



SHAKER HEIGHTS

Memorandum

To: Members of the Civil Service Commission
From: Sandra Middleton, Director of Human Resources
cc: Mayor David E. Weiss
Chief Administrative Officer Matt Carroll
Date: December 1, 2025
Re: Sergeant Eligibility List Certification

The Civil Service Commission approved the Police Sergeant Promotional Process at its April 14, 2025 meeting. At that time, the Commission authorized the use of Clancy and Associates to conduct the written examination and the Ohio Association of Chiefs of Police (OACP) to administer the assessment center. Subsequently, Clancy and Associates informed the City that they were unable to provide a custom examination. As a result, the City contracted with Ryan-Ramsey HR Solutions, LLC to develop, administer, and grade the written examination.

The City notified the 35 eligible patrol officers/detectives of the written examination date. Fourteen applications were received by the deadline. The written examination was held on September 3, with 12 applicants present for testing. No protests were filed during the required 14-day protest period. Scores ranged from 78% to 56%. Individual score notifications were provided to all test-takers, and the top 10 candidates advanced to the assessment center.

The Assessment Center was conducted on Friday, October 10, and Saturday, October 11. Five candidates were scheduled each day. One candidate withdrew due to a personal matter. The assessment center was coordinated by a retired Police Chief from Mentor, Ohio, and the assessors were the current Police Chiefs of Mentor, Ohio, and Bexley, Ohio.

The assessment center consisted of three equally weighted exercises:

- Role Play
- Oral Presentation
- Written Exercise

Candidates were evaluated on eight dimensions:

1. Oral Communication
2. Written Communication
3. Interpersonal Insight
4. Problem Analysis
5. Judgment

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6. Decisiveness
7. Planning and Organizing
8. Delegation and Control

Assessment center scores ranged from 88.89% to 70.93%. These scores, along with written examination scores and final composite scores, are included in Exhibit B. Candidates will receive their final scores following certification of the eligibility list. The OACP has also provided detailed individualized reports outlining performance by exercise and dimension; these will be distributed to each candidate.

The Police Sergeant Eligibility List consists of 10 candidates: 9 males and 1 female. Of the 9 candidates, 4 identify as minorities. The assessment center represents 60% of the final score for each candidate and the written examination represents 40%.

It is recommended that the Civil Service Commission certify the Police Sergeant Eligibility List.