

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

Permit Center Conference Room

1820 Main Street, Lake Stevens

Wednesday, July 6, 2016

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Approve minutes of May 25, 2016 meeting;
- B. Approve Entry-level Police Officer Eligibility List Dated July 6, 2016.
- C. Approve Lateral (Experienced) Police Officer Eligibility List Dated July 6, 2016.
- D. Revision to Rule 8.13 Reserve Officer Credit of the City of Lake Stevens Civil Service Rules.

DISCUSSION ITEMS:

None.

INFORMATION ITEMS:

- A. Special meeting notice

ADJOURNMENT:

**CITY OF LAKE STEVENS
CIVIL SERVICE MEETING MINUTES**

Wednesday, May 25, 2016

Permit Center Conference Room, 1820 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:58 p.m. by Jim Palmer, Chairperson

COMMISSIONERS PRESENT: Jim Palmer, Chairperson
Hal Hupp
Danny Pitocco

COMMISSIONERS ABSENT: None

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Interim Police Chief, Ralph Krusey
Acting Police Lieutenant Bob Summers

OTHERS: None

Approval of Civil Service Commission Meeting Minutes Dated April 21, 2016

MOTION by Commissioner Pitocco, seconded by Commissioner Palmer to approve the Civil Service Commission meeting minutes dated April 21, 2016. **MOTION** passed unanimously.

Approval of the Police Sergeant's Eligibility List Dated May 25, 2016

Chief Examiner Edin reported that the City conducted an Assessment Center for Police Sergeant yesterday (May 24, 2016). Eight candidates within the Police department applied. One candidate dropped out at the last minute. Of the seven remaining candidates, five passed. Exercises at the Assessment Center included a structured interview, which served the requirements of an oral board per our Civil Service Rules, an in basket exercise, a citizen's complaint scenario with employee counseling component and a critical thinking, practical scenario exercise. Dimensions measured within each exercise included, oral communication, written communication, interpersonal insight, problem analysis, judgment, decisiveness, planning and organization, and delegation and control. The dimension were ranked by the command staff at the Police department.

MOTION by Commissioner Hupp, seconded by Commissioner Pitocco to approve the Police Sergeant Eligibility List dated May 25, 2016. **MOTION** passed unanimously.

Revision of Rule 8.13 Reserve Officer Credit of the City of Lake Stevens Civil Service Rules

Interim Chief Krusey requested to have Rule 8.13 expanded to include credit for previous Custody Officer experience. The Chief explained that there is a potential to tap into another pool of excellent candidates. Custody Officers have additional experience dealing with difficult citizens and skills related to the operations of law enforcement.

The Civil Service Commission requested to take a five minute recess at 6:13 p.m. The meeting resumed at 6:17 p.m.

After a brief discussion by the Commission regarding the expansion of Rule 8.13, it was decided that additional information is needed before the Commission can make this change. Chief Examiner Edin will find out what other jurisdictions give preference points for Custody Officers.

MOTION TABLED by Commission Chairperson Palmer until the next meeting.

Future Civil Service Commission Meeting Dates

Chief Examiner Edin noted that another Civil Service meeting will need to take place in late June, early July to approve a new Entry-level Police Officer's Eligibility list and a new Lateral (Experienced) Police Officer Eligibility List.

MOTION by Commissioner Hupp, seconded by Commissioner Pitocco to adjourn the meeting.
MOTION passed unanimously.

MEETING ADJOURNED at 6:21 p.m.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Jim Palmer
Chairperson