



SHAKER HEIGHTS

Memorandum

To: Civil Service Commission

From: Sandra J. Middleton, Human Resources Director
Civil Service Commission Secretary

cc: Mayor David E. Weiss
Chief Administrative Officer Matt Carroll

Date: September 19, 2025

Re: Recommendation to Abolish Police Entry Level Eligibility List

On August 28, 2024, the Civil Service Commission certified a Police Entry Level Eligibility List containing sixteen (16) candidate names. Since that time, four (4) candidates have withdrawn from the process, and the City has hired three (3) candidates from the list (see Exhibit A).

Per Section 6.1 – Eligible Lists, Duration, of the Civil Service Rules:

“The Commission shall maintain or will establish a list of eligible in case class in the classified service for which competitive examinations are given. Each such list shall remain in force for six (6) months from the date of its promulgation unless a new examination is held sooner; each list shall automatically renew every six months for a total of up to two years in force, unless the Commission takes action to the contrary.”

The City has carefully reviewed all remaining candidates on the current Police Entry Level Eligibility List and has determined that none are viable candidates for appointment to the Shaker Heights Police Department.

Accordingly, the City recommends that the Civil Service Commission take formal action to abolish the current Police Entry Level Eligibility List. This will allow the City to proceed with initiating a new recruiting and testing cycle for entry-level police officers.