



## **Lakewood Civil Service Commission**

Thursday, July 6, 2023

9:30 a.m.

Lakewood City Hall

6000 Main Street SW

Lakewood, WA 98499

Present: Chair Gayle Selden, Commissioner Dennis Roden, Civil Service Secretary-Chief Examiner Tracey Freeman, City Attorney Heidi Wachter, Sergeant Tim Borchardt

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## **MINUTES**

### **Call to Order**

Chair Gayle Selden called the meeting to order at 9:30 a.m.

### **Approval of Minutes**

*It was moved and seconded to approve the minutes for the May 2, 2023 meeting. The motion carried unanimously.*

*It was moved and seconded to approve the minutes for the May 26, 2023 meeting. The motion carried unanimously.*

### **New Business**

#### **The City Attorney's Response to the disqualification memo question of what documentation does and doesn't come to the Civil Service Board:**

The City is subject to three different pieces of State law; Public Records Act, State Retention Laws, and WA State Office of Privacy & Data Protection. In light of this, City Attorney Wachter recommends that the full disqualification reports should not go out in the context of the open meeting or passed out prior to the meeting thru email. Instead, when more information is needed regarding a candidate's disqualification, the Commission could call for an executive session. Additionally, a board member is not responsible for the official documents of the board; the Civil Service secretary is responsible for the documents.

### **Cancellation of Eligibility**

Discussion: Can the commission site a disqualified's name and make a blanket cancellation for the position?

City Attorney Wachter recommends that each disqualification is discussed individually, and a reason should be cited for each disqualification. This mode of operating creates transparency for the public, and it assures the candidate that their disqualification report was reviewed by the commission.

*It was moved and seconded to disqualify Robert Carlin from the Entry Level Police Officer eligibility list. The motion carried unanimously.*

*It was moved and seconded to disqualify Andrew Lauth and Joshua Conrad from the Lateral Level Police Officer eligibility list. The motion carried unanimously.*

*It was moved and seconded to disqualify Tyiqua McLaurin Bowie and Jeffrey Robillard from the Court Compliance Officer eligibility list. The motion carried unanimously.*

### **Certification of Sergeant Eligibility List**

*It was moved and seconded to approve the Sergeant Eligibility List. The motion carried unanimously.*

**SERGEANT ELGIBILITY 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 Sergeant and their dates of expiration from this list:**

1. Dier, Noah 7/6/24
2. Johnson, Michael 7/6/24
3. Maulen, David 7/6/24
4. Czuleger, Keith 7/6/24
5. Danley, Brian 7/6/24
6. Babcock, John 7/6/24

6 males: 3 White, 1 Hispanic, 2 Asian

**Entry Level Police Officer Process Change**

The Professional Standards team, with the approval of the Chief of Police, would like to change a part of the Entry Level Police officer recruitment process. Instead of conducting the written and physical ability tests in-house, Public Safety Testing would perform these two services for the City. PST is a regional recruitment platform allowing weekly written and physical ability tests.

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

**Examiner's Report**

- Demographics for the department's commissioned officers were provided.
- The Court Compliance Officer position should be filled in August.
- There are four candidates in the Lateral Level Police Officer que.

*It was moved and seconded to adjourn the meeting. The motion passed unanimously.*

The meeting ended at 10:05 a.m.

Approved by:

  
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Gayle Selden, Commission Chair

8-3-23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tracey Freeman, Secretary-Chief Examiner

8/3/23  
\_\_\_\_\_  
Date

*City Hall is accessible to persons with disabilities. Equipment is available for the hearing impaired. Persons requesting special accommodation should contact the Civil Service Secretary-Chief Examiner at 253-589-2489 as soon as possible in advance of the meeting so that an attempt to provide the special accommodation can be made.*