

RULES OF THE
CIVIL SERVICE COMMISSION
OF THE
CITY OF ALLIANCE, OHIO

Adopted June 11, 1979

PREAMBLE

The following set of rules and regulations is hereby adopted in accordance with the authority conferred upon the Municipal Civil Service Commission of the City of Alliance, Ohio by Section 10, of Article XV of the Constitution of the State of Ohio and by Section 124.40 of the Revised Code.

RULE I

ADMINISTRATION

1. The Municipal Civil Service Commission of the City of Alliance, Ohio, shall be composed of three (3) persons who shall be appointed and serve in the manner provided for in Section 124.40 of the Revised Code.

It shall be the duty of each member of the Commission to attend all meetings of the Commission and to devote as much time as is necessary to the management of the business and affairs of the Commission.

2. The Commission shall administer and enforce the Civil Service Laws of the State of Ohio, and the rules and regulations herein prescribed relative to civil service in the City of Alliance, Ohio.

3. The Commission shall elect one of its members as Chairman and one as Co-Chairman who shall serve until a new member is appointed and qualified at which time successors as Chairman and Co-Chairman shall be elected. It shall be the duty of the Chairman to call such meeting of the Commission as are necessary to transact the business and affairs of the Commission, to preside at all meetings of the Commission, to sign the minutes of all actions taken by the Commission.

The Chairman may on his own initiative and shall, upon the request of the other two members of the Commission, call a special meeting of the Commission to be held not later than ten days from the date of such request. In the absence of the Chairman, the Co-Chairman shall act as Chairman. Two members of the Commission shall constitute a quorum at any meeting of the Commission; and it shall require the affirmative vote of at least two members to adopt any motion or resolution.

4. The Commission shall employ a suitable person to act as Secretary of the Commission.

The Secretary shall attend all the meetings of the Commission and keep the minutes thereof; shall keep in the form of minutes a record of the official actions of the Commission; shall keep all files in proper order; shall prepare and deliver or cause to be delivered, notices and other communications ordered by the Commission; shall properly furnish appointing authorities with eligible lists; shall maintain an official roster; shall handle such correspondence as the Commission shall determine; and shall perform such other duties as may be required by the Commission.

5. The order of business for meeting of the Commission shall be:

- a. Roll Call
- b. Disposition of unapproved minutes
- c. Reports
- d. Unfinished business
- e. Procedural information
- f. New business
- g. Adjournment

RULE II

DEFINITION OF TERMS

The several terms herein specified whenever used in the Rules and Regulations of the Alliance, Ohio Municipal Civil Service Commission or in the administration of the Civil Service Laws shall be construed as follows:

1. "Commission" refers to the Municipal Civil Service Commission of the City of Alliance, Ohio.

2. "Civil Service" refers to and includes, all officers, firemen and patrolmen in the Fire Department or Police Department of the City of Alliance, Ohio.

3. The "Unclassified Service" shall comprise those positions set forth in paragraph (a) of Section 124.11 of the Revised Code as applied to the civil service of the City of Alliance, Ohio.

Positions in the unclassified service shall be exempt from all examinations required by Sections 124.01 to 124.99 of the Revised Code.

4. "Position Classification" shall refer to the arrangement of positions into classes including grades. Positions shall be classified in accordance with the duties and responsibilities of the position as defined by ordinances by Alliance City Council.

5. "Municipal Service" shall include those positions in the classified service in the City of Alliance, Ohio.

6. "Position" when used by itself shall refer to any specific office, employment or job, calling for the performance of certain duties, either full-time or part-time and for the exercise of certain responsibilities by one individual.

7. "Appointing Authority" refers to the Safety Service Director and/or Mayor of the City of Alliance, Ohio, having the power of appointment or removal from positions in the classified service.

8. The term "Employee" shall signify any person holding a position subject to appointment, removal, promotion or reduction by an appointing authority.

9. The masculine pronoun "He" and its derivatives, whenever employed, include the feminine pronoun and its derivatives.

RULE III

POSITION CLASSIFICATION

RANKS

A. Fire Department

Chief
Captain
Lieutenant
Fireman

B. Police Department

Chief
Captain
Sergeant
Patrolman

C. Regular firemen and patrolmen shall be classified as follows: Grade Three, Grade Two and Grade One, with Grade Three being the lowest level after the original appointment and Grade One being the highest level, as provided by ordinance of Alliance City Council.

RULE IV
EXAMINATIONS

1. Examinations may be held at such places as the Commission deems advisable and shall be administered under its direction.
2. Notice of Examination.

- A. Entrance examination.

Notice of competitive entrance examinations shall be given through the local newspapers and by posting notices conspicuously on the City Hall bulletin boards, Fire and Police stations and in such other places as may be deemed advisable, not less than 30 days prior to such examinations.

- B. Notice of Advancement in Grade Eligibility.

The Safety Service Director and the Chief of the Police and Fire Departments will notify the Commission of those members of their department eligible for examination for advancement in grade at least 60 days prior to their anniversary date. Such notice shall be in writing.

- C. Advancement in Grade - Examinations.

The Commission will establish an examination date, upon notification that there are specified candidates for advancement in grade, and will then notify each candidate in writing of the date and scope of such examination not less than 30 days prior to such date. Copy of such notices will be sent to the Safety Service Director. The candidates will be notified in writing following the test of their success or failure and a report of candidates and their grades will be sent to the Safety Service Director and Chief of the respective departments. Each examination and related data will be kept on file.

- D. Eligibility for Advancement in Grade.

A patrolman or fireman must serve at least twelve (12) months in his current position, to be eligible for advancement in grade.

- E. A patrolman or fireman seeking advancement in grade who fails the promotional examination may not again take the test for a minimum period of six months.

3. Promoted Ranks.

Candidates for promotion to administrative rank must have held a first grade rank in respective department for at least twelve months to be eligible for promotional examination.

4. Identity of Examinees Concealed.

The identify of all persons taking competitive assembled examinations may be concealed by the use of an identification number which shall be used on all examination papers. This number shall be used from the beginning of the examination until the papers have all been rated.

5. Scope: Subjects and Weights Thereof.

- A. Entrance Examination. Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought and shall when appropriate, include tests of manual skill. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto provided that any such determination must have been adopted prior to the date of such examination.
- B. Advancement and Promotional Examination. Advancement and promotional examinations shall be in writing, shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought.

Promotions to positions above the rank of Police Officer in the Police Department and Firefighter in the Fire Department shall be in accordance with the provisions of Section 124.44 and 124.45 of the Revised Code.

6. Physical Examination.

Whenever in the judgment of the Commission physical qualifications are of special importance, the candidate shall be required to pass a physical examination and be certified as qualified in such respect, either before admission to the examination, or before being placed on an appropriate eligibilty list, or before certification for appointment, as the Commission may deem advisable.

Physical examination, whenever required by the Commission, shall be made by a licensed physician designated by the Commission who shall furnish a certificate as to the applicant's physical condition.

7. Admitting Applicants to Examination.

No applicant shall be admitted to any assembled examination more than thirty minutes after the advertised time for beginning such examination, or after any applicant competing in any such examination has completed his work and left the examination room, except by special permission of the person in charge, who, in his discretion, may admit the applicant conditionally, subject to the final approval or disapproval of such admission by the Commission.

8. Frauds in Examinations Prohibited.

No person or officer shall:

- A. Willfully or corruptly by himself or in cooperation with one or more persons defect, deceive, or obstruct any person in respect of his or her right of examination, appointment or employment arising under the civil service law or under any rules and regulations prescribed pursuant thereto; or
- B. Willfully or corruptly, falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of the civil service law, or aid in so doing; or
- C. Willfully or corruptly, make any false representations concerning the results of such examinations or concerning any person examined; or
- D. Willfully or corruptly furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be appointed, employed or promoted; or
- E. Willfully personate any other person, or permit or aid in any manner of any other person to personate him, in connection with any examination, registration or appointment or application or request to be examined, registered or appointed; or
- F. Furnish any false information about himself, or any other person, in connection with any examination, registration, or appointment or application or request to be examined, registered or appointed; or

- G. Make known or assist in making known to any applicant for examination, any question to be asked on such examination; or
- H. Assist any other applicant taking an examination in any manner whatsoever; or
- I. Personally solicit a favor from any member of the Commission, appointing officer, or have any person in his behalf solicit a favor.
- J. Any applicant in any examination found to be using any means of information, other than that provided in the examination itself, such as memoranda, pamphlets or books of any kind to assist him in answering the questions shall have his examination papers taken up and be given a grade of zero when the circumstances justify such action.

9. Visitors at Examinations.

No visitor shall be admitted to the examination room during any examination except by special permission of the person in charge.

10. Inspection of Examination Papers.

- A. Any protest by a participant as to the questions asked or the rating key answers must be filed in writing within the five (5) day period from the date of the examination (Saturdays, Sundays and holidays excluded), and must contain detailed information and authority therefor. Immediately following this inspection period, the Commission shall carefully consider all objections and make such changes in the tentative rating key as are warranted after which the rating key adopted shall be used in the actual scoring of the examination papers.

The examination papers of each contestant shall be graded and each contestant shall be notified by mail as to his grade.

- B. After notice of grade has been received, each participant shall have the right to inspect his examination papers together with the rating key within ten days of the postal date stamped on the mailed notice of his grade (Saturdays, Sundays and holidays excluded) and to inform himself as to the markings given to him on each subject or question. Any protest as to the grading must be filed in writing by the participant within the ten (10) day period. The Commission shall then give consideration to all protests and make such changes as are warranted. The Commission shall then establish the grade list and no grades given in any examination shall be changed after the posting of any such list.

11. Examination Postponed.

Examination, unless postponed, must be held upon dates fixed by the Commission. Examinations may be postponed by order of the Commission, which order shall designate the reason therefor.

12. Credit for Military Service.

When proper proof of acceptable service in the armed forces of the United States, as defined in Section 124.23 of the Revised Code, is presented to the Commission and such ex-service man or woman being otherwise eligible has received a passing grade of seventy or more in any regular entrance examination, he or she shall be granted additional credit of twenty per cent of such grade, thereby receiving a final grade of twenty per cent higher in view of the above mentioned service.

Request for the additional credit for military service, together with an honorable discharge or other proof of satisfactory service, shall be submitted to the Commission with the application for the examination. Credit for military service will not be given if the request for such credit is received by the Commission after an eligibility list for any examination has been established.

13. Rating of Competitors.

Exclusions and extra credits:

- A. Physical examination. The results of physical examinations including physician's certificates shall be used solely to determine an applicant's eligibility to take an examination or his eligibility for appointment after examination and shall not become a part of the applicant's grade resulting from the examination.
- B. Credit for military service in entrance examination. Credit for service in the armed forces of the United States as provided for and defined in Section 124.23 of the Revised Code shall not be a part of, but shall be a credit to be added to the applicant's earned grade resulting from the competitive examination provided that the applicant receives a grade of seventy or more in the competitive examination.
- C. Credit for Seniority in Promotional Examinations. Credit for seniority in service as provided for and defined in Section 124.23 and 124.31 of the Revised Code shall be made a part of the applicant's earned grade resulting from the competitive examination.

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Credit for seniority is determined as one per cent of the total grade for each of the next ten years of service, and six-tenths per cent of such total grade for each of the next ten years of service, or a maximum of ten percentile points.

The earned grade on a promotional examination shall be the weighted sum of the parts of the examinations, plus the seniority credit as defined above.

14. Method of Grading Examinations.

The total grade attainable in each examination, except for special credits as outlined above, shall be 100. In examinations composed of more than one part, the method of scoring shall be:

- A. Each part of the examination shall be separately rated and the proficiency of each competitor determined on the basis of a scale of 100 for maximum possible attainment.
- B. Each part shall be assigned a weight which shall be based on the relative value of the part to that of the entire examination expressed in terms of tenths of the total.
- C. The earned grade of each examinee in each part of the examination shall be multiplied by the weight assigned to the part and the sum of the totals shall be the earned grade for the participant.

RULE V

APPLICATIONS

Each applicant must be a citizen of the United States, or have legally declared his intentions of becoming a United States citizen.

1. Police Department Applicants.

Applicants for examination for original appointment to the Police Department as a Police Officer must have attained the age of twenty-one on or prior to the date of examination and no person shall be eligible to receive an original appointment as such on or after his thirty-first birthday. Such appointments are in accordance with other requirements as set forth in Section 124.41 of the Revised Code.

2. Fire Department Applicants.

Applicants for examinations for original appointment to the Fire Department as a Firefighter must have attained the age of eighteen on or prior to the date of examination and no person shall be eligible to receive an original appointment as such on or after his thirty-first birthday. Such appointments shall be in accordance with other requirements as set forth in Section 124.42 of the Revised Code.

3. Application Blanks Furnished.

Application blanks for examinations shall be furnished by the Commission. Application blanks for entrance examinations shall provide for the submission of the information as set forth in Section 124.24 of the Revised Code. The Commission may determine and provide for the submission of any other relevant information either on the application blank or supplemental sheets.

4. Completion of Application Blanks.

- A. Application blanks must be filled out in ink or be typed and shall be completed and signed by the applicant, in his own handwriting, and filed at such location as indicated by the Commission within the time limit fixed by the Commission for the particular examination. The receiving person shall maintain a log and post time of receipt.
- B. Each applicant in order to receive military service credit must provide documentation of Honorable Discharge which must be attached to the application.

RULE VI

ELIGIBLE LISTS

1. Posting of Lists.

The Commission shall prepare and keep open to public inspection, from the return of each examination an eligible list of the persons whose earned grade in the examination is not less than seventy and who are otherwise eligible for appointment. Such persons shall take rank upon the eligible list in the order of their relative grades.

2. Duration of Lists.

The term or eligibility of each list and the names appearing thereon shall be fixed by the Commission at not less than one (1) nor more than two (2) years. Any list that has been in effect for more than (1) year may, at the discretion of the Commission, be terminated at any time in the public interest.

3. Preferences.

In the event two or more applicants receive the same mark in open competitive examination, priority in the time of filing application with the Commission shall determine the order in which their names shall be placed on the eligible list; provided, that applicants eligible for veteran's preference under Section 124.23 of the Revised Code shall receive priority in rank on the eligible list over non-veterans on the list with a rating equal to that of the veteran. Ties among veterans shall be decided by priority of filing application. In the event of two or more applicants receiving the same mark on a promotional examination, seniority shall determine the order in which their names shall be placed on the eligible list.

4. Names Not to be Certified for Appointment.

The name of any person appearing on an eligible list who:

- A. Fails to report or arrange within six (6) days (Saturdays, Sundays and holidays excluded) for an interview with an appointing authority; or
- B. Fails to respond to a notice from the Civil Service Commission; or
- C. Declines an appointment without reasons satisfactory to the Civil Service Commission; or
- D. Who cannot be located by the postal authorities;

shall not thereafter be certified to any appointing authority as eligible for appointment. The eligible person shall be notified to this effect unless his whereabouts are unknown. His name may again be certified from the eligible list only in case a thoroughly satisfactory explanation of the circumstances is made to the Commission.

5. Disqualification of Eligibles.

If at any time after the creation of an eligible list, the Commission has reason to believe that any person whose name appears on any list is disqualified for appointment because of false statements made in his application, physical disability or for other comparable reasons, such person shall be notified and given an opportunity to be heard. If such person shall fail to appear for hearing, or upon being heard, fail to satisfy the Commission, his name shall be removed from such eligible list.

6. Change of Address.

Each person on an eligible list shall file with the Commission written notice of any change of address and failure to do so may be considered sufficient reason for not certifying his name to appointing authorities for future appointments.

7. Revocation of List.

An eligible list may be revoked and another examination ordered only when in the judgment of the Commission such action is deemed advisable by reason of errors, fraud, or obviously inappropriate standards prescribed in connection with any examination. All competitors in the first examination shall be notified and shall be eligible to compete in the rescheduled examination without filing a separate application. No eligible list shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon an entry in the minutes of the Commission of the reasons for such alteration or revocation.

RULE VII

APPOINTMENTS

Appointments to all positions in the classified service that are not filled by promotion, transfer, or reduction, as provided by the Civil Service Laws and the Rules of the Commission, shall be made only from those persons whose names are certified to the appointing authority in accordance with the Civil Service Laws and the Rules of the Commission.

1. Number of Names to be Certified.

The appointing authority of the department in which the position in the classified service is to be filled, shall notify the Commission of the fact, and the Commission shall, except as provided for in Sections 124.30 and 124.32 of the Revised Code, certify to the appointing authority thereof the names and addresses of the three candidates standing highest on the eligible list for the class or grade to which said position is classified.

2. Residency.

There is no residency requirement for applicants for original appointment as policeman or fireman. However, successful applicants after being appointed, must within one (1) year of such appointment, become a resident within an eight (8) mile radius of the City of Alliance Central Fire Station.

3. Certification Not More than Four Times.

A person certified from the eligible list more than three (3) times to the same appointing authority, may be omitted from future certifications.

4. One of Three Certified to be Appointed.

Upon receipt from the Commission of such list of eligibles for a position, the appointing authority shall fill such position by appointment of one of the three persons certified to him and shall forthwith report to the Commission the names of such appointee, the title of the position, the duties and the responsibilities of same, the salary or compensation thereof, and such other information as the Commission may require in order to keep its roster.

5. Probationary Period; Probationary Removal or Reduction.

All original and promotional appointments including provisional appointments shall be for a probationary period of not less than sixty (60) days nor more than one (1) year except original appointments to the Police Department as a Police Officer which shall be for a probationary period of one year and no appointment or promotion is final until the appointee has satisfactorily served his probationary period. The probationary period of various classes of positions in the City of Alliance is hereby fixed by the Commission under the provisions of Section 124.27 of the Revised Code as one (1) year for original appointment and ninety (90) days for promotional appointment.

If the service of the probationary employee is unsatisfactory, he may be removed or reduced in grade at any time during his probationary period after completion of thirty days or one-half of his probationary period, whichever is greater. Unless the probationary appointee has been removed or reduced earlier, the appointing authority, at any time during the ten day period before the end of the probationary period, shall inform the Commission, in writing, of his decision either to make the appointment of the probationary appointee final or to remove such appointee. If the appointing authority's decision is to remove the appointee, his communication to the Commission shall state the reason for such decision.

6. Restriction as to Age, Physical or Other Requirement.

Any restriction for appointment from an eligible list as to age, physical or other requirements shall be made prior to and stated in the bulletin announcing the examination and no eligible list shall be so restricted unless it had been announced in the examination bulletin.

RULE VIII

REINSTATEMENTS AND LAYOFFS

1. Layoffs or reductions in the Police and Fire Departments.

Whenever it becomes necessary in the Police and Fire Departments, through lack of work or funds, or for causes other than those outlined in Section 124.34 of the Revised Code, to reduce the force in such department, such changes shall be made in accordance with the provisions of Section 124.37 of the Revised Code.

2. Reinstatements.

A. Any fireman or policeman who resigns in good standing and within one (1) year from the date of resignation files a written application for reinstatement with the Civil Service Commission, may be recommended for reinstatement within the discretion of the Commission. A copy of such application shall be filed with the Chief of Police or the Chief of the Fire Department. Such person must pass a physical examination prior to reinstatement.

B. The applicant shall not receive credit for seniority earned prior to reinstatement and shall not be entitled to reinstatement to a position above the rank of fireman or patrolman, regardless of position held at the time of resignation.

C. The appointing authority shall have the discretion to appoint such applicant for reinstatement. The applicant shall then be reinstated as a Third Grade Patrolman or Third Grade Fireman for a probationary period of six (6) months. Upon satisfactory completion of the six (6) month probationary period, said patrolman or fireman shall be reinstated to the prior grade held at the time of resignation.

3. Reinstatement - Disability.

Reinstatement of a fireman or policeman after a separation due to injury or physical disability shall be made in conformity with Section 124.50 of the Revised Code, paragraph 1.

4. Leave of Absence.

With the consent of the Commission, the appointing authority may grant leave of absence to an employee in the classified service for a period of not to exceed six (6) months, and upon the expiration of such leave of absence such officer or employee shall be reinstated.

5. Absence without leave; reinstatement.

Absence from duty without leave for any time will be considered neglect of duty and good cause for dismissal. Absence from duty without leave for three consecutive days shall be deemed a resignation from the service by the absentee upon report of such absence by the appointing authority and the resignation shall be entered upon the records of the Civil Service Commission; provided, however, that if at any time within thirty days the person so absenting himself shall make satisfactory explanation to the Commission of the cause of absence, he may be reinstated to his position. Failure to report after a leave has expired or has been disapproved or revoked and cancelled by the Commission shall be considered neglect of duty and cause for discharge; provided, however, that if an officer or employee so discharged shall show to the satisfaction of the Commission that such failure to report was excusable, the Commission may then order his reinstatement.

RULE IX

REDUCTIONS, SUSPENSIONS AND REMOVAL

The tenure of every officer or employee in the classified service of the City, shall be during good behavior and efficient service and no such officer or employee shall be reduced in pay or position, suspended, or removed, except for incompetency, inefficiency, dishonesty, drunkenness, immoral conduct, insubordination, discourteous treatment of the public, neglect of duty, violation of Sections 124.01 to 124.81 of the Revised Code, or the Rules of the Commission, or any other failure of good behavior, or any other acts of misfeasance, malfeasance, or nonfeasance in office.

In any case of reduction, suspension for any period of time or removal, the appointing authority shall furnish such employee with a copy of the order of reduction, suspension, or removal, which order shall state the reasons therefor. Such order shall be filed with the Commission.

Within ten days following the filing of such order, the employee may file an appeal in writing with the Commission. In the event such an appeal is filed, the Commission shall forthwith notify the appointing authority, and shall hear, or appoint a trial board to hear, such appeal within thirty days from and after its filing with the Commission, and it may affirm, disaffirm, or modify the judgment of the appointing authority.

In cases of removal or reduction in pay for disciplinary reasons, either the appointing authority or the officer or employee may appeal from the decision of the Commission to the Court of Common Pleas in accordance with the procedure provided by Section 119.12 of the Revised Code.

In the case of the suspension, demotion, or removal of the Chief of Police or the Chief of the Fire Department or any member of the Police or Fire Department, an appeal on questions of the law and fact may be had from the decision of the Commission to the Court of Common Pleas. Such appeal shall be taken within ten (10) days from the date of notice of the finding of the Commission.

1. Absence without Leave.

Absence from duty without leave for any time, or failure to report if leave has expired, shall be considered "neglect of duty" and cause for removal.

2. Falsification in Application.

Falsification of any statement in an application for examination shall be considered "dishonesty" and sufficient cause for removal.

3. Procedure to Be Followed in Removals.

The discharge of an employee by an appointing authority shall not become effective until such appointing authority shall have first:

A. Served such employee a written order of removal, which order shall contain one or more statutory reasons for discharge, together with such specifications of facts as shall place him fairly upon his defense;

B. Filed with the Commission a copy of such order of removal within the time allowed.

4. Appeal.

Any such employee so removed may appeal from the order of such appointing authority to the Commission within ten days after the effective date of such removal as set forth in the order of removal.

RULE X
HEARINGS, PROCEDURE

1. Time of Hearing; Notifications.

Upon receipt from an employee or officer in the classified service of the City of a timely appeal from an order of removal, reduction in pay or position, or suspension, the Commission shall set a time and place to hear such appeal and shall notify the appropriate appointing authority, as well as the employee and his attorney, if known, thereof.

2. Amendments to Orders.

Amendments to the orders of removal, reduction in pay or position or suspension may be made by the appointing authority at any time provided the employee and his attorney, if any, receive copies of the amended order prior to ten (10) calendar days before the time set for the hearing as herein provided.

3. Hearing Procedure.

In the hearing of such appeals, the order of procedure shall be as follows:

- A. The appointing authority taking action affecting the employee shall adduce his evidence in support of the charges and specifications.
- B. The employee affected shall then produce such evidence as he may wish to present to refute such charges.
- C. The appointing authority may offer evidence in rebuttal. The Commission may, in its discretion, hear arguments.

4. Rules of Evidence; Representation by Counsel.

The production of evidence on the hearing of appeals and the Commission's decision thereof shall be governed in general by the rules of evidence. However, strict adherence to the rules of evidence will not be a bar to the admissability of any evidence, and shall be within the discretion of the Commission. Parties shall generally follow civil procedures on Proof and Burden of Proof. The appellee and appellant may be represented by counsel.

5. Resignation before Final Action.

The acceptance by an appointing authority of the resignation of a person discharged, before the final action by the Commission, will be considered a withdrawal of the charges. Notice of such resignation shall be submitted immediately to the Commission. The separation of the employee thus resigning shall be entered upon the records of the Commission and the proceedings dismissed without judgment.

RULE XI

SPECIAL PROVISIONS AFFECTING
THE POLICE AND FIRE SERVICE

1. Physical Examination.

Every person on the eligible list for original appointment to a position as a Fireman or Policeman in the Fire and Police Departments must pass a physical examination by a licensed physician designated by the Commission before being appointed to the position.

2. Physical Standards.

The Civil Service Commission is authorized by law (R.C. 124.20) to establish requirements for appointment to the Fire and Police Departments. The standards for appointment are high, and are adhered to rigidly. It is impossible to set down in brief form all of the conditions which alone or in combination, will cause rejection of an applicant. The following sections list some of the more common conditions. However, any deviation from a sound physical condition will be grounds for rejection, whether or not the condition is mentioned herein.

3. Physical Structure.

The applicant's height-weight proportion must be within limits acceptable for active and healthy individuals. A physical make-up indicating lack of strength, stamina, and endurance is rejectable.

Overweight rejections are judged individually. As a rule, more than five to ten pounds overweight is rejectable. The physical activity in recruit training makes any more than that an unsurmountable obstacle.

4. Chest; Lungs.

Inspiration and expiration measurements are recorded, and must be within normal limits for an active man. Chest conformation and capacity within normal limits.

5. Eyes (Police Division).

As part of the physical examination, the applicant will be tested for color vision, visual acuity, depth perception, peripheral vision, vertical and lateral balance. Visual acuity must be 20/20 corrected but not all who have vision correctable to 20/20 will be accepted. Normal color vision is required. Reaction to light and distance must be normal. Any eye disease may be rejectable.

6. Driver's License.

All applicants in police or fire department service must possess a valid driver's license.

RULE XII

AMENDMENT TO RULES

Notice of Amendments.

No amendment of these rules shall be made by the Civil Service Commission nor shall any rule be repealed nor any rule be adopted at the same meeting at which it is proposed. No final action to amend, repeal, or supplement rules shall be less than seven days after its proposal, and such amendments shall be posted upon the bulletin board at the City Hall, Fire Station and Police Station following the adoption and publication of any such amendments.

RULE XIII

EFFECT OF INVALIDITY IN PART

In any part of sub-part, sentence, clause or phrase of these rules, if for any reason held to be invalid, such decision shall not effect the validity of the remaining portions. The Civil Service Commission hereby declared that it did pass each part, sub-part, sentence, clause or phrase thereof, irrespective of the fact that any one or more parts, sub-parts, sentences, clauses or phrases be declared invalid.

RULE XIV

REPEAL OF FORMER RULES

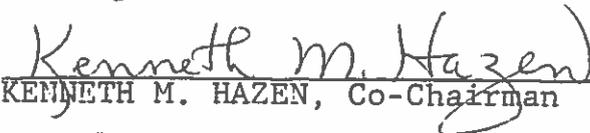
1. Repeal.

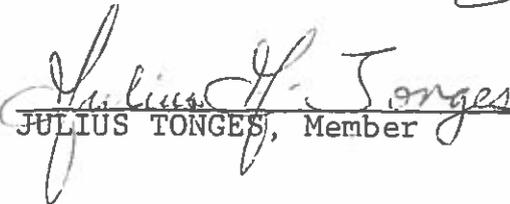
The Civil Service Commission of the City of Alliance, Ohio, does hereby repeal all former rules of said Commission.

2. Adopted.

The foregoing rules and regulations of the Civil Service Commission of Alliance, Ohio, are hereby adopted and approved this 11th day of June, 1979.


WYLAN W. WITTE, Chairman


KENNETH M. HAZEN, Co-Chairman


JULIUS TONGES, Member

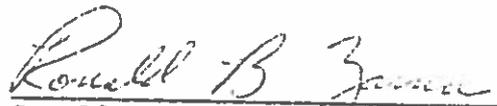
Amendment to the RULES of the CIVIL SERVICE COMMISSION
of the City of Alliance, Ohio

Rule X 6 (New Rule)

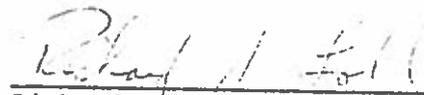
RECORD OF PROCEEDINGS

Any party which files an appeal to the Court of Common Pleas from an order or decision of this Commission shall provide satisfactory security to cover the cost of preparing and certifying to the Court a complete record of the proceedings in the case. Unless otherwise provided, the amount of such security shall be \$ 150.00. Costs in excess of this security shall be taxed as part of the costs of appeal to the Court and shall be paid as part of said costs. Excess security shall be refunded to the appellant. The Commission shall furnish at the cost of the party requesting it a copy of the record of proceedings, including evidence submitted.

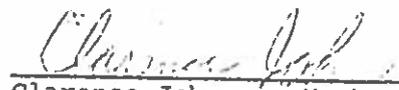
Said Amendment was adopted by the Alliance Civil Service Commission on July 11, 1988.



Ronald B. Zaina, Chairman



Richard J. Lolli, Vice Chairman



Clarence Johnson, Member

AMENDMENT

TO THE RULES OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF ALLIANCE, OHIO

RULE IV, SUBSECTION 5. B., C. & D.

B. Advancement and Promotional Examination.

Advancement and promotional examination for the Fire Department shall be in writing, shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought.

C. Advancement and Promotional Examination.

Advancement and promotional examination for the Police Department shall be a combination of a written examination and an assessment and shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought. Said exams for the Chief of Police shall be weighted with the assessment portion receiving seventy percent (70%) of the total grade and the written score receiving thirty percent (30%) of the total grade. Said exams for the Captains, Lieutenants and Sergeants of the Police Department shall be weighted with the assessment portion receiving sixty percent (60%) of the total grade and the written score receiving forty percent (40%) of the total grade.

D. Promotions to positions above the rank of Firefighter in the Fire Department shall be in accordance with the provisions of Section 124.45 of the Ohio Revised Code.

Said Amendment was adopted by the Alliance Civil Service Commission on May 5, 1998.

Edward Mathie
Edward Mathie, Chairman

Joyce A. Lamb
Joyce Lamb, Vice Chairman

Clarence Johnson
Clarence Johnson, Member

**AMENDMENT
TO THE RULES OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF ALLIANCE, OHIO**

RULE IV., SUBSECTION 12

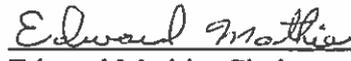
When proper proof of acceptable service in the armed forces of the United States, as defined in Section 124.23 of the Revised Code, is presented to the Commission and such ex-serviceman or woman being otherwise eligible has received a passing grade of seventy or more in any regular entrance examination, he or she shall be granted additional credit of twenty per cent of such grade, thereby receiving a final grade of twenty per cent higher in view of the above mentioned service.

Request for the additional credit for military service, together with an honorable discharge or other proof of satisfactory service, shall be submitted to the Commission with the application for the examinations. Credit for military service will not be given if the request for such credit is received by the Commission after an eligibility list for any examination has been established.

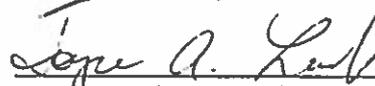
A credit of twenty percent (20%) will be granted if the applicant can furnish proof that he or she has passed the State Board Certification after having completed the certified number of hours of police training at a bonafide police academy. Said twenty percent (20%) credit shall be added to the applicant's final grade so long as he or she has received a passing grade of seventy (70) or more in any regular entrance examination. Proof of the certification shall be submitted to the Commission with the application for the examination. Credit for police certification will not be given if the request for such credit is received by the Commission after an eligibility list for any examination has been established.

If an applicant qualifies for the military service credit and the police training credit, the maximum will be limited to twenty percent (20%) being added to his or her final grade. However, if the applicant only qualifies for one or the other above additional credits, he or she shall receive the maximum twenty percent (20%) credit.

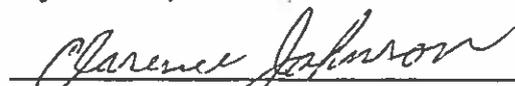
Said Amendment was adopted by the Alliance Civil Service Commission on March 15, 2001.



Edward Mathie, Chairman



Joyce Lamb, Vice Chairman



Clarence Johnson, Member

**AMENDMENT
TO THE RULES OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF ALLIANCE, OHIO**

RULE IV, SUBSECTION 5. B., C. & D

Said Amendment dated May 5, 1998 is hereby repealed. THEREFORE,

RULE IV, SUBSECTION 5. A. B. reads as follows:

- A. Entrance Examination.** Entrance examination shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought and shall when appropriate, include tests of manual skill. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto provided that any such determination must have been adopted prior to the date of such examination.
- B. Advancement and Promotional Examination.** Advancement and promotional examinations shall be in writing, shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought.

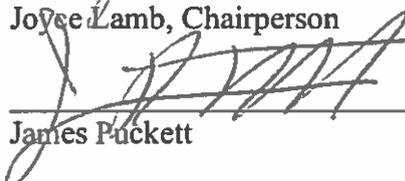
Promotions to positions above the rank of Police Officer in the Police Department and Firefighter in the Fire Department shall be in accordance with the provisions of Section 124.44 and 124.45 of the Revised Code.

Said Amendment was adopted by the Alliance Civil Service Commission on

April 18, 2002.



Joyce Lamb, Chairperson



James Puckett

ABSENT

Clarence Johnson

**AMENDMENT
TO THE RULES OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF ALLIANCE, OHIO**

RULE III, POSITION CLASSIFICATION (RANKS) B. (Police Department)

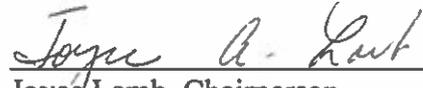
B. POLICE DEPARTMENT

The rules will be amended to include the positions of Lieutenant and Assistant Chief. Said rules will reflect as necessary the following grades in the Police Department:

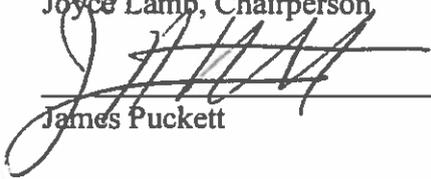
Chief
Assistant Chief
Captain
Lieutenant
Sergeant
Patrolman

Said Amendment was adopted by the Alliance Civil service Commission on

April 18, 2002.



Joyce Lamb, Chairperson



James Puckett

ABSENT

Clarence Johnson

AMENDMENT
TO THE RULES OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF ALLIANCE, OHIO

RULE IV. SUBSECTION 5.B.

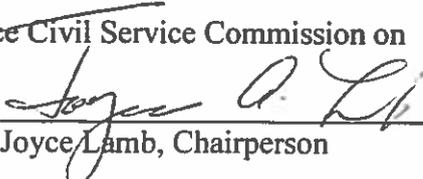
A. Entrance Examinations. Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought and shall, when appropriate, include tests of manual skill. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto provided that any such determination must have been adopted prior to the date of such examination.

B. Advancement and Promotional Examination. Advancement and promotional examinations for the Captains, Lieutenants and Sergeants of the Alliance Police Department shall be in writing, shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought.

Advancement and promotional examination for the Chief and Assistant Chief of the Alliance Police Department shall be a combination of a written examination and an assessment and shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought. Said exams for the Chief of Police and Assistant Police Chief shall be weighted with the assessment portion receiving sixty percent (60%) of the total grade and the written score receiving forty percent (40%) of the total score.

Promotions to positions above the rank of Police Officer in the Police Department and Firefighter in the Fire Department shall be in accordance with the provisions of Section 124.44 and 124.45 of the Revised Code.

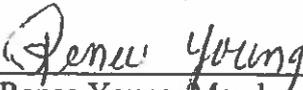
Said Amendment was adopted by the Alliance Civil Service Commission on 7 day of April, 2008.



Joyce Lamb, Chairperson

ABSENT

James Puckett, Member



Renee Young, Member



The City of

Alliance, OHIO, 44601

"The Carnation City"

CIVIL SERVICE COMMISSION

PHONE 216/821-3110

**AMENDMENT
TO THE RULES OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF ALLIANCE, OHIO**

RULE V. SUBSECTION 2

Fire Department Applicants. Applicants for examination for original appointment to the Fire Department as a firefighter must have attained the age of eighteen (18) on or prior to the date of examination and no person shall be eligible to receive an original appointment as such on or after his **thirty-fifth (35) birthday and that the applicant possess Firefighter Level I and II certifications as recognized by the State of Ohio.** Such appointment shall be in accordance with other requirements as set forth in Section 124.42 of the Ohio Revised Code.

Said Amendment was adopted by the Alliance Civil Service Commission on

April 5, 2012.



Joyce Lamb, Chairperson

ABSENT

James Puckett, Member



Renee Young, Member

AMENDMENT
TO THE RULES OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF ALLIANCE, OHIO

RULE IV. SUBSECTION 5.B.

B. Entrance Examinations. Entrance examinations shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which appointment is sought and shall, when appropriate, include tests of manual skill. The Commission shall prescribe the subjects of each examination and the relative weights to be attached thereto provided that any such determination must have been adopted prior to the date of such examination.

B. Advancement and Promotional Examination. Advancement and promotional examination for the rank of Chief, Assistant Chief, **Captains, Lieutenants and Sergeants** of the Alliance Police Department shall be a combination of a written examination and an assessment and shall be practical in character and shall relate directly to those matters which will fairly test the relative capacity of the person examined to discharge the particular duties of the position for which promotion is sought. Said exams shall be weighted with the assessment portion receiving sixty percent (60%) of the total grade and the written score receiving forty percent (40%) of the total score.

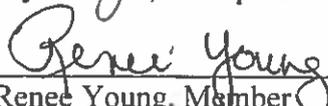
Promotions to positions above rank of Police Officer in the Police Department and Firefighter in the Fire Department shall be in accordance with the provisions of Section 124.44 and 124.45 of the Revised Code.

Said Amendment was adopted by the Alliance Civil Service Commission on

9-15-15



Joyce Lamb, Chairperson



Renee Young, Member



John Blaser, Member