associates, a company based in Chicago, provided a quote for the written test cost as \$6,770.00, and would allow the City of Lakewood to proctor the test to save cost. The pricing provided by Stanard & Associates was approved through the Board of Control and is the recommended company to provide testing for the Police Sergeant Promotional Exam.

Motion by John Mills, second by Nathaniel Szep, to recommend Stanard & Associates for the written exam portion of the Police Sergeant Promotional Exam, having weight of 30% of the exam.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

V. New Business:

1. Review of the Civil Service Commission Rules and Regulations. Requested by Captain William Albrecht, Lakewood Police Department.

Captain William Albrecht addressed the Commission regarding the two rules listed below, as they pertain to the Police Department Entry-Level Police Officer eligibility list. A request was made to review the two sections with the Law Department and provide additional language as it pertains to prior convictions and the terms of the eligibility list.

A). Section 303: Qualifications, section C: Charter and Fitness, #1: Prior Convictions, Moral Turpitude, and Misconduct.

B). Section 502 (A): Term of Eligibility List.

The Commission requested both items be reviewed with the Law Department, for new language to be drawn up, and reviewed again during the next regularly scheduled meeting.

2. *Noncompetitive Exam: Clinical Manager, Department of Human Services.

Motion by John Mills, second by Nathaniel Szep, to enter executive session to conduct the noncompetitive, oral examination for the position of Clinical Manager, Department of Human Services.

Roll Call:

John Mills: Yes

Nathaniel Szep: Yes

Terry Vincent: Yes

Enter *Executive Session* 5:24 p.m.

Exit *Executive Session* 5:38 p.m.

We are now returning to open session.

3. Certification of noncompetitive Exam: Clinical Manager, Department of Human Services.

Motion by John Mills, second by Terry Vincent, to certify the list for the position of Clinical Manager, Department of Human Services.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

VI. Adjournment:

Motion by Terry Vincent, second by Nathaniel Szep, to adjourn the meeting.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 5:39 p.m.

Respectfully submitted,

John Mills, President

Date

James Motylewski, Secretary

From: [Jennifer Swallow](#)
To: [William Albrecht](#)
Cc: [Claudia M. Dillinger](#); [James P. Motylewski](#)
Subject: RE: civil service rules
Date: Monday, March 27, 2023 2:33:08 PM

We will definitely have to go to Council for the eligible list change. I will look at the others to make sure. Therefore, let's move forward with Council approval and then circle back to the Commission.

Jennifer L. Swallow
Chief Assistant Law Director
City of Lakewood
12650 Detroit Avenue
Lakewood, Ohio 44107
(216) 529-6036

From: William Albrecht <William.Albrecht@lakewoodoh.net>
Sent: Friday, March 24, 2023 12:42 PM
To: Jennifer Swallow <Jennifer.Swallow@lakewoodoh.net>
Cc: Claudia M. Dillinger <Claudia.Dillinger@lakewoodoh.net>; James P. Motylewski <James.Motylewski@lakewoodoh.net>
Subject: civil service rules

Hello Jen- at this month's Civil Service Commission meeting, I spoke with the commissioners about the PD's desire to have a couple rules amended. We had an agreeable discussion about making the following changes:

Rule 303 C 1: adding language, or altering the language that reads "unlawfully uses any drugs of abuse", so that it will include any use, sale, or purchase of drugs of abuse (except marijuana) within the previous three years prior to placement on the patrol officer eligibility list.

I don't know exactly where to put this next item, since I'd again suggest that it be police specific – but something about removal from the eligibility list for an OVI conviction within the past five years, or more than one OVI conviction as an adult.

The last item would be potentially adding a 'C' to section 502 for Term of Eligible Lists, that the police eligible list for original appointment would be fixed at four months, renewable for up to a year in four-month increments.

The commissioners asked that these be put into correct legal form by the Law Department so that they could be voted on at the April meeting. I doubt that you need much else from me about this, but I'm here for the next two weeks and then out of town the week before the April meeting.

Thank you - Will

Captain William O. Albrecht

Commander, Division of Traffic and Patrol
Lakewood Police Department
12650 Detroit Avenue
Lakewood, Ohio 44107
(216) 529-6752 office
(216) 521-6773 dispatch
William.albrecht@lakewoodoh.net

From: [Jennifer Swallow](#)
To: [William Albrecht](#)
Cc: [Claudia M. Dillinger](#); [James P. Motylewski](#)
Subject: Civil Service Rule Changes
Date: Wednesday, April 12, 2023 1:34:46 PM
Attachments: [Rule 303 and 502 amendments 2023.docx](#)

Will,

See the proposed changes attached based on your request. I am going to have Jim circulate to the Commission without your comments as you are out this week. We can make any changes at the meeting or early next week upon your return.

Jennifer L. Swallow
Chief Assistant Law Director
City of Lakewood
12650 Detroit Avenue
Lakewood, Ohio 44107
(216) 529-6036

Proposed Rule Changes

Section 303: Qualifications

A. Residency

1. Applicants must be United States Citizens or must have legally declared their intention of becoming a United States Citizen. Appointments to the sworn divisions of Police or Fire must be United States Citizens by date of hire.
2. Applicants are not required to meet any local residency requirements as a prior qualification for testing. After appointment of any employee to the classified service, the violation by such employee of any applicable residency requirements established for the efficient operation of the service as a condition of appointment and continued employment by any provision of the Charter, ordinances, collective bargaining agreement or employment rules of the City shall constitute grounds for dismissal and removal from the classified service.

B. Age

1. Applicants must meet the age requirements, if any, stated by the Commission in the announcement for the examination.
2. All applicants for entry level uniformed positions for Police must be at least 21 years of age at time of appointment.
3. All applicants for entry level uniformed positions for Fire must be at least 21 years of age at time of appointment and no person shall be eligible to receive an original appointment on and after the person's 41st birthday. (Lakewood City Council ordinance 25-14 passed 6/16/14)

C. Character and Fitness

All applicants shall have the requisite health and requisite mental and physical fitness, ability and capacity necessary to perform all of the established and anticipated tasks and duties of the position to which he or she seeks appointment and each applicant shall submit to such tests or testing as deemed necessary by the Commission to demonstrate such qualifications as established by the applicable and effective provisions of the Charter, ordinances, collective bargaining agreement or employment rules, and class specification or job description for such position and shall be subject to disqualification for the following:

1. Prior Convictions, Moral Turpitude, and Misconduct.

Any applicant may be disqualified for any one or combination of the following:

- a. Habitually using intoxicating liquors to excess,
- b. Unlawfully using, purchasing, or selling any drug of abuse,
- c. Has been convicted of a felony,
- d. Is guilty of a felony.

- e. Has been guilty of any act involving moral turpitude,
- f. Has been guilty of any infamous or notoriously disgraceful conduct involving moral turpitude,
- g. Has been habitually tardy or absent without authorization,
- h. Has been dismissed from a branch of any governmental unit for delinquency or misconduct,
- i. Has been convicted of operating a vehicle under the influence within the past five years,
or
- j. Has been convicted of operating a vehicle under the influence more than once as an adult.

~~Any applicant may be disqualified who habitually uses intoxicating liquors to excess or unlawfully uses, any drugs of abuse, who has been convicted of any felony or who has been guilty of any felony or who has been guilty of any act involving moral turpitude or any infamous or notoriously disgraceful conduct involving moral turpitude, or has been habitually tardy or absent without authorization, or who has been dismissed from a branch of any governmental unit for delinquency or misconduct.~~

2. Certifications and Licenses.

Except as specifically established in the public notice for a competitive examination, every person applying for examination for eligibility to any position that requires the earning of a driver's license or other certificate or license from any examiner or board of examiners authorized under the laws of Ohio, shall demonstrate such qualification by filing his or her requisite license or certificate or certified copy thereof with the Commission at the time he or she files his or her application for an examination. For purposes of this section, a driver's license with eight points or more shall not be considered valid.

Section 502: Term of Eligible Lists

- A. The term of the eligible list for original appointment shall be fixed at not less than one year nor longer than two years.
- B. The term of the eligible list for promotional appointment shall be fixed at two years.
- B.C. The term of the eligible lists for original appointment to the Division of Police shall be fixed at not less than four months nor longer than one year.