

CITY OF LAKE STEVENS SPECIAL CIVIL SERVICE MEETING AGENDA

City Hall Conference Room
1812 Main Street, Lake Stevens
Wednesday, March 1, 2017

CALL TO ORDER: 6:00 P.M.

ACTION ITEMS:

- A. Election of Civil Service Commission Chairperson per Rule 2.02
- B. Election of Civil Service Commission Vice-Chairperson per Rule 2.02
- C. Approve minutes of November 16, 2016 meeting;
- D. Approve Police Records Supervisor Eligibility List Dated March 1, 2017.
- E. Approve Lateral (Experienced) Police Officer Eligibility List Dated March 1, 2017.
- F. Request to withdraw revisions to Rule 4.08 Candidate and Rule 8.13 Reserve Officer Credit of the City of Lake Stevens Civil Service Rules
- G. Revision to Rule 8.07 Competitive Examinations of the City of Lake Stevens Civil Service Rules.
- H. Revision to Rule 8.10.1 Sergeant Promotional Examination of the City of Lake Stevens Civil Service Rules.
- I. Revision to Rule 8.10.2 Lieutenant Promotional Process 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, November 16, 2016
Permit Center Conference Room, 1820 Main Street, Lake Stevens, WA

CALL TO ORDER: 5:58 p.m. by Danny Pitocco, Vice-Chairperson

COMMISSIONERS PRESENT: Hal Hupp
Danny Pitocco, Vice-Chairperson

COMMISSIONERS ABSENT: Jim Palmer, Chairperson

STAFF MEMBERS PRESENT: Chief Examiner, Steven Edin
Acting Police Chief, Craig Valvick

OTHERS: None

Approval of Civil Service Commission Meeting Minutes Dated July 6, 2016

MOTION by Commissioner Hupp, seconded by Commissioner Pitocco to approve the Civil Service Commission meeting minutes dated July 6, 2016. **MOTION** passed unanimously.

Approval of the Entry-level Police Officer Eligibility List Dated November 16 2016

Chief Examiner Edin reported that the City conducted another Entry-level Police Officer Oral Board on November 3, 2016 and November 4, 2016. Nineteen (19) candidates were invited, five (5) did not show, eleven (11) passed and three (3) failed. The eleven (11) passing candidates have been integrated into the existing eligibility list.

MOTION by Commissioner Hupp, seconded by Commissioner Pitocco to approve the Entry-level Police Officer Eligibility List dated November 16, 2016. **MOTION** passed unanimously.

Approval of the Lateral (Experienced) Police Officer Eligibility List Dated November 16, 2016

Chief Examiner Edin reported that the City conducted another Lateral (Experienced) Police Officer Oral Board on November 3, 2016. Three (3) candidates were invited, one (1) responded and went through the process. The one candidate passed and has been integrated into the existing list. The one new candidate comes from Pima County Sheriff's Office, Arizona.

MOTION by Commissioner Hupp, seconded by Commissioner Pitocco to approve the Lateral (Experienced) Police Officer Eligibility List dated November 16, 2016. **MOTION** passed unanimously.

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

At the request of the Civil Service Secretary, this matter has been **TABLED** until a future meeting.

Resignation of Commissioner Danny Pitocco

Chief Examiner Edin was sad to report that this will be Commissioner Pitocco's last Civil Service Meeting. Mr. Pitocco will be moving out of the City limits. The City appreciates his service to the community. He will be sorely missed!

Future Civil Service Commission Meeting Dates

Chief Examiner Edin noted that we probably will not need another Civil Service Commission meeting until after the first of the New Year.

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

MEETING ADJOURNED at 6:05 p.m.

Respectfully Submitted:

Steven R. Edin
Civil Service Secretary/Chief Examiner

Approved By:

Jim Palmer
Chairperson

Names may be removed upon notification by the candidate, upon the written notification of another public safety employer, or an entity providing subscription testing. (Commission added January 22, 2001)

8.07 Content of Examinations.

Examinations may include written tests, personal qualifications, physical or performance tests, or evaluations of training and experience, interviews, or any other suitable evaluation of fitness, or any combination of such tests. Such tests may evaluate education, experience, aptitude, knowledge, skill, physical condition, personal characteristics, and other qualifications to determine the relative fitness of the candidates.

Physical Agility Tests. Physical agility tests will be those currently administered by the Washington State Criminal Justice Training Commission for admission into the Basic Law Enforcement Training course. Applicants will be given the standards and the method of administering the test at least four weeks prior to the test date. Test monitors will be selected by the secretary and have the authority to discontinue further testing of an applicant who has failed to pass the test standards. The physical agility test is pass/fail. (Commission revised on January 25, 1999)

Written Examinations. The secretary will obtain standardized written tests from a reputable source that can provide appropriate information to justify the questions and answers. Successful applicants must attain a minimum score of 70%. (Commission revised on January 25, 1999)

Oral Board Examination. The Secretary can choose to screen the top scorers from the written test by using an oral interview. All applicants will be asked the same set of questions by a panel of judges selected by the Secretary who will evaluate their responses. The panel will have at least three members. A minimum score of 70% is necessary to pass the oral board examination. (Commission revised on January 14, 2009; January 25, 1999)

Assessment Center Exercise. The Secretary may design an assessment center process using different panels, tasks, and other exercises to evaluate the applicant's knowledge, skills and abilities. The secretary may limit the number of applicants participating in this exercise to a minimum of 10, from the top scorers in the screening examination, if necessary. A minimum score of 70% is necessary to pass this exercise. (Commission revised on January 14, 2009; January 25, 1999)

Competitive Examinations – Lieutenant Promotional Examinations. For **all promotional examinations within the department**~~the position of Lieutenant~~, the Secretary may design a competitive examination process to evaluate the applicant's knowledge, skills and abilities. The competitive examination may include an assessment center process, or written examination. The secretary may limit the number of applicants participating in this exercise to a minimum of 10. A minimum score of 70% is necessary to pass this exercise. (Commission **revised February ??, 2017; added August 18, 2010**)

8.07.1 Examinations for Experienced Police Officer.

An experienced Police Officer is defined as a currently employed, full-time, civilian law enforcement officer with a city, county, state or federal agency who has successfully completed the Washington State Criminal Justice Training Commission's Basic Law Enforcement Academy; or has previously worked in that capacity within the last 24 months; or whose prior training qualifies them to attend the Washington State Criminal Justice Training Commission's Basic Law Enforcement Equivalency Academy. (Commission revised on August 12, 2009; May 7, 2008; January 25, 1999)

8.10.1 Sergeant Promotional Examination Process.

The minimum qualifications for ~~all Civil Service covered positions the rank of Sergeant~~ are contained in the current job descriptions. The promotional ~~examination~~ process ~~may be is~~ an assessment center ~~and/or written~~ exercise that evaluates the applicant's knowledge of law, department policy, and current professional practices; skills in oral communication and writing; judgment; and ability to apply supervisory practices to a variety of situations. The promotional examination may be announced and applications accepted when vacancies occur or the certified eligibility list has expired or has been exhausted. The announcement shall contain a description of the exam process. The assessment exercise may be administered and scored in accordance with this chapter and the eligibility list certified by the commission at a regular meeting.

(Commission revised on ~~February ??, 2017~~; November 17, 2014; March 27, 2006; January 25, 1999)

8.10.2 Lieutenant Promotional Examinations

~~The minimum qualifications for the rank of Lieutenant are contained in the current job description. The promotional process for this classification will include a competitive examination and oral board interview as described in Rule 8.07. The competitive examination should evaluate the applicant's knowledge of law, department policy, and current professional practices; skill in oral communication and writing; judgment; and ability to apply supervisory practices to a variety of situations. The competitive examination may be announced and applicants accepted when vacancies occur or the certified eligibility list has expired or has been exhausted. The competitive examination may be administered and scored in accordance with the chapter and the eligibility list certified by the commission at a regular meeting.~~ (Commission added November 17, 2014; August 18, 2010)

8.11 Open Graded Examinations.

An examination may be advertised as open graded when, in the judgment of the Commission, it is in the best interests of the service.

8.12 Veteran's Credit.

Veterans, who have passed an examination, shall be entitled to credit pursuant to Chapter 41.04 RCW. (A copy of pertinent provisions of Washington State law relating to veteran's preference in employment is attached as Appendix B to these rules.) (Veteran's otherwise qualified shall be entitled to a credit equal to 10% of the points earned on the examination.) (Commission revised on April 16, 1992)

8.13 Reserve Officer Credit.

Lake Stevens Reserve Police Officers~~s-s~~ who meet the minimum qualifications for an entry-level position and have graduated from the Reserve Police Officer Academy, will be entitled to a credit equal to 4% of the points earned on the examination for each year of service as a Reserve Officer up to a maximum of 12%. Credit provided herein shall not be combined with or added to any other credit provided for under these Civil Service Rules. (Commission revised on May 7, 2008; October 29, 2001; January 25, 1999)

8.14 Keyed Copy Inspection and Examination Protest.