

CITY OF MILTON

CIVIL SERVICE COMMISSION

November 18, 2014

Minutes

Call to Order 7:06pm

Roll Call Maggie, Gerry, Glen, present Shelly, Diane – absent
other attendees: Chief Hernandez, Sgt. Hume

Agenda Additions and/or Deletions None

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Approval of August 12, 2014 Minutes MOTION to accept Glen, 2nd Maggie, approved 3-0

Agenda

1) **Request for lateral officer test.** Few officers have tested with other agencies and made Chief aware of possible openings. Lateral officers are easier, low risk, less cost, and you get experienced officers. We have 5 candidates to bring forward – testing will be on December 5. **Motion to allow Debe to conduct a lateral officer test:** Maggie, 2nd Glen, approved 3-0.

2) **Request for removing lateral officer testing from Public Safety Testing in future.** Variety of ways for Civil Service (CS) to do a competitive process. One way 4-5 essay questions – when a candidate expresses interest, send questions sent to individuals; sent back and given to CS Commission to be ranked. This is a more expeditious process.

Chief Hernandez took Public Safety Testing (PST) test recently, it is a lengthy process. This could possibly deter some lateral candidates because of process. He has personally talked with a few lateral candidates and they didn't want to apply because of PST.

PST – ease for applicant for entry level. Cheaper for CS. Would keep it for the entry level process. Question: Why did we go to PST for lateral officers? To keep it consistent with the entry level process.

Comment: If we're certifying the list – we shouldn't be grading the test.

Sgt. Hume has done both. With PST, you can manipulate the process. You can test for other departments, take the test and receive your score, then test again, choosing the department you want to go to. Psychological questions can be subjective depending on experience.

Port of Seattle's process: 10 essay including a biography.

Chief: CS's job is certifying the list after process has been done, which includes certifying the oral board process.

Another process is to some submit a resume and cover letter (describing qualifications).

A lot of departments use a written biography of the candidate.

Needs to be a competitive process but also fair.

Application process doesn't need to be an elaborate process.

Comment: Essay questions can be subjective. Don't feel qualified to judge what is a good answer.

Debe will call other departments to ask about the process and send information to commissioners to contemplate before the next meeting.

3) **Change Police Clerk to an exempt position.**

The person in the position now is a temporary person. What's advantage of being CS? – CS provides protection. Appointment – at will (no cause for termination)

This position was an appointment then when Chief McKeen was here, he changed it to a CS position. Sometimes administrators will change position on their way out as a way of protecting employees.

MOTION to allow the Police Clerk position to be unclassified Gerry, 2nd Maggie, approved 3-0

Information on above: RCW 41.12.050

Persons included — Restricted exemptions — Competitive examinations — Transfers, discharges, and reinstatements.

(2) For police departments with six or more commissioned officers, including the police chief, the legislative body of a city, town, or municipality may exempt from civil service individuals appointed as police chief after July 1, 1987.

(b) If the police chief is exempt, the classified civil service includes all full paid employees of the department of the city, town, or municipality, except the police chief and an additional number of positions, designated the unclassified service, determined as follows:

Department Personnel	Unclassified Position Appointments
6 through 10	2
11 through 20	3

(3) **The unclassified position appointments authorized by subsection (2)(b) of this section may only include selections from the following positions up to the limit of the number of positions authorized: Assistant chief, deputy chief, bureau commander, and administrative assistant or administrative secretary. The initial selection of specific positions to be in the unclassified service and exempt from civil service shall be made by the police chief, who shall notify the civil service commission of his or her selection.** Subsequent changes in the designation of which positions are in the unclassified service may be made only with the concurrence of the police chief, the mayor or the city administrator, and the civil service commission, and then only after the civil service commission has heard the issue in an open meeting. If a position initially selected by the police chief to be in the unclassified service is in the classified civil service at the time of the selection, and if the position is occupied, the employee occupying the position has the right to return to the next highest position or a like position in the classified civil service.

Police Report

The Lieutenant who used to be in the Department was made a Commander (exempt) but this wasn't written into the code. Chief will bring an updated description, requesting the position to be unclassified at a subsequent meeting.

Had a fire on 12th. There was a father at home with his kids: 9/13 yrs old. Father got out with one child, ran back into home, suffered burns on hands/back, busted a window – got child out.

There is a lot of criminal activity coming from outside of jurisdiction. They are using Milton as a gateway. Officers are recovering a lot of stolen vehicles – about one a week (sometimes unoccupied - sometimes occupied).

Two officers injured struggling with an individual who was high.

Chief continues to assess the department. He will probably ask for 1-2 entry level (maybe lateral) positions within the next year. Currently, we have one person for 4-5 hours at a time alone for the entire city. We need more staff. Not filling commander position – would rather have officers than administrative.

Council rejected proposed planning commission - not allow marijuana sales in Milton. They want to gather more information and will look at it again the first of January.

Adjournment 7:44pm

Next meeting: December 16 7pm Council Chambers