



**CIVIL SERVICE COMMISSION
MINUTES OF JANUARY 26, 2022**

The meeting of the Westlake Civil Service Commission was called to order by Chairman Kucler at 8:02 a.m.

Members Present: Dennis Kucler, Claudia Dillinger, Tim Sullivan
Also Present: Asst. Law Director Robin Leasure, Clerk of Commissions Nicolette Sackman,
Police Chief Bielozer, Police Sgt. Pischel, Police Detective Lea, and Patrol
Officer Dudas

Approval of Minutes

Motion: Mr. Kucler moved, seconded by Mr. Dillinger to approve the 1/12/22 minutes.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Police Entrance Exam

Chairman Kucler advised that a passing score will need to be set for the upcoming patrol officer exam. The National Testing Network exam has three parts – written, reading and video. It was discussed to use the same weights and passing scores as the last exam, which was: 70% for the written portion, weighted at 20%; 70% for the reading portion, weighted at 20%; and 65% for the Human Relations Video, weighted at 60%.

Motion: Mr. Kucler moved, seconded by Ms. Dillinger to set the passing score for the patrol officer entrance exam at 70% for the written portion, weighted at 20%; 70% for the reading portion, weighted at 20%; and 65% for the Human Relations Video, weighted at 60%.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

The commission discussed waiving the rule that the advertisement for the exam be placed at minimum 30 days prior to the exam. After discussion it was determined that the exam should be held for 30 days and the advertisement being placed in the paper a minimum of one week before testing begins.

Motion: Mr. Sullivan moved, seconded by Ms. Dillinger to waive *RULE VI. EXAMINATIONS, Section 1. NOTICE OF EXAMINATIONS (a)* requiring notice of such examination not less than thirty consecutive days prior to such examination to allow notification to be not less than one week.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Discussion of possible rule amendment: Rule IX Appointment, Section 1 Methods of Original Appointment, (b) Lateral Hire Process

Chief Bielozer discussed the rule that was adopted to allow for lateral hires states that an applicant for the position of a patrol officer must be OPOTA certified. He explained the Ohio State Highway Patrol Troopers have an OPOTA equivalent but are not OPOTA certified. When they hire someone that is an OSHP Trooper the state will assign them an OPOTA certification. They have to be hired as a municipal patrol officer before the state will give them the certification. He asked the commission to consider a change in the language that the OSHP Trooper equivalency is included as acceptable for a lateral hire application. As the rule reads now, an OSHP Trooper would not be able to apply for a lateral hire since they are not OPOTA certified at the time of application. The commission discussed the proposed rule change and were not opposed adding language that would allow an OSHP Trooper with the OPOTA equivalent certification to be able to apply for a lateral hire for the position of patrol officer. Mrs. Leasure will prepare a draft rule amendment for review.

Miscellaneous - Lateral hire discussion

Chief Bielozer advised that there are a number of existing vacancies and there will be more this year due to retirements. Currently there are seven vacancies with up to six more this year. 62 applications were received for lateral hires and of those 35 took the physical fitness assessment. He reported there were many great applicants. The current rule allows one lateral hire for every two hires off the eligibility list. He explained once a list is certified it can take six to eight weeks to screen an applicant before hire and then after, there is another two months of training. His concern is by the time an exam is given, a list is certified and two applicants are hired, many of the lateral hires may no longer be available six months from now. Several of the Westlake Police Officers were present and requested that the hire rule be waived or amended.

The commission spoke with Police Sgt. Pischel, Police Detective Lea, and Patrol Officer Dudas. There are officers working many hours of overtime due to the numerous vacancies. The commission discussed that they did not want to change the rule at this time for the ratio of hires (entry list to lateral) but also had concerns with a reduced safety force. Due to the large number of vacancies they were not opposed to waiving the hire rule until an eligibility list is in place as a list may not be established until April. If in the future, it is determined that the hire ratio needs adjusted it can be addressed at that time.

Motion: Ms. Dillinger moved, seconded by Mr. Sullivan to waive *RULE IX. APPOINTMENT Section 2 ORIGINAL APPOINTMENT (e) [If a police officer is hired under this lateral hire process, at least the next two (2) hires shall be made from the Certified Civil Service Entry Level Eligibility List]* to allow lateral hires in the police department as needed through May 31, 2022.

Roll Call: Ayes, Kucler, Dillinger, Sullivan; Nays: None, motion passed

Meeting adjourned at 8:44 a.m.

Chairman Dennis Kucler

Clerk of Commissions Nicolette Sackman, MMC

Approved: March 4, 2022