



CONTACT: Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Regular Meeting Agenda

Date: October 13th, 2026 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-112**

Join on your computer or mobile app: [Click here to join the meeting](#)

Meeting ID: 277 483 705 549 18, **Passcode:** o4je7oK3

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Regular Meeting: July 14th, 2026
- IV. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.
- V. Unfinished Business

A. Unfinished Business – Civil Service

Continue 2026 Rule Update Adoption Discussion



VI. New Business

A. New Business – Fire
Request to Delay BC Promotional to 2027
Request to Conduct Fire Captain Promotional in 2027
Request to Conduct Entry Level Firefighting Process in 2027

B. New Business – Police
Lead Police Support Specialist Promotional Examination
Disclosure Specialist Recruitment
Police Support Specialist Recruitment & Examination
Police Records Supervisor Recruitment & Examination
Police Captain Promotional Exam
Police Data Quality Specialist Recruitments
Police Property Evidence Supervisor Recruitment & Examination
Police Property Evidence Technician Recruitment & Examination

VII. Announcement of Next Meeting

- a. Tuesday, January 12th, 2027 at Station 10

VIII. Adjournment



Informational Items:

Fire:
26-067 Paramedic Class 52 Returning Medics
26-068 Promotion_Cartwright
26-069 Personnel Reassignment - Tobias Burns
26-070 Personnel Reassignments – Cartwright, Taylor, Reyes, Jobes
26-071 Personnel Reassignments – Mike Williams, Jon Penner, Johann Sehmsdorf
26-073 Battalion Chief Job Announcement and Bibliography
26-074 EMS Logistics
26-075 End of Probation_Slagle
26-077 Retirement Notification Mike Williams
26-079 Personnel Reassignments - Zan Teague Jr., Garrett McNeill
26-080 Personnel Reassignments
26-083 Personnel Reassignments – Krache, Slagle
26-084 Resignation Notification - Sam Halbert
26-086 New Member - Harry Grantz
26-087 Academy Instructor Interest Letters
26-088 EMT Class 21 Instructor Recruitment
26-089 Recruitment Event Participation and Selection Process
26-092 Promotion_Varnell

Police:
2026-049 - Acting Assignment & Transfers
2026-050 – Promotion - Rob Spingler
2026-052 Resignation – Samuel de Sagun
2026-054 – Reassignment – Joe Prendez
2026-056 – Transfer – Jason Edwards
2026-057 – Retirement – Julie Orta
2026-058 – Retirement – Brian Daggett
2026-059 – Resignation – Erika Terlaje
2026-061 – Promotions - Jack Arata, Alexander Slusser
2026-062 – Retirement – Ray Lofink
2026-063 – Transfer – Christopher Pierce

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

Thursday
July 14, 2026

Hybrid

MEMBERS PRESENT: Dan Crowner, Chair
Patricia Sheffels, Vice-Chair
Jeff Jorgenson
Anne Noris
Linda Parrish

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Leo Ramos, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:11 p.m. by Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

A. Regular Meeting: April 14, 2026

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the April 14, 2026 Civil Service Commission regular meeting minutes as presented. Motion carried unanimously (5-0).

B. Special Meeting: June 15, 2026

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the June 15, 2026 Civil Service Commission special meeting minutes as presented.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to correct the June 15, 2026 meeting minutes noting that Commissioner Parrish was the Chair of the meeting. Motion carried unanimously (5-0) to approve the amendment to the main motion.

At the question, motion carried unanimously (5-0) to approve the main motion as amended.

IV. ORAL COMMUNICATIONS:

During the public comment period, one speaker, Alex Zimmerman, addressed the Commission with a series of statements criticizing the City of Bellevue, its government, and its public institutions. He asserted that Bellevue was uniquely problematic and claimed that the city had become authoritarian, comparing its government and police practices to fascism and the Gestapo. He alleged that he had been prosecuted and jailed multiple times before those cases were dismissed, and claimed that judges, public defenders, and city officials were working together to suppress citizens. He also made unsupported assertions about government corruption, corporate influence involving Amazon and Microsoft, and the treatment of residents. Throughout his remarks, he urged citizens to oppose the current system, called for a "new American revolution," and encouraged the public to speak out against what he characterized as government misconduct. The Chair informed Mr. Zimmerman when he had one minute remaining and concluded his comments after the allotted three-minute public comment period expired.

V. UNFINISHED BUSINESS:

A. Continue 2026 Rule Update Adoption Discussion

During the discussion of the 2026 Rule Update Adoption, Chad Barnes explained that he had reviewed the commissioners' questions from the previous meeting and proposed addressing them before bringing the revised rules back for final adoption at the October meeting. He noted that staff would incorporate requested edits, including updating the rules to use gender-neutral language. A significant portion of the discussion focused on "remote attendance". Commissioners expressed support for allowing virtual participation in special meetings while continuing to encourage in-person attendance at regular quarterly meetings. Commissioner Parrish explained that the proposal reflected lessons learned during the COVID-19 pandemic, when remote meeting technology proved effective, and suggested that increased flexibility could improve recruitment and retention of commissioners. Mr. Barnes agreed to revise Rule 1.04(B) to clarify that special meetings could be attended remotely while maintaining an expectation that commissioners attend at least two regular meetings in person each year. Commissioners also discussed the growing number of special meetings requested by the Police and Fire Departments and encouraged staff to remind departments to plan recruitments earlier to reduce the need for additional meetings.

The Commission also reviewed the proposed “recommendation for removal from office” rule. Mr. Barnes explained that the provision originated after a former commissioner stopped attending meetings after moving out of state, leaving the Commission without a clear process for recommending removal to the City Manager, who has the authority to appoint and remove commissioners. He clarified that the rule was intended to address issues such as repeated failure to attend meetings or serious misconduct, not disagreements over policy. Commissioners expressed concern that the term “incompetency” was too subjective and agreed it should be removed from the proposed rule. Mr. Barnes also explained that if misconduct such as disclosing confidential executive session information occurred, the Commission could recommend removal through a formal motion and vote.

Additional discussion addressed several other rule provisions. Mr. Barnes explained that appeals of examination scores and disciplinary matters must be conducted in public because the Civil Service Commission is subject to Washington's Open Public Meetings Act. He also clarified that the rule allowing “revocation of eligibility lists” serves as a safeguard if a systemic error in the testing process invalidates an entire eligibility list, permitting the Commission to cancel the list and restart the recruitment process. Differences between police and fire probationary and disciplinary rules were described as longstanding provisions based on separate collective bargaining agreements rather than policy preferences of the Commission. Commissioners were encouraged to submit any additional grammatical or substantive edits to staff before the October meeting, when the revised rules would be presented for final adoption. Mr. Barnes also noted that staff intends to review and update the Civil Service Rules approximately every five years and publish a complete, current version on the City's website.

VI. NEW BUSINESS:

A. Fire:

None.

B. Police:

- Police Recruitment – PSU Support Administrative Assistant

The Commission considered a request from the Bellevue Police Department to conduct a recruitment for a Personnel Services Unit (PSU) Support Administrative Assistant to fill a newly established position. Sergeant Leo Ramos, who oversees recruiting and hiring for the Police Department's Personnel Services Unit, explained that the position was needed to provide administrative and clerical support due to the department's increasing recruitment workload. He stated that the administrative assistant would be responsible for managing scheduling functions, data entry, tracking and documenting pre-employment processes, coordinating background investigations and onboarding activities, maintaining records, supporting meeting coordination, providing customer service, and ensuring continuity of operations during periods of high workload.

Sergeant Ramos outlined the selection procedure and responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parris to approve the request to establish an eligibility list and proceed with the recruitment for the Personnel Services Unit Support Administrative Assistant position. Motion carried unanimously (5-0).

VII. ANNOUNCEMENT OF NEXT MEETING:

Chair Crouner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, October 13, 2026 at 4:00 p.m.

VIII. INFORMATIONAL ITEMS:

Fire—Status Change

- A. New Hire—OEM—Tesslyn Matthes
- B. Personnel Reassignments—Sam Cregger and Jesse Cartwright
- C. Personnel Reassignments—Lee Goff
- D. Personnel Reassignments—Station 10
- E. Retirement Notification—Randy Hart
- F. Promotion—Zavaglia
- G. Personnel Reassignments—Academy Instructors
- H. Alex Dryer—Fire Education Coordinator moving to OEM
- I. Personnel Reassignments—Recruits to Probationary Firefighters
- J. Personnel Reassignments—Training Captain
- K. Personnel Reassignment—FPO Maggie Whittemore to Acting Assistant Fire Marshal
- L. Lieutenant Job Announcement and Bibliography
- M. Personnel Reassignments—Jon Penner and Johann Sehmsdorf
- N. Retirement Notification—Eric Rickert
- O. Personnel Reassignments—Nathan Bliss—Miller and Kyle Dua
- P. Successful Completion of Firefighter Probation—Justin Jobes
- Q. Promotion—Cody Collins
- R. Personnel Reassignments—Aaron Keller, Andrew Schneider, Bruno Heller, Conner Varnell

Police—Executive Orders

- A. Thank You Report – May and June
- B. Transfer—Badreddine Mala
- C. Promotion—Kristina Galloway
- D. Resignation—Justin Redmond
- E. Department Awards
- F. Transfer—Jarod Jones

IX. ADJOURNMENT:

Chair Crowner adjourned the meeting at 4:56 p.m.



Fire Department

Interoffice Memorandum

September 28, 2026

TO: Rebecca Su, Chief Examiner
Civil Service Commission

FROM: Dave Tait
Fire Chief

SUBJ: REQUEST TO PUSH/DELAY BATTALION CHIEF PROMOTIONAL EXAM FROM 2026 TO 2027

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to delay a promotional exam for the rank of Battalion Chief in 2026 and move to 2027. The current eligibility list expired until May 2026; and there are no vacancies.

The department intends to prepare the Battalion Chief job announcement based on the following minimum qualifications and examination specifics.

MINIMUM QUALIFICATIONS

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

and

The qualifications detailed in the "Battalion Chief Qualifications" matrix to be published and/or distributed with the job announcement at least 30 days in advance of the application deadline. Final determination will be made by an appointing authority.

or

Fire Captains who have previously qualified to take the Battalion Chief's exam are eligible. "Previously qualified" is defined as being listed on the most current Battalion Chief eligibility list.

All applicants must meet the above qualifications on or before the application deadline.

In the event 3 or more applications are not submitted with the above qualifications, we would request the application process be re-opened with the following qualifications:

Holds the rank of Captain.

and

A valid Emergency Medical Technician (EMT) or Paramedic certification.

EXAMINATION SPECIFICS

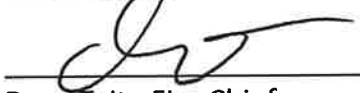
The details of the promotional exam process and scoring are as follows:

- Tactics Exam (section 1): This component of the promotional process 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, Tactics & Incident Management Sharepoint materials, and the Training Manual. Candidates must receive a score of 70% or greater on the Tactics Exam to advance to the Assessment Center. (Weight 40% of Total Score)
- Assessment Center (section 2): This component of the promotional process will consist of a variety of simulated written and oral exercises designed to evaluate a wide range of personnel management and leadership skills and abilities, based in part on the Bellevue Fire Department Standard Operating Procedures, City of Bellevue and Fire Department documents, Washington Administrative Code, Lesson Plans, Best Practices, and Training Manual. Candidates must receive a cumulative score of 70% or greater on the Assessment Center to be considered passing. (Weight 60% of Total Score)

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

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

Respectfully,

A handwritten signature in black ink, appearing to read 'Dave Tait', is written over a horizontal line.

Dave Tait - Fire Chief



Fire Department

Interoffice Memorandum

September 28, 2026

TO: Rebecca Su, Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST TO CONDUCT FIRE CAPTAIN PROMOTIONAL EXAM IN 2027

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 the first or second quarter of 2027. The current list expired on January 27, 2025, 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 to be published and/or distributed with the job announcement at least 30 days in advance of the application deadline. 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 being listed on the most current Captain's eligibility list.

All applicants must meet the above qualifications on or before the application deadline.

In the event 3 applications are not submitted with the above qualifications, we would request the application process be re-opened with the following qualifications:

A valid Emergency Medical Technician (EMT) or Paramedic certification.

and

Holds the rank of Lieutenant.

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

- Written Examination (section 1): As a component of the promotional process, a written examination will be administered. Candidates must receive a score of 70% or greater on the written exam to advance to the Tactics Exam. (Weight 20% of Total Score).
- Tactics Exam (section 2): This component of the promotional process 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, Tactics & Incident Management Sharepoint materials, and the Training Manual. Candidates must receive a score of 70% or greater on the Tactics Exam to advance to the Assessment Center. (Weight 40% of Total Score)
- Assessment Center (section 3): This component of the promotional process will consist of a variety of simulated written and oral exercises designed to evaluate a wide range of personnel management and leadership skills and abilities, based in part on the Bellevue Fire Department Standard Operating Procedures, City of Bellevue and Fire Department documents, Washington Administrative Code, Lesson Plans, Best Practices, and Training Manual. Candidates must receive a cumulative score of 70% or greater on the Assessment Center to be considered passing. (Weight 40% of Total Score)

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

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



Dave Tait
Fire Chief



Fire Department

Interoffice Memorandum

September 28, 2026

TO: Rebecca Su, Chief Examiner
Civil Service Commission

FROM: Dave Tait, Fire Chief

SUBJ: REQUEST TO CONDUCT ENTRY-LEVEL FIREFIGHTER HIRING PROCESS IN 2027

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 2027.

With the combination of recent and anticipated retirements, we project several vacancies and expect the need to fill several positions for an academy to begin in January 2028.

If the Civil Service Commission approves this 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 lawful 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 State driver's license by date of hire (and ability to maintain).

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

- Must take the Written Exam which is conducted by National Testing Network
- Must pass an IAFC-approved Candidate Physical Assessment Test (CPAT).
- Rapid Round and Oral Board interviews which are conducted by the Fire Department.
- Must pass department-specific agility test.
- 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 425-452-6895.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dave Tait', is written over a horizontal line.

Dave Tait
Fire Chief



Bellevue Police Department

MEMORANDUM

Date: October 13, 2026

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Lead Police Support Specialist Promotional Examination – 2026/2027

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam in 2026/2027 for the non-commissioned police rank of Lead Police Support Specialist. The Police Department does not currently have an active Lead Police Support Specialist eligibility list and we are expecting a vacancy in late 2026 or early 2027.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Lead Police Support Specialist job announcement has been prepared and is based on the following minimum education and experience qualifications:

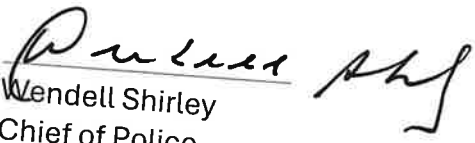
- Minimum of one year of experience as a regular, full-time Police Support Specialist for the Bellevue Police Department.
- Must have met Journey Level qualifications and be at pay step 4 or greater in the Police Support Specialist classification pay plan, as outlined in the Bellevue Police Support Guild collective bargaining agreement, at time of application.

The Lead Police Support Specialist position requires candidates to meet minimum experience in the Police Records Unit and to have met the Journey Level qualifications in their respective classification as outlined above. For this reason, this promotional examination will be open to current City of Bellevue employees in the Police Support Specialist classification only. Applicants must also meet the position requirements as listed in the Lead Police Support Specialist's job classification.

The Police Department is requesting approval of the following examination selection steps and devices:

- Applications and cover letters will be reviewed and scored using a screening matrix designed to draw out the candidates who meet the minimum qualifications and requirements. All applicants who meet the minimum qualifications and requirements will be invited to participate in a skills assessment test and a scored oral panel interview.
- A skills assessment test will be administered to each candidate prior to or directly after the oral panel interview and consists of a written assignment (with points awarded on criteria such as writing proficiency, clarity, and brevity) and an assessment designed to measure demonstrated abilities stated in the job requirements. A passing score on the skills assessment test is 70% with each point weighted equally.
- The panel on the interview board may consist of a Police Records Supervisor, the Administrative Services Manager or designee, a Lead Police Support Specialist and one to two department employees not assigned to the Records Unit. During the oral panel interview the candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 75% or better to be successful.
- Candidates will be ranked and placed on the eligibility list for Lead Police Support Specialist by the combined total score of their performance on the oral panel interview and the skills assessment test. Candidates must successfully pass both the assessment and the oral panel interview to be placed on the eligibility list. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.

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.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: October 13, 2026

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Records Disclosure Specialist Recruitments

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment/examination and to hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2026 and 2027.

The Records Unit may have one Police Records Disclosure Specialist vacancy in 2026/2027 and we currently do not have an active eligibility list. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Police Records Disclosure Specialist job announcement has been prepared and is based on the following minimum education and experience qualifications:

- High school diploma or GED
- Three years of experience in records/information management and familiarity in reviewing confidential data and working within the public sector or law enforcement.
- Washington State Access Certification required (or ability to obtain within six months of hire).
- Applicants must be 18 years of age who can speak, read, and write the English language and either be:
 - A US citizen, or
 - A lawful permanent resident, or
 - A Deferred Action for Childhood Arrivals (DACA) recipient

Applicants must also meet the following knowledge, skills, abilities, and competencies:

- Knowledge of public disclosure under the Washington State Public Records Act.
- Knowledge of applicable codes, laws and regulations including Revised Code of Washington (RCW), Washington Administrative Codes (WACs), and applicable case law and information.
- Knowledge of and demonstrated skill in the use of computer applications such as Microsoft Office applications (e.g., Word, Excel, and Access) and Adobe Acrobat.
- Ability to maintain accurate documentation of search for requested records, including timeline, communications, documents provided, and exemptions or redacted materials.
- Extensive skill in analyzing and organizing complex data; including large volumes of information under strict legal deadlines.
- Skill in working with complex records/information and in interpreting rules, regulations and policies.
- Skill in handling multiple and competing deadlines and priorities
- Ability to manage multiple requests simultaneously and maintain attention to detail.
- Ability to document information, research and resources.
- Ability to resolve issues and concerns.
- Ability to preserve confidentiality and integrity of records.
- Ability to communicate effectively verbally and in writing to the public and staff.
- Ability to work independently as well as part of a team.

The Police Department is requesting approval of the following examination selection steps and devices:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Those not meeting the posted minimum requirements will be disqualified from the process.
- Once applicants have passed this initial screening process, they will receive written essay questions to complete. These questions are designed to draw out the candidates who meet the minimum qualifications *and* most clearly articulate support of the City of Bellevue's Diversity Advantage Initiative, a passion for public service, an understanding of customer service, and demonstrate applicable experience in their responses. Written essay questions will be sent to each applicant separately after the online application is received and screened. These written essay questions will be scored with five (5) possible points for each question, with a minimum passing combined average score of 70% (meets standards or higher).
- As applicants return their written responses within the designated deadline, the written responses will be scored as described above. A date and time will be determined to hold a scored oral panel interview and skills assessment for applicants with passing scores on the written essay responses.

- The candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 70% or better to be successful in the oral panel interview. The panel on the interview board may consist of a Police Records Supervisor or designee, the Administrative Services Manager or designee, plus at least one department employee external to the Records Unit. A skills assessment will be administered to each candidate prior to or directly after the oral panel interview and consists of exercises meant to determine aptitude for the work performed including, but not limited to critical thinking, spelling, and attention to detail. A passing score of 70% or better is needed to pass the skills assessment.
- Candidates will be ranked by a total cumulative score of their performance on the skills assessment and oral panel interview. Candidates must have a passing score of at least 70% on the oral panel interview and assessment to be placed on the eligibility list. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.
- The finalist(s) will undergo a background investigation to be conducted in accordance with the Personnel Services Unit workflow for non-commissioned personnel to determine suitability pursuant to RCW 41.12.070. If the candidate fails at this stage, an alternate candidate from the established eligibility list may be chosen to proceed in the process.
- If a conditional job offer is provided, the candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- Successful candidates of conditional testing are invited for a personal interview with the Chief of Police, or designee, if successful in passing the final Chief's interview, the candidate will have passed all eligibility requirements. Failing the Chief's final interview, disqualifies the candidate from the process.

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.



Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: October 13, 2026

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Support Specialist Recruitment & Examination

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment/examination and to hire to fill any Police Support Specialist vacancies as they occur in 2026 and 2027.

The Records Unit currently anticipates one vacancy. Police Support Specialist positions are posted externally. Vacant positions will be available to all current City of Bellevue employees and the public.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Police Support Specialist job announcement has been prepared and is based on the following minimum education and experience qualifications:

- High school diploma or equivalent
- Two years prior office experience, including considerable public contact both in-person, by telephone, and through electronic communication,
- Proficient office keyboard skills
- Must obtain ACCESS Certification within six months of hire and maintain certification throughout the course of this assignment with the department.
- Applicants must be 18 years of age who can speak, read, and write the English language and either be:
 - A US citizen, or
 - A lawful permanent resident, or
 - A Deferred Action for Childhood Arrivals (DACA) recipient

Applicants must also meet the following requirements:

- English usage, spelling, grammar, and punctuation required to compose and proofread written documents and correspondence.
- Ability to set priorities on high volumes of work, perform several task assignments simultaneously, and coordinate with others to meet strict deadlines.
- Learn to operate and use Citywide and department-specific software applications and other specialized records.
- Establish and maintain effective relationships with those contacted in the course of work, working both independently and cooperatively with others.
- Must be able to adhere to strict confidentiality requirements.
- Understand and carry out oral and written directions independently.
- Ability to work with interruptions and adapt to changing priorities.
- Apply rules, regulations and policies applicable to the area assigned.
- Ability to communicate clearly, orally and in writing, in a courteous, diplomatic fashion and remain calm in stressful or upsetting circumstances.
- Coordinate and conduct transactions in matters requiring knowledge and analytical application of police department rules, policies, and procedures.

The Police Department is requesting approval of the following examination selection steps and devices:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Those not meeting the posted minimum requirements will be disqualified from the process.
- Once applicants have passed this initial screening process, they will receive written essay questions to complete. These questions are designed to draw out the candidates who meet the minimum qualifications *and* most clearly articulate support of the City of Bellevue's Diversity Advantage Initiative, a passion for public service, and an understanding of customer service and experience in their responses. Written essay questions will be sent to each applicant separately after the online application is received and screened. These written essay questions will still be scored with five (5) possible points for each question, with a minimum passing combined average score of 70% (meets standards or higher).
- As applicants return their written responses within the designated deadline, the written responses will be scored as described above. A date and time will be determined to hold a scored oral panel interview and skills assessment for applicants with passing scores for the written essay responses.
- The candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 70% or better to be successful in the oral panel interview. The panel on the interview board may consist of a Police Records Supervisor or designee, the Administrative Services Manager or designee, plus at least one department employee external to the Records Unit. A skills assessment

will be administered to each candidate prior to or directly after the oral panel interview and consists of exercises meant to determine aptitude for the work performed including, but not limited to critical thinking, spelling, and attention to detail with a passing score of 70% or better to be successful in the skills assessment.

- Candidates will be ranked by a total cumulative score of their performance on the skills assessment and oral panel interview. However, candidates must have a passing score of at least 70% on the oral panel interview and assessment to be placed on the eligibility list. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.
- The finalist(s) will undergo a background investigation to be conducted in accordance with the Personnel Services Unit workflow for non-commissioned personnel to determine suitability pursuant to RCW 41.12.070. If the candidate fails at this stage, an alternate candidate from the established eligibility list may be chosen to proceed in the process.
- If a conditional job offer is provided, the candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- Successful candidates of conditional testing are invited for a personal interview with the Chief of Police, or designee, if successful in passing the final Chief's interview, the candidate will have passed all eligibility requirements. Failing the Chief's final interview, disqualifies the candidate from the process

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.

A handwritten signature in black ink, appearing to read "Wendell Shirley", written over a horizontal line.

Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: October 13, 2026

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Records Supervisor Recruitment & Examination

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment/examination and to hire to fill any Police Records Supervisor vacancies as they occur in 2026 and 2027.

The Records Unit currently has one vacancy and no eligibility list for this classification. Police Records Supervisor positions may be posted internally or externally. Vacant positions will be available to all qualified current City of Bellevue employees and the public as applicable.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Police Records Supervisor job announcement has been prepared and is based on the following minimum education and experience qualifications:

- College-level courses or a degree in criminal justice, business management, or related field.
- Five or more years of progressively responsible and related experience in office or records management and experience supervising staff.
- A combination of education, experience and training that provides the required knowledge, skills and abilities may be considered.
- Washington State Access Certification required (or ability to obtain within six months of hire).
- Washington State Notary License required (or ability to obtain within six months of hire).
- Washington State Driver's License may be required (or ability to obtain within six months of hire).

- Applicants must be 18 years of age who can speak, read, and write the English language and either be:
 - A US citizen, or
 - A lawful permanent resident, or
 - A Deferred Action for Childhood Arrivals (DACA) recipient

Applicants must also meet the following requirements:

- Knowledge of municipal law enforcement records dissemination and public disclosure laws.
- Knowledge of record-keeping programs and systems.
- Knowledge of police department organization, operations and administrative processes and procedures.
- Knowledge of local, state, and federal public safety record-keeping regulations and requirements.
- Knowledge of criminal justice and police systems.
- Skill in interpreting, applying and explaining rules, regulation, policies and procedures.
- Skill in developing, implementing and revising policies and procedures.
- Excellent customer service skills.
- Ability to supervise, coach and train personnel.
- Ability to establish and maintain effective working relationships with supervisors, employees and others.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently and with minimal supervision.

The Police Department is requesting approval of the following examination selection steps and devices:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Those not meeting the minimum requirements will be disqualified from the process.
- Once applicants have passed this initial screening process, and depending on the quantity of qualified candidates, applicable candidates will be invited to a telephone interview. This interview will be conducted by the Administrative Services Manager or designee and a member of the Records Unit. These interviews will be scored with a Screening Matrix with a minimum 75% passing score. Applicants who successfully pass the telephone interview will be invited to a scored oral board panel interview. The oral panel interview board may consist of a Police Records Supervisor, the Administrative Services Manager or designee, and one to two current employees not assigned to the Police Department Records Unit. The candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 75% or better to be successful.

- Candidates will be ranked and placed on the eligibility list based on their scores from the oral panel interview. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable. Unless the finalist is already a Police Department employee, they will undergo a background investigation to be conducted in accordance with the Personnel Services Unit workflow for non-commissioned personnel to determine suitability pursuant to RCW 41.12.070. If the candidate fails at this stage, an alternate candidate from the established eligibility list may be chosen to proceed in the process.
- If a conditional job offer is provided, the candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test. Successful candidates of conditional testing are invited for a personal interview with the Chief of Police, or designee, if successful in passing the final Chief's interview, the candidate will have passed all eligibility requirements. Failing the Chief's final interview, disqualifies the candidate from the process.

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.



Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: 10/01/2026

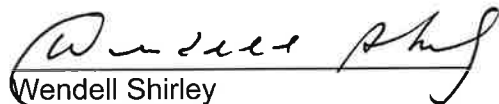
FROM: Chief Wendell Shirley
TO: Human Resources, Civil Service Commission

Police Captain Promotional Exam - 2026

In accordance with Civil Service Rules and Regulations, 6.05.01 Request to Establish Eligibility List, please accept this correspondence as an official request to conduct a promotional exam for the rank of Captain. We do not currently have a captain eligibility list in effect and currently have one vacancy due to promotion, and anticipate other possible vacancies within a year. This list would be used to fill such vacancies. We intend to prepare the Police Captain announcement based on the following minimum qualifications:

- Four-year degree in Police Sciences or approved field at the 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 evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in a Formal Standards investigation in the previous 12 months.

The exam will consist of a Command Skills Assessment (CSA) 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.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: October 13, 2026

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Data Quality Specialist Recruitments – 2026/2027

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment/examination and to hire to fill any Data Quality Specialist vacancies as they occur in 2026 and 2027. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Data Quality Control Specialist job announcement has been prepared and is based on the following minimum education and experience qualifications:

- High school diploma or equivalent
- One year of experience with data entry and/or specific training to perform data entry
- Proficient office keyboard skills
- Must obtain ACCESS Certification within six months of hire and maintain certification throughout the course of this assignment with the department.
- Applicants must be 18 years of age who can speak, read, and write the English language and either be:
 - A US citizen, or
 - A lawful permanent resident, or
 - A Deferred Action for Childhood Arrivals (DACA) recipient

Applicants must also meet the following requirements:

- Have a level of proficiency in the English language to include spelling, grammar and punctuation required to compose and proofread written documents and correspondence.
- Pass a police background check to include polygraph and drug test.
- Understand how to operate computers, fax machines, copiers, shredders, scanners, multi-line telephone, and other office equipment as needed.
- Ability to learn to operate and use Citywide and department-specific software applications and other specialized records.
- Ability to establish and maintain effective relationships with those contacted in the course of work, working both independently and cooperatively with others.
- Ability to adhere to strict confidentiality requirements.
- Understand and carry out oral and written directions independently.
- Ability to work with interruptions and adapt to changing priorities.
- Apply rules, regulations and policies applicable to the area assigned.

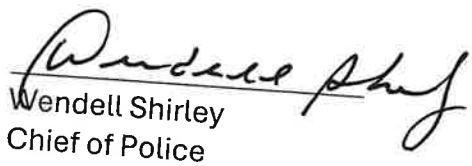
The Police Department is requesting approval of the following examination selection steps and devices:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Those not meeting the posted minimum requirements will be disqualified from the process.
- Once applicants have passed this initial screening process, they will receive written essay questions to complete. These questions are designed to draw out the candidates who meet the minimum qualifications *and* most clearly articulate support of the City of Bellevue's Diversity Advantage Initiative, a passion for public service, and an understanding of customer service and experience in their responses. Written essay questions will be sent to each applicant separately after the online application is received and screened. These written essay questions will still be scored with five (5) possible points for each question, with a minimum passing combined average score of 70% (meets standards or higher).
- Successful candidates from the written essay questions will be invited to an oral panel interview and skills assessment. The candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 70% or better to be successful in the oral panel interview. The panel on the interview board may consist of a Police Records Supervisor or designee, the Administrative Services Manager or designee, plus at least one department employee external to the Records Unit. A skills assessment will be administered to each candidate prior to or directly after the oral panel interview and consists of exercises meant to determine aptitude for the work performed including, but not limited to critical thinking, spelling, and attention to detail with a passing score of 70% or better to be successful in the skills assessment.
- Candidates will be ranked by a total cumulative score of their performance on the skills assessment and oral panel interview. However, candidates must have a passing score of at least 70% on the oral panel interview and assessment to be

placed on the eligibility list. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.

- The finalist(s) will undergo a background investigation to be conducted in accordance with the Personnel Services Unit workflow for non-commissioned personnel to determine suitability pursuant to RCW 41.12.070. If the candidate fails at this stage, an alternate candidate from the established eligibility list may be chosen to proceed in the process.
- If a conditional job offer is provided, the candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- Successful candidates of conditional testing are invited for a personal interview with the Chief of Police, or designee, if successful in passing the final Chief's interview, the candidate will have passed all eligibility requirements. Failing the Chief's final interview disqualifies the candidate from the process.

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.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: October 13, 2026

To: Rita Tes, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Property Evidence Supervisor Recruitment & Examination – 2026/2027

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment/examination and to hire to fill any Police Property Evidence Supervisor vacancies as they occur in 2026 and 2027.

Property Evidence Supervisor position may be posted internally or externally. Vacant positions will be available to all qualified current City of Bellevue employees and the public as applicable.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Police Property Evidence Supervisor job announcement has been prepared and is based on the following minimum education and experience qualifications

Education, Experience, and Other 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 be 18 years of age who can speak, read, and write the English language and either be:
 - A US citizen, or
 - A lawful permanent resident, or
 - A Deferred Action for Childhood Arrivals (DACA) recipient

- Must obtain ACCESS Certification within six months of hire and maintain certification throughout the course of this assignment with the department.

Applicants must also meet the following requirements:

Knowledge, Skills, Abilities and Competencies

- Working knowledge of modern law enforcement principles, procedures, techniques, and equipment; working knowledge of laboratory techniques; working knowledge of finger printing techniques and classification systems; considerable knowledge of evidence and lost/found property maintenance and disposition practices.
- Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with employees, peers and supervisors; ability to give and follow verbal and written instructions; ability to supervise employees.

The Police Department is requesting approval of the following examination selection steps and devices.

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Those not meeting the posted minimum requirements will be disqualified from the process.
- Once applicants have passed this initial screening process, and depending on the quantity of qualified candidates, applicable candidates will be invited to a telephone interview. This interview may be conducted by the Administrative Services Manager or designee and a member of the Property & Evidence Unit. These interviews will be scored with a Screening Matrix with a minimum 75% passing score. Applicants who successfully pass the telephone interview will be invited to a scored oral board panel interview.
- The oral panel interview board may consist of the Administrative Services Manager or designee, a community member from one of the police department Advisory Councils or police department volunteer, and one to two current employee(s) not assigned to the Police Department Property & Evidence Unit. The candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 75% or better to be successful.
- Candidates will be ranked and placed on the eligibility list based on their scores from the oral panel interview. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.
- Unless the finalist is already a Police Department employee, they will undergo a background investigation to be conducted in accordance with the Personnel Services Unit workflow for non-commissioned personnel to determine suitability

pursuant to RCW 41.12.070. If the candidate fails at this stage, an alternate candidate from the established eligibility list may be chosen to proceed in the process.

- If a conditional job offer is provided, the candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- Successful candidates of conditional testing are invited for a personal interview with the Chief of Police, or designee, if successful in passing the final Chief's interview, the candidate will have passed all eligibility requirements. Failing the Chief's final interview, disqualifies the candidate from the process.

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 Police Property Evidence Supervisor position is non-exempt.



Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: October 13, 2026

To: Rita Tes Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Property Evidence Technician Recruitment & Examination - 2026/2027

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment/examination and to hire to fill Police Property & Evidence Technician vacancies as they occur in 2026 and 2027.

Property Evidence Technician positions are posted externally. Vacant positions will be available to all current City of Bellevue employees and the public.

6.02.03 TESTING DEVICES & SELECTION STEPS. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Police Property & Evidence Technician announcement has been prepared and is based on the following minimum education and experience qualifications:

- High school diploma or equivalent
- Two years of experience in records maintenance or similar area of responsibility.
- Related criminal justice experience.
- Data-entry or information retrieval experience.
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities can be substituted for the above requirements.
- Valid Washington State driver's license at time of hire.
- Applicants must be 18 years of age who can speak, read, and write the English language and either be:
 - A US citizen, or
 - A lawful permanent resident, or
 - A Deferred Action for Childhood Arrivals (DACA) recipient

Applicants must also meet the following requirements:

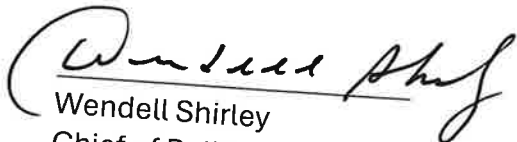
- Knowledge of record inventory or inventory control, file management, and/or warehouse maintenance.
- Knowledge of federal, state, and local laws regarding the handling, storing, and disposing of evidence; knowledge of departmental policies and procedures.
- Knowledge of computer database systems, and ability to create and maintain database-tracking systems as needed.
- Clear, understandable oral communication skills; ability to listen and elicit complete information from others.
- Ability to write concise, accurate filing and record keeping skills.
- Demonstrated detail-oriented and organization skills.
- Understand and carry out oral and written directions independently.
- Ability to work independently and cooperatively with others.
- Ability to work within rigid rules and meet established deadlines.
- Good driving record.

The Police Department is requesting approval of the following examination selection steps and devices:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Those not meeting the minimum requirements will be disqualified from the process.
- Once applicants have passed this initial screening process, they will receive written essay questions to complete. These questions are designed to draw out the candidates who meet the minimum qualifications *and* most clearly articulate support of the City of Bellevue's Diversity Advantage Initiative, a passion for public service, and an understanding of customer service and experience in their responses. Written essay questions will be sent to each applicant separately after the online application is received and screened. These written essay questions will still be scored with five (5) possible points for each question, with a minimum passing combined average score of 70% (meets standards or higher).
- As applicants return their written responses within the designated deadline, the written responses will be scored as described above. A date and time will be determined to hold a scored oral panel interview and skills assessment for applicants with passing scores for the written essay responses.
- The candidates will be assessed on the appropriate dimensions for the position and must attain a passing score of 70% or better to be successful in the oral panel interview. The panel on the interview board may consist of the Property & Evidence Supervisor, the Administrative Services Manager or designee, and one to two current employees external to the Police Department Property & Evidence Unit.

- A skills assessment will be administered to each candidate prior to or directly after the oral panel interview and consists of exercises meant to determine aptitude for the work performed including, but not limited to critical thinking, spelling, and attention to detail with a passing score of 70% or better to be successful in the skills assessment. Candidates will be ranked by a total cumulative score of their performance on the skills assessment and oral panel interview. However, candidates must have a passing score of at least 70% on the oral panel interview and assessment to move on to be placed on the eligibility list. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.
- The finalist(s) will undergo a background investigation to be conducted in accordance with the Personnel Services Unit workflow for non-commissioned personnel to determine suitability pursuant to RCW 41.12.070. If the candidate fails at this stage, an alternate candidate from the established eligibility list may be chosen to proceed in the process.
- If a conditional job offer is provided, the candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test. Successful candidates of conditional testing are invited for a personal interview with the Chief of Police, or designee, if successful in passing the final Chief's interview, the candidate will have passed all eligibility requirements. Failing the Chief's final interview, disqualifies the candidate from the process

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.


Wendell Shirley
Chief of Police