

ORDINANCE NO. 37-17

PASSED: April 24, 2017

ORDINANCE TO AMEND THE "CITY OF REYNOLDSBURG, OHIO PERSONNEL POLICY AND PROCEDURE MANUAL" ADOPTED BY ORDINANCE NO. 14-03 PASSED MARCH 10, 2003 AND AS SUBSEQUENTLY AMENDED (various sections)

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That the "City of Reynoldsburg, Ohio Personnel Policy and Procedure Manual" adopted by Ordinance No. 14-03 passed March 10, 2003 and as subsequently amended, be and is hereby amended to read as follows:

See Exhibit "A" attached hereto and incorporated herein.

SECTION 2. That those corresponding existing sections be and are hereby repealed and replaced.

SECTION 3. That upon adoption by Council, this ordinance shall be in effect thirty days following signature by the Mayor.

Doug Joseph  
Doug Joseph, President of Council

ATTEST: April L. Beggerow  
April L. Beggerow, Clerk of Council

APPROVED: Bradley L. McCloud DATE 4/25/17  
Bradley L. McCloud, Mayor

CERTIFICATE

I, April L. Beggerow, Clerk of Council, City of Reynoldsburg, Ohio do hereby certify the foregoing to be a true and correct copy of Ordinance No. 37-17 as passed by Council of said City on the 24<sup>th</sup> day of April, 2017 and as recorded in the Record of Proceedings of said Council.

April L. Beggerow  
April L. Beggerow, Clerk of Council

Filed with Mayor: 4/25/17

Published: \_\_\_\_\_

THE CITY OF REYNOLDSBURG, OHIO  
PERSONNEL POLICY AND PROCEDURE MANUAL

PROMOTION (SENIOR POLICE MANAGEMENT)

SECTION 3.071

A. POLICY

1. Senior Police Department Management by definition includes all positions as set forth herein above the rank of Sergeant and not included in a collective bargaining agreement. Senior Police Department Management positions are:
  - a. Chief of Police
  - b. Lieutenant
2. Pursuant to the power granted to the Reynoldsburg City Council by Section 7.03(e) of the Reynoldsburg City Charter, the Reynoldsburg City Council hereby eliminates the application of general laws of Ohio pertaining to the civil service provisions for selection and filling of Police Department positions above the rank of Police Officer and Sergeant, specifically Ohio Revised Code Section 124.44, and hereby substitutes its local procedure and provisions for filling said positions.
3. The Chief of Police may be filled by original appointment of a person who is not in the Reynoldsburg Police Department.
  - a. The following selection procedure shall be followed whether by original appointment or promotion:
    - (1) a competitive promotional Civil Service Examination as set forth in Reynoldsburg City Code 157.04 shall not be given;
    - (2) a candidate for promotion to Chief of Police or original appointment to Chief of Police shall have achieved the rank of Lieutenant or above, and have at least five (5) years of police management experience and a bachelor's degree in criminal justice, police science, or a related field such as the social sciences, business management, or public administration required commencing January 1, 1996, from an accredited college or university that would enable the candidate to be admitted to a graduate school at an accredited university; and
    - (3) successful completion of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, ~~Police Leadership Executive Leadership (PELC)~~ Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).

Attachment: PPM Chapter 3.071 redraft (1704 : PPM Section 3.071 Promotion (Senior Police Management))

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12.a.a

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- b. Under the direction of the Civil Service Commission, a Preliminary Screening Committee shall be established to review applications and resumes of Chief of Police candidates. This committee shall be responsible for selection not more than ten (10) candidates.

The Preliminary Screening Committee shall be comprised of:

- ~~Service~~/Safety Director;
- current Chief of Police, or a representative from the OACP;
- President, Fraternal Order of Police representing Reynoldsburg Police Department;
- citizen not currently holding public office and selected ~~by agreement of the Mayor and President of Council~~;
- Chairman of the City Council Safety Committee.

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

- c. The ten (10) candidates will then submit to an assessment center prepared and presented by an accredited law enforcement consulting agency, as selected by the Civil Service Commission. This agency shall submit to a final Selection Committee the top ~~three (3)~~ five (5) candidates.

The Final Selection Committee, comprised of the

- Mayor
- Chief of Police, or a representative from the OACP
- Council President
- City Attorney
- Civil Service Chairperson or designee

Any of the above can be replaced by a designee if necessary. Such designee would require approval by the Civil Service Commission.

The final selection committee shall interview the final ~~three~~ five (5) candidates and make a recommendation of the top three (3) to the appointing authority based on majority vote. ~~If a majority cannot be reached, the Selection Committee may consider the final ten (10) candidates as selected by the Final Screening Committee to determine if~~

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~~any applicant can be recommended by majority vote, the appointing authority (the Mayor) shall appoint the recommended candidate. If a majority cannot be obtained after consideration of the final ten candidates the appointing authority (the Mayor) may select one of the final ten applicants for appointment to Chief of Police. The appointing Authority will appoint from the top three (3).~~

- (d) Effective 1-1-96, a candidate for promotion to the rank of Lieutenant shall have:
- i at least three (3) years of experience at the rank of Sergeant with the Reynoldsburg Police Department immediately preceding the date of promotion; and, an Associate=s Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;
  - ii. A written exam may be administered to all eligible candidates pursuant to the rules established by the Civil Service Commission.
  - iii. If a written exam is administered, then all candidates achieving a passing grade shall submit to an assessment center. If a written exam is not given, then all eligible candidates shall submit to an assessment center, prepared and presented by an accredited law enforcement consulting agencies selected by the Civil Service Commission. The consulting agency shall submit the top three candidates to the Chief of Police.
  - iv. The Chief of Police will recommend to the Civil Service Commission, for promotion, the candidate(s) of the Chiefs choice. The Civil Service Commission will forward the name(s) to the appointing authority (the Mayor) who will promote the candidate(s) as ranked and recommended by the Chief.
- (e) When there are not two (2) or more eligible candidates within the Reynoldsburg Police Department for the rank of Lieutenant, open posting shall be conducted throughout the state of Ohio for potential candidates, who are currently certified law enforcement officers through the Ohio Peace Officers Training Council.

In addition, any Sergeant with less than three (3) years in grade and/or any

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member of the Reynoldsburg Police Department with at least ten (10) years of experience at the rank of Police Officer immediately preceding the date of promotion shall be eligible to compete for appointment to the rank of Lieutenant if, effective 1-1-96:

- i. the outside candidate or Reynoldsburg Police Officer has an Associate=s Degree or two (2) complete years of college education from a community college, college or university, that would enable the candidate to be admitted to an undergraduate school as a third year student at an accredited college or university;
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Effective Date: January 1, 2003 Revision Date: \_\_\_\_\_

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