

City of Circleville



Civil Service Commission

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Matthew Tootle
Chairperson

Stacy Young
Vice-Chairperson

Amy Elsea
Member

Circleville Civil Service Commission

Meeting Minutes

Tuesday, April 9, 2024 – 8:30 AM

I. Roll Call

The Circleville Civil Service Commission was called to order at 8:30 AM on Tuesday, April 9, 2024 by Chairperson Matthew Tootle. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission member (by telephone) and Valerie Dilley, Commission Secretary. Guests: None.

II. Approval of Agenda

Mr. Tootle motioned to approve the agenda as written (one change was made later in the meeting - New Business (B) should read Communications Officer eligibility list). Ms. Young seconded the motion. Vote: All yeas.

III. Reading/Approval of Minutes

A. Regular Meeting Minutes – March 12, 2024

Ms. Young offered a motion to accept the March 12, 2024 meeting minutes as written. Ms. Elsea seconded the motion. Vote: All yeas.

IV. Reports/Correspondence

The following items of correspondence were read and entered into the record.

- A. Notice of Job Abandonment eff. 3-22-2024
- B. Notice of Disciplinary Action dated 3-21-2024
- C. Notice of Administrative Leave with Pay eff. 3-25-2024
- D. Notice of appointment of Acting Chief of Police eff. 3-26-2024
- E. Notice of appointment of Acting Deputy Chief of Police eff. 3-26-2024
- F. Appointment of Public Service Maintenance Worker eff. 4-1-2024

V. Unfinished Business

None

VI. New Business

A. Certification of entry-level police officer eligibility list

Ms. Young offered a motion to certify the entry-level police officer eligibility list. Ms. Elsea seconded the motion. Vote: All Yeas.

B. Certification of entry-level communications officer eligibility list

Ms. Elsea offered a motion to certify the entry-level communications officer eligibility list. Mr. Tootle seconded the motion. Vote: All Yeas.

C. Background Removal Standards section E, #3 and #4 revision effective 4-9-2024

Mr. Tootle offered a motion to accept the revision to section E, #3 and #4 to reflect the city's insurance standards. Ms. Elsea seconded the motion. Vote: All Yeas.

VII. Public/Informal Time

Ms. Dilley informed the Commission the City will request to extend the Police Sergeant eligibility list as it has in the past. The request will come in the next few months.

Ms. Dilley and the Commission discussed pre-employment testing requirements for reinstated safety forces, safety forces employee with no break in service, employees transitioning from full-time to reserve to part-time and former employees re-hired for full-time or part-time employment.

1. **Full-time to full-time reinstated employee** – full pre-employment background and testing
2. **Full-time to part-time employee with no break in service** – background and pre-employment testing at time of hire is sufficient
3. **Full-time to reserve to part-time police officer with no break in service** – basic physical/drug screen
4. **Former employee hired for full-time or part time employment** – full pre-employment background and testing

VIII. Adjournment

Meeting adjourned at 8:40 AM