



**CONTACT:** Joy St. Germain, HR Director  
425-452-4581

Rebecca Su, HR Manager  
425-452-6817

## **Civil Service Commission**

### **Regular Meeting**

### **Agenda**

**Date:** January 14, 2025 (Tuesday)

**Time:** 4:00 p.m.

**Location:** Bellevue City Hall  
Conf. Room **1E-109**

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

**Meeting ID:** 248 309 848 260, **Passcode:** GG3vp3dK

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
  - a. Regular Meeting: October 8, 2024
- IV. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.
- V. Reports
- VI. Unfinished business



VII. New Business

|   |
|---|
| <b>Police - New Business</b>  |
| Request to Conduct Police Captain Promotional Exam  |
| Request to Conduct Corporal Promotional Exam  |
| Request to Conduct Sergeant Promotional Exam  |
| Request to Conduct Entry, Exceptional, and Lateral Level Exam   |
| Modification to the procedures for screening, ranking and selecting Entry-level officers              |
| Request to Conduct Police Support Specialist Recruitment  |
| Request to Conduct Lead Police Support Specialist Promotional Exam                                    |
| AMENDMENT to Modification to the procedures for screening, ranking and selecting Entry-level officers |

|                                       |
|---------------------------------------|
| <b>Fire - New Business</b>            |
| Request to Conduct Entry-Level Hiring |

VIII. Adjournment

Informational Items:

|                        |                              |
|------------------------|------------------------------|
| <b>Police:</b>         |                              |
| Resignation            | Officer Lowe                 |
| Resignation            | Det. J Chin                  |
| Resignation            | Ofc. L Simonson              |
| Resignation            | Ofc. C Watkins               |
| Resignation            | Ofc Tiana Woo                |
| Resignation            | Ofc. Major A McKinney        |
| Officer of the Quarter | Ofc. Kevin Grogan            |
| Thank You Report       | Sept. 9 <sup>th</sup> Report |

|                        |   |
|------------------------|---|
| <b>Fire:</b>           |   |
| Personnel Reassignment | Lt. Steve Seiwerrath  |
| Retirement             | Deputy Chief Dave Beste   |
| Promotions             | Battalion Chief Doug Halbert to the rank of Deputy Chief<br>Captain Andy Oltman to the rank of Battalion Chief<br>Lieutenant Mike Mihata to the rank of Captain |



|                           |   |
|---------------------------|---|
|                           | Firefighter Clayton Johnson to the rank of Lieutenant<br>Firefighter John Schreiber to the rank of Lieutenant |
| Resignation               | Vincent Stroud  |
| Resignation               | Macaulay Haight   |
| EMS Logistics Assignment  | Ty Warren   |
| New Auto Extrication Lead | Brett Krache  |
| Personnel Reassignment    | Brian Fialdini, Brandon Bothwell, Will Dunne, Jessica Bellows and Zan Teague, Jr.                             |

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

Tuesday  
October 8, 2024

Room 1E-110

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

**MEMBER ABSENT:** Anne Noris, Chair

**OTHERS PRESENT:** Chad Barnes, City Attorney's Office  
Doug Halbert, Fire Department  
Leo Ramos, Police Department  
Rebecca Su, Human Resources

**MINUTES TAKER:** Michelle Cash

**I. CALL TO ORDER:**

The meeting was called to order at 4:02 p.m. by Vice-Chair Crowner.

**II. ROLL CALL:**

A quorum was present.

**III. APPROVAL OF MEETING MINUTES:**

**Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the July 9, 2024 Civil Service Commission meeting minutes as presented.**

**Motion by Commissioner Jorgenson and second by Commissioner Parrish to amend the July 9, 2024 Civil Service Commission meeting minutes and remove Commissioner Jorgenson from the list of Members Present. At the question, motion carried unanimously (4-0).**

**At the question, motion carried unanimously (4-0) to approve the main motion as amended.**

#### **IV. NEW BUSINESS:**

##### **A. Police: Request to Conduct Sergeant Promotional Exam**

On behalf of the Police Department, Sergeant Ramos made an official request to conduct a promotional exam for the rank of Sergeant. The current Sergeant eligibility list has been exhausted and future vacancies are anticipated.

Sergeant Ramos responded to questions from Commissioners.

**Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a Police Sergeant Promotional Exam. Motion carried unanimously (4-0).**

##### **B. Police: Request to Conduct Corporal Promotional Exam**

On behalf of the Police Department, Sergeant Ramos made an official request to conduct a promotional exam for the rank of Corporal. The current Corporal eligibility list has been exhausted and future vacancies are anticipated.

Sergeant Ramos responded to questions from Commissioners.

**Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a Police Sergeant Promotional Exam. Motion carried unanimously (4-0).**

##### **C. Police: Acting Major Appointment – Captain Ellen Inman**

Sergeant Ramos informed Commissioners that Captain Ellen Inman has been appointed to Acting Major, effective September 16, 2024. This appointment is based on merit, efficiency, and fitness. Sergeant Ramos said that this appointment is due to the temporary absence of one regular Major in Investigations and the need to ensure the units are adequately staffed with Major. This temporary appointment is due to the current Major's absence on extended FMLA leave.

##### **D. Police: Modification to the Definition of Lateral Entry Level Applicants**

Sergeant Ramos discussed the modification necessary to the definition of Lateral Entry Level officers by extending the allowable break in service to twenty-four months as of the application date. This change will take effect on October 9, 2024.

Sergeant Ramos and Chad Barnes responded to questions from Commissioners.

E. Fire: Request to Change Probationary Period

On behalf of the Fire Department, Chief Halbert made an official request to extended the probationary period for an entry-level firefighter from 12 months to 14 months. This change has been agreed upon by the IAFF Local 1604.

Chief Halbert responded to questions from Commissioners.

**Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the request to extend the probationary period for an entry-level firefighter from 12 months to 14 months. Motion carried unanimously (4-0).**

F. Fire: Request to Conduct Battalion Chief Promotional Exam

On behalf of the Fire Department, Chief Halbert made an official request to conduct a Battalion Chief Promotional Exam in 2025. The current list was exhausted October 1, 2024.

Chief Halbert responded to questions from Commissioners.

**Motion by Commissioner Sheffels and second by Commissioner Jorgenson to approve the request to conduct a Battalion Chief Promotional Exam in 2025. Motion carried unanimously (4-0).**

G. Fire: Request to Conduct Fire Captain Promotional Exam

On behalf of the Fire Department, Chief Halbert made an official request to conduct a promotional exam for the rank of Captain, with the process beginning in the first quarter of 2025. The current list expires on January 27, 2025 and has already been extended by one additional year.

Chief Halbert responded to questions from Commissioners.

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

V. **ANNOUNCEMENT OF NEXT MEETING:**

Chief Halbert discussed some of the support Bellevue's Fire Department is providing for hurricane relief efforts.

Vice-Chair Crowner announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 14, 2025 at 4:00 p.m. Additional 2025 meetings will be held on April 8, July 8, and October 14.

## **VI. INFORMATIONAL ITEMS:**

### Police—Executive Orders

- A. Resignation: Officer Jacob Black
- B. Retirement: Officer Brad Knudtsen
- C. Corporal Promotions: Officers James Vervaecke, Ashley Saunders, Officer David Swinney, Gregory Anthony II, Robert McClelland
- D. Resignation: Recruit Jeremiah Chan
- E. Resignation: Officer Christopher Greaves
- F. Annual Department Awards
- G. Resignation: Officer Matthew Redmond
- H. Employee Recognition Awards Q2: Officer Darin Karosich, Lead Police Specialists-Jamie Vassallo, Olivia Geeson, Marisa Hoogerhyde
- I. Resignation: Officer Ryan Lambert
- J. Retirement: Sergeant Dave Rivera
- K. Resignation: Corporal James Vervaecke
- L. Resignation: Officer Sarah Velling
- M. Thank you report
- N. Promotion: Officer Victor Pirak
- O. Reassignment: Sergeant Zachary Lyons
- P. FTO Assignments: Officers Oscar Rodriques-Melendrez, Andrew Smith, Brian Conner, Amanda Jackson-Berrios, Detective Kareem Khoury, Officer Drew Gillman

### Fire—Status Change

- A. Acting Lieutenant: Brett Krache
- B. Personnel Reassignments: Firefighters Charlie Cooper and David Svilar
- C. New Hire: Fire Plans Reviewer Michael Harris
- D. Probationary to Regular Status: Lieutenant Tim Yaw
- E. Personnel Reassignments: Fire Prevention Officers Dennis Warner and Patrick
- F. Aerial Operator Qualified: Firefighter Rich Smith
- G. New Hire: Fire Education Coordinator Alex Dryer
- H. Personnel Reassignments: Lieutenant Mike Mihata, Lieutenant Steve Seiwerath, Acting Captain John Rickerson, Acting Lieutenant Andrew Schneider
- I. New Lieutenant Eligibility List: Expires September 30, 2025
- J. Retirement: Deputy Chief Dave Beste

## **VII. ADJOURNMENT:**

Chair Noris adjourned the meeting at 4:45 p.m.



# Bellevue Police Department

## MEMORANDUM

Date: 12/20/2024

FROM: Chief Wendell Shirley  
TO: Joy St. Germain, Civil Service Commission

### Police Captain Promotional Exam - 2025

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. The last Captain Eligibility List expired on February 2, 2024. We anticipate future vacancies in this position in 2025 and 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 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.

  
Wendell Shirley  
Chief of Police





# Bellevue Police Department

## MEMORANDUM

Date: 12/20/2024

FROM: Chief Wendell Shirley  
TO: Joy St. Germain, Civil Service Commission

### Police Corporal Promotional Exam - 2025

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 Corporal. The current Corporal Eligibility List expires on July 2, 2025 and we have exhausted all names on the list. We anticipate future vacancies in this position in 2025 and this list would be used to fill such vacancies. We intend to prepare the Police Corporal announcement based on the following minimum qualifications:

- The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in Formal Standards investigations in the previous 12 months.
- Must have completed two (2) years of continuous service as a Bellevue Police Officer, or have two (2) years as a commissioned police officer with another agency, and be off probation.

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. An overall score of 70% will be considered passing.

  
Wendell Shirley  
Chief of Police



# Bellevue Police Department MEMORANDUM

Date: 12/20/2024

FROM: Chief Wendell Shirley  
TO: Joy St. Germain, Civil Service Commission

## Police Sergeant Promotional Exam - 2025

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 Sergeant. The current Sergeant Eligibility List expires on April 4, 2025 and we have exhausted all names on the list. We anticipate future vacancies in this position in 2025 and this list would be used to fill such vacancies. We intend to prepare the Police Sergeant announcement based on the following minimum qualifications:

- The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.
- The candidate must have no sustained findings in Formal Standards investigations in the previous 12 months.
- The candidate must have either:
  - (a) completed one(1) year of continuous service as a Bellevue Police Corporal and be off supervisor probation by the application date, OR
  - (b) completed 45 hours of college credit or course work, and completed three (3) years of continuous service as a commissioned police officer, and be off officer probation by the application date, OR
  - (c) completed four (4) years active-duty military service and honorably discharged and completed three (3) years of continuous service as a commissioned police officer and be off officer probation by the application date.

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. An overall score of 70% will be considered passing.

  
Wendell Shirley  
Chief of Police



# Bellevue Police Department

# MEMORANDUM

Date: 12/20/2024

FROM: Chief Wendell Shirley  
TO: Joy St. Germain, Civil Service Commission

## Entry Level, Exceptional Entry Level, and Lateral Level Testing - 2025

In accordance with Civil Service Rules and Regulations 6.05.01, please accept this correspondence as a request for continuous testing for Entry Level, Exceptional Entry Level, and Lateral Level Officers in 2025. We expect vacancies during the year. There are no changes in the steps or testing devices used for the Exceptional Entry Level and Lateral Level Officers recruitments from the process previously approved by the civil service. We have proposed a modification to the selection steps used in the screening, ranking, and selection of entry level police officers in a separate memo presented on January 7, 2025.

  
Wendell Shirley  
Chief of Police



# Bellevue Police Department MEMORANDUM

Date: 12/20/2024

**From:** Wendell Shirley, Chief of Police  
**To:** Joy St. Germain, Civil Service Commission  
**Subject:** Civil Service Commission Meeting January 7, 2025 - Memo Related to Modifying the Selection Steps for Entry Level Police Officers

---

## NOTIFICATION

Please accept this correspondence as a request for approval for modification to the selection steps used in the screening, ranking, and selection of entry level police officers.

## AGENDA MEMO

### Agenda Memo Subject:

The Bellevue Police Department is seeking approval from the Bellevue Civil Service Commission, in accordance with Bellevue Civil Service Rule 6.02.03, to amend the procedures for screening, ranking, and selecting entry-level police officers. This amendment involves restructuring the process to enhance efficiency by adding back in the intake interview. This modification will not affect the selection process for lateral entry level police officers.

### Fiscal or Other Impacts:

There will be no fiscal impact due to this modification.

### Background:

Per Civil Service Rule 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used, the relative weight of each scored step, and the passing score required on each scored step in order to proceed to the next step. This proposal is to modify the steps for the selection, ranking, and screening of entry level police officers by adding back the Intake Interview into the selection process. At the April 9, 2024 Civil Service meeting, Civil Service approved the Police Department removing the Intake Interview in order to close the time gap that

was causing a delay in the hiring process. After the last year of testing without an Intake Interview, we have found removal of that device did not improve the process to reduce the number of applicants lost due to delay, so we are proposing to add the Intake Interview back into the Entry Level hiring process.

**Written Test & Intake Interview.** Applicants are currently ranked on the Civil Service Entry Level Eligibility List after successfully passing a written test on Public Safety Testing (PST) and passing an intake interview. This proposed modification will add the intake interview to the testing process prior to Civil Service ranking. Civil Service eligibility ranking will be based on successfully passing the physical exam, PST written test, the Intake Interview, and added military points, if applicable. The scoring matrix for the written test portion will not be impacted by the addition of the intake interview. 70% will still be considered passing.

**Proposed Process Flow.** It is proposed to add the Intake Interview after the Physical Fitness and Written Exams. All other existing steps, devices, and scoring will remain the same for selection and screening.

The proposed process for entry level officers will flow accordingly:

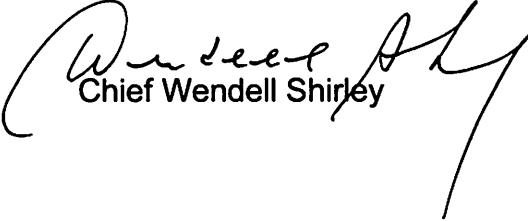
- (1) Applicant submits employment application intake form for Public Safety Testing (PST).
  - a. Applicant is advised they will be required to take polygraph exam prior to final job offer.
- (2) Applicant takes PST physical fitness and written exam.
- (3) Applicant is invited to participate in intake panel job interview.
- (4) Applicants are ranked for civil service based on intake interview scores.
  - a. Passing score is 70%.
  - b. If military preference points apply, applicant uploads DD-214 and military preference points are applied.
- (5) PSU emails the Personal History Questionnaire (PHQ) to applicant with a one-week deadline, with an option for a one-week extension if requested by the applicant.
  - a. Once the applicant PHQ is returned, the PSU Hiring Sergeant or a Background Detective will be assigned to review it for obvious disqualifiers or missing documents.
- (6) If the applicant passes the PHG review, a Background Detective is assigned.
- (7) The Background Detective schedules an integrity interview with the applicant to review the contents of the PHQ.
- (8) Two Background Detectives or Officers conduct the integrity interview.
- (9) The Background Detectives consult with the Hiring Sergeant and/or PSU Captain to recommend extending the applicant a conditional job offer.
- (10) If a conditional job offer is extended, the applicant is scheduled for a psychological exam by a contracted mental health professional, a physical exam, and a polygraph exam.
- (11) If the applicant successfully passes all of these steps, they are invited for a personal interview with the Chief of Police, who authorizes final offers of employment.

**Effective Date:**

The modification will take effect on January 8, 2025 for applicants submitting applications on or after January 8, 2025.

**Motion:**

Move that effective January 8, 2025, the steps and devices used in the selection of entry police officers are modified to include the intake interview. All remaining steps and devices will remain in effect for entry level selection. This motion will not affect the selection process for lateral entry level police officers.



Chief Wendell Shirley



# Bellevue Police Department

# MEMORANDUM

---

**Date:** January 14, 2025

**To:** Rita Tes, Civil Service Commission

**From:** Wendell Shirley, Chief of Police

**Subject:** Police Support Specialist Recruitments

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment and to hire to fill any Police Support Specialist vacancies as they occur in 2025.

The Records Unit currently has more than four Police Support Specialist vacancies. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

The Department seeks authorization for continuous testing per Civil Service Rule and Regulation 6.05.04. The posting may be active on a continuous basis so long as there are current or expected future vacancies. If there are no vacancies, the Department may close the continuous testing.

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 also meet the following requirements:

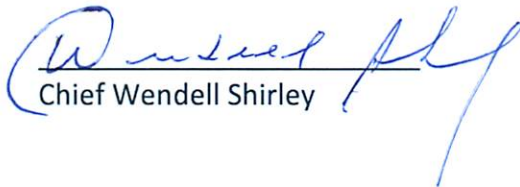
- English usage, spelling, grammar, and punctuation required to compose and proofread written documents and correspondence.
- Ability to set priorities on high volumes of work, perform several task assignments simultaneously, and coordinate with others to meet strict deadlines.
- Learn to operate and 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.
- Must be a citizen of the United States of America, lawful permanent resident, or a Deferred Action for Childhood Arrivals (DACA) recipient who can speak, read, and write the English language.

#### **Selection Steps & Devices:**

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix
- 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 emailed 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).
- 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 assessment process. If the posting is continuous, interviews will be held in intervals depending on the receipt of viable applications. The panel on the interview board may consist of Police Records staff plus one department employee external to the Records Unit.



- The skills assessment will be administered to each candidate prior to or directly after the oral panel interview and consist of exercises meant to determine aptitude for the work performed including, but not limited to critical thinking, spelling, and attention to detail.
- 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 70% or better on the oral panel interview to move on to the background process. 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. 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 candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, undergo a drug test, and a final interview with the Chief or their designee. Applicants must achieve a "pass" in all these steps prior to being appointed.

  
Chief Wendell Shirley



# Bellevue Police Department

# MEMORANDUM

---

**Date:** January 14, 2025

**To:** Rita Tes, Civil Service Commission

**From:** Wendell Shirley, Chief of Police

**Subject:** Lead Police Support Specialist Promotional Examination – 2025

**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 2025 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 vacancies may be expected for this position in 2025-2026.

#### **6.02.03 TESTING STEPS AND DEVICES FOR SELECTION.**

The Police Department intends to prepare the Lead Police Support Specialist announcement based on the following minimum 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 minimum experience in the Police Support Specialist position and requires having met the Journey Level Assessment qualifications in that same 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.

We are requesting approval of the following examination steps and devices.

The selection steps and devices will consist of:

- 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 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 is 70% with each point weighted equally.

- The panel on the interview board will consist of a Police Records Supervisor, a Lead Police Support Specialist and one to two department employee(s) not assigned to the Records Unit. The interview will be scored using a scoring matrix with each question weighted equally and a passing score of 70%.
- Candidates will be ranked on the civil service 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. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.
- Candidates who fail any portion of the testing will be removed from the process.



Wendell Shirley  
Chief of Police



# Bellevue Police Department

# MEMORANDUM

Date: 12/20/2024

**From:** Wendell Shirley, Chief of Police

**To:** Joy St. Germain, Civil Service Commission

**Subject:** Civil Service Commission Meeting January 7, 2025 - Memo Related to Modifying the Selection Steps for Entry Level Police Officers (**AMENDED**)

---

## NOTIFICATION

Please accept this correspondence as a request for approval for modification to the selection steps used in the screening, ranking, and selection of entry level police officers.

## AGENDA MEMO

### Agenda Memo Subject:

The Bellevue Police Department is seeking approval from the Bellevue Civil Service Commission, in accordance with Bellevue Civil Service Rule 6.02.03, to amend the procedures for screening, ranking, and selecting entry-level police officers. This amendment involves restructuring the process to enhance efficiency by adding back in the intake interview. This modification will not affect the selection process for lateral entry level police officers.

### Fiscal or Other Impacts:

There will be no fiscal impact due to this modification.

### Background:

Per Civil Service Rule 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used, the relative weight of each scored step, and the passing score required on each scored step in order to proceed to the next step. This proposal is to modify the steps for the selection, ranking, and screening of entry level police officers by adding back the Intake Interview into the selection process. At the April 9, 2024 Civil Service meeting, Civil Service approved the Police Department removing the Intake Interview in order to close the time gap that was

---

causing a delay in the hiring process. After the last year of testing without an Intake Interview we have found removal of that device did not improve the process to reduce the number of applicants lost due to delay, so we are proposing to add the Intake Interview back into the Entry Level hiring process.

Written Test & Intake Interview. Applicants are currently ranked on the Civil Service Entry Level Eligibility List after successfully passing a written test on Public Safety Testing (PST) and passing an intake interview. This proposed modification will add the intake interview to the testing process prior to Civil Service ranking. Civil Service eligibility ranking will be based on successfully passing the physical exam, PST written test, the Intake Interview, and added military points, if applicable. The scoring matrix for the written test portion will not be impacted by the addition of the intake interview. 70% will still be considered passing.

Proposed Process Flow. It is proposed to add the Intake Interview after the Physical Fitness and Written Exams. All other existing steps, devices, and scoring will remain the same for selection and screening.

The proposed process for entry level officers will flow accordingly:

- (1) Applicant submits employment application intake form for Public Safety Testing (PST) (or its successor).
  - a. Applicant is advised they will be required to take polygraph exam prior to final job offer.
- (2) Applicant participates in a written examination administered by Public Safety Testing (or its successor). A score of 70% or greater is necessary to pass.
- (3) Applicant participates in a physical ability test on a pass/fail basis.
- (4) All applicants that pass both the written examination and physical ability test will be invited to participate in a panel job interview.
- (5) The panel interview will consist of questions that are job-related for the position and shall fairly assess the candidates for the qualifications, knowledge, abilities, skills and temperament needed to successfully perform the job.
  - a. A score of 70% or greater is necessary to pass the panel interview.
  - b. Candidates will be ranked in order based upon their panel interview score plus any applicable veterans preference points.
  - c. If military preference points apply, applicant uploads DD-214 and military preference points are applied.
- (6) PSU emails the Personal History Questionnaire (PHQ) to applicant with a one-week deadline, with an option for a one-week extension if requested by the applicant.
  - a. Once the applicant PHQ is returned, the PSU Hiring Sergeant or a Background Detective will be assigned to review it for obvious disqualifiers or missing documents.
- (7) If the applicant passes the PHG review, a Background Detective is assigned.
- (8) The Background Detective schedules an integrity interview with the applicant to

review the contents of the PHQ.

- (9) Two Background Detectives or Officers conduct the integrity interview.
- (10) The Background Detectives consult with the Hiring Sergeant and/or PSU Captain to recommend extending the applicant a conditional job offer.
- (11) If a conditional job offer is extended, the applicant is scheduled for a psychological exam by a contracted mental health professional, a physical exam, and a polygraph exam.
- (12) If the applicant successfully passes all of these steps, they are invited for a personal interview with the Chief of Police, who authorizes final offers of employment.

**Effective Date:**

The modification will take effect on January 8, 2025 for applicants submitting applications on or after January 8, 2025.

**Motion:**

Move that effective January 8, 2025, the steps and devices used in the selection of entry police officers are modified to include the intake interview. All remaining steps and devices will remain in effect for entry level selection. This motion will not affect the selection process for lateral entry level police officers.

  
Chief Wendell Shirley



## Fire Department

# Interoffice Memorandum

December 12, 2024

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

**FROM:** Jay Hagen, Fire Chief

**SUBJ:** REQUEST TO CONDUCT ENTRY-LEVEL FIREFIGHTER HIRING PROCESS IN 2025

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 2025.

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 2026.

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 application.
- Have a high school diploma or GED Certificate.
- Be a U.S. Citizen, lawful U.S. permanent resident, or a deferred action for childhood arrival (DACA recipient with employment authorization from U.S. Citizenship and Immigration Services) with the ability to speak, 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 cursive script that reads "Jerome D. Hagen".

---

Jay Hagen  
Fire Chief