



City of Bellevue

Human Resources

CIVIL SERVICE COMMISSION Meeting Agenda

July 14, 2020
Tuesday, 4:00 pm

Zoom Meeting

- I** *Call to Order*
- II** *Roll Call*
- III** *Suspension of Telephonic Rules*
- IV** *Approval of January 14, 2020 Meeting Minutes*

- V** **New Business**
 - A.** Request to Amend Civil Service Rule 4.02 & 4.03
 - B.** Request for Fire Entry Firefighter Exam
 - C.** Request for Fire Lateral Firefighter Exam
 - D.** Request for Fire Lieutenant Promotional Exam
 - E.** Request for Fire Captain Promotional Exam
 - F.** Request to Hold Police Captain Promotional
 - G.** Request for Police Property Evidence Supervisor Recruitment
 - H.** Set date for Appeal hearing

- VI** **Announcement of Next Meeting: Tuesday, October 13, 2020 1E-109**
- VII** **Adjournment**

Informational Items:

Fire Status Change

1. Appointed Administrative Assignment for Training Academy
 2. Returned to Suppression from Training Division, Scott Lambert
 3. Appointed to LT. MSO position, Kris Johnson
 4. Appointed to Administrative Lieutenant to EMS/Suppression, Eli Lehman
 5. Staff Assistant Role, Cass Monroe
 6. Acting Firefighter/Engineer, Miles Farrow-Johnson
 7. Appointment to administrative assignment, ended, Matthew Burrow
 8. Retirement, Gregg Clifford
 9. Retirement, Paul Hyatt
 10. Promotion, Lieutenant, Mike Mihata
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11. Resignation, Jessica Seften
12. Retirement, Max Williams
13. Resignation, Ashlee Yerrick
14. Appointment to Acting Firefighter/Engineer, Sean Oliver

Police Executive Orders

15. Provisional Property & Evidence Supervisor
16. Transfer, Officer Serna and Officer Cangialosi to SET Detectives
17. Retirement, Police Records Supervisor, Debbie Brennan
18. Resignation, Officer Stephan Evangelista
19. Assignments, Officer Gienger, Collision Investigator, Officer Perrine, Bike Officer, Officer Kruczko, School Resource Officer
20. Promotion to Captain, Sergeant McKinney
21. Promotion to Acting Corporal, Officer Kidd
22. Resignation, Police Support Specialist Shan O'Rourke
23. Resignation, Officer Abare
24. Retirement, Property and Evidence Supervisor, Kim Current
25. Termination, Officer Huntley
26. Provisional Appointment, Terri Massey
27. Promotion Captain Forbush to Acting Major
28. Resignation, Officer Nicolas Hathaway
29. Promotions/Transfers, Sergeant Shearer to Acting Captain, Detective Inman, promoted to Sergeant, Corporal Disney, promoted to Acting Sergeant, Major Hoffman, transferred to Investigations, Captain Tarantino, transferred to investigation
30. Transfer to Major Crimes, Detective Grannis
31. Resignation, Officer Dalto
32. Assignments, FTO, Officer Kidd, Officer Beckstead, Officer Smith, Officer Meade, Officer Lyles
33. Retirement, Officer Neese
34. Retirement, Property Evidence Technician, Bill Proldsorfer, Police Support Specialist, Lisa Nomura
35. Transfer, Detective Basil, to Major Crimes
36. Transfers, Major Hoffman to Administrative Services, Acting Major Forbush to Investigations
37. Resignation, Officer Young
38. Transfer, Officer Kankam to Major Crimes
39. Resignation Officer Pittman
40. Eligibility List, Entry Police Support Officer
41. Eligibility List, Entry Police Support Officer
42. Eligibility List, Police Support Specialist
43. Eligibility List, Police Records Supervisor
44. Eligibility List, Police Lead Support Specialist
45. Eligibility List, Entry Police Officer

**CITY OF BELLEVUE
CIVIL SERVICE COMMISSION
Meeting Minutes**

Tuesday
January 14, 2020
4:00 p.m.

Conference Room 1E-109
Bellevue City Hall
Bellevue, Washington

MEMBERS PRESENT: Linda Parrish, Chair
Anne Noris, Vice-Chair
Jeff Jorgenson
Martin Acevedo

MEMBER ABSENT: Patricia Sheffels

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Debbie Ingram, Police Department
Diane Kendall, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:03 p.m. by Chair Parrish.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the October 8, 2019 meeting minutes as presented. Motion carried unanimously (4-0).

IV. NEW BUSINESS:

A. Request for Police Corporal Promotional Exam

On behalf of the Police Department, Ms. Ingram made an official request to conduct a promotional exam for the rank of Police Corporal in 2020. The current eligibility list expired on September 29, 2018 and vacancies are anticipated in 2020.

Ms. Ingram responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a promotional exam for the rank of Police Corporal in 2020. Motion carried unanimously (4-0).

B. Request for Police Sergeant Promotional Exam

On behalf of the Police Department, Ms. Ingram made an official request to conduct a promotional exam for the rank of Police Sergeant in 2020. The current eligibility list expired on August 7, 2018 and vacancies are anticipated in 2020.

Ms. Ingram responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a promotional exam for the rank of Police Sergeant in 2020. Motion carried unanimously (4-0).

C. Request for Police Captain Promotional Exam

On behalf of the Police Department, Ms. Ingram made an official request to conduct a promotional exam for the rank of Police Captain in 2020. The current eligibility list expired on October 27, 2018 and vacancies are anticipated in 2020.

Ms. Ingram responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a promotional exam for the rank of Police Captain in 2020. Motion carried unanimously (4-0).

Ms. Ingram was pleased to report that the Police Department is currently fully staffed. She commended the recruiter and other staff members for their efforts with achieving this goal.

D. Request for Police Property Technician Recruitment

On behalf of the Police Department, Ms. Ingram made an official request to conduct recruitment and hiring for a Police Property Evidence Technician. The goal is to establish an eligibility list in 2020.

Ms. Ingram reviewed the testing process and responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct recruitment and hiring for a Police Property Evidence Technician in 2020. Motion carried unanimously (4-0).

E. Request for Continuous Lateral Testing 2020

On behalf of the Police Department, Ms. Ingram made an official request to conduct continuous testing for Lateral Police Officers in 2020. Vacancies are anticipated throughout the year.

Mr. Ingram clarified that there are no changes in the steps or testing devices used for this recruitment from the process previously approved by the Commission in 2019. She also responded to various questions from Commissioners.

Motion by Commissioner Acevedo and second by Commissioner Noris to approve the request to conduct continuous testing for Lateral Police Officers in 2020. Motion carried unanimously (4-0).

F. Request for Continuous Entry Testing 2020

On behalf of the Police Department, Ms. Ingram made an official request to conduct continuous testing for Entry Level Officers in 2020. Vacancies are anticipated throughout the year.

Mr. Ingram clarified that there are no changes in the steps or testing devices used for this recruitment from the process previously approved by the Commission in 2019. She also responded to various questions from Commissioners.

Motion by Commissioner Acevedo and second by Commissioner Jorgenson to approve the request to conduct continuous testing for Entry Level Officers in 2020. Motion carried unanimously (4-0).

G. Election of New Chair and Vice-Chair

Chair Parrish opened nominations for the Bellevue Civil Service Commission Chair position.

Motion by Chair Parrish to nominate Commissioner Noris as the Bellevue Civil Service Commission Chair.

Chair Parrish requested other nominations for the Bellevue Civil Service Commission Chair position. There were none. Therefore, nominations were closed.

At the question, motion carried unanimously (4-0) to appoint Commissioner Noris as the Bellevue Civil Service Commission Chair.

Chair Parrish opened nominations for the Bellevue Civil Service Commission Vice-Chair position.

Motion by Commissioner Jorgenson to appoint Commissioner Acevedo as the Bellevue Civil Service Commission Vice-Chair.

Chair Parrish requested other nominations for the Bellevue Civil Service Commission Vice-Chair position. There were none. Therefore, nominations were closed.

At the question, motion carried unanimously (4-0) to appoint Commissioner Acevedo as the Bellevue Civil Service Commission Vice-Chair.

V. ANNOUNCEMENT OF NEXT MEETING:

Chair Parrish announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, April 14, 2020.

VI. INFORMATIONAL ITEMS:

FIRE—Status Change

1. Proposed Appointment to Acting Firefighter/Engineer, Matthew Crabtree
2. Acting Firefighter/Engineer, Matthew Crabtree
3. Retirement, Dave Swant
4. Special Administrative Assignment, Brian Fialdini
5. Promotion, Firefighter/Engineer, Andrew Morford
6. Retirement, Rich Evans
7. Resignation, Michael Lombardo

POLICE—Executive Orders

8. Transfers to Downtown Unit, Corporal Tony Romero, Officer Bryan Hershberger, Detective Jim Keene, Detective Andy Smith, Detective Marc Halsted, Officer Keblish
9. Resignation Police Support Officer Thomas Coyne
10. Transfer to Technical Operations Detective, Doug Brennan
11. Transfer to Special Assault Detective, Ashleigh Pack
12. Resignation, Joshua Yang
13. Transfer, to Economic Crime Unit, Detective Bonnie Basile
14. Resignation, Captain Marsha Harnden
15. Transfer, Officer Rob Welty to Property Crime Unit and Officer Amir Mousavi to Special Enforcement Team
16. Resignation, Detective Jason Tanascu
17. Resignation, Officer Jessica De'Andrea
18. Promotion to Police Lead Support Specialist, Jaime Vassallo
19. Promotion to Police Records Supervisor, Kristina Galloway
20. Transfer to SAU, Jennifer Sweeney
21. Eligibility List, Entry Police Support Officer
22. Eligibility List, Entry Police Support Officer
23. Eligibility List, Police Support Specialist

These minutes are in DRAFT form until approved by the Civil Service Commission.

24. Eligibility List, Police Records Supervisor
25. Eligibility List, Police Lead Support Specialist
26. Eligibility List, Entry Police Officer

VII. ADJOURNMENT:

By general consensus the meeting was adjourned at 4:25 p.m.



Fire Department

February 3, 2020

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Jerome D. Hagen, Fire Chief

SUBJ: REQUEST TO AMEND CIVIL SERVICE RULES 4.02 & 4.03

I am requesting an amendment to Bellevue Civil Service Rules; Section 4.02 & 4.03 as follows:

4.02 Dropping Name from List

Any person who declines certification or a **regular** appointment or who fails to report shall be permanently dropped from the list on which his/her name appears unless satisfactory cause is shown to the Commission for such action

Additionally, I would like to make the following changes to section 4.03:

4.03 Types of Appointments

An appointing authority may make the following types of appointments as provided by these Rules

Regular – A regular appointment is an appointment of an eligible person from a list to a vacancy in the Civil Services. Such appointment confers the rank to which the position has been assigned on the person appointed, provided the person successfully completes the probationary period for that appointment. The person so appointed retains the right to a position in that rank unless and until he/she is subject to reduction or layoff, resignation or is demoted or discharged for cause.

Acting – ~~An acting~~ Acting appointment is a temporary **filling of a vacancy appointment** to a position during **the short term (less than twenty shifts)** temporary absence of the regular incumbent ~~or appointment~~, or to a position which is temporarily established on an interim basis. The appointing authority shall **fill** ~~make all~~ such vacancies **acting appointments** based on merit, efficiency and fitness. ~~Whenever the appointing authority makes an acting appointment which exceeds twenty (20) consecutive calendar days, he/she shall immediately submit to the Commission a written memorandum stating 1) the name of the person appointed; 2) the reasons why such appointment is necessary; and 3) the estimated date on which the appointment shall cease. No other person shall~~

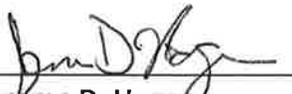
~~be permitted to hold an acting appointment to the same position as defined in the City's budget for more than six (6) months total within any twelve (12) month period, however, the Commission may, at the request of the appointing authority, approve a special acting appointment to a specially created work unit or assignment for a term not to exceed two years. Time served in an acting capacity shall not be credited to any probationary period for rank served in an acting capacity and shall not be used computing any privilege accruing under these Rules.~~

Acting Appointments - The appointing authority shall make all such acting appointments based on merit, efficiency and fitness. **Acting Appointments shall be made from the appropriate lists whenever the absence or vacancy is twenty or more consecutive shifts.** Whenever the appointing authority makes acting appointments, the appointing authority shall submit the name of its proposed appointee to the Commission along with a written memorandum stating the reasons that such an appointment is necessary at the Commission's next meeting. In its written memorandum, the appointing authority shall indicate the time at which it is estimated the position will terminate. No acting appointment shall be continued, and no person shall be employed in an acting position for more than the duration of the current certified civil service promotional list. **The Commission may, at the request of the appointing authority, approve a special Acting Appointment to a specially created work unit or assignment for a term not to exceed two years.** Time served in a continuous acting capacity shall be credited toward the employee's probationary period for the rank served in an acting capacity and shall not be used in computing any privilege accruing under Civil Service Law or these rules

Management and labor agree that these changes align with current practices and the new collective bargaining agreement.

Thank you for your thoughtful consideration.

Respectfully,


Jerome D. Hagen
Fire Chief

cc: union@iaff1604.org

BELLEVUE CIVIL SERVICE COMMISSION

RESOLUTION NO. 2020-1

A resolution affecting acting appointments within the Bellevue Fire Department amending Sections 3.05.06, 4.02 and 4.03 of the 2019 Civil Service Rules and Regulations for the City of Bellevue.

WHEREAS, the Bellevue Fire Department and IAFF Local Union No. 1604 have negotiated a labor agreement affecting acting appointments; and

WHEREAS, to effectuate the changes jointly sought by the Bellevue Fire Department and IAFF Local Union No. 1604 amendment of the 2019 Civil Service Rules and Regulations is necessary; and

NOW THEREFORE, the Bellevue Civil Service Commission does resolve that the 2019 Civil Service Rules and Regulations for the City of Bellevue, as previously adopted are amended as follows:

Section 3.05.06 is hereby amended to read as follows:

3.05.06 Removal of Names from Lists

The name of any eligible person may be removed by the Secretary-Chief Examiner if the eligible person fails to respond to a notice of employment, declines a regular appointment without reason satisfactory to the Secretary-Chief Examiner, cannot be located, or fails to pass a portion of the selection process not scored or used to establish rank on the list, such as the medical examination or background investigation. In the case of such removal, the Secretary-Chief Examiner shall notify the eligible person in writing at his/her last known address.

The name of any eligible person on promotional lists who resigns from the City shall automatically be removed from promotional lists.

Section 4.02 is hereby amended to read as follows:

4.02 Dropping Name from List

Any person who declines certification or a regular appointment or who fails to report shall be permanently dropped from the list on which his/her name appears unless satisfactory cause is shown to the Commission for such action.

Section 4.03 is hereby amended to read as follows:

4.03 Types of Appointments

An appointing authority may make the following types of appointments as provided by these Rules.

Regular. A regular appointment is an appointment of an eligible person from a list to a vacancy in the Civil Service. Such appointment confers the rank to which the position has been assigned on the person appointed, provided the person successfully completes the probationary period for that appointment. The person so appointed retains the right to a position in that rank unless and until he/she is subject to reduction or layoff, resignation, or is demoted or discharged for cause.

Acting. Acting is a temporary filling of a vacancy position during the short term (less than twenty shifts) temporary absence of the regular incumbent, or to a position which is temporarily established on an interim basis.

The appointing authority shall fill such vacancies based on merit, efficiency and fitness.

Acting Appointments. The appointing authority shall make all such acting appointments based on merit, efficiency and fitness. Acting Appointments shall be made from the appropriate lists whenever the absence or vacancy is known to exceed or has exceeded 20 consecutive shifts. Whenever the appointing authority makes acting appointments, the appointing authority shall submit the name of its proposed appointee to the Commission along with a written memorandum stating the reasons that such an appointment is necessary at the Commission's next meeting. In its written memorandum, the appointing authority shall indicate the time at which it is estimated the position will terminate. No acting appointment shall be continued, and no person shall be employed in an acting position for more than the duration of the current certified Civil Service promotional list. The Commission may, at the request of the appointing authority, approve a special acting appointment to a specially created work unit or assignment for a term not to exceed two years. Time served in a continuous acting capacity shall be credited toward the employee's probationary period for the rank served in an acting capacity and shall not be used in computing any privilege accruing under Civil Service Law or these rules, if a vacancy occurs within the period that the acting member is assigned. The provisions of this subsection apply to the Fire Department employees only. If this subsection conflicts with the

provisions of any other subsection, the provisions of this subsection shall control.

Provisional. A provisional appointment is a temporary appointment to a vacancy in the absence of an appropriate eligibility list. In such case the appointing authority may ascertain which persons meet the minimum prerequisites for the position and may select one or more of these persons for consideration. The appointing authority shall use the same review steps for all such nominees to determine whether the nominee possesses the necessary qualifications, knowledge, abilities, skills and temperament required for the position. No provisional appointment shall be continued beyond the date an eligibility list is established or six (6) months, whichever is sooner, and no person appointed provisionally shall be again provisionally appointed sooner than twelve (12) months following completion of a provisional appointment. Time served in a provisional capacity shall not be credited on any probationary period for the rank served in provisional capacity and shall not be used in computing any privilege accruing under these Rules.

Reemployment. At the request of the appointing authority and upon approval by the Civil Service Commission, any person who has resigned in good standing, and who has attained permanent status prior to separation may, within five years for the effective date of his/her separation, be reemployed in any entry level position provided that he/she can successfully pass the examination, and provided there are no employees of the same department who have been laid off and whose names appear on a reemployment list for the department. Persons reentering the classified service through reemployment must complete a one-year probationary period in order to regain permanent status. Seniority and continuous service in the department will be counted only from the reemployment date. Previous service will not be restored to seniority.

APPROVED AND ADOPTED at the Civil Service Commission's Regular Meeting on this _____ day of July, 2020.

Chairperson

Attest:

Secretary Examiner

Approved as to form:

Chad Barnes
Assistant City Attorney



Fire Department

Interoffice Memorandum

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MAY 11 2020

May 4, 2020

HUMAN RESOURCES
CITY OF BELLEVUE

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO CONDUCT A LATERAL FIREFIGHTER HIRING PROCESS IN 2020/2021

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a lateral firefighter hiring process in 2020/2021. Due to recent unexpected retirements and in anticipation of additional retirements in the near future, we have several current vacancies and expect the need to fill approximately 25 vacancies over the next two years. With this level of turnover, I believe that hiring experienced firefighters at this time is in the best interest of the fire department.

The department intends to prepare the Lateral Firefighter job announcement based on the following minimum qualifications:

- Be at least 18 years of age by date of hire
- Working knowledge of fire suppression techniques
- Ability to perform prolonged and arduous work under adverse conditions and to maintain an adequate level of physical fitness at all times
- Ability to learn a wide variety of firefighting duties and methods within a reasonable working test period
- Have a high school diploma or GED Certificate
- Be a U.S. Citizen with the ability to read and write the English language
- Must be in appropriate physical condition and meet medical standards as established by the City of Bellevue Fire Department
- Have a valid Washington driver's license by date of hire (and ability to maintain)
- Must have not been convicted of a felony
- Must have a current Washington State EMT or Paramedic certificate at time of application and maintain until time of hire
- Must not have been convicted of a crime that would affect your ability to maintain your Washington State Emergency Medical Technicians Certification
- Current full-time, career paid structural firefighter.
- Must have successfully completed a recognized full time, career fire academy within Washington State

- Fire Fighter I Certification – endorsed by the International Fire Service Accreditation College (IFSAC) or equivalent

If the number of applicants requires further screening to achieve a manageable number of candidates for testing, the following “Preferred Job Experience” will be used to preform that screening:

- EMTG recruit academy
- 2 or more years of service as a career structural Firefighter
- Firefighter 2
- Fire Officer 1
- Fire Officer 2
- Recognized Technical rescue certification(s) (Meeting NFPA standards)
- Paramedic Certificate
- Completion of King County Fire Training Officer Development Academy (ODA)
- Completion of Washington State Firefighters JATC
- Haz-Mat Operations Certification – endorsed by the International Fire Service Accreditation College (IFSAC) or equivalent

Additional details of the promotional exam process and scoring are as follows:

- The top 40 – 60 candidates from the screening process will be given a pass/fail written examination (minimum passing score of 70%) to advance to the oral board interview.
- Candidates receiving the highest 20 -30 scores (depending on number of vacancies) on the oral board interview will be invited to participate in a pass/fail physical agility test/skills assessment.
- Candidates who successfully pass the physical agility test/ skills assessment will be placed on a Civil Service Eligibility List for Lateral Firefighter based on their score on the oral board interview.

If you have any questions, please contact me at 452-6895.



Jay Hagen
Fire Chief



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MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Fire Department

Interoffice Memorandum

May 4, 2020

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO CONDUCT ENTRY-LEVEL FIREFIGHTER HIRING PROCESS IN
2020/2021

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct an entry-level firefighter hiring process in 2020/2021.

Due to recent retirements and in anticipation of additional in the near future, we have several current vacancies and expect the need to fill approximately 5-10 vacancies over the next year.

The current entry-level firefighter list expires on July 16, 2020. I expect that the requested testing process will be completed, and an eligibility list established, prior to the expiration of the current list. For that reason, I believe that we will need to merge the existing entry-level eligibility list with the new entry-level eligibility list. Currently, there are approximately six candidates remaining on the existing entry-level eligibility list.

If the Civil Service Commission approves my request, the Department would prepare an Entry-Level Firefighter job announcement based on the following minimum qualifications and scoring, which have not changed since the last entry-level hiring process and are based on the following:

Minimum qualifications:

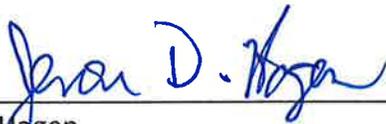
- Be at least 18 years of age by date of hire
- Have a high school diploma or GED Certificate
- Be a U.S. Citizen or permanent U.S. resident with the ability to read and write the English language
- Must be in appropriate physical condition and meet medical standards as established by the City of Bellevue Fire Department
- Have a valid Washington driver's license by date of hire (and ability to maintain)

Additional details of the exam process and scoring are as follows:

- Written exam is conducted by Public Safety Testing.
- Candidates must pass a Candidate Physical Assessment Test (CPAT).
- Rapid Round and Oral Board interviews are conducted by the Fire Department.
- Candidates are ranked by their Oral Board interview score, then Veteran's preference points (if applicable) are added to determine their final ranking on the Entry Level firefighter eligibility list.

If you have any questions, please contact me at 452-6895.

Sincerely,



Jay Hagen
Fire Chief



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MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Fire Department Interoffice Memorandum

May 4, 2020

TO: Joy St. Germain, Chief Examiner
Civil Service Commission

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO CONDUCT FIRE LIEUTENANT PROMOTIONAL EXAM IN 2020

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Fire Lieutenant in 2020. The current eligibility list expires July 8, 2020, and I anticipate vacancies in this position will occur.

At this time, the department intends to prepare the Fire Lieutenant job announcement based on the following minimum qualifications:

EXPERIENCE			Check Below
4 consecutive years of experience as a professional Firefighter, three of which must be with the Bellevue Fire Department		<input type="checkbox"/>	
CERTIFICATION			Check Below
Valid Emergency Medical Technician (EMT – B or P)		<input type="checkbox"/>	
TRAINING – Department-Administered			Check Below
Completion of the Department's <u>Acting Lieutenant Training Curriculum Handbook</u>		<input type="checkbox"/>	
TRAINING – Accredited College, Officer Development Academy, or other certifying body (i.e., NFPA, IFSAC)		Total of 12 points Required	
Courses	Point Values	Points Earned	
IFSAC Fire Officer 1	8		

Fire Service Instructor I	4	
Incident Safety Officer	4	
Building Construction	3	
Strategy & Tactics (i.e., STICO)	2	
NFA Leadership Series	5	
Terrorism Response for Company Officers	2	
NFA Health & Safety Officer	3	
Fire Investigation	2	
Fire Inspection	3	
		Total Points Earned:

NOTE:

Due to the unforeseen/planned cancellation of the King County Officers Development Academy (ODA), educational training requirements (requiring 12 points accumulated) are required to be met by April 1, 2021. All other requirements must be met prior to the closing of the application period.

Members who have previously qualified to take the Lieutenant's exam will be eligible to participate in the 2020 Lieutenant promotional process. After 2020, to maintain a chain of grandfathered eligibility, a member must be named on the most recent Lieutenant civil service eligibility list.

All applicants must meet the above qualifications on or before the application deadline (except as noted for the educational training component).

In addition, the details of the promotional exam process and scoring are as follows:

Written Examination (section 1): Candidates must receive a score of 70% or greater on the written exam to advance to the Tactical Assessment Lab, and Assessment Center. Candidates not passing the written exam, and therefore not selected to continue, will be notified in writing.

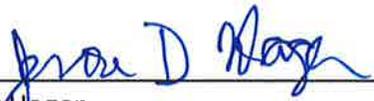
Tactical Assessment Lab (section 2): This will consist of a variety of simulated (audio/visual) emergency incidents designed to evaluate a wide range of management skills and abilities at an emergency scene, based in part on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices document, and Training Manual. Due to the nature of the Tactical Assessment Lab scoring format, a total score averaging 70% or above will be considered passing.

Assessment Center (section 3): This will consist of a variety of simulated written and oral exercises designed to evaluate a wide range of management skills and abilities, based in part on the Bellevue Fire Department Standard Operating Procedures, Lesson Plans, Best Practices document, and Training Manual. Due to the nature of the Assessment Center scoring format, a total score averaging 70% or above will be considered passing.

Candidates must pass (receive a score of 70% or greater) each of the three sections of the promotional exam to qualify for placement on the final eligibility list. A score of less than 70% on any single section, will result in not passing the promotional exam.

Scores from the written exam, Tactical Assessment Lab and Assessment Center will be standardized. The written exam score will be weighted 40%, Tactical Assessment Lab weighted at 20% and the Assessment Center score will be weighted 40% of the final combined score. The standardized weighted scores will be added together, and the combined score will establish each candidate's rank on the list.

If you have questions, please contact me at 452-6895.



Jay Hagen
Fire Chief



RECEIVED

MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Fire Department

Interoffice Memorandum

May 4, 2020

TO: Joy St. Germaine, Chief Examiner
Civil Service Commission

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO CONDUCT FIRE CAPTAIN PROMOTIONAL EXAM IN 2020/2021

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Captain, with the process beginning in 2020 and concluding into 2021. The current list expires on January 26, 2020 and has already been extended by one additional year.

The department intends to prepare the Fire Captain job announcement based on the following minimum qualifications:

Two consecutive years' experience as a Bellevue Fire Lieutenant or Lieutenant MSO; a valid Emergency Medical Technician (EMT) or paramedic certification;

and

The qualifications detailed in the "Captain Qualifications" matrix, with a minimum of 100 points needed to participate in the promotional process. Final determination will be made by an appointing authority.

or

Fire Lieutenants who have previously qualified to take the Captain's exam are eligible. "Previously qualified" is defined as having a document on file with the Training Division showing previous qualification.

Due to the unforeseen/unplanned cancellation of the King County Officers Development Academy (ODA), educational training requirements (worth upto 50 points) are required

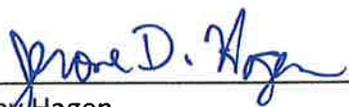
to be met by November 30, 2021. All other requirements must be met prior to the closing of the application period.

In addition, the details of the promotional exam process and scoring are as follows:

- Written examination: As a component of the promotional process, a written examination is administered and candidates must complete the exam to be eligible to take part in the balance of the promotional exam. (Weight 20% of Total Score)
- Tactical Exercise: (Weight 20% of Total Score)
- Assessment Center: (Weight 60% of Total Score)

A total score averaging 70% or above, which includes a combination of the written examination, tactical exercise and assessment center will be considered as passing.

If you have any questions, please contact me at (425) 452-6895.



Jay Hagen
Fire Chief



Bellevue Police Department MEMORANDUM

Date: 04/06/2020

FROM: Chief Steve Mylett
TO: Diane Kendall, Civil Service Commission

RE: Police Property Evidence Supervisor Recruitment Process - 2020

6.05.01 REQUEST TO ESTABLISH Property & Evidence Supervisor ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment and hiring of a Police Property Evidence Supervisor.

We wish to establish an eligibility list in 2020 for the position of Police Property Evidence Supervisor. This will be an internal job posting as well as an external job posting open to both current Bellevue Civil Service employees and non-civil service employees.

6.02.03 STEPS AND DEVICES FOR SELECTION

Per Civil Service Rule 6.02.03, the Commission shall approve, prior to posting a job announcement, the selection process and the type of devices to be used to select the person(s) appointed to the position. We intend to use the following selection steps and devices in the screening and selection of the candidate:

Minimum Requirements:

- College-level coursework or graduation from an accredited two-year college or university with a degree in criminal justice or forensic science.
- Three or more years of professional related experience in record management and inventory control as well as supervisory experience.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Applicants must also meet the following requirements:

- No felony convictions
- No use or possession of heroin, GHB or any other "date rape" drug, including giving it to others.
- No use of marijuana, including legal marijuana derivative, bi-products or concentrates, within 12 months of the last date to file application.
- No illegal use or possession of any other drug within three years of the last date to file application.
- No illegal sale, manufacturing, or distribution of any drug, including marijuana.

The exam selection steps and devices will consist of:

- The applications will be reviewed to ensure that the candidate meets the posted minimum requirements. The applications will be scored by a Matrix. The applicants that pass the Matrix minimum required score (75% minimum) will be invited to a telephone interview. This interview will be conducted by the Major and Captain of the Personnel Service Unit. These interviews will be scored with another Matrix with a minimum score of 75%.
 - The candidates that meets or passes the Matrix minimum telephone interview score will be invited to a personal interview. The panel on the interview board will consist of the Major and Captain of the Personnel Services Unit, the Police Systems Manager and an employee that does not work in the Personnel Services Unit. These interviews will also be graded by a Matrix with a minimum 75% passing score.
 - The finalist(s) will then be placed on the Civil Service Eligibility List and go through the Background Investigation which is conducted by a Personnel Services Unit Backgrounder. After successful completion of the Background Investigation, the candidate will be offered a Conditional Job Offer and will then be required to take a Polygraph, be fingerprinted for a check through WACIC, and drug tested.
 - The background check is intended to determine suitability pursuant to RCW 41.12.070. A Background Investigator will be assigned to conduct the Background Investigation which will be pass/fail. If at any point during the Background Investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.
 - The candidates that are scheduled for a polygraph to determine suitability for employment with a law enforcement agency. The polygraph will be scored on a pass/fail basis. The candidate will be disqualified from the process if he/she provides disclosures after a failed polygraph.
-
-

- The candidate will also be fingerprinted and scheduled for a drug test which is a pass/fail score.
- If the applicant passes the Background Investigation, the polygraph and the drug test, the candidate will be extended a final job offer.

Should the candidates fail to pass the Background Investigation an alternate from the list will continue in the process.

We intend to prepare the job announcement based on the attached Class Specification Bulletin:



Stephen L. Mylett
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: 07/01/2020

FROM: Chief Steve Mylett
TO: Civil Service Commission

Police Captain Promotional Exam – 2020

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct an additional promotional exam for the rank of Police Captain in 2020. The current Police Captain Eligibility List has been exhausted and there are anticipated vacancies expected. The minimum qualifications, exam and scoring will be consistent of the prior 2020 Captain promotional exam.

Stephen L. Mylett
Chief of Police



Bellevue Police Department MEMORANDUM

Date: 01/01/2020

FROM: Chief Stephen Mylett
TO: Civil Service Commission

Police Captain Promotional Exam – 2020

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam for the rank of Police Captain in 2020.

The current eligibility list expired on October 27, 2018. We expect we may have vacancies in this position in 2020. We intend to prepare the Police Captain announcement based on the following minimum qualifications:

- Four-year degree in Police Sciences or approved field at time of appointment.
- Must have completed two (2) years of continuous service as a Bellevue Police Sergeant by the application date.
- The candidate must have no semi-annual evaluations showing a "Below Standards" rating during the previous 12 months.

The exam will consist of an Assessment Center which is a variety of simulated written, oral and training exercises to evaluate a wide range of supervisory and training skills and abilities, including knowledge of the Bellevue Police Department's policies and procedures. Candidates will also be required to complete a Professional History Portfolio which is a document that candidates will personally assemble and create that outlines their work history. The purpose of the professional history portfolio is to evaluate candidates on their past performance, achievements and accomplishments, and how relevant they are to the rank of Captain. The professional history portfolio score (weighted at 25%) will allow the previous work history of the candidates to be considered. An overall score of 70% will be considered passing.


Stephen L. Mylett
Chief of Police



RECEIVED

NOTICE OF CHANGE IN CIVIL SERVICE STATUS

MAY 11 2020

Date: May 4, 2020

To: The Secretary and Chief Examiner

HUMAN RESOURCES
CITY OF BELLEVUE

Recommendation is hereby made for the following change in employee status:

Scott Lambert Firefighter/Engineer
Name Present Classification

Fire/EMS \$38.68
Division and Section Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Appointed in Administrative assignment for 2020 Training Academy in the Training Division.

Date Effective: January 1, 2020

Firefighter/Engineer Fire Suppression
New Classification Division

Fire/EMS \$55.96
Section Rate of Pay

[Signature]
Recommending Officer

[Signature]
Fire Chief or his designee

Secretary & Chief Examiner



RECEIVED

NOTICE OF CHANGE IN CIVIL SERVICE STATUS

MAY 11 2020

Date: May 5, 2020

HUMAN RESOURCES
CITY OF BELLEVUE

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Scott Lambert Firefighter/Eingeer
Name Present Classification

Fire/EMS \$55.96
Division and Section Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Returned to suppression after serving with the Training Division for 2020 Academy.

Date Effective: April 16, 2020

Firefighter/Engineer Fire Suppression
New Classification Division

Fire/EMS \$40.23
Section Rate of Pay

[Signature] [Signature]
Recommending Officer Fire Chief or his designee

Secretary & Chief Examiner



BELLEVUE FIRE DEPARTMENT

Personnel

RECEIVED

NOTICE OF CHANGE IN CIVIL SERVICE STATUS

MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Date: May 4, 2020

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Kris Johnson Lieutenant
Name Present Classification

Fire/EMS \$46.76
Division and Section Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Appointed to Lt. MSO position.

Date Effective: February 1, 2020

Lieutenant Fire Suppression
New Classification Division

Fire/EMS \$51.44
Section Rate of Pay

 Jen D. Agan
Recommending Officer Fire Chief or his designee

Secretary & Chief Examiner



NOTICE OF CHANGE IN CIVIL SERVICE STATUS **MAY 11 2020**

Date: May 4, 2020

HUMAN RESOURCES
CITY OF BELLEVUE

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Eli Lehman
Name

Lieutenant
Present Classification

Fire/EMS
Division and Section

\$46.76
Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for _____ Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Appointed as Administrative Lieutenant to EMS/Suppression.

Date Effective: January 16, 2020

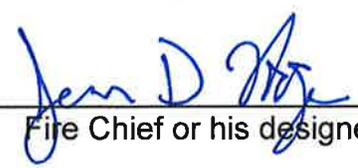
Lieutenant
New Classification

Fire Suppression
Division

Fire/EMS
Section

\$61.96
Rate of Pay


Recommending Officer


Fire Chief or his designee

Secretary & Chief Examiner



NOTICE OF CHANGE IN CIVIL SERVICE STATUS

RECEIVED

MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Date: May 4, 2020

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Cass Monroe Firefighter
Name Present Classification

Fire/EMS \$40.23
Division and Section Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for _____ Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Placed in Staff Assistant Role after recruitment and interviews..

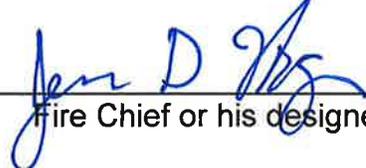
Date Effective: February 1, 2020

Firefighter Staff Assistant Fire Suppression
New Classification Division

Fire/EMS \$42.24
Section Rate of Pay



Recommending Officer



Fire Chief or his designee

Secretary & Chief Examiner



NOTICE OF CHANGE IN CIVIL SERVICE STATUS

RECEIVED

MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Date: May 4, 2020

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Miles Farrow-Johnson
Name

Firefighter
Present Classification

Fire/EMS
Division and Section

\$40.23
Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for _____ Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Placed in Acting Firefighter/Engineer status.

Date Effective: February 1, 2020

Acting Firefighter/Engineer
New Classification

Fire Suppression
Division

Fire/EMS
Section

\$42.24
Rate of Pay


Recommending Officer


Fire Chief or his designee

Secretary & Chief Examiner



NOTICE OF CHANGE IN CIVIL SERVICE STATUS

RECEIVED
MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Date: May 4, 2020

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Matthew Burrow
Name

Lieutenant
Present Classification

Fire/EMS
Division and Section

\$61.96
Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for _____ Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Appointment to administrative assignment in EMS/Suppression ended.

Date Effective: February 1, 2020

Lieutenant
New Classification

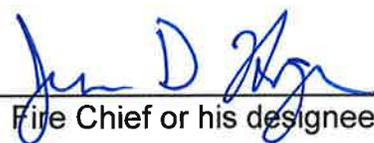
Fire Suppression
Division

Fire/EMS
Section

\$46.76
Rate of Pay



Recommending Officer



Fire Chief or his designee

Secretary & Chief Examiner



NOTICE OF CHANGE IN CIVIL SERVICE STATUS

RECEIVED

MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Date: May 4, 2020

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Gregg Clifford Firefighter/Paramedic
Name Present Classification

Fire/EMS \$42.24
Division and Section Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for _____ Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Retired with 30 years of dedicated service to the Bellevue Fire Department.

Date Effective: January 30, 2020

N/A Fire Suppression
New Classification Division

Fire/EMS \$42.24
Section Rate of Pay

 
Recommending Officer Fire Chief or his designee

Secretary & Chief Examiner



RECEIVED

NOTICE OF CHANGE IN CIVIL SERVICE STATUS

MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Date: May 4, 2020

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Paul Hyatt Firefighter/Paramedic
Name Present Classification

Fire/EMS \$46.26
Division and Section Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Retired with 32 years of dedicated service to the Bellevue Fire Department.

Date Effective: March 30, 2020

N/A Fire Suppression
New Classification Division

Fire/EMS \$46.26
Section Rate of Pay


Recommending Officer


Fire Chief or his designee

Secretary & Chief Examiner



RECEIVED

NOTICE OF CHANGE IN CIVIL SERVICE STATUS

MAY 11 2020

HUMAN RESOURCES
CITY OF BELLEVUE

Date: May 4, 2020

To: The Secretary and Chief Examiner

Recommendation is hereby made for the following change in employee status:

Mike Mihata
Name

Firefighter
Present Classification

Fire/EMS
Division and Section

\$40.23
Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Promoted to Lieutenant.

Date Effective: February 1, 2020

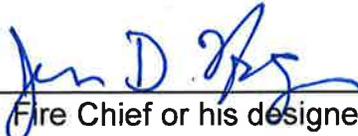
Probationary Lieutenant
New Classification

Fire Suppression
Division

Fire/EMS
Section

\$46.76
Rate of Pay


Recommending Officer


Fire Chief or his designee

Secretary & Chief Examiner



RECEIVED

NOTICE OF CHANGE IN CIVIL SERVICE STATUS

MAY 11 2020

Date: May 4, 2020

To: The Secretary and Chief Examiner

HUMAN RESOURCES
CITY OF BELLEVUE

Recommendation is hereby made for the following change in employee status:

Jessica Seften
Name

Recruit Firefighter
Present Classification

Fire/EMS
Division and Section

\$38.11
Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Resigned from employment with the department.

Date Effective: February 14, 2020

N/A
New Classification

Fire Suppression
Division

Fire/EMS
Section

\$38.11
Rate of Pay

[Signature]
Recommending Officer

[Signature]
Fire Chief or his designee

Secretary & Chief Examiner



NOTICE OF CHANGE IN CIVIL SERVICE STATUS

RECEIVED

Date: May 4, 2020

MAY 11 2020

To: The Secretary and Chief Examiner

HUMAN RESOURCES
CITY OF BELLEVUE

Recommendation is hereby made for the following change in employee status:

Max Williams Firefighter/Paramedic
Name Present Classification

Fire/EMS \$51.44
Division and Section Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Retired with 35 years of dedicated service to the Bellevue Fire Department.

Date Effective: January 30, 2020

N/A Fire Suppression
New Classification Division

Fire/EMS \$51.44
Section Rate of Pay

 
Recommending Officer Fire Chief or his designee

Secretary & Chief Examiner



RECEIVED

NOTICE OF CHANGE IN CIVIL SERVICE STATUS

MAY 11 2020

Date: May 4, 2020

To: The Secretary and Chief Examiner

HUMAN RESOURCES
CITY OF BELLEVUE

Recommendation is hereby made for the following change in employee status:

Ashlee Yerrick
Name

Firefighter
Present Classification

Fire/EMS
Division and Section

\$37.88
Rate of Pay

Character of Change: Regular Status Promotion Reclassification
 Change of Pay Demotion Lay Off
 Suspension for Hours Dismissal Resignation
 New Hire

Reasons for Change:

(State in detail. If disciplinary, include specific instances. If for demotion, dismissal or reduction in salary, the reasons here giving must be the same as those furnished the employee.)

Resigned from employment with the department.

Date Effective: January 1, 2020

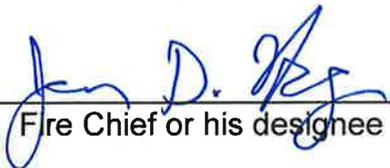
N/A
New Classification

Fire Suppression
Division

Fire/EMS
Section

\$37.88
Rate of Pay


Recommending Officer


Fire Chief or his designee

Secretary & Chief Examiner



Fire Department

RECEIVED

MAY 27 2020

HUMAN RESOURCES
CITY OF BELLEVUE

May 26, 2020

TO: Bellevue Civil Service Commission
FROM: Jay Hagen, Fire Chief
SUBJ: PROPOSED APPOINTMENT TO ACTING FIREFIGHTER/ENGINEER

Due to the long-term disability of Firefighter/Engineer Steve Linden, there is a need to place staff in acting status for Firefighter/Engineer.

2009 Civil Service Rules governing this situation are found under Section 4.03 Acting. For situations where the department intends to make an "acting appointment" exceeding the duration of twenty (20) working shifts, in part;

"An acting appointment is a temporary appointment to a position during the temporary absence of the regular incumbent..."

"The appointing authority shall make all such acting appointments based on merit, efficiency and fitness. Whenever the appointing authority makes an acting appointment which exceeds twenty (20) consecutive calendar days, he/she shall immediately submit to the Commission a written memorandum stating 1) the name of the person appointed; 2) the reasons why such appointment is necessary; and 3) the estimated date on which the appointment shall cease. No person shall be permitted to hold an acting appointment to the same position, as defined in the City's budget, for more than six (6) months total within any twelve (12) month period..."

It is unknown how long Firefighter/Engineer Steve Linden will be out on disability thereby creating the need to propose an appointment under Section 4.03. I propose that Firefighter Sean Oliver be appointed Acting Firefighter/Engineer until Steve Linden returns to full duty.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jay Hagen", written over a horizontal line.

Jay Hagen
Fire Chief



Bellevue Police Department MEMORANDUM

Date: 04/20/2020

FROM: Chief Steve Mylett
TO: Civil Service Commission

Provisional Property & Evidence Supervisor Appointment

Pursuant to Civil Service Commission Rule 7.02, I am notifying you of a provisional appointment to the position of Property & Evidence Supervisor, effective April 7, 2020. I intend to appoint Property & Evidence Technician Terry Massey to Provisional Property & Evidence Supervisor of the Police Department. Ms. Massey possesses the necessary qualifications, knowledge, abilities, skills and temperament required for the position. This provisional appointment is necessary because of a vacancy in the Property & Evidence Supervisor position and the absence of a current eligibility list. This appointment shall be for no more than six months or until an eligibility list can be established and the position is filled.

Furthermore, pursuant to Civil Service Commission Rule 7.02, I am notifying you that Property & Evidence Technician Terri Massey was previously appointed to Acting Property & Evidence Supervisor, effective January 22, 2020. That appointment exceeded twenty (20) consecutive calendar days. This Acting Appointment was due to the administrative leave absence of the regular Property & Evidence Supervisor and the need to have the unit staffed with a supervisor. This Acting Appointment ended on April 7, 2020 when the above Provisional Appointment was made.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-05 ♦ Pub. Date: 01/28/20 ♦ Eff. Date: 02/01/20

Transfer

As a result of interviews conducted on January 24th, 2020 Officer Rachel Serna and Officer Thomas Cangialosi have been selected to fill the two open SET Detective positions effective February 1st, 2020.

They will report to Captain Dave Sanabria.

We wish them well in their new positions.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-06 ♦ Pub. Date: 02/04/2020 ♦ Eff. Date: 03/02/2020

Retirement

Police Records Supervisor Debbie Brennan has submitted her notice of retirement effective March 2nd, 2020 after 30 years of service with the Bellevue Police Department.

After graduating from nearby Interlake High School Debbie joined the US Navy. After graduating bootcamp she reported to Long Beach Naval Shipyard where she served as a boatswain mate on a US Navy tug and then transferred to the Personnel Administration office. After a four-year career she was honorably discharged as a Personnelman Petty Officer 3rd Class in August 1980.

Debbie was hired as a Police Support Specialist on 2/1/90 and was promoted to Lead Specialist in 1991 and finally to Records Supervisor in 2000.

Along with her supervisory duties she has served as the Departments Terminal Agency Coordinator (TAC) for 19 years having responsibility to ensure BPD is in compliance with the FBI, WSP and CJIS business and technical security requirements. She facilitates the ACCESS Level 1 & 2 certification processes for all sworn and civilian police employees. For ten years Debbie served as a WSP ACCESS Regional trainer certifying 493 students.

Debbie has been recognized over the years for her exceptional work:

- 2018 – Nominated for Civilian of the Year
- 2008-2009 – WSP ACCESS Regional Trainer Recognition
- 2006 & 2002 – Commanders Award
- 1994 & 1990 – Police Support Guild Employee of the Year

Debbie comments, "It has been a great honor to have worked with and supervised our excellent hard-working Records employees."

Please join me in thanking Debbie for her many years of outstanding service and wish her well as she and her husband retire to Spokane.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-08 ♦ Pub. Date: 02/06/2020 ♦ Eff. Date: 01/24/2020

Resignation

Police Officer Stephan Evangelista submitted his notice of resignation effective January 24th, 2020.

We wish him well in his future endeavors.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-09 • Pub. Date: 03/05/2020 • Eff. Date: See below

Assignments

As a result of recent interviews, the following Officers have been selected to fill open Department positions:

- Officer Archie Gienger – Collision Investigator – Effective 05/16/20
- Officer Daniel Perrine – Bike Officer – Effective 06/16/20
- Officer Andrew Kruczko – School Resource Officer – Effective 08/16/20

We wish them well in their new assignments.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-010 • Pub. Date: 03/05/2020 • Eff. Date: 03/16/2020

Promotion

I am pleased to announce that Sergeant Alycia McKinney has been promoted to Captain effective March 16th, 2020.

She will report to Major Andrew Popochock.

Please join me in wishing her much success in her new position.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-11 ♦ Pub. Date: 03/11/2020 ♦ Eff. Date: 03/16/2020

Promotion

I am pleased to announce that Officer Brendan Kidd is promoted to Acting Corporal effective March 16, 2020.

He will report to Major Andrew Popochock.

Please join me in wishing him much success in his new position.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-12 ♦ Pub. Date: 03/20/2020 ♦ Eff. Date: 03/18/2020

Resignation

Police Support Specialist Shann O'Rourke has submitted her notice of resignation effective March 18, 2020.

Shann was hired in 2004 and has been a loyal and dedicated employee throughout her tenure. In 2009 she received a letter of commendation for her excellent work.

Please join me in thanking Shann for her 16 years of service and wish her well in her next chapter.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-13 ♦ Pub. Date: 03/20/2020 ♦ Eff. Date: 04/13/2020

Resignation

Officer Mark Abare has submitted his notice of resignation effective April 13, 2020.

Officer Abare joined the Department on August 31, 2010. He has been a member of the Crowd Control Team and in 2015 was transferred to the Community Services Unit working as a School Resource Officer at Interlake High School.

Please join me in thanking Officer Abare for his 10 years of service to the Bellevue Police Department and wish him well in his next endeavor.

Steve Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-15 ♦ Pub. Date: 03/25/2020 ♦ Eff. Date: 04/06/2020

Retirement

Property and Evidence Supervisor Kim Current has submitted her notice of retirement effective April 6, 2020.

Kim began her career at the Bellevue Police Department on May 18, 2008. She received the Commanders Award in May 2016 for her excellent work on the software conversion of Property Evidence information from New World to Que-Tel.

We thank Kim for her 12 years of dedicated service to the Department and we wish her well as she begins a well-deserved retirement.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-17 ♦ Pub. Date: 04/17/2020 ♦ Eff. Date: 04/13/2020

Termination

Effective April 13th, 2020 Probationary Officer Erich Huntley's employment with the Bellevue Police Department has been terminated.

We wish him well in his future endeavors.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-18 ♦ Pub. Date: 04/24/2020 ♦ Eff. Date: 04/07/2020

Provisional Appointment

Due to the vacancy in the Property & Evidence Supervisor position and absence of a current eligibility list I am making the provisional appointment of Property Evidence Technician Terri Massey to the Supervisor position effective April 7th, 2020.

This appointment shall be for no more than six months or until an eligibility list can be established and the position filled.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-20 ♦ Pub. Date: 05/13/2020 ♦ Eff. Date: 06/01/2020

Promotion

I am pleased to announce that Captain Travess Forbush is promoted to Acting Major effective June 1st, 2020 and will report to Assistant Chief Patrick Arpin for assignment.

Major Forbush will be permanently promoted when Major John McCracken retires later this year.

Please join me in wishing him much success in his new position.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-21 • Pub. Date: 05/19/2020 • Eff. Date: 05/18/2020

Resignation

Police Officer Nicolas Hathaway has submitted his notice of resignation effective May 18th, 2020.

We wish him well in his future endeavors.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-22 ♦ Pub. Date: 05/20/2020 ♦ Eff. Date: 06/01/2020

Promotions/Transfers

I am pleased to announce the following promotions and transfers will occur on June 1st, 2020:

Sergeant Shelby Shearer will be promoted to Acting Captain in Patrol. He will report to Major Andrew Popochock.

Detective Ellen Inman will be promoted to Sergeant and assigned to Squad 1A. She will report to Major Andrew Popochock.

Corporal Jeff Disney will be promoted to Acting Sergeant and assigned to Squad 2A. He will report to Major Andrew Popochock.

Major Jon Hoffman will be transferred to Investigations and report to Assistant Chief Carl Kleinknecht.

Captain Mark Tarantino will be transferred to Investigations and report to Major Jon Hoffman.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-23 • Pub. Date: 05/26/2020 • Eff. Date: 05/26/2020

Transfer

Detective Greg Grannis has been selected to the open Major Crimes position in Investigations effective 5/26/2020.

He will report to Sergeant Mark Jordan.

We wish him well in his new position.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-24 ♦ Pub. Date: 05/28/2020 ♦ Eff. Date: 05/27/2020

Resignation

Police Officer Christopher Dalto has submitted his notice of resignation effective May 27th, 2020.

We wish him well in his future endeavors.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-25 ♦ Pub. Date: 06/08/2020 ♦ Eff. Date: TBD

Assignment

As a result of oral boards conducted in March the following officers are assigned to Field Training positions:

- Officer Brendan Kidd
- Officer Michael Beckstead
- Officer Spencer Smith
- Officer Spencer Meade
- Officer Alex Lyles

We wish them much success in this assignment.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-26 ♦ Pub. Date: 06/15/2020 ♦ Eff. Date: 06/22/2020

Retirement

Officer Gregory Neese has submitted his notice of retirement effective June 22, 2020.

Officer Neese began his career with the Bellevue Police Department on June 7, 1993. During his tenure he has worked in the following areas:

- Crime Scene Investigator 1996 – 2007
- Field Training Officer 1997 – 2007
- Investigations – Special Assault Unit Detective 1998 – 2001
- Patrol Section

Officer Neese has been recognized several times for his outstanding police work:

- Letter of Commendation – 2010
- Commanders Award – 2009

Captain Shelby Shearer shared the following: "Officer Neese is a true professional. He is one of the patrol division's best investigators and is always willing to take the extra steps to catch the bad guy. His determination and commitment to patrol is impressive and has influenced at least a few generations of new patrol officers. Best wished, Greg!"

Please join me in thanking Officer Neese for his 27 years of dedicated service to the citizens of Bellevue and wish him well as he begins a well-deserved retirement.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-27 ♦ Pub. Date: 06/15/2020 ♦ Eff. Date: 06/30/2020

Retirement

Police Property/Evidence Technician Bill Proldsorfer and Police Support Information Technology Specialist Lisa Nomura have submitted their notice of retirement effective June 30, 2020.

Bill joined the Police Department on February 1, 1990 as a Police Support Specialist. After 20 years he transferred to the Property Evidence Unit where he has worked for the past 10 years. He received a Commander's Award for exceptional work in 2016.

Lisa was hired on August 2, 1993 as a Police Support Specialist and was promoted to Lead Support Specialist in August 2013. She recently transferred to Police Support Information Technology Specialist. Lisa was named Staff Support Employee of the Year in 2001 and 2008. She also received a Letter of Commendation and a Commander's Award in 2007.

Bill and Lisa are looking forward to retiring to their new home in Boise, Idaho where they plan to continue to enjoy hiking, camping and other outdoor activities.

Please join me in thanking Bill and Lisa for their combined 57 years of dedicated service to the citizens of Bellevue and wish them well as they begin their next chapter.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-28 ♦ Pub. Date: 06/18/2020 ♦ Eff. Date: 06/02/2020

Transfer

Effective June 2nd, 2020 Detective Bonnie Basile was transferred from the Major Crimes Unit to the Economic Crimes Unit.

She will report to Sergeant Colin Sullivan.

We wish her well in her new position.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-29 ♦ Pub. Date: 06/22/2020 ♦ Eff. Date: 06/22/2020

Transfers

Effective June 22, 2020 the following transfers will occur:

Major Jon Hoffman will be transferred to Administrative Services and report to Assistant Chief Patrick Arpin.

Acting Major Travess Forbush will be transferred to Investigations and report to Assistant Chief Carl Kleinknecht.

Stephen L. Mylett
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2020-30 ♦ Pub. Date: 06/22/2020 ♦ Eff. Date: 06/18/2020

Resignation

Police Officer Zachary Young submitted his notice of resignation effective June 18, 2020.

We wish him well in his future endeavors.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-31 ♦ Pub. Date: 06/29/2020 ♦ Eff. Date: 07/01/2020

Transfer

As a result of interviews conducted on June 25th, 2020 Officer Denzel Kankam has been selected to fill the open Major Crimes position in Investigations effective July 1, 2020.

He will report to Sergeant Mark Jordan.

We wish him well in his new position.

Stephen L. Mylett
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2020-32 ♦ Pub. Date: 07/02/2020 ♦ Eff. Date: 07/01/2020

Resignation

Police Officer Aaron Pittman submitted his notice of resignation effective July 1, 2020.

We wish him all the best in his future endeavors.

Stephen L. Mylett
Chief of Police



CIVIL SERVICE COMMISSION
 Police Sergeant
 Eligibility List
 12-May-20

LAST NAME	FIRST NAME	RANK	EXPIRATION
Inman	Ellen	1	5/12/2021
Disney	Jeff	2	5/12/2021
Parrott	Ryan	3	5/12/2021
Keene	Jim	4	5/12/2021
Mala	Badreddine	5	5/12/2021

The above list was legally prepared and is hereby approved
 this 12th day of May, 2020.

Diane Kendall
 Diane Kendall, Human Resources Generalist

5/12/2020
 Date

Joy St Germain
 Joy St. Germain, Chief Examiner

5/12/2020
 Date

Given under my hand and official seal this 12th day of May, 2020.

Heather McGrath
 Notary Public in and for the State of
 HEATHER MCGRATH
 Printed Name
 Washington, Residing in GRANITE FALLS
 Expires: 02-01-2021





**CIVIL SERVICE COMMISSION
Police Support Officer
Eligibility List
1/28/2020**

<u>NAME</u>	<u>RANK</u>	<u>EXPIRATION</u>
John Hardy	1	1/28/2021
Sergey Oleynikov	2	1/28/2021
Lisa Dupleich	3	12/3/2020
Kayla Quinata	4	1/28/2021
Sidney Terry	5	1/28/2021
Cameron Quan	6	12/3/2020
Earl Brown	7	1/28/2021
Rachelle Kwiat	8	1/28/2021
Melinda Moznette	9	1/28/2021
Jeremiah Carlos	10	1/28/2021
Blake Corwin	11	1/28/2021

The above list was legally prepared and is hereby approved
this 28th day of January, 2020.

Diane Kendall 1-28-2020
Diane Kendall, Senior HR Generalist Date

Joy St Germain 1-28-2020
Joy St Germain, Chief Examiner Date

Given under my hand and official seal this 28th day of January, 2020

Nuri Thobani
Notary Public in and for the State of
Print Name NURI THOBANI
Washington, Residing in Kennel
Expires: April 8, 2020





**CIVIL SERVICE COMMISSION
Police Support Officer
Eligibility List
3/16/2020**

<u>NAME</u>	<u>RANK</u>	<u>EXPIRATION</u>
David Merkle	1	3/16/2021
Jagveer Gill	2	3/16/2021
Sidney Terry	3	1/28/2021
Rudy Vadakin	4	3/16/2021
Umer Shahid	5	3/16/2021
Cameron Quan	6	12/3/2020
Allan Coulon	7	3/16/2021
Ryan Smith	8	3/16/2021
Jeremiah Carlos	9	1/28/2021

The above list was legally prepared and is hereby approved
this 16th day of March, 2020.

Diane Kendall 3/16/2020
Diane Kendall, Senior HR Generalist Date

Joy St Germain 3/16/2020
Joy St. Germain, Chief Examiner Date

Given under my hand and official seal this 16th day of March, 2020.

Nuri Thobani
Notary Public in and for the State of
Print Name NURI THOBANI
Washington, Residing in Kennel, WA
Expires: April 8, 2020





City of Bellevue Human Resources

CIVIL SERVICE COMMISSION
EXPERIENCED POLICE OFFICER
Eligibility List
4/6/2020

Last Name	First Name	Rank	Score	Expiration Date
Struck	Matthew	1	24.75	4/6/2021
Gonzales	Vincent	2	22.00	4/6/2021
Rogers	Jennifer	3	21.00	4/6/2021
Castrobanda	Jesse	4	19.50	4/6/2021
Adcox	Michael	5	19.00	8/8/2020
Shin	Eugene	6	18.00	8/8/2020
Przner	Evan	7	18.50	8/8/2020
Patten	Daniel	8	18.00	8/8/2020
Hal	Jarreau	9	17.10	8/4/2020
Ramko	Nicolas	10	17.00	8/8/2020
Suzunashi	Ross	11	16.50	8/8/2020
Drew	Abigail	12	16.00	8/8/2020
Probst	Thomas	13	16.00	8/8/2020
Halbrook	Clator	14	16.00	8/8/2020
Amaguni	Lphram	15	16.00	8/8/2020
Ellis	Tyrone	16	15.50	8/8/2020
Armstrong	Harold	17	15.50	4/6/2021
Tark	Preston	18	15.50	8/8/2020
Mehra	Rahul	19	15.50	8/8/2020
Chang	Kwang	20	15.00	8/8/2020
Fleming	Sandra	21	15.00	8/8/2020

The above list was legally prepared and is hereby approved this 6th day of April 2020

Joy St. Germain
Joy St Germain, Secretary Chief Examiner

4-6-2020
Date

Diane Kendall
Diane Kendall, HR Generalist

4-6-2020
Date

Given under my hand and official seal this 6th day of April 2020

Heather McGrath
Notary Public in and for the State of
Post Name: HEATHER MCGRATH
Washington, Residing in Granite Falls
Expires: 02-01-2021





CIVIL SERVICE COMMISSION
 Police Support Specialist
 Eligibility List
 4/6/2020

<u>NAME</u>	<u>RANK</u>	<u>EXPIRATION</u>
Sara Sanchez	1	4/6/2021
Angail Kowalczyk	2	8/5/2020
Ashley Seabold	3	4/6/2021
Mary Elizabeth Traagus-Car	4	8/5/2020
Colen Peterson	5	4/6/2021
Jessica Oca	6	8/5/2020
Nina Downey	7	4/6/2021
Nicole Pinner	8	4/6/2021
Sumran Poude	9	4/6/2021
Rajag Santhosh	10	4/6/2021
Jelissa Capeluto	11	4/6/2021
Jacqueline Lyons	12	4/6/2021
Teresa Hinson	13	4/6/2021

The above list was legally prepared and is hereby approved
 this 6th day of April, 2020.

Diane Kennell _____ 4-6-2020
 Diane Kennell, Senior HR Generalist: _____ Date

Joy St. Germain _____ 4-6-2020
 Joy St. Germain, Chief Examiner _____ Date
 Given under my hand and official seal this 6th day of April, 2020.



Heather McGrath
 Notary Public in and for the State of
 Print Name HEATHER MCGRATH
 Washington, Residing in Granite Falls
 Expires: 02-01-2021



**CIVIL SERVICE COMMISSION
Police Property Evidence Technician
Eligibility List
4/21/2020**

<u>NAME</u>	<u>RANK</u>	<u>EXPIRATION</u>
Kara Hodges	1	4/21/2021
Julian Bravo	2	4/21/2021
Suzanne Kidd	3	4/21/2021
Olivia Inglin	4	4/21/2021
Mike Kresek	5	4/21/2021

The above list was legally prepared and is hereby approved
this 21st day of April, 2020.

Diane Kendall
Diane Kendall, Senior HR Generalist

4-21-2020
Date

Joy St Germain
Joy St Germain, Chief Examiner

4-20-2020
Date

Given under my hand and official seal this 21st day of April, 2020.



Heather McGrath
Notary Public in and for the State of WA
Print Name HEATHER MCGRATH
Washington, Residing in GRANITE FALLS
Expires: 02-01-2021



CIVIL SERVICE COMMISSION
 ENTRY LEVEL POLICE OFFICER
 ELIGIBILITY LIST
 4/21/2020

First Name	Last Name	Rank	Expiration Date
Richard	Denike	1	4/21/2021
Jesica	Dominguez	2	4/21/2021
Christopher	Sciacca	3	4/21/2021
Benjamin	Ihrie	4	4/21/2021
Craton	Pierson II	5	4/21/2021
Brandon	Falabella	6	4/21/2021
Cooper	Ponti	7	4/21/2021
Sherman	Pruitt	8	4/21/2021
Gavin	Kunzler	9	4/21/2021
Andrew	Mckellips	10	4/21/2021
Connor	Saxe	11	4/21/2021
Eric	Jacobson	12	4/21/2021
Conner	Crooks	13	4/21/2021
Nicholas	Pisor	14	4/21/2021
Matthew	Shafer	15	4/21/2021
Brandon	Vaara	16	4/21/2021
Xiaoxiang	Ji	17	4/21/2021
Angelina	Sarmiento	18	4/21/2021
Jeffrey	Adolfson	19	4/21/2021

The above list was legally prepared and is hereby approved this 21st day of April 2020.

Joy St. Germain 4-20-2020
 Joy St. Germain, Secretary Chief Examiner Date

Diane Kendall 4-21-2020
 Diane Kendall, HR Generalist Date

Given under my hand and official seal this 21st day of April 2020.

Notary Public in and for the State of WA
 Print Name HEATHER MCGRATH
 Washington, Residing in GRANITE FALLS
 Expires: 02-01-2021





CIVIL SERVICE COMMISSION
 Police Sergeant
 Eligibility List
 12-May-20

LAST NAME	FIRST NAME	RANK	EXPIRATION
Inman	Ellen	1	5/12/2021
Disney	Jeff	2	5/12/2021
Parrott	Ryan	3	5/12/2021
Keene	Jim	4	5/12/2021
Mala	Badreddine	5	5/12/2021

The above list was legally prepared and is hereby approved
 this 12th day of May, 2020.

Diane Kendall
 Diane Kendall, Human Resources Generalist

5/12/2020
 Date

Joy St Germain
 Joy St. Germain, Chief Examiner

5/12/2020
 Date

Given under my hand and official seal this 12th day of May, 2020.

Heather McGrath
 Notary Public in and for the State of
 HEATHER MCGRATH
 Printed Name
 Washington, Residing in GRANITE FALLS
 Expires: 02-01-2021

