


## MEMORANDUM

To: C.U.P.A. Members and Attendees

From: Laura Hausman, Personnel Administrative Manager 

Date: June 5, 2023

Subject: 2024 Promotional Police Lieutenant and Police Commander Exams

The following is a summary of the items discussed at the 2024 Police Promotional Lieutenant and Commander Exams C.U.P.A. committee meeting on Monday, June 5, 2023, at 11:00 a.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 Admistration (Department of Public Safety). The following individuals were in attendance.

Attendees: Richard Cherry, Personnel Analyst II, Civil Service Commission  
C. Amy DeLong, Executive Director, Civil Service Commission  
Mikey Federer, Office Assistant III, Civil Service Commission  
Laura Hausman, Personnel Administrative Manager, Civil Service Commission  
Nicholas Konves, Police Deputy Chief, Columbus Division of Police  
Elizabeth Reed, Assistant Executive Director, Civil Service Commission  
Douglas Sarff, Deputy Director, Public Safety  
Brian Steel, Executive Vice President, F.O.P.  
Chelsea Whims, Personnel Analyst II, Civil Service Commission

### Topics of Discussion:

CSC held this CUPA meeting in person and via Webex. Prior to the meeting CSC staff verified the receipt of signed security agreements from CUPA members.

The purpose of the meeting (*attachment 1 Agenda*) was to discuss the plans for the 2024 promotional exams to Police Lieutenant and Police Commander as provided in the F.O.P. contract. CSC confirmed that the following individuals will serve as representatives during the 2024 Police Lieutenant and Police Commander promotional examination processes:

- Police Deputy Chief Nicholas Konves—City of Columbus Division of Police
- Brian Steel—F.O.P Liaison
- Dr. Joel Wiesen—F.O.P Test Consultant
- Doug Sarff—Department of Public Safety

The CSC exam leads are as follows:

- Police Lieutenant-Richard Cherry, Personnel Analyst II
- Police Commander-Chelsea Whims, Personnel Analyst II
- Overall Exam Contact-Laura Hausman, Personnel Administrative Manager

### **Job Observations and Interviews:**

CSC staff may request to participate in job observations and/or interviews with Police Commanders (approximately 2 hours each) and 8-hour ride-a-longs with Police Lieutenants to gain knowledge and familiarity with these job classes. CSC personnel will coordinate the observations and/or ride-a-longs and Police Deputy Chief Konves will assist as needed.

### **Exam Plans:**

CSC notes that due to the 2022 Police Commander eligible list being exhausted, the timeline for the 2024 exam is scheduled earlier than the previous administration. The 2024 Police Lieutenant exam is planned for a similar timeline as previous Police Lieutenant exams.

#### Important Dates

The CSC presented the Police Commander tentative dates/exam schedule (*attached document 2a*). The division liaison voiced concern over the date of the paper inspection due to “mandatory no days off” during the Pride Festival every year. Possible alternative dates were discussed and included selecting an alternative date that will allow the paper inspection to be offered over two different weeks to better accommodate those on vacations. Both the F.O.P and the division had no further suggestions for edits to the Important Dates. The edited date for the paper inspection appears in attachment 2a. This edit changed the first date of the paper inspection from June 14 to June 13, 2024.

The CSC presented the Police Lieutenant tentative dates/exam schedule (*attached document 2b*). There were no objections or concerns noted with this timeline.

The CSC will send emails to potential candidates through the Division Liaison regarding the filing period (opening and closing) and when the CUPA minutes are posted to the CSC website. The exam lead will send one reminder email to candidates who have not turned in their proof of education requirement (commander exam).

The CSC shared that both exams will have application filing periods of approximately 2 weeks in length.

### Information Sessions

For the 2024 exam administrations video based information sessions will be produced and available on the CSC webpages for each of the exams. The video format allows candidates to access and view the information at their leisure and as often as they like. This format also provides all candidates the same information. The Police Lieutenant video is scheduled to be available by August 1, 2024 and the Police Commander video by April 25, 2024.

### Questions and Answers (Q & A) Document

There will be a Q & A resource posted on the CSC website for each exam once the CSC receives questions. The purpose of this document is to provide a consistent method to share answers to questions that have not already been answered by other materials available to candidates. If a question is asked that is already answered in a posted document, the candidate will be directed to that document, these questions will not be added to the Q & A. If a question is asked that is not already answered in any posted documents, the answer will be answered as soon as it is added to the Q & A. This ensures candidates have access to all the questions and answers consistently.

### Reading List

The CSC presented the proposed Police Commander (*attached document 3a*) and the Police Lieutenant (*attached document 3b*) Reading Lists. The information regarding the reading list is confidential until posted to the CSC's website. Information discussed regarding the reading list:

- The Reading List cutoff date for Police Commander is July 1, 2023 and for Police Lieutenant is October 1, 2023. Source updates after these dates will not be included in materials for the exam.
- The 2021, 2022, and 2023 In-Service Training and Legal Updates for officers will be used for these examination processes.
- Outside sources may be added as reading list addendums at the time of application filing for each rank.

There were no objections to the Police Lieutenant or Police Commander Reading Lists.

### Exam Phases

The Police Commander exam will consist of two phases, an Oral Board and a Written Work Sample. Each phase will be weighted 50% (*attached document 4a*). The Police Lieutenant exam will consist of 4 phases; open-book multiple-choice, closed-book multiple-choice, written work sample and an oral board. Each phase will be weighted 25% (*attached document 4b*).

### Subject Matter Experts

Subject matter expert (SME) needs per exam were shared (*attached document 5a and 5b*). CSC confirmed that the CSC will request SMEs and will reach out through the Division liaison as needed to request assistance with the Police Lieutenant and Commander Exams. When SMEs express interested in assisting they will contact Chelsea Whims to be placed on a list of potential SMEs. The Division and FOP liaisons will inform the CSC of individuals who should not be used as SMEs. Individuals who may be excluded may have recent discipline, are under investigation, or plan to retire in the very near future. The FOP stated that they would like to be made aware of any SME placed on a "do not use" list and the reason why. It was also noted that for exam security no one SME would work on the exam in its entirety. The need for Police

Commander SMEs is coming up quickly and the lead analyst will begin making requests for SMEs directly after this meeting.

### Exam Phase Details

For the Police Commander exam the following was noted:

- The WWS will be conducted on laptops or computers and depending on the number of candidates will either be conducted at 1111 East Broad Street or at 77 N. Front Street.
- The OB will be at 1111 East Broad Street all in one day with a sequestering of candidates.
- **All candidates that complete both phases of the exam will be on the eligible list.** Placement will be based on scoring and the addition of seniority points.

For the Police Lieutenant exam the following was noted:

- Both the open-book and the closed-book multiple-choice phases of the exam will be held on one day and administered at 1111 East Broad Street.
- The WWS will either be at 1111 East Broad Street or at 77 North Front Street dependent on the number of candidates.
- The OB will be at 1111 East Broad Street with a sequestering of candidates.

### Results Release Procedures

*Attached document 6a and 6b* describes the results release procedure for Police Commander and Police Lieutenant. CSC confirmed that results will be sent to the following:

- The Department of Public Safety – Doug Sarff
- The Union – Brian Steel and the FOP President
- The Division CSC liaison – Police Deputy Chief Konves

The remaining results release procedures were reviewed. An emphasis was made that the tentative results period is the time for results to be reviewed by candidates, the FOP exam consultant, and for seniority points to be reviewed by the union. Any questions or discrepancies should be reported to the CSC as soon as possible so that any issues can be resolved before the eligible list being finalized.

### Test Accommodations

For candidates requesting military and ADA accommodations, testing accommodations will be handled on case-by-case basis and candidates must take the exam on the same day as all other candidates. Accommodation requests are encouraged to be submitted early as timeliness is a factor in being able to grant the accommodation. Approved military accommodations for those who are offsite will require proctoring where the candidate is stationed. Accommodations for appeals and clerical reviews (lieutenant exam only) will only be considered for required military or required work related events that occur on all available appeal or clerical review days. Accommodations for appeals and clerical reviews may only be granted in cases that will not delay exam results/scoring. All accommodations are handled on a case-by-case basis.

### **Additional Concerns**

- The CSC revisited a topic suggested by the FOP consultant that was discussed at the most recent CUPA meeting. The CSC asked if any progress had been made on the

division developing training or hiring a consultant to provide training for exam candidates. No update by representatives was given.

- The CSC confirmed receipt of the FOP test consultant's list of concerns and requests for the upcoming exams.
- The FOP representative noted that there is an arbitration in process that could potentially cause 8-10 Police Lieutenant candidates and 1 Police Commander candidate from a previous list to be reconsidered/hired. This could potentially fill positions that could have been available for those placed on the 2024 eligible lists. The FOP plans to advise their membership accordingly.

Attachments:

- 1 Agenda
- 2a Police Commander Important Dates
- 2b Police Lieutenant Important Dates
- 3a Police Commander Reading List
- 3b Police Lieutenant Reading List
- 4a Police Commander Exam Phases
- 4b Police Lieutenant Exam Phases
- 5a Police Commander Subject Matter Experts
- 5b Police Lieutenant Subject Matter Experts
- 6a Police Commander Results Release Procedures
- 6b Police Lieutenant Results Release Procedures

**Police Lieutenant and Police Commander CUPA Meeting Agenda**  
Monday, June 5, 2023

**CUPA Meeting Agenda**

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- I. Welcome and Introductions – security agreements
- II. Exam Contacts
- III. Job Contact Person/How to Schedule Observations
- IV. Important Dates
- V. Information Sessions
- VI. Question & Answer Documents
- VII. Reading Lists
- VIII. Exam Phases and Weights
- IX. Subject Matter Experts (SMEs) Needs
- X. Exam Phase Details
- XI. Results Release Procedures
- XII. Accommodations
- XIII. Any Concerns from Union/Department/Division

**Handouts Regarding Each Exam**

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- I. Important Dates
- II. Reading Lists
- III. Exam Phases and Weights
- IV. Subject Matter Experts (SMEs) Needs
- V. Results Release Procedures

## 2024 Police Commander Exam Important Dates

Event	Date
Cut-off date for reading list (internal sources)	July 1, 2023
Test filing period	April 8 – 22, 2024
Informational Video for Candidates	Posted by April 25, 2024
Must meet and provide proof of education requirement (cut-off date)	April 23, 2024
Exam notices sent on or before	April 24, 2024
Cut-off date for time in rank minimum qualification	May 7, 2024
Written Work Sample Administration <i>All candidates will be tested on one day</i>	May 8, 2024
Oral Board Exam Administration <i>All candidates will be tested on one day</i>	week of May 20, 2024
Release of tentative test results	June 10, 2024
Paper inspection of WWS and Oral Board Exam review (by appointment only)	June 13, 17, & 18, 2024
Final list and results out	June 24, 2024
Eligible list established	June 25, 2024

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.

## 2024 Police Lieutenant Exam Important Dates

Event	Date
Cut-off date for reading list (internal sources)	October 1, 2023
Test filing period	July 1 – 15, 2024
Information session for candidates	Posted by August 1, 2024
Exam notices sent on or before	August 6, 2024
Cut-off date for time in rank minimum qualification	August 19, 2024
Multiple-Choice Administration	August 20, 2024
Multiple-Choice Appeals	August 21 – 23, 2024
Written Work Sample Administration	August 22, 2024
Written Work Sample Clerical Review/Limited Appeals	September 17 – 19, 2024
Oral Board Exam Administration <i>All candidates will be tested on one day</i>	Week of September 9, 2024
Release of tentative test results	October 31, 2024
Oral Board Paper Inspection and Video Review (by appointment only)	November 7, 8, & 12, 2024
Final list and results out	November 14, 2024
Eligible list established	November 15, 2024

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.



Attachment 3a

Handout 2

## **2024 Columbus Police Commander Promotional Exam Reading List**

**Tentative**

The revisions cutoff date for all internal division sources is July 1, 2023.

Internal Division of Police Sources:

**2021, 2022, & 2023 Legal Updates**

**Arrest, Search, & Seizure Manual**

**Directives Manual**

**Emergency Operations Manual**

**FOP Contract** (December 9, 2020 - December 8, 2023)

**Patrol SOP Manual**

**Supervisor's 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.

Where the Legal Updates contradict each other, the most recent update will be considered as superseding the older update.

**Personal electronic sources will not be permitted for use during exams.**

## **2024 POLICE LIEUTENANT PROMOTIONAL EXAM READING LIST**

**Tentative**

All sources listed will include revisions up to and including those issued on or before October 1, 2023.

- **2021, 2022, and 2023 In-Service Legal Updates (Uniformed)\***
- **Arrest, Search, and Seizure Manual**
- **Directives Manual (All chapters including Foreword, Mission & Vision Statements, Definitions, and Training Supplements)**
- **Emergency Operations Manual**
- **FOP Contract (December 9, 2020 - December 8, 2023)**
- **Patrol Subdivisions Standard Operating Procedures Manual**
- **Supervisor's 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.

\*Where Legal Updates contradict each other, the most recent update will be considered as superseding the older update.

Any of the listed source materials may be referenced during the Open-Book Multiple-Choice phase, Written Work Sample phase, preparation period of the Oral Board phase, and appeals. Candidates must bring their own **printed** copies of these materials (non-electronic). Due to exam security, electronic copies are not permitted.

If test development SMEs and CSC staff determine that the source(s) is(are) needed for reference by candidates during the exam, the Criminal Complaint Manual, Field Training Manual, and Field Report Manual will be provided in full or in part to candidates at the time of the exam phases.

Any content from the sources on the reading list may be tested in any phase of this examination.

Attachment 4a

Handout 3

### 2024 Police Commander Exam Phases and Weights

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Police Commander		
Phase I	Written Work Sample	50%
Phase II	Oral Board	50%
<b>Total:</b>		<b>100%</b>

## 2024 Police Lieutenant Exam Phases and Weights

<b>Police Lieutenant</b>		
<b>Phase I</b>	Open-Book Multiple-Choice	<b>25%</b>
<b>Phase II</b>	Closed-Book Multiple-Choice	<b>25%</b>
<b>Phase III</b>	Written Work Sample	<b>25%</b>
<b>Phase IV</b>	Oral Board	<b>25%</b>
<b>Total:</b>		<b>100%</b>

### SME Needs for 2024 Police Commander

# SMEs needed	SME Rank	SME Tasks	Estimated Time Commitment
2 or 3	2 DC 1 Cmdr	Development of Cmdr. WWS	<i>June 26-August 31, 2023:</i> Approximately 2-3 hours weekly or every other week
2 or 3	2 DC 1 Cmdr	Development of Cmdr. OB	<i>June 26-August 31, 2023:</i> Approximately 2-3 hours weekly or every other week
2	Cmdr	Pilot Test Cmdr. WWS and OB	<i>End of August 2023:</i> One day commitment

### SME Needs for 2024 Police Lieutenant

# SMEs needed	SME Rank	SME Tasks	Estimated Time Commitment
<b>6</b>	Lt or higher	Review MC items	<i>TBD:</i> Approximately 2-3 hours per person to review MC items
<b>3</b>	Lt or higher	Development of Lt WWS	<i>Beginning in October 2023:</i> Approximately 2-3 hours every other week for 2-2 ½ months
<b>3</b>	Lt or higher	Development of Lt OB	<i>Beginning in October 2023:</i> Approximately 2-3 hours every other week for 2-2 ½ months
<b>3</b>	Lt	MC Appeals Review	4-6 hours total to review appeals in <i>September 2024</i>
<b>2</b>	Lt	Pilot Test Lt WWS	4-6 hours each
<b>2</b>	Lt	Pilot Test Lt OB	2-4 hours each
<b>4</b>	Lt	Review Lt WWS Appeals and Clerical Review	3-4 days

## **2024 Police Commander Results Release Procedures Police Commander**

1. On Monday, June 10, 2024 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 2024 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 video responses and copies of their scan sheets.
  
2. On Monday, June 24, 2024 (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, the Division of Police CSC Liaison, and the Lodge at approximately 10:00 a.m.
  
3. The eligible list will be effective at 12:00 a.m., Tuesday, June 25, 2024.
  
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).

## **2024 Police Lieutenant Results Release Procedures Police Lieutenant**

1. On Thursday, October 31, 2024 (represents 10 working days prior to the expiration of the current Police Lieutenant 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 2024 Police Lieutenant Examination;
  - b) Issue to the Lodge, by email, a list of all candidate names and seniority points;
  - c) 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 Thursday, November 14, 2024 (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, the Division of Police CSC Liaison, and the Lodge at approximately 10:00 a.m.
3. The eligible list will be effective at 12:00 a.m., Friday, November 15, 2024.
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).