

**Call to Order:**

**Chair John Jacobs** called the regular January 7, 2016 meeting of the Steilacoom Civil Service Commission to order at 2:00 p.m. in the Steilacoom Community Center conference room.

**Roll Call:**

In attendance were Chair Jacobs, Vice-chair Maus, and Commissioner Lynch. Staff members present were Chief Rodriguez, Administrator Loveless and Secretary Sterbick.

**Approval of Minutes:**  
**December 3, 2015**

**Vice-chair Maus moved and Commissioner Lynch seconded to approve the minutes of the December 3, 2015 regular meeting as written.**

**Yes: All**

**Discussion:**  
**Register Updates**

Secretary Sterbick gave an update on the open competitive register. Entry level candidate Joshua Gibbons requested to be removed from the open competitive register. **Commissioner Lynch moved and Vice-chair Maus seconded to remove Mr. Gibbons from the open competitive register.**

**Yes: All**

Chief Rodriguez requested Michael Holman be removed from the open competitive register in accordance with disqualifiers listed in the Steilacoom Civil Service Rules. **Chair Jacobs moved and Vice-chair Maus seconded to remove Mr. Holman from the register based on failure to meet the criteria.**

**Yes: All**

**Sergeant Recruitment**

Secretary Sterbick opened the discussion asking the Commission for clarification as to the number of years to be eligible to apply for the position of Sergeant.

Commissioner Lynch asked the Chief what he would consider a reasonable amount of time to obtain EMT certification. Chief Rodriguez recommended 12 months. Chair Lynch asked that the announcement states that certification can be obtained within a 12-month period of time.

Secretary Sterbick asked to confirm the language: "Applicant must be a law enforcement officer and cannot be serving a probationary period." Chair Jacobs suggested not making changes to the language. He indicated that, in the future, if they are looking for an external candidate, the language may not be adequate. The only change will be to item 4:

“within 12 months of appointment.” There was discussion about deleting this section since all the internal candidates are EMT certified but it was decided to leave the language as it is.

Secretary Sterbick pointed out that she had changed the language under examination procedure to read, written examination with in-basket exercise and a pass/fail Chief’s interview.

Chief Rodriguez said it might be better to identify in-basket as a multi-component test. He went on to explain his recommendation to continue with the written test, do a multi-component test, and finish with the Chief’s interview. He explained that the multi-component test consists of a structured interview, two in-basket items or assignments and two practice scenarios which are what PublicSafetyTesting.com provides. Chair Jacobs asked that the language “in-basket” be changed to something more generic like “multi-component test” and indicate what the parts are so it’s clear. Chair Jacobs asked that, if there is an oral assignment, there also be a written assignment so there can be a written assessment. Chief Rodriguez said that is typically what in-basket assignments are. Commissioner Lynch asked for clarification on the Chief’s recommendations. Chair Jacob’s reiterated that “in-basket” should be changed to “multi-component test.” The Commissioners agreed that the Chief’s interview can be pass/fail.

Chief Rodriguez went over his recommendations: a written test with 100 questions administered by Public Safety Testing with the Town’s critical policies, questions from the textbook: Management and Supervision of Police Personnel 5<sup>th</sup> edition, questions derived from the Law Enforcement Digest and selected questions from the Revised Code of Washington. This test would be given in town, sealed and sent to Public Safety Testing to score and provide the results. The test is delivered in a sealed envelope from FedEx. Chief Rodriguez explained that the multi-component test consists of a structured interview, in-basket items which are typically projects requiring the production of material and two practical scenarios that a Town of Steilacoom Public Safety Sergeant would be likely to encounter on the road. Chair Jacobs confirmed all candidates receive the same materials.

Chief Rodriguez stated that they do. Chief Rodriguez indicated that the Public Safety Testing timeframe is one day with all candidates going through the process in the same day. He stated the assessors are all at the rank of sergeant or above. There was question as to who would select the assessors. Secretary Sterbick said last time they were provided a list of agencies and she was able to contact the people on the list to ask them to be assessors.

Chief Rodriguez said there were scheduling issues with using an assessment center because they were not able to get on the schedule until May. He said he felt like an oral board would not capture all the dimensions needed within the department. He stated the final option would be a work performance rating but it would require more than 2 current supervisors coming in to evaluate the work product which the department does not have. Chair Jacobs pointed out that many aspects of the job of supervisor are different than that of the employee and simply being a patrol officer does not provide the skillset to be a supervisor. He wanted to know what will assess their ability to be a supervisor. Chief Rodriguez explained that would be evaluated in the multi-component test and in their previous qualifications.

**Chair Jacobs reviewed the announcement and stated the commission's desire to leave number 2 under minimum qualifications as written and number 4 as written. He stated they would like to add the multi-component test consisting of structured interview questions, in-basket exercises/2 practical scenarios and the Chief's interview (pass/fail) under examination procedure.**

**Commissioner Lynch motioned and Vice-chair Maus seconded accepting the examination announcement as described with the changes as described.**

**Yes: All**

Vice-chair Maus asked for a timeline of when Public Safety Testing conducts the test. Chief Rodriguez said they told him within 6 weeks of approval they could develop the written test. After that test is scored, they would be able to schedule the multi-component test.

Secretary Sterbick asked for motions on the written examination and sources. **Vice-chair Maus motioned to approve the source list in the Chief's**

**recommendation.**

Secretary Sterbick asked for approval to have Public Safety Testing as the written examination test administrator as well as the multi-component test administrator and scorer.

**Paul Loveless asked for a second for the motion already on the table.**

**Commissioner Lynch suggested amending the motion.**

**Chair Jacobs asked for a second to approve the written test questions and sources for those questions. Commissioner Lynch seconded the motion.**

**Yes: All**

**Chair Jacobs motioned asking that Public Safety Testing be approved for the development of the content of the written test, multi-component test, and scoring of the test subject to the approval of the Town. Vice-chair Maus seconded the motion.**

**Yes: All**

Secretary Sterbick asked for clarification on the written test administration time. She indicated, in the past, 3 hours was given to complete 120 questions. Commissioner Lynch asked what Public Safety Testing recommends for guidelines. This was not known but Secretary Sterbick noted that everyone in the past has been able to complete the test in 3 hours. Chief Rodriguez recommended 2 and one half hours.

**Commissioner Lynch moved that 2 and one half hours be the allowed time for the 100 question test. Vice-chair Maus seconded the motion.**

**Yes: All**

Secretary Sterbick asked for approval on scoring for the multi-component, in-basket, and exercises. In the past the scoring was weighted 40/60 with written being 40 and 60 being the oral board with a composite for the final score determining the rank on the register. Administrator Loveless added that staff's recommendation is 40/60 with 40 percent to written and 60 percent to multi-component.

**Chair Jacobs moved to score 40 written and 60 for the multi-component. Commission Lynch seconded the motion.**

**Yes: All**

Secretary Sterbick asked for approval for posting the announcement on January 11<sup>th</sup> with closing on January 22<sup>nd</sup> in the hopes of administering the test on February 25<sup>th</sup> pending Public Safety Testing's availability. Chair Jacobs pointed out that when the Commission approved the announcement they gave the latitude to set the date so they should not need to do anything further.

Secretary Sterbick let the Commission know that they are ordering 5 copies of the book for the candidates to have at least 5 weeks of preparation for the exam.

Chair Jacobs brought up the past issue with 6.40.030.2 and the rule of 3. Administrator Loveless said the issue in the past was that the language did not specifically state a rule of 3 and there had been a challenge that ended up going to Superior Court with the Town being ordered to take the person highest on the register. Consequently, the Civil Service Rules were modified to make it very clear on the rule of 3. Both the Civil Service Rules and the Municipal Code were changed so there would be no doubt that the top three names would be drawn from the register and the Chief would have the authority to choose from the top three names or request an additional name but the top person did not have to be the individual selected. Chair Jacobs asked how a name could be removed. Administrator Loveless read from the rules that the Commission could remove a name from the register. Mr. Loveless stated staff's recommendation is to stay with the rule of 3. No change was made by the Commission.

**Reports:**

Chief Rodriguez reported the department was working on filling the vacancy with a lateral police officer. He indicated the background investigation would be completed the first part of next week. Chief Rodriguez also reported that he drew the entry level registry for a proposed vacancy for a potential third-party funded position.

**Adjournment:**

Chair Jacobs adjourned the January 7, 2016 regular meeting of the Civil Service Commission at 3:10 p.m.