



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

Rebecca Su, HR Manager
425-452-6817

Civil Service Commission

Regular Meeting

Agenda

Date: January 9, 2024 (Tuesday)

Time: 4:00 p.m.

Location: Bellevue City Hall
Conf. Room **1E-110**

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

Meeting ID: 246 058 493 721, **Passcode:** tsAANq

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Special Meeting: 8/15/23
 - b. Regular Meeting: 10/10/23
- IV. New Business

Police - New Business
2024 Police Support Officer Recruitment
2024 Recruitment of Entry, Exceptional, & Lateral Officers
2024 Admin Services Manager Recruitment
Corporal Promotional Exam
Sergeant Promotional Exam
Court Liaison Administrator Recruitment



Police - New Business
Police Support Specialist Recruitment
Public Disclosure Specialist Recruitment
Police Captain Promotional Exam
Forensic Evidence Tech Recruitment
Property Evidence Tech Recruitment
Grant Administrator Position Extension

Fire - New Business
Request to Extend Fire Provisional Engineers
Request for Fire Entry Level Hiring
Request to Conduct DC Assessment
Request to Extend Captain List

- V. Election of Chair and Vice-Chair
- VI. Announcement of Next Meeting: April 9, 2024
- VII. Adjournment

Informational Items:

Fire - Status Changes:	
Change of Civil Service Status	Troy Cunningham
Recommendation Probationary Engineer	Josh Ferguson
New On-Duty Fire Investigator	Justin Thornton
October 1 2023 Promotions	
Personnel Reassignment	Grant Haschak
Personnel Reassignment	Mike Beard
New On-Duty Fire Investigator	Maggie Whittemore
New On-Duty Fire Investigator	Vince Stround
Passing of Firefighter (Ret.)	Ken Bailey

Police - Executive Orders	
Retirement	Eric Steppe



Police - Executive Orders	
Retirement	Jon Engman
Transfer	Sergeant Russ Kelley
Trial Service Period Termination	Muneerah Budhwani
Employee Recognition Award: Officer of Quarter 2	Officer of Quarter 2: Oscar Rodriguez-Melendrez Civilian of the 1 st Term: Sarah Kasperski Nominations: Joshua Latimer, Nansong Liu, William Woo, Aaron Watanabe and Angel Francois.
Termination	Molly McCormack
Resignation	Lin Lin
Resignation	Tom Cangialosi
Resignation	Jeffrey Adolfson
Voluntary Change in Rack	Kevin Masseth
Transfer	Kevin Masseth
Resignation	Brian Benshoof
Resignation	Nansong Liu
Transfer	BJ Buck
Resignation	Philip Kong
Transfer	Robin Peacey
Promotion	Olivia Geeson
Promotion	Marisa Hoogerhyde
Employee Recognition Award	Officer of Quarter 3: Rachel Neff Nominations: Jeffrey Sebers, Calvin Sun, and Alison Taylor
Retirement	Mark Jordan
Eligibility List PSS 11/09/23	
Thank You Report - Aug.-Sept.	Examples of Outstanding Service
Tank You Report - Oct. - Nov.	Examples of Outstanding Service

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

Tuesday
August 15, 2023

via Hybrid

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

MEMBER ABSENT: Patricia Sheffels

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Dave Beste, Fire Department
Ellen Inman, Police Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources
Priscilla Yoon, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Chair Parrish.

II. ROLL CALL:

A quorum was present.

III. NEW BUSINESS:

A. Request to Establish a Public Information Officer Eligibility List – Police

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hiring for a Public Information Officer. The Police Department is expecting the need to fill a vacancy of the Public Information Officer, and is requesting that an eligibility list be established in 2023, as there is no current eligibility list. Captain Inman clarified that this will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

Priscilla Yoon discussed the recruitment process for this position.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to conduct recruitment and hiring for a Public Information Officer. Motion carried unanimously (4-0).

B. Request to Conduct Entry Level Firefighter Recruitment – Fire

On behalf of the Fire Department, Deputy Chief Beste made an official request to conduct another entry-level firefighter hiring process in 2023. The current entry-level firefighter list, certified July 6, 2023, is exhausted and several vacancies are projected. This new entry-level firefighter list would be used to fill several positions for an academy to begin sometime in 2024.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to conduct another entry-level firefighter hiring process in 2023. Motion carried unanimously (4-0).

IV. ANNOUNCEMENT OF NEXT MEETING:

Chair Parrish announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, October 10, 2023 at 4:00 p.m.

V. ADJOURNMENT:

Chair Parrish adjourned the meeting at 4:20 p.m.

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

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

Tuesday
October 10, 2023

Room 1E-110

MEMBERS PRESENT: Anne Noris, Vice-Chair
Dan Crowner
Patricia Sheffels

MEMBERS ABSENT: Linda Parrish, Chair
Jeff Jorgenson

OTHERS PRESENT: Alejandro Alatorre, Human Resources
Jay Hagen, Fire Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:00 p.m. by Vice-Chair Noris.

II. ROLL CALL:

A quorum was present.

Ms. St. Germaine introduced Alejandro Alatorre who will be assisting with Civil Service Commission meetings.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the July 11, 2023 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (3-0).

Approval of the August 15, 2023 Civil Service Commission special meeting minutes was postponed due to a lack of quorum for approval.

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

IV. NEW BUSINESS:

A. Request to Extend Fire Captain List

On behalf of the Fire Department, Chief Hagen made an official request to extend the current certified Fire Captain list one year until January 27, 2025.

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the request to extend the certified eligibility list for Fire Captain until January 27, 2025.

Motion carried unanimously (3-0).

Chief Hagen announced the retirement of Andy Adolfsen. Dave Tait was recently promoted to fill his position as the new Operations Bureau Commander.

Chief Hagen invited Commissioners to visit their local fire station this weekend in support of National Fire Prevention Week.

B. Request to Conduct Police Corporal Promotional

On behalf of the Police Department, Mr. Alatorre made an official request to conduct a promotional exam for the rank of Police Corporal. The current Police Corporal eligibility list is expected to be exhausted prior to the next Civil Service Commission meeting and vacancies are anticipated.

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the request to conduct a promotional exam for the rank of Police Corporal. Motion carried unanimously (3-0).

C. Request to Conduct Police Sergeant Promotional

On behalf of the Police Department, Mr. Alatorre made an official request to conduct a promotional exam for the rank of Police Sergeant. The current Police Sergeant Eligibility list expired on September 12, 2023 and vacancies are anticipated.

Motion by Commissioner Crowner and second by Commissioner Sheffels to approve the request to conduct a promotional exam for the rank of Police Sergeant. Motion carried unanimously (3-0).

Commissioners requested additional information about police and fire staffing at all levels. Staff will bring an organizational chart to the next meeting for Commissioners to review.

V. ANNOUNCEMENT OF NEXT MEETING:

Vice-Chair Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, January 9, 2024 at 4:00 p.m. The other 2024 meetings will be held on April 9, July 9, and October 8.

VI. INFORMATIONAL ITEMS:

Fire—Status Change

1. Retirement: Dave Gibson
2. New Department Driving Instructor Members: FF/Eng: Jordan Scott, Aaron Keller, Nicholas Yencopal, Chad Egger
3. New Health & Safety Officer: BC Mark H. Anderson effective 6/16/23
4. Promotion: Luke Gilbertson
5. Retirement: Barry Hnerrmann
6. Retirement: Mike Cruz
7. Retirement: John Sobieski
8. Promotions: Captain: Nate Cogdill; Lieutenant: Cass Monroe, Brian Dillon
9. Training Officer Assignment: Mike Mihata assignment effective 7/1/23
10. Personnel Reassignments: Effective 6/16/23 and 7/1/23
11. Engine 110 Assignments: Effective 7/16/23
12. Personnel Reassignments: Effective 6/16/23 and 7/1/23
13. New Hire: Katherine Baker
14. Retirement: Andy Adolfsen
15. Personnel Reassignment: Effective 9/16/23
16. Personnel Reassignment: Effective 9/1/23
17. Promotions: Deputy Chief: Dave Tait; BC: Matt Burrow; Captain: Kevin McKean; Lieutenant: Tim Yaw
18. Personnel Reassignments: Effective 10/1/23
19. Personnel Reassignments: Effective 10/1/23
20. Fire QR Codes: Annual Reports and Strategic Plan
21. The Bugle 2nd Edition: September 2023

Police—Executive Orders

1. CCAT Member Selection: Lakita Hemsley, Lucas Porter, Melia Thompson, Joseph Tellier
2. Resignation: Cory Patterson
3. Personnel Reassignments: Effective 9/1/23
4. Personnel Reassignments: Effective 8/1/23
5. Resignation: Ashley Seebold
6. Retirement: Colin Sullivan
7. Promotions: Sergeant: Tai Wotherspoon, Scott White, Taylor Moreland
8. PSO Eligibility List: Joshua Yi
9. Resignation: Meeghan Black

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

10. Retirement: Dennis Carlson
11. Entry Police Officer Eligibility List: 7/25/23
12. Retirement: Jason McElyea

VII. ADJOURNMENT:

Vice-Chair Noris adjourned the meeting at 4:14 p.m.



Bellevue Police Department

MEMORANDUM

Date 12/5/2023

FROM: Chief Wendell Shirley
TO: Civil Service Commission

Subject: Police Support Officer Recruitment Process--2024

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment and hiring of Police Support Officer(s).

We request to conduct a recruitment process to fill 3 positions in 2024. This will be an internal job posting as well as an external job posting and there are no changes from the previous requests.

Positions in this classification provide support services to the Police Department in areas of prisoner transport, responding to calls for assistance of a non-criminal nature, and other activities which do not require a fully commissioned officer. These functions do require that the employee wear a distinctive uniform, are able to drive a department (non-emergency type) vehicle and are capable of exercising physical restraints on individuals under emergency circumstances. The employee is not armed with a firearm and is commissioned only to the extent that he/she may serve warrants and issue parking infractions. Work is subject to state and local legal requirements and exact procedures associated with all types of police work. Activities require skill in oral and written communication, a tolerance for administrative detail, and basic investigation skills. Employees must be knowledgeable in a variety of technical police support procedures to which they might be assigned. This is shift work requiring availability for all shifts.

Per Civil Service Rule 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and for kinds of devices to be used in order to proceed to the next step. We intend to use the following selection steps and devices in the screening and selection of the candidate:

1. Applicant takes the Public Safety Testing (PST) written, video-scenario tests, and Physical Agility Test.
2. All applicants who pass the pass/fail Physical Agility Test, and also score 70% or above on the PST exam are scheduled for an Intake Interview.
3. Applicants are ranked based on the Intake Interview results & military bonus points.

4. If the applicant passes the intake interview with a score of 70% or higher, they proceed to the background investigation. PSU emails the Personal History Questionnaire with a 2- week deadline to return to PSU; Once the Personal History Questionnaire is received, the background begins and continues up until a recommendation for hire/not hire and conditional job offer.
5. If a conditional job offer is provided the applicant takes the polygraph and medical exam. Pending successful completion of these exams, a final job offer is given.

We intend to prepare the job announcement based on the following minimum qualifications:

Essential Duties and Responsibilities:

Examples of Duties:

- Receive into custody persons arrested by officers, complete arrest records, fingerprint the subject and transport to jail or maintain custody in a holding cell.
- Transport arrested subjects to and from court for trial or arraignment.
- Serve warrants to individuals already arrested and jailed by other jurisdictions.
- Keep booking room clean and adequately supplied with necessary forms and fingerprinting materials.
- Keeps holding cell clean and in good repair and insure bedding is clean.
- Contact individuals in person, or by phone, at place of residence, or business and takes information regarding complaints or write appropriate incident or follow-up reports.
- Investigates non-injury private property accidents, writes appropriate reports and provides assistance to those involved; investigates and reports on parking complaints; provides traffic direction at accident scenes, community events, broken traffic signals as needed.
- Insures that department vehicles receive regular maintenance by coordinating with city repair shops, including obtaining bids for service, transporting and retrieving vehicles. Insure vehicles are licensed, inventoried, and equipped for service. Keeps patrol vehicles adequately supplied and conducts periodic patrol vehicle inspections as determined by department policy or a supervisor.
- Responds to calls for assistance of a non-criminal nature (e.g., stalled vehicles, persons locked out of car or home, lost children or elderly persons.)
- Receives property as evidence. Processes, packages, and books evidence into the property room.
- Assists with administrative duties related to vehicle impounds and vehicle transports.
- Assists with administrative duties related to the transfer and handling of court documents and paperwork.
- Processes crime scenes at request of sworn staff.
- Assists officers with gathering case follow-up information including, but not limited to, retrieval of evidence, security video recordings, and victim or witness written statements.
- Provide administrative support at crime scenes and other critical incident scenes including serving as an errand runner to gather food or other supplies.
- Conduct routine inspections of gas masks and other department equipment per department policy or at the direction of the Chief or his/her designee.
- Assists with the disposal of biohazard materials as determined by the Chief or his/her designee.
- Assist officers with administrative duties related to the execution of vehicle search warrants (i.e. acting as a scribe, packaging evidence).

Knowledge, Skills, Abilities and Competencies:

- Knowledge of:
 - The department mission and roles of officers and support personnel.
 - The criminal justice system and associated terminology.
 - Departmental policies and procedures and relevant laws.
 - The limits of own authority.
- Ability to:
 - Stay calm and objective during emergency circumstances.
 - Apply physical restraint techniques on persons in custody.
 - Obtain cooperation from others.
 - Relate to citizens' needs in a positive, professional manner.
 - Investigate and evaluate situations; skill in noticing important details.
 - Drive safely.
- Skill in:
 - Oral communication with others in clear, understandable terms.
 - Listening and eliciting complete information from others quickly.
 - Writing concise, accurate, and complete reports.
 - Handling hostile or aggressive persons.

Education, Experience, and other Requirements:

- High school diploma or equivalent plus good work record.
- Related criminal justice experience is preferred.
- Valid Washington State vehicle operator's license at the time of appointment.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to recognize colors, and the ability to adjust focus.

Other:

Applicants must meet the following requirements:

- No felony convictions.
- No illegal use or possession of marijuana within three years of the last date to file application.
- No illegal use or possession of any other drug within three years of the last date to file application.
- No illegal sale of any drug, including marijuana

- Top candidates must pass a polygraph, drug test, and a thorough criminal and background check.
- Hired candidates will be required to pass a 12-month probationary period and successfully complete the minimum standards of a 10-week WA State Corrections Officers Academy.

This is a non-exempt regular, full-time position represented by a collective bargaining unit.


Wendell Shirley
Chief of Police



Bellevue Police Department MEMORANDUM

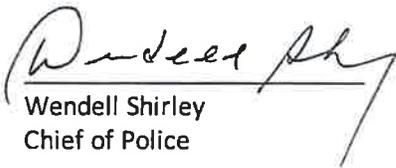
Date: December 1, 2023

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Agenda Memo Recruitment of Entry Level Officers, Exceptional Entry Level Officers, and Lateral Level Officers - 2024

In accordance with the Civil Service Rules and Regulations, please accept this correspondence as a request for continuous testing for Entry Level, Exceptional Entry Level, and Lateral Level Officers in 2024. We expect vacancies during the year. There are no changes in the steps or testing devices used for this recruitment from the process previously approved by the civil service commission.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

FROM: Chief Wendell Shirley

TO: Alejandro Alatorre, Civil Service Commission

DATE: January 09, 2024

Subject: Administrative Services Manager Request to Test & Recruitment Process-2024

6.05.01 REQUEST TO ESTABLISH ENTRY-LEVEL ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations 6.05.01, please accept this correspondence as an official request to conduct a recruitment examination and hiring process for an Administrative Services Manager. Currently a vacancy exists in this position. The current eligibility list may be exhausted, therefore, we request to test in 2024. This will be an internal as well as external job posting open to both Bellevue Civil Service and non-Bellevue Civil Service employees.

6.02.03 STEPS AND DEVICES FOR SELECTION

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

- The applications and resumes will be reviewed to ensure that the candidate meets the posted minimum requirements. The applications will include several screening questions that will be weighted equally to each other, then scored using a matrix. An overall score of 70% will be considered passing. The top three applicants receiving a passing score of 70% on the screening questions and who meet the minimum qualifications for the position will advance to the next testing step.
- The candidates who meet the minimum requirements and have received a 70% or above on the application screening will proceed to a panel interview step to assess their qualifications, knowledge, and suitability within the Police Department. The oral panel interview will be scored using a scoring matrix with each question weighted equally with a minimum passing score of 70%.
- The panel on the interview board may consist of the Assistant Chief over Administration or their designee, at least one member of the Records and/or Property & Evidence Unit, plus one department employee not assigned to the Records and/or Property & Evidence Unit

- Candidates will be ranked by their score on the oral panel interview. Candidates with a passing score of 75% or above will move on to a second oral panel interview which will consist of an interview with the Chief of Police. The Chief of Police may include one or more Assistant Chiefs in this interview.
- This second oral panel interview will be scored using a scoring matrix with each question weighted equally with a minimum passing score of 70%.
- Civil Service will rank the applicants on the eligibility list based on a combined score of the second oral panel interview and veteran's scoring criteria pursuant to RCW 41.04.010.
- A candidate will be selected from the top three candidates on the eligibility list and will continue to the background check process to determine suitability pursuant to RCW 41.12.070, to include a polygraph, criminal background check, fingerprints checked in NCIC/WACIC, and drug test. A background investigator will be assigned to conduct the background investigation which will be pass/fail. If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.
- The candidate will be scheduled for a polygraph to determine suitability for employment with a law enforcement agency. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph, the candidate continues to the final step.
- The Chief may hold one-on-one interview prior to hire to assess the candidate's interest in the position, their strengths and weaknesses, and their willingness to adapt to the expected date of hire. If the candidate passes the Chief's interview and does not possess any disqualifiers in their background check, they will be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list will be chosen to proceed in the process.
- If the final candidate is an internal police department candidate that has previously completed a background investigation, polygraph, criminal background check, fingerprints checked in NCIC/WACIC and a drug test, the Chief of Police can authorize a waiver for this portion of the testing.

The Police Department intends to prepare the job announcement based on the following minimum qualifications:

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- A bachelor's degree from an accredited four-year college or university
- Five or more years of professional related experience in a law enforcement agency, including three years (3) or more in a supervisory capacity.
- Prior experience in police records is preferred.
- Valid Washington State driver's license.
- Washington State Patrol Access Certification, or ability to attain within six months of hire.
- Valid Notary Public Certification, or ability to attain within six months of hire.

- Must be a citizen of the United States of America or a lawful permanent resident who can read and write the English language.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

Knowledge of:

- City, State and Federal laws and regulations pertaining to police support services.
- The Manual of Standards and Labor contracts.
- Modern law enforcement principles, procedures, techniques, and equipment.
- Management and supervisory principles and methods.
- The mission, values, goals, and strategic plans of the department and city.
- Dispatch, police records, and evidence concepts.

Skills:

- Ability to exercise independent judgment and initiative in managing multiple projects, assignments, and adhere to strict legal deadlines.
- Ability to utilize modern computer applications and software to include Microsoft Office products;
- Ability to maintain confidentiality and routinely handle sensitive materials;
- Assigning, monitoring, and evaluating the work of others;
- Guiding, directing and motivating employees;
- Developing and implementing programs, policies, and/or procedures to achieve specific goals and objectives;
- Establishing and maintaining effective working relationships with City officials, City employees, and the general public; and
- Strong effective communicator with ability to communicate clearly and concisely both orally and in writing.

Ability to:

- Establish and maintain effective working relations with agency members and City staff.
- Lead personnel to accomplish goals and objectives. Engage in activities that build trust from subordinates.
- Solve problems and be solutions orientated through city wide, cross departmental collaboration to problem solving, and write and communicate action plans.
- Develop and recommend policies, procedures, and budgets to meet division objectives and the overall goals of the department.
- Prioritize, monitor, and evaluate the work of staff. Organize and oversee work schedules and legal requirements.
- Communicate effectively with individuals and groups regarding complex or controversial issues or regulations.

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.

- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- The noise level in the work environment is usually moderately quiet.



Wendell Shirley
Chief of Police



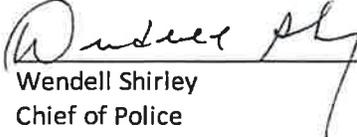
Bellevue Police Department MEMORANDUM

Date: December 1, 2023
From: Wendell Shirley, Chief of Police
To: Joy St. Germain, Civil Service Commission
Subject: Corporal Promotional Exam

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 May 19, 2024. We anticipate future vacancies in this position in 2024 and this list would be used to fill such vacancies. We intend to prepare the Police Corporal announcement based on the following minimum qualifications:

- Must have completed two (2) years of continuous service as a Bellevue Police Officer and/or have two (2) years as a commissioned police officer with another agency and be off probation.
- The candidate must have no bi-yearly evaluations showing two or more ratings of "Below Standards" in any categories during the previous 12 months.
- The candidate must not have been reduced to the rank of Corporal for disciplinary and/or performance reasons within the last year prior to the application for the position. The date of the disciplinary action shall be the date the executive order was signed regardless of the appeal process.

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



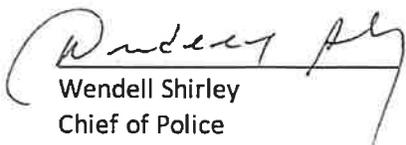
Bellevue Police Department MEMORANDUM

Date: December 1, 2023
From: Wendell Shirley, Chief of Police
To: Joy St. Germain, Civil Service Commission
Subject: Sergeant Promotional Exam

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 has been exhausted. We anticipate future vacancies in this position in 2024 and this list would be used to fill such vacancies. We intend to prepare the Police Sergeant announcement based on the following minimum qualifications:

- Ninety hours of college credit or course work or AA degree.
- Must have completed three (3) years of continuous service as a Bellevue Police Officer by the file date and/or be a Lateral Police Officer who has served five (5) years or more at another law enforcement agency in a patrol officer or detective position and eighteen (18) months as a Police Officer for the Bellevue Police Department by the file date.
- The candidate must have no bi-yearly evaluations showing two or more ratings of "Below Standards" in any categories during the previous 12 months.

The exam will consist of an Assessment Center which is a variety of simulated written, oral, and training exercises to evaluate a wide range of supervisory and training skills and abilities, including knowledge of the Bellevue Police Department's policies and procedures. An overall score of 70% will be considered passing.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: January 9, 2024

To: Alejandro Alatorre, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Court Liaison Administrator Recruitment

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 Court Liaison Administrator vacancies as they occur in 2024.

The Court Liaison currently has one vacancy. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

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 Court Liaison Administrator job announcement has been prepared and is based on the following minimum education and experience qualifications:

- Graduation from high school or a GED equivalent.
- Valid Washington State driver's license at the time of appointment.
- US Citizen or lawful permanent resident who can read and write the English language.
- Ability to achieve and maintain ACCESS (A Central Computerized Enforcement Service System) Level II certification within six-months of date of hire.

Applicants must also meet the following Requirements:

- Ability to interact effectively with all divisions, sections, units, and ranks within the Police Department and other City of Bellevue departments in a collaborative manner.
- Knowledge of computers and electronic data processing.
- Knowledge of modern office practices and procedures.
- Knowledge of legal terminology, legal format, and standard legal instruments.
- Knowledge of the court system.
- Ability to assemble data and prepare accurate records and reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to handle stressful situations.



Bellevue Police Department

MEMORANDUM

- Ability to keep accurate records and prepare reports; meet deadlines and handle multiple tasks simultaneously; and establish and maintain an effective working relationship with coworkers, supervisors, volunteers, personnel from other departments or agencies, public officials, and the general public.
- Self-starter, self-disciplined, and capable of performing with minimal supervision.
- Excellent organizational and time management skills.

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 five (5) 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. The five (5) written essay questions will be mailed to each applicant separately after the online application is received and screened. This will allow the applicants more time to thoughtfully answer the supplemental questions and to make it clear to applicants that the written essay questions will be scored and used to determine suitability to continue in the hiring process. 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).
- Our posting may be active on a continuous basis so long as we have vacancies or are aware of any vacancies that may arise in the foreseeable future. If there are no vacancies or known future vacancies, we may remove the continuous posting.
- As applicants return the completed written essay questions within the deadline set with each posting (or at any time if the posting is continuous), Records Supervisors will score the written essay questions as described above. Records Supervisors will determine a date and time to hold a scored oral panel interview and skills assessment for applicants with passing scores. 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 Supervisor(s), Lead Police Support Specialist(s), and/or Police Support Specialist(s), plus one department employee not assigned to the Records Unit.
- The 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.



Bellevue Police Department

MEMORANDUM

- 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 on the oral panel interview to move on to the background process.
- The finalist(s) will undergo a background investigation to be conducted in accordance to the Personnel Services Unit workflow. The candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- 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.


Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: January 9, 2024

To: Alejandro Alatorre, 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 2024.

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.

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 or a lawful permanent resident who can 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 five (5) 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. The five (5) written essay questions will be mailed to each applicant separately after the online application is received and screened. This change will allow the applicants more time to thoughtfully answer the supplemental questions and to make it clear to applicants that the written essay questions will be scored and used to determine suitability to continue in the hiring process. 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).
- Our posting may be active on a continuous basis so long as we have vacancies or are aware of any vacancies that may arise in the foreseeable future. If there are no vacancies or known future vacancies, we may remove the continuous posting.
- As applicants return the completed written essay questions within the deadline set with each posting (or at any time if the posting is continuous), Records Supervisors will score the written essay questions as described above. Records Supervisors will determine a date and time to hold a scored oral panel interview and skills assessment for applicants with passing scores. 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 Supervisor(s), Lead Police Support Specialist(s), and/or Police Support Specialist(s), plus one department employee not assigned to the Records Unit.

- The 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.
- 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 on the oral panel interview to move on to the background process.
- The finalist(s) will undergo a background investigation to be conducted in accordance to the Personnel Services Unit workflow. The candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- 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.



Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: January 9, 2024

To: Alejandro Alatorre, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Records Disclosure 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 Records Disclosure Specialist vacancies as they occur in 2024.

The Records Unit currently has one Police Records Disclosure Specialist vacancy and no 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.

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).
- Driver's License may be required.
- Must be a citizen of the United States of America or a lawful permanent resident who can read and write the English language.

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.

TESTING STEPS & DEVICES. 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. We are requesting approval of the following examination selection steps and devices.

- The applications will be reviewed and scored to ensure applicants meet the posted minimum requirements using an Initial Screening Matrix. The matrix is 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, knowledge of the Washington State Public Records Act, and an understanding of customer service and experience in their responses to our supplemental questions. Applicants scoring four or more affirmative answers will advance to the next phase for additional review.
- No more than twenty applicants who pass the Initial Screening Matrix minimum will be invited to a phone interview. A Secondary Screening Matrix may be utilized if necessary to draw out those 20 candidates who are best suited to participate. The Secondary Screening Matrix will be based on scoring additional affirmative answers on the applications.
- The panel on the phone interview may consist of Police Records Supervisor(s) and either Lead Police Support Specialist(s) or Police Support Specialist(s).
- The phone interviews will be scored with a minimum passing score of 75% and will assess the knowledge, skills, and abilities to perform the duties of the position. A minimum of eight and a maximum of the top twenty scoring candidates following the phone interview will be invited to participate in a scored oral panel interview.
- The panel on the interview board may consist of Police Records Supervisor(s), Lead Police Support Specialist(s) and/or Police Support Specialist(s), plus one department employee not assigned to the Records Unit.

- The aptitude assessment (e.g., in-box exercise, etc.) will be administered to each candidate prior or immediately after the oral panel interview and consists of questions to determine level of aptitude with regard to the skills necessary for this position.
- Candidates will be ranked by a total cumulative score of their performance on the aptitude assessment and oral panel interview. However, candidates must have a passing score on the oral panel interview to move on to the background process.
- Panel interviews will be graded with a minimum passing score of 75%. The finalists will then be placed on the civil service eligibility list ranked by their final score.
- The finalist(s) will undergo a background investigation to be conducted by a Personnel Services Unit Investigator. The candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test. The Police background investigation will be pass/fail.
- If at any point during the background investigation it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.
- Candidates who fail any portion of the testing will be removed from the process.


Chief Wendell Shirley



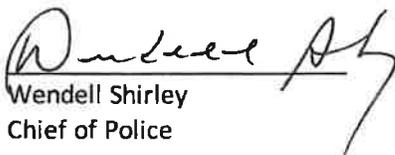
Bellevue Police Department MEMORANDUM

Date: December 1, 2023
From: Wendell Shirley, Chief of Police
To: Joy St. Germain, Civil Service Commission
Subject: Police Captain Promotional Exam - 2024

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 current Captain Eligibility List expires on February 1, 2024. We anticipate future vacancies in this position in 2024 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 semi-annual evaluations showing a "Below Standards" rating during the previous 12 months.

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


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: December 15th, 2023

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Forensic Evidence Technician Recruitment Process - 2024

6.05.01 REQUEST TO ESTABLISH ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations 6.05.01, please accept this correspondence as an official request to conduct a recruitment and hiring process for a Forensic Evidence Technician

This is a new civilian position in the Police Department, and we request to conduct a recruitment process to fill this position in 2024 as there is no current eligibility list. This will be an internal job posting as well as an external job posting open to both Bellevue Civil Service and non-Bellevue Civil Service employees.

The Forensic Evidence Technician is responsible for supporting forensic investigations, primarily focused on the handling of forensic evidence in a laboratory environment. Key responsibilities include the accurate location, visualization, collection, recovery, and preservation of forensic evidence. The role demands a diligent approach to maintaining laboratory equipment and supplies, ensuring operational efficiency as per manufacturer's guidelines. The position entails managing an inventory of reagents and laboratory supplies. The Forensic Evidence Technician is responsible for generating detailed narrative supplemental reports on all forensic-related activities. The candidate will be responsible for the packaging, labeling, and maintenance of the Chain of Custody of physical evidence. The role also includes aiding in various laboratory and office tasks, supporting analysts and examiners as needed.

All employees of the Police Department are expected to uphold and exhibit the Department's employee values of Respect, Accountability, Integrity, and Service.

6.02.03 STEPS AND DEVICES FOR SELECTION

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



Bellevue Police Department

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- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix.
- Depending on the number of applicants, the applicants that pass the Screening Matrix minimum required 70% score may be invited to a telephone interview. This interview will be conducted by two current Police employees. These interviews will be scored with a Screening Matrix with a minimum 70% passing score.
- If a telephone interview was administered, the candidates that meet or pass the Screening Matrix minimum telephone interview score will be invited to an oral panel interview.
- The oral panel interview board will consist of the two current Police employees. The interview will be scored using a scoring matrix with each question weighted equally and a passing score of 70%. The oral boards will also be graded using a Screening Matrix.
- Candidates will be ranked by a total cumulative score of their performance on the oral panel interview. However, candidates must have a passing score on the oral panel interview to move on to the background process.
- The finalist(s) will undergo a background investigation to be conducted by a Personnel Services Unit Investigator. The candidate will be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- 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.

We intend to prepare the job announcement based on the following minimum qualifications:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs duties and responsibilities commensurate with assigned functional area within a city department which may include, but is not limited to, any combination of the following tasks:

- **Forensic Evidence Collection:** Utilize your expertise to locate, visualize, collect, recover, and preserve forensic evidence, ensuring adherence to established protocols and maintaining the integrity of the evidence throughout the process.



Bellevue Police Department

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- **Equipment and Supply Maintenance:** Operate laboratory equipment according to manufacturer's specifications, regularly inspect and maintain equipment for optimal performance, and manage an inventory of reagents and laboratory supplies.
- **Chemical Reagent Preparation:** Prepare chemical reagents required for forensic analysis, following established procedures, and maintaining accurate records.
- **Quality Control:** Perform routine quality control checks on reagents and instrumentation to ensure accurate and reliable results.
- **Laboratory Safety and Knowledge:** Stay updated with the latest laboratory safety guidelines and forensic evidence studies and techniques, implementing best practices in the laboratory environment.
- **Documentation and Reporting:** Maintain comprehensive records, logs, and data for statistical and reporting purposes. Prepare detailed reports, supplements, and bench notes accurately and promptly.
- **Alternate Light Sources and Physical Processes:** Utilize specialized techniques, including Alternate Light Sources, chemical methods, and physical processes, to detect and collect forensic evidence effectively.
- **Photography and Equipment Maintenance:** Capture high-quality photographs of forensic evidence, maintain cameras, and ensure proper functioning of photographic equipment.
- **Complex Crime Scene Assistance:** Provide assistance to analysts and examiners in complex crime scenes, ensuring proper evidence collection and processing.
- **Training and Testimony:** Train commissioned and non-commissioned personnel on topics related to crime scene evidence collection and evidence processing. When required, testify in court regarding analysis, procedures, and processes.
- **Collaboration and Support:** Collaborate with analysts and examiners, assisting in other laboratory and office tasks as needed to ensure the smooth operation of forensic activities.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- High school diploma, plus two years' experience in a laboratory/forensic technician or crime scene technician role.
- Related criminal justice experience preferred.
- Data-entry and information retrieval experience.
- Valid Washington State driver's license.
- Washington State Patrol Access Certification, or ability to attain within six months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:



Bellevue Police Department

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Knowledge of:

- Knowledge of forensic evidence collection and preservation techniques
- Familiarity with laboratory equipment operation and maintenance
- Chemical reagent preparation and quality control procedures
- Excellent written and verbal communication skills for accurate report writing and courtroom testimony.
- Strong attention to detail and organizational abilities
- Ability to work effectively in a team environment.
- Knowledge of laboratory safety protocols and forensic evidence advancements
- Experience with photography and photographic equipment is desirable.
- Training or certification in crime scene investigation is a plus.

Skills:

- Exercise independent judgment and initiative in managing multiple projects and assignments.
- Utilize modern computer applications and software.
- Maintain confidentiality and routinely handle sensitive materials.
- Establishing and maintaining effective working relationships with members of the Police Department, City employees, and the public.
- Clear, understandable oral communication skills; ability to listen and elicit complete information from others.
- Accurate filing and record keeping skills.
- Work independently and collaboratively with others.
- Work within established rules and meet established deadlines.

Ability to:

- The capacity to efficiently manage workload and prioritize tasks.
- Proficiency in interpreting complex data and making informed decisions based on scientific evidence.
- understand and apply various forensic methodologies and being able to draw logical conclusions from the available information.



Bellevue Police Department

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- The capability to convey findings clearly and accurately, both verbally and in written reports
- Adeptness in identifying problems, generating possible solutions, and making sound, timely decisions.

PHYSICAL DEMANDS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms.

- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- The noise level in the work environment is usually moderately quiet.

Additional Requirements:

- Top candidates must pass a polygraph, a drug test, and a thorough criminal and background check.
- Applicants must also meet the following requirements:
 - o The following drug use (or distribution of) will be disqualifying:
 - Any use of heroin,
 - Any possession or use of GHB or any other "date rape" drug, including giving it to others.

Any use of any illegal drug within three years of application (Excludes marijuana which is addressed below),

- Misuse of Prescription drugs will be reviewed on a case-by-case basis.
- Any use of marijuana, including legal marijuana derivatives, bi-products or concentrates, within 12 months of application. Please note that while some states have decriminalized marijuana, it is still federally illegal and police employees are expected to adhere to all laws and regulations, on and off duty,
- Any use of illegal drugs or marijuana since applying to, or while employed by, any law enforcement agency (including military police agencies),
- Any prescription forgery, prosecuted, undetected or otherwise, within five years of application.
- Any participation in, or allowing of, the manufacture, selling, offering to sell, cultivation, warehousing, distribution, holding or transporting for another, transporting for sale, or financing of any illegal drugs/narcotics within five years of application, including extraction and



Bellevue Police Department

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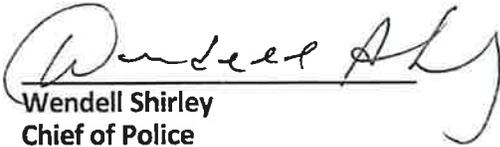
concentration of THC oils from marijuana to produce "honey", "wax", "dabs" or any other THC concentrate,

- Any distribution of illegal drugs or illegal distribution of marijuana since applying to, or while employed by, any law enforcement agency (including military police agencies)

The following Criminal Violations will be disqualifying:

- Any adult felony conviction.
- Any juvenile felony conviction within the past five years.
- Any misdemeanor conviction for a crime involving moral turpitude.
- Commission of any crime of violence, including domestic violence.
- Commission of any sexual offense within the past five years.
- Any conviction of a felony crime at any time while employed in any capacity with a Law Enforcement Agency (including volunteer, intern, and reserve positions).
- Any single theft of property or money more than \$100 value within the past five years.

This is a non-exempt regular, full-time position.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: January 09, 2024

To: Alejandro Alatorre, Civil Service Commission

From: Wendell Shirley, Chief of Police

Subject: Police Property & Evidence Technician Request to Test & Recruitment Process

6.05.01 REQUEST TO TEST. 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 recruitment examination and to hire to fill Police Property & Evidence Technician vacancies as they occur in 2024. There is currently one vacancy and no active eligibility list for this professional staff police position. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

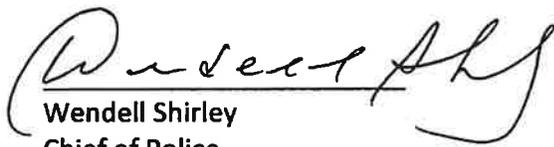
6.02.03 TESTING DEVICES & SELECTION STEPS. In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Police Property & Evidence Technician announcement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

Minimum Requirements:

- High school diploma, plus two years' 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.
- Must be a citizen of the United States of America or a lawful permanent resident who can read and write the English language.

The exam selection steps and devices will consist of:

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix
- Depending on the number of applicants, the applicants that pass the Screening Matrix minimum required 75% score may be invited to a telephone interview.
- The telephone interview will be conducted by an employee not assigned to the Police Department Property & Evidence Unit and the Supervisor of the Property & Evidence Unit. These interviews will be scored with a Screening Matrix with a minimum 75% passing score.
- If a telephone interview was administered, the candidates that meet or pass the Screening Matrix minimum telephone interview score will be invited to an oral panel interview and assessment.
- If a telephone interview is not administered, the applicants that pass the Screening Matrix minimum required 75% score will be invited to an oral panel interview and assessment.
- The oral panel interview board may consist of the Property & Evidence Supervisor, the Administrative Services Manager or designee, a Property & Evidence Technician, and/or one to two current employee(s) not assigned to the Police Department Property & Evidence Unit. The interview will be scored using a scoring matrix with each question weighted equally and a passing score of 70%.
- The 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. The candidate must pass this assessment with a minimum of 9 out of 10 points.
- Candidates will be ranked by a total cumulative score of their performance on the skills assessment test and oral panel interview. However, candidates must have a passing score on the oral panel interview to move on to the background process.
- The finalist(s) will undergo a background investigation to be conducted in accordance to the Personnel Services Unit workflow. The candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test.
- 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: December 26, 2023

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Agenda Memo Recruitment of Police Grant Administrator Recruitment - 2024

In accordance with the Civil Service Rules and Regulations, *6.05.01 Request to Establish Eligibility List*, please accept this correspondence as a request for testing for a Police Grant Administrator position in 2024. We previously were granted the ability to test for this position at the July 2023 Civil Service Commission meeting, but we were unable to conduct recruitment and hiring during the year. There are no changes in the steps or testing devices used for this recruitment from the process previously approved by the civil service commission in 2023.

Wendell Shirley

Wendell Shirley
Chief of Police



Fire Department

Interoffice Memorandum

DATE: November 21, 2023

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

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST FOR EXTENSION OF PROVISIONAL ENGINEER ASSIGNMENTS

Fire does not have a current certified Eligibility List for Fire Engineer. An assessment is planned and will result in a new list certified by January 29, 2025. Rule of 3 interviews will be immediately scheduled to fill the vacancies that exist.

We currently have four (4) Provisional Engineers that have been in these vacant positions since July 16, 2023. According to Civil Service Rules and Regulations article 4.03 provisional positions cannot be filled for longer than 6 months. In this instance, that would be until January 16, 2024.

I am requesting that the four (4) provisional Engineers be allowed to remain in their current provisional assignments until the rule of 3 interviews have been completed and promotions made not to extend beyond February 16, 2024.

If you have any questions, please do not hesitate to contact me at 425-452-6895.

A handwritten signature in cursive script that reads "Jay Hagen".

Jay Hagen
Fire Chief



Fire Department

Interoffice Memorandum

DATE: December 12, 2023

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

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO CONDUCT ENTRY-LEVEL FIREFIGHTER HIRING PROCESS IN 2024

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 2024.

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 2025.

The current entry-level firefighter list is exhausted.

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

Minimum qualifications:

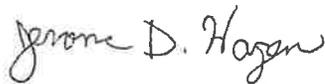
- Be at least 18 years of age by date of hire.
- Have a high school diploma or GED Certificate.
- Be a U.S. Citizen or lawful U.S. resident with the ability to read and write the English language.
- Must be in appropriate physical condition and meet medical standards as established by the City of Bellevue 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 a 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 452-6895.

Sincerely,



Jay Hagen
Fire Chief



Fire Department

DATE: December 12, 2023

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

FROM: Jay Hagen, Fire Chief

SUBJECT: REQUEST TO CONDUCT FIRE DEPUTY CHIEF PROMOTIONAL EXAM

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 Deputy Chief in 2024 to establish an eligibility list.

As in the previous exam conducted in 2022, this will be an internal process. Attached are the criteria utilized to determine eligibility to participate which have been reviewed and updated. A department member will need to demonstrate that they have achieved a minimum of 100 points to be eligible to take the exam by the closing date of the job announcement.

This exam process is needed to meet the anticipated operational needs of the department. Your approval to proceed is appreciated.

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

Respectfully,

A handwritten signature in cursive script that reads "Jay Hagen".

Jay Hagen
Fire Chief

Attachment: Deputy Chief Qualifications Matrix

CC: President Andy Oltman, Local 1604



Fire Department Interoffice Memorandum

DATE: January 2, 2024

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

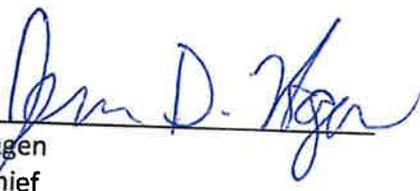
FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST FOR EXTENSION OF CERTIFIED ELIGIBILITY LIST FOR FIRE CAPTAIN

The current certified Eligibility List for Fire Captain expires January 27, 2024. Prior to the Yakima Decision by the State Supreme Court, the Fire Department utilized two-year promotional lists. The Court decision requires that we now operate under the 2009 Bellevue Civil Service Commission Rules & Regulations, which allow for one-year promotional lists. At the request of the appointing authority, the Commission may approve a list life of up to two years maximum.

Therefore, in accordance with our Civil Service Rules and Regulations, and based on previous precedent, please accept this correspondence as the official request to extend the current certified Fire Captain list one year, until January 27, 2025. I foresee more vacancies occurring within the next year and therefore seek approval to extend this list to fill the anticipated vacancies.

If you have any questions, please do not hesitate to contact me at 452-6895.


Jay Hagen
Fire Chief



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-62 ♦ Pub. Date: 09/12/2023 ♦ Eff. Date: 09/15/2023

Retirement

Corporal Eric Steppe has submitted his intent to retire effective September 15th, 2023, after 28 years in law enforcement. He began career as a police officer in Butte, Montana, where he worked for 4.5 years before lateralling to Bellevue PD in April, 2000.

During his career at Bellevue, he served as a Field Training Officer, a Crowd Control squad leader, and 17 years as a Bomb Squad technician, 10 of which he served as a Team Leader.

Corporal Steppe was promoted to Corporal in 2010 and worked his entire career in Patrol, earning a Commanders Award in 2016 for Exceptional Work. His experience and position as a leader in Patrol made him a valuable resource and asset to everyone he worked with.

When submitting his letter of intent to retire, Corporal Steppe had the following to say: *"Thank you and everyone at the department for all that you have provided to me and my family the last 23.5 years. I am grateful for the opportunities I had both as a Police Officer and Bomb Technician. When I lateralled to Bellevue in 2000, I had no idea what to expect. All I can say is that was the best career decision I ever made."*

Please join me in thanking Corporal Steppe for his 23 ½ years of dedicated and exceptional service to the Department and Bellevue community and wish him well in his well-deserved retirement.

Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-63 ♦ Pub. Date: 09/12/2023 ♦ Eff. Date: 09/21/2023

Retirement

Sergeant Joe Engman has submitted his notice of retirement effective September 21st, 2023.

Sergeant Engman began his career with the King County Sheriff's Office in March 1994 and worked in patrol for the contract city of Federal Way before being hired by the Bellevue Police Department in March 1996.

He began his career in Bellevue as a patrol officer and after two years was transferred to the Special Details Unit (SDU), initially as a motor vehicle prowler detective and later as a gang/youth violence detective. In August 1999, he was assigned to the SWAT Team and remained on the team until 2009.

In 2001, he became the department's first full time contract CJTC/BLEA TAC Officer/Instructor. While assigned to the academy, he served as the primary Use of Force and C/DT core block instructor. During his last year there, he updated and rewrote the Control and Defensive Tactics curriculum.

In July 2004, he returned to Patrol for a short time prior to being transferred to the Personnel Services Unit (PSU) as the department's recruiting and training coordinator. While assigned to this position, he was responsible for updating and overseeing the department's defensive tactics curriculum along with conducting new officer and department in-service training. During his 12 years in PSU, he was awarded two Commanders Awards and a Meritorious Service Award.

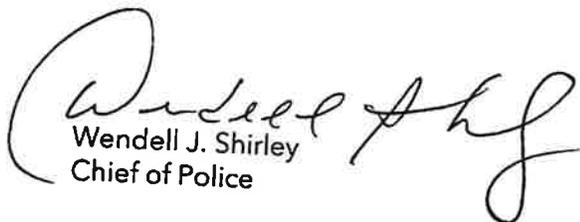
In June 2016, he was promoted to Sergeant and spent the next 18 months in Patrol before moving to the Office of Accountability as the CALEA Accreditation and Policy Manager. For the last six years he has been in this position, managing the accreditation and policy revision process while also assisting with numerous internal affairs investigations. During this time, he also served as the department's lead use of force expert providing frequent advice to command staff and other department personnel. He was selected as the ERP 2018 Sergeant of the Year.

Sergeant Engman will continue working in the public safety field, this time without a badge, as he has accepted a position with the King County Sheriff's Office as their Policy Development Manager.

After almost 30 total years in law enforcement, he reflected on his time in the department:

"I am so grateful for having worked with so many incredible people over these many years and for all the amazing opportunities I've had. I can't remember too many days when I wasn't looking forward to going to work. I've always believed that there is no better department or place to work because of our people and commitment to excellence - and that remains just as true today."

Please join me in thanking Sergeant Engman for his 28 years of loyal and exceptional service to the Department and Bellevue Community and wishing him well in his next chapter.


Wendell J. Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-65 ♦ Pub. Date: 09/13/2023 ♦ Eff. Date: 10/01/2023

Transfer

As a result of interviews conducted on September 14th, 2023, Sergeant Russ Kelley has been selected to fill the open Special Operations Group-SET Sergeant position.

He will be transferred on October 1st, 2023, and will report to Major Mark Tarantino.

We wish him well in his new position.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-67 ♦ Pub. Date: 09/18/2023 ♦ Eff. Date: 09/14/2023

Trial Service

Police Support Specialist Muneerah Budhwani's trial service period was terminated effective September 14th, 2023.

We wish her well in her next chapter.


Wendell J. Shirley
Chief of Police

Name of Nominee: Sarah Kasperski	Section/Unit: Investigations
Award - <i>Please list type:</i> Civilian of the Term 1, 2023	
Submitted By: Aleah Moe	

Summary of Recognition

I would like to nominate Sarah Kasperski for Civilian of Term 1, 2023. These last several months Sarah has gone above and beyond in her role as the Police Support Administrator for Investigations. Her role is vital and she continues to show up and do more than what is asked of her. She is very attentive, detail oriented, methodical, and organized in the work she does. Because of this, she is able to do many tasks. Sarah juggles organizing community events, assisting with policy review, maintaining vehicle records, attending and recording all unit meetings, and maintaining all supplies not only for the unit but for community events.

Sarah has been very involved in orchestrating the biannual Citizen's Academy and the new Youth Academy for the department, which is an entire job in and of itself. She registers participants, schedules presenters, and arranges for food and facilities. All the behind-the-scenes logistics & planning is organized by Sarah. She provides guidance not only to the citizens involved in the academies, but she is very supportive of her fellow peers, speakers and volunteers alike, who are partaking in the event so that everything may flow smoothly and effectively. Yet Sarah is able to consistently maintain her other job duties on top of these massive projects.

Sarah has been heavily involved in assisting and maintaining CALEA standards to include policy assessment, review as well as continued compliance. She is on the Lexipol policy review committee and is a very active participant making good contributions regarding both wording and substantive policy issues. She is always looking for ways to make improvements and expresses those ideas clearly while providing the necessary data and support.

Sarah also is the City Hall Security Team Facilitator and coordinates information sharing with city leaders, keeping track of what projects the dept is working on. She organizes all the meeting schedules, agendas and minutes. She also does this for every meeting within Investigations! She serves as Investigation's Command Post Administrative Assistance for major incident callouts. Sarah maintains the on-call calendar, contact list information and work schedules for Investigation's personnel. She manages the unit vehicles, registration, good-to-go accounts and vehicle assignment. AND of course, she makes sure the unit has all supplies necessary to do their work.

Sarah is always available and responds quickly to questions and or concerns. She is clear on what she needs from personnel in order to assist them. She is a go getter and continues to impress me with not only her skills but her intelligence, humor and grit. As Captain Nault said "the wheels would come off" if it weren't for what Sarah does for the Investigation's Unit. I highly recommend Sarah Kasperski for Civilian of Term 1, 2023.



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-68 ♦ Pub. Date: 09/18/2023 ♦ Eff. Date: 07/01/2023

Employee Recognition Awards

I am pleased to announce that Officer of Quarter 2 is:

- *Officer Oscar Rodriguez-Melendrez*

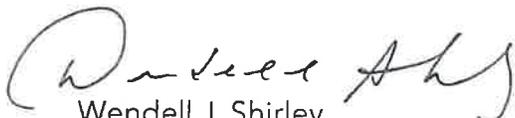
Civilian of the 1st Term is:

- *Investigations Administrative Assistant Sarah Kasperski*

Also receiving nominations were Officers' Joshua Latimer, Nansong Liu, William Woo, Aaron Watanabe and Public Disclosure Specialist Angel Francois.

Please see attached a copy of each nomination for Officer of Q2 and Civilian of the 1st term.

Congratulations, and thank you for your hard work and dedicated service.


Wendell J. Shirley
Chief of Police

Name of Nominee: Rodriguez-Melendrez, Oscar P586	Section/Unit: Patrol / 2B
Award - <i>Please list type:</i> Officer of the Quarter (Q2-2023) Outstanding officer conduct during BPD investigations 23-24821 & 23-24817	
Submitted By: Romero, Antonio SGT-46	

Summary of Recognition

On 5/7/2023 at approximately 1421hrs at 15207 NE 16th Pl, Central Park East Apartments, Ofc. Rodriguez-Melendrez was investigating a burglary incident at the apartment complex. During his investigation, Ofc. Rodriguez-Melendrez was contacted by a member of the Bellevue Fire Department who advised him of an unattended toddler in a vehicle. Ofc. Rodriguez-Melendrez located the child in a vehicle alone with no clothing, food, or water; Also, inside the vehicle were several drug paraphernalia items.

The toddler's father was located nearby and Ofc. Rodriguez-Melendrez stated he observed the father's "demeanor of the fast twitching of the body and not able to stand still as being under the influence of methamphetamine." Ofc. Rodriguez-Melendrez investigated the well-being of the toddler to include why the child was not being provided with basic necessities, the health of the child, and if the child was exposed to any illegal narcotic while in the custody of the father. Ofc. Rodriguez-Melendrez discovered the father "was not able to tell me when he fed" the toddler last. Additionally, he observed the toddler "was cold and began to shiver" and when the toddler was provided with food "he began drinking he would not stop, and he only stopped to eat some cracker and would go back to drinking."

After an initial investigation, Ofc. Rodriguez-Melendrez immediate took the child into protective custody after determining the toddler needed food, water, and clean clothing. He worked with apartment staff to feed, hydrate, and clothe the toddler while he coordinated locating the mother of the child and getting the child's needs tending to though Child Protective Service (CPS).

While conducting the investigation into the child's wellbeing, locating the child's mother, coordinating with CPS, and tending to the needs of the toddler, Ofc. Rodriguez-Melendrez continued to investigate the burglary incident which resulted in contacting and detaining two suspects involved in the incident.

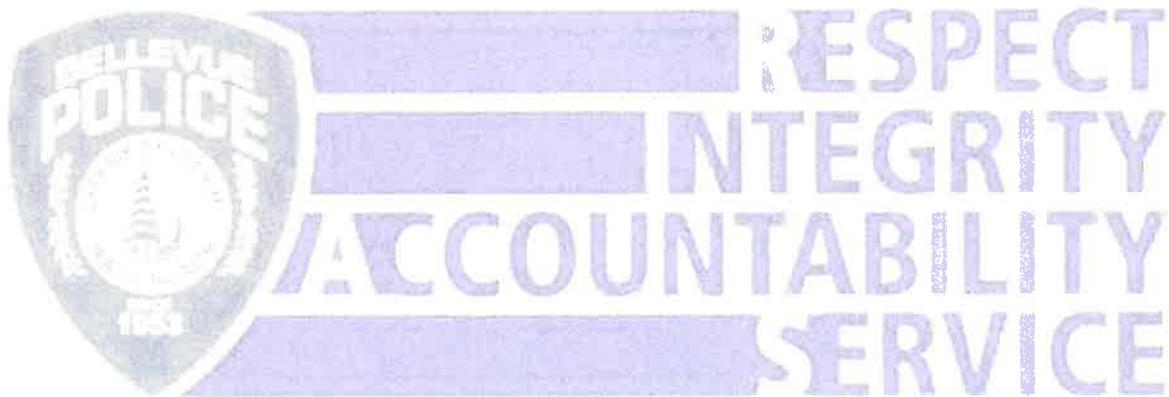
During the investigations, Ofc. Rodriguez-Melendrez demonstrated his dedication to the Bellevue Police Department's values of respect and service. He showed the importance and impact that a law enforcement officer can have in safeguarding the welfare of a small child by recognizing the child was in danger, providing the child with immediate care, and coordinating further needs for the child's wellbeing. All the while, Ofc. Rodriguez-Melendrez maintained respect for the suspect who demonstrated apathy in caring for the child and held the individual accountable. Ofc. Rodriguez-Melendrez showed great dedication to service by conducting two simultaneous investigations resulting in obtaining protective services for a child and locating two subjects involved in a burglary incident.

Ofc. Rodriguez-Melendrez is deserving of special recognition for his effortless work investigating the two separate incidents where he ensured the welfare of an uncared toddler and in assisting the victim of a burglary by apprehending two suspects. Therefore, I am recommending without reservation, Ofc. Rodriguez-Melendrez for the Bellevue Police Department Officer of the Quarter Award.

Sincerely,

Antonio Romero SGT-46

2B Patrol Shift Supervisor





Bellevue Police Department

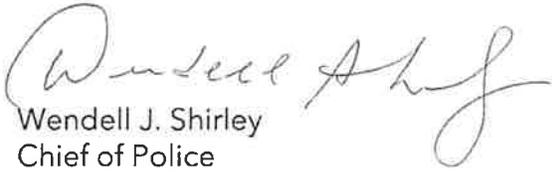
EXECUTIVE ORDER

Number: 2023-70 • Pub. Date: 09/25/2023 • Eff. Date: 09/21/2023

Termination

As of September 21, 2023, Officer Molly McCormack's employment with the City of Bellevue was terminated.

We wish Molly the best of luck in her future endeavors.



Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-71 • Pub. Date: 09/26/2023 • Eff. Date: 09/21/2023

Resignation

Officer Lin Lin submitted his notice of resignation effective September 21st, 2023.

We wish him well in his future endeavors.



Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-72 ♦ Pub. Date: 10/04/2023 ♦ Eff. Date: 10/13/2023

Resignation

Detective Tom Cangialosi has submitted his notice of resignation effective October 13th, 2023. He will be joining the Monroe Police Department as a lateral Officer.

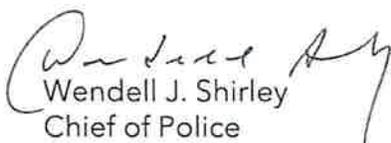
Detective Cangialosi began his career with the Bellevue Police Department in May 2016. During his time here Detective Cangialosi worked in Patrol while also serving on the Bicycle Crowd Control Team before moving to SET Detective in the Special Operations Group.

While in SOG, Detective Cangialosi developed significant skills as an investigator. Some standout examples include but are not limited to a burglary case (23-32284), where approximately \$400,000 of the victim's stolen property was recovered from the suspect's home and storage unit. It was a massive recovery, and the suspects were charged with the appropriate crimes. In addition, multiple cases that Detective Cangialosi worked have led to substantial prison sentences for very prolific offenders to include a 10-year federal prison sentence on a known felon in possession of multiple stolen vehicles and a ghost gun (21-63837), and a 10-year state prison sentence on a very active fraud suspect who was part of a large ID Theft ring (21-21630). According to Tom, *"None of these cases would've had successful outcomes without the stern perseverance of my team."*

Detective Cangialosi received the Officer of the Quarter award in 2019 for his exemplary performance. He also received the Meritorious Service Award in 2021 for his participation and service in the 2020 Seattle riots.

Detective Cangialosi stated the following: *"I am grateful for the experiences and relationships made in the years with Bellevue"*.

Please join me in thanking Detective Cangialosi for his 7 plus years of service to the City of Bellevue and wishing him well in his next chapter.


Wendell J. Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-73 ♦ Pub. Date: 10/11/2023 ♦ Eff. Date: 10/12/2023

Resignation

Police Support Officer Jeffrey Adolfsen has submitted his notice of resignation effective October 12th, 2023.

He has accepted a Police Officer position with the Clyde Hill Police Department.

We wish him well in his next chapter.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-74 ♦ Pub. Date: 10/11/2023 ♦ Eff. Date: 10/16/2023

Change in Rank

At the request of probationary Captain Kevin Masseth, I have accepted his request to return to the rank of Sergeant effective October 16th, 2023.

I'd like to thank him for his commitment and dedication to the Department while serving at the rank of Captain.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-75 ♦ Pub. Date: 10/11/2023 ♦ Eff. Date: 10/16/2023

Transfers

As a result of an oral board interview conducted on October 6th, 2023, Captain Kevin Masseth has been selected to fill the open Traffic Collision Investigation Sergeant position.

He will be transferred on October 16th, 2023, and report to Major Alycia McKinney.

Sergeant Leo Ramos will be transferred to the Personnel Services Unit as the Hiring Sergeant Position effective October 16, 2023. He will report to Captain Ellen Inman.

We wish them well in their new positions.

Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-76 ♦ Pub. Date: 10/23/2023 ♦ Eff. Date: 10/27/2023

Resignation

Officer Brian Benshoof has submitted his notice of resignation effective October 27th, 2023. He was hired on February 28th, 2017.

He has accepted a position with Puyallup Police Department.

He stated, *"I would like to thank my fellow officers and the first-line supervisors for their support and teamwork for the last six and half years."*

We wish him well in his next chapter.



Wendell J. Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-77 ♦ Pub. Date: 10/24/2023 ♦ Eff. Date: 11/03/2023

Resignation

Officer Nansong Liu has submitted his resignation effective November 3rd, 2023. He was hired on October 29th, 2021.

Officer Liu has accepted a position with Noblesville Police Department in Indiana.

He added, *"My time with Bellevue PD has been a valuable and eye-opening experience. I am truly grateful for the support from my fellow patrol officers for the past 2 years. I wish everyone the best in their future endeavors."*

We wish him well in his next chapter.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-79 ♦ Pub. Date: 11/06/2023 ♦ Eff. Date: 11/13/2023

Transfer

Sergeant BJ Buck has been selected to fill the open CALEA Sergeant position effective November 13th, 2023.

He will report to Assistant Chief Andrew Popochock.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-81 ♦ Pub. Date: 11/09/2023 ♦ Eff. Date: 11/01/2023

Resignation

Officer Philip Kong submitted his notice of resignation effective November 1st, 2023. He was hired on 3/31/2023.

We wish him well in his next chapter.

Wendell J. Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

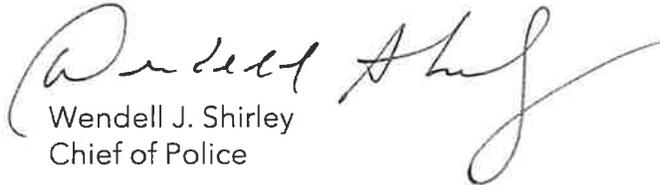
Number: 2023-82 ♦ Pub. Date: 11/15/2023 ♦ Eff. Date: TBD

Transfer

As a result of interviews conducted on November 7th, 2023, Sergeant Robin Peacey has been selected to fill the Training Sergeant position in the Personnel Services Unit.

She will report to Captain Ellen Inman and will be transferred on a date to be determined.

We wish her well in this new position.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-83 ♦ Pub. Date: 11/17/2023 ♦ Eff. Date: 11/16/2023

Promotion

As a result of interviews conducted on November 9th, 2023, the following Police Support Specialists have been promoted to Lead Police Support Specialist:

- Olivia Geeson
- Marisa Hoogerhyde

Lead PSS Geeson will report to Acting Records Supervisor Jaime Vassallo.

Lead PSS Hoogerhyde will report to Records Supervisor Jessica Abbott.

Please join me in wishing them well in their new positions.

Andrew Popochock
Assistant Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-85 ♦ Pub. Date: 12/14/2023 ♦ Eff. Date: 10/01/2023

Employee Recognition Award

I am pleased to announce that Officer of Quarter 3 is:

- Detective Rachel Neff

Also receiving nominations are Officers' Jeffrey Sebers, Calvin Sun, and Alison Taylor.

Congratulations, and thank you for your hard work and dedicated service.


Wendell J. Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-87 ♦ Pub. Date: 12/15/2023 ♦ Eff. Date: 1/23/2024

Retirement

Sergeant Mark Jordan has announced his retirement, effective January 23rd, 2024, concluding over three decades of dedicated service to the Bellevue community.

Prior to entering the police service, Sergeant Jordan earned his Juris Doctorate from the University of San Diego and served the community of Orange County as a deputy prosecuting attorney.

He was hired by the Bellevue Police Department in May of 1993 and served as a patrol officer for five years. In 1998, Sergeant Jordan was transferred to the Eastside Narcotics Task Force (ENTF) as a narcotics detective, where he served for another four years. After returning to patrol and serving as a field training officer, Mark was promoted in late 2003, where he served as a patrol supervisor for seven years before returning to ENTF as a Detective Supervisor. After a five-year tour in narcotics, Sergeant Jordan oversaw the Major Crimes, Special Assault, Property, and Economic crimes units for the last seven years.

Please join me in thanking Sergeant Jordan for his nearly 31 years of dedicated service to the Bellevue community and wish him well in his retirement.


Wendell J. Shirley
Chief of Police

Name of Nominee: Detective Rachel Neff	Section/Unit: Investigations / SAU
Award: Officer of the Quarter (7-1-2023 through 9-30-2023)	
Submitted By: Detective Ray Lofink	

Summary of Recognition

It is my honor to nominate Detective Rachel Neff for Officer of the Quarter, July-September 2023, for her outstanding body of work during this time period. During the last three months, I found myself having numerous conversations with her regarding the various cases that she was investigating. I also had the privilege of working with her on a death investigation, where I witnessed firsthand her investigative skills, as well as her compassion and empathy when it came to engaging the witnesses and family members who were affected by the unforeseen death of their loved one.

Many of cases that Detective Neff investigated this quarter involved violent crimes, including, but not limited to, assault, sexual assault, and unlawful imprisonment. Several of the cases that Detective Neff investigated involved cases where a suspect had been arrested and booked into jail. Due to the seriousness of the crimes, Detective Neff was required to work diligently to complete her investigations and provide the necessary documentation to the prosecutor's office in an attempt to keep the suspects in custody and keep our community safe.

In July 2023, Detective Neff investigated two sexual assault complaints that occurred at homeless encampments located within the City of Bellevue, reference Bellevue Police Department case numbers 23-40142 and 23-42010. I have read the reports in each of these investigations and I'm am in awe of the work done by the Bellevue Police Department Patrol Division and by Detective Neff. In speaking with Detective Neff and from reading her reports, it is clear that she recognizes that the individuals, particularly the women, who are spending time in these homeless encampments are part of our most vulnerable population. Detective Neff handles these marginalized women with the dignity they deserve and is able to earn their trust and cooperation. Detective Neff's rapport with her victims ultimately helps them to cope with their situation and it allows her to build the best possible cases.

A suspect was identified and arrested under case number 23-42010. He was booked into the King County Jail on 8-15-2023, and is still in custody. He has since been charged in King County Superior Court with Rape in the Second Degree by Forcible Compulsion.

Although the suspect in the second case has not yet been identified, Detective Neff has completed a thorough investigation. Detective Neff even went as far as to link the two cases together, based on their similarities, but eliminate the known suspect from the first case, as a possible suspect in the second case, because he was already in custody. Although this requires additional work by Detective Neff, the extra effort builds stronger cases and minimizes the unnecessary use of investigative resources in the future.

In September 2023, Detective Neff was assigned another assault complaint involving another unhoused female. Although this incident occurred under different circumstances, Detective Neff handled it in the

same thorough and meticulous manner as previously described. This case resulted in another in-custody rush file. The suspect was booked into the King County Jail on 9-5-2023, and is still in custody. He has been charged in King County Superior Court with Assault in the Second Degree.

The fact that multiple suspects have been held in custody awaiting trial is a testament to Detective Neff's thoroughness and her ability to get the necessary paperwork completed and turned into the King County Prosecutor's Office in a timely manner. Detective Neff consistently demonstrates her ability to prioritize her case load and complete the necessary paperwork so that criminals are held in custody, held accountable, and so that our community remains a safe place to visit and live.

Finally, in September 2023, I responded to a death investigation with Detective Neff, reference case number 23-51042. Detective Neff once again completed a thorough investigation which showed that the victim, a successful business professional, had committed suicide. Family and friends of the victim were reluctant to believe that such a successful woman and mother would subject herself to such a tragic fate. During the week that followed, we fielded numerous calls from friends and family asking questions about the investigation. We did our best to answer all of these inquiries.

A week and a half later, I had a follow-up telephone conversation with the victim's brother. During the conversation, the brother told me that his parents had flown in from China and that they were meeting with Detective Neff the next day. I apologized and explained that there must be a misunderstanding because Detective Neff was out of the country. She was participating in an Honor Guard event in Canada. The brother assured me that the meeting was scheduled for the next day.

When I returned to work the next day, I learned that Detective Neff was back at work and that she was preparing to meet with the family that morning. Ultimately, Detective Neff spent over two hours with the family helping them to understand, comprehend, and begin to accept what had happened to their loved one.

Detective Neff's approach to her investigations embodies the police department's Guiding Principles on all levels, Respect, integrity, Accountability, and Service. This is demonstrated by her thorough investigations and her genuine sense of compassion and empathy.

Detective Neff also strives to deliver the highest standard of police services to the public by working in partnership with the community, embracing diversity, building trust and embodying transparency. The third quarter of 2023 has been a particularly busy quarter for Detective Neff and she has handled it masterfully. The above referenced investigations are only a sampling of her work. For the aforementioned reasons, I am proud to nominate Detective Neff for Officer of the Quarter, 7-1-2023 through 9-30-2023.

Respectfully submitted,



Detective Ray Lofink



**CIVIL SERVICE COMMISSION
POLICE SUPPORT SPECIALIST
ELIGIBILITY LIST
11/9/2023**

First Name	Last Name	Rank	Expiration Date
David	Dinsmore	1	11/06/24
Stephen	Harvey	2	11/06/24
Diora	Banks	3	11/06/24
John	Fickel	4	11/06/24
Anna	Mishkova	5	11/06/24

The above list was legally prepared and is hereby approved this 9 day of November 2023.

Joy St Germain
Joy St. Germain, Secretary Chief Examiner

11-9-2023

Date

Alejandro Alatorre
Alejandro Alatorre, Sr. HR Consultant

11/9/23

Date

Given under my hand and official seal this 9 day of November 2023.

Eman Hatem
Notary Public in and for the State of
Print Name Eman Hatem
Washington, Residing in Bellevue
Expires: 7/11/2027



thank you!



Aug-Sept 2023

examples of outstanding service
provided to our community

Sergeant Kevin Masseth, Crime Prevention Coordinator Ruby Daly, Sergeant Russ Kelley, Corporal George Graham

From: Paul Bruno

“Thankful for the recent PD security awareness event for our Condominium owners. Our owners were impressed with the professionalism, courtesy and knowledge of the PD staff. Thank you for keeping us safe.”

Sergeant Badreddine Mala & Officer Lucas Porter

From: Gail Inouye

“Thank you for compassionately resolving a situation of 2 men setting up their belongings on a street corner.”

Detective Chris Nygren

From: Hope Barker

Ms. Barker was very grateful for the assistance Det. Nygren provided for her hit-and-run accident. Due to his detailed police report she received full compensation for the insurance company.

Officer Kyle Thomas

From: Jessica Ly

Ms. Ly found a wallet and contacted Officer Thomas who found and contacted the wallet's owner and took custody of it until it could be retrieved. “Much kudos to him for going above and beyond his call of duty.”

Officer Paul Dill

From: T.J. Woosley

“I had an accident in the Bellevue Square parking lot and Officer Dill was the attending officer. He was professional, efficient, and a pleasure to deal with. Every interaction I've had with BPD has been great!”

Sergeant Taylor Moreland

From: Evan Flay

Flay's vehicle was stolen and when recovered had numerous stolen goods inside. “Sergeant Moreland arrived promptly and made the situation as positive as possible. He helped remove the items and made me feel heard and taken care of.”

Bellevue Police Department

From: Milan Stojakovic

“I was coaching my soccer team on a field adjacent to the Robinwood parking lot when I heard shots fired. The response time from the police department to the park was very fast, and I talked to a few officers who were very respectful and professional. You should be proud of your officers and this police department.”

Sergeant Scott White

From: Todd Hulett

“I wanted to thank Sergeant White for a recent jump start of my vehicle. Thank you for your service.”

Officer Craig Hanaumi

From: David Burroughs, Principal Sacred Heart School & Rosemarie Engman, ARC Director Sacred Heart School

“Please pass along our thanks and gratitude from the school staff to Officer Hanaumi who conducted a self-defense class for us. Officer Hanaumi was outstanding in not only explaining scenarios as well as tactics, but his overall presence, guidance, and presentation was the best we’ve ever seen. Thank you for your dedication to the safety of our community and outreach program.”

Officers’ Craig Hanaumi, Rachel Serna, Lakita Hemsley, Maddie Beyer, & Gabbie Igo

From: Villette Nolon, Laua Liutkiene & Tesa Liutkus, Elaine Ho, Julia Tai, Dr. Aaron Ilk, Gauri Doshetty, Shikha Jain, & Vivian Camacho

“The instructors were so inspiring to my 16-year old daughter. She asked if we could participate in more classes.”

“Looking forward to bringing our friends to these classes.”

“I hope BPD will continue to offer this class as it would benefit Bellevue residents.”

“My daughter (14) is loving these classes and so am I for her. I’m seeing an uptick in her self-confidence, her coordination, and her mood.”

“The level of instruction by officers was clear and illuminating and the benefit to the community was not only helpful for actual self-defense but also allowed civilian women to see that women can be officers.”

“We are immensely grateful for Officer Hanaumi and his team as well as for the Bellevue Police Department for providing an opportunity to learn very necessary skills.”

Officer Craig Hanaumi

From: Teena Christman

Thankful to Officer Hanaumi for teaching a self-defense seminar to the women of Lakeside Christian Church. “He was extremely engaging, knowledgeable and gracious with his time.”

thank you!



Oct/Nov 2023



examples of outstanding service
provided to our community

Bellevue Police Department

From: Lisa Roher/Temple B'nai Torah

"On behalf of the clergy, staff, and congregation we thank you for everything you do to support our presence and safety here in Bellevue."

Bellevue Police Department

From: Naomi Calvo

"I dropped my son off at Temple B'nai for religious school and saw two police cars and an officer checking in with the security guard. My family is incredibly grateful that you were there. I deeply appreciate everything you do to keep the community safe."

Bellevue Police Department

From: Martin Seelig/Temple B'nai Torah

"Thank you for providing officers for our security. We appreciate all the help your officers provide."

Officer Matthew Garner

From: Anna Clara Johnson

Ms. Johnson expresses her gratitude to Officer Garner for his generous efforts, bravery and persistence in her DV case. "Thank you for going above and beyond!"

Officer Victor Pirak

From: Wilson Wu

Mr. Wu is grateful to Officer Pirak for his swift and professional response to his complaint regarding noise disturbances at a nearby property. "Officer Pirak's dedication to duty and his exemplary service reflect positively on the Bellevue Police Department."

Officer Demetrius Shaw

From: Paula Ward

"I want to express my deep appreciation for Officer Shaw. My son was going through a major mental health crisis and Officer Shaw showed up for the first call and later when he was arrested. He was very knowledgeable about mental health issues and so kind and compassionate. I felt a lot of relief knowing there is mental health knowledge within the police force. Officer Shaw did so much more than he realizes for me and my son. Thank you so much!"

Officers' James Spallino, Maddie Beyer, and Nestor Quijada

From: Oribi Lane

"I am grateful for the quick response of your officers regarding a homeless man under the influence at the Marriott Courtyard. Their presence and actions made me feel safe. Thank you for your departments commitment to public safety."

Officer Craig Hanaumi

From: Elizabeth Bergmann, Gena Dickerson/Washington Youth Challenge Academy

"Thank you for allowing Officer Hanaumi to visit with the Cadets at our academy. He shared many examples of the positive impacts law enforcement can have in their communities. We look forward to continuing our partnership with Officer Craig and the Bellevue Police Department."

Sergeant Badreddine Mala

From: Greg Piantanida, Bellevue Sunrise Rotary

“Thank you Sergeant Mala for sharing your insights and commitment to compassion. We appreciated hearing all about the innovative program, (CCAT) that has been established at your Department.”

Officer Maddie Beyer

From: Mike Reudink

Mr. Reudink wanted to share his Ride-A-Long experience with Officer Beyer. “I was deeply moved by the way she demonstrated compassion towards a hostile transient individual. Witnessing her empathy and professionalism was impressive. Bellevue is fortunate to have an officer of her caliber.”

Officer Demetrius Shaw

From: Ching Fong and Family

Mr. Ching’s two young son’s met Officer Shaw several years ago and still talk about him. “You left some impression. Thank you for what you do.”

Corporal Jonathan Hurley

From: Rob Howe

“Corporal Hurley met with me and a security guard at Lincoln Square to take the details and open a case. Greatly appreciate his respect during our conversation.”

Officers’ Craig Hanaumi, Lakita Hemsley, Rachel Serna, Maddie Beyer, and Gabrielle Igo

From: Bobbi Howe, Melissa Chin, Gayle Anderson, Donna Turner, Kasper Wu, Julie Macabalitao, Sandra Durst, Cheri Rubio, Divya Magendiran, Jewel Fitzgerald, Angie Walker, Annette Ross, Taraneh Rowhani, Vivian Camacho, Erica Chao, Mahshid Rowhani, and Leora Clemans,

More kudo’s for the BPD Women’s Self Defense class:

“The impact of this workshop extends beyond the practical training. It also raises awareness about the importance of addressing domestic violence and creating a safer environment for all. Your proactive approach in offering the free self-defense workshop shows your department’s commitment to addressing the critical issue of domestic violence as well as the investment in the well-being of the individuals and families in our community.”

“I absolutely loved going into a space that kept women and our safety at the forefront of all of our conversations and skill development.”

“We all left with new friends, an even higher respect for our law enforcement officers and new skills to protect us should we ever need them. I encourage the City of Bellevue/Bellevue PD to keep offering these classes to help the women in our community.”

“All the officers are top notch in all aspects of teaching, training, and listening to the very large group in attendance.”

“Each of you are very inspiring and such great role models for women!”

“Thanks Craig for bringing yet another great martial arts program to Bellevue.”

“The class is very empowering.”

“The women’s self defense class was engaging and had an upbeat tone for what can be a challenging topic. Craig and the participating officers shared a helpful overview, gave a very personable and professional representation of Bellevue PD, and in the complex times of recent years, created the kind of community building engagement that is needed.”

“Thank you for the high quality of work you do in our community.”



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department *Rec # 23-746*

November 1, 2022

TO: Jerome Hagen, Fire Chief - **THROUGH CHANNELS** 

FROM: Anthony Dounis, Lieutenant, Station 5, C Platoon

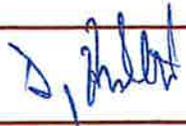
SUBJ: RECOMMENDATION FOR CHANGE OF CIVIL SERVICE STATUS - Cunningham

Chief Hagen:

Troy Cunningham was promoted on November 2, 2022 and assigned to Station 5 C Platoon November 4th 2022. During this year, FF/ENG Cunningham has taken on numerous tasks as a station driver including assisting with the training of probationary firefighters, daily apparatus checks and major apparatus checks, pre-fire work, fire and life safety inspections and a host of station and apparatus/equipment activities. He has met or exceeded expectations in all his endeavors and is continuing to be an asset for the Bellevue Fire Department in all he does. Troy has even taken on the responsibility of pursuing his Acting Lieutenant book this coming year. It is my recommendation that his status be updated with the Civil Service to remove his probationary title and enter "regular" status.

Regards,

Anthony Dounis
Lieutenant
Station 5, C Platoon

<i>OPIS</i> <i>11/16/23</i>			
Bureau	Division	Battalion	Station Officer/MSO



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

Rec #
23-047

DATE: October 19, 2023

TO: Jay Hagen, Fire Chief *JPH*

FROM: Joe Lucero, Lieutenant Sta. 4 C Platoon

SUBJ: LETTER OF RECOMMENDATION: ENGINEER JOSH FERGUSON

I am writing to recommend Probationary Engineer Josh Ferguson to the position of Fire Engineer.

Firefighter Josh Ferguson was promoted to Fire Engineer on November 1, 2022 and has successfully completed all requirements set forth by our Training Division to become an Engineer. Josh has also successfully completed his one-year probationary period.

Firefighter Josh Ferguson has my highest endorsement for becoming a Bellevue Fire Engineer. He is someone who projects a positive image and conveys professionalism. I feel he will represent our department in a professional and positive manner.

I would strongly recommend that you consider Firefighter Josh Ferguson to the position of Fire Engineer.

Sincerely,

Joe Lucero
Lieutenant

<i>JPH</i> 11/23/23	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Bureau	Division	Battalion	Station Officer/MSO



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-118

September 1, 2023

TO: All Personnel
FROM: Kyle Nelson, Assistant Fire Marshal
SUBJ: **New On-Duty Fire Investigator: Justin Thornton**

It is my pleasure to announce Justin Thornton is now an On-Duty Fire Investigator for the Bellevue Fire Department. Justin joined us in November of 2022 and is well on his way to becoming a Certified Fire Investigator with the State of Washington. His dedication to learning and positive attitude made this achievement possible and will greatly increase the Fire Prevention Division's ability to effectively investigate the cause and origin of fires.

There is a handful of other Fire Prevention Officers training to become Certified Fire Investigators as well, who will be joining the On-Duty Investigator (ODI) rotation in the coming months.

Please take a moment to congratulate Justin if you see him!

Best regards,

Kyle Nelson

Kyle Nelson
Assistant Fire Marshal





City of Bellevue
Fire Department

Jay Hagen Fire Chief
Bellevue Fire Department

SPECIAL NOTICE 23-127

September 21, 2023

TO: All Personnel
FROM: Jay Hagen, Fire Chief
SUBJ: PROMOTIONS

With the retirement of Deputy Chief Andy Adolfson, effective September 27, I am pleased to announce the promotion of several individuals effective October 1, 2023:

- Battalion Chief Dave Tait to the rank of Deputy Chief
- Captain Matt Burrow to the rank of Battalion Chief
- Lieutenant Kevin McKean to the rank of Captain
- Firefighter/Engineer Tim Yaw to the rank of Lieutenant

As the promotional list for the position of Firefighter/Engineer is exhausted, the engineer position vacated by Lt. Yaw has already been filled with a Provisional appointment as Lt. Yaw was in a Long-Term Acting position prior to appointment to Lieutenant. The assignments of those who are being promoted will be announced in a subsequent Special Notice very soon.

These individuals have shown dedication to our organization and the residents we protect by taking on these added responsibilities. I truly appreciate their willingness to step forward and accept these critical leadership roles. We will all benefit from their continued leadership, diligence, and camaraderie.

Please join me in congratulating Deputy Chief Tait, Battalion Chief Burrow, Captain McKean, and Lieutenant Yaw, on their accomplishment and wishing them the very best in their new positions. A ceremony will be hosted in their honor and will include BC Luke Steere, BC Charlie Kimball and newly promoted Assistant Fire Marshal Kyle Nelson on Thursday, October 19 at 4:00 p.m. in the Bellevue City Hall Council Chambers. Light refreshments will be provided. I hope you can attend.

Respectfully,

A handwritten signature in cursive script that reads "Jay Hagen".

Jay Hagen
Fire Chief



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-134

September 30, 2023

TO: All Personnel

FROM: Dave Tait, Deputy Chief
Commander, Bureau of Operations

SUBJ: PERSONNEL REASSIGNMENT

Due to the scheduled return of Lt. Halterman to full duty, the following member is being reassigned effective October 1, 2023 to meet the operational needs of the Department.

Firefighter Grant Haschak from Provisional Lieutenant; Station 1, B Platoon to Firefighter; Station 1, B Platoon. The last shift assigned as Provisional Lieutenant is September 30, 2023. The first shift assigned as Firefighter is October 1, 2023.

A sincere thank you to Grant Haschak for stepping up and filling this need!

Sincerely,

Dave Tait

Dave Tait, Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-142

October 20, 2023

TO: All Personnel

FROM: Dave Tait, Deputy Chief
Commander, Bureau of Operations

SUBJ: PERSONNEL REASSIGNMENT

The following member is being reassigned to meet the operational needs of the department:

Firefighter Mike Beard from Training Division, Sound Transit Assistant to Long-Term Acting Lieutenant – Station 8, B Platoon.

The last day assigned as Sound Transit Assistant will be October 31, 2023. The first shift assigned to Station 8, B Platoon will be November 4, 2023.

A sincere thank you to Mike Beard for serving in this unique role in the Training Division, and for stepping up to fill this need on B Platoon.

Sincerely,

Dave Tait

Dave Tait, Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-144

October 25, 2023

TO: All Personnel

FROM: Kyle Nelson, Assistant Fire Marshal

SUBJ: **New On-Duty Fire Investigator: Maggie Whittemore**

It is my pleasure to announce Maggie Whittemore is an On-Duty Fire Investigator for the Bellevue Fire Department, effective 11/1/23. Maggie joined us in January of 2023 and is well on her way to becoming a Certified Fire Investigator with the State of Washington. Her tenacious dedication to learning and shadowing experienced investigators whenever possible made this achievement possible. Through Maggie's efforts, she has greatly increased the Fire Prevention Division's ability to investigate the cause and origin of fires effectively and efficiently.

Please take a moment to congratulate Maggie if you see her!

Best regards,

Kyle Nelson

Kyle Nelson, Assistant Fire Marshal





City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-150

November 16, 2023

TO: All Personnel
FROM: Kyle Nelson, Assistant Fire Marshal
SUBJ: **New On-Duty Fire Investigator: Vince Stroud**

It is my pleasure to announce Vince Stroud as an On-Duty Fire Investigator for the Bellevue Fire Department, effective 11/16/23. Vince joined us in January of 2023 and is well on his way to becoming a Certified Fire Investigator with the State of Washington.

Through Vince's efforts, he has greatly increased the Fire Prevention Division's ability to investigate the cause and origin of fires effectively and efficiently. There are now 5 investigators on the on call rotation.

Please take a moment to congratulate Vince if you see him!

Best regards,

Kyle Nelson

Kyle Nelson, Assistant Fire Marshal





City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-151

November 22, 2023

TO: All Personnel
FROM: Jay Hagen, Fire Chief
SUBJ: PASSING OF FIREFIGHTER KEN BAILEY (RET.)

It is with heavy hearts that we inform you of the unexpected passing of former Bellevue Firefighter, Ken Bailey. Ken was a valued member of his community, and his death on November 21 leaves a void that will be felt by many. In this challenging time, our primary concern is the support of Ken's family. We hold them in our thoughts as they navigate through the difficult times ahead. May they find comfort in the shared memories of Ken and the impact he had on those around him.

Respectfully,

A handwritten signature in black ink that reads "Jay Hagen".

Jay Hagen
Fire Chief

