

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

Specially Called Meeting

August 17, 2016

Commissioners present: Mike Fields
 Norm Davis

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

CALL TO ORDER

Commissioner Mike Fields called the meeting to order at 6:58 pm. Chair H. Scott McEwen was unable to attend the meeting.

MINUTES:

Commissioner Norm Davis made a motion to approve the meeting minutes of June 1, 2016. Commissioner Fields seconded the motion. The motion carried.

CORRESPONDENCE

- Promotion from Officer to Sergeant on 8/1/16- Sergeant Alan Hardwick
- Temporary appointment to Corporal effective 7/14/16 through 1/13/17 – Officer Brian McIntyre
- Successful completion of probation on 7/12/16- Officer Joshua Hwang

Sergeant Josh McClure advised that: 1) former Officer Hardwick had been promoted to Sergeant effective 8/1/16, 2) Officer Brian McIntyre was temporarily appointed to Corporal effective 7/14/16 through 1/3/17, and 3) Officer Joshua Hwang had successfully completed probation on 7/12/16. The Commission extended congratulations to Sergeant Hardwick on his promotional appointment and to Office Hwang for the successful completion of probation.

Commissioner Fields inquired as to whether or not the Chief had the option of selecting (for appointment) any of the candidates on the Sergeant Eligibility list. Sergeant McClure confirmed that the Chief uses the rule of three as allowed under the Civil Service rules and regulations.

POLICE BUSINESS

Review and Approval of the Entry Level Police Officer Eligibility List

Sergeant McClure explained that there were three candidates (1, 4, and 6) currently on the eligibility list that were in the background check stage for two entry level position vacancies. One candidate (Bruggman) may be extended a conditional offer of employment [conditional upon successful completion of the psychological and medical exams] as the background check process was complete. Sergeant McClure further explained that the city is currently in the 2017 budgeting process. While there are only two current vacancies at this time, should a vacancy be approved (in the 2017 budget) for a third position, one of the other two candidates in background may be offered a conditional offer of employment [on or around 1/1/17].

Commissioner Fields inquired as to how candidates from the eligibility list were selected. Sergeant McClure explained that, during the initial testing process through Public Safety Testing [PST], each of the applicants complete a personal history statement. Then, during the oral boards, the candidate will be asked again about their personal history. After the interviews, this information is compared to the information originally provided to PST and the candidates who are otherwise not disqualified [during the interview process and the performed the best/ were determined to be the most suitable candidates] are then scheduled for a Chief's interview. After the Chief's interview, the Police Chief makes a determination of which candidates from that process will be sent to the background check process.

Commissioner Davis inquired about the fact that there was only one female candidate on the eligibility list. Sergeant McClure explained that he is provided scores from PST, regardless of gender. Furthermore, PST provides statistics each year of the total female applicants and he believes that [figure] is currently around 7-11% of the total applicant pool (for PST) at this time. Sergeant McClure further explained that four of the last nine police officers hired were female and that the department hires males, females and minority employees.

Commissioner Fields inquired as to who the assigned background detective is for the department. Sergeant McClure stated that he is the dedicated individual in that role, however, the department offers those officers that are interested to go to background check school and then once they complete the training, they will be able to perform background checks.

Sergeant McClure further stated that, at this time, there is no Lateral Level Police Officer Eligibility List as the one candidate from Alaska who was on the eligibility list was disqualified (during the background check process).

Commissioner Davis made a motion to approve the Entry Level Police Officer Eligibility List. Commissioner Fields seconded the motion. The motion carried.

Review and Approval of the Senior Animal Control/ Ordinance Enforcement Officer Eligibility List

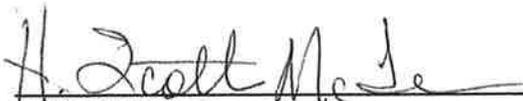
Sergeant McClure explained that there were two candidates on the eligibility list, but the top candidate was disqualified during the background check process. For the reason, there is only one candidate on the eligibility list (Tabatha Shoemake). **Commissioner Davis made a motion to approve the Senior Animal Control/Ordinance Enforcement Officer Eligibility List. Commissioner Fields seconded the motion. The motion carried.**

NEW BUSINESS

None.

OTHER

The meeting adjourned at 7:28 p.m.


H. Scott McEwen, Chair

11-2-2016
Date



Mary Ann Hardie, Secretary and Chief Examiner

11-2-14

Date