

AN ORDINANCE AMENDING THE RULES OF THE CIVIL SERVICE COMMISSION
AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Civil Service Commission and the Human Resources Committee that revisions be made in the Civil Service Rules.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OHIO:

Section No. 1: That Rule 14 of the Rules of the Civil Service Commission is hereby amended as follows:

RULE 14
APPLICATION FOR POSITIONS IN THE POLICE DEPARTMENT

Section A. Original Appointment

1. No position above the rank of police officer in the police department shall be filled by original appointment.
2. There shall be two methods for the original appointment of a police officer into the Classified Civil Service of the City of Avon Lake, Entry Level and Lateral Entry. Both methods shall require a Civil Service Examination and placement on Certified Eligibility List.

Section B. Age Requirement

1. No person shall be eligible to receive an original appointment as a police officer unless the person has reached the age of twenty-one (21) years. No person shall be eligible to receive an original appointment as a police officer on and after the person's forty-first (41) birthday except as provided in this Rule 14 Section B.2. below.
2. Any person forty-one (41) years of age or more may be permitted to claim credit for full-time law enforcement service. Any person who desires to request this credit shall provide documentation for their credited full-time law enforcement service from a recognized Local, State, ~~or~~ or Federal Public Pension System at time of application and not later than the day of Civil Service examination. Upon receipt and verification, the person shall be eligible to have up to ten (10) years of their total full-time law enforcement service deducted from their current age. If the total number of years credited, when subtracted from their current age, equals less than forty-one (41) on the date of appointment, they shall be eligible for original appointment as a police officer.

Section C. Certified Eligibility List

1. A separate Certified Eligibility List shall be created for both Entry Level and Lateral Entry and run concurrently to each other.
2. Appointments shall be made from the certified eligibility lists following a ~~two (2)~~ **one (1)** for one (1) appointment cycle. Meaning, upon ~~two (2)~~ **one (1)** candidates being successfully appointed from the Entry Level list, the Appointing Authority may elect to appoint one (1) candidate from the Lateral Entry list subject to the qualifications set forth in this Rule 14 Section D.9 below.
 - a. Upon a successful Lateral Entry appointment, upon the Appointing Authority choosing not to appoint from the Lateral Entry list or upon certification of a new Entry Level list, the ~~two (2)~~ **one (1)** for one (1) appointment cycle shall reset and start over.

Section D. Qualifications

1. All candidates seeking original appointment shall conform to the minimum qualifications set forth by the Rules of Regulations of the City of Avon Lake Civil Service Commission and minimally submit to the following:
 - Civil Service Examination
 - o Lateral Entry candidates shall be administered an oral examination in the form of a scored panel interview.
 - Fitness for Duty - Physical Agility Exam.
 - Oral Interviews.
 - Background Investigation.
 - Polygraph or Voice Stress Analysis Exam.
 - Psychological Exam.
 - Medical Exam; and
 - Drug Screening
2. All candidates seeking appointment shall possess and provide proof of:
 - A high school diploma or high school equivalency credential.
 - A valid Ohio Driver's License; and
 - U.S. Citizenship.
3. All Candidates seeking original appointment via Lateral Entry shall additionally conform to the following:
 - Be currently or previously employed for not less than two (2) years as full- time peace officer.
 - Except for documented authorized leaves of absence, not have more than a twelve (12) month break in service from their current or previous employment as a peace officer;
 - **Must disclose separation from a current or prior law enforcement position because of a disciplinary issue, or to avoid a disciplinary action;** and
 - Possess a valid Ohio Police Officer Training Academy (OPOTA) certification that is not currently under investigation or been subjected to negative action or suspension.

4. If the number of candidates for lateral entry exceeds ten (10), then the civil service application will be reviewed to determine the top ten (10) candidates who will proceed on to the oral examination in the form of a scored panel interview. The top ten (10) lateral entry candidates will be determined through a process where their confirmed levels of education, training, and police experience, as listed in the civil service application, are assigned points. In the event of a tie, preference will be given to the candidate with military experience in accordance with Rule 9, Section B, or if no such candidate has military experience, the tiebreaker shall be determined by the date and time of application submittal. The names of the candidates shall be shielded from the person(s) rating candidates for education, training, and police experience.

Section G. Additional Credit for Military Service. *Refer to Rule 9 Section B.*

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were taken in an open meeting of this Council, and that all deliberations of this Council and any of its committees, which resulted in such formal actions, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure, the emergency being the necessity to establish an effective method of evaluating candidates and clarifying the Civil Service requirements to ensure the best hiring practices for the smooth operation of City Departments, thus for the safety, health, and welfare of the public. Therefore, this Ordinance shall be in full force and effect immediately upon its passage and approval by the Mayor.

1st reading: 8/25/2025

2nd reading: 9/08/2025

3rd reading:

PASSED: 9/22/2025

/s/ Jennifer G. Fenderbosch
Council President

POSTED: 9/26/2025

APPROVED: 9/23/2025

ATTEST: */s/ Valerie E. Rosmarin*
Clerk of Council

/s/ Mark A. Spaetzel
Mayor