MEMORANDUM

To: C.U.P.A. Members and Attendees
From: Laura Hausman, Personnel Administrative Manager
Date: November 14, 2019
Subject: 2020 Promotional Police Exams

The following is a summary of the items discussed at the 2020 Promotional Police Exams C.U.P.A. committee meeting on Thursday, November 14, 2019, at 1:00 p.m. which consisted of representatives from the Civil Service Commission (CSC), Union—(Fraternal Order of Police, Lodge No. 9 (F.O.P.),), the Division of Police, and Administration (Department of Public Safety). The agenda is attached as Handout 1. The purpose of this meeting was to discuss 2020 plans for police promotional exams. The following individuals were in attendance.

Attendees: Richard Bash, Police Deputy Chief, Columbus Division of Police
           C. Amy DeLong, Executive Director, Civil Service Commission
           Mikey Federer, Office Assistant III, Civil Service Commission
           Mark Fester, Office Trustee, F.O.P.
           Laura Hausman, Personnel Administrative Manager, Civil Service Commission
           Karla J. Pierce, Personnel Analyst I, Civil Service Commission
           Elizabeth Reed, Assistant Executive Director, Civil Service Commission
           Douglas Sarff, Department Human Resources Officer, Public Safety
           Brian Steele, Vice President, F.O.P.
           Chelsea J. Whims, Personnel Analyst I, Civil Service Commission

Topics of Discussion:

The meeting called to order, introductions were made, and security agreements were signed and collected.

The purpose of the meeting was to discuss the plans for the 2020 Police Lieutenant and Police Commander Exams as provided in the F.O.P. contract. Aspects of the 2019 Police Sergeant Exam were also discussed. The following individuals will serve as representatives during the 2020 police promotional exams:
• Deputy Chief Richard Bash—City of Columbus Division of Police
• Mark Fester—F.O.P Liaison
• Dr. Joel Wiesen—F.O.P Test Consultant

The CSC exam leads as follows:

• Chelsea J. Whims, Personnel Analyst I—Police Commander
• Karla J. Pierce, Personnel Analyst I—Police Lieutenant

Discussions Applicable to both Police Commander and Police Lieutenant:

Ride-a-longs and Job Observations

The CSC has several new team members and job observations prove to be extremely valuable when updating job analysis and helping CSC analysts gain a deeper understanding of the jobs. CSC analysts will conduct job observations/job interviews in the upcoming months. The CSC should contact police incumbents directly to arrange ride-a-longs and job observations. If CSC has questions or additional needs Deputy Chief Bash is available to assist.

Test Accommodations

Accommodations will be handled as they have been recently. For all aspects of the promotional exam process for Police Lieutenant and Police Commander, accommodations for optional conflicts such as vacations, even when planned well in advance, will not be permitted. During the testing, accommodations may be given if the candidate has a military conflict that prevents the candidate from attending. Timeliness and feasibility of honoring the request must also be considered. Requests must be in writing and will be determined on a case-by-case basis by the CSC. For military test accommodations, the CSC will make every effort to ensure the candidate(s) take the exam on the same date as the other candidates using remote on-site test proctor(s).

On a case-by-case basis, accommodations for appeals and clerical reviews may be provided for verified work-related required events that cover all the available appeal or clerical review days.

Police personnel submit requests for vacation time in December every year. The sooner the exam important dates document is established and announced, the better. This will allow potential candidates to make vacation choices based on these dates.
2019 Police Sergeant Exam Discussions

The tentative results to come out on November 22, 2019.

The F.O.P. raised concerns regarding the point structure of Phase III. The F.O.P was not going to oppose the results at this time but had questions. Police Sergeant Exam Phase III score results provided to the F.O.P. by Dr. Wiesen included:

- 130.25 Maximum
- 77.50 High
- 21.0 Low
- 49.34 Average

For Phase III 85% of the keyed responses were from the references and 15% were from subject matter experts’ (SMEs) experience.

The F.O.P. asked if these results are consistent with the 2015 & 2017 results. The F.O.P asked whether the CSC was concerned with the difference between the maximum score and the high score and the percentage of keyed responses that were not derived from the sources.

The CSC made the following points:

- This data is not final. The review of the clerical review petitions and appeals are still in process. The scores will change once those are complete.
- The maximum score allows candidates to get credit for taking different acceptable approaches to the problem and still earn points.
- Candidates are competing against one another through z-scoring. The maximum possible points are not considered in the z-score formula.
- The large range in scores shows a good differentiation between candidates.
- The Multiple—Choice (Phases I and II) are designed to test for knowledge of the content within the reading list material and Written Work Sample (Phase III) and Oral Board (Phase IV) test for the application of knowledge in job-related situations. A better candidate for the position can take what they learn from the source material and use that information to guide them in their actions and decisions.
- The Phase III key must rely, in part, on SMEs’ recommendation on the best way to handle these job—related realistic situations presented in Phase III.
- The CSC will provide additional information regarding the 2015 and 2017 exam scores.
The Departure of Brian Steel from the Meeting
At this time Brian Steel left the meeting due to possible participation in the 2020 promotional exam. Mark Fester remained the CSC liaison throughout the rest of the meeting.

2020 Police Commander Exam:

Important Dates
The Police Commander Test schedule is in line with previous administration dates. The CSC passed out Handout 2; the Police Commander Exam Important Dates. No concerns about the dates were raised. The important dates will be tentative upon release of these minutes.

The only proposed change, to better accommodate shift changes for candidates, is the Information Sessions will now begin at 8:00 a.m. and 3:30 p.m. The attached Handout 2 was edited to reflect this change.

Reading List
The CSC passed out Handout 3; the Police Commander Exam Reading List. This list is consistent with previous years.

- The revision date cut-off date for all internal Division sources will be 1/31/2020.
- The In-Service Training Legal Updates will be the 2019 updates, rather than 2018 as indicated on the proposed reading list, especially considering changes to marijuana laws. Jeff Furbee will be the main contact for CSC to get updated copies.
- The In-Service Training Legal Updates will be linked to PDFs online.
- The Reading List will go through Dr. Wiesen before being officially posted to website, however, the tentative reading list will be available as soon as the C.U.P.A. minutes are published.
- During the candidate preparation period during the administration of the Oral Board Phase, the CSC may provide laptops with sources downloaded on them, but with no internet access.
- The F.O.P. is responsible for sending sources to F.O.P. consultant.

Test Guides
The CSC will produce a test guide for both the 2020 exams. They will be posted on the CSC website. The CSC will include information about opportunities to learn basic computer skills in the Police Lieutenant Test Guide including options with Citywide Training and other opportunities such as links to on-line training videos.
Exam Phases and Weighting

Per the contract, the Police Commander Exam will remain two phases. The weighting is shown in Handout 4; Police Commander Exam Phases and Weights. The weights are the same as the previous administration of the Police Commander Exam.

Per the contract, seniority points will be added to final passing scores.

Subject Matter Experts (SMEs)

Internal SMEs are needed for test development as referenced in Handout 5; SME Needs for 2020 Police Commander.

- SMEs' time commitment and numbers needed to help with test development were discussed.
- The Pilot-tests will be scheduled in March or April.
- SMEs who pilot test the exam cannot also be an advisor to anyone taking the exam.
- Deputy Chief Bash will discuss this during the next Command staff meeting and let CSC know who is available to be an SME and in which capacity.

Exam Phase Details

Written Work Sample (WWS) will be held at 77 N. Front St., 3rd Floor. Candidates will respond using computers. Behaviorally Anchored Rating Scales (BARS) will be used to score. Outside assessors will score the WWS responses.

Oral Board Exam will be administered in one day with sequestering of candidates, as needed. The candidates will be scored directly after their live exercises and the video-recorded responses will also be scored.

There is difficulty obtaining assessors for this rank. Despite extra efforts made by CSC staff, CSC only obtained five of the six assessors needed for the last Commander Exam. Various suggestions were made regarding where to recruit assessors. The CSC also moved the exam away from Father’s Day which was a barrier for some potential assessors. To attract assessors to Columbus, the CSC will work with the F.O.P. to provide entertainment tickets for the assessors while they are in town.

Candidates will have an opportunity to review their video responses during the tentative results period. They may bring a mentor in the rank of Police Commander or higher as long as they were not involved in the development or pilot-testing of the exam.

Results Release Procedure

CSC staff distributed Handout 6; Results Release Procedures Police Commander. There were no concerns, it was noted that the emailed tentative results notice to candidates does not contain rank results.
Commander related handouts were collected, except for Deputy Chief Bash keeping handouts 5 and 10 so that he can discuss the need for SMEs.

**2020 Police Lieutenant Exam:**

**Important Dates**

The planned test administration dates are consistent with the previous exam dates. Handout 7, the Police Lieutenant Exam Important Dates, was distributed and no concerns were raised. The important dates will be published as soon as possible due to the scheduling of police personnel time off. The important dates will be posted after the release of these minutes.

The Multiple-Choice administration and appeals locations are not specified until suitable space is determined.

The only proposed change, to better accommodate shift changes for candidates, is the Information Sessions will now begin at 7:30 a.m. and 3:30 p.m. Handout 7 was edited to reflect this change.

**Reading List**

Attendees referenced Handout 8; the Police Lieutenant Exam Reading List.

- The revision date cut-off date for all internal Division sources will be 1/31/2020.
- The In-Service Training Legal Updates will be the 2019 updates, rather than 2018 as indicated on the proposed reading list. Jeff Furbee will be the main contact for CSC to get updated copies.
- The In-Service Training Legal Updates will be linked to PDFs online.
- The Reading List will go through Dr. Wiesen prior to being officially posted to the website, however, the tentative reading list will be available as soon as the C.U.P.A. minutes are published.
- During the candidate preparation period during the administration of the Oral Board Phase, the CSC may provide laptops with sources downloaded on them, but with no internet access.
- The F.O.P. is responsible for sending sources to F.O.P. consultant.

**Exam Phases and Weighting**

Per the contract, the Police Lieutenant Exam will remain four phases. The weighting is shown in Handout 9; Police Lieutenant Exam Phases and Weights. The weights are the same as the previous administration of the Police Lieutenant Exam.

Per the contract, seniority points will be added to final passing scores.
Subject Matter Experts (SMEs)

Internal SMEs are needed for test development as referenced in Handout 10; SME Needs for 2020 Police Lieutenant.

- SMEs’ time commitment and numbers needed to help with test development discussed.
- CSC staff will verify the dates on the handout and amend it as needed.
- SMEs will be needed to link sources to knowledge, skills, and abilities (KSAs) to better link the sources to job analysis.
- Pilot-tests will be scheduled in March or April.
- SMEs who pilot test the exam cannot also be an advisor to anyone taking the exam.
- After CSC confirms the dates SMEs are needed, Deputy Chief Bash will discuss the need for SMEs during a Command staff meeting.

Exam Phase Details

Open-Book and Closed-Book Multiple-Choice Exams: The CSC plans to put 60 test questions on each multiple-choice phase. A reduction to 60 questions was done with the Police Sergeant Multiple-Choice Exams and the exams remained reliable. There was positive feedback from candidates due to the reduction in test time. The goal is to reduce test fatigue. It was suggested to keep the number around 66 to account for up to 10% of the questions being removed as a result of appeals.

New item banking software may allow for testing for the multiple-choice phases via computers. If this occurs the exam would be held at 77 N. Front Street. There is a lot to work out to make this a viable option, but Dr. Wiesen has consistently advocated for this.

Written Work Sample: The exam will be administered at the 77 N. Front Street CSC location in the computer test lab. It will be scored by CSC analysts using a check-off scoring methodology. Similar to previous exams, there will be an appeals and clerical review process.

Oral Exam: This phase will remain in line with the previous exam. The exam will be administered in one day, with sequestering as needed.

Candidates will have an opportunity to review their video responses during the tentative results period. They may bring a mentor in the rank of Police Lieutenant or higher as long as they were not involved in the development or pilot-testing of the exam.

Results Release Procedure

The results planned to be released as referenced in Handout 11, Results Release Procedures Police Lieutenant. The eligible list will be effective on a Sunday. Notices to
candidates and the final eligible list will be sent on the Friday before the establishment of the list.

**Next Police Sergeant Exam:**

This year the outside assessors scored 124 candidates. The assessors who came in from out of state worked seven days straight to administer and score this phase of the exam. The high number of candidates has the potential of rater fatigue that could impact the test administration and scoring. While the CSC was not asking for a resolution during this meeting, we must consider solutions before the next Police Sergeant Exam.

**Diversity Initiatives**

One of the Mayor’s Initiatives is to increase diversity and this includes the promotional ranks in police. The CSC encourages diversity, however, improving diversity requires internal recruitment and participation in study groups which is outside the scope of the CSC. The CSC encourages and supports such efforts within the Division.
CUPA

Police Lieutenant and Police Commander CUPA Meeting Agenda
Thursday, November 14, 2019

Agenda

I. Welcome and Introductions—security agreements

II. Verify exam contacts

III. Ride-Alongs and Job Observations

IV. Accommodations

V. Police Commander Exam
   a. Important Dates
   b. Reading List
   c. Exam Phases and Weighting
   d. Subject Matter Experts (SMEs) Needed for Test Development
   e. Exam Phase Details
   f. Discuss Results Release Procedure

VI. Any Concerns from Union/Department/Division

VII. Police Lieutenant Exam
   a. Important Dates
   b. Reading List
   c. Exam Phases and Weighting
   d. Subject Matter Experts (SMEs) Needed for Test Development
   e. Exam Phase Details
   f. Discuss Results Release Procedure

VIII. Any Concerns from Union/Department/Division
2020 Police Commander Exam
Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut-off date for reading list (internal sources)</td>
<td></td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Test filing period</td>
<td>On-line</td>
<td>April 1 – 30, 2020</td>
</tr>
<tr>
<td>Information session for candidates</td>
<td>1111 E. Broad St.</td>
<td>May 18, 2020 3:30 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May 20, 2020 8:00 am</td>
</tr>
<tr>
<td>Must meet and provide proof of education requirement (cut-off date)</td>
<td></td>
<td>May 20, 2020</td>
</tr>
<tr>
<td>Exam notices sent on or before</td>
<td></td>
<td>May 21, 2020</td>
</tr>
<tr>
<td>Cut-off date for time in rank minimum qualification</td>
<td></td>
<td>June 2, 2020</td>
</tr>
<tr>
<td>Written Work Sample Administration</td>
<td>77 N. Front Street</td>
<td>June 2, 2020</td>
</tr>
<tr>
<td>Oral Board Exam Administration</td>
<td>1111 E. Broad St.</td>
<td>Week of June 8</td>
</tr>
<tr>
<td><em>All candidates will be tested on one day</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release of tentative test results</td>
<td></td>
<td>July 17, 2020</td>
</tr>
<tr>
<td>Paper inspection of WWS and Oral Board Exam review (by appointment only)</td>
<td>1111 E. Broad St.</td>
<td>July 20 – 22, 2020</td>
</tr>
<tr>
<td>Final list and results out</td>
<td></td>
<td>July 30, 2020</td>
</tr>
<tr>
<td>Eligible list established</td>
<td></td>
<td>July 31, 2020</td>
</tr>
</tbody>
</table>

NOTE: The scheduled dates are subject to revision in the event of unforeseen circumstances beyond the control of the Civil Service Commission. Any deviations from this schedule will be documented and applicable notifications, if any, will be made.
2020 Columbus Police Commander
Promotional Exam Reading List

The revisions cutoff date for all internal division sources is 1/31/2020, with the exception of the FOP Contract. The December 9, 2017 - December 8, 2020 FOP contract will be used for this examination process.

Internal Division of Police Sources:

- Directives Manual
- Supervisor’s Manual
- Emergency Operations Manual
- Arrest Search & Seizure Manual
- 2019 Legal Updates
- Patrol SOP Manual
- **FOP Contract** (December 9, 2017 - December 8, 2020)

Outside Sources:

Supplemental sources including but not limited to texts, articles and documents may be announced as needed for the Written Work Sample and Oral Board Exam at the time of the application filing period.

**Personal electronic sources will not be permitted for use during exams.**
### 2020 Police Commander Exam Phases and Weights

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>Written Work Sample</td>
<td>50%</td>
</tr>
<tr>
<td>Phase II</td>
<td>Oral Board</td>
<td>50%</td>
</tr>
</tbody>
</table>

**Total:** 100%
## SME Needs for 2020 Police Commander

<table>
<thead>
<tr>
<th># SMEs needed</th>
<th>SME Rank</th>
<th>SME Tasks</th>
<th>Estimated Time Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Dep. Ch.</td>
<td>Development of Cmdr WWS</td>
<td><em>Beginning in January:</em> Approximately 2-3 hours every other week for 2-2.5 months</td>
</tr>
<tr>
<td>2</td>
<td>Dep. Ch.</td>
<td>Development of Cmdr OB</td>
<td><em>Beginning in January:</em> Approximately 2-3 hours every other week for 2-2.5 months</td>
</tr>
<tr>
<td>2</td>
<td>Cmdr or Dep. Ch.</td>
<td>Pilot Test Cmdr WWS and OB</td>
<td>6-8 hours</td>
</tr>
</tbody>
</table>
Results Release Procedures Police Commander

1. On Friday, July 17, 2020 (represents 10 working days prior to the expiration of the current Police Commander eligible list), the Civil Service Commission will:
   
a) Issue to the Fraternal Order of Police Capital City Lodge No.9's (henceforth referred to as “the Lodge”) testing consultant, the person identification numbers, raw scores, z-scores, scores by dimensions, subtotal scores, seniority points, final scores, and resultant ranks of the 2020 Police Commander Examination;
   
b) Issue to the Lodge, by email, a list of all candidate names and seniority points;
   
c) E-mail the tentative results notice to the candidates indicating their raw scores, scores by dimension, the high, low, and mean scores for each phase, the candidate’s seniority points, and the information needed to schedule a review of their own video responses and copies of their own scan sheets.

2. On Thursday, July 30, 2020 (represents one (1) business day prior to the effective date of the list):
   
a) A final results notice will be sent via email to candidates indicating their final score and ranking on the eligible list;
   
b) A copy of the final eligible list will be emailed to the Department of Public Safety and the Lodge at approximately 10:00 a.m.

3. The eligible list will be effective at 12:00 a.m., Friday, July 31, 2020.

4. Should the Lodge not retain a testing expert for this exam; the Commission will proceed with this procedure as noted with the exception of issuing the information to the consultant as stated in Step 1, a).
# 2020 Police Lieutenant Exam

## Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut-off date for reading list (internal sources)</td>
<td></td>
<td>January 31, 2020</td>
</tr>
<tr>
<td>Test filing period</td>
<td>online</td>
<td>July 1 – 31, 2020</td>
</tr>
<tr>
<td>Information session for candidates</td>
<td>1111 E. Broad</td>
<td>August 4, 2020, 3:30 pm August 6, 2020, 7:30 am</td>
</tr>
<tr>
<td>Exam notices sent on or before</td>
<td></td>
<td>August 18, 2020</td>
</tr>
<tr>
<td>Cut-off date for time in rank minimum qualification</td>
<td></td>
<td>September 1, 2020</td>
</tr>
<tr>
<td>Multiple-Choice Administration</td>
<td>TBD</td>
<td>September 1, 2020</td>
</tr>
<tr>
<td>Multiple-Choice Appeals</td>
<td>TBD</td>
<td>September 2 – 4, 2020</td>
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<td>Written Work Sample Administration</td>
<td>77 N. Front</td>
<td>September 3, 2020</td>
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<tr>
<td>Written Work Sample Clerical Review/Limited Appeals</td>
<td>1111 E. Broad</td>
<td>Sept 29 – Oct 1, 2020</td>
</tr>
<tr>
<td>Oral Board Exam Administration</td>
<td>1111 E. Broad</td>
<td>October 20, 2020</td>
</tr>
<tr>
<td>All candidates will be tested on one day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Release of tentative test results</td>
<td></td>
<td>October 30, 2020</td>
</tr>
<tr>
<td>Paper inspection of WWS and Oral Board Exam review (by appointment only)</td>
<td>1111 E. Broad</td>
<td>November 4 – 6, 2020 by appointment only</td>
</tr>
<tr>
<td>Final list and results out</td>
<td></td>
<td>November 13, 2020</td>
</tr>
<tr>
<td>Eligible list established</td>
<td></td>
<td>November 15, 2020</td>
</tr>
</tbody>
</table>

**NOTE:** The scheduled dates are subject to revision in the event of unforeseen circumstances beyond the control of the Civil Service Commission. Any deviations from this schedule will be documented and applicable notifications, if any, will be made.
The revisions cutoff date for all internal division sources is January 31, 2020, with the exception of the FOP Contract. The December 9, 2017 - December 8, 2020 FOP contract will be used for this examination process.

Internal Division of Police Sources:

- Directives Manual
- Supervisor’s Manual
- Arrest Search & Seizure Manual
- 2019 Legal Updates
- Emergency Operations Manual
- FOP Contract (December 9, 2017 - December 8, 2020)
- Patrol SOP Manual

Outside Sources:

Supplemental sources including but not limited to texts, articles and documents may be announced as needed for the Written Work Sample and Oral Board Exam at the time of the application filing period.

Personal electronic sources will not be permitted for use during exams.
# 2020 Police Lieutenant Exam Phases and Weights

<table>
<thead>
<tr>
<th>Phase</th>
<th>Description</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I</td>
<td>Open-Book Multiple-Choice</td>
<td>25%</td>
</tr>
<tr>
<td>Phase II</td>
<td>Closed-Book Multiple-Choice</td>
<td>25%</td>
</tr>
<tr>
<td>Phase III</td>
<td>Written Work Sample</td>
<td>25%</td>
</tr>
<tr>
<td>Phase IV</td>
<td>Oral Board</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
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</table>
### SME Needs for 2020 Police Lieutenant

<table>
<thead>
<tr>
<th># SMEs needed</th>
<th>SME Rank</th>
<th>SME Tasks</th>
<th>Estimated Time Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Lt or Cmdr</td>
<td>MC item validation for Police Lt Multiple Choice</td>
<td><em>In December or January:</em> 2-4 hours</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Cmdr</td>
<td>Review MC items Review MC Appeals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Approximately 2-3 hours per person to review MC items in May and 4-6 hours total to review appeals in September</td>
</tr>
<tr>
<td>3</td>
<td>Cmdr</td>
<td>Development of Lt WWS</td>
<td><em>Beginning in February:</em> Approximately 2-3 hours every other week for 2-2 ½ months</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Cmdr</td>
<td>Development of Lt OB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Beginning in February:</em> Approximately 2-3 hours every other week for 2-2 ½ months</td>
</tr>
<tr>
<td>2</td>
<td>Lt</td>
<td>Pilot Test Lt WWS</td>
<td>4-6 hours each <em>in April/May</em></td>
</tr>
<tr>
<td>2</td>
<td>Lt</td>
<td>Pilot Test Lt OB</td>
<td>2-4 hours each <em>in April/May</em></td>
</tr>
<tr>
<td>4</td>
<td>Lt</td>
<td>Review Lt WWS Appeals and Clerical Review</td>
<td><em>In October:</em> 3-4 days</td>
</tr>
</tbody>
</table>
Results Release Procedures Police Lieutenant

1. On Friday, October 30, 2020 (represents 10 working days prior to the expiration of the current Police Lieutenant eligible list), the Civil Service Commission will:

   • Issue to the Fraternal Order of Police Capital City Lodge No.9's (henceforth referred to as “the Lodge”) testing consultant, the person identification numbers, raw scores, z-scores, scores by dimensions, subtotal scores, seniority points, final scores, and resultant ranks of the 2020 Police Lieutenant Examination;

   • Issue to the Lodge, by email, a list of all candidate names and seniority points;

   • Email the tentative results notice to the candidates indicating their raw scores, scores by dimension, the high, low, and mean scores for each phase, the candidate’s seniority points, and the information needed to schedule a review of their own video responses and copies of their own scan sheets.

2. On Friday, November 13, 2020 (represents one (1) business day prior to the effective date of the list):

   • A final results notice will be sent via email to candidates indicating their final score and ranking on the eligible list;

   • A copy of the final eligible list will be emailed to the Department of Public Safety and the Lodge at approximately 10:00 a.m.

3. The eligible list will be effective at 12:00 a.m., Sunday, November 15, 2020.

4. Should the Lodge not retain a testing expert for this exam; the Commission will proceed with this procedure as noted with the exception of issuing the information to the consultant as stated in Step 1, a).