



## REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

3:00 PM FEBRAURY 7, 2017  
BAINBRIDGE ISLAND CITY HALL  
280 MADISON AVE. N., BAINBRIDGE ISLAND, WA

### AGENDA

### Action

**1. CALL TO ORDER / ROLL CALL**

**3:00 PM**

**Chair:** Trennon Bird

**Vice Chair:** Daniel Reisfeld

**Commissioners:** Richard Daniels

Julie Hersum

Johanna Vander Stoep

**2. CONFLICT OF INTEREST DISCLOSURE**

**3:05 PM**

**3. PUBLIC COMMENT**

**3:10 PM**

**4. NEW BUSINESS**

**3:15 PM**

- a. Elect Chair and Vice Chair for 2017
- b. Review December 6, 2016 Minutes
- c. Certify Entry Level Officer oral board scores
- d. Certify Lateral Officer oral board scores

*Consider Approval*

*Consider Approval*

*Consider Approval*

*Consider Approval*

**5. UNFINISHED BUSINESS**

**4:15 PM**

- a. Review Resolution 2017-01 Amending Rules related to Reinstatement Register
- b. Review letter to CJTC
- c. Discuss use of PST for background investigations

*Consider Approval*

*Consider Approval*

*Discussion Only*

**6. REPORT BY CHIEF OF POLICE**

**4:40 PM**

**7. REPORT BY SECRETARY/CHIEF EXAMINER**

**4:50 PM**

**8. ADJOURN**

**5:00 PM**

Times listed on this agenda are approximate. Public Comment will be taken following discussion of each New Business item.



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 ([cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov)) by noon on the day preceding the Meeting.



**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
DECEMBER 6, 2016  
MINUTES**

**1. CALL TO ORDER/ROLL CALL**

The Civil Service Commission Regular Meeting was called to order in the Council Conference Room at City Hall at 3:00 pm by Chair Trennon Bird. A quorum was present consisting of Commissioners Daniel Reisfeld, Richard Daniels, Johanna Vander Stoep, and Julie Hersum.

**2. CONFLICT OF INTEREST DISCLOSURE**

Each Commissioner reported that no new conflicts of interest had arisen since the last meeting; some commissioners shared important inter-meeting communications.

**3. PUBLIC COMMENT**

No public comment was given.

**4. NEW BUSINESS**

a. Review November 1st, 2016 Minutes

MOTION: *I move that the minutes be approved of the November 1<sup>st</sup> meeting.*

VANDER STOEP/REISFELD: The motion passed unanimously

b. Consider withdrawal of resignation request from Officer Tovar

MOTION: *I'll make a motion that we accept the request for rescission of Officer Tovar's resignation*

DANIELS/NO SECOND

MOTION: *I will move that we put Michael Tovar on the Reinstatement Register*

REISFELD/DANIELS: The motion passed unanimously

c. Cancel January 2<sup>nd</sup> 3<sup>rd</sup>, 2017 Regular Meeting

MOTION: *I move to cancel the January 3<sup>rd</sup> Meeting*

VANDER STOEP/BIRD: The motion passed unanimously

d. Revise agency disqualifiers

MOTION: *I'll make that motion that we change the agency disqualifiers as discussed and as Amber has noted*

VANDER STOEP/HERSUM: The motion passed unanimously

**5. UNFINISHED BUSINESS**

a. Set date for Entry and Lateral Officer Oral Boards

MOTION: *I move that we approve January 11<sup>th</sup> and 12<sup>th</sup> as dates for oral boars for Entry and Lateral Officers*

VANDER STOEP/HERSUM: The motion passed unanimously



b. Review letter to CJTC

Topic was discussed. Commissioners Reisfeld and Hersum formed a sub-committee to create a final draft of the letter to be presented to the full commission at the February Regular Meeting.

**6. REPORT BY CHIEF OF POLICE**

Chief Hamner provided general updates regarding the department.

**7. REPORT BY SECRETARY/CHIEF EXAMINER**

S/CE Richards provided general updates regarding commission matters.

**8. ADJOURNEMENT**

The commission adjourned at 5:56 pm

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Trennon Bird, Chair

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Amber Richards, Secretary/Chief Examiner

**RESOLUTION NO. 2017-01**

**A RESOLUTION OF THE BAINBRIDGE ISLAND CIVIL SERVICE COMMISSION, AMENDING RULES 4.33 REINSTATEMENT REGISTER, AND 9.4 ESTABLISHMENT OF REINSTATEMENT REGISTERS.**

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WHEREAS, the Civil Service Commission deems it to be in the best interests of the civil service system to clarify the class, register and process by which an employee is placed on the appropriate eligible register after recession of a resignation or retirement, and

WHEREAS, the Commission also deems it appropriate to clarify the order or priority regarding individuals on a reinstatement list due to reasons such as lay-off, disability, resignation or retirement, now, therefore,

BE IT RESOLVED BY THE BAINBRIDGE ISLAND CIVIL SERVICE COMMISSION AS FOLLOWS:

Section 1. Civil Service Rule 4.33 - Definitions - Reinstatement Register is hereby amended to read as follows:

**4.33 REINSTATEMENT REGISTER**

A list of names or persons who are regular employees in a given class, ~~and~~ were laid off and are entitled to reinstatement in such class. A reinstatement register may also include former employees on disability retirement who are capable mentally and physically for reinstatement, as well as employees who have resigned and been approved for reinstatement.

Section 2. Civil Service Rule 9.4 Establishment of Reinstatement Registers is hereby amended to read as follows:

## **9.4 ESTABLISHMENT OF REINSTATEMENT REGISTERS**

The names of regular employees who have been laid off or, when requested in writing by the Chief of Police, probationary employees who have been laid off, shall be placed on a reinstatement register for the same class from which laid off for a period of one (1) year from the date of layoff. Disabled employees cleared for return to duty following termination and employees reinstated pursuant to Rule 9.2 are also eligible for the reinstatement register for a period of one year.

### **9.4.2**

When more than one candidate appears on a reinstatement register, the candidate shall be listed in the following order:

9.4.2.1 Regular employees who have been laid off or who have returned from disability.

9.4.2.2 Probationary employees who have been laid off or who are returning from disability.

9.4.2.3 Employees approved for the reinstatement register who resigned or retired.

### **9.4.3**

If more than one (1) candidate appears in any of the classes established above and the candidates have an equal priority for reappointment, the Commission may establish a testing process to determine the order of such candidates on the reinstatement register. The Commission may then certify the order of such candidates as eligible for employment. [Alternative: Candidates within these classes shall be listed in the order in which they were placed on the register.]

RESOLVED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

APPROVED BY:

BAINBRIDGE ISLAND  
CIVIL SERVICE COMMISSION

\_\_\_\_\_  
Commissioner Trennon Bird, Chair

\_\_\_\_\_  
Commissioner Dan Reisfeld, Vice Chair

\_\_\_\_\_  
Commissioner Julie Hersum

\_\_\_\_\_  
Commissioner Jo Vander Stoep

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
AMBER RICHARDS, SECRETARY-CHIEF EXAMINER

FILED WITH THE CITY CLERK:  
RESOLUTION NO. \_\_\_\_\_

## DRAFT TEXT OF CORRESPONDENCE TO WASHINGTON STATE CRIMINAL JUSTICE TRAINING CENTER

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Salutation,

We request your support to create new pathways for law enforcement candidates to earn certification as fully commissioned Washington State Peace Officers.

Our Police Department and many others throughout Washington are ~~beginning to find~~ing it increasingly difficult to meet present and future staffing needs. Demographic changes are creating significant officer recruitment and retention issues. The following trends are occurring nationwide:

- Shorter periods of service,
- An increase in older applicants with long-term experience from other professions,
- An overall decrease in the supply of qualified candidates, and
- Higher levels of initial and recurrent training.

Recently, after meeting with Jon Walters of Public Safety Testing, who has an in-depth understanding of what is happening in law enforcement candidate pools, we updated our application guidelines and procedures. We also reviewed the best practices of other jurisdictions to identify programs that would help remedy some of the issues mentioned above ~~and help local police departments to attract a higher number of qualified and experienced candidates.~~ This is where we need your help.

Commented [JH1]: Is proposed language OK?

Currently, there are only two ways that ~~new or more experienced~~ candidates may earn their Washington ~~S~~state certification: either by successfully completing our traditional, full-time, Basic Law Enforcement Academy (BLEA) training program or, if they have already completed another state's academy, a traditional, full-time, equivalency training.

Unfortunately, it can be very difficult for ~~older~~ candidates ~~with significant family and financial obligations~~ to enroll in and finish a full-time BLEA program. ~~since they typically have significant family and financial obligations that preclude them from doing so.~~ Part-time training programs, such as those already instituted in other states, would provide an opportunity for a wider range

Commented [JH2]: Using the term "older" may suggest bias, am I correct that we shouldn't show prejudice to any particular group of potential candidates?

~~However, other states have instituted "part-time" programs that allow a wider range of candidates as the ability to achieve full law enforcement certification over a longer period of time. In order to be competitive, we need to develop and implement similar programs in Washington.~~

~~There are other~~Additional benefits to creating ~~these programs~~part-time training programs include: as well:

Commented [JH3]: Added language to clarify and be more specific. OK?

• As they gradually move through a part-time program, a prospective officer necessarily has a longer period of time to reflect on and is afforded a more extensive opportunity to appreciate all the issues associated with a career in law enforcement. A candidate who is not well-suited for full service has the chance to come to that realization at a much earlier point than one who completes the traditional BLEA program. The law enforcement agency also has a longer period of time in which to review~~see~~ the candidate's work product before making a full-time hiring decision.

Commented [JH4]:

Commented [JH5]: I think an argument could be made either way on this, can you be more specific or offer an example?

Commented [JH6]: How do they have more opportunity? Perhaps we should specify by saying, "a longer period of time" ?

• A more moderate pace of training, combined with firsthand practical experience and reinforcement, ~~will~~ may creates an increased level of retained knowledge and readiness for full service that is not possible through the intensive BLEA format.

Commented [JH7]: This paragraph sounds as though we are arguing that a part-time program is preferable to the full-time, is this what we want, or are we simply supporting an alternative?

~~Some officers may complete full certification, but decide to remain in reserve service. Having such personnel available will greatly help smaller departments meet staffing needs without compromising the qualification levels of officers.~~

Commented [JH8]: It appears that Washington State already has a reserve police officer program, is this paragraph relevant to include? Consider deleting? If we don't delete, please note that up to this bullet we are discussing the benefits of achieving training over a longer period of time, or "part time" programs. How about moving this bullet to it's own paragraph below?

In addition to part-time training programs, Washington should consider other alternative training programs that offer potential candidates more choices and flexibility. For example, For more than twenty years, reserve police officers in California have had four different academy training "modules" available to them. An officer that completes the first module is authorized to perform a small range of police functions under close supervision. Completion of the second and third modules allows an officer to perform a greater range of duties under decreasing levels of supervision. Upon completion of the fourth module, an officer has satisfied all training requirements and may be appointed to a full-time position.

Commented [JH9]: Again, up to this point we've introduced and discussed part time training programs. How about language here that introduces other types of programs that we go on to discuss and that we think would address the issues we begin the letter with? Please review my proposed language.

In order to be competitive in the recruitment of qualified police candidates, we strongly believe that Washington State needs to develop and implement alternative programs such as these as soon as possible. Implementation of ~~a similar~~ part-time or alternative training programs in Washington will, however, require legislative action, and support from the Criminal Justice Training Center and the Washington Association of Sheriffs and Police Chiefs. We believe that you can be a critical catalyst in this process and respectfully request your support.

We look forward to hearing your thoughts about these issues and to your support. ~~strongly believe that it is absolutely necessary that we address them now.~~ Thank you for your consideration.

Commented [JH10]: We might consider asking them more specifically for what we want from them and specifying what further action we plan to take ourselves.

Sincerely,



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- Shorter periods of service,
- An increase in older applicants with long-term experience from other professions,
- An overall decrease in the supply of qualified candidates, and
- Higher levels of initial and recurrent training.

Recently, after meeting with Jon Walters of Public Safety Testing, who has an in-depth understanding of what is happening in law enforcement candidate pools, we updated our application guidelines and procedures. We also reviewed the best practices of other jurisdictions to identify programs that would help remedy some of the issues mentioned above and help local police departments to attract a higher number of qualified and experienced candidates. This is where we need your help.

Currently, there are only two ways that candidates may earn their Washington State certification: either by successfully completing our traditional, full-time, Basic Law Enforcement Academy (BLEA) training program or, if they have already completed another state's academy, a traditional, full-time, equivalency training.

Unfortunately, it can be very difficult for candidates with significant family and financial obligations to enroll in and finish a full-time BLEA program. Part-time training programs, such as those already instituted in other states, would provide an opportunity for a wider range of candidates to achieve full law enforcement certification over a longer period of time.

Additional benefits to creating part-time training programs include:

- As they gradually move through a part-time program, a prospective officer necessarily has a longer period of time to reflect on and appreciate all the issues associated with a career in law enforcement. A candidate who is not well-suited for full service has the chance to come to that realization at a much earlier point than one who completes the traditional BLEA program. The law enforcement agency also has a longer period of time

in which to review the candidate's work product before making a full-time hiring decision.

- A more moderate pace of training, combined with firsthand practical experience and reinforcement, may create an increased level of retained knowledge and readiness for full service that is not possible through the intensive BLEA format.

In addition to part-time training programs, Washington should consider other alternative training programs that offer potential candidates more choices and flexibility. For example, reserve police officers in California have had four different academy training "modules" available to them. An officer that completes the first module is authorized to perform a small range of police functions under close supervision. Completion of the second and third modules allows an officer to perform a greater range of duties under decreasing levels of supervision. Upon completion of the fourth module, an officer has satisfied all training requirements and may be appointed to a full-time position.

In order to be competitive in the recruitment of qualified police candidates, we strongly believe that Washington State needs to develop and implement alternative programs such as these as soon as possible. Implementation of part-time or alternative training programs in Washington will, however, require legislative action and support from the Criminal Justice Training Center and the Washington Association of Sheriffs and Police Chiefs. We believe that you can be a critical catalyst in this process and respectfully request your support.

We look forward to hearing your thoughts about these issues and to your support.. Thank you for your consideration.

Sincerely,