

**CITY OF SHELTON**  
**Civil Service Meeting**  
**October 30, 2017 – 10:00 AM**  
Shelton Civic Center – Meeting Room

**Present: Commission Members:** Commissioner John Tarrant, Commissioner John Wiechert  
Commissioner Marilyn Vogler

**Commission Secretary/Examiner:** Vicki Look

**City Staff:** Police Chief Darrin Moody, Mari Herold

**Meeting Called to Order:** Commissioner Tarrant called the meeting to order at 10:00 AM

**Approval of Minutes:** The following minutes were reviewed and approved: August 14, 2017

**Secretary/Examiner (S/E) Request:**

1. S/E Look requested to revise the agenda by eliminating the request to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.

*Revised agenda approved*

2. S/E Look requested for Commission to review and approve the proposed assessment process for the Police Department Entry level testing.

*Discussion regarding number of applicants on Eligibility List. S/E Look reported that the Commission could choose any number that would provide the City a diverse and deep pool from which to draw applicants. Commission agreed to an Entry Level Eligibility List of ten.*

*Discussion regarding how we minimize time/effort pursuing candidates on the list of applicants provided by Public Safety Testing (PST) who are not interested in a position with the Shelton's Police Department. Mari Herold reported that she caucuses the applicants prior to certification. Commissioner Vogler requested that the Caucus step be added to the Entry Level Testing Process.*

*Discussion regarding whether to have testing pass/fail minimum at City level. S/E Look reported that PST has minimum score requirement. Mari Herold to confirm minimum score.*

*A vote was taken and the motion passed to approve the Police Department Entry Level Testing process as amended by the Commission.*

3. S/E Look requested the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

*A vote was taken and the motion passed.*

**Administrative Reports**

No further discussion

**Public Comment:** There was no public comment.

**Next Meeting Scheduled:** A special meeting will be held late December/early January to certify Entry Level Eligibility List.

The meeting was adjourned at 10:40 AM

Submitted by: Mari Herold, on behalf of Vicki Look Secretary/Examiner.

APPROVED  Chair John Tarrant