



CITY OF SHELTON
Civil Service Meeting
August 14, 2017 – 9:30 AM
Civic Center Downstairs Meeting Room

Agenda

- A. Call to Order
- B. Old Business
 - Police Department job descriptions for Sergeant, Corporal, and Code Enforcement Positions updated per Commission request.
- C. Staff Request
 - 1. Approval of June 6, 2017 meeting minutes
 - 2. Secretary/Examiner requests the Commission to certify the ranked score list for the position of Records/Evidence Clerk for the Police Department.
 - 3. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.
 - 4. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.
- D. General Discussion – Open Topic
- E. Public Comment
- F. Adjourn

Distribution: Civil Service Commissioners, Vicki Look, Mari Herold,
Darrin Moody, Police Guild, Customer Service Union, Media

CITY OF SHELTON
Civil Service Meeting
June 6, 2017 – 2:15 PM
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, City Manager Ryan Wheaton, Mari Herold, Virgil Pentz

Meeting Called to Order: Commissioner Tarrant called the meeting to order at 2:15 pm

Approval of Minutes:

The following minutes were reviewed and approved: February 2, 2017, and April 3, 2017.

Secretary/Examiner (S/E) Request:

1. S/E Look requested the Commission to approve the Police Department job descriptions for Sergeant and Corporal positions with the corrections/additions asked for by the Commission at the April 3, 2017 special meeting.

Commissioner Vogler requested that § Language Skills, be amended to remove the word *language* in the last sentence: Change “Bi-lingual language skills are beneficial but not required” to read: “Bi-lingual skills are beneficial but not required.”

A vote was taken and the Commission approved the job descriptions with amendment(s).

2. S/E Look requested the Commission to certify the ranked score for the position of Code Enforcement/Community Service Officer.

A vote was taken and the motion passed.

3. S/E Look requested the Commission to certify the ranked score list for the position of Corporal for the Police Department.

A vote was taken and the motion passed.

4. Secretary/Examiner request for 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.

5. Secretary/Examiner request for Commission to review and approve the amended assessment process for the Police Department Records/Evidence Clerk position.

Police Chief Moody presented an updated testing and assessment process for the Records/Evidence Clerk position, which will include a requirement for a Letter of Interest with specific criteria relevant to job responsibilities.

A vote was taken and the motion passed.

Administrative Reports

Commissioner Vogler inquired as to implementing a plan when approaching or working with homeless individuals.

Police Chief Moody stated that the PD was short staffed due to employee injuries. When staffing allows, the PD will implement training and resources including CIT, De-escalation training, Telecare: Intervention and resources, etc. The PD will also attend Triage training at PUD3 in July 2017.

Public Comment: There was no public comment.

Next Meeting Scheduled: The next meeting will be announced

The meeting was adjourned at 3:15 pm

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

APPROVED _____ Chair John Tarrant

**Records/Evidence Clerk Ranked Scores
August 7, 2017**

Possible Points

243

Name	Gross Speed (WPM)	Accuracy	Net Speed (WPM)	Oral Board (243 pts possible)	Total Points*
Buckley, Brian Mark	64	96%	62	231	293
Nault, Donna	51	93%	47	225	272
Davidson, Mary	52	94%	49	177	226
Bailey, Heidi	45	95%	43	173	216
Randazzo, Danielle	45	74%	33	169	202
Arndt, Kori	52	94%	49	125	174
Medina, Brenda	58	92%	53	119	172

* Total Points = Net Speed plus Oral Board Points

Certified this _____ day of August 2017, by the Civil Service Commission, City of Shelton, Washington.

Commissioner John Tarrant

Commissioner John Wiechert

Commissioner Marilyn Vogler

Note: Per Civil Service rule 9.09 "Duration of Certification.
 Certification shall be in effect for thirty (30) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary. Upon request, the Secretary may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification." If you need to extend the certification time period, please submit a request to Vicki Look, Secretary/Examiner.

**SPD Entry Level Police Officer
August 2017 Eligibility List**

Last Name	First Name	PST Score	Vet Pref	Rsrv Adj	Score Cert Date	Score Valid Thru	Comments
Henry	Matthew	98.43%	Ltr Sent 8/17		15-Sep-16	12/15/2017	Active Duty until 2/17: United States Army, Supervisor Explosive Ordnance Team
Miller	Aaron	93.33%	Ltr Sent 8/17		6-May-17	8/6/2018	CJTC Reserve Law Enforcement Officer (Basic Law Enforcement Academy Certification) 9/3/2016
Laughton	Ross	92.33%	Ltr Sent 8/17		11-Jan-17	4/11/2018	Current: Infantry Team Leader, Army National Guard
Smith	Curtis	91.90%	N/A		17-Aug-16	11/17/2017	Current: Jail Deputy, Mason County Sheriffs Office. Prior: Reserve Deputy, Mason County Sheriffs Office. Education: BA, Criminal Justice, St. Martin's University; Basic Law Enforcement Reserve Certification, Taser Certified, OC Certified, Crisis Intervention Certification, Baton Certification, First AID/ CPR
Genis	Shane	91.06%	Ltr Sent 8/17		24-Sep-16	12/24/2017	Active Duty until 4/17: Chief Enlisted Manager, 3rd Special Operations Squadron, Cannon Air Force Base, New Mexico
Vandusen	Jackson	90.40%	N/A		7-Jul-17	10/7/2018	Current: Corrections Deputy, Skagit County Jail; Intelligence Specialist U.S. Navy Reserves. Education: Criminal Justice, Columbia College, Truckee Meadows, & University of Nevada Reno
Napier	Stephanie	90.35%	N/A		17-Aug-16	11/17/2017	Current: Communications Officer, Jeffcom911
Donges	Steven	90.04%	N/A		24-Sep-16	12/24/2017	Education: ATA Fire Science, South Puget Sound Community College
Decker	Annamaria	89.27%	N/A		11-Feb-17	5/11/2018	Current: Correction's Deputy, Mason County Sheriff's Office
Orse	Nicholas	88.52%	N/A		10-Oct-16	1/10/2018	Current: Painter, Paintworx
Wheeler	Chandler	88.47%	N/A		11-Feb-17	5/11/2018	Current: Laborer, Perry Pallets
Rose	Caleb	87.74%	N/A		21-Jul-16	10/21/2017	Current: Sales Associate, Volkswagen of Olympia
Bonser	William	86.91%	N/A		1-Jun-17	9/1/2018	Current: Bus Driver, Olympia School District
Shank	Brian	86.51%	Ltr Sent 8/17		13-Feb-17	5/13/2018	Prior Emp: Logistics Manager, U.S. Army, 2nd Ranger Battalion, through 10/16
Knapp-Andersen	Joshua	86.47%	N/A		5-Dec-16	3/5/2018	Related Skills/Exp: CPR certified; Advisor Olympia Police Explorer Program (Volunteer)

**SPD Entry Level Police Officer
August 2017 Eligibility List**

Last Name	First Name	PST Score	Vet Pref	Rsrv Adj	Score Cert Date	Score Valid Thru	Comments
Luft	Andrew	86.40%	N/A		12-Mar-17	6/12/2018	Prior Emp: Customs and Border Protection Officer, US Border Patrol; Armed Patrol Officer, Allied Baerton Security Services
Hatchett	James	86.13%	N/A		22-May-16	8/22/2017	Prior Emp: Lewis County E911 Communications, Evergreen State College Police Services Department
Obenski	Bryson	86.05%	Ltr Sent 8/17		24-Sep-16	12/24/2017	Current: Valet, Salish Lodge; Private Pilot
Manning	Isaiah	85.91%	N/A		15-Jul-17	10/15/2018	Current: Indirect-Fire Infantryman, Private First Class, U.S. Army National Guard
Whearty	Michael	85.88%	N/A		24-Jun-17	9/24/2018	Education: Criminal Justice, Centralia Community College
Certified this _____ day of August 2017, by the Civil Service Commission, City of Shelton, Washington.							
Commissioner John Tarrant							
Commissioner John Wiechert							
Commissioner Marilyn Vogler							

Note: Per Civil Service rule 9.09 "Duration of Certification.
 Certification shall be in effect for thirty (30) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary. Upon request, the Secretary may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification." If you need to extend the certification time period, please submit a request to Vicki Look, Secretary/Examiner.

Lateral Eligibility List
Police Officer
14 August 2017

<u>Name</u>	<u>Application Date</u>
Gettle, Mike	03 August 2017
Tayler, Timothy	12 January 2017

Certified this 14th day of August, 2017 by the Civil Service Commission, City of Shelton, Washington.

Commissioner: _____
John Tarrant

Commissioner: _____
John Wiechert

Commissioner: _____
Marilyn Vogler

Note: Per Civil Service Rule 9.09 "Duration of Certification. Certification shall be in effect for thirty (30) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary. Upon request, the Secretary may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification." If you need to extend the certification time period, please submit a request to Vicki Look, Secretary/Examiner.