

Civil Service Commission Minutes
February 2, 2017

<u>Call to Order:</u>	Chair Jacobs called the February 2, 2017 meeting of the Steilacoom Civil Service Commission to order at 2:02 p.m. in the Steilacoom Community Center conference room.
<u>Roll Call:</u>	In attendance were Chair Jacobs and Commissioner Lynch. Staff members representing the Town were Town Administrator Loveless, Chief Rodriguez, Detective Bailey, and Secretary Sterbick.
<u>Approval of Minutes:</u> January 5, 2017 Yes: All	Commissioner Lynch moved and Chair Jacobs seconded to approve the minutes of the January 5, 2017 meeting as written. A correction had been previously noted and updated for a typographical error on page 2.
<u>Discussion/Action</u> Register Certification	<p>Chair Jacobs opened the discussion about the register.</p> <p>Secretary Sterbick explained an oral board had been held and the results had been provided to the commissioners. She noted that one lateral candidate participated in the oral board and the rest were entry level.</p> <p>Chair Jacobs asked to confirm that Secretary Sterbick was referring to the Open Competition Register of nine names.</p> <p>Secretary Sterbick confirmed that was the register she was referring to and there was a lateral register also included.</p> <p>Chair Jacobs asked to confirm that the lateral register was one name.</p> <p>Secretary Sterbick confirmed that was correct.</p> <p>Chair Jacobs referred to the lateral register and asked where Mr. Working was from.</p> <p>Detective Bailey and Secretary Sterbick replied that he is currently working with Seattle PD.</p> <p>Chair Jacobs asked if Mr. Working was a resident in the area.</p> <p>Secretary Sterbick responded that he is a resident of Lacey.</p> <p>Chair Jacobs referred to the scores after the oral board.</p> <p>Secretary Sterbick clarified that the scores presented were after the oral board and after the merger of the newest names with the existing names.</p> <p>Chair Jacobs asked how many names were on the prior list.</p>

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Secretary Sterbick said there had been three names and now there are five new names added at the open competitive level.

Commissioner Lynch asked to confirm that all of the people on the list have gone through the oral board process and they have all passed both the physical and written testing.

Secretary Sterbick confirmed they had.

Commissioner Lynch asked if any of the candidates were missing their statement of personal history at this point.

Detective Bailey responded stating he had not begun the background checks for those on the register. He noted that this was the first time he had seen the register. He indicated he would now be able to start the background checks in order to establish the top 3.

Commissioner Lynch asked Secretary Sterbick if she had noticed any personal history statements in the packets received.

Secretary Sterbick responded that generally the personal history statements go to Detective Bailey prior to the oral board.

Commissioner Lynch noted that they have already done the oral board and asked if they had received personal history statements from these candidates.

Secretary Sterbick explained that the personal history statements from Public Safety Testing go over with the initial application to Detective Bailey pre-oral board. Detective Bailey reviews them to check their qualifications to sit for the oral board. Secretary Sterbick continued that she thinks all of the candidates on the register have had personal history statements.

Chief Rodriguez interjected that he believed there was confusion in what was being discussed. He explained that there is a personal history statement completed by the applicant through Public Safety Testing. He continued that he believed Detective Bailey was referring to the Department's personal history questionnaire which is given to applicants after they have sat for the oral board but before their polygraph. Chief Rodriguez noted that from the list, he believes Mr. Coleman is the only person to have completed one of those.

Chair Jacobs commented that candidates 6, 7 and 8 should have also completed the Department's personal history questionnaire.

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Secretary Sterbick explained that the personal history statements from Public Safety Testing go to Detective Bailey prior to the oral board.

Commissioner Lynch pointed out that Detective Bailey had just said he hadn't seen the statements for these candidates.

Detective Bailey apologized for the confusion and noted that he had seen those.

Chair Jacobs summarized that Detective Bailey had seen the original information from Public Safety Testing but he had not seen results from the personal history questionnaire issued by the Town and the polygraph.

Chair Jacobs asked if they had one of the polygraphs yet.

Detective Bailey responded, no.

Administrator Loveless added that they can't do the polygraphs until after the register has been established and the personal history questionnaire has been completed.

Chair Jacobs noted that it would be after the register was approved.

Commissioner Lynch said that the last two times the Commission has met they have talked about personal history statements that were incomplete because they weren't submitted and never once was it mentioned that one was from the Town of Steilacoom. In the discussions, it was always understood that it was from Public Safety Testing. He continued that now there is a second personal history statement that Detective Bailey prepares and he wanted to know if that is a personal history statement or a questionnaire.

Detective Bailey said that he believes the technical term is questionnaire but they are essentially the exact same thing.

Chief Rodriguez noted that Public Safety Testing's version is significantly slimmer than the Town of Steilacoom's version as the Town's version has includes a waiver to obtain the applicant's credit history.

Commissioner Lynch said he understands that a statement of personal history covers all the information that is necessary for a bona fide application to be acted upon. He pointed out the Commission had been wasting a lot of time discussing unresponsive applicants. He said the applicants from Public Safety hadn't completed statement of personal history so Detective Bailey has tried to chase them down. Commissioner Lynch asked if he had understood this correctly.

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Detective Bailey responded that if the personal history statement is not completed as requested, the person is disqualified.

Commissioner Lynch indicated that would be a non-responsive applicant.

Detective Bailey confirmed.

Commissioner Lynch said it is important to distinguish between the statement of personal history, which is a form that the candidate fills out in detail about everything in their background, and the questionnaire which is something that Detective Bailey would use as part of the background investigation to validate the statement of personal history. Commissioner Lynch asked if that was how Detective Bailey understands it.

Chief Rodriguez noted he understands what Commissioner Lynch said but he believes there is still a disconnect. He explained that the questionnaire the department issues is still filled out by the applicant and is the basis for a number of things to happen for example: Detective Bailey would do a neighborhood canvas, and verify military service/education. This is where they would discover any disparity between the information provided in the statement and the questionnaire. He indicated the questionnaire is more in-depth.

Commissioner Lynch said a background investigation gets into the nuts and bolts of what an applicant said on a statement of personal history. He continued that the information is being validated. Commissioner Lynch said this is the difference between a separate statement of personal history and a questionnaire that is supportive. He said he wants to make sure applicants understand the difference because so many of the applicants are not completing the basic statement of personal history. Commissioner Lynch noted that even Public Safety Testing addresses this information as critical and most departments won't act if it's not done.

Chief Rodriguez said he believes he understands what Commissioner Lynch is saying.

Chair Jacobs asked if Commissioner Lynch is saying that the background should be completed as part of the application.

Commissioner Lynch said that is absolutely not what he is saying. He is saying the statement of personal history is the foundation for a background investigation to begin and it's a problem if they don't have it. He said that this is what the issue had been during the last two meetings.

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Chair Jacobs said the issue had been that they didn't have a completed application because the personal history statement is required in the application process.

Commissioner Lynch said this was the same difference.

Chair Jacobs said it was not the same. He said once they get past the oral board, the application process has effectively ended through Public Safety Testing and now they are talking about a background investigation.

Commissioner Lynch wanted to make a point of order. He asked to be corrected if his understanding was not accurate. He understood, from past discussions, that Detective Bailey was chasing some of the candidates who had not completed all of the necessary information in the statement of personal history. He referenced an applicant, previously discussed, who had an incomplete application. The applicant had not completed his statement of personal history and was nonresponsive which resulted in the applicant being disqualified. Commissioner Lynch asked if his recollection was correct.

Detective Bailey stated that was correct.

Commissioner Lynch said he wanted to make sure the Commission does not have Detective Bailey spinning his wheels, chasing people down for pieces of the application that are essential to the Town of Steilacoom and mentioned by Public Safety Testing as essential but nevertheless still incomplete. Commissioner Lynch stated he understood what is important for Detective Bailey. He vocalized that once an applicant had gone through the process and was on the list, the applicant would then answer the questionnaire, a background investigation would be performed, and the process would move forward. Commissioner Lynch asked if that was clear.

Chief Rodriguez responded he thought it was very clear.

Commissioner Lynch asked Secretary Sterbick what she thought.

Secretary Sterbick replied that she understood what everybody was saying and added that she had planned to show what she had done with Public Safety Testing's website to let the applicant know.

Commissioner Lynch said it was good that that had been clarified and asked if Chair Jacobs understood where he was at with this topic.

Chair Jacobs responded that he understood. He added that he had originally said he was concerned about wasting time where the applicant hadn't bothered to complete the application process through Public Safety

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Testing. He continued stating he didn't see the Town getting involved in terms of chasing things down. For instance, if the Town sent a letter making a request and there was no response, and it had been documented, then the applicant would be disqualified. He continued suggesting there needs to be a record of that effort (typically done through a certified letter or an email) verifying receipt. He added, if the Town can't show that the applicant received the notice, then it is effectively "not sent" for purposes of establishing a record. Chair Jacobs went on to say if it's a phone call, it's got to be documented that a phone call was made and questions were asked and the applicant acknowledged it. He said there has to be some record of that which is all part of the pre-board application process through Public Safety Testing.

Commissioner Lynch wanted to clarify that it was not the statement of personal history that Chair Jacobs was talking about.

Chair Jacobs said it includes the application they fill out and the statement of personal history because it is required through Public Safety Testing.

Commissioner Lynch said that is what he wanted to clarify since they had been discussing it during the last two meetings.

Chair Jacobs said that's correct and not these background investigations.

Commissioner Lynch asked if those on the present list have already completed their statement of personal history and have submitted a completed application including physical/mental test to which results have been received.

Secretary Sterbick noted that the applicants on the list have not completed a psychological test.

Commissioner Lynch asked if the applicant has done everything he or she is required to do by the Town of Steilacoom through Public Safety Testing.

Secretary Sterbick said that is correct.

Commissioner Lynch said there should be no more of the cases where they are told that the applicants didn't bother to follow the directions and fill out the statement of personal history.

Secretary Sterbick said that is correct but they could still fail to fill out the questionnaire.

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<p><u>Approval of Open and Competitive Register</u></p> <p>Yes: All</p> <p><u>Approval of Lateral Register</u></p> <p>Yes: All</p>	<p>Commissioner Lynch said that is ok since they now know they have a responsive applicant and then Detective Bailey is only dealing with requesting further information from the top three applicants.</p> <p>Chair Jacobs added that they only do the inquiry effectively as a matter of courtesy to ensure that they have as many applicants as they can get. He continued that it makes good business sense to do that because they are maximizing the applicants.</p> <p>Chair Jacobs stated, once it is determined who the top three applicants are, then the background investigation will start and that will be covered in the next meeting when they have a full commission.</p> <p>Commissioner Lynch noted that the person on the list with the highest score has been on the list for close to two years. He said that he assumes this is the first person that they would want to talk to.</p> <p>Chief Rodriguez noted that Mr. Coleman has already sat for a chief's interview.</p> <p>Chair Jacobs added that Coleman has done all of the background and other requirements.</p> <p>Commissioner Lynch moved to approve the Open and Competitive Register dated February 2, 2017. Chair Jacobs seconded the motion.</p> <p>Commissioner Lynch moved to approve the Lateral Register dated February 2, 2017. Chair Jacobs seconded the motion.</p>
<p><u>Reports:</u> Public Safety Testing Updates</p>	<p>Secretary Sterbick said she had a Public Safety Testing report. She explained that the Commission had asked for the personal history statement to be considered as part of the application packet so it is now listed two places under Important Information and under the Agency Requirements. She stated it was on the website in red, in a red box with red letters, letting the applicant know that it is considered part of the application and it needs to be submitted at the time of application and applications are considered incomplete if they are not accompanied by the personal history statement.</p> <p>Chair Jacobs asked that "failure to complete the application" be added to the agency disqualifiers as an automatic disqualifier.</p> <p>Commissioner Lynch said he would agree with that.</p> <p>Secretary Sterbick said that Chair Jacobs had also mentioned a rule change for contact by phone, email, and certified letter but that rule was already mentioned under the disqualifiers section titled Other.</p>

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<p>Report from Detective Bailey</p>	<p>Chair Jacobs responded that they are potentially talking about two different things: one is that section titled Other and also the failure to complete the application process. He thinks the language should be added right at the top as the first entry. He asked Secretary Sterbick to come back to the Commission with a suggested change in the language and indicate that it includes everything that is required to be submitted through Public Safety Testing.</p> <p>Secretary Sterbick confirmed she could do that.</p> <p>Chair Jacobs noted that now it would be in three places.</p> <p>Secretary Sterbick referenced a disqualifier and asked if anything should be changed.</p> <p>Chair Jacobs read the referenced section and said he thought everything there was fine.</p> <p>Secretary Sterbick reminded the Commission that a report had been requested from Detective Bailey.</p> <p>Chair Jacobs noted that he did not see a list of the names of everybody and the reasons why they were disqualified, particularly the people who were disqualified for potential reasons.</p> <p>Detective Bailey said that he thinks he had misunderstood Chair Jacobs. He explained that he had put together a totality report but he could get the information Chair Jacobs was requesting by the next meeting.</p> <p>Chair Jacobs said he is not concerned about the names. He is more concerned about how many for each category so it wouldn't be just the thirteen, it would be all of the disqualifiers.</p> <p>Detective Bailey asked if an Excel spreadsheet would be sufficient.</p> <p>Chair Jacobs said that is fine.</p>
<p><u>Discussion:</u></p>	<p>Commissioner Lynch said he would like to thank Chief Rodriguez for putting together the list from the prior meeting with, all the work he had done with the Public Safety Testing background investigations, and discussing it with other agencies. Commissioner Lynch said he found that information very helpful and very informative.</p>
<p><u>Adjournment:</u></p>	<p>Chair Jacobs adjourned the February 2, 2017 meeting of the Civil Service Commission at 2:25 p.m.</p>