



**Civil Service Commission  
Agenda  
March 13, 2025  
5:00 p.m.**

1. Call to Order
2. Roll Call
3. Approve Minutes of the January 23, 2025 meeting
4. New Business
  - Extension of Police Sergeant Promotional List
  - Selection Procedures for Police Officer (Entry Level) positions
  - Selection Procedures for Police Officer (Lateral) positions
7. Adjournment

Miamisburg Civil Service Commission  
Minutes

January 23, 2025

Commissioner Steve Case called the meeting to order at 5:00 p.m.

Mayor Collins performed the swearing in of Commissioners Basinger and Grainger. Commissioners Basinger and Grainger have renewed for terms of January 1, 2025 through December 31, 2026.

The following Commission members were present: Keith Basinger, Steve Case and Wayne Grainger. The following staff members were present: Leslie Kohli, Police Chief Mike Brem and Keysha Alexander.

A motion was made by Mr. Case, seconded by Mr. Basinger to excuse the absences of Commissioners Carissa Ross and Jason Hartley. Motion carried.

A motion was made by Mr. Grainger, seconded by Mr. Basinger to approve the minutes of the November 21, 2024 meeting, as presented. Motion carried.

A motion was made by Mr. Basinger, seconded by Mr. Case to appoint Carissa Ross as Chair. Motion carried.

A motion was made by Mr. Grainger, seconded by Mr. Basinger to appoint Jason Hartley as Vice Chair. Motion carried.

Ms. Kohli introduced Police Chief Mike Brem to Commission members. Ms. Kohli advised of a change to agenda items, noting that the Extension of Sergeant Promotional List will be re-evaluated and possibly added to the next meeting agenda.

In addition, possible changes to the police hiring process are being considered and a proposal will be made at a future meeting. Chief Brem added that the current hiring timeline has resulted in losing candidates due to the length of the process. Changes being reviewed include no longer requiring the written NTN testing but rather using the interview as an oral examination prior to determining the eligibility list that will then be brought to Civil Service to approve. This will keep candidates engaged during the process as well as expose issues sooner that would keep someone from being considered and result in a more accurate list for Civil Service of candidates who should move forward into the background process. . The proposed changes will be reviewed by an attorney to ensure they meet requirements prior to being presented to Commissioners.

Ms. Kohli reviewed the Police Officer Eligibility List. There were eight applicants for Police Officer – Entry Level.

A motion was made by Mr. Basinger, seconded by Mr. Grainger to certify the Police Officer Eligibility List. Motion carried.

There being no further business to come before the Commissioners, Mr. Grainger motioned to adjourn, seconded by Mr. Case. Mr. Case declared the meeting adjourned at 5:16 p.m.

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Steve Case, Commissioner

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Keysha Alexander, Secretary



## CIVIL SERVICE ELIGIBILITY LIST

### **POLICE SERGEANT**

<u>Candidate</u>	<u>Rank</u>
Justin Small	1
Michael Habermann	2

Effective: 04/30/2024  
Extended Expiration: 04/30/2026

Approval: \_\_\_\_\_  
Carissa Ross, Chair  
Civil Service Commission

\_\_\_\_\_  
Date





## **POLICE OFFICER (Entry Level)**

### Selection Procedures

1. Position will be concurrently posted internally and advertised externally.
2. Applicants will complete application via job portal.
3. Applicants must then successfully complete the following to move forward to the Oral Review Panel.
  - a. Physical agility assessment or provide documentation showing a passing fitness test score from an Ohio Police Academy within the past (6) six months to move forward in the selection process.
  - b. Personal History Questionnaire and submit it to Human Resources.
4. Application materials will be reviewed by Human Resources Department supervisory staff to make sure applicants meet minimum qualifications and for any indication of disqualifying factors.
5. Eligible applicants will then be interviewed by an Oral Review Panel consisting of a minimum of two Police Department staff (as determined by the Police Chief or his designee), and one designee from the Human Resources Department.
6. The oral review panel will recommend applicants to be considered further and those to be eliminated from further consideration.
7. Applicants may also be required to successfully complete applicable skills testing(s) to determine if they are a good candidate to advance into the process.
8. Applicants recommended for advancement in the process will be administered a polygraph examination by a certified polygrapher.
9. An unranked eligibility list consisting of applicants who have successfully completed the Personal History Questionnaire, the physical agility assessment, the oral review panel, and the initial polygraph examination will be presented to the Civil Service Commission for certification.
10. Applicants advancing will be subject to a thorough background investigation and a recommendation will be made to the Police Chief by the detective division.
11. Applicants advancing past background investigation will be interviewed by the Police Chief who will then make a recommendation to the Human Resources Director.
12. A recommendation will be made by the Human Resources Director to the City Manager for the appointment to the position.
13. A conditional offer of employment will be extended by the City Manager.
14. A final offer will be extended by the City Manager upon successful completion of the following post-offer exams:
  - a. Post-polygraph examination administered by a certified polygrapher.
  - b. Ohio Police Pension Physical administered by an approved medical physician.
  - c. Psychological evaluation administered by a licensed psychologist, psychiatrist and/or counselor.

Approval: \_\_\_\_\_  
Carissa Ross, Chair  
Civil Service Commission

\_\_\_\_\_ Date



## **POLICE OFFICER (Lateral)**

### Selection Procedures

1. Position will be concurrently posted internally and advertised externally. Lateral applicants are accepted all year long on an ongoing basis.
2. Applicants will complete application via job portal.
3. Applicants must complete a Personal History Questionnaire and submit it to Human Resources.
4. Application materials will be reviewed by Human Resources Department supervisory staff to make sure applicants meet minimum qualifications and for any indication of disqualifying factors.
5. If an applicant meets minimum qualifications and there are no disqualifying factors, the applicant may be invited for an interview based on needs of the department at that time and quality of other applicants being considered.
6. Selected applicants will be interviewed by an Oral Review Panel consisting of a minimum of two Police Department staff (as determined by the Police Chief or his designee), and one designee from the Human Resources Department.
7. The Oral Review Panel will recommend applicants to be considered further and those to be eliminated from further consideration.
8. Applicants may also be required to successfully complete applicable skills testing(s) to determine if they are a good candidate to advance into the process.
9. Applicants recommended for advancement in the process will be administered a polygraph examination by a certified polygrapher.
10. Applicants advancing will be subject to a thorough background investigation and a recommendation will be made to the Police Chief by the detective division.
11. Applicants advancing past background investigation will be interviewed by the Police Chief who will then make a recommendation to the Human Resources Director.
12. A recommendation will be made by the Human Resources Director to the City Manager for the appointment to the position.
13. A conditional offer of employment will be extended by the City Manager.
14. A final offer will be extended by the City Manager upon successful completion of the following post-offer exams:
  - a. Post-polygraph examination administered by a certified polygrapher.
  - b. Ohio Police Pension Physical administered by an approved medical physician, if necessary.
  - c. Psychological evaluation administered by a licensed psychologist, psychiatrist and/or counselor.

Approval: \_\_\_\_\_  
Carissa Ross, Chair  
Civil Service Commission

\_\_\_\_\_  
Date