**Civil Service Changes: Police Department**

**3.06 Procedure for the Adoption, Amendment, or Recission of Rules**

A. Public notice as to the adoption, amendment, or recission of any rule of the Civil Service Commission must be posted in view of the public, in at least two areas of the Municipal Building, at least 30 days prior to the date set for hearing and consideration of the rules. Revisions following the initial notification are not subject to the 30-day notification requirement. These changes will be posted in a public place in the Municipal Building, the City of Fostoria’s social media and web pages.

**6.04 Age Restrictions: Police.**

A. Applicants for original appointment examination to the police division must have attained the age of 21 years on or before the date of appointment; furthermore, no person may apply for or receive an original appointment as a police officer if that person has attained the age of 41 years or older, and no person can be declared disqualified as over age prior to that time.

**10.09 Promotional Restrictions: Police.**

      (1)     1) Promotions to positions above the rank of police officer in the Police Department shall be in accordance with the provisions of Ohio R.C. Section 124.44, with the exceptions that the seniority requirements for sergeant shall be five (5) years as a police officer in the State of Ohio and non-probationary, all other ranks shall require one (1) year of official service in the next lower grade within the Fostoria Police Department.

      (2)     2) Assessment and seniority credits shall be as provided in subsections (a), (b), (c), and (d) hereof respectively.

      (3)     3) In the event that not more than one candidate is eligible for examination to a promotional rank because of lack of time in grade or service, then all persons holding the rank which qualifies them for that examination shall be deemed eligible regardless of time in grade or service.

      (4)     4) Results of a promotion process will remain valid for one (1) year from their compilation and may be used by the City Administrator to determine additional promotions within the one-year period. The Civil Service retains the right to extend the certified list for up to one additional year.

      (5)

**(a)    Written**

(1) The written test for promotion purposes shall be based on a test created by an outside testing company chosen by the department head and The Civil Service. See section 7.06.

**(b)    Assessment Process and Credit.**

         (1) The assessment credit for promotion purposes shall be based on an assessment process conducted by an outside testing company chosen by the department head, City Administrator and the Civil Service Commission; provided, however, that in the event that only one applicant receives a final score of seventy (70) or higher on the written examination then such applicant shall be awarded the position without conducting an assessment process.

       (2) The purpose of the assessment process shall be to evaluate the applicant's practical ability to perform the necessary duties and functions of the position for which the promotion is sought.

(3)     (3) To qualify to take the assessment center an applicant must score a minimum of seventy percent (70%) on the written exam.

          (4) The method of scoring assessment centers shall be based on a maximum final score of 100 points. The scoring process used by the assessment panel shall be approved by the Civil Service Commission prior to the date of the exam.

**(c)    Seniority Credit.**

1. Applicants in the promotion process shall receive credit for seniority. See section 8.03. The date the test is administered shall determine years of service.

**(d)    Credit Weight for Police Department Examinations.**

1. All credits applicable to the promotion above the rank of sergeant process are weighed as follows:

| Written Test | 50% |
| --- | --- |
| Assessment credit | 45% |
| Seniority Credit | 5% |

1. All credits applicable to the promotion of sergeant process are weighed as follows:

| Written Test     | 95% |
| --- | --- |
| Seniority credit | 5% |

As adopted by the Civil Service Commission on 5-22-25.