

The City Record

Official Publication of the Council of the City of Cleveland



August the Thirteenth, Two Thousand and Fourteen

Frank G. Jackson
Mayor

Kevin J. Kelley
President of Council

Patricia J. Britt
City Clerk, Clerk of Council

Ward Name

- 1 Terrell H. Pruitt
- 2 Zachary Reed
- 3 Joe Cimperman
- 4 Kenneth L. Johnson
- 5 Phyllis E. Cleveland
- 6 Mamie J. Mitchell
- 7 TJ Dow
- 8 Michael D. Polensek
- 9 Kevin Conwell
- 10 Jeffrey D. Johnson
- 11 Dona Brady
- 12 Anthony Brancatelli
- 13 Kevin J. Kelley
- 14 Brian J. Cummins
- 15 Matthew Zone
- 16 Martin J. Sweeney
- 17 Martin J. Keane

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www.clevelandcitycouncil.org

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DIRECTORY OF CITY OFFICIALS

CITY COUNCIL – LEGISLATIVE

President of Council – Kevin J. Kelley

Ward	Name	Residence	
1	Terrell H. Pruitt	16920 Throckley Avenue	44128
2	Zack Reed	3734 East 149th Street	44120
3	Joe Cimperman	P.O. Box 91688	44101
4	Kenneth L. Johnson	2948 Hampton Road	44120
5	Phyllis E. Cleveland	2369 East 36th Street	44105
6	Mamie J. Mitchell	12701 Shaker Boulevard, #712	44120
7	TJ Dow	7715 Decker Avenue	44103
8	Michael D. Polensek	17855 Brian Avenue	44119
9	Kevin Conwell	10647 Ashbury Avenue	44106
10	Jeffrey D. Johnson	9024 Parkgate Avenue	44108
11	Dona Brady	1272 West Boulevard	44102
12	Anthony Brancatelli	6924 Ottawa Road	44105
13	Kevin J. Kelley	5904 Parkridge Avenue	44144
14	Brian J. Cummins	3104 Mapledale Avenue	44109
15	Matthew Zone	1228 West 69th Street	44102
16	Martin J. Sweeney	3632 West 133rd Street	44111
17	Martin J. Keane	15907 Colletta Lane	44111

City Clerk, Clerk of Council – Patricia J. Britt, 216 City Hall, 664–2840

MAYOR – Frank G. Jackson

Ken Silliman, Secretary to the Mayor, Chief of Staff

Darnell Brown, Executive Assistant to the Mayor, Chief Operating Officer

Valarie J. McCall, Executive Assistant to the Mayor, Chief of Government Affairs

Martin J. Flask, Executive Assistant to the Mayor of Special Projects

Monyka S. Price, Executive Assistant to the Mayor, Chief of Education

Maureen Harper, Executive Assistant to the Mayor, Chief of Communications

Janita McGowan, Executive Assistant to the Mayor, Chief of Sustainability

Natoya J. Walker Minor, Chief of Public Affairs – Interim Director of Equal Opportunity.

OFFICE OF CAPITAL PROJECTS – Matthew L. Spronz, Director

DIVISIONS:

Architecture and Site Development – Robert Vilkas, Chief Architect, Manager

Engineering and Construction – Richard J. Switalski, Manager

Real Estate – James DeRosa, Commissioner

DEPT. OF LAW – Barbara A. Langhenry, Director, Gary D. Singletary, Chief Counsel,

Richard F. Horvath, Chief Corporate Counsel, Thomas J. Kaiser, Chief Trial Counsel,

Room 106: John Skrtic, Law Librarian, Room 100

DEPT. OF FINANCE – Sharon Dumas, Director, Room 104;

Natasha Brandt, Manager, Internal Audit

DIVISIONS:

Accounts – Lonya Moss Walker, Commissioner, Room 19

Assessments and Licenses – Dedrick Stephens, Commissioner, Room 122

City Treasury – James Hartley, Interim Treasurer, Room 115

Financial Reporting and Control – James Gentile, Controller, Room 18

Information Technology and Services – Douglas Divish, Commissioner, 205 W. St. Clair Avenue

Purchases and Supplies – Tiffany White, Commissioner, Room 128

Printing and Reproduction – Michael Hewitt, Commissioner, 1735 Lakeside Avenue

Taxation – Nassim Lynch, Tax Administrator, 205 W. St. Clair Avenue

DEPT. OF PUBLIC UTILITIES – Paul Bender, Director, 1201 Lakeside Avenue

DIVISIONS:

Cleveland Public Power – Ivan Henderson, Commissioner

Utilities Fiscal Control – Frank Badalamenti, Chief Financial Officer

Water – Alex Margevicius, Interim Commissioner

Water Pollution Control – Rachid Zoghaib, Commissioner

DEPT. OF PORT CONTROL – Ricky D. Smith, Director, Cleveland Hopkins

International Airport, 5300 Riverside Drive

DIVISIONS:

Burke Lakefront Airport – Khalid Bahhur, Commissioner

Cleveland Hopkins International Airport – Fred Szabo, Commissioner

DEPT. OF PUBLIC WORKS – Michael Cox, Director

OFFICES:

Administration – John Laird, Manager

Special Events and Marketing – Tangee Johnson, Manager

DIVISIONS:

Motor Vehicle Maintenance – Daniel A. Novak, Commissioner

Park Maintenance and Properties – Richard L. Silva, Commissioner

Parking Facilities – Antonette Thompson, Interim Commissioner

Property Management – Tom Nagle, Commissioner

Recreation – Samuel Gissentaner, Interim Commissioner

Streets – Randell T. Scott, Interim Commissioner

Traffic Engineering – Robert Mavec, Commissioner

Waste Collection and Disposal – Randell T. Scott, Interim Commissioner

DEPT. OF PUBLIC HEALTH – Toinette Parrilla, Director, 75 Erieview Plaza

DIVISIONS:

Air Quality – George Baker, Commissioner

Environment – Chantez Williams, Commissioner, 75 Erieview Plaza

Health – Myron Bennett, Commissioner, 75 Erieview Plaza

DEPT. OF PUBLIC SAFETY – Michael C. McGrath, Director, Room 230

DIVISIONS:

Animal Control Services – John Baird, Chief Dog Warden, 2690 West 7th Street

Corrections – Robert Taskey, Commissioner, Cleveland House of Corrections, 4041 Northfield Rd.

Emergency Medical Service – Nicole Carlton, Acting Commissioner, 1708 South Pointe Drive

Fire – Patrick Kelly, Chief, 1645 Superior Avenue

Police – Calvin D. Williams, Chief, Police Hdqtrs. Bldg., 1300 Ontario Street

DEPT. OF COMMUNITY DEVELOPMENT – Daryl Rush, Director

DIVISIONS:

Administrative Services – Jesus Rodriguez, Commissioner

Fair Housing and Consumer Affairs Office – John Mahoney, Manager

Neighborhood Development – Chris Garland, Commissioner

Neighborhood Services – Louise V. Jackson, Commissioner

DEPT. OF BUILDING AND HOUSING – Edward W. Rybka, Director, Room 500

DIVISIONS:

Code Enforcement – Thomas E. Vanover, Commissioner

Construction Permitting – Narid Hussain, Commissioner

DEPT. OF HUMAN RESOURCES – Deborah Southerington, Director, Room 121

DEPT. OF ECONOMIC DEVELOPMENT – Tracey A. Nichols, Director, Room 210

DEPT. OF AGING – Jane Fumich, Director, Room 122

COMMUNITY RELATIONS BOARD – Room 11, Blaine Griffin, Director, Mayor Frank

G. Jackson, Chairman Ex-Officio; Rev. Dr. Charles P. Lucas, Jr., Vice-Chairman, Council

Member Brian Cummins, Eugene R. Miller, (Board Lawyer), Roosevelt E. Coats, Jenice

Contreras, Kathryn Hall, Yasir Hamdallah, Evangeline Hardaway, John O. Horton, Gary

Johnson, Sr., Daniel McNea, Stephanie Morrison-Hrbek, Roland Muhammad, Gia Hoa

Ryan, Peter Whitt.

CIVIL SERVICE COMMISSION – Room 119, Robert Bennett, President; Michael L.

Nelson, Sr., Vice-President; Lucille Ambroz, Secretary; Members: Pastor Gregory Jordan,

Michael Flickinger.

SINKING FUND COMMISSION – Frank G. Jackson, President; Council President Kevin

J. Kelley; Betsy Hruby, Asst. Sec’y; Sharon Dumas, Director.

BOARD OF ZONING APPEALS – Room 516, Carol A. Johnson, Chairman; Members:

Mary Haas McGraw, Ozell Dobbins, Joan Shaver Washington, Tim Donovan, Elizabeth

Kukla, Secretary.

BOARD OF BUILDING STANDARDS AND BUILDING APPEALS – Room 516,

Joseph F. Denk, Chairman; Howard Bradley, Patrick M. Gallagher, Robert Maschke, Halim

M. Saab, P.E., Alternate Members – D. Cox, P. Frank, E. P. O’Brien, Richard Pace, J.F.

Sullivan.

BOARD OF REVISION OF ASSESSMENTS – Law Director Barbara A. Langhenry,

President; Finance Director Sharon Dumas, Secretary; Council President Kevin J. Kelley.

BOARD OF SIDEWALK APPEALS – Capital Projects Director Matthew Spronz, Law

Director Barbara A. Langhenry; Council Member _____.

BOARD OF REVIEW – (Municipal Income Tax) – Law Director Barbara A. Langhenry;

Utilities Director Paul Bender; Council President Kevin J. Kelley.

CITY PLANNING COMMISSION – Room 501 – Freddy L. Collier, Jr., Director; Anthony

J. Coyne, Chairman; David H. Bowen, Lillian Kuri, Lawrence A. Lumpkin, Gloria Jean

Pinkney, Norman Krumholz, Council Member Phyllis E. Cleveland.

FAIR HOUSING BOARD – Charles See, Chair; Lisa Camacho, Daniel Conway, Robert L.

Render, Genesis O. Brown.

HOUSING ADVISORY BOARD – Room 310 – Keith Brown, Terri Hamilton Brown, Vickie

Eaton-Johnson, Mike Foley, Eric Hodderson, Janet Loehr, Mark McDermott, Marcia Nolan,

David Perkowski, Joan Shaver Washington, Keith Sutton.

CLEVELAND BOXING AND WRESTLING COMMISSION – Robert Jones, Chairman;

Clint Martin, Mark Rivera.

MORAL CLAIMS COMMISSION – Law Director Barbara A. Langhenry; Chairman;

Finance Director Sharon Dumas; Council President Kevin J. Kelley; Councilman

Kevin Kelley.

POLICE REVIEW BOARD – Thomas Jones, Board Chair Person; Vernon Collier, Vermel

Whalen, Nancy Cronin, Elvin Vauss.

CLEVELAND LANDMARKS COMMISSION – Room 519 – Jennifer Coleman, Chair;

Laura M. Bala, Robert N. Brown, Allan Dreyer, Giancarlo Calicchia, Council Member

Terrell H. Pruitt, Robert Vilkas, Donald Petit, Interim Secretary.

AUDIT COMMITTEE – Yvette M. Itu, Chairman; Debra Janik, Bracy Lewis, Diane

Downing, Donna Sciarappa, Council President Kevin J. Kelley; Law Director Barbara A.

Langhenry.

CLEVELAND MUNICIPAL COURT

JUSTICE CENTER – 1200 ONTARIO STREET

JUDGE COURTROOM ASSIGNMENTS

Judge Courtroom

Presiding and Administrative Judge Ronald B. Adrine – Courtroom 15A

Judge Pinkey S. Carr – Courtroom 12B

Judge Marilyn B. Cassidy – Courtroom 13A

Judge Michelle Denise Earley – Courtroom 12C

Judge Emanuella Groves – Courtroom 14B

Judge Anita Laster Mays – Courtroom 14C

Judge Lauren C. Moore – Courtroom 14A

Judge Charles L. Patton, Jr. – Courtroom 13D

Judge Raymond L. Pianka (Housing Court Judge) – Courtroom 13B

Judge Angela R. Stokes – Courtroom 15C

Judge Pauline H. Tarver – Courtroom 13C

Judge Ed Wade – Courtroom 12A

Judge Joseph J. Zone – Courtroom 14D

Earle B. Turner – Clerk of Courts, Russell R. Brown III – Court Administrator, Gregory A. Sims

– Chief Bailiff; Jerome M. Krakowski – Chief Probation Officer, Gregory F. Clifford – Chief

Magistrate, Victor Perez – City Prosecutor

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71 OFFICIAL PUBLICATION OF THE COUNCIL OF THE CITY OF CLEVELAND

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WEDNESDAY, AUGUST 13, 2014

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CITY COUNCIL

MONDAY, AUGUST 11, 2014

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216 City Hall

PERMANENT SCHEDULE STANDING COMMITTEES OF THE COUNCIL 2014-2017

MONDAY — Alternating

9:30 A.M. — **Health and Human Services Committee:** Cimperman (CHAIR), Mitchell (VICE-CHAIR), Brady, Cleveland, Conwell, Cummins, J. Johnson.

9:30 A.M. — **Municipal Services and Property Committee:** K. Johnson (CHAIR), Sweeney (VICE-CHAIR), Brancatelli, Cummins, Dow, J. Johnson, Reed.

MONDAY

2:00 P.M. — **Finance Committee:** Kelley (CHAIR), Cleveland (VICE-CHAIR), Brady, Brancatelli, Conwell, Keane, Mitchell, Pruitt, Zone.

TUESDAY

9:30 A.M. — **Development, Planning and Sustainability Committee:** Brancatelli (CHAIR), Cleveland (VICE-CHAIR), Cimperman, Cummins, Dow, Pruitt, Zone.

TUESDAY — Alternating

1:30 P.M. — **Utilities Committee:** Pruitt (CHAIR), Brady (VICE-CHAIR), Brancatelli, Cummins, Keane, Mitchell, Polensek.

1:30 P.M. — **Workforce and Community Benefits Committee:** Cleveland (CHAIR), Zone (VICE-CHAIR), J. Johnson, Polensek, Pruitt, Reed, Sweeney.

WEDNESDAY — Alternating

10:00 A.M. — **Safety Committee:** Zone (CHAIR), Conwell (VICE-CHAIR), Cimperman, Dow, K. Johnson, Keane, Polensek.

10:00 A.M. — **Transportation Committee:** Keane (CHAIR), Dow (VICE-CHAIR), Conwell, J. Johnson, K. Johnson, Reed, Sweeney.

The following Committees meet at the Call of the Chair:

Mayor's Appointments Committee: Sweeney (CHAIR), Brady, Cleveland, Dow, Kelley.

Operations Committee: Pruitt (CHAIR), Kelley, Keane, Mitchell, Zone.

Rules Committee: Kelley (CHAIR), Cleveland, Cummins, Keane, Pruitt.

OFFICIAL PROCEEDINGS CITY COUNCIL

NO MEETING

THE CALENDAR

The following measures will be on their final passage at the next meeting:

NONE

BOARD OF CONTROL

August 6, 2014

The Regular meeting of the Board of Control convened in the Mayor's office on Wednesday, August 6, 2014 at 10:33 a.m. with Director Langhenry presiding.

Present: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Absent: Mayor Jackson.
Others: Natoya Walker Minor, Interim Director, Office of Equal Opportunity.

Matthew Spronz, Director, Mayor's Office of Capital Projects.

Tiffany White, Commissioner, Division of Purchases & Supplies.

On motions, the following resolutions were adopted, except as may be otherwise noted.

Resolution No. 357-14.

By Director Dumas.

Resolved, by the Board of Control of the City of Cleveland that the bid of Lake Erie Winnelson, Inc., for an estimated quantity of plumbing supplies and equipment, all items, for the various divisions of City government, for a period of two years

beginning with the date of execution of a contract, with an option to renew for one year, received on July 2, 2014, under the authority of Ordinance No. 428-14, passed by Cleveland City Council on April 14, 2014, which on the basis of the estimated quantity would amount to \$625,474.00, is affirmed and approved as the lowest and best bid, and the Director of Finance is requested to enter into a requirement contract for the labor and materials necessary for the specified items.

The requirement contract shall further provide that the Contractor shall furnish all the City's requirements for such labor and materials, whether more or less than the estimated quantity, as may be ordered under delivery orders separately certified to the contract.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 358-14.

By Director Dumas.

Resolved, by the Board of Control of the City of Cleveland that the bid of Stark Metal Sales Inc., for an estimated quantity of miscellaneous sized steel, for Part 2, all items, for the various divisions of City government, for a period of one year beginning with the date of execution of a contract with an option to renew for one additional year, received on July 2, 2014, under the authority of Ordinance No. 1501-13, passed by Cleveland City Council on November 18, 2013, which on the basis of the estimated quantity would amount to \$366,228.18, is affirmed and approved as the lowest and best bid, and the Director of Finance is requested to enter into a requirement contract for the labor and materials necessary for the specified items.

The requirement contract shall further provide that the Contractor shall furnish all the City's requirements for such labor and materials, whether more or less than the estimated quantity, as may be ordered under delivery orders separately certified to the contract.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 359-14.

By Director Dumas.

Resolved, by the Board of Control of the City of Cleveland that the bid of E-Wynn, Inc., dba Columbus Window Cleaning Company, for an estimated quantity of labor and material necessary for window washing services, all items, for the various divisions of City government, for a period of one year beginning with the date of execution of a contract, with two-one year options to renew, received on July 2, 2014, under the authority of Section 181.101 of the Codified Ordinances of Cleveland, Ohio, 1976, which on the basis of the estimated quantity would amount to \$139,650.00, is affirmed and approved as the lowest and best bid, and the Director of Finance is requested to enter into a requirement contract for the labor and materials necessary for the specified items.

The requirement contract shall further provide that the Contractor shall furnish all the City's requirements for such labor and materials, whether more or less than the estimated quantity, as may be ordered under delivery orders separately certified to the contract.

Be it further resolved by the Board of Control of the City of Cleveland that the employment of the following subcontractor by E-Wynn, Inc., dba Columbus Window Cleaning Company for the above-mentioned service is hereby approved:

Women on Wheels, Inc. dba W.O.W. Inc.
CSB/MBE/FBE — 9.016% — \$26,556.00

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 360-14.

By Director Bender.

Be it resolved by the Board of Control of the City of Cleveland that the employment of the following subconsultants by Black & Veatch Corporation under Contract No. PS2011*304 for professional consulting services for general IT and billing system support for the Customer Care and Billing ("CC&B") system, for the Division of Water, Department of Public Utilities, is approved:

<u>Subconsultant</u>	<u>Work Percentage</u>
Recess Creative, LLC (CSB)	\$ 50,000.00 0.731%
TieBridge, Inc.	\$100,000.00 1.462%

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 361-14.

By Director Bender.

Whereas, under the authority of division (d) of Section 181.102 C.O., Board of Control Resolution No. 217-14, adopted on May 28, 2014, fixed the compensation to be paid under a prospective agreement with Ventyx, Inc. for maintenance and technical support services for the Ventyx Customer Suite, including the Service Suite and Asset Suite software, including new releases, patches and fixes, technical support and product research and improvement, for the one-year term starting August 1, 2014, for the Division of Cleveland Public Power, Department of Public Utilities; and

Whereas, by its letter dated June 26, 2014, Ventyx informed the City it had sold the Ventyx Customer Suite to Hansen Technologies, on May 15, 2014; now, therefore,

Be it resolved, by the Board of Control of the City of Cleveland, that Resolution No. 217-14, adopted May 28, 2014, is amended by substituting Hansen Banner, LLC, a Hansen Technologies company, for Ventyx, Inc. where appearing in the resolution.

Be it further resolved, that all other provisions of Resolution No. 217-14, adopted May 28, 2014, not expressly amended above shall remain unchanged and in full force and effect.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 362-14.

By Director Bender.

Be it resolved by the Board of Control of the City of Cleveland that the bid of Feghali Brothers, LLC for the public improvement of the 1201 Lakeside Avenue Customer Lobby Improvements, including a \$10,000.00 contingency allowance, all items, for the Division of Water, Department of Public Utilities, received on May 16, 2014, under the authority of Ordinance No. 1554-13, passed February 10, 2014, upon a gross price for the improvement in the aggregate amount of \$110,000.00, is affirmed and approved as the lowest responsible bid, and the Director of Public Utilities is authorized to enter into a contract for the improvement with the bidder.

Be it further resolved by the Board of Control of the City of Cleveland that the employment of the following subcontractor by Feghali Brothers, LLC for the above-mentioned public improvement is approved:

<u>SUBCONTRACTOR</u>	<u>WORK PERCENTAGE</u>
JM Flooring, LLC (CSB/MBE)	\$6,000.00 5.45%
Five Star Supply Company	\$2,000.00 1.82%

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla,

McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 363-14.

By Director Spronz.

Be it resolved by the Board of Control of the City of Cleveland, that the bid of the Shelly Company, Inc for the public improvement of U.S. 42 (W. 25th Street) between Interstate 71 and U.S. 6, all items, for the Division of Engineering and Construction, Mayor's Office of Capital Projects, received on July 17, 2014, under the authority of Ordinance No. 623-14, passed by Cleveland City Council on June 9, 2014, upon a unit basis for the improvement, in the aggregate amount of \$2,984,829.50, is affirmed and approved as the lowest responsible bid, and the Director of Capital Projects is authorized to enter into contract for the improvement with the bidder.

Be it further resolved that the employment of the following subcontractors by the Shelly Company, Inc. for the above-mentioned public improvement is approved:

Clarks Family Trucking, Inc.
(CSB) — \$5,000 (0.17%)

Cook Paving and Construction Co., Inc.
(CSB) — \$10,000 (0.34%)

PGT Construction, Inc.
(CSB) — \$5,000 (0.17%)

Perk Company, Inc.
(CSB) — \$835,875 (28.00%)

Trafftech, Inc.
(CSB) — \$172,000 (5.76%)

Solar Testing Laboratories, Inc.
(CSB) — \$28,910 (0.97%)

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 364-14.

By Director Cox.

Be it resolved, by the Board of Control of the City of Cleveland that the bid of Barber's Chemicals, Inc., for an estimated quantity of pool chemicals, items I-B, I-J, II and III, for the Division of Recreation, Department of Public Works, for a period of one year beginning with the date of execution of a contract, with two one-year renewal options, received on May 15, 2014 under the authority of Section 181.101 of the Codified Ordinances of Cleveland, Ohio, 1976, which on the basis of the estimated quantity would amount to \$80,561.45 (Net), is affirmed and approved as the lowest and best bid, and the Director of Public Works is requested to enter into a requirement contract for the goods and/or services specified.

The requirement contract shall further provide that the Contractor shall furnish the City's requirements for the goods and/or services,

whether more or less than the estimated quantity, as may be ordered under delivery orders separately certified to the contract.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 365-14.

By Director Cox.

Be it resolved, by the Board of Control of the City of Cleveland that the bid of Ohio Pool Equipment & Supply Co., Inc., dba O. P. Aquatics, for an estimated quantity of pool chemicals, items I-A, I-C through I-H, inclusive, for the Division of Recreation, Department of Public Works, for a period of one year beginning with the date of execution of a contract, with two one-year renewal options, received on May 15, 2014 under the authority of Section 181.101 of the Codified Ordinances of Cleveland, Ohio, 1976, which on the basis of the estimated quantity would amount to \$26,868.50 (Net), is affirmed and approved as the lowest and best bid, and the Director of Public Works is requested to enter into a requirement contract for the goods and/or services specified.

The requirement contract shall further provide that the Contractor shall furnish the City's requirements for the goods and/or services, whether more or less than the estimated quantity, as may be ordered under delivery orders separately certified to the contract.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 366-14.

By Director Ambroz.

Be it resolved, by the Board of Control of the City of Cleveland that under the authority of Ordinance No. 672-13, passed by the Council of the City of Cleveland on May 20, 2013, Cuyahoga Community College District is selected from a list of firms determined after a full and complete canvass by the Secretary of the Civil Service Commission as the firm to be employed by contract to supplement the regularly employed staff of the several departments of the City of Cleveland in order to provide professional services necessary for the development, administration, grading and statistical analysis of a firefighter physical ability examination for the position of Firefighter.

Be it further resolved that the Secretary of the Civil Service Commission is authorized to enter into a contract with Cuyahoga Community College District based upon its proposal dated April 29, 2014, which contract shall be prepared by the Director of Law, shall provide for rendering the professional services described in the proposal for an aggregate fee not to exceed \$127,500.00, and shall contain such additional provisions as the Director of Law deems necessary to protect and benefit the public interest.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 367-14.

By Director Rush.

Whereas, under Ordinance No. 2076-76 passed October 25, 1976, the City is conducting a Land Reutilization Program ("Program") according to the provisions of Chapter 5722 of the Ohio Revised Code; and

Whereas, under the Program, the City has acquired Permanent Parcel Nos. 106-14-014, 106-14-015 and 106-14-016 located on Hough Avenue; and

Whereas, Section 183.021 of the Codified Ordinances of Cleveland, Ohio, 1976 authorizes the Commissioner of Purchases and Supplies, when directed by the Director of Community Development and when certain specified conditions have been met, to sell Land Reutilization Program parcels; and

Whereas, Neighborhood Solutions, Inc. has proposed to the City to purchase and develop the parcels for market garden; and

Whereas, the following conditions exist:

1. The member of Council from Ward 7 has either approved the proposed sale or has not disapproved or requested a hold of the proposed sale within 45 days of notification of it;

2. The proposed purchaser of the parcels is neither tax delinquent nor in violation of the Building and Housing Code; now, therefore,

Be it resolved by the Board of Control of the City of Cleveland that under Section 183.021 of the Codified Ordinances of Cleveland, Ohio, 1976, the Commissioner of Purchases and Supplies is authorized, when directed by the Director of Community Development, and the Mayor is requested, to execute an Official Deed for and on behalf of the City of Cleveland, with Neighborhood Solutions, Inc. for the sale and development of Permanent Parcel Nos. 106-14-014, 106-14-015 and 106-14-016 located on Hough Avenue, according to the Land Reutilization Program in such manner as best carries out the intent of the program.

Be it further resolved that the consideration for the sale of the parcels shall be \$600.00, which amount is determined to be not less than the fair market value of the parcels for uses according to the Program.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 368-14.

By Director Rush.

Whereas, under Ordinance No. 2076-76 passed October 25, 1976, the City is conducting a Land Reutilization Program ("Program") according to the provisions of Chapter 5722 of the Ohio Revised Code; and

Whereas, under the Program, the City has acquired Permanent Parcel No. 136-08-006 located at 10003 Harvard Avenue; and

Whereas, Section 183.021 of the Codified Ordinances of Cleveland, Ohio, 1976 authorizes the Commissioner of Purchases and Supplies, when directed by the Director of Community Development and when certain specified conditions have been met, to sell Land Reutilization Program parcels; and

Whereas, Michael Collins has proposed to the City to purchase and develop the parcel for business expansion; and

Whereas, the following conditions exist:

1. The member of Council from Ward 2 has either approved the proposed sale or has not disapproved or requested a hold of the proposed sale within 45 days of notification of it;

2. The proposed purchaser of the parcel is neither tax delinquent nor in violation of the Building and Housing Code; now, therefore,

Be it resolved by the Board of Control of the City of Cleveland that under Section 183.021 of the Codified Ordinances of Cleveland, Ohio, 1976, the Commissioner of Purchases and Supplies is authorized, when directed by the Director of Community Development, and the Mayor is requested, to execute an Official Deed for and on behalf of the City of Cleveland, with Michael Collins for the sale and development of Permanent Parcel No. 136-08-006 located at 10003 Harvard Avenue, according to the Land Reutilization Program in such manner as best carries out the intent of the program.

Be it further resolved that the consideration for the sale of the parcel shall be \$11,000.00, which amount is determined to be not less than the fair market value of the parcel for uses according to the Program.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

Resolution No. 369-14.

By Director Rush.

Whereas, under Ordinance No. 2076-76 passed October 25, 1976, the City is conducting a Land Reutilization Program ("Program") according to the provisions of Chapter 5722 of the Ohio Revised Code; and

Whereas, under the Program, the City has acquired Permanent Parcel No. 004-02-032 located on West 19th Street; and

Whereas, Section 183.021 of the Codified Ordinances of Cleveland, Ohio, 1976 authorizes the Commissioner of Purchases and Supplies, when directed by the Director of Community Development and when certain specified conditions have been met, to sell Land Reutilization Program parcels; and

Whereas, Berges L.L.C., has proposed to the City to purchase and develop the parcel for new housing construction; and

Whereas, the following conditions exist:

1. The member of Council from Ward 3 has either approved the proposed sale or has not disapproved or requested a hold of the proposed sale within 45 days of notification of it;

2. The proposed purchaser of the parcel is neither tax delinquent nor in violation of the Building and Housing Code; now, therefore,

Be it resolved by the Board of Control of the City of Cleveland that under Section 183.021 of the Codified Ordinances of Cleveland, Ohio, 1976, the Commissioner of Purchases and Supplies is authorized, when directed by the Director of Community Development, and the Mayor is requested, to execute an Official Deed for and on behalf of the City of Cleveland, with Berges L.L.C., for the sale and development of Permanent Parcel No. 004-02-032 located on West 19th Street, according to the Land Reutilization Program in such manner as best carries out the intent of the program.

Be it further resolved that the consideration for the sale of the parcel shall be \$200.00, which amount is determined to be not less than the fair market value of the parcel for uses according to the Program.

Yeas: Directors Langhenry, Dumas, Acting Directors Shaw, Savas, Directors Cox, Parrilla, McGrath, Rush, Southerington, Acting Director Ebersole, Director Fumich and Interim Director O'Leary.

Nays: None.

Absent: Mayor Jackson.

JEFFREY B. MARKS,
Secretary

CIVIL SERVICE NOTICES

General Information

Application blanks and information, regarding minimum entrance qualifications, scope of examination, and suggested reference materials may be obtained at the office of the Civil Service Commission, Room 119, City Hall, East 6th Street, and Lakeside Avenue.

Application blanks must be properly filled out on the official form prescribed by the Civil Service Commission and filed at the office of the commission not later than the final closing date slated in the examination announcement.

EXAMINATION RESULTS: Each applicant whether passing or failing will be notified of the results of the examination as soon as the commission has graded the papers. Thereafter, eligible lists will be established which will consist of the names of those candidates who have been successful in all parts of the examination.

PHYSICAL EXAMINATION: All candidates for original entrance positions who are successful in other parts of the examinations must submit to a physical examination.

ROBERT BENNETT,
President

CIVIL SERVICE NOTICE

**ANNOUNCEMENTS — 2014
Filing Beginning 8/22/2014**

Annou- cement No.	Exam Method	Classi- fication	Exam Type
78	EE	Asst Mgr/ Applications Dev/Tech Support	Non-Comp
79	EE	Consulting Engineer (Port Control)	Non-Comp
80	EE	Deputy Budget Administrator	Non-Comp
81	EE	Deputy Project Director	Open
82	EE	Manager of Telecommunications	Non-Comp
83	EE	Public Health Emergency Preparedness Specialist	Open
84	EE	Business Process Analyst	Non-Comp
85	WR/OR	Captain of Police	Promo
86	WR/OR	Lieutenant of Police	Promo
87	WR/OR	Sergeant of Police	Promo

PROOF OF CITY RESIDENCY

Any applicant wishing to receive residency credit will be asked to show that he/she is a bona fide resident of the City of Cleveland. The following list gives examples of items that an applicant may present **at the time of filing.** The Civil Service Commission requires a minimum of three items from at least three **different** categories, where applicable. All items must be **current.** Please note that presentation of these items does not constitute conclusive proof of bona fide residency. Acceptable categories include, but are not limited to, the following:

Lease - from rental agency.

Lease - from independent party. Must include copy of cancelled check or money order receipts for previous rent and/or security deposit, and fully executed; otherwise, it is unacceptable.

Utility bills bearing the property address **and** your name.

Post Office change of address form properly date stamped.

Official documents relating to home ownership including deed, purchase agreement, or insurance policy.

Bank statements (Within last three months).

School registration of children.

Car insurance documents.

Car registration **or** Driver's License **or** Ohio I.D. (**One only**).

Loans and credit card statements (Within last three months).

Rental contracts (e.g.: furniture, tools, car, etc.).

Current bills not listed above (Within last three months).

The following are examples of **unacceptable** categories of proof:

Library cards.

Voter registration cards.

Birth certificates.

Notarized letters or affidavits.

Social Security card.

Rental receipts from independent party without cancelled checks or money order receipt.

**APPROVED C.S.C. MINUTES
ANNOUNCEMENT NO. 78**

ASSISTANT MANAGER/APPLICATIONS DEV/TECH SUPPORT (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$46,224.91 to \$128,595.56 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION - APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, AUGUST 22, 2014 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT

TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Plans, organizes, and manages the technical aspects of a major section of the Data Processing Organization. This includes application development, database administration, standards, and software support. Exercises considerable latitude in determining objectives and approaches to assignments. Manages a large section responsible for the design, development, implementation, and maintenance of management information system. Plans, organizes, and directs the efforts of the staff for all technical aspects of the department. Establishes and maintains status reports which provide progress and problem visibility to customers and management. Organizes or modifies organization as required to complete assigned projects and to ensure optimization of schedules, budgets, and technical excellence. Maintains close contact with customer representatives to identify and respond to customer requests. Ensures that potential sources of problems are made known to the Division Manager. Assists in staffing department. Helps coordinate recruiting efforts and employment offers. Assigns tasks and appraises subordinates. Recommends new hires, terminations, or other changes of employee status. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Computers, Information Processing, or related field from a four year college or university is required. Three years of IT experience is required. (Substitution: Two years of relevant experience may substitute for each year of college education lacking.) Must be an expert in Microsoft Windows 2000 Server and related servers such as Exchange, ILS, DNS, WINS, IAS, Proxy, and various other Microsoft Server/ Utility Software as well as Windows 98/NT/200XP client software, Microsoft Office Suites, vision Project and other utilities. Must be proficient with network hardware and configuration such as routers, switches, and firewalls. Must be proficient with most common Enterprise

software such as Norton Enterprise, Antivirus, Cisco Works, OpenView, SnifferPro, LanGuard, etc. Must be Capable of assembling and configuring servers/workstations and installation of all software. Knowledge of various operating systems such as Unix, Linux, and VMSA. Must be able to lift and carry a minimum of thirty pounds (Lifting and transporting of computer and network equipment). A valid State of Ohio driver's license is required. MSCE or CCNA Certifications are preferred but not required.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPROVED C.S.C. MINUTES ANNOUNCEMENT NO. 79

CONSULTING ENGINEER (Port Control) (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$36,000.00 to \$97,860.03 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION - APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 22, 2014 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY

AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under administrative direction, provides engineering advisory services related to divisional or departmental projects and activities. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Engineering or closely related field from an accredited four year college or university (or equivalent as determined by the Ohio Board of Registration of Professional Engineering and Surveyors) is required, a Master's Degree is preferred. Two years of full time paid general engineering experience is required. (Substitution: Two years of full time experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required. Must have a Professional Engineer's License.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPROVED C.S.C. MINUTES ANNOUNCEMENT NO. 80

DEPUTY BUDGET ADMINISTRATOR (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$26,273.96 to \$84,984.86 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION - APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 22, 2014 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under general direction, assists in the management of daily budget activities. Selects and evaluates personnel. Provides staff training and works with employees to correct deficiencies. Coordinates activities related to budget preparation and advises department/division matters related to budgetary requirements and compliance. Assists in the review, evaluation, compliance, and monitoring of the operational and capital improvement budget plans. Provides information and support to other authority divisions/departments as required. Monitors the preparation of monthly statistical, budgetary, and financial reports. Monitors federal, state, and local laws, rules, and regulations governing local government budgets and recommends strategies to ensure compliance. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Finance, Accounting, Business/Public Administration, Economics or related field from a four (4) year accredited college or university is required, a CPA is preferred. Five years of full time paid progressively responsible professional budgeting experience which includes one year of supervisory experience is required. Must have three years of full time paid experience in governmental accounting systems, which may or may not be part of the five years' experience. (Substitution: Two years of experience may substitute for each year of college education lacking.) Must be knowledgeable in Microsoft Office and possess strong analytical, problem-solving, and managerial skills. Knowledge of grant requirements and federal regulations is preferred. A valid State of Ohio Driver's License is required.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYERAPPROVED C.S.C. MINUTES ANNOUNCEMENT NO. 81DEPUTY PROJECT DIRECTOR (OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$20,092.80 - \$64,734.08 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available online or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION - APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 22, 2014 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 28, 2014

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under general direction, performs or assists in, project and/or program planning, implementation, and administration duties. Communicates project/program information to municipal, public, and private entities. Prepares periodic reports concerning status of project/program. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Business/Public Administration or closely related field from an accredited college or university is required. Two years of full time paid administrative or program management experience is required. (Substitution: Two years of experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPROVED C.S.C. MINUTES
ANNOUNCEMENT NO. 82

MANAGER OF TELECOMMUNICATIONS (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$30,214.95 to \$107,006.06 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION - APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 22, 2014 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Performs complex professional and administrative work overseeing the telecommunications section. Supervises all telecommunication personnel within the section, including the telephone exchange. Performs related duties as required. TYPICAL TASKS: Plans, coordinates, and evaluates the activities of the Telecom-

munications section operating and capital budgets. Formulates, establishes, and implements operating policies and procedures. Prepares a wide variety of technical and administrative reports in sectional activities as required. Monitors State and Federal Telecomm. regulatory issues to determine their impact upon the City's current and future telecommunications system and services. Modifies short and long term telecomm. strategies within the context of these regulatory environments. Plans short and long term direction for the City's telecomm. equipment and services. Provides sectional organization and guidance to produce time charts, as well as establish deadlines, target dates, benchmarks, and task assignments. Monitors progress of telecomm. projects and assignments. Establishes city-wide telecomm. policies and procedures. Assists in preparation of Ordinances regarding telecomm. issues. Fills in for Telecomm. Specialist as needed. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Electrical, Electronic, Mechanical or Communications Engineering, Computer Science, Mathematics, Physics, Business Administration or related field from an accredited four year college or university is required. Seven years of full time paid experience in the provisioning of telecommunication services is required (experience in Centrex and PBX environment will be an asset). Must have proven excellent management, organizational, and communication. Demonstrated experience in technology planning is required. In addition, one year of experience as a Telecommunications Supervisor is required. (Substitutions: An FCC General Class license plus two (2) years of supervisory experience may substitute for Telecommunications Supervisor experience. Two years of experience may substitute for each year of college education lacking.) Individual must be able to lift and carry a minimum of thirty pounds. A valid State of Ohio driver's license is required for this position.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPROVED C.S.C. MINUTES
ANNOUNCEMENT NO. 83

PUBLIC HEALTH EMERGENCY PREPAREDNESS SPECIALIST (OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$30,160.00 - \$54,963.23 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available online or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION - APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, AUGUST 22, 2014 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 28, 2014

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under direction, provides support to reach the goals for the Cleveland Department of Public Health Office of Emergency Preparedness including (but not limited to) training, exercise, evaluation, outreach, volunteer coordination, marketing, plan development, and engagement of special populations. Works to ensure the Department is National Incident Management System (NIMS) compliant. Responsible for the training of the public as well as City of Cleveland staff on previously developed emergency response plans and the development of testing material to gauge staff knowledge. Develops social media, website, newsletters, training, and outreach educational material specific to All-Hazards community preparation. Works closely with

other internal departments and community stakeholders to ensure their programs are able to disseminate emergency preparedness via Social Media. Serves as a public health first responder in the event of a public health emergency. Performs other duties as assigned. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Economics, Political Science, Public Health Administration, or related field from a four year accredited college or university is required. One year of full time paid emergency preparedness which includes development and/or execution of training activities is required. (Substitution: Two years of experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required. Must be proficient in writing and in the use of the computer, especially with Microsoft Office Suite and with Social Media tools. Must possess creative ability and effective communication and interpersonal skills. Must have prior incident command training (NIMS IS 100, 200, 700, and 800 minimum). Must be able to stand for prolonged periods and may be required to travel and work untraditional shifts, depending on training needs.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

**APPROVED C.S.C. MINUTES
ANNOUNCEMENT NO. 84**

**BUSINESS PROCESS ANALYST
(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$55,000.00 to \$100,805.07 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION - APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, AUGUST 22, 2014 UNTIL 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, AUGUST 28, 2014.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Oversees business process and workflow analysis by completing and managing process improvement activities within a function that will have a significant impact on cost, service, and forecast accuracy. Manages the scope of improvements and resource requirements. Escalates issues regarding service and timelines. Creates performance metrics for programs. Facilitates communication across many functional groups to ensure collaboration and efficiency. Supports and advises on standardization and streamlining of processes wherever possible and appropriate in line with best managements practices

to ensure accuracy and completeness of the process and procedural and technical documentation. Assists in the roll-out of key business initiatives by meeting with stakeholders as well as reviewing and documenting business and functional requirements. Also manages the periodic review of planning parameters to balance customer service, product, employee, and financial objectives. Identifies issues/inconsistencies that impact the quality and integrity of services delivered, makes recommendations to correct issues, and manages the solutions to the issues. Ensures that all business and service requirements are fully defined and measured. Collaborates with managers/supervisors on internal measurements of performance. Facilitates ongoing performance review meetings with management teams to review metrics in regards to success. Creates and/or revises processes and associated documentation including process flows/modeling, procedural guides, SIPOC models, RACIs, schematics, templates, diagrams, and charts. Assists in preparation for system deployments including pre-requisite process and policy changes, change management, data preparation, and user training. Continuously reviews forecasts to understand how trends and/or projections will affect future business needs. Recommends new policies and/or policy changes as needed to maintain clear expectations amongst stakeholders. Collects and analyzes data to identify root cause of problems. Delivers presentations and training courses including measurement, analysis, improvement, and control. Performs cost and benefit analyses. Assists business office personnel and program/financial managers with the review and evaluation of end-to-end business processes/systems and in the development of associated process improvement recommendations. Develops ad-hoc reports and analyses in response to business unit requests. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or a GED is required. A Bachelor's Degree in Business specializing in operations management, business administration, or quantitative analysis, Finance, or Business-related field from an accredited four-year college or university is required. Three years of full time paid experience in one or more of the following: Business analytics (use of data, statistical and quantitative analysis, explanatory and predictive modeling, and fact-based management to drive decision making and analytical problem solving), business requirements analysis and solution design, and business process analysis and redesign. As part of the

three years, must have documented experience with project management methodologies, process improvement tools (e.g., Lean, Six Sigma) or statistics as well as experience in the implementation of business process mapping and charting software and documentation management process as well as business requirements definition and management in support of IT initiatives. (Substitution: One year of experience may substitute for each

year of college education lacking.) A valid State of Ohio Driver's License is required. Experience utilizing an enterprise reporting tool (e.g., Business Objects or Cognos) to extract and analyze data from corporate information systems is preferred.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes

must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER

APPROVED C.S.C. MINUTES
ANNOUNCEMENT NO. 85

CAPTAIN OF POLICE (PROMOTIONAL)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a competitive promotional examination for the above position.

FILING OF APPLICATION

Application must be made on the application form obtainable at the Office of the Cleveland Civil Service Commission, Room 119, City Hall, 601 Lakeside Avenue, Cleveland, OH 44114.

APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF MONDAY AUGUST 18, 2014 UNTIL SATURDAY, AUGUST 23, 2014. HOURS ARE FROM 8:30 A.M. UNTIL 4:30 P.M. WEEKDAYS AND FROM 9:00 A.M. UNTIL 3:30 P.M. ON SATURDAY, AUGUST 23, 2014.

APPLICATIONS WILL NOT BE ACCEPTED AFTER 3:30 P.M. ON SATURDAY, AUGUST 23, 2014.

APPLICATIONS MUST BE RETURNED IN PERSON WITH PROOF OF IDENTITY. APPLICANTS SHOULD BE PREPARED TO PRESENT THEIR CLEVELAND POLICE IDENTIFICATION CARD AND/OR A VALID DRIVER'S LICENSE AT THE TIME OF FILING AND WILL BE REQUIRED TO PRESENT SUCH BEFORE PARTICIPATING IN THE EXAMINATIONS.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$86,191.98 to \$86,691.98 per year.

DUTIES

Under direction of a Commander or other superior officer, supervises and directs the activities of Patrol Officers, Sergeants, and Lieutenants in an assigned district or bureau, in the preservation of law and order, protection of life and property, enforcement of laws and ordinances, and prevention and detection of crime. Work requires considerable independence, initiative and responsibility. Some participation in the work of subordinates is required, but a greater emphasis is placed on administrative duties and responsibilities. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS

Applicant shall hold regular status as a Lieutenant of Police and have actively performed the duties of the position, in the classified service of the City of Cleveland for one year at the time of filing.

EXAMINATION INFORMATION

DATE: Saturday, October 11, 2014

TIME: 12:00 P.M. PLEASE NOTE: APPLICANTS WILL NOT BE ADMITTED AFTER 12:00 P.M. AND THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON. DOORS WILL OPEN AT 11:30 A.M.

PLACE: THE CLEVELAND PUBLIC AUDITORIUM, 500 Lakeside Avenue

TYPE: The examination will consist of three components, a Written Technical Knowledge Test, a Written In-Basket Test and an Oral Board Test. Each of these components is described below:

Technical Knowledge Test: The Written Examination will consist of 85 multiple-choice questions designed to assess candidates' understanding of job-related technical knowledge determined to be important to the effective performance of the Cleveland Division of Police Captain position based on the job analysis results. Questions will be developed based on the information contained in the knowledge source subsections outlined in the Reading List. The Reading List specifies which subsections of each knowledge source will be covered on the Written Examination. The allocation of Written Examination questions among the knowledge source subsections will be based on the job analysis results. All Written Examination questions will be tested in a closed-book manner.

Candidates will NOT be permitted to bring any knowledge sources identified on the Reading List nor any other documents to the Written Examination administration site. Additionally, no electronic communication devices (e.g., pagers, telephones, tablet devices, laptops, etc.) will be allowed at the Written Examination administration site.

All candidates who complete the Written Examination will be eligible to participate in the Oral Board and In-Basket Tests.

Written In-Basket Test: This component is designed to assess abilities found to underlie effective job performance in the context of typical situations encountered by Cleveland Division of Police Captains. Candidates will be asked to provide written, essay-style responses to explain how they would respond to these situations. The situations will be presented in the context of a series of written documents such as calendars, personnel and duty rosters, organizational charts, forms, memos, e-mails, telephone messages, reports, and other written correspondence. These documents will be based on standardized documents used by personnel in the Cleveland Division of Police and/or generic forms which are typical of managerial positions at this level. Candidates will be asked to describe in writing how they would respond to the issues presented - - what actions they would take, what decisions they would make, etc. Some of the documents may be related so it will be important for candidates to review all of their test materials before responding to each issue.

Based on the job analysis of the Cleveland Division of Police Captain position, the In-Basket Test will be designed to allow for an assessment of such abilities as: communication (written), interpersonal interactions, analyzing and deciding, and managing resources. The In-Basket will be evaluated by raters drawn from law enforcement agencies outside the Cleveland Division of Police.

Candidates will be permitted to use any knowledge sources identified on the Reading List or other documents during the In-Basket Test. However, it should be kept in mind that the focus of the In-Basket Test is on the kinds of abilities listed above, not technical knowledge.

All candidates who complete the Written Examination and In-Basket Test will be eligible to participate in the Oral Board Test.

Oral Board Test The Oral Board Test is designed to assess abilities found to underlie effective job performance in the context of typical situations encountered by Cleveland Division of Police Captains. The Oral Board Test will consist of three exercises requiring candidates to conduct such activities as commanding an incident scene, correcting subordinate performance problems, and resolving community problems. Candidates will be given an opportunity to review written scenarios describing each situation and to prepare their responses before appearing before the Oral Board Test assessment panels to conduct each exercise. Candidates will then be given a set amount of time to present their responses to the Oral Board Test assessment panels which will consist of raters trained to evaluate their performance. The raters will be drawn from agencies outside the Cleveland Division of Police. Total candidate participation time for the Oral Board Test will be approximately two hours and 15 minutes including time to check-in and review instructions, time to review the Oral Board Test exercise materials and prepare responses, and time to provide your response to each Oral Board Test exercise.

Based on the job analysis of the Cleveland Division of Police Captain position, the Oral Board Test exercises will be designed to allow for an assessment of such abilities as: communication (oral), interpersonal interactions, analyzing and deciding, managing activities, and adaptability.

Candidates will NOT be permitted to bring any knowledge sources identified on the Reading List nor any other documents to the Oral Board Test site. Any knowledge sources or other documents that might be needed to respond to the Oral Board Test exercises will be made available to candidates at the test administration site.

Applicants will be notified of the date, time and place of their In Basket and Oral Board Tests through the United States mail after the Written Test is completed.

THE USE OF THE FOLLOWING DURING THE EXAMINATION WILL BE PROHIBITED: ANY ELECTRONIC DEVICES (E.G. EARPHONES, EARPLUGS, CALCULATORS, RADIOS INCLUDING DEPARTMENTAL RADIOS, PAGERS, TAPE RECORDERS, TAPE PLAYERS), AND SCRAP PAPER. APPLICANTS BRINGING THE AFOREMENTIONED ARTICLES TO THE EXAMINATION SITE WILL HAVE THEM CONFISCATED.

WAIVER OF RULES

4.40-B PASSING GRADE

The waiver of this Rule will allow the Civil Service Commission to set the minimum passing score based on acceptable testing criteria.

APPLICABLE RULES

The following Rules will be applicable to this examination:

4.40-A WEIGHTS

Technical Knowledge Test – 40% of final grade
 In-Basket Test – 25% of final grade
 Oral Board Test – 35% of final grade

4.40-C SENIORITY CREDIT

Applicants obtaining passing grades in promotional examinations shall have added to their passing grades, credit for seniority. Such credit shall be for all service rendered, pursuant to Regular appointment in all classifications which are

lower in rank and which are considered in the direct line of promotion. The amount of such credit shall be obtained by allowing an amount for each month of an applicant's prior regular service in accordance with the following schedule: one percent of the total grade obtainable for each of the first four years of prior service and six-tenths percent of such total grade for each year of the next ten years of prior service. When such prior service has been interrupted by service in the Armed Forces of the United States, seniority credit shall be granted for the time so served. No additional credit for military service shall be allowed in promotional examinations; time lost for leaves of absence, other than military, as a result of disciplinary action, or any other time during which an employee is off the City payroll (e.g. AWOL, layoff, suspension) shall not be credited toward seniority.

4.50 ESTABLISHING ANSWER KEY AND REVIEW OF EXAMINATION PAPERS

Following the administration of the written part of the examination, the question and answers thereto which the Commission proposes to use in grading the examination shall be available to applicants in such examinations for a period of five (5) working days. During this five (5) day period, any competitor who desires to challenge any answer contained in the tentative answer key shall submit such challenge in writing together with authoritative proof of his/her claim. All such written challenges shall be considered by the Commission provided, however, that the identity of the applicants submitting the challenges shall not be known to the Commission. If the Commission is satisfied as to the validity of such proposed changes and/or amendments, they shall be made part of the examination answer key. The original examination answer key together with any changes and/or amendments thereto shall constitute the final examination answer key. No further requests for changes and/or amendments to the examination answer key shall be entertained by the Commission. Only the final examination answer key shall be used in scoring all examination papers.

Any applicant shall have the right to review his/her own graded examination papers and to submit written requests for the correction of clerical errors in their grading during five (5) working days following the applicant's notification, by mail, of his/her grade. Examination papers are not subject to inspection by the public except upon unanimous vote of the Commission. The Civil Service Commission reserves the right to allow the review of examinations and/or answer sheets as stated in the examination announcement.

NOTE: There will be a review period for the Technical Knowledge Test only. A Departmental Notice will be issued indicating the time, dates, and place.

The review time for challenges will be limited to two hours for each applicant.

NOTE: Any applicant protesting a question or answer will have to submit his/her protest in writing on the approved Civil Service Objection Form. All protest forms must be turned in at the location of the review during the review period. No objection forms will be accepted: 1) before or after the review period, or 2) at any location other than the location designated for review. Anyone who does not follow the instructions on the objection form will lose the right to their objection. The Commission shall not entertain any objections other than those on the approved form.

NOTE: Applicants will be required to give their examination identification number, rank of examination applied for, printed name, and signature on the Civil Service Objection Form. Applicants who do not provide this information will not have their protests addressed.

NOTE: In lieu of a hearing before the Civil Service Commission regarding challenges, the Commission reserves the right to designate a Referee to hear the challenges who may then submit Findings of Fact and Conclusions of Law to the Civil Service Commission for its review.

5.20 ESTABLISHMENT OF ELIGIBLE LIST

From the returns of each competitive examination, the Commission shall prepare and keep open to the public inspection of an eligible list of the persons who are otherwise eligible. Such persons shall be notified and take rank upon the eligible list in order of their relative grades. The grade of any applicant failing to qualify shall not be made public.

5.11 BREAKING OF EXAMINATION TIE SCORES

In a Promotional Examination, should two (2) or more applicants receive the same grade, seniority in the classification from which the promotion is sought shall determine the order in which their names shall be placed on the eligible list. If the applicants are still tied after the aforementioned seniority has been considered, seniority and grade in the next lower ranks shall be used as necessary. If the applicants are still tied, placement on the eligible list will be determined by random selection. The Civil Service Commission shall determine the method of random selection.

NOTE: Seniority will be computed as of August 23, 2014.

2014 Cleveland Division of Police Captain Examination Reading List Explanation

I Reading List Explanation

Candidates for promotion to Captain will be responsible for the knowledge sources listed on the attached Reading List. This list is organized by knowledge source (e.g., Cleveland Division of Police General Police Orders), identifies the specific subsections (e.g., 1.1.11 Disciplinary Guidance) of each overall knowledge source that may be included on the Written Examination. The fact that a specific knowledge source subsection is listed on the Reading List does not necessarily mean that a question will appear on the Written Examination from that subsection; it simply means that a question may appear on the Written Examination from that subsection. Knowledge source subsections that do not appear on this Reading List will not be tested. Decisions regarding the inclusion of knowledge sources and subsections were made based on information collected from the job analysis of the position of Cleveland Division of Police Captain.

Please note that all subsections/chapters from an overall knowledge source may not be included on the Written Examination Reading List. For example, Chapters 7 and 8 of the ninth edition of the Legal Guide for Police: Constitutional Issues have been excluded from the Written Examination Reading List. You should carefully review the Written Examination Reading List when identifying chapters/ subsections to study for the Written Examination.

Finally, please note that for the external textbooks, the publisher's website has been identified to assist candidates in obtaining each external textbook.

II Administrative Procedures

A. ALL questions on the Written Examination will be closed-book. Candidates will NOT be permitted to use any knowledge sources on the Reading List or other documents of any kind during the Written Examination.

B. Candidates will ONLY be responsible for information contained within knowledge source subsections included on the Reading List. Any other subsections that are referenced within subsections appearing on the Reading List, but are not actually included on the Reading List themselves, will NOT be tested.

C. NO electronic equipment will be allowed at the examination administration site, including pagers, tablets, cellphones, laptops, etc. Candidates may, however, bring timekeeping devices to keep track of time. Candidates will NOT be permitted to use a cell phone or any other electronic communication device to keep track of time.

D. Highlighting and writing in Written Examination booklets is permitted and encouraged (pen, pencil and highlighter are allowed). ONLY pencils will be provided at the examination administration site. You may bring highlighters and pens to the administration site.

E. Candidates will be responsible for all revisions made to the Cleveland Division of Police internal knowledge sources/documents up until the Reading List is published. Candidates will NOT be responsible for revisions that occur after the Reading List is published. Candidates can obtain an electronic copy of the internal knowledge sources by bringing a blank flash drive to the Policy Unit.

F. Any of the knowledge sources appearing on the Reading List may be of relevance to the In-Basket Test even though the focus of this test is on abilities. Candidates will be permitted to bring and use any knowledge sources on the Reading List or other documents during the In-Basket Test.

G. Any of the knowledge sources appearing on the Reading List may be of relevance to the Oral Board Test even though the focus of this test is on abilities. Candidates will NOT be permitted to bring any knowledge sources on the Reading List or other documents to the Oral Board Test. However, any critical knowledge sources or other documents needed to respond to the Oral Board Test exercises will be made available to candidates at the Oral Board Test site.

More information about the examination procedures will be provided in the Candidate Preparation Guide and in future announcements.

III. Obtaining External Textbooks

CAPTAIN WRITTEN EXAMINATION

Knowledge Source	Publisher	Web Links to Purchase
LEXISNEXIS 2014-1 Ohio Criminal and Traffic Field Guide ISBN: 978-1-63043-821-0	LexisNexis	http://www.lexisnexis.com/store/catalog/booktemplate/productdetail.jsp?pageName=relatedProducts&prodId=73600
Police Administration: Structures, Processes, and Behaviors Edition) Charles R. Swanson, Leonard J. Territo, Robert W. Taylor ISBN-13: 978-0135121030	Prentice Hall	http://www.pearsonhighered.com/educator/product/Police-(Eighth-Administration-Structures-Processes-and-Behavior/9780135121030.page
*Legal Guide for Police: Constitutional Issues (9th Edition) Jeffery T. Walker, Craig Hemmens ISBN: 978-1-4377-5588-6	Anderson	https://www.elsevier.com/books/legal-guide-for-police/walker/978-1-4377-5588-6
Leadership, Ethics, and Policing: Challenges for the 21st Century (Second Edition) P.J. Ortmeier, Edwin Meese III ISBN-13: 978-0-13-515428-1	Prentice Hall	http://www.pearsonhighered.com/educator/product/Leadership-Ethics-and-Policing-Challenges-for-the-21st-Century/9780135154281.page

*Denotes that the 10th Edition is due out in early October 2014. The publisher has over 1,000 copies of the 9th Edition remaining. Be sure to obtain the correct edition.

CLEVELAND DIVISION OF POLICE GENERAL POLICE ORDERS**CHAPTER 1. ORGANIZATION AND MANAGEMENT****SECTION 1.1 ADMINISTRATION**

- 1.1.11 - Disciplinary Guidance
- 1.1.22 - Deadly Force Investigation Team, Use of (UDFIT)
- 1.1.23 - Reporting Controversial Incidents to the Chief's Office
- 1.1.26 - Overtime Card
- 1.1.28 - Grooming Standards
- 1.1.40 - Acting Out of Rank/Classification

SECTION 1.3 MANAGEMENT

- 1.3.01 - Media Relations and Disclosure of Information
- 1.3.06 - Sick Leave Review
- 1.3.07 - Emergency Relief from Duty
- 1.3.12 - Protocol with Outside Agencies
- 1.3.15 - Investigations of Police Conduct
- 1.3.16 - Integrity Control Section Call-Up
- 1.3.22 - Mutual Aid Agreement with the Cuyahoga Metropolitan Housing Authority PD
- 1.3.23 - Officer Lunch Breaks
- 1.3.24 - Sick Leave
- 1.3.30 - Protocol between the Cleveland Division of Police and Cleveland State University PD
- 1.3.31 - Protocol between the Cleveland Division of Police and the Cleveland Municipal School District
- 1.3.32 - Protocol between the Cleveland Division of Police and the Case Western Reserve University Police
- 1.3.33 - Duty to Avoid Appearance of Impropriety
- 1.3.34 - Protocol between the Cleveland Division of Police (CPD) and Greater Cleveland Regional Transit Authority PD (RTAPD)
- 1.3.37 - Protocol between the Cleveland Division of Police (CPD) and Cleveland Clinic Police (CCPD)
- 1.3.40 - Patrol Rifle

CHAPTER 2. LEGAL**SECTION 2.1 USE OF FORCE**

- 2.1.01 - Use of Force
- 2.1.02 - Beanbag Shotguns
- 2.1.03 - Firearm Discharge Investigations
- 2.1.04 - Animal Incidents
- 2.1.06 - Taser - Conducted Electrical Weapon (CEW)

SECTION 2.3 SUBPOENAS AND COURT

- 2.3.08 - Investigative Stops
- 2.3.09 - Frisk Searches
- 2.3.10 - Searches Incident to Arrest

CHAPTER 3. PATROL**SECTION 3.1 ZONE CARS**

- 3.1.02 - Duty Report
- 3.1.03 - Patrol and Patrol Supervision
- 3.1.05 - Distribution and Handling of Ammunition Boxes

SECTION 3.2 PATROL PROCEDURES

- 3.2.02 - Vehicle Pursuits
- 3.2.04 - Silent Holdup Alarms
- 3.2.06 - Handling the Mentally Ill
- 3.2.07 - Emergency Response Driving
- 3.2.09 - Use of Special Weapons and Tactics Unit (SWAT)
- 3.2.10 - Use of Canine Unit (K-9)
- 3.2.11 - Contacting Blood and Body Fluid
- 3.2.17 - Crisis Intervention Officers
- 3.2.19 - Bomb Squad and Improvised Explosive Devices (IED) Protocols

SECTION 3.3 DISTURBANCES AND DISASTERS

- 3.3.01 - Active Shooter

SECTION 3.4 ENFORCEMENT

- 3.4.18 - Telephone Bomb Threats
- 3.4.21 - Cooperative Response to Serious Crimes

CHAPTER 4. INVESTIGATIONS**SECTION 4.1 CRIMINAL INVESTIGATIONS**

- 4.1.03 - Crime Scene Preservation and Processing
- 4.1.05 - Felonious Assault Incidents Involving Police Officers
- 4.1.06 - Charging and Releasing: Warrantless Felony and Escalating Misdemeanor Arrests
- 4.1.10 - Crime Scene Entry Log

SECTION 4.2 DRUG/VICE INVESTIGATIONS

4.2.01 - Clandestine Laboratories

CHAPTER 6. REPORTING PROCEDURES**SECTION 6.2 CRIME REPORTS**

6.2.10 - Missing Persons (Adult)

6.2.17 - Missing Person Juvenile

CHAPTER 7. PRISONER HANDLING**SECTION 7.2 PRISONER: MEDICAL/HOSPITAL PROCEDURES**

7.2.01 - Guarding Prisoners at Hospitals

CHAPTER 8. TRAFFIC**SECTION 8.1 ACCIDENTS**

8.1.01 - Motor Vehicle Crash (MVC) Involving City Employees

CHAPTER 9. COMMUNICATIONS**SECTION 9.1 POLICE RADIO**

9.1.03 - Duties of Command and Superior Officers

9.1.07 - Northeast Ohio Amber Alert (NEOAA)

9.1.08 - A Child is Missing Program (ACIM)

9.1.09 - Automatic Vehicle Locator (AVL) System

THE MANUAL OF RULES FOR THE CONDUCT AND DISCIPLINE OF EMPLOYEES OF THE CLEVELAND DIVISION OF POLICE (Revised - October 1, 2012)

Definitions

Rule: I. Sworn Police Ranks

Rule: II. Administrative Compliance

Rule: III. Ethics

Rule: IV. Duty

Rule: V. Behavior

Rule: VI. Vehicles and Equipment

Rule: VII. Communication

Rule: VIII. Prisoners

Rule: IX. Reporting

Rule: X. Schedule and Duty Hours

CBA BETWEEN THE CITY OF CLEVELAND AND C.P.P.A. NON-CIVILIAN PERSONNEL (Effective April 1, 2010 through March 31, 2013)

Article XI - Hours, Overtime, Court-Time, Compensatory Time, Lunch Break

Article XIII - Sick Leave, Contagious Disease, Funeral, Maternity, Military

Article XX - Assignments and Transfers

LEXISNEXIS 2014-1 OHIO CRIMINAL AND TRAFFIC FIELD GUIDE**PART I. CRIMINAL OFFENSES**

Chapter 2903. Homicide and Assault

Chapter 2905. Kidnapping and Extortion

Chapter 2907. Sex Offenses

Chapter 2909. Arson and Related Offenses

Chapter 2911. Robbery, Burglary, Trespass and Safecracking

Chapter 2913. Theft and Fraud

Chapter 2915. Gambling

Chapter 2917. Offenses Against the Public Peace

PART I. CRIMINAL OFFENSES

Chapter 2919. Offenses Against the Family

Chapter 2921. Offenses Against Justice and Public Administration

Chapter 2923. Conspiracy, Attempt, and Complicity; Weapons Control; Corrupt Activity

Chapter 2925. Drug Offenses

Chapter 2927. Miscellaneous Criminal Code Offenses

POLICE ADMINISTRATION: STRUCTURES, PROCESSES, AND BEHAVIORS (8TH EDITION)

Chapter 2. Policing Today

Chapter 3. Intelligence, Homeland Security, and Terrorism

Chapter 5. Organizational Theory and the Leader

Chapter 6. Organizational Design

Chapter 7. Leadership

Chapter 8. Planning and Decision Making

Chapter 10. Organizational and Interpersonal Communication

Chapter 13. Stress and Police Personnel

Chapter 14. Legal Aspects of Police Administration

Chapter 15. Organizational Change

LEADERSHIP, ETHICS, AND POLICING: CHALLENGES FOR THE 21ST CENTURY (2ND EDITION)Chapter 2. The Importance of Ethical LeadershipChapter 4. Ethics, Morality, and LeadershipChapter 5. Policing and Professional ConductChapter 7. Motivation: Key to Personal and Professional SuccessChapter 8. Ethical Decision Making and Problem SolvingChapter 10. Ethical Leadership in the Context of Policing a CommunityChapter 12. Strategic Policing**LEGAL GUIDE FOR POLICE: CONSTITUTIONAL ISSUES (9TH EDITION)**Chapter 1. Results of Failure to Comply with Constitutional MandatesChapter 2. Police Power and LimitationsChapter 3. Police Authority to DetainChapter 4. Law of ArrestChapter 5. Search and Seizure with a WarrantChapter 6. Search and Seizure without a Warrant**AN EQUAL OPPORTUNITY EMPLOYER**APPROVED C.S.C. MINUTES
ANNOUNCEMENT NO. 86**LIEUTENANT OF POLICE (PROMOTIONAL)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a competitive promotional examination for the above position.

FILING OF APPLICATION

Application must be made on the application form obtainable at the Office of the Cleveland Civil Service Commission, Room 119, City Hall, 601 Lakeside Avenue, Cleveland, OH 44114.

APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF MONDAY AUGUST 18, 2014 UNTIL SATURDAY, AUGUST 23, 2014. HOURS ARE FROM 8:30 A.M. UNTIL 4:30 P.M. WEEKDAYS AND FROM 9:00 A.M UNTIL 3:30 P.M. ON SATURDAY, AUGUST 23, 2014.

APPLICATIONS WILL NOT BE ACCEPTED AFTER 3:30 P.M. ON SATURDAY, AUGUST 23, 2014.

APPLICATIONS MUST BE RETURNED IN PERSON WITH PROOF OF IDENTITY. APPLICANTS SHOULD BE PREPARED TO PRESENT THEIR CLEVELAND POLICE IDENTIFICATION CARD AND/OR A VALID DRIVER'S LICENSE AT THE TIME OF FILING AND WILL BE REQUIRED TO PRESENT SUCH BEFORE PARTICIPATING IN THE EXAMINATIONS.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$74,234.47 to \$74,734.47 per year.

DUTIES

Under direction of a captain or other superior officer, supervises the activities of Patrol Officers and Sergeants in an assigned district or unit in the preservation of law and order, protection of life and property, enforcement of laws and ordinances, and prevention and detection of crime. Performs general police patrol duties and participates in the work of subordinates, with a greater emphasis on supervisory methods and responsibilities as well as some administrative tasks, particularly in the absence of a superior officer. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS

Applicant shall hold regular status as a Sergeant of Police and have actively performed the duties of the position, in the classified service of the City of Cleveland for one year at the time of filing.

EXAMINATION INFORMATION

DATE: Saturday, October 11, 2014

TIME: 12:00 P.M. PLEASE NOTE: APPLICANTS WILL NOT BE ADMITTED AFTER 12:00 P.M. AND THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON. DOORS WILL OPEN AT 11:30 A.M.

PLACE: THE CLEVELAND PUBLIC AUDITORIUM

TYPE: The examination will consist of two components, a Written Technical Knowledge Test and an Oral Board Test. Both of these components are described below:

Technical Knowledge Test: The Written Examination will consist of 85 multiple-choice questions designed to assess candidates' understanding of job-related technical knowledge determined to be important to the effective performance of the Cleveland Division of Police Lieutenant position based on the job analysis results. Questions will be developed based on the information contained in the knowledge source subsections outlined in the Reading List. The Reading List specifies which subsections of each knowledge source will be covered on the Written Examination. The allocation of Written Examination questions among the knowledge source subsections will be based on the job analysis results. All Written Examination questions will be tested in a closed-book manner.

Candidates will NOT be permitted to bring any knowledge sources identified on the Reading List nor any other documents to the Written Examination administration site. Additionally, no electronic communication devices (e.g., pagers, telephones, tablet devices, laptops, etc.) will be allowed at the Written Examination administration site.

All candidates who complete the Written Examination will be eligible to participate in the Oral Board Test.

Oral Board Test: The Oral Board Test is designed to assess abilities found to underlie effective job performance in the context of typical situations encountered by Cleveland Division of Police Lieutenants. The Oral Board Test will consist of two exercises requiring candidates to conduct such activities as supervising an incident scene and correcting subordinate performance problems. Candidates will be given an opportunity to review written scenarios describing each situation and to prepare their responses before appearing before the Oral Board Test assessment panels to conduct each exercise. Candidates will then be given a set amount of time to present their responses to the Oral Board Test assessment panels which will consist of raters trained to evaluate their performance. The raters will be drawn from agencies outside the Cleveland Division of Police. Total candidate participation time for the Oral Board Test will be approximately one hour and 30 minutes including time to check-in and review instructions, time to review the Oral Board Test exercise materials and prepare responses, and time to provide your response to each Oral Board Test exercise.

Based on the job analysis of the Cleveland Division of Police Lieutenant position, the Oral Board Test exercises will be designed to allow for an assessment of such abilities as: communication (oral), interpersonal interactions, analyzing and deciding, managing activities, and adaptability.

Candidates will NOT be permitted to bring any knowledge sources identified on the Reading List nor any other documents to the Oral Board Test site. Any knowledge sources or other documents that might be needed to respond to the Oral Board Test exercises will be made available to candidates at the test administration site.

THE USE OF THE FOLLOWING DURING THE EXAMINATION WILL BE PROHIBITED: ANY ELECTRONIC DEVICES (E.G. EARPHONES, EARPLUGS, CALCULATORS, RADIOS INCLUDING DEPARTMENTAL RADIOS, PAGERS, TAPE RECORDERS, TAPE PLAYERS), AND SCRAP PAPER. APPLICANTS BRINGING THE AFOREMENTIONED ARTICLES TO THE EXAMINATION SITE WILL HAVE THEM CONFISCATED.

WAIVER OF RULES

4.40-B PASSING GRADE

The waiver of this Rule will allow the Civil Service Commission to set the minimum passing score based on acceptable testing criteria.

APPLICABLE RULES

The following Rules will be applicable to this examination:

4.40-A WEIGHTS

Technical Knowledge Test – 40% of final grade
Oral Board Test – 60% of final grade

4.40-C SENIORITY CREDIT

Applicants obtaining passing grades in promotional examinations shall have added to their passing grades, credit for seniority. Such credit shall be for all service rendered, pursuant to Regular appointment in all classifications which are lower in rank and which are considered in the direct line of promotion. The amount of such credit shall be obtained by allowing an amount for each month of an applicant's prior regular service in accordance with the following schedule: one percent of the total grade obtainable for each of the first four years of prior service and six-tenths percent of such total grade for each year of the next ten years of prior service. When such prior service has been interrupted by service in the Armed Forces of the United States, seniority credit shall be granted for the time so served. No additional credit for military service shall be allowed in promotional examinations; time lost for leaves of absence, other than military, as a result of disciplinary action, or any other time during which an employee is off the City payroll (e.g. AWOL, layoff, suspension) shall not be credited toward seniority.

4.50 ESTABLISHING ANSWER KEY AND REVIEW OF EXAMINATION PAPERS

Following the administration of the written part of the examination, the question and answers thereto which the Commission proposes to use in grading the examination shall be available to applicants in such examinations for a period of five (5) working days. During this five (5) day period, any competitor who desires to challenge any answer contained in the tentative answer key shall submit such challenge in writing together with authoritative proof of his/her claim. All such written challenges shall be considered by the Commission provided, however, that the identity of the applicants submitting the challenges shall not be known to the Commission. If the Commission is satisfied as to the validity of such proposed changes and/or amendments, they shall be made part of the examination answer key. The original examination answer key together with any changes and/or amendments thereto shall constitute the final examination answer

key. No further requests for changes and/or amendments to the examination answer key shall be entertained by the Commission. Only the final examination answer key shall be used in scoring all examination papers.

Any applicant shall have the right to review his/her own graded examination papers and to submit written requests for the correction of clerical errors in their grading during five (5) working days following the applicant's notification, by mail, of his/her grade. Examination papers are not subject to inspection by the public except upon unanimous vote of the Commission. The Civil Service Commission reserves the right to allow the review of examinations and/or answer sheets as stated in the examination announcement.

NOTE: There will be a review period for the Technical Knowledge Test only. A Departmental Notice will be issued indicating the time, dates, and place. The review time for challenges will be limited to two hours for each applicant.

NOTE: Any applicant protesting a question or answer will have to submit his/her protest in writing on the approved Civil Service Objection Form. All protest forms must be turned in at the location of the review during the review period. No objection forms will be accepted: 1) before or after the review period, or 2) at any location other than the location designated for review. Anyone who does not follow the instructions on the objection form will lose the right to their objection. The Commission shall not entertain any objections other than those on the approved form.

NOTE: Applicants will be required to give their examination identification number, rank of examination applied for, printed name, and signature on the Civil Service Objection Form. Applicants who do not provide this information will not have their protests addressed.

NOTE: In lieu of a hearing before the Civil Service Commission regarding challenges, the Commission reserves the right to designate a Referee to hear the challenges who may then submit Findings of Fact and Conclusions of Law to the Civil Service Commission for its review.

5.20 ESTABLISHMENT OF ELIGIBLE LIST

From the returns of each competitive examination, the Commission shall prepare and keep open to the public inspection of an eligible list of the persons . . . who are otherwise eligible. Such persons shall be notified and take rank upon the eligible list in order of their relative grades. The grade of any applicant failing to qualify shall not be made public.

5.11 BREAKING OF EXAMINATION TIE SCORES

In a Promotional Examination, should two (2) or more applicants receive the same grade, seniority in the classification from which the promotion is sought shall determine the order in which their names shall be placed on the eligible list. If the applicants are still tied after the aforementioned seniority has been considered, seniority and grade in the next lower ranks shall be used as necessary. If the applicants are still tied, placement on the eligible list will be determined by random selection. The Civil Service Commission shall determine the method of random selection.

NOTE: Seniority will be computed as of August 23, 2014.

2014 Cleveland Division of Police Lieutenant Examination Reading List Explanation

I. Reading List Explanation

Candidates for promotion to Lieutenant will be responsible for the knowledge sources listed on the attached Reading List. This list is organized by knowledge source (e.g., Cleveland Division of Police General Police Orders), identifies the specific subsections (e.g., 1.1.07 Sexual Harassment Policy) of each overall knowledge source that may be included on the Written Examination. The fact that a specific knowledge source subsection is listed on the Reading List does not necessarily mean that a question will appear on the Written Examination from that subsection; it simply means that a question may appear on the Written Examination from that subsection. Knowledge source subsections that do not appear on this Reading List will not be tested. Decisions regarding the inclusion of knowledge sources and subsections were made based on information collected from the job analysis of the position of Cleveland Division of Police Lieutenant.

Please note that all subsections/chapters from an overall knowledge source may not be included on the Written Examination Reading List. For example, Chapters 7 and 8 of the ninth edition of the Legal Guide for Police: Constitutional Issues have been excluded from the Written Examination Reading List. You should carefully review the Written Examination Reading List when identifying chapters/subsections to study for the Written Examination.

Finally, please note that for the external textbooks, the publisher's website has been identified to assist candidates in obtaining each external textbook.

II. Administrative Procedures

A. ALL questions on the Written Examination will be closed-book. Candidates will NOT be permitted to use any knowledge sources on the Reading List or other documents of any kind during the Written Examination.

B. Candidates will ONLY be responsible for information contained within knowledge source subsections included on the Reading List. Any other subsections that are referenced within subsections appearing on the Reading List, but are not actually included on the Reading List themselves, will NOT be tested.

C. NO electronic equipment will be allowed at the examination administration site, including pagers, tablets, cellphones, laptops, etc. Candidates may, however, bring timekeeping devices to keep track of time. Candidates will NOT be permitted to use a cell phone or any other electronic communication device to keep track of time.

D. Highlighting and writing in Written Examination booklets is permitted and encouraged (pen, pencil and highlighter are allowed). ONLY pencils will be provided at the examination administration site. You may bring highlighters and pens to the administration site.

E. Candidates will be responsible for all revisions made to the Cleveland Division of Police internal knowledge sources/documents up until the Reading List is published. Candidates will NOT be responsible for revisions that occur after the Reading List is published. Candidates can obtain an electronic copy of the internal knowledge sources by bringing a blank flash drive to the Policy Unit.

F. Any of the knowledge sources appearing on the Reading List may be of relevance to the Oral Board Test even though the focus of this test is on abilities. Candidates will NOT be permitted to bring any knowledge sources on the Reading List or other documents to the Oral Board Test. However, any critical knowledge sources or other documents needed to respond to the Oral Board Test exercises will be made available to candidates at the Oral Board Test site.

More information about the examination procedures will be provided in the Candidate Preparation Guide and in future announcements.

III. Obtaining External Textbooks

LIEUTENANT WRITTEN EXAMINATION

Knowledge Source	Publisher	Web Links to Purchase
LEXISNEXIS 2014-1 Ohio Criminal and Traffic Field Guide ISBN: 978-1-63043-821-0	LexisNexis	http://www.lexisnexis.com/store/catalog/booktemplate/product/detail.jsp?pageName=relatedProducts&prodId=73600
Police Administration: Structures, Processes, and Behaviors Edition) Charles R. Swanson, Leonard J. Territo, Robert W. Taylor ISBN-13: 978-0135121030	Prentice Hall	http://www.pearsonhighered.com/educator/product/Police-(Eighth-Administration-Structures-Processes-and-Behavior/9780135121030.page
*Legal Guide for Police: Constitutional Issues (9th Edition) Jeffery T. Walker, Craig Hemmens ISBN: 978-1-4377-5588-6	Anderson	https://www.elsevier.com/books/legal-guide-for-police/walker/978-1-4377-5588-6
Leadership, Ethics, and Policing: Challenges for the 21st Century (Second Edition) P.J. Ortmeier, Edwin Meese III ISBN-13: 978-0-13-515428-1	Prentice Hall	http://www.pearsonhighered.com/educator/product/Leadership-Ethics-and-Policing-Challenges-for-the-21st-Century/9780135154281.page

*Denotes that the 10th Edition is due out in early October 2014. The publisher has over 1,000 copies of the 9th Edition remaining. Be sure to obtain the correct edition.

CLEVELAND DIVISION OF POLICE GENERAL POLICE ORDERS

CHAPTER 1. ORGANIZATION AND MANAGEMENT

SECTION 1.1 ADMINISTRATION

1.1.07 - Sexual Harassment Policy

1.1.08 - Violence in the Workplace

1.1.09 - Equal Employment Opportunity

1.1.11 - Disciplinary Guidance

1.1.13 - Duty Related Injuries

1.1.15 - Alcohol and Drug Policy

1.1.22 - Deadly Force Investigation Team, Use of (UDFIT)

1.1.23 - Reporting Controversial Incidents to the Chief's Office

1.1.24 - Field Training Program

1.1.26 - Overtime Card

1.1.36 - Traffic Violations Incurred with City Vehicles

1.1.38 - Post Traumatic Incident Protocol

1.1.39 - Ohio Law Enforcement Gateway and Ohio Local Law Enforcement Sharing Information Network (OLLEISN)

SECTION 1.3 MANAGEMENT

1.3.02 - Use of Cleveland Division of Police Computers

1.3.07 - Emergency Relief from Duty

1.3.40 - Patrol Rifle

CHAPTER 2. LEGAL**SECTION 2.1 USE OF FORCE**

- 2.1.01 - Use of Force
- 2.1.02 - Beanbag Shotguns
- 2.1.03 - Firearm Discharge Investigations
- 2.1.04 - Animal Incidents
- 2.1.06 - Taser - Conducted Electrical Weapon (CEW)

SECTION 2.2 SEARCH AND SEIZURE

- 2.2.01 - Forfeiture of Contraband
- 2.2.02 - Warrant Summons in Lieu of Arrest

SECTION 2.3 SUBPOENAS AND COURT

- 2.3.01 - Subpoenas
- 2.3.04 - Probable Cause: Establishing and Filing for Warrantless Arrests
- 2.3.08 - Investigative Stops
- 2.3.09 - Frisk Searches
- 2.3.10 - Searches Incident to Arrest

CHAPTER 3. PATROL**SECTION 3.1 ZONE CARS**

- 3.1.03 - Patrol and Patrol Supervision

SECTION 3.2 PATROL PROCEDURES

- 3.2.01 - Standard Phonetic Alphabet
- 3.2.02 - Vehicle Pursuits
- 3.2.04 - Silent Holdup Alarms
- 3.2.05 - General Labor Strike Disturbance
- 3.2.06 - Handling the Mentally Ill
- 3.2.07 - Emergency Response Driving
- 3.2.09 - Use of Special Weapons and Tactics Unit (SWAT)
- 3.2.10 - Use of Canine Unit (K-9)
- 3.2.11 - Contacting Blood and Body Fluid
- 3.2.18 - The Lojack System
- 3.2.19 - Bomb Squad and Improvised Explosive Devices (IED) Protocols

SECTION 3.3 DISTURBANCES AND DISASTERS

- 3.3.01 - Active Shooter
- 3.3.02 - Field Force

SECTION 3.4 ENFORCEMENT

- 3.4.01 - Accountability of MMCs, PINs, and UTTs
- 3.4.06 - Issuance of Citations or Warrant Summons
- 3.4.07 - Menacing by Stalking
- 3.4.11 - Silent 911 Calls
- 3.4.12 - Ethnic Intimidation and Hate Incident Investigations
- 3.4.16 - Enforcement of Domestic Violence Statutes
- 3.4.18 - Telephone Bomb Threats
- 3.4.21 - Cooperative Response to Serious Crimes
- 3.4.23 - Officer Safety: Off Duty and Plain Clothes

CHAPTER 4. INVESTIGATIONS**SECTION 4.1 CRIMINAL INVESTIGATIONS**

- 4.1.01 - Vehicle Processing
- 4.1.03 - Crime Scene Preservation and Processing
- 4.1.04 - Vehicular Assault Offenses
- 4.1.05 - Felonious Assault Incidents Involving Police Officers
- 4.1.07 - Gunshot Residue Collection (GSR)
- 4.1.08 - Arson Investigations
- 4.1.10 - Crime Scene Entry Log
- 4.1.12 - Charging Procedures: Warrantless Non-Escalating Misdemeanor Arrests
- 4.1.13 - Investigation of Human Trafficking
- 4.1.14 - Combined Abduction Response Team

SECTION 4.2 DRUG/VICE INVESTIGATIONS

- 4.2.01 - Clandestine Laboratories
- 4.2.04 - Field Evidence Bags to Package & Preserve Confiscated Narcotics

CHAPTER 6. REPORTING PROCEDURES**SECTION 6.1 NON-CRIMINAL REPORTS**

6.1.01 - Crisis Intervention Report

SECTION 6.2 CRIME REPORTS

6.2.03 - Dead Body Investigations

6.2.05 - Carry a Concealed Weapon (CCW) Arrest

6.2.06 - Reporting Abuse or Neglect of Mentally Retarded or Developmentally Disabled Adults

6.2.07 - Reporting Elder Abuse, Exploitation or Neglect

6.2.08 - Endangering Children

6.2.09 - Sexual Assault Investigations

6.2.10 - Missing Persons (Adult)

6.2.17 - Missing Person Juvenile

CHAPTER 7. PRISONER HANDLING**SECTION 7.1 JAIL PROCEDURES**

7.1.09 - Prisoner DNA Collection

CHAPTER 8. TRAFFIC**SECTION 8.1 ACCIDENTS**

8.1.01 - Motor Vehicle Crash (MVC) Involving City Employees

8.1.03 - Form-10 Reports for Accident Investigation

SECTION 8.2 ENFORCEMENT

8.2.05 - Operating a Vehicle While Intoxicated (OVI) Enforcement

8.2.07 - Citizen Stops

CHAPTER 9. COMMUNICATIONS**SECTION 9.1 POLICE RADIO**

9.1.02 - Multiple Assignment Broadcasting

9.1.03 - Duties of Command and Superior Officers

9.1.07 - Northeast Ohio Amber Alert (NEOAA)

9.1.08 - A Child is Missing Program (ACIM)

CHAPTER 10. PROPERTY**SECTION 10.1 EVIDENCE**

10.1.03 - Handling Evidence

THE MANUAL OF RULES FOR THE CONDUCT AND DISCIPLINE OF EMPLOYEES OF THE CLEVELAND DIVISION OF POLICE (Revised - October 1, 2012)

Definitions

Rule: II. Administrative Compliance

Rule: III. Ethics

Rule: IV. Duty

Rule: V. Behavior

Rule: VII. Communication

Rule: VIII. Prisoners

Rule: IX. Reporting

Rule: X. Schedule and Duty Hours

LEXISNEXIS 2014-1 OHIO CRIMINAL AND TRAFFIC FIELD GUIDE**PART I. CRIMINAL OFFENSES**

Chapter 2903. Homicide and Assault

Chapter 2905. Kidnapping and Extortion

Chapter 2907. Sex Offenses

Chapter 2909. Arson and Related Offenses

Chapter 2911. Robbery, Burglary, Trespass and Safecracking

Chapter 2913. Theft and Fraud

Chapter 2915. Gambling

Chapter 2917. Offenses Against the Public Peace

Chapter 2919. Offenses Against the Family

Chapter 2921. Offenses Against Justice and Public Administration

Chapter 2923. Conspiracy, Attempt, and Complicity; Weapons Control; Corrupt Activity

Chapter 2925. Drug Offenses

POLICE ADMINISTRATION: STRUCTURES, PROCESSES, AND BEHAVIORS (8TH EDITION)

Chapter 2. Policing Today

Chapter 3. Intelligence, Homeland Security, and Terrorism

Chapter 5. Organizational Theory and the Leader

Chapter 6. Organizational Design

Chapter 7. Leadership

Chapter 8. Planning and Decision Making

Chapter 10. Organizational and Interpersonal Communication

Chapter 13. Stress and Police Personnel

POLICE ADMINISTRATION: STRUCTURES, PROCESSES, AND BEHAVIORS (8TH EDITION)

Chapter 14. Legal Aspects of Police Administration

Chapter 15. Organizational Change

LEADERSHIP, ETHICS, AND POLICING: CHALLENGES FOR THE 21ST CENTURY (2ND EDITION)

Chapter 2. The Importance of Ethical Leadership

Chapter 4. Ethics, Morality, and Leadership

Chapter 5. Policing and Professional Conduct

Chapter 7. Motivation: Key to Personal and Professional Success

Chapter 8. Ethical Decision Making and Problem Solving

Chapter 10. Ethical Leadership in the Context of Policing a Community

Chapter 12. Strategic Policing

LEGAL GUIDE FOR POLICE: CONSTITUTIONAL ISSUES (9TH EDITION)

Chapter 1. Results of Failure to Comply with Constitutional Mandates

Chapter 2. Police Power and Limitations

Chapter 3. Police Authority to Detain

Chapter 4. Law of Arrest

Chapter 5. Search and Seizure with a Warrant

Chapter 6. Search and Seizure without a Warrant

AN EQUAL OPPORTUNITY EMPLOYER

**APPROVED C.S.C. MINUTES
ANNOUNCEMENT NO. 87**

SERGEANT OF POLICE (PROMOTIONAL)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a competitive promotional examination for the above position.

FILING OF APPLICATION

Application must be made on the application form obtainable at the Office of the Cleveland Civil Service Commission, Room 119, City Hall, 601 Lakeside Avenue, Cleveland, OH 44114.

APPLICATIONS MAY BE OBTAINED AND FILED DURING THE PERIOD OF MONDAY AUGUST 18, 2014 UNTIL SATURDAY, AUGUST 23, 2014. HOURS ARE FROM 8:30 A.M. UNTIL 4:30 P.M. WEEKDAYS AND FROM 9:00 A.M. UNTIL 3:30 P.M. ON SATURDAY, AUGUST 23, 2014.

APPLICATIONS WILL NOT BE ACCEPTED AFTER 3:30 P.M. ON SATURDAY, AUGUST 23, 2014.

APPLICATIONS MUST BE RETURNED IN PERSON WITH PROOF OF IDENTITY. APPLICANTS SHOULD BE PREPARED TO PRESENT THEIR CLEVELAND POLICE IDENTIFICATION CARD AND/OR A VALID DRIVER'S LICENSE AT THE TIME OF FILING AND WILL BE REQUIRED TO PRESENT SUCH BEFORE PARTICIPATING IN THE EXAMINATIONS.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$63,926.27 to \$64,426.27 per year.

DUTIES

Under supervision of a Lieutenant or other superior officer, supervises the activities of Patrol Officers in an assigned district or unit in the preservation of law and order, protection of life and property, enforcement of laws and ordinances, and prevention and detection of crime. Performs general police patrol duties and frequently participates in the work of subordinates, as well as performs the duties of a superior officer in the event of an absence. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS

Applicant shall hold regular status as a Patrol Officer and have actively performed the duties of the position, in the classified service of the City of Cleveland for three years at the time of filing.

EXAMINATION INFORMATION

DATE: Saturday, October 11, 2014

TIME: 12:00 P.M. PLEASE NOTE: APPLICANTS WILL NOT BE ADMITTED AFTER 12:00 P.M. AND THERE WILL BE NO EXCEPTIONS REGARDLESS OF THE REASON. DOORS WILL OPEN AT 11:30 A.M.

PLACE: THE CLEVELAND PUBLIC AUDITORIUM, 500 Lakeside Avenue

TYPE: The examination will consist of two components, a Written Technical Knowledge Test and an Oral Board Test. Both of these components are described below:

Written Test: The Written Examination will consist of 85 multiple-choice questions designed to assess candidates' understanding of job-related technical knowledge determined to be important to the effective performance of the Cleveland Division of Police Sergeant position based on the job analysis results. Questions will be developed based on the information contained in the knowledge source subsections outlined in the Reading List. The Reading List specifies which subsections of each knowledge source will be covered on the Written Examination. The allocation of Written Examination questions among the knowledge source subsections will be based on the job analysis results. All Written Examination questions will be tested in a closed-book manner.

Candidates will NOT be permitted to bring any knowledge sources identified on the Reading List nor any other documents to the Written Examination administration site. Additionally, no electronic communication devices (e.g., pagers, telephones, tablet devices, laptops, etc.) will be allowed at the Written Examination administration site.

All candidates who complete the Written Examination will be eligible to participate in the Oral Board Test.

Oral Board Test: The Oral Board Test is designed to assess abilities found to underlie effective job performance in the context of typical situations encountered by Cleveland Division of Police Sergeants. The Oral Board Test will consist of two exercises requiring candidates to conduct such activities as supervising an incident scene and correcting subordinate performance problems. Candidates will be given an opportunity to review written scenarios describing each situation and to prepare their responses before appearing before the Oral Board Test assessment panels to conduct each exercise. Candidates will then be given a set amount of time to present their responses to the Oral Board Test assessment panels which will consist of raters trained to evaluate their performance. The raters will be drawn from agencies outside the Cleveland Division of Police. Total candidate participation time for the Oral Board Test will be approximately one hour and 30 minutes including time to check-in and review instructions, time to review the Oral Board Test exercise materials and prepare responses, and time to provide your response to each Oral Board Test exercise.

Based on the job analysis of the Cleveland Division of Police Sergeant position, the Oral Board Test exercises will be designed to allow for an assessment of such abilities as: communication (oral), interpersonal interactions, analyzing and deciding, managing activities, and adaptability.

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THE USE OF THE FOLLOWING DURING THE EXAMINATION WILL BE PROHIBITED: ANY ELECTRONIC DEVICES (E.G. EARPHONES, EARPLUGS, CALCULATORS, RADIOS INCLUDING DEPARTMENTAL RADIOS, PAGERS, TAPE RECORDERS, TAPE PLAYERS), AND SCRAP PAPER. APPLICANTS BRINGING THE AFOREMENTIONED ARTICLES TO THE EXAMINATION SITE WILL HAVE THEM CONFISCATED.

WAIVER OF RULES

4.40-B PASSING GRADE

The waiver of this Rule will allow the Civil Service Commission to set the minimum passing score based on acceptable testing criteria.

APPLICABLE RULES

The following Rules will be applicable to this examination:

4.40-A WEIGHTS

Written Test – 40% of final grade
Oral Board Test – 60% of final grade

4.40-C SENIORITY CREDIT

Applicants obtaining passing grades in promotional examinations shall have added to their passing grades, credit for seniority. Such credit shall be for all service rendered, pursuant to Regular appointment in all classifications which are lower in rank and which are considered in the direct line of promotion. The amount of such credit shall be obtained by allowing an amount for each month of an applicant's prior regular service in accordance with the following schedule: one percent of the total grade obtainable for each of the first four years of prior service and six-tenths percent of such total grade for each year of the next ten years of prior service. When such prior service has been interrupted by service in the Armed Forces of the United States, seniority credit shall be granted for the time so served. No additional credit for military service shall be allowed in promotional examinations; time lost for leaves of absence, other than military, as a result of disciplinary action, or any other time during which an employee is off the City payroll (e.g. AWOL, layoff, suspension) shall not be credited toward seniority.

4.50 ESTABLISHING ANSWER KEY AND REVIEW OF EXAMINATION PAPERS

Following the administration of the written part of the examination, the question and answers thereto which the Commission proposes to use in grading the examination shall be available to applicants in such examinations for a period of five (5) working days. During this five (5) day period, any competitor who desires to challenge any answer contained in the tentative answer key shall submit such challenge in writing together with authoritative proof of his/her claim.

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Any applicant shall have the right to review his/her own graded examination papers and to submit written requests for the correction of clerical errors in their grading during five (5) working days following the applicant's notification, by mail, of his/her grade. . . Examination papers are not subject to inspection by the public except upon unanimous vote of the Commission. The Civil Service Commission reserves the right to allow the review of examinations and/or answer sheets as stated in the examination announcement.

NOTE: There will be a review period for the Technical Knowledge Test only. A Departmental Notice will be issued indicating the time, dates, and place.

The review time for challenges will be limited to two hours for each applicant.

NOTE: Any applicant protesting a question or answer will have to submit his/her protest in writing on the approved Civil Service Objection Form. All protest forms must be turned in upon the applicant's completion of the review period. No objection forms will be accepted: 1) before or after the review period, or 2) at any location other than the location designated for review. Anyone who does not follow the instructions on the objection form will lose the right to their objection. The Commission shall not entertain any objections other than those on the approved form.

NOTE: Applicants will be required to give their examination identification number, rank of examination applied for, printed name, and signature on the Civil Service Objection Form. Applicants who do not provide this information will not have their protests addressed.

NOTE: In lieu of a hearing before the Civil Service Commission regarding challenges, the Commission reserves the right to designate a Referee to hear the challenges who may then submit Findings of Fact and Conclusions of Law to the Civil Service Commission for its review.

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From the returns of each competitive examination, the Commission shall prepare and keep open to the public inspection of an eligible list of the persons who are otherwise eligible. Such persons shall be notified and take rank upon the eligible list in order of their relative grades. The grade of any applicant failing to qualify shall not be made public.

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In a Promotional Examination, should two (2) or more applicants receive the same grade, seniority in the classification from which the promotion is sought shall determine the order in which their names shall be placed on the eligible list. If the applicants are still tied after the aforementioned seniority has been considered, seniority and grade in the next lower ranks shall be used as necessary. If the applicants are still tied, placement on the eligible list will be determined by random selection. The Civil Service Commission shall determine the method of random selection.

NOTE: Seniority will be computed as of August 23, 2014.

2014 SERGEANT OF POLICE WRITTEN EXAM READING LIST

I. Reading List Explanation

Candidates for promotion to Sergeant will be responsible for the knowledge sources listed on the attached Reading List. This list is organized by knowledge source (e.g., Cleveland Division of Police General Police Orders), identifies the specific subsections [e.g., 1.1.22 Deadly Force Investigation Team, Use of (UDFIT)] of each overall knowledge source that may be included on the Written Examination. The fact that a specific knowledge source subsection is listed on the Reading List does not necessarily mean that a question will appear on the Written Examination from that subsection; it simply means that a question may appear on the Written Examination from that subsection. Knowledge source subsections that do not appear on this Reading List will not be tested. Decisions regarding the inclusion of knowledge sources and subsections were made based on information collected from the job analysis of the position of Cleveland Division of Police Sergeant.

Please note that all subsections/chapters from an overall knowledge source may not be included on the Written Examination Reading List. For example, Chapters 7 and 8 of the ninth edition of the Legal Guide for Police: Constitutional Issues have been excluded from the Written Examination Reading List. You should carefully review the Written Examination Reading List when identifying chapters/subsections to study for the Written Examination.

Finally, please note that for the external textbooks, the publisher's website has been identified to assist candidates in obtaining each external textbook.

II. Administrative Procedures

A. ALL questions on the Written Examination will be closed-book. Candidates will NOT be permitted to use any knowledge sources on the Reading List or other documents of any kind during the Written Examination.

B. Candidates will ONLY be responsible for information contained within knowledge source subsections included on the Reading List. Any other subsections that are referenced within subsections appearing on the Reading List, but are not actually included on the Reading List themselves, will NOT be tested.

C. NO electronic equipment will be allowed at the examination administration site, including pagers, tablets, cellphones, laptops, etc. Candidates may, however, bring timekeeping devices to keep track of time. Candidates will NOT be permitted to use a cell phone or any other electronic communication device to keep track of time.

D. Highlighting and writing in Written Examination booklets is permitted and encouraged (pen, pencil and highlighter are allowed). ONLY pencils will be provided at the examination administration site. You may bring highlighters and pens to the administration site.

E. Candidates will be responsible for all revisions made to the Cleveland Division of Police internal knowledge sources/documents up until the Reading List is published. Candidates will NOT be responsible for revisions that occur after the Reading List is published. Candidates can obtain an electronic copy of the internal knowledge sources by bringing a blank flash drive to the Policy Unit.

F. Any of the knowledge sources appearing on the Reading List may be of relevance to the Oral Board Test even though the focus of this test is on abilities. Candidates will NOT be permitted to bring any knowledge sources on the Reading List or other documents to the Oral Board Test. However, any critical knowledge sources or other documents needed to respond to the Oral Board Test exercises will be made available to candidates at the Oral Board Test site.

More information about the examination procedures will be provided in the Candidate Preparation Guide and in future announcements.

III. Obtaining External Textbooks

SERGEANT WRITTEN EXAMINATION

Knowledge Source	Publisher	Web Links to Purchase
LEXISNEXIS 2014-1 Ohio Criminal and Traffic Field Guide ISBN: 978-1-63043-821-0	LexisNexis	http://www.lexisnexis.com/store/catalog/booktemplate/productdetail.jsp?pageName=relatedProducts&prodId=73600
Effective Police Supervision (Seventh Edition) Harry W. More, Larry S. Miller ISBN: 978-1-4557-7760-0	Anderson	https://www.elsevier.com/books/effective-police-supervision/more/978-1-4557-7760-0
*Legal Guide for Police: Constitutional Issues (9th Edition) Jeffery T. Walker, Craig Hemmens ISBN: 978-1-4377-5588-6	Anderson	https://www.elsevier.com/books/legal-guide-for-police/walker/978-1-4377-5588-6

*Denotes that the 10th Edition is due out in early October 2014. The publisher has over 1,000 copies of the 9th Edition remaining. Be sure to obtain the correct edition.

CLEVELAND DIVISION OF POLICE GENERAL POLICE ORDERS

CHAPTER 1. ORGANIZATION AND MANAGEMENT

SECTION 1.1 ADMINISTRATION

1.1.22 - Deadly Force Investigation Team, Use of (UDFIT)

SECTION 1.2 ORGANIZATION

1.2.02 - District and Zone Boundaries

SECTION 1.3 MANAGEMENT

1.3.02 - Use of Cleveland Division of Police Computers

1.3.06 - Sick Leave Review

1.3.07 - Emergency Relief from Duty

1.3.12 - Protocol with Outside Agencies

1.3.13 - Foreign Nationals

1.3.15 - Investigations of Police Conduct

1.3.16 - Integrity Control Section Call-Up

1.3.22 - Mutual Aid Agreement with the Cuyahoga Metropolitan Housing Authority Police Department

1.3.24 - Sick Leave

1.3.26 - Restricted Duty

1.3.27 - Disclosure of Information

1.3.33 - Duty to Avoid Appearance of Impropriety

1.3.40 - Patrol Rifle

CHAPTER 2. LEGAL

SECTION 2.1 USE OF FORCE

2.1.01 - Use of Force

2.1.02 - Beanbag Shotguns

2.1.03 - Firearm Discharge Investigations
2.1.04 - Animal Incidents
2.1.06 - Taser - Conducted Electrical Weapon (CEW)

SECTION 2.3 SUBPOENAS AND COURT

2.3.04 - Probable Cause: Establishing and Filing for Warrantless Arrests
2.3.08 - Investigative Stops
2.3.09 - Frisk Searches
2.3.10 - Searches Incident to Arrest

CHAPTER 3. PATROL**SECTION 3.1 ZONE CARS**

3.1.01 - Patrol Section Duty Hours & Reporting On and Off Duty
3.1.02 - Duty Report
3.1.03 - Patrol and Patrol Supervision

SECTION 3.2 PATROL PROCEDURES

3.2.01 - Standard Phonetic Alphabet
3.2.02 - Vehicle Pursuits
3.2.03 - Road Spikes
3.2.04 - Silent Holdup Alarms
3.2.06 - Handling the Mentally Ill
3.2.07 - Emergency Response Driving
3.2.09 - Use of Special Weapons and Tactics Unit (SWAT)
3.2.10 - Use of Canine Unit (K-9)
3.2.11 - Contacting Blood and Body Fluid
3.2.14 - Warrant Check Requirements
3.2.17 - Crisis Intervention Officers
3.2.19 - Bomb Squad and Improvised Explosive Devices (IED) Protocols

SECTION 3.3 DISTURBANCES AND DISASTERS

3.3.01 - Active Shooter

SECTION 3.4 ENFORCEMENT

3.4.04 - Disorderly Conduct Intoxication (DCI) Arrests
3.4.06 - Issuance of Citations or Warrant Summons
3.4.09 - Marijuana Citations/Arrests
3.4.11 - Silent 911 Calls
3.4.13 - Parking Infraction Notice (PIN)
3.4.14 - Driving under Suspension Arrests and Citations
3.4.16 - Enforcement of Domestic Violence Statutes
3.4.19 - Open Container Citation/Arrests
3.4.23 - Officer Safety: Off Duty and Plain Clothes

CHAPTER 4. INVESTIGATIONS**SECTION 4.1 CRIMINAL INVESTIGATIONS**

4.1.01 - Vehicle Processing
4.1.03 - Crime Scene Preservation and Processing
4.1.05 - Felonious Assault Incidents Involving Police Officers
4.1.10 - Crime Scene Entry Log
4.1.12 - Charging Procedures: Warrantless Non-Escalating Misdemeanor Arrests

SECTION 4.2 DRUG/VICE INVESTIGATIONS

4.2.01 - Clandestine Laboratories
4.2.04 - Field Evidence Bags to Package & Preserve Confiscated Narcotics

CHAPTER 5. JUVENILE PROCEDURES**SECTION 5.1 JUVENILE ARRESTS**

5.1.01 - Curfew Citations
5.1.02 - Juvenile Prisoner Booking and Housing
5.1.03 - Cuyahoga County Juvenile Detention Center (CCJDC) Admission

CHAPTER 6. REPORTING PROCEDURES**SECTION 6.1 NON-CRIMINAL REPORTS**

6.1.01 - Crisis Intervention Report

SECTION 6.2 CRIME REPORTS

6.2.01 - Stolen/Lost License Plates or Validation Stickers
6.2.02 - Firearm Seized, Confiscated, Found: Reporting and Handling
6.2.03 - Dead Body Investigations
6.2.04 - Grand Theft Motor Vehicle and Unauthorized Use Investigations
6.2.05 - Carry a Concealed Weapon (CCW) Arrest
6.2.06 - Reporting Abuse or Neglect of Mentally Retarded or Developmentally Disabled Adults

6.2.09 - Sexual Assault Investigations
 6.2.10 - Missing Persons (Adult)
 6.2.11 - Suspect Identification Form (C of C 71-42)
 6.2.12 - Watercraft Theft Titles
 6.2.13 - Stolen/Unauthorized Use of Motor Vehicle Recovery Investigations
 6.2.14 - Drug Offenses-Use of Ohio Revised and Municipal Codes
 6.2.17 - Missing Person Juvenile

CHAPTER 7. PRISONER HANDLING

SECTION 7.1 JAIL PROCEDURES

7.1.05 - Prisoner Supervision
 7.1.06 - Adult Prisoner Booking
 7.1.07 - Adult Prisoner Processing
 7.1.09 - Prisoner DNA Collection

SECTION 7.2 PRISONER; MEDICAL/HOSPITAL PROCEDURES

7.2.01 - Guarding Prisoners at Hospitals

CHAPTER 8. TRAFFIC

SECTION 8.1 ACCIDENTS

8.1.01 - Motor Vehicle Crash (MVC) Involving City Employees
 8.1.02 - OH-1 Traffic Accident Reports; Supplements and Violation Enforcement
 8.1.03 - Form-10 Reports for Accident Investigation
 8.1.04 - Hit Skip Investigations

SECTION 8.2 ENFORCEMENT

8.2.01 - Vehicle Tow or Release
 8.2.03 - Uniform Traffic Tickets (UUT)
 8.2.07 - Citizen Stops

CHAPTER 9. COMMUNICATIONS

SECTION 9.1 POLICE RADIO

9.1.01 - Communications: Radio Protocol
 9.1.02 - Multiple Assignment Broadcasting

CHAPTER 10. PROPERTY

SECTION 10.1 EVIDENCE

10.1.01 - Handling Infectious Evidence/Waste
 10.1.03 - Handling Evidence

THE MANUAL OF RULES FOR THE CONDUCT AND DISCIPLINE OF EMPLOYEES OF THE CLEVELAND DIVISION OF POLICE (Revised - October 1, 2012)

Definitions

Rule: I. Sworn Police Ranks
 Rule: II. Administrative Compliance
 Rule: III. Ethics
 Rule: IV. Duty
 Rule: V. Behavior
 Rule: VII. Communication
 Rule: VIII. Prisoners
 Rule: IX. Reporting
 Rule: X. Schedule and Duty Hours

CLEVELAND, OH CODE OF ORDINANCES

PART FOUR: TRAFFIC CODE

Title III: Streets and Traffic Control Devices
 Title V: Vehicles
 Title VII: Parking
 Title IX: Pedestrians, Bicycles and Motorcycles

PART SIX: OFFENSES AND BUSINESS ACTIVITIES CODE

Title I: General Offenses

CBA BETWEEN THE CITY OF CLEVELAND AND FOP, LODGE NO. 8 (Effective April 1, 2010 through March 31, 2013)

Article VII - Overtime
 Article VIII - Court Time
 Article IX - Shift Differential
 Article X - Non-Discrimination
 Article XI - Reprimand

Article XII – Furlough
 Article XIII – Sick Leave
 Article XIV – Holidays
 Article XXVIII – Seniority-Layoffs
 Article XXIX – Transfers
 Article XXXII – Salaries
 Article XXXIV – Legal Representation and Indemnification of Officers
 Addendum A – Substance Abuse Policy
 Side Letter – Union Representation
 Side Letter – Benefits Office/Employee Assistance Unit
 Side Letter – Promotions
 Side Letter – Bullet Proof Vests

CBA BETWEEN THE CITY OF CLEVELAND AND C.P.P.A. NON-CIVILIAN PERSONNEL (Effective April 1, 2010 through March 31, 2013)

Article VIII – Bill of Rights
 Article XI – Hours, Overtime, Court-Time, Compensatory Time, Lunch Break
 Article XII – Furlough
 Article XIII – Sick Leave, Contagious Disease, Funeral, Maternity, Military
 Article XV – Termination Benefits
 Article XVII – Uniform Allowance
 Article XX – Assignments and Transfers
 Article XXI – Hazardous Duty Injury
 Article XXII – Grievance Procedure
 Article XXVIII – Legal Representation of Officers
 Article XXIX – Suspensions from Duty
 Exhibit B – Special Protocol for Officers Assigned to SR Cars
 Exhibit C – Special Protocol Letter
 Exhibit F – Experimental Districts/Projects
 Exhibit G – Drug Testing

LEXISNEXIS 2014-1 OHIO CRIMINAL AND TRAFFIC FIELD GUIDE

PART I. CRIMINAL OFFENSES

Chapter 2903. Homicide and Assault
 Chapter 2905. Kidnapping and Extortion
 Chapter 2907. Sex Offenses
 Chapter 2909. Arson and Related Offenses
 Chapter 2911. Robbery, Burglary, Trespass and Safecracking
 Chapter 2913. Theft and Fraud
 Chapter 2915. Gambling
 Chapter 2917. Offenses Against the Public Peace
 Chapter 2919. Offenses Against the Family
 Chapter 2921. Offenses Against Justice and Public Administration
 Chapter 2923. Conspiracy, Attempt, and Complicity; Weapons Control; Corrupt Activity
 Chapter 2925. Drug Offenses
 Chapter 2927. Miscellaneous Criminal Code Offenses
 Chapter 2933. Search Warrants

EFFECTIVE POLICE SUPERVISION (7TH EDITION)

Chapter 1. Supervision
 Chapter 2. Community-Oriented Policing and Problem Solving
 Chapter 3. Interpersonal Communications
 Chapter 4. Motivation
 Chapter 5. Leadership
 Chapter 6. Team Building
 Chapter 7. Change
 Chapter 9. Training, Coaching, Counseling, and Mentoring
 Chapter 10. Discipline
 Chapter 12. Supervising the Difficult Employee
 Chapter 13. Supervising Minorities

LEGAL GUIDE FOR POLICE: CONSTITUTIONAL ISSUES (9TH EDITION)

Chapter 1. Results of Failure to Comply with Constitutional Mandates
 Chapter 2. Police Power and Limitations
 Chapter 3. Police Authority to Detain
 Chapter 4. Law of Arrest
 Chapter 5. Search and Seizure with a Warrant
 Chapter 6. Search and Seizure without a Warrant

AN EQUAL OPPORTUNITY EMPLOYER

ROBERT BENNETT,
 President

**SCHEDULE OF THE BOARD
OF ZONING APPEALS**

MONDAY, SEPTEMBER 2, 2014

9:30 A.M.

Calendar No. 14-140: 4526 West 157th Street (Ward 16)

Russ Cross, owner, proposes to erect a 14' x 30' 1 story frame gable garage on a 41' x 263' parcel located in an A1 One-Family Residential District contrary to Section 337.12(a) of the Cleveland Codified Ordinances which states that accessory buildings shall be located on the rear half of the lot or in this case at 134 feet and 102.79 feet are proposed.

Calendar No. 14-142: 3675 East 65th Street (Ward 12)

Bethel Church, owner, proposes to change use from Funeral Home to Art Gallery in an A1 One Family Residential District. The owner appeals for relief from the following Sections of the Cleveland Codified Ordinances:

1. Section 337.02 which states that an art gallery is not a permitted use in the One Family Residential District; Section 334.01 states that an art gallery is first permitted in a Local Retail Business District.

2. Section 349.04(e) requires a minimum of 41 parking spaces and 2 are provided.

3. Section 359.01(a) states that substitution of a nonconforming use requires Board of Zoning Appeals approval. (Filed July 30, 2014)

Calendar No. 14-143: 1330 East 115th Street (Ward 9)

Angela White, owner, proposes to install 40 linear feet of four foot high picket fence in the actual front yard of a parcel located in a B1 Two Family Residential. The owner appeals for relief from Section 358.03(a) of the Cleveland Codified Ordinances which states that any portion of a fence located along and parallel to a driveway within 15 feet of its intersection with a public sidewalk shall not exceed 2 ½ feet in height and must be at least 75% open up to the maximum height of four feet and the proposed fence is not 75% open. (Filed July 30, 2014)

Calendar No. 14-145: 15715 Lorain Ave. (Ward 17)

Shirley German, owner, proposes to establish a 256 square foot front yard patio area for a tavern/restaurant in a C2 Local Retail Business District and a Pedestrian Retail Overlay District. The owner appeals for relief from the strict application of the following Sections of the Cleveland Codified Ordinances:

1. Section 357.13 which states that a patio is not a permitted front yard encroachment and the proposed patio is 256 square feet.

2. Section 352.11 which requires an 8 foot wide landscaped transition strip where the property abuts a Residential District and no transition strip is proposed.

3. Sections 349.04(f) and 343.21(i) which requires 15 parking spaces for the expansion of the use (23 spaces were required before the 33% reduction due to PRO District) and 6 spaces are proposed.

4. Section 325.03 requires a minimum of 180 square feet per off-street parking space and less than 180 square feet are provided. (Filed July 30, 2014)

Calendar No. 14-146: 4401 Bridge Ave. (Ward 3)

Jesse Masou, owner, proposes to establish a parking lot for ice cream shop on a corner parcel in a B1 Two Family Residential District. The owner appeals for relief from the strict application of the following Sections of the Cleveland Codified Ordinances:

1. Section 349.05(a) states that parking is not permitted within 10 feet of a residence and zero (0) feet are proposed.

2. Section 349.07(b) states that bumper/wheel guards are required for off-street parking spaces and none are proposed.

3. Section 347.08 states that dumpsters must be enclosed and no enclosure is provided. (Filed July 31, 2014)

Calendar No. 14-152: 3630 Rockport Ave. (Ward 17)

Kevin and Barb Sonby, owners, propose to construct an addition to a single family dwelling unit on a 44' x 259' parcel located in a B1 Two-Family Residential District contrary to Section 357.09(b)(2)(B) which states that in a Two-Family Residential District no interior side yard on a lot occupied by a dwelling house shall be less than five (5) feet in width for a corner lot, nor less than three (3) feet in width for an interior lot, nor shall the aggregate width of side yards on the same premises be less than ten (10) feet. However, the width of any such interior side yard shall in no case be less than one-fourth (1/4) the height of the main building on the premises and in this case the Building mean height is approximately 31 feet thus no interior side yard shall be less than 7.75 feet and a 5 foot side yard is proposed. (Filed August 1, 2014)

Postponed from August 4th

Violation Notice

Calendar No. 14-099: 4656 Broadview Road (Ward 13)

Karen Blackshire, owner, appeals under the authority of Section 76-6 of the Charter of the City of Cleveland and Section 329.02(d) of the Cleveland Codified Ordinances from a Notice of Violation issued on May 19, 2014 by the Cleveland Department of Building and Housing for failure to comply with Section 337.18(a) requiring all accessory off-street parking spaces, driveways and maneuvering areas to be surfaced with concrete, asphaltic concrete, asphalt or similar material maintained in good condition. (Filed June 2, 2014)

First postponement requested by the appellant due to a scheduling conflict.

Rehearing from July 21st

Calendar No. 14-103: 5133 Pearl Road (Ward 13)

Pearlbrook Park, owner, proposes to erect a 131 square foot free-standing business identification sign on a parcel located in a B3 General Retail Business District and Semi-Industry District. The owner

appeals for relief from the following sections of the Cleveland Codified Ordinances:

1. Section 350.15(b)(1) which states that the permitted maximum area of a free-standing sign is 75 square feet and the proposed sign is 131 square feet. (Filed June 12, 2014)

2. Section 350.15(c) which states that a sign must be a minimum of 3 feet away from the Right-of-Way and no distance is shown. (Filed June 12, 2014)

Rehearing requested by the Development Corporation and the appellant after this request was denied.

Secretary

**REPORT OF THE BOARD
OF ZONING APPEALS**

MONDAY, AUGUST 11, 2014

At the meeting of the Board of Zoning Appeals on Monday, August 11, 2014, the following appeals were scheduled for hearing before the Board.

The following appeals were **APPROVED:**

Calendar No. 14-129: 4107 Henritze Ave.

Huda Harris appealed to enclose an existing 7'-6" x 22'-3" open porch to existing single family residence in a B1 Two Family Residential.

Calendar No. 14-130: 1980 West 4th Street

Allied Corporation, appealed to install a 14' x 48' digital automatic changeable copy billboard face on an existing 180' monopole sign structure.

The following appeal was **DENIED:**

Calendar No. 14-102: 2165 E. 55th Street

Abeco-Ayad Inc., appealed from a Violation Notice issued by the Cleveland Department of Building and Housing regarding illegal signage.

The following appeals were **WITHDRAWN:**

None.

The following appeals were **DISMISSED:**

None.

The following appeal was postponed to September 8, 2014.

Calendar Numbers 14-117 through 14-126: Chelsea Investment Partners 1201 Auburn Avenue. Units 1-9.

The following appeals were heard by the Board on August 4, 2014 and the decisions were adopted and approved on August 11, 2014;

The following appeals were **APPROVED:**

Calendar No. 14-115: 6005 Bridge Avenue

Ronald Clatterbuck, appealed to erect a 2'-6" wide x 21' long and 3'-4" high natural stone fence in the front yard.

Calendar No. 14-116: 1844 Columbus Road
Eighteen Fifty Properties appealed to establish use as a brewery and bar with 690 square feet devoted to patron space, seating for 32 people and an outdoor patio.

Calendar No. 14-127: 2220 Superior Viaduct
Left Side Developments, LLC appealed to change use of a 35,492 square foot building on an 8,960 square foot lot to 13 apartments and 6,000 square feet of business occupancy.

Calendar No. 14-021: 4108 Clinton Avenue
Alexandru Bardan appealed to erect a 12' x 26' one story frame attached garage addition.

The following appeals were **DENIED:**

None.

The following appeal was **WITHDRAWN:**

Calendar No. 14-128: 5801 Ensign Avenue
Carey Holding appealed the Violation Notice regarding unauthorized use.

The following appeal was **DISMISSED:**

Calendar No. 14-069: 3781 West 152nd Street
Elias Fernandez appealed to expand a nonconforming glass block contractor shop and truck rental business by changing the use of the existing school building to a single family home.

Secretary

REPORT OF THE BOARD OF BUILDING STANDARDS AND BUILDING APPEALS

NO MEETING

PUBLIC NOTICE

NONE

NOTICE OF PUBLIC HEARING

Notice of Public Hearing By the Council Committee On Development, Planning and Sustainability

**Mercedes Cotner
Committee Room 217
City Hall, Cleveland, Ohio
On Wednesday, August 20, 2014
9:00 a.m.**

Notice is hereby given to all interested property owners that the Council Committee on Development, Planning and Sustainability will hold a public hearing in the Mercedes Cotner Committee Room 217, City Hall, Cleveland, Ohio, on Wednesday, August 20, 2014, at 9:00 a.m., to consider the following ordinances now pending in the Council:

Ord. No. 1435-13.
By Council Members Cummins and Zone.

An ordinance changing the Use District of lands located on the north and south sides of Clark Avenue Between Train Avenue and W. 41st Street from Semi-Industry to General Retail Business (Map Change No. 2464).

Ord. No. 1604-13.
By Council Member Cimperman.

An ordinance changing the Use, Area and Height Districts of lands on the north side of Lorain at the Lorain Carnegie Bridge between Columbus Road and West 17th Street to Local Retail Business or Multi-Family District, a 'K' Area District and a '3' Height District, or a 'C' Area District and a '1' Height District (Map Change No. 2462).

All interested persons are urged to be present or to be represented at the above time and place.

Anthony Brancatelli, Chair
Committee on Development,
Planning and Sustainability

August 6, 2014 and August 13, 2014

CITY of CLEVELAND BIDS

For All Departments

Sealed bids will be received at the office of the Commissioner of Purchases and Supplies, Room 128, City Hall, in accordance with the appended schedule, and will be opened and read in Room 128, City Hall, immediately thereafter.

Each bid must be made in accordance with the specifications and must be submitted on the blanks supplied for the purpose, all of which may be obtained at the office of the said Commissioner of Purchases and Supplies, but no bid will be considered unless delivered to the office of the said commissioner previous to 12:00 noon (Eastern Standard Time) on the date specified in the schedule.

187.10 Negotiated contracts; Notice required in Advertisement for Bids.

Where invitations for bids are advertised, the following notice shall be included in the advertisement: "Pursuant to the MBE/FBE Code, each prime bidder, each minority business enterprise ("MBE") and each female business enterprise ("FBE") must be certified before doing business with the City. Therefore, any prime contractor wishing to receive credit for using an MBE or FBE should ensure that applications for certification as to MBE or FBE status compliance with the Code, affirmative action in employment and, if applicable, joint venture status, are submitted to the office of Equal Opportunity ("OEO") prior to the date of bid opening or submission of proposals or as specified by the Director. Failure to comply with the business enterprise code or with representations made on these forms may result in cancellation of the contract or other civil or criminal penalties."

WEDNESDAY, AUGUST 27, 2014

File No. 101-14 — Jefferson Avenue Green Infrastructure Improvements, for the Division of Architecture and Site Development, Department of Public Works and the Mayor's Office of Capital Projects, as authorized by Ordinance No. 727-13, passed by the Council of the City of Cleveland, May 20, 2013.

***THERE WILL BE A NON-REFUNDABLE FEE FOR PLANS AND SPECIFICATIONS IN THE AMOUNT OF TWENTY FIVE DOLLARS (\$25.00) ONLY IN THE FORM OF A CASHIER'S CHECK OR A MONEY ORDER (NO COMPANY CHECKS, NO CASH AND NO CREDIT CARDS WILL BE ACCEPTED TO PURCHASE PLANS).**

THERE WILL BE A NON-MANDATORY PRE-BID MEETING MONDAY, AUGUST 18, 2014 AT 10:00 A.M. CLEVELAND CITY HALL, ROOM 517A, 601 LAKESIDE AVENUE, CLEVELAND, OHIO 44114.

***Bidders must purchase plans and specifications directly from the office of the Commissioner of Purchases and Supplies. Only registered Plan Holders will receive Addenda. Bids cannot be accepted from Bidders who only purchase plans from other entities such as Plan Rooms and/or who fail to register to be on the City of Cleveland Plan Holders List.**

August 6, 2014 and August 13, 2014

FRIDAY, AUGUST 29, 2014

File No. 103-14 — 2014 Safety Surface Improvements, for the Division of Architecture and Site Development, Department of Public Works and the Mayor's Office of Capital Projects, as authorized by Ordinance No. 791-13, passed by the Council of the City of Cleveland, May 20, 2013.

***THERE WILL BE A NON-REFUNDABLE FEE FOR PLANS AND SPECIFICATIONS IN THE AMOUNT OF TWENTY-FIVE DOLLARS (\$25.00) ONLY IN THE FORM OF A CASHIER'S CHECK OR A MONEY ORDER (NO COMPANY CHECKS, NO CASH AND NO CREDIT CARDS WILL BE ACCEPTED TO PURCHASE PLANS).**

THERE WILL BE A NON-MANDATORY PRE-BID MEETING FRIDAY, AUGUST 22, 2014 AT 10:00 A.M. LOCATED CLEVELAND CITY HALL, ROOM 517A, 601 LAKESIDE AVENUE, CLEVELAND, OHIO 44114.

***Bidders must purchase plans and specifications directly from the office of the Commissioner of Purchases and Supplies. Only registered Plan Holders will receive Addenda. Bids cannot be accepted from Bidders who only purchase plans from other entities such as Plan Rooms and/or who fail to register to be on the City of Cleveland Plan Holders List.**

August 13, 2014 and August 20, 2014

FRIDAY, SEPTEMBER 5, 2014

File No. 102-14 — New Fire Station Number 36, for the Division of Architecture and Site Development, Department of Public Works and the Mayor's Office of Capital Projects, as authorized by Ordinance No. 533-12 and amended by Ordinance No. 527-14, passed by the Council of the City of Cleveland, June 4, 2012 and June 9, 2014.

*THERE WILL BE A **NON-REFUNDABLE FEE** FOR PLANS AND SPECIFICATIONS IN THE AMOUNT OF ONE HUNDRED AND FIFTY DOLLARS (\$150.00) ONLY IN THE FORM OF A CASHIER'S CHECK OR A MONEY ORDER (NO COMPANY CHECKS, NO CASH AND NO CREDIT CARDS WILL BE ACCEPTED TO PURCHASE PLANS).

THERE WILL BE A **NON-MANDATORY** PRE-BID MEETING THURSDAY, AUGUST 21, 2014 AT 10:00 A.M. LOCATED CLEVELAND CITY HALL, ROOM 517A, 601 LAKESIDE AVENUE, CLEVELAND, OHIO 44114.

***Bidders must purchase plans and specifications directly from the office of the Commissioner of Purchases and Supplies. Only registered Plan Holders will receive Addenda. Bids cannot be accepted from Bidders who only purchase plans from other entities**

such as **Plan Rooms and/or who fail to register to be on the City of Cleveland Plan Holders List.**

File No. 104-14 — 2014 Gunning Recreation Center Interior Improvements, for the Division of Architecture and Site Development, Department of Public Works and the Mayor's Office of Capital Projects, as authorized by Ordinance No. 534-12, passed by the Council of the City of Cleveland, June 4, 2012.

*THERE WILL BE A **NON-REFUNDABLE FEE** FOR PLANS AND SPECIFICATIONS IN THE AMOUNT OF FIFTY DOLLARS (\$50.00) ONLY IN THE FORM OF A CASHIER'S CHECK OR A MONEY ORDER (NO COMPANY CHECKS, NO CASH AND NO CREDIT CARDS WILL BE ACCEPTED TO PURCHASE PLANS).

THERE WILL BE A **NON-MANDATORY** PRE-BID MEETING THURSDAY, AUGUST 21, 2014 AT 11:00 A.M. LOCATED CLEVELAND CITY HALL, ROOM 517A, 601 LAKESIDE AVENUE, CLEVELAND, OHIO 44114.

****AUGUST 21 2014 SITE VISITS GUNNING RECREATION CENTER 16700 PURTIAS AVENUE AT 1:00 P.M.****

***Bidders must purchase plans and specifications directly from the office of the Commissioner of**

Purchases and Supplies. Only registered Plan Holders will receive Addenda. Bids cannot be accepted from Bidders who only purchase plans from other entities such as Plan Rooms and/or who fail to register to be on the City of Cleveland Plan Holders List.

August 13, 2014 and August 20, 2014

ADOPTED RESOLUTIONS AND ORDINANCES

NONE

COUNCIL COMMITTEE MEETINGS

Monday, August 11, 2014 1:00 p.m.

Health and Human Services Committee: CANCELLED.

Tuesday, August 12, 2014 9:30 a.m.

Safety Committee: Present: Zone, Chair; Cimperman, Keane, Polensek. Authorized Absence: Conwell, Vice Chair; K. Johnson. Unauthorized Absence: Dow.

Index

O—Ordinance; R—Resolution; F—File

Bold figures—Final Publication; D—Defeated; R—Reprint; T—Tabled; V—Vetoed;

Bold type in sections indicates amendments

Board of Control — Capital Projects Office

Improvements to U.S. 42 (W. 25th St.) between Interstate 71 and U.S. 6, all items — per Ord. 623-14 to Shelly Company, Inc. — Division of Engineering and Construction (BOC Res. 363-14) 1140

Board of Control — Civil Service Commission

Firefighter civil service tests — per Ord. 672-13 to Cuyahoga Community College District (BOC Res. 366-14) 1141

Board of Control — Cleveland Public Power Division

Hardware, software technical support and maintenance for Ventyx Customer Suite, Service Suite and Asset Suite — amend BOC Res. 217-14 — change to Hansen Banner, LLC, a Hansen Technologies Company — Dept. of Public Utilities (BOC Res. 361-14) 1140

Board of Control — Community Development Department

Harvard Avenue, 10003 (Ward 2) — PPN 136-08-006 — Michael Collins (BOC Res. 368-14) 1141
Hough Avenue (Ward 7) — PPN 106-14-014/015/016 — Neighborhood Solutions, Inc. (BOC Res. 367-14) 1141
West 19th Street (Ward 3) — PPN 004-02-032 — Berges L.L.C. (BOC Res. 369-14)..... 1141

Board of Control — Engineering and Construction Division

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