

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

Regularly Called Meeting

January 8, 2020

Commissioners present: Mike Fields
 Norm Davis
 Chris Fleck

Others present: Professional Standards Sergeant, Josh McClure
 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

Secretary and Chief Examiner, Jessica Neill Hoyson shared that there was correspondence in regards to an officer who is moving out of probationary status. Sergeant Josh McClure spoke a bit about the officer and indicated that he successfully completed field training and probationary period without any issues.

4. Approval of meeting minutes – 11/6/2019

Commissioner Norm Davis pointed out a minor spelling issue located at "Police Business, a-i". HR Analyst Emily Wagener confirmed she would fix that. **Commissioner Norm Davis made a motion to approve the 11/6/2019 meeting minutes with noted changes. Chair Fields seconded the motion. The motion carried.**

POLICE BUSINESS

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

Sergeant McClure spoke about the current pool of Academy Certified Candidates. Sergeant McClure explained that all candidates have been reviewed and have completed initial backgrounds and that the rank score was used in some cases to determine who was most competitive to reach out to. Sergeant McClure added that candidate number one on the list has been sent a conditional offer of employment and subject to the approval of this list will receive an official job offer.

Commissioner Davis made a motion to approve/certify the Academy Certified Eligibility list dated 1/29/2020. Chair Fields seconded the motion. The motion carried.

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

Sergeant McClure explained that of this list, candidates' number one and number four have been offered and accepted positions to start this month. Sergeant McClure further explained that the candidates who make up the rest of the list have already been vetted, some including background, and remain on the list or are due to expire soon.

Chair Fields asked what the current vacancy situation was with the department. Sergeant McClure answered that, taking into account recent offers, we are currently one-over authorized staffing and that we still have authorization to hire one more. Sergeant McClure continued to explain that there are two upcoming retirements the department is aware of at this time which would bring staffing to an equal level. Sergeant McClure added that the Mayor recently gave authorization to continue to over-hire by two.

There was some discussion regarding the lists and how veteran's preference is indicated. Sergeant McClure explained the veteran's preference process and how candidates are vetted through it.

Commissioner Chris Fleck made a motion to approve/certify the Entry Level Eligibility list dated 1/29/2020. Commissioner Davis seconded the motion. The motion carried.

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

Sergeant McClure shared that this list includes candidates who have more than 24 months of consecutive law enforcement experience. Sergeant McClure indicated that candidate number one has not responded since completing their written test and candidates' number 2 and number 3 will not be moved forward with due to their preliminary screening and after reviewing their personal history statements. Candidate number 4 arrives this coming Sunday to finish the physical abilities test and has a polygraph, background interview and other supplemental testing scheduled, including a "pre-psych".

Sergeant McClure explained the "pre-psych" process indicating that it was new and that all screening components are pre-conditional offer approved and that it allows the psych office to develop a candidate risk assessment and we can provide that along with the background interview to the command staff who can determine if we want to move forward with the candidate for further screening. Sergeant McClure added that if this process goes well we may continue to use it in future recruitments due to the potential cost savings and increased efficiency of the hiring process.

Commissioner Davis made a motion to approve/certify the Lateral Eligibility list dated 1/29/2020. Chair Fields seconded the motion. The motion carried.

b-i: Update/Certification of Corporal Assessment written test scores.

Sergeant McClure explained that the corporal testing process was essentially three components: First is a written test worth 10%, which the listed candidates recently completed; Second is an Assessment Center worth 80% which is scheduled for tomorrow; The final is a numerical value assigned to their last two performance evaluations and is worth 10% and assigned by the command step. Sergeant McClure explained that we are only at the first step and in February will have a final list so we will need a February meeting. It is expected that one or two people from this list will be promoted quickly.

Chair Fields asked if this initial list needed to be certified. Sergeant McClure confirmed that it did.

Commissioner Fleck made a motion to approve/certify the Corporal Assessment written test scores list dated 1/29/2020. Commissioner Davis seconded the motion. The motion carried.

Commissioner Fleck asked if additional corporals were needed by the department. Sergeant McClure confirmed that there was currently a corporal vacancy in detectives because that corporal is currently on the road. Sergeant McClure continued that with the recent retirement of Chief Compaan, Assistant Chief Lawless, as acting chief, has started some succession planning based on expected and upcoming retirements which is part of the over-hire referred to earlier.

NEW BUSINESS

It was confirmed that there was no new business to discuss.

Chair Fields adjourned the meeting at 6:10 PM.



Chair Mike Fields

2/11/20
Date



City of Edmonds Secretary and Chief Examiner

2/11/20
Date