

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

Regularly Called Meeting

November 6, 2019

Commissioners present: Mike Fields
 Norm Davis

Others present: Professional Standards Sergeant, Josh McClure
 Assistant Chief of Police, James Lawless
 Secretary and Chief Examiner, Jessica Neill Hoyson
 HR Analyst, Emily Wagener

1. CALL TO ORDER

Chair Mike Fields called the meeting to order at 6:00 pm.

2. Correspondence

Chair Fields confirmed there was no correspondence to review.

4. Approval of meeting minutes – 10/8/2019

After a brief review, **Commissioner Norm Davis made a motion to approve the 10/8/2019 meeting minutes. Chair Fields seconded the motion. The motion carried.**

POLICE BUSINESS

a-i. Review/Approval of the Academy Certified Eligibility List

Sergeant Josh McClure indicated the names listed were current as of this week and that candidates numbers 1 and 3 had been screened and that the City will not be moving forward with them. Sergeant McClure Continued that candidate number 2 is still in the process of being screened and that candidates numbered 4 and 5, based on their scores and overall competitiveness with other candidates to include lateral candidates, have been notified that the City will not be moving forward with them at this time.

Chair fields asked if there are currently 5 vacancies overall. Sergeant McClure indicated that there are 2 official vacancies and that he is allowed to over-hire by 2. Sergeant McClure continued that pending a personnel decision expected in the first part of 2020 he will only be filling for 3 of these openings.

Commissioner Davis made a motion to approve/certify the Academy Certified Eligibility list dated 11/05/2019. Chair Fields seconded the motion. The motion carried.

a-ii. Review/Approval of the Entry Level Police Eligibility List

Sergeant McClure indicated that oral boards had just occurred the week prior for the entry level position. Sergeant McClure explained that of the 16 applicants who were invited 14 showed up and 8 of those were disqualified during or after the oral board interviews which left 8 names to be added to the list as shown, merged with the existing names. Sergeant McClure explained that candidate number 3 was the only person from the previous assessment to move forward and was passed over due to concerns over fit after a full background investigation report was reviewed by the Chief. Sergeant McClure continued that candidates numbered 1, 2, 5 and 10 were moved to a polygraph after a detail review of their files and that results are in but have not yet been reviewed. Sergeant McClure indicated that all 4 of them could potentially go to command interviews next week and that other candidates will be evaluated if needed

Chair Fields asked if we had an ideal mix of Academy Certified, Entry and Lateral candidates based on what we would like to see. Sergeant McClure responded that we would prefer all Laterals or Academy Certified if possible just to save the wait time. Sergeant McClure further explained that our Lateral interest peaked recently with a specific precinct in HI in addition to an increase in interest for Academy Certified and while we have plenty of Entry Level interest we would like to get some experience to go with it.

Commissioner Davis made a motion to approve/certify the Entry Level Eligibility list dated 11/05/2019. Chair Fields seconded the motion. The motion carried.

a-iii. Review/Approval of the Lateral Level Police Eligibility List

Sergeant Josh McClure explained that candidate number 1 tested last week so the score just became available and that we would not be moving forward with candidate numbers 2 and 3 due to some preliminary background investigation results. Sergeant McClure indicated that candidate number 4 is still being considered, has a family member who works for the department, had a command interview via skype and will be interviewed in person sometime in December.

Commissioner Davis made a motion to approve/certify the Lateral Eligibility list dated 11/05/2019. Chair Fields seconded the motion. The motion carried.

Sergeant McClure stepped out of the meeting at this time.

b: Update on Police Corporal Assessment Process

Assistant Chief James Lawless spoke about the promotional process through Civil Service explaining that in 2018 the City held a Sergeant and Corporals exam and that the Corporals list has been completely exhausted and both candidates from that list have since been promoted and are currently serving as corporals. Assistant Chief Lawless further explained that there is a currently valid Sergeant list with two names but no opening at this time. Chief Lawless added that for the Corporal, we have a vacancy and need to promote but do not have an active list.

Assistant Chief Lawless explained that after discussion with HR he reached out to Public Safety Testing and that the formal contract was recently signed and the internal posting went out to staff. Assistant Chief Lawless explained that the assessment center was scheduled for January 9, 2020 but preceding that a candidate workshop would be held by public safety testing with a written test to follow.

Chair Fields asked if the assessment center was designed by PST or is it something the City designed that PST implements. Assistant Chief Lawless explained that with their experience and track record, PST has come up with a very solid process that includes a bank of certain exercises but that the process can be customized to our organization, our community, and our culture for how things are structured.

Assistant Chief Lawless further explained that a date had been reserved for March/April to conduct a Sergeants test as well since the list is set to expire on March 7th and has already been extended once.

Chair Fields asked if any action was necessary. Secretary and Chief Examiner Jessica Neill Hoyson confirmed that no action was necessary and it was just an update for the commission.

NEW BUSINESS

Secretary and Chief Examiner Neill Hoyson confirmed that there was no new business to discuss.

Chair Fields adjourned the meeting at 6:10 PM.

Chair Mike Fields

Date

City of Edmonds Secretary and Chief Examiner

Date