



**LAKEWOOD CIVIL SERVICE COMMISSION  
MEETING AGENDA**  
Thursday, October 3, 2019  
9:30 a.m.  
City Hall Steilacoom Lake Room  
6000 Main Street SW  
Lakewood, WA 98499

**MEMBERS**

Eileen Bisson,  
Commission Chair

David Boyd,  
Commissioner

Dennis Roden,  
Commissioner

**STAFF**

Mary Pandrea,  
Secretary-Chief Examiner

**Call to Order**

**Any Amendments to Agenda**

**Approval of Minutes**  
September 5, 2019

**Old Business**  
Civil Service Rule 9.7 Review

**New Business**  
Certification of Entry Level Police Officer Eligibility List  
Workforce Profile

**Chief Examiner's Report**

Adjourn



## **Lakewood Civil Service Commission**

Thursday, September 5, 2019

9:30 a.m.

Lakewood City Hall

1<sup>st</sup> Floor Steilacoom Lake Room

6000 Main Street SW

Lakewood, WA 98499

Present: Chair Eileen Bisson, Commissioner David Boyd, Civil Service Secretary-Chief Examiner Mary Pandrea, Assistant City Attorney Kymm Cox, Lieutenant Chris Lawler, Sergeant Jeremy Prater

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### **MINUTES**

#### **Call to Order**

The meeting was called to order by Commissioner Boyd at 9:30 a.m.

#### **Amendments to Agenda**

None

*Kymm Cox joined the meeting.*

#### **Approval of Minutes**

*It was moved and seconded to approve the minutes for the July 3, 2019 meeting. The motion carried unanimously.*

#### **New Business**

##### **Certification of Entry Level Police Officer Eligibility List**

Of the 57 applicants who were eligible to take the written exam, 48 tested. 42 passed and six failed. Of the 42 applicants who were eligible to participate in the physical ability testing, seven withdrew from the process and twelve failed the physical testing. 23 applicants moved on to the oral board interviews. Ten were interviewed, one person failed, which resulted in today's eligibility list which includes nine names. Six applicants received additional points for having a college degree and or veterans' status. The gender and ethnicity of the eligible candidates: five White males, one Hispanic male, one Asian male, two White females. Additional interviews are scheduled in September and October.

Commissioner Roden asked if the most recent exam process, i.e. the written exam, physical testing and oral board interviews, was based on what was done originally. Lt. Lawler responded affirmatively that the process has been consistent and was also originally administered in house. Commissioner Roden observed the recent physical ability testing and the oral board interviews. He commented that the process was well developed and very logical.

*It was moved and seconded to approve the Entry Level Police Officer Eligibility List. The motion carried unanimously.*

##### **ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST Lakewood Civil Service Commission**

**The following is a true and certified list of the final standing of those candidates who qualified for the**

**position of Entry Level Police Officer and their dates of expiration from this list:**

1. Pressley, Michael 9-5-20
2. Goff, Nicholas 9-5-20
3. Amos, Kirsten 9-5-20
4. Milton, Andrew 9-5-20
5. Rodriguez, Juan 9-5-20
6. Merino, Adara 9-5-20
7. Hill, Logan 9-5-20
8. Feiock, Ryan 9-5-20
9. Tittle, Lane 9-5-20

### **Office Assistant Exam Process**

*Chair Bisson joined the meeting at 9:38 a.m.*

*It was moved and seconded to approve the examination process for Office Assistant. The motion carried unanimously.*

#### **EXAMINATION PROCESS OFFICE ASSISTANT**

- **A City of Lakewood application, supplemental questionnaire, and cover letter addressing related experience and why you want to work for the Lakewood Police Department is required. The application will be evaluated for being complete and thorough. Incomplete application materials will not be considered.**
- **The supplemental questionnaire and cover letter are scored. Applicants receiving the highest scores will proceed to oral board interviews.**
- **A minimum score of 70% from the oral board interview is required.**
- **Candidates will be ranked on an eligibility list based on the oral board interview scores.**
- **The “rule of five” is used for final selection.**
- **A background investigation must be successfully completed.**
- **Top scoring candidates will proceed to interview with the Police Chief/designee(s).**
- **Any offer of employment is conditioned on passing a polygraph exam and a drug screen.**
- **The average length of time from the background investigation to hire is three months.**

### **Civil Service Rule 9.7 Review**

Commissioner Boyd expressed concerns with rule 9.7 Cancellation of Eligibility—Notice to Eligible. Specifically, there is no timeframe established for responding to the disqualified person and what actions are appropriate actions. The rule is open ended and vague. Since the list is approved by the Commission, it seems logical that any action taken on the list ought to be approved by the Commission. The rule, as written, puts the Examiner in a position to overrule the Chief. This should be left to the Commission. Discussion ensued.

Ms. Pandrea found that the Civil Service rules for the cities of Tacoma, Lacey, Puyallup, and Edmonds do not have a similar provision. Ms. Cox suggested the Commission create a rule similar to 3.4 to allow for taking action on any decision regarding pre-employment. Chair Bisson commented that the vagueness of the rule allows for a multitude of differing situations to be addressed. Commissioner Roden shared that he had reviewed the files for last three disqualifications that were disputed. He concluded that he wholeheartedly agreed with the decisions to remove the individuals from the eligibility list. In his opinion, if the Examiner didn't support the disqualification and there was continued disagreement after discussion with the Chief, the issue should be brought to the Commission. Lt. Lawler was curious to know if other local police departments have a similar rule, and if not, then we may want to consider whether to retain or remove rule 9.7. Ms. Cox

will research whether there is a legal requirement for the rule. Ms. Pandrea will find out if the City of Federal Way Civil Service rules include a rule similar to our 9.7. Commissioner Roden stated that after we determine whether to remove or retain the rule, it will then need to be addressed how to proceed if the Examiner should disagree with the disqualification. The Examiner should not be put in the position to overturn the Chief's decision. This should be the Commission's responsibility. Ms. Cox set a September 25<sup>th</sup> deadline to provide answers to the Examiner. She will also check on what the RCW provides in terms of a citizen, not an applicant, eligible, or employee, making a challenge to the Commission. Lt. Lawler will seek the Chief's opinion on this matter.

**Chief Examiner's Report**

- Detective Sean Conlon promoted to Sergeant effective August 1<sup>st</sup>.
- Two candidates were disqualified and removed from the Entry Level Police Officer eligibility list for failure to submit required documents and failure to meet the department's driving standards.
- Gayle Selden has joined our police officer oral board panel members.
- Police Officer oral board interviews are scheduled for September 23 and October 21.
- The current eligibility list for Sergeant expires on December 7<sup>th</sup>. The process to establish a new list will likely be posted in September or October.

The meeting was adjourned at 10:33 a.m.

Approved by:

\_\_\_\_\_  
Eileen Bisson, Commission Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Pandrea, Secretary-Chief Examiner

\_\_\_\_\_  
Date

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