



POLICE DEPARTMENT

**AGENDA FOR GIG HARBOR CIVIL SERVICE COMMISSION
Friday, March 12, 2021 at 3:00pm**

Due to public health concerns, this meeting will be only accessible by the following instructions below:

At 2:55p.m. from your phone dial (312) 757-3121; access code: 542-565-269

CALL TO ORDER / ROLL CALL:

APPROVAL OF MINUTES:

1. September 11, 2020 – Civil Service Commission Meeting
2. February 22, 2021 – Civil Service Commission Special Meeting

NEW BUSINESS:

1. Amendment to Civil Service Rules – minimum passing score for entry and lateral candidates (Chief Busey)
2. Update on current recruitment/hiring process (Chief Busey)

OTHER BUSINESS:

ADJOURN:



POLICE DEPARTMENT

MEETING OF THE GIG HARBOR CIVIL SERVICE COMMISSION
GoToMeeting
DRAFT MINUTES – September 11, 2020

CALL TO ORDER: – 3:02pm Chair, Charles Perry

PRESENT: Charles Perry, Chair; Denny Richards, Vice Chair; Tom Brown, Chief Kelly Busey, Melissa Herzog, HR Assistant. **ABSENT:** Kameil Borders, HR Director.

APPROVAL OF MINUTES: Motion to approve August 14, 2020 Minutes Richards/Brown.

NEW BUSINESS:

1. Certify September 2020 Rank Results of Lateral Entry List

- a. List provided via email to commission members prior to meeting.
- b. Chief Busey explained the list and the process of the physical agility testing portion and oral board portion.
- c. Tom Brown pointed out the incorrect date on the list, list to be amended to show correct expiring date of 09/2021.
- d. Move to approve list as amended Richards/Brown

OTHER BUSINESS:

1. Upcoming Steps – Chief Busey

- a. Chief has the rule of 5 – can select from the top 5 candidates
- b. Chief would like to open background investigations on the top 3 candidates which is conducted by the detectives. This process can take 3-4 weeks.
- c. Chiefs interview to make sure right fit.
- d. Conditional offer of employment with following conditions: Polygraph, Physical Exam, Psychological Exam, Emotional Intelligence Screening.
- e. Pass all the above they are offered a job.
- f. Denny Richards asked if we could hire up to 3 off this list, Chief confirmed.
- g. Charles Perry asked when offers would be made, Chief stated hope for mid-October or November.

2. Next meeting:

- a. Tentatively scheduled for 10/09/2020

ADJOURNMENT: 3:10pm Richards/Brown

Respectfully Submitted,

Melissa Herzog, HR Assistant

APPROVED:

Chair, Charles R. Perry



POLICE DEPARTMENT

**SPECIAL MEETING OF THE GIG HARBOR CIVIL SERVICE
COMMISSION
GoToMeeting
MINUTES – February 22, 2021**

CALL TO ORDER: – 10:05am Chair, Charles Perry

PRESENT: Charles Perry, Chair; Denny Richards, Vice Chair; Tom Brown, Chief Kelly Busey, Kameil Borders, HR Director/Civil Service Secretary; Erin Neff, HR Analyst; Melissa Herzog, HR Assistant.

APPROVAL OF MINUTES: Deferred approval of minutes until next scheduled meeting on March 12, 2021. Melissa will forward 9/11/2020 minutes again to commission members.

NEW BUSINESS:

1. Certify February 2021 Rank Results of Lateral Entry List

- a. List provided via email to commission members prior to meeting.
- b. Kameil Borders presented the list to the Commission Members for approval.
- c. Chief Busey and Melissa Herzog answered questions to how many applicants and how many openings remain at the department.
- d. Move to approve list Richards/Brown

2. Amendment to Civil Service Rules – Minimum Passing Score

- a. Chief Busey presented a draft of the proposed amended minimum passing score for candidates to be a minimum of 70% for the oral board to be considered for the eligible list. Chief Busey recommended the commissioners review the suggestions and plan to discuss for possible amendment to the rules at our next scheduled meeting.
- b. Commission members agreed and have been forwarded the suggested edits for review.

OTHER BUSINESS:

1. Next meeting:

- a. Tentatively scheduled for 03/12/2021
- b. Melissa will re-send the previous 9/11/2020 minutes to all commission members for review.

ADJOURNMENT: 10:21am Richards/Brown

Respectfully Submitted,

Melissa Herzog, HR Assistant

APPROVED:

Virtually 03/12/2021 at 3:05pm

Chair, Charles R. Perry

8. EXAMINATIONS

8.15 PASSING GRADES

- a. In its discretion, the Civil Service Commission may establish a minimum passing grade for **any** examinations, exclusive of veteran's credit, if any. In order to conserve financial resources, the Commission may also establish a numerical cut off for candidates based on ~~written~~ **any separate component of the testing process** ~~test scores~~, thereby limiting the number of candidates forwarded for further testing process. The passing grade shall be established with reference to minimum qualifications required for an applicant and after consideration of the advice of the person or persons who prepare the test. **Unless otherwise specified in advance by the Commission, the minimum passing score for any hiring or promotional examination shall be 70% of the maximum attainable score after the application of veteran's credit.**
- b. ~~At the direction of the Commission and based upon the advice of the person or persons who have prepared the examination, the Secretary may set a minimum score to be required in any part of any entry-level examination and any **Any** applicant who fails to attain such minimum score shall be considered as having failed in the entire examination and shall not be entitled to take the balance of the examination or, when all parts of the examination have been applied, any applicant who fails to obtain such minimum score on any part shall be considered as having failed in the entire examination and any remaining parts of the examination need not be scored.~~
- c. When a minimum score is required for an examination or any part it shall be stated in the official bulletin and announced at the time of examination.

5. RULE-MAKING

5.01 AMENDMENTS OF RULES

The Commission may amend these rules or adopt new rules by majority Vote of the Commission at any regular or special meeting of the Commission. Unless the Commission determines, by unanimous vote of all commissioners present that the needs of the service require immediate adoption, amendments to these rules shall be first discussed in an open regular or special meeting at least one meeting prior to adoption. Upon a determination that the needs of the service require immediate adoption, a rule amendment may be adopted at the meeting at which the amendment is first proposed.

5.03 ACTIVE DATE OF RULES

All rules and amendments shall become effective immediately upon their adoption by the Commission unless some later date is specified therein.