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EAST HAVEN, CONN

*Lisa Balter*  
TOWN CLERK

**The Town of East Haven, CT  
Civil Service Commission Minutes  
May 12, 2022, 7:30 pm**

A Special Meeting of the Civil Service Commission was held on Thursday, May 12, 2022, in the East Haven Community Center, 91 Taylor Avenue, East Haven CT.

The meeting was called to order at 7:30 p.m.

Roll Call:      Mrs. Sue Deko                      Present  
                     Mrs. Ann Murray                      Present

Staff Present: Chief Edward Lennon, arrived at 7:45 pm

**OLD BUSINESS**

**BOARD OF EDUCATION**

**ACCOUNT CLERK, GRADE LEVEL 10**

The position has been filled. Jeannette Pizarro has been hired effective June 1, 2022.

A MOTION was made by Mrs. Deko to certify the employment of Jeannette Pizarro effective June 1, 2022 and to send her the standard probation letter Mrs. Murray seconds the motion.

Vote: Unanimous

**SECRETARY I, GRADE LEVEL 9**

The exam for this position was held May 12, 2022 with 8 in attendance.

**SECRETARY III, GRADE LEVEL 11**

The exam for this position is scheduled to be held on May 16, 2022.

**FIRE DEPARTMENT**

**FIREFIGHTER D/EMT/PARAMEDIC**

Tanner DiVito and Alec DiVito have been hired, date to be determined.

A MOTION was made by Mrs. Deko to certify the employment of Tanner DiVito and Alec DiVito from the list for Firefighter/EMT/Paramedic date of hire to be determined and to send them the standard probation letter.

Mrs. Murray seconds the motion

Vote: Unanimous.

**CAPTAIN**

Robert Black has been promoted to Captain effective April 26, 2022.

A MOTION was made by Mrs. Deko to certify the promotion of Robert Black to the rank of Captain effective April 26, 2022 and to send him the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous.

**FINANCE DEPARTMENT**

**ACCOUNT CLERK II, GRADE LEVEL 11**

Candidates were interviewed. An offer was made to one candidate, the Commission has not been advised if that candidate has accepted the position.

**POLICE DEPARTMENT**

**DETECTIVE**

The Notice of Testing has been posted and will be open until May 20, 2022.

**NEW BUSINESS**

**POLICE DEPARTMENT**

**REVIEW AND ADOPTION OF AMENDMENT TO RULE 8, SECTION 6 OF THE CIVIL SERVICE RULES AND REGULATIONS**

Chief Lennon was in attendance to discuss the proposed Amendment to Rule 8, Section 6. He informed the Commission that in order to stay competitive he felt it was necessary to establish a rolling application process for the position of Police Officer C. This change would allow

candidates to apply at any time, and testing would be done in small groups. It would allow the department to recruit and retain qualified candidates.

**Civil Service Commission**  
**May 13, 2022**

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A MOTION was made by Mrs. Deko to repeal Rule 8, Section 6 substituted with the Proposed Amendment to Rule 8, Section 6 (attached).

Mrs. Murray seconds the motion

Vote: Unanimous

**BILLS**

A MOTION was made by Mrs. Murray to pay the following bills:

\$150.00 to Roberta DeLuca, Proctor

\$100.00 to Mheegan Rollins-Bachinski, Proctor

\$63.00 to LTI, Testing

\$1045.00 to CPS-HR, Test Rental

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Deko to adjourn the Meeting at 8:00 p.m.

Mrs. Murray seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary

*Lisa Balter*  
TOWN CLERK

**East Haven Civil Service Rules and Regulations**  
**Rule 8, Section 6**  
**Amended May12, 2022**

**NEW POLICE OFFICER ELIGIBILITY LISTS**

Section 6. (a) This Section shall apply to the establishment of eligibility lists for police officer positions within the police department which:

- (i) are filled based on open competitive examinations; and
  - (ii) are subject to the requirement that the holder of the position be, or become, certified as a police officer pursuant to Section 7-294d of the Connecticut General Statutes, as the same may be amended from time to time, such certification being herein called "police certification."
- (b) The Commission shall compile an eligibility list of successful candidates which contains the names of all successful candidates, ranked in descending order from highest to lowest final rating.
- (c) The Commission shall have the authority to set an open competitive examination and compile an eligibility list that is for a specific period as enumerated in the rules of the Commission or by means of a continual rolling examination process.
- (i) A continual rolling examination process shall still meet all the regulations of the Commission other than the requirement that the examination exists for a certain period. In any event, a person shall remain on the eligibility list for a minimum period of one (1) year, but not to exceed two (2) years, unless they retake the examination.
  - (ii) If the testing process is a continual rolling examination process, the Chief of Police or his/her designee shall request in writing from the Chief Examiner the names of applicants that are eligible for consideration in order of highest ranking to lowest ranking so that the police department may complete all background investigation and hiring requirements of Section 7-294d of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Commission (CT POST). This shall be called the initial eligibility list and shall not require certification of the Commission. Once the initial eligibility list is transmitted to the police department, no new names may be added to the eligibility list, until the police department requests a new continual rolling initial eligibility list.

- (d) This request may occur at any time. Nothing in this Section shall prevent the police department from notifying the Commission of the names of candidates who do not meet the minimum standards for employment as a police officer as enumerated in Section 7-294d of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council (CT POST), nor does it prevent the Commission from taking action to remove said candidates.
- (e) Once all the requirements of the Commission and all background investigation and hiring requirements of Section 7-294d of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council (CT POST) have been completed; the Chief of Police or his/her designee will notify the Commission of the status of the candidates on the initial eligibility list. The Commission will take the appropriate action they deem fit regarding the status of each candidate once this information is provided. At this time, the appointing authority may request the certified list from the Commission consistent with these rules. At this time, the Civil Service Commission will establish the eligibility list for the position. Candidates who are not hired at this time, will remain on the eligibility list, and will be carried over on to any new eligibility list which may be established in the future.
- (f) Upon request of the appointing authority for certification of names for appointment, the Commission shall certify the number of names of the highest rated candidates according to the number of positions to be filled.
- (g) This Section shall apply to any eligibility list for positions described in Subsection (a) in existence at the effective date of this Section or thereafter created.
- (h) These rules shall apply to recruit police officer candidates and Connecticut Police Officer Standards and Training Council (CT POST) certified lateral transfer police officer candidates. There shall be a separate eligibility list maintained for each classification.
- (i) All provisions of these Rules pertaining to eligibility lists, or to their establishment, duration, or validity, shall apply to eligibility lists established in accordance with this Section, unless a contrary provision is specifically set forth in this Section.