



Civil Service Commission  
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Matthew Tootle  
**Chairperson**

Stacy Young  
**Vice-Chairperson**

Amy Elsea  
**Member**

## **Circleville Civil Service Commission Meeting Minutes**

Tuesday, February 9, 2021– 8:30 AM

### **I. Roll Call**

The Circleville Civil Service Commission met via Zoom on Tuesday, February 9, 2021. The meeting was called to order at 8:31 AM. Members present: Matthew Tootle, Chairperson, Stacy Young, Vice-Chairperson, Amy Elsea, Commission Member and Valerie Dilley, Secretary. Guests: Tony Chamberlain, HR/Safety Director, Shawn Baer, Police Chief, Phil Roar, Police Sergeant and Carl Carroll, Police Officer Candidate.

### **II. Approval of Agenda**

Ms. Elsea offered a motion to amend the agenda to include a request submitted by Carl Carroll to appeal the City's recommendation for his removal from the Police Officer eligibility list. Ms. Young seconded the motion. Vote: All yeas.

#### **Appeal of Carl Carroll**

Mr. Carroll stated (Circleville Police) Officer Adair was not technically correct in her background investigation but as a 16-year veteran of law enforcement, Mr. Carroll stated he didn't think to add information outside of his law enforcement career to the required Personal History Questionnaire (PHQ). He stated would have provided the information if directly asked. He went on to say he didn't try to hide anything; he just didn't think about it when filing out the PHQ.

Sgt. Roar stated disclosure is important and lack thereof raises the brow. The PHQ specifically asks "have you ever" on most questions. Sgt. Roar stated it is concerning when information is found that hasn't been disclosed on the PHQ. Full disclosure and full explanations are required. A lot of time and energy is put into background investigations because the City is looking for quality people. Sgt. Roar stated the candidate stated he had used drugs zero times but drug use was disclosed on a polygraph for another law enforcement agency.

Chief Baer stated the PHQ is definitive and asks for specific information. The information that was not disclosed and later found is not information someone would forget and if one did forget one would wonder that is a cognitive issue or an intentional attempt to hide information.

Mr. Chamberlain made it clear to Mr. Carroll that the background standards are the same for all candidates and this is not personal.

Mr. Tootle stated the intent of the PHQ is for total honesty.

Ms. Young offered a motion to accept the City's recommendation for removal of Carl Carroll from the Police Officer Eligibility List. Ms. Elsea seconded the motion. Vote: All Yeas. Appeal denied.

#### **Regular Meeting**

### **III. Reading/Approval of Minutes**

Ms. Elsea offered a motion to approve the January 12, 2021 meeting minutes. Ms. Young seconded the motion. Vote: All yeas.

**IV. Reports/Correspondence**

The following item of correspondence was accepted into record.

- Appointment of Mark Francis to Building/Fleet Maintenance Worker effective 1-25-2021

**V. Unfinished Business**

None

**VI. New Business**

**A. Recommendation for Removal from the Police Officer Eligibility List: Carl Carroll, Jeffrey Davidson, Sara Lamping, Robyn Cottrill, Jeffrey Lifer.**

Ms. Elsea offered a motion to accept the City’s recommendation for removal of the above-named candidates from the Police Officer Eligibility List. Ms. Young seconded the motion. Vote: All Yeas.

**B. Recommendation for Removal from the Communications Officer Eligibility: Heather Miller, Michael Yonkura.**

Ms. Young offered a motion to accept the City’s recommendation to remove the above-named candidates from the Communications Officer Eligibility List. Mr. Tootle seconded the motion. Vote: All Yeas.

**C. Request to open testing periods for Police Officer and Communications Officer**

Mr. Tootle offered a motion to open testing periods for Police Officer and Communications Officer. Ms. Young seconded the motion. Vote: All Yeas.

**D. Update on Police Department Promotional Testing**

Chief Baer provided an update on the delay in promotional testing. OACP is made up of Police Chiefs who plan and conduct promotional testing and most have full-time jobs which limits their time. Add in COVID restrictions and we have experienced a significant delay in finalizing details for promotional testing for Deputy Chief and Captain. OACP will not conduct testing for non-sworn positions (Communications Commander). Chief Baer has reached out to several other testing agency and hopes to have some options together by the end of the week.

Mr. Chamberlain requested a 90-day extension for Deputy Chief, Captain, and Communications Commander promotional testing and a 120-day extension for Sergeant.

-Deputy Chief, Captain and Communications Commander Deadline: **May 10, 2021**

-Sergeant Deadline: **June 9, 2021**

Ms. Elsea offered a motion to accept Mr. Chamberlain’s request. Mr. Tootle seconded the motion. Vote: All yeas.

**I. Public/Informal Time**

None

**II. Adjournment** – Meeting adjourned at 8:59 AM.