

**EDMONDS CIVIL SERVICE COMMISSION  
MINUTES  
CIVIL SERVICE COMMISSION MEETING**

**Regularly Called Meeting**

November 7, 2018

Commissioners present:           Mike Fields  
  Norm Davis

Others present:                       Professional Standards Sergeant Josh McClure  
  Secretary & Chief Examiner Mary Ann Hardie

**CALL TO ORDER**

Chair Mike Fields called the meeting to order at 6:00 pm. Commissioner Chris Fleck was unable to attend the meeting.

**MINUTES:**

The approval of the March 7, 2018 and October 2, 2018 meeting minutes were deferred to the next regularly scheduled meeting for review and approval (as not all the commissioners in attendance at that meeting were present).

**Commissioner Norm Davis made a motion to approve the November 8, 2017 meeting minutes. Chair Fields seconded the motion. The motion carried.**

**Commissioner Davis made a motion to approve the September 12, 2018 meeting minutes. Chair Fields seconded the motion. The motion carried.**

**CORRESPONDENCE**

Sergeant McClure explained that Tammy Domico, a Police Services Assistant, had unfortunately not successfully completed her probation period as she was unable to meet standards in her work performance. She started at the beginning of March 2018 and her employment ended in October 2018. Secretary & Chief Examiner Mary Ann Hardie further explained that there was now an additional vacancy (for a total of two vacancies) for the Police Services Assistant position(s).

**POLICE BUSINESS**

**Proposed update – Chapter 7.4**

Sergeant McClure explained that in an effort to simplify the process for candidates who have been employed by another law enforcement agency, the department was proposing a change to the testing process for two applicant groups (Lateral Entry Officer Applicant and Academy Graduate Officer Applicant). This proposal before the commission for approval was presented to the command staff, supported by the Police Chief and Assistant Chiefs as well as the Civil Service Secretary & Chief Examiner.

This change would allow the agency to bring applicants directly to a command interview [instead of going through an oral board process first] once they have completed PST (including the physical agility) and submitted a personal history statement. Sergeant McClure would then provide the command interviewers (Police Chiefs and

Assistant Police Chiefs) with any questions from the current oral board process that would be important to get answered by the applicant. Subsequent to the command interview, applicants that are chosen to move forward would begin the background process. This would include an interview with him [Sergeant McClure] where he would go over their command interview notes, the PHS (personal history statement), the PEP and schedule a polygraph or Eye Detect exam. This would streamline the process for these two candidate categories without removing an important parts of the vetting process. Their ranking on the list would be based on their written score; given the relatively low number there are for each group, there are not any anticipated negative impacts expected by making this change.

Additionally, while other neighboring agencies and area cities use this ranking method for all applicants classes, Sergeant McClure would want to continue with the oral board process (50 oral board/50 written exam score) for the Entry Level group. The proposed change is as follows (in red):

## **CHAPTER 7. EXAMINATIONS**

Section 7.4 RELATIVE WEIGHTS. The relative weight of each examination shall be as follows: Entry Level Police Officer Applicant: 50 percent for the written examination and 50 percent for the oral examination; unless otherwise ordered by the commission.

Lateral Entry Officer Applicant: 100 percent of the written exam  
Academy Graduate Officer Applicant: 100 percent of the written exam

**Commissioner Davis made a motion to approve the proposed change to Section 7.4 Relative Weights as proposed by the department to allow the Lateral Entry Officer Applicant and the Academy Graduate Officer applicant groups to have their examination scores based 100 percent on the written exam (instead of 50 percent on the written exam and 50 percent on the oral exam). Chair Fields seconded the motion. The motion carried.**

### **Review and approval of the Academy Graduate Officer Eligibility List**

Sergeant McClure explained that one of the candidates on this list (Louis Daniels) had been interviewed by the command staff and was in the background check stage (and would likely be made a conditional offer of employment by Thursday, 11/8/18). Additionally, candidate #2 on the list had communicated that they had several other job offers and, candidate #3 had been interviewed by the command staff and the decision was made not to move forward with that candidate.

There was a short discussion that followed by the Commission about the Academy Graduate Officer Eligibility List. Sergeant McClure explained that they were candidates who had under the two years of required service as a Lateral Level applicant. For example, candidate Daniels while did not successfully complete his probation period as a police officer with the Kent Police department, due to the high call volume, Edmonds does not have the same call volume level and this was an opportunity for the department to hire [a qualified] applicant who had already been through basic academy training.

**Commissioner Davis made a motion to approve the Academy Graduate Officer Eligibility List dated 11/7/18. Chair Fields seconded the motion. The motion carried.**

### **Review and approval of the Entry Level Police Officer Eligibility List**

Sergeant McClure explained that, on 10/23 & 10/24/18, there were oral board interviews held. Candidates #11 and #14 were moved to the background investigation process and then to command staff interviews on 11/6/18. Chair Fields inquired as to how many current vacancies there were in the department. Sergeant McClure explained that there are three (with one candidate from the list- Bolasky in the background check process since August 2018) and that one retirement is anticipated in January. He explained that he had been given authorization by Chief Compaan to fill for six positions.

Commissioner Davis made a motion to approve the Entry Level Police Officer Eligibility List dated 11/7/18. Chair Fields seconded the motion. The motion carried.

Lateral Level Police Officer Eligibility List

There was no changes to the list that required certification at the meeting.

Police Services Assistant Screening and Testing Process

Sergeant McClure explained that there were a total of 163 applicants and that he had 42 applicants that met the minimum qualifications that would be sent to the next step in the screening process that included MS Office skills tests (Word, Excel) and data entry and typing. Once the results of the tests have been reviewed, Sergeant McClure explained that he was hoping that he would have 16-20 candidates to invite in for oral board interviews. He further explained that he does not anticipate having someone in the position (with the selection process) until January or February 2019.

OTHER

The Commission discussed that it did not appear at this time that there would be a need for a December regularly scheduled Civil Service meeting and that that next meeting would be in January 2019.

NEW BUSINESS

None.

  
\_\_\_\_\_  
Mike Fields, Chair

4/10/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mary Ann Hardie, Secretary and Chief Examiner

\_\_\_\_\_  
Date