



CONTACT: Diane Kendall, Sr. HR Generalist
425-452-5211

Civil Service Commission

Regular Meeting

Agenda

Date: April 11, 2023 (Tuesday)

Time: 4:00 p.m.

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

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes 10/11/2022 and 1/10/2023
- IV. New Business
 - a. Request to Conduct a Police Quarter Master Recruitment.
 - b. Request to Modify Police Support Steps
 - c. Request to Conduct 2023 Police Records Disclosure Specialist Recruitment-Modification from 1/10/2023.
- V. Announcement of Next Meeting: July 11, 2023
- VI. Adjournment

Informational Items:

Fire – Status Changes:		
1.	Resignation	Gary Gomez



2.	Classification	Johnathan Bridenbaugh to provisional firefighter/Engineer
3.	Personnel Assignments	Reassignments Effective 2/17/2023
4.	Personnel Assignments	Lateral Firefighters assignments Effective 2/17/2023
5.	Retirement	Todd Metter
6.	2023 Lateral Recruit Academy	Graduates Bios
7.	Personnel Assignment	Effective 3/16/2023 and 3/17/2023

Police – Executive Orders		
1.	Resignation	Officer Nicholas Goon
2.	Resignation	Captain Darryl McKinney
3.	Thank You from Public 12/2022	Officer Shaw, Officer Rodriguez-Melendez, Officer Woo, Officer Hanaumi, Officer Hemsley, Officer Mancuso, Office Igo, Assistant Chief Popochock
4.	Retirement	Detective Norton
5.	Promotion	Sergeant Parrott and Masseth to Captain
6.	Resignation	Corporal Whitaker
7.	Resignation	Officer Gomez
8.	Resignation	Mikel Anderson, Quartermaster
9.	Promotions	Officer Halsted, Romero, Lyons, Chaput to Sergeant
10.	Office of Accountability Report	3 rd and 4 th Quarter
11.	Transfer	Captain Inman to PSU
12.	Retirement	Orlin VanWieringen, Police Support Officer
13.	Thank You from Public 1/2023	Office Beyer, Officer Liu, Officer Taylor, Officer Hanaumi, Hemsley, Serna, Beyer, Igo
14.	Resignation	Officer Palmer
15.	Acting Status	Captain Spingler to Major
16.	Resignation	Lara Jacobson, Police Support Specialist Lead
17.	Awards	Officer Finan, Data Analyst, Lynn Boerner, Sergeant Shovlin, Officer Lyons, Detective Dolce, Senior Admin, Jean Morgan
18.	Assignments	Officer Passarella, Officer Conner, Officer Latimer
19.	Temporary Assignments	Special Operations Group to PSU
20.	Transfers	Sergeant Jones
21.	Resignation	Brooke Markham, Court Liaison Administrator
22.	Resignation	Officer Chao



23.	Retirement	Carla Furukawa, Police Support Specialist
24.	Transfer	Sergeant McElyea to PSU
25.	End Trial Service Period	Leo Gasper
26.	Eligibility Lists	8 Entry, Exceptional or Experienced Police Officer

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

Tuesday
January 10, 2023

Via Hybrid

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

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Diane Kendall, Human Resources
Doug Halbert, Fire Department
Melissa King, Police Department
Hikita Huson-Thompson, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Approval of the October 11, 2022 meeting minutes was postponed until the April 11, 2023 Commission meeting.

IV. NEW BUSINESS:

A. Request to Conduct Entry Level Firefighter Hiring Exam

On behalf of the Fire Department, Chief Halbert made an official request to conduct an entry-level firefighter hiring process in 2023. The current entry-level firefighter list expires on July 28, 2023 and has currently been exhausted.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct an entry level Firefighter Hiring Exam process in 2023. Motion carried unanimously (5-0).

B. Request to Conduct 2023 Police Records Disclosure Specialist Recruitment

On behalf of the Police Department, Melissa King made an official request to conduct a Public Records Disclosure Specialist Recruitments, and to hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2023. Ms. King said that the Records Unit currently has one Police Records Disclosure Specialist vacancy, and responded to various questions from Commissioners.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to conduct Public Records Disclosure Specialist Recruitments, and to hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2023. Motion carried unanimously (5-0).

C. Request to Conduct 2023 Police Property Evidence Supervisor Exam

On behalf of the Police Department, Melissa King made an official request to recruit and hire a Police Property Evidence Supervisor to fill the current vacancy in this classification. Ms. King responded to various questions from Commissioners.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to recruit and hire a Police Property Evidence Supervisor to fill the current vacancy in this classification. Motion carried unanimously (5-0).

D. Request to Conduct 2023 Police Support Specialist Recruitment

On behalf of the Police Department, Melissa King made an official request to conduct Police Support Specialist Recruitment in 2023. Ms. King responded to various questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct Police Support Specialist Recruitment in 2023. Motion carried unanimously (5-0).

E. Election of New Chair and Vice Chair

Chair Sheffels opened nominations for the Bellevue Civil Services Commission Chair position.

Motion by Commissioner Jorgenson to nominate Commissioner Parrish for the Bellevue Civil Services Commission Chair position.

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

At the question, motion carried unanimously (5-0) to appoint Commissioner Parrish as the Bellevue Civil Services Commission Chair.

Chair Sheffels opened nominations for the Bellevue Civil Services Commission Vice-Chair position.

Motion by Commissioner Jorgenson to nominate Commissioner Noris for the Bellevue Civil Services Commission Vice-Chair position.

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

At the question, motion carried unanimously (5-0) to appoint Commissioner Noris as the Bellevue Civil Services Commission Vice-Chair.

Commissioners expressed their appreciation to Chair Sheffels for her leadership.

F. Follow Up on OPMA Training

Chief Halbert and Ms. King summarized some of the accomplishments for both the Fire and Police Departments.

Mr. Barnes expressed his appreciation to Commissioners for completing the Open Public Meetings Act Training.

V. ANNOUNCEMENT OF NEXT MEETING:

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

VI. INFORMATIONAL ITEMS:

Fire—Status Change

1. Probation—Successful completion of Firefighter probation
2. 2022 Accomplishments—Notice
3. Resignation—Firefighter, Josh Williams
4. Resignation—Firefighter, Steve Anderson
5. Promotions—Tom Fields, John Lapsansky, Scott Lambert, Sean Hayes, Ron Rood
6. Personnel Assignments—2023 Personnel Assignments
7. Personnel Assignments—Long Term Acting Lieutenant, Sean Hayes
8. Personnel Reassignments—2022 Personnel Reassignments
9. Promotions—Firefighter/Engineer-Nick Yencopal, Chad Egger, Troy Cunningham, Josh Ferguson, Bryce Monson

10. Promotions—Lieutenant-Steve Seiwerath, Joel Dhanens
11. Personnel Reassignments—2022 Personnel Reassignments
12. 2022 3rd Quarter Performance—Summary Report
13. Probationary Completion—Brock Jorgensen
14. Probationary Completion—Mike Reilly
15. Status Change—Probationary to Regular Status-Brian Gomez
16. Status Change—Probationary to Regular Status-Matt Burrow

Police—Executive Orders

1. Temporary Transfer—Sarah Velling to PSU, Archie Gienger to Patrol
2. Retirement—Terri Massey
3. Transfers—Rachel Serna, Justin Hodges, Robert Fujita, Kareem Khoury
4. Thank You—Examples of outstanding service
5. Resignation—Brad Carman
6. Resignation—Emanuel Galbreath
7. Employee Recognition—Jordan Jackson
8. Assignments—Field Training Officers
9. Resignation—Will Dowsing
10. Thank You—Examples of outstanding service
11. Resignation—Vincent Gonzales
12. Retirement—Mark Tomlinson
13. Department Awards—Kealii Akahane, Jeff Sebers, Caleb Worthington, Ryan Parrott, Kate Carley, Paul Dill, Vincent Gonzales, Ricardo Montenegro, Joseph Whitaker, Michael Montgomery, Alex Lyles, James Brack, Leo Ramos, Ellen Inman, Badreddine Mala, Joseph Tellier, Demetrius Shaw, Robert Fujita, Melia Thompson, Samuel Menchaca, Lucas Porter, Craig Hanaumi, Emma Fierro, James Brack, Brian Benschopf, Bobbi Howe, Services Awards, Mark Tomlinson, Dave Sanabria, Joe Nault, Autumn Fowler, Leo Ramos, Bryan Hershberger
14. Resignation—Colleen Peterson
15. Transfer—Spencer Smith
16. Temporary Transfer—Rob Welty
17. Resignation—Joseph Mushishi
18. Resignation—Adam Berns
19. Resignation—Ky Bower
20. Eligibility Lists—1/5/2023(4), 11/29/2022(3), 10/26/2022(2), 10/12/2022

VII. ADJOURNMENT:

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

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

Tuesday
October 11, 2022

Via Hybrid

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

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Jay Hagen, Fire Department
Diane Kendall, Human Resources
Darryl McKinney, Police Department
Rob Spingler, Police Department

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:04 p.m. by Chair Sheffels.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the July 12, 2022 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (5-0).

IV. NEW BUSINESS:

A. Request to Conduct Battalion Chief Promotional Exam

On behalf of the Fire Department, Chief Hagen made an official request to conduct a promotional exam for the rank of Battalion Chief with the process beginning in the first or second quarter of 2023 based on scheduling of the proctor. Chief Hagen said that the current list

expires on May 12, 2023, and has already been extended one year. Chief Hagen reviewed the minimum qualifications for the exam and responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the request to conduct a Battalion Chief promotional exam in 2023. Motion carried unanimously (5-0).

B. Request to Conduct Fire Captain Promotional Exam

On behalf of the Fire Department, Chief Hagen made an official request to conduct a Fire Captain promotional exam in January, 2023. Chief Hagen said that the current list expires on January 27, 2023 and has already been extended by one additional year. Chief Hagen responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve the request to conduct a promotional exam for the rank of Fire Captain in 2023. Motion carried unanimously (5-0).

C. Request to Conduct a Police Captain Promotional Exam

On behalf of the Police Department, Captain McKinney made an official request to conduct a promotional exam for the rank of Police Captain in 2023. Captain McKinney said that the current eligibility list is exhausted and there are vacancies in this position that will carry into 2023. Captain McKinney discussed the minimum qualifications and responded to various questions from Commissioners.

Motion by Commissioner Noris and second by Commissioner Jorgenson to approve the request to conduct a promotional exam for the rank of Police Captain in 2023. Motion carried unanimously (5-0).

D. Request to Conduct a Police Sergeant Promotional Exam

On behalf of the Police Department, Captain McKinney made an official request to conduct a promotional exam for the rank of Police Sergeant in 2023. Captain McKinney said that the current eligibility list will expire on September 12, 2023 and vacancies are anticipated after this expiration date. Captain McKinney discussed the minimum qualifications and responded to various questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a promotional exam for the rank of Police Sergeant in 2023. Motion carried unanimously (5-0).

E. Request to Conduct a Police Corporal Promotional Exam

On behalf of the Police Department, Captain McKinney made an official request to conduct a promotional exam for the rank of Corporal in 2023. Captain McKinney said that the current eligibility list has expired, and vacancies are anticipated in 2023. Captain McKinney discussed the minimum qualifications and responded to various questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the official request to conduct a promotional exam for the rank of Police Corporal in 2023. Motion carried unanimously (5-0).

F. Continuous Recruitment for Lateral Police Officer

On behalf of the Police Department, Captain McKinney made an official request for continuous recruitment for Lateral Police Officers in 2023. Vacancies are anticipated and there are no changes in the recruitment or testing process. Captain McKinney and Ms. Kendall responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the official request for continuous recruitment for Lateral Police Officers in 2023. Motion carried unanimously (5-0).

G. Continuous Recruitment for Exceptional Entry Police Officers

On behalf of the Police Department, Captain McKinney made an official request for continuous testing for Exceptional Entry Police Officers in 2023. Vacancies are anticipated and there are no changes in the process. Captain McKinney responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the official request for continuous recruitment for Exceptional Entry Police Officers in 2023. Motion carried unanimously (5-0).

H. Continuous Recruitment for Entry Police Officers with Modifications to Selection

On behalf of the Police Department, Captain McKinney made an official request for continuous recruitment for Entry Police Officers in 2023; and to modify the selection and timing of Civil Service certification used in the screening, ranking, and selection of entry level Police Officers. Captain McKinney discussed the modifications to the process and responded to various questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the official request for continuous recruitment for Entry Level Police Officers in 2023. Motion carried unanimously (5-0).

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the official request to modify the selection and timing of Civil Service certification used in the screening, ranking, and selection of entry level Police Officers. Motion carried unanimously (5-0).

I. Modify Court Liaison Administrator Recruitment Process

On behalf of the Police Department, Captain Springler made an official request to approve modifications to the steps and devices used in the screening of Court Liaison Administrator candidates. Captain Springler discussed the process for recruitment and responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by commissioner Parrish to approve the official request to modify the Court Liaison Administrator recruitment process. Motion carried unanimously (5-0).

J. Resolution 2022-2 Amend Section 1.04B Regarding Remote Attendance

Mr. Barnes explained Resolution 2022-2, which amends Section 1.04B regarding Remote Attendance.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve Resolution 2022-2, which amends the Civil Service Rules and Regulations, Section 1.04B, regarding Remote Attendance.

K. Resolution 2022-3 Add New Section to Remove Civil Service Commissioners from the Commission

Mr. Barnes explained Resolution 2022-3 which adds a new section to allow removal of Civil Service Commissioners from the Commission.

Motion by Commissioner Parrish and second by Commissioner Noris to approve Resolution 2022-3 which adds a new section to the Civil Service Rules and Regulations related to removal of a Civil Service Commissioner from the Civil Service Commission. Motion carried unanimously (5-0).

L. Resolution 2022-4 Amending Section 1.04A Order of Business

Due to changes in the Open Public Meetings Act, Mr. Barnes explained the changes necessary to the order of business during Civil Service meetings; specifically, public participation be offered at public meetings.

Motion by Commissioner Jorgenson and second by Commissioner Noris to approve Resolution 2022-4 amending Civil Service Rules and Regulations, Section 1.04A Order of Business. Motion carried unanimously (5-0).

Mr. Barnes will send a link to Commissioners so that they can complete Open Public Meetings Act training. Commissioners also requested the PowerPoint slides from previous Commissioner training, as a review.

V. ANNOUNCEMENT OF NEXT MEETING:

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

VI. INFORMATIONAL ITEMS:

Fire—Status Change

1. Separations—Firefighter/Engineer Justin Jobes, Firefighter Charles Tarrell
2. Retirement—Firefighter/Engineer, Gary Haight
3. Retirement—Lieutenant, Tony Dodson
4. Retirement—Clay Brown
5. Retirement—Firefighter/Engineer, Tom Dixon
6. Promotions—Rob Dykstra, Matt Burrow, Brian Gomez, Anthony Dounis
7. Retirement—Battalion Chief Derik Pope
8. Reassignment—Firefighter Andrew Dragovich to Fire Prevention Officer
9. Personnel Reassignment—Chris Archer to Provisional Lieutenant
10. Personnel Reassignment—Rob Dykstra, Tim Yaw, Andrew Morford, Emily Peterson, Joel Green
11. Resignation—Taylor Konkright
12. Reassignment—Mike Phillips
13. Personnel Reassignment—Luke Steere, Rob Dykstra
14. 2022 2nd Quarter Performance Summary
15. Status Change—Luke Steere
16. Status Change—Macaleb Fitzgeralds
17. Status Change—Charlie Kimball
18. Resignation—Dmytro Kozachok
19. Retirement—Gary Haight
20. Lieutenant Eligibility List

Police—Executive Orders

1. Resignation—Detective Ashley Pack
2. Promotions—Alycia McKinney, Kathleen Carley
3. Retirement—Patrick Arpin
4. Office of Accountability Report
5. Retirement—Debbie Christopherson
6. Resignation—Samuel Menchaca
7. Resignation—Justin Cooper
8. Employee Recognition—Kealii Akahane, Aleah Moe
9. Transfer—Ryan Parrott

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

10. Transfers—Rob Spingler, Darryl McKinney
11. Resignation—Ryan Foster
12. Retirement—Matthew McDade
13. Temporary Assignment—Alycia McKinney
14. Resignation—Dino Gregory
15. Assignment—James Brack
16. Promotion—Ellen Inman
17. Resignation—Gabrielle Roloff
18. Resignation—Caleb Worthington
19. Thank You
20. Eligibility Lists—10/4/2022, 9/12/2022, 9/7/2022, 8/23/2022, 8/27/2022

VII. ADJOURNMENT:


Chair Sheffels adjourned the meeting at 4:55 p.m.



Bellevue Police Department MEMORANDUM

Date: ~~12/02/22~~ 3/1/2023

To: Civil Service Commission

From: Chief Wendell Shirley 

Subject: Quartermaster Request and Recruitment Process - 2023

6.05.01 REQUEST TO ESTABLISH QUARTERMASTER ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations 6.05.01, please accept this correspondence as an official request to conduct an entry-level recruitment exam and hiring of a Quartermaster/ Police Support Specialist.

There became a vacancy in February 2023 and we request to conduct a recruitment process to fill this position before the end of 2023 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 Quartermaster/Police Support Specialist acts as the primary contact and liaison person between the Police employees and vendors for uniforms and equipment (to include new, current, promoted and separated employees). The Police Support Specialist also conducts complete and thorough criminal history background investigations on applicants by utilizing various databases, internet resources and government/municipal/law enforcement sources. 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(s) 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. If more than sixteen(16) candidates pass the initial application screening, we will undergo a brief telephone interview to assess the applicant's interest in the position, his or her strengths and weaknesses, and their willingness to adapt to the demands of the position. The telephone interview will be conducted by the Captain and Sergeant overseeing the Quartermaster position. It will consist of 5 screening questions scored on a matrix with each question weighted equally. An overall score of 70% on the interview scoring matrix will be considered passing.

- The top ten (10) scoring candidates from either the screening matrix or the telephone interviews if needed will proceed to the personal interview step to assess their qualifications and suitability within the Police Department. The personal interview will be scored using a scoring matrix with each question weighted equally with a minimum passing score of 70%. The interview board will consist of the PSU Captain, the PSU Sergeant, a professional staff member and a community representative.
- Civil Service will rank the applicants on the entry-level eligibility list based on their personal interview score, including any veteran's scoring criteria pursuant to RCW 41.04.010.
- A candidate will be selected from the top five candidates on the eligibility list will continue in 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 and drug test 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 final step will be an interview with the Chief of Police, or his designee, and a review of the background investigation. This final step will be scored on a pass/fail basis. The Chief will assess the candidate's interest in the position, his or her 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 will be chosen to proceed in the process.

We intend to prepare the job announcement based on the attached job summary and minimum qualifications.

QUARTERMASTER/POLICE SUPPORT SPECIALIST

The Police Personnel Support Specialist acts as the primary contact and liaison person between the Police employees and vendors for uniforms and equipment (to include new, current, promoted and separated employees). The Police Personnel Support Specialist enters, maintains, and tracks uniform orders/costs, equipment inventory supplies/quantities/costs and assigned equipment locations using the Uniform database and the Equipment database. He/she issues uniforms and equipment to Police personnel (commissioned and civilian). He/she ensures that packing slips and invoices are accurate and approves payment. He/she participates and collaborates with Finance and Department Administrators on Uniforms, Ballistic vests, Equipment and Badges/pins/medals/accessories purchasing and dry-cleaning contracts.

The Police Personnel Support Specialist conducts complete and thorough criminal history background investigations on applicants and their spouse/significant other by utilizing various databases, internet resources and government/municipal/law enforcement/education sources. He/she presents findings and any potential incidents/issues that require further investigation to the Background Detective conducting the full background investigation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Process Uniform Requests:** Receives all department standard issue uniform requests. Coordinate measurements with employee and vendor(s) if applicable. Places order with vendors and maintains and tracks all actions through LEA Uniform data base. Receives all uniform deliveries and checks packing slips and invoices for accuracy and approves for payment. Coordinates alterations if needed and monitors quality assurance for uniform items. Issues uniforms to employees and coordinates all communications throughout the order process. Monitors and tracks employee uniform expenses on annexations for the Fiscal Manager.
- **Process Equipment Requests:** Receives all standard patrol officer equipment requests; and other sections equipment items as required. Places orders with vendor and enters information into LEA Uniform and Equipment data bases. Communicates with vendor(s) on orders, double checks packing slips and invoices for accuracy and oversees approval for payment. Receives inventory/equipment deliveries, updates databases and notifies involved personnel when ready for pickup. Monitors and tracks employee equipment expenses on annexations for the Fiscal Manager.
- **Maintains Equipment Room and Reconciles Inventory with LEA data bases:** Enters equipment information and serial numbers into data bases reconciling each item with current location (officer or inventory) and status. Maintains par inventory levels and submits orders as necessary. Examples of items tracked are ballistic vests, portable radios, cell phones, sub-station keys, etc. Maintains supply quantities which require inventory of over 100 different items and types. Monitors uniform and equipment items for reissue, surplus, or disposal.
- **Significant Asset Program Manager:** Manage large scale programs in terms of inspection, inventory tracking, inventory assignments, and maintenance. These programs include: AEDs, Vehicles, Radios, Ballistic Vests and Department Issued Keys.
 - **AEDs:** Perform monthly inspections and record results in database.
 - **Responsible for quarterly reports** recording expirations of unit batteries and pads. Monitor deployments and coordinate report information to King Co. EMS liaison. Receive deployed units and police reports and coordinate the AED return from KC liaison. Oversees maintenance schedule and responsible for all necessary orders of replacement items.
 - **Radios:** Track and record asset numbers for police radios and portable units.

- with vehicles and specific personnel (portables). Coordinate and record service calls for all radios and ensure their return to duty. Communicate with Radio and Fleet managers for program integrity. Generate and send quarterly reports to the COB Radio Shop and Fiscal Manager (the latter relates to EPSCA). Communicate all changes to NORCOM as a critical component of officer safety; in case of emergency activation.
 - Ballistic Vests: Track and record serial numbers and expiration dates for all issued ballistic vests. Generates quarterly report supporting replacement decisions. Monitors wear and surveys officers as a component of product research. Communicates with vendors when new products are available. Ballistic vests come with a five-year replacement cycle.
 - Department Issued Keys: Track and record essential keys to police personnel. Monitor assignments and returns. Reconcile inventory as necessary. Assigns specialty keys at points of promotion.
- New Officer Equipment and Uniform Orientation: Responsible for the creation of the newly hired employee equipment/uniform file. Communicates status of equipment and uniform orders to PSU Team and enters information on the PSU Team SharePoint site. Issues all uniforms/equipment to employee (See item 1.).
- Staff Promotions and Transfers: Coordinates uniform modifications and ordering of dress uniforms as a function of promotion or unit transfer (see item 1. for process). Process promotional certificates, updates uniform/equipment databases, equipment and PSU/training files. Issues uniform/equipment to employee.
- Separation from the City (Retirement, Resignation, Termination, and Administrative Leave): At the point of separation; receives all issued equipment and uniform items. Insures a member PSU staff inspects employee's locker. Oversees the return of usable items to inventory for reissue or separate for surplus/destruction. Updates equipment database and makes necessary notifications. Routes special equipment to appropriate staff manager (ex: cite books, evidence kits, gas masks). Advises facilities to clear/deactivate access cards. Issues retirement credentials if eligible, tracks badges. This responsibility is often accompanied with confidential information.
- Contract Compliance Manager (CCM): Coordinates contract renewals and negotiations. Examples of department item contracts include uniforms, ballistic vests, badges and pins, accessories, dry cleaning, duty gear, and academy gear. Vendors include: Bratwear, Kroesens, Blumenthal Uniforms, Blue Sky Cleaners. The CCM is responsible for composing draft background and summary documentation supporting departmental needs during the contractual process. This documentation lists all items intended for purchase by specific category, with cost estimates, and estimated annual quantities required. Awards and Certificates: Maintains essential department certificate templates and is responsible for the printing of awards and certificates when requested by the chain of command. Maintains inventory supply of award certificates, medals, pins, seals and presentation protective covers. Order awards and certificates as needed from vendor or private print shop.
- Backup and Support to PSU Administrative Assistant: Provide general assistance to personnel in the absence of the PSU Administrative Assistant. Checks mail tray in Records during the morning and afternoon and Date stamps and distributes incoming mail. Assists any personnel that may come into office or transfers to my extension from phone tree. Unlocks and lock vendor and training file cabinets and wall key box. Periodically checks fax machine during the morning and afternoon. Receives delivery orders.
- Criminal Background Specialist: Responsible for initial review of background packet submitted by the Hiring Coordinator. Identifies discrepancies in applicant

Background Investigator. Completes additional database checks on applicant's spouse or significant other. Reviews applicant packet and fill out a criminal history check off sheet. Generates hard copies of all searches involving various law enforcement, government, and internet databases. Performs additional research on information received from these sources when necessary. Communicates requests to all involved agencies and verifies responses. Collects and communicates all data from search documentation and provides it to the background detective highlighting significant information discovered in search.

QUALIFICATIONS:

- Ability to achieve and maintain ACCESS Level II certification; NIMS IS-100.LEA, and IS-700.A certification.
- Proficiency in the Microsoft Office Suite: Word, Excel, Access.
- Proficiency in the use of: DAPS, DISCIS/SCOMIS, LINX, Selective Service, New World, LEA (uniform, equipment, and training databases), and various internet sites.
- Ability to exercise good judgment and decision-making ability.
- 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.
- Ability to interact with vendors and suppliers in a collaborative manner.
- Position requires thorough working knowledge of all databases accessed for applicant background information. Must be able to maintain confidential and sensitive information.
- Knowledge of Police hierarchy/chain of command with regards to Quartermaster and uniform requirements.
- High school diploma or equivalent combination of education and experience.
- Four years of progressively responsible related office support or clerical work experience is preferred.



Bellevue Police Department
MEMORANDUM

Date 3/29/2023

FROM: Chief Wendell Shirley
TO: Civil Service Commission

**Re: Civil Service Commission Meeting April 11th, 2023 - Agenda
Memo Related to Modifying the Selection and timing of Civil
Service certification for Police Support Officers**

NOTIFICATION

Please accept this correspondence as a request for approval for modification to the selection and timing of Civil Service certification used in the screening, ranking, and selection of Police Support Officers.

AGENDA MEMO

Agenda Memo Subject:

The Bellevue Police Department requests that the Bellevue Civil Service Commission, pursuant to Bellevue Civil Service Rule 6.02.03, approve modification to the steps and devices used in the screening of Police Support Officers.

Fiscal or Other Impacts:

This modification to the step process will expand the reach and scope of recruiting Police Support Officer applicants.

Background:

Per Civil Service Rule 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used, the relative weight of each scored step, and the passing score required on each scored step in order to proceed to the next step. This proposal is to modify the steps in the application/testing process to align with other hiring processes.

Currently applicants must proceed through the following steps prior to being offered a final job and being hired:

- (1) Applicant submits application and responses to screening questions. Responses are scored as a pass or fail based on a scoring matrix.
- (2) Passing applicants are scheduled for an interview.
- (3) Interview is scored using a scoring matrix. If the applicant passes the interview with a score of 70% or higher, they proceed to the background investigation. Qualifying military / military veterans will submit document for military preference points. These points will get added to their overall interview score.

- (4) Passing applicants will be ranked on a civil service list based on their in-person or video interview scores.
- (5) Candidates will be invited to a Physical Agility test and PSU emails the Personal History Questionnaire with a 2-week deadline to return to PSU; a. Once the Personal History Questionnaire is received, the background begins and continues up until a recommendation for hire/not hire and conditional job offer.
- (6) If a conditional job offer is provided the applicant takes the polygraph and medical screening.
- (7) Candidates must pass the Physical Agility test prior to hire.
- (8) Passing applicants will receive a final job offer.

The changes we are requesting are to the order of Steps 1-7 due to Command approval to utilize Public Safety Testing.com (PST), to do the initial testing of Police Support Officers. The entry Level Police Officer hiring process added PST to the hiring process in 2022. This process streamlines testing to one place. The number of Police Support Officer applicants we are receiving from advertising on our own and testing internally no longer meets our recruiting needs and goals. The hope is that with the addition of PST we will reach additional applicants and provide additional options for them to apply to the Bellevue Police Department.

However, in order to preserve the integrity and ranking of Police Support Officer candidates on the eligibility list, candidates will need to be ranked after the Intake Interview so that all applicant's scores are based on the same testing step. Therefore, the proposed modifications would be as follows:


- (1) Applicant takes 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 is 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.

Effective Date:

The modification shall be effective on April 11, 2023.

Motion:

Move that effective April 11, 2023, the steps used in the selection of Police Support Officers are modified and effective.


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: April 6, 2023

To: Diane Kendall, 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 2023.

The Records Unit currently has one Police Records Disclosure Specialist 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 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.

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 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 to 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 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.

- 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.

The Police Records Disclosure Specialist position is non-exempt and is represented by the Bellevue Police Support Guild.

Motion:

Move that beginning April 11, 2023, we are authorized to continue to recruit to fill vacancies as they occur in this classification throughout 2023.

Chief Wendell Shirley



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department *Rec # 22-005*

DATE: January 20, 2023

TO: Jay Hagen, Fire Chief – THROUGH CHANNELS

FROM: Gary Cruz, Recruit Firefighter
Training Division

SUBJ: RESIGNATION

I want to respectfully resign from my current position at the Bellevue Fire Department. After consideration, this is not the correct time for me to be away from my family and need to be closer to them both physically and mentally.

I appreciate the opportunity that you have provided me.

Regards,

Gary Cruz, Recruit Firefighter
Training

			CAPT. STEERE
Bureau	Division	Battalion	Station Officer/MSO



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-007

January 24, 2023

TO: All Personnel
FROM: Andy Adolfson, Deputy Chief of Operations
SUBJ: PERSONNEL CLASSIFICATION

Effective January 16, 2023, the following member is being reclassified to meet the operational needs of the Department:

Firefighter Jonathan Bridenbaugh to Provisional Firefighter/Engineer. He will remain assigned at Station 1, A Platoon.

Andy Adolfson

Andy Adolfson, Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief
Bellevue Fire Department

SPECIAL NOTICE 23-014

February 1, 2023

TO: All Personnel
FROM: Andy Adolfson, Deputy Chief of Operations
SUBJ: PERSONNEL REASSIGNMENTS

The following "A" platoon firefighters are being reassigned effective February 17, 2023, to meet the operational needs of the department:

LPPF Connor Hoyle from Ladder 107, A Platoon to Engine 102, A Platoon.

LPPF Arya Mansourzadeh from Engine 109, A Platoon to Engine 101, A Platoon.

The following "B" platoon firefighters are being reassigned effective February 13, 2023, to meet the operational needs of the department:

FF Tate Persons from Engine 102, B Platoon to Engine 105, B Platoon.

FF Luke Gage from Engine 104, B Platoon to Engine 108, B Platoon.

LPPF Gabriel Wagner from Engine 105, B Platoon to Engine 109, B Platoon.

FF Jacob Patterson from Engine 106, B Platoon to Engine 102, B Platoon.

FF Adam Johnson from Ladder 107, B Platoon to Engine 102, B Platoon.

LPPF Cody Collins from Engine 108, B Platoon to Engine 105, B Platoon.

The following "C" platoon firefighters are being reassigned effective February 15, 2023, to meet the operational needs of the department:

LPPF Jeremy Kane from Ladder 107, C Platoon to Engine 109, C Platoon.

LPPF Andrew Kapfer from Engine 108, C Platoon to Engine 104, C Platoon.

Andy Adolfsen

Andy Adolfsen, Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 23-017

February 10, 2023

TO: All Personnel

FROM: Andy Adolfson, Deputy Chief of Operations

SUBJ: PERSONNEL REASSIGNMENTS

The following lateral recruit firefighters are completing their training at the Fire Academy on February 10, 2023, and are being assigned to their first probationary assignments beginning February 13, 2023:

Lateral Recruit FF Lee Goff from Fire Training Academy, to Lateral Probationary FF on Engine 104, A Platoon. First shift on A Platoon is February 17, 2023.

Lateral Recruit FF Justin Madden from Fire Training Academy, to Lateral Probationary FF on Engine 106, A Platoon. First shift on A Platoon is February 17, 2023.

Lateral Recruit FF Josh Madden from Fire Training Academy, to Lateral Probationary FF on Engine 104, B Platoon. First shift on B Platoon is February 13, 2023.

Lateral Recruit FF Matt Doran from Fire Training Academy, to Lateral Probationary FF on Engine 106, B Platoon. First shift on B Platoon is February 13, 2023.

Lateral Recruit FF Ethan Reyes from Fire Training Academy, to Lateral Probationary FF on Engine 101, C Platoon. First shift on C Platoon is February 15, 2023.

Lateral Recruit FF Kristi Asplund from Fire Training Academy, to Lateral Probationary FF on Engine 105, C Platoon. First shift on C Platoon is February 15, 2023.

Andy Adolfson

Andy Adolfson, Deputy Chief
Commander, Bureau of Operations



City of Bellevue
Fire Department

Jay Hagen, Fire Chief
Bellevue Fire Department

SPECIAL NOTICE 23-019

February 10, 2023

TO: All Personnel
FROM: Dave Beste
Acting Fire Chief
SUBJ: Retirement Notification- Firefighter Paramedic Todd Metter

Todd Metter has formally announced his plans to retire from the Bellevue Fire Department after 32 years of exceptional service. Todd began as a volunteer with King County Fire District 11 in White Center. He was hired by the Bellevue Fire Department on January 7, 1991. Battalion Chief Jim Dorney described Todd as "one of his most versatile firefighters" because he spent his first thirteen years as a roving acting lieutenant, acting engineer, and firefighter with his home base at Station 3/C.

Todd participated in the original "trial period" as a staff assistant for Battalion Chief Mike Ganz. He was a Local 1604 C Platoon Representative from 1993-1994, and the Local 1604 Secretary from 1995-1996. Todd promoted to engineer on April 6, 2004, and was assigned to Station 4/B. He then attended Paramedic Training Class 33 and graduated in July of 2007. Todd has been assigned to Medic One, A Platoon, ever since. As a firefighter/paramedic he participated in the ALS Apparatus Committee from 2015-2022, has been a Local 1604 Trustee since 2020, and was on the Mobile Vaccination Team in 2021.

Todd is known as a guy who always shows up to work with a positive attitude and sets a strong example of compassion for patients whether he is working as an EMT or paramedic that day. His sense of humor, candor, and ability to maintain a strong work ethic after 32 years will be missed. Todd looks forward to immediately travelling to destination ski resorts with his family, working on many home improvement projects, and exploring the flora and fauna of South East Asia.

Final tones will be at Fire Station 2 at 0800 on Sunday, February 19, 2023.

Please join me in congratulating Todd for a career well served and wishing him all the best in his retirement!

Respectfully,

Dave Beste

Dave Beste
Acting Fire Chief



SPECIAL NOTICE 23-020

February 13, 2023

TO: All Personnel

FROM: Doug Halbert, Battalion Chief
Commander, Training Division

SUBJECT: LATERAL RECRUIT ACADEMY 2023 GRADUATE BIOS

Kristi Asplund

My name is Kristi Asplund. I am currently living in Long Beach, WA and in my off time enjoy paddle boarding & learning to surf. I was born in Seattle and have lived in Sweden & southeast Alaska. I attended Shorewood High School and after high school I spent a year in Sweden in an outdoor education program. After, I attended the University of Alaska Southeast where I received my bachelor's degree in Environmental Science. After college I worked at a remote location hard rock gold mine in southeast Alaska as a scientist. At the mine I also worked on the rescue team & that's how I got my start in the fire service.

Prior to being hired with Bellevue Fire, I worked full-time as a Firefighter with Pacific County Fire District 1 and previously volunteered in Scappoose, OR & Juneau, AK. Outside of work, I enjoy adventuring outside, travelling abroad and cooking. I also enjoy spending time with family & friends. I am very thrilled to learn in academy and to start my dream career working with the Bellevue Fire Department! I'm excited to meet everyone over this new year.



Matt Doran

My name is Matt Doran, and I am 23 years old. I am currently living in Snohomish. Prior to being hired by the Bellevue Fire Department, I worked for the Kennewick Fire Department for a little less than 2 years and before that, I was a Live-in for the fire department in Gold Bar. I enjoy traveling and hanging out with friends and family. I have wanted to work for Bellevue for a long time and I am excited to start my career here.

Lee Goff

My name is Lee Goff, and I am 33 years old. I am currently living in Kirkland, WA with my wife. I was born in Wangaratta, Australia and moved to Seattle when I was 26 years old. I attended Wangaratta High School and graduated in 2007. While in high school, I played Australian rules football and Cricket. After high school, I attended Australian Catholic University for an Exercise and sports science degree and worked in various positions in the fitness industry until relocating to USA.

Prior to being hired with Bellevue Fire, I worked for the Honolulu fire department for 3.5 years. Outside of work, I enjoy skiing, hiking, being outdoors and spending time with family and friends. I am very excited to put the skills I learned in academy to the test and to start my career working with the Bellevue Fire Department!



Josh Madden

My name is Josh Madden, and I am 27 years old. I currently live in Auburn, WA where I was born with my brother, dog, and occasional parents. I've lived in Washington for my entire life minus the 2 years that I lived in Roswell, NM (thankful to be back in the great PNW). I graduated from Thomas Jefferson High School in 2014. During my time there I was a year-round athlete, competing in the following: football, wrestling, swim, as well as track and field. After high school I chose to attend UW Seattle and Green River college, later graduating with a AAS in air traffic control.

Prior to being hired with Bellevue Fire I worked in Roswell, NM for the past two years as a Firefighter/EMT. When I'm not working, I enjoy staying active by going to the gym or playing sports with friends. I also enjoy cooking (and eating!) and playing games with my friends and family. I'm looking forward to using the new skills I've learned through academy to make a difference in the community that



Bellevue Fire serves!

Justin Madden

My name is Justin Madden I am 24 years old. I am currently living in Auburn, WA. I was Born in Tacoma, WA. I grew up in Auburn/Federal Way Area. I attended Thomas Jefferson High School and graduated in 2016. I was a part of the football team, wrestling team and track team.

After High School I was a floor installer, and volunteer firefighter with King County Fire District 20, Skyway. After 3 years with Skyway, I became a career firefighter with the City of Roswell Fire Department in New Mexico. I was a firefighter in Roswell for 2 years before being hired by the Bellevue fire department.

I am so excited to be back home in Washington. I look forward to being able to serve the City of Bellevue and its citizens.





Ethan Reyes

Hello! My name is Ethan Reyes, and I am 26 years old. I am from North Bend, WA where I attended Mount Si High School and graduated with the class of 2014. In high school I worked as a lifeguard and swim instructor at the local pool, as well as played baseball and was involved in the Bellevue explorers. After graduation I moved up to Fairbanks, Alaska, where I lived for the past 8 years. In Fairbanks I attended college at the University of Alaska: Fairbanks and was a member of a resident fire department for several years before being hired as a paid staff member with the department. In 2020 I began employment with the City of Fairbanks Fire Department where I was employed until lateraling to Bellevue. Outside of work I enjoy spending time with my family, my girlfriend, friends, and my dog. I also thoroughly enjoy spending time in the outdoors. I am an avid fisherman, backcountry snowmobiling enthusiast, and diehard Mariners Fan. I am very excited to become a part of Bellevue Fire and look forward to the experiences ahead!

Please join me in welcoming them into the Bellevue Fire Department family.

Doug Halbert

Doug Halbert, Battalion Chief
Commander, Training Division



City of Bellevue
Fire Department

Jay Hagen, Fire Chief

Bellevue Fire Department

SPECIAL NOTICE 22-031

March 14, 2023

TO: All Personnel
FROM: Andy Adolfson, Deputy Chief of Operations
SUBJ: PERSONNEL REASSIGNMENTS

The following members are being reassigned to meet the operational needs of the Department:

Effective March 16, 2023:

- Provisional Battalion Chief Ryan Armstrong to Captain and returned to Station 5, A Platoon.
- Captain Luke Steere to Provisional Battalion Chief, Battalion 102, A Platoon.
- Captain John Lapsansky to Station 3, A Platoon.
- Provisional Captain Joe Lucero to Lieutenant, Station 4, C Platoon.

Effective March 17, 2023:

- Provisional Battalion Chief Laurie Lamp to Captain and returned to Station 4, B Platoon.
- Captain Troy Donlin to Provisional Battalion Chief, Battalion 102, B Platoon.
- Lieutenant Sean Hayes to Station 3, B Platoon, covering for Lieutenant Dan Sobole while he is on leave.

I would like to give my thanks to Capt. Armstrong, Capt. Lamp and Lt. Lucero for serving in Provisional roles. You have done great work in your elevated capacity. I also wish to express my appreciation to Capt. Steere and Capt. Donlin for moving into the Provisional Battalion Chief position and taking on this added responsibility. All five of you are demonstrating an excellent level of leadership and dedication to the organization!

Andy Adolfson

Andy Adolfson, Deputy Chief
Commander, Bureau of Operations



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-03 ♦ Pub. Date: 01/10/2023 ♦ Eff. Date: 01/13/2023

Resignation

Officer Nicholas Goon has submitted his notice of resignation effective January 13, 2023.

We wish him well in his future endeavors.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-04 ♦ Pub. Date: 01/17/2023 ♦ Eff. Date: 01/19/2023

Resignation

Captain Darryl McKinney has submitted his resignation effective January 19, 2023.

Captain McKinney was hired by the Bellevue Police Department on January 30, 2015. Prior to joining the Bellevue Police Department Captain McKinney served for 17 years with the Tempe Police Department in Arizona.

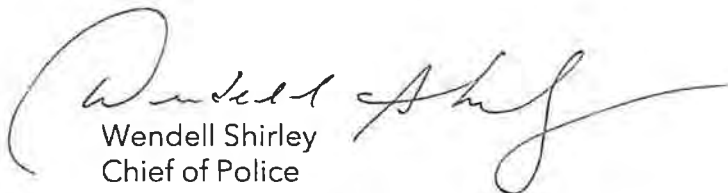
In 2016 Captain McKinney was awarded the Police Medal for bravery after he entered a smoke-filled burning apartment and, working with other officers, dragged a victim out of the structure.

Captain McKinney was promoted to Corporal in January 2017 and then Sergeant in June 2018. He was promoted to Captain in January 2021 and served in both Patrol and the Personnel Services Unit.

Captain McKinney will be joining the Seattle Tacoma International Airport as a Senior Manager of Security Strategy and Intelligence.

When speaking about his 8 years at the Bellevue Police Department, Captain McKinney expressed, *"My family and I are beyond grateful for the opportunities that we have been given by this organization specifically. The relationships that have been built here will be lasting for us."*

The department thanks Captain McKinney for his years of service and wish him well in his new role.


Wendell Shirley
Chief of Police

thank you!



December 2022

examples of outstanding service
provided to our community

Officer Demetrious Shaw

From: Courtney Henry

Ms. Henry's 2-year-old son Aiden made a beeline for Officer Shaw's vehicle while at Spiritridge Park. "Officer Shaw was patient and kind and allowed Aiden to sit in the car. This absolutely made his day!"

Officers' Demetrious Shaw, Oscar Rodriguez-Melendrez & William Woo

From: Rabbi Molly Weisel

"Thank you to the officers who responded to the Temple tonight to assist with a trespasser. You were all amazing and put us at ease. You showed up quickly, and efficiently took care of the issue. We are grateful to be in Bellevue and to have a strong partnership with you all. Thank you for everything you do!"

Assistant Chief Andrew Popochock

From: Brian Hughes, Interim Executive Director LifeWire

"Thank you for the wonderful donation of two Police K9-Unit training events for LifeWire's 40th Anniversary Gala. With the money raised we can provide support and resources that survivors and their children need to build safer, more stable lives."

Officer Demetrious Shaw

From: Fred Melgaard

The 'Friends of Timberlake Lane' are grateful for the presence of Officer Shaw as they constructed an open walkway/legal easement to Sunset Elementary. "Officer Shaw was a consummate professional. He disarmed a hostile neighbor in a

soothing manner multiple times. He presented himself with the highest level of care and compassion."

Officers' Craig Hanaumi, Lakita Hemsley, Olivia Mancuso & Gabby Igo

From: Mersa Perez, Phyllis White, Leslie Kodish, Wendy Baune, Sally Laguerre, Carol Kinsman, Hanna Ro, Helen Lam, & Betsi Hummer

Below are comments from women who attended the Women's Self Defense Workshop's offered by the above officers:

"Having these free self defense classes are a blessing and an opportunity for those who cannot afford them."

"Before this class I did not feel I could protect myself. Now I feel empowered that I am more able to act to defend myself."

"I learn best by hands on, and we practiced with a partner being attacked, and the basics of defending ourselves. It was fast moving and a valuable class."

"Whoever is responsible for providing these trainings, thank you!"

"Through these classes, I was able to gain more confidence and learn the mechanics of how to defend myself in certain situations."

"Kudos to Officer Hanaumi and team for their positive attitudes and patience with us and for the great training."

"Thank you Bellevue Police for making this a top priority for women and young girls in the community."

"I love living in Bellevue and our Police Department is a big part of making it such a great place to live.

"I felt so empowered after attending that I'm determined to get the word out on how important it is to myself and others in the community."

"Programs like these continue to show that the Bellevue Police Department is integral to our city."

"I recommend Bellevue Police incorporate Officer Craig Hanaumi's Self Defense Workshop for Women into its regular outreach programs."



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-05 ♦ Pub. Date: 02/01/2023 ♦ Eff. Date: 02/10/2023

Retirement

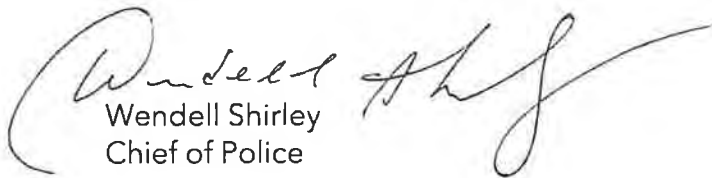
Detective Andrew Norton has submitted his notice of retirement effective February 10, 2023.

Detective Norton was hired by the Bellevue Police Department on March 8th, 1999. His assignments included:

Patrol - 1999-2002
Motors - 2002-2006
ENTF - 2006-2014
Economic Crimes - 2014-2023

He states, *"I am very proud to retire from such an honorable profession and I feel extremely blessed to have served with the great people at the Bellevue Police Department."*

Please join me in thanking Detective Norton for his 24 years of exceptional service to the Bellevue community and wish him well in his retirement.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-06 ♦ Pub. Date: 02/07/2023 ♦ Eff. Date: 02/16/2023

Promotion

I am pleased to announce that Sergeants Ryan Parrott and Kevin Masseth will be promoted to Captain effective February 16th, 2023.

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



Wendell Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-07 ♦ Pub. Date: 02/08/2023 ♦ Eff. Date: 02/10/2023

Resignation

Corporal Joseph Whitaker has submitted his notice of resignation effective 2/10/2023. He was hired on 08/31/2017 and promoted to Corporal on 2/1/2022.

Corporal Whitaker received a Meritorious Award in 2021 for his work on the Medical Support Unit during COVID. He also received a Lifesaving Award in 2022 for entering and clearing a home during a mudslide in Somerset.

He states, "I have enjoyed my time as a police officer with the department and I appreciate all the training, support, and opportunities provided to me over the 5 ½ years.

Corporal Whitaker has accepted a position with the Snohomish County Sheriff's office.

We wish him well in his next chapter.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-08 ♦ Pub. Date: 02/09/2023 ♦ Eff. Date: 02/09/2023

Resignation

Officer Francis Gomez has submitted his notice of resignation effective February 9, 2023.

We wish him well in his future endeavors.



Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-09 ♦ Pub. Date: 02/13/2023 ♦ Eff. Date: 02/16/2023

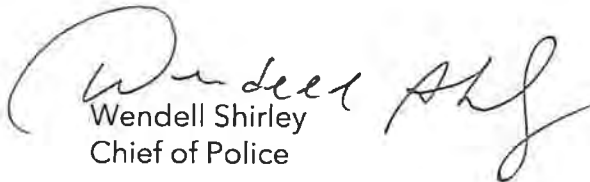
Resignation

Police Personnel/Quartermaster Specialist Mikel Anderson has submitted his notice of resignation effective February 16th, 2023. He was hired on April 17th, 2019.

Mikel has been hired by Lynnwood Municipal Court as a Legal Specialist II. The Court will provide opportunity for career growth and is within walking distance from his home which will allow more time with his family.

Mikel states, "I am very grateful for the rewarding experience I have had working for this agency. I will miss everyone, and I wish you all nothing but success."

Please join me in thanking Mikel for his past four years of service and wish him well in his next chapter.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-10 ♦ Pub. Date: 02/15/2023 ♦ Eff. Date: 03/01/2023

Promotions

I am pleased to announce the following promotions effective March 1, 2023:

- Officer Marc Halsted to Sergeant
- Corporal Herslyn (Tony) Romero to Sergeant
- Officer Zachary Lyons to Sergeant
- Corporal Justin Chaput to Sergeant

They will report to Major Dave Sanabria for assignment.

Please join me in congratulating them on this new assignment.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-12 ♦ Pub. Date: 02/21/2023

Subject: Office of Accountability Quarterly Report (3rd & 4th Quarter 2022)

We recognize the importance of discipline as a tool to promote morale and professional improvement. Discipline is the responsibility of everyone within the Department. A well-disciplined police force is one that voluntarily and willingly abides by all established written directives. The Bellevue Police Department has established a disciplinary system to provide consistency throughout the Department. The disciplinary system is in compliance with the collective bargaining agreements and the Civil Service Commission Rules and Regulations. The purpose of discipline is to modify and correct the behavior of a person by placing them on notice that their conduct is unacceptable and to set forth expectations. We also recognize the importance of providing information regarding investigations that did not result in discipline.

FORMAL STANDARDS INVESTIGATIONS

There was five (5) completed dispositions for formal standards investigations from July 2022 through December 2022. Currently there are two (2) formal standards still under investigation or with a pending disposition, which will be reported in the next quarterly report. A summary of the five (5) completed formal standards investigations are as follows:

FS22-002

Subject Involved: One (1) Commissioned Employee

Policies:	11.00.010	Standard of Conduct	Sustained
	11.00.170	Duty Responsibilities	Sustained
	11.00.175	False Information	Sustained
	11.00.190	Department	Sustained
	11.00.250	Knowledge of Laws and Regulations	Sustained
	11.00.310	Obedience to Laws and Regulations	Sustained
	11.00.330	Performance Responsibilities	Sustained
	14.00.100	Investigative Conditions	Sustained
	21.00.150	Child Sexual Abuse	Sustained
	25.00.020	Collecting/Submitting Evidence	Sustained
		Code and Canon of Police Ethics	Sustained

Disposition: Commissioned employee resigned.

Allegation(s): It was alleged that a commissioned employee failed to follow policy and procedure providing unauthorized access to a seized vehicle, searching a

seized vehicle, documenting seized property, providing false information, failing to apply for a search warrant, and failing to take appropriate police action investigating an alleged sexual assault of a child.

FS22-004

Subject Involved: One (1) Commissioned Employee

Policies:

01.00.010	Use of Force	Exonerated
1.00.011	De-Escalation	Unfounded
11.00.240	Judgment Responsibilities	Unfounded

Disposition: N/A

Allegation(s): It was alleged that a commissioned employee failed to deescalate a suicidal subject and used excessive force while taking the subject into protective custody.

FS22-005

Subject Involved: One (1) Commissioned Employee

Policies:

11.00.010	Standard of Conduct	Sustained
11.00.010	Judgment Responsibilities	Sustained
21.00.020	Preliminary Investigations	Sustained
25.00.020	Collection/Submitting Evidence	Sustained
26.00.020	Incident Reporting	Sustained

Disposition: Written Reprimand

Allegation(s): It was alleged that a commissioned employee failed to preserve, collect, submit, and document evidence when he directed another employee to dispose of evidence in a sexual assault.

FS22-006

Subject Involved: One (1) Commissioned Employee

Policies:

11.00.240	Judgment and Responsibilities	Sustained
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Disposition: 10-Hour Suspension and Remedial EVOC training

Allegation(s): A commissioned officer was involved in their 3rd preventable collision in a 3-year window.

FS22-007

Subject Involved: One (1) Commissioned Employee

Policies: 11.00.010 Standard of Conduct Unfounded
11.00.190 Department Unfounded
11.00.360 Prohibited Activity, On-Duty Unfounded

Disposition: N/A

Allegation(s): It was alleged that a commissioned employee engaged in sexual relations with a victim of a criminal investigation. It was further alleged the employee trafficked the subject for financial gain.

INFORMAL STANDARDS INVESTIGATIONS

There were ten (10) completed dispositions for informal standards investigations from July 2022 through December 2022. Eight (8) of the completed informal standards investigations were for collisions that were deemed preventable by the Vehicle Incident Review Board (VIRB). Seven of the commissioned employees were found to be in violation of Bellevue Police Department policy **11.00.240 Judgment Responsibilities** after signing a Due Process Waiver. One (1) employee resigned prior to being offered a waiver of due process for his 1st collision.

Seven (7) employees were involved in their first preventable collision and one (1) employee was involved in their second preventable collision in a rolling three-year period.

IS22-009

Subject Involved: One (1) Commissioned Employee

Policies: 11.00.130 Courtesy Sustained
11.00.190 Department Sustained

Disposition: Written Reprimand

Allegation(s): It was alleged that a commissioned employee was discourteous to an office staff member while collecting evidence at a local business.

IS22-010

Subject Involved: One (1) Non-Commissioned Employee

Policies: 11.00.480 Use of Drugs Exceptional

Disposition: Employee resigned prior to completion of investigation

Allegation(s): It was alleged that a non-commissioned employee had consumed Cannabis in 2021 while employed by the department.

DISSATISFACTION WITH SERVICE COMPLAINTS

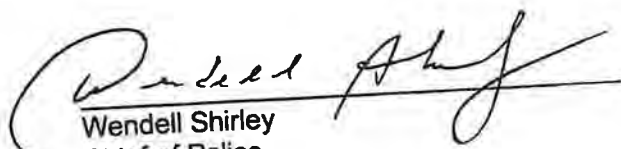
There were seventeen (17) complaints filed with the Bellevue Police Department from July 2022 through December 2022, which did not constitute violations of department policies. These complaints were investigated and documented as dissatisfaction with service.

PHOTO ENFORCEMENT VIOLATIONS

There were four (4) citations issued for Photo Enforcement Violations between July 2022 through December 2022.

CORRECTIONS

IS21-016 – A previously appealed collision was amended to a finding of Exceptional after it was determined no damage had occurred to the involved vehicles.



Wendell Shirley
Chief of Police
Bellevue Police Department



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-13 • Pub. Date: 02/21/2023 • Eff. Date: 02/27/2023

Transfer

Captain Ellen Inman will be transferred to the Personnel Services Unit effective February 27th, 2023.

She will report to Assistant Chief Andrew Popochock.

We wish her well on her new assignment.

Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-14 ♦ Pub. Date: 02/22/2023 ♦ Eff. Date: 03/01/2023

Retirement

Police Support Officer Orlin VanWieringen has submitted his notice of retirement effective March 1, 2023.

Orlin graduated from Washington State University with a Bachelor of Arts Degree in Criminal Justice in 1979. In the summer of 1978, he interned at Bellevue PD working on job descriptions for most commissioned positions, Shoot/Don't Shoot training, and other various tasks.

In April, 1981 Orlin was hired by Kemper Development as a security officer and later promoted to shift supervisor/lieutenant. He left in October, 2000 to begin his career at the Bellevue Police Department.

Orlin was hired on October 16, 2000 as a Police Support Officer. He worked in the following units:

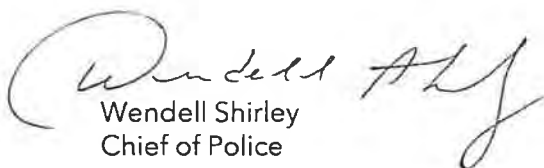
- Courts & Custody - 12/2000 thru 12/2006
- Traffic Unit (Parking Enforcement) - 1/2007 - Present

During his tenure Orlin was recognized several times for his outstanding performance:

- Commander's Award - 2013 & 2016
- Civilian of the Year Award - 2018

Sergeant Shovlin adds: *"He is the ultimate example of what a supervisor would want in a coworker. He is an extremely hard worker, does whatever is asked, and goes out of his way to find more ways to be helpful. I have never heard him complain and always seemed happy to do whatever he could to make Bellevue a better city to live, work and visit."*

Please join me in thanking Orlin for his 22+ years of outstanding service to the Department and Bellevue community and wish him well in his upcoming retirement.


Wendell Shirley
Chief of Police

thank you!



January 2023



examples of outstanding service
provided to our community

Officer Madison Beyer

From: sandy078@comcast.net

“I am living a parent’s nightmare. My daughter is an unhoused addict on the streets of Bellevue. I had two missed SOS emergency notices from her phone, no message just GPS coordinates. I called 911 and Officer Beyer was assigned and did everything possible with the information she had. I made contact with my daughter the next day and called 911 to report that we had connected. THANK YOU to Officer Beyer, the dispatchers, and the BPD for your professionalism, compassion and kindness. THIS is the side of law enforcement I wish everyone could see.”

Officer Nansong Liu

From: Deanna Thome

“I was certain someone fraudulently used my credit card in Bellevue. I spoke to Officer Liu and he solved the problem promptly. He was kind, efficient and highly intelligent in dealing with the matter. He is an excellent representative of the Bellevue Police Department.”

Officer Alison Taylor

From: Nicolette Hortsch

“Officer Taylor listened and was very compassionate, fair, and firm with a teen who was having a hard time. I am very grateful to her, and we are lucky to have her in Bellevue.”

Officer Nansong Liu

From: Tural Alisker

“Officer Liu’s creative and excellent problem solving skills prevented a fraud incident from escalating into a bad outcome and led to a peaceful

resolution. I am very pleased with Officer Liu’s availability and quick response!”

Officer Madison Beyer

From: Peter Adamski

Mr. Adamski called 911 to report a stolen truck and was impressed with how quickly Officer Beyer responded. “I was extremely impressed with her professionalism. She was prompt, to the point, and very personable at the same time. I am happy to live in a city that has such a great police force! She is very exceptional.”

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

From: Amy Chang, Caroline Yang, Lisa Chua, Min Lin, Vedika Hemani, Erica Chao, Leora Clemans

Below are comments from women who attended a Women’s Self Defense Workshop in late January offered by the above officers:

“I attended the Workshop with my daughter and her friends. It was so empowering for these girls.”

“The techniques we learned taught us to build our confidence and empower our lives to know how to survive.”

“Thank you so much for your hard work, you time, and your support. You all create such a wonderful community here!”

“The self-defense workshops hosted by Bellevue PD have been really influential in my life. I have learned a lot and feel more confident connecting with so many other women, and Office Craig makes me feel like I really belong in the community. Thank you BPD for supporting these workshops!”



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-15 ♦ Pub. Date: 02/27/2023 ♦ Eff. Date: 03/03/2023

Resignation

Officer Jonathan Palmer has submitted his notice of resignation effective March 3rd, 2023. He was hired on November 30, 2018.

Officer Palmer has accepted a position as a Police Officer with the Dover Police Department in New Hampshire to be closer to family.

"I have enjoyed my time as a police officer with the Department and I appreciate all of the training, support, and opportunities provided to me over the last four years."

We wish him well in his next chapter.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023- 16 ♦ Pub. Date: 02/27/2023 ♦ Eff. Date: 03/06/2023

Acting Status

Effective March 6th 2023 to April 6th 2023 Captain Rob Spingler will be Acting Major assigned to Patrol.

He will report to Assistant Chief Andrew Popochock.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-18 ♦ Pub. Date: 03/01/2023 ♦ Eff. Date: 03/09/2023

Resignation

Lead Police Support Specialist Lara Jacobson has submitted her notice of resignation effective March 9th, 2023.

Lara was hired on October 28th, 2019.

Lara's supervisor, Kristina Galloway said the following, "Lara promoted to Lead early on in her career with us and has been an integral part of training our new-hires even before then. She has been a joy to work with, and her bright character, keen eye for detail, and expert thinking skills will be greatly missed. We hope she can find a team as awesome as ours in Washington, DC and wish her success wherever life takes her!"

Please join me in thanking Lara for her exceptional service to the Police Department and the Bellevue Community. We wish her well in her next chapter.


Wendell Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-19 ♦ Pub. Date: 03/02/2023 ♦ Eff. Date:

Awards

I am pleased to announce the recipients of the remaining 2022 Employee Recognition Awards:

- Officer of Quarter 4 - Officer Dan Finan
- Civilian of the 2nd Term - Data Analyst Lynn Boerner

- Sergeant of the Year - Sergeant Michael Shovlin
- Officer of the Year - Officer Zachary Lyons
- Investigator of the Year - Detective Michael Dolce
- Civilian of the Year - Senior Administrative Assistant Jean Morgan

Congratulations to all and thank you for your exceptional work throughout 2022!


Wendell Shirley
Chief of Police

**Also receiving nominations: A. Moe, M. King, K. Hodges, A. Elliott, K. Akahane, K. Turner, J. Chaput, L. Porter and G. Grannis*



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-20 • Pub. Date: 03/02/2023 • Eff. Date: TBD

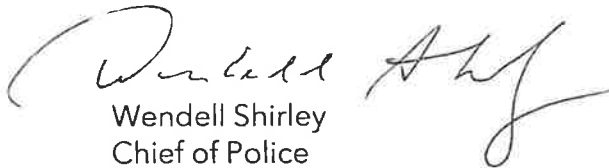
Assignment

As a result of interviews conducted on February 28th, 2023 the following Officers have been selected to fill the three vacancies on the SWAT Team.

- Officer David Passarella
- Officer Brian Connor
- Officer Joshua Latimer.

They will report to Captain Landon Barnwell at a date to be determined.

Please join me in wishing them much success in this important assignment.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023- 21 ♦ Pub. Date: 03/16/2023 ♦ Eff. Date: 03/03/2023

Temporary Assignment

Effective March 3rd, 2023, until a date to be determined, the Special Operations Group will be temporarily reassigned to the Personnel Services Unit to assist with recruiting and hiring.

They will report to Captain Ellen Inman and Assistant Chief Andrew Popochock.

We wish them well in their new assignment.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-22 ♦ Pub. Date: 03/20/2023 ♦ Eff. Date: 03/20/2023

Transfer

Effective March 20, 2023, Sergeant Ben Jones will be transferred to the Office of Accountability in Police Administration.

He will report to Assistant Chief Andrew Popochock.

We wish him well in his new assignment.


Wendell Shirley
Chief of Police



Bellevue Police Department

EXECUTIVE ORDER

Number: 2023-23 ♦ Pub. Date: 03/21/2023 ♦ Eff. Date: 04/06/2023

Resignation

Court Liaison Administrator Brooke Markham has submitted her notice of resignation effective April 6th, 2023. She joined the Department on November 28th, 2017.

Brooke has accepted a Project/Program Manager position with the King County Sheriff's Office. She stated the following: *"I will be forever grateful for the opportunities that working for the Bellevue Police Department has offered me and will never cease to be impressed by the professionalism displayed by its members."*

Please join me in thanking Brooke for her excellent service to the Bellevue Police Department and wish her well in her next chapter.



Wendell Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-24 ♦ Pub. Date: 03/28/2023 ♦ Eff. Date: 04/01/2023

Resignation

Officer Shao-Wei Chao has submitted his notice of resignation effective April 1st, 2023.

We wish him well in his next chapter.


Wendell Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023- 25 ♦ Pub. Date: 03/28/2023 ♦ Eff. Date: 04/08/2023

Retirement

Police Support Specialist Carla Furukawa has submitted her notice of retirement effective April 8th, 2023.

Carla joined the Police Department on May 14, 1980, and has been a valuable and loyal employee.

She states, "I will especially miss the people I work with but hope to see everyone as a new Police Department Volunteer."

Please join me in thanking Carla for her 43 years of exceptional service to the Bellevue community and wish her well as she begins a well deserved retirement.


Wendell Shirley
Chief of Police



Bellevue Police Department EXECUTIVE ORDER

Number: 2023-26 ♦ Pub. Date: 03/28/2023 ♦ Eff. Date: TBD

Transfer

Sergeant Jason McElyea will be transferred to the Personnel Services Unit on a date to be determined.

He will report to Captain Ellen Inman.

We wish him well in his new assignment.


Wendell Shirley
Chief of Police



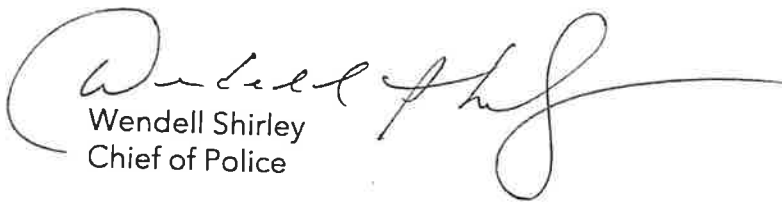
Bellevue Police Department EXECUTIVE ORDER

Number: 2023-27 • Pub. Date: 04/05/2023 • Eff. Date: 04/04/2023

Trial Service

Police Support Specialist Leo Gasper's trial service period was terminated effective April 4th, 2023.

We wish him well in his next chapter.


Wendell Shirley
Chief of Police



**CIVIL SERVICE COMMISSION
ENTRY LEVEL POLICE OFFICER
ELIGIBILITY LIST
1/31/2023**

First Name	Last Name	Rank	Expiration Date
Darrin	Morris	1	1/31/2024
Zachary	Martinez Horrell	2	1/31/2024
Donisha	Calhoun	3	1/31/2024
Mark	Walker-Rittgers	4	1/31/2024
Phillip	Kong	5	1/31/2024
Jeremy	Hayson	6	11/29/2023
Deon	Jackson	7	1/31/2024
Kenji	Lantow	8	1/31/2024
Jose	Hernandez	9	1/31/2024
Dante	Foster	10	1/31/2024
Camon	Schiller	11	1/31/2024
Miles	Hundley	12	11/29/2023
Luis	Santana	13	1/31/2024
Cole	Trotignon	14	10/4/2023
Youa	Cha	15	11/29/2023
Tiger	Johnson	16	11/29/2023
Jaxen	Barnes	17	10/26/2023
Jereme	Smith	18	1/31/2024
Matthew	Jacobs-Shaffer	19	11/29/2023
Alexander	Hendricks	20	1/31/2024
Mohammad	Khatibi	21	11/29/2023
Hanna	Ro	22	11/29/2023
Marcelo	Cuellar	23	1/31/2024
Krishan	Gounder	24	1/31/2024
Paul	Bennett	25	1/31/2024
Kyle	Nilsen	26	1/31/2024
Elliot	Trowbridge	27	1/31/2024
Amanda	Johnson	28	1/31/2024
Dale	Maxwell	29	1/31/2024
Charles	Alford	30	1/31/2024
Jared	Howells	31	1/31/2024
George	Younan	32	1/31/2024
Miguel	Ceja	33	1/31/2024
Connor	Browne	34	1/31/2024
Raymond	Benson	35	1/31/2024

The above list was legally prepared and is hereby approved this 31st day of January 2023.

Joy St. Germain
Joy St Germain, Secretary Chief Examiner

1/31/2023
Date

Diane Kendall
Diane Kendall, HR Generalist

1/31/2023
Date

Given under my hand and official seal this 31st day of January 2023.

Heather McGrath
Notary Public in and for the State of
Print Name HEATHER MCGRATH
Washington, Residing in GRANITE FALLS
Expires: 5-29-2025





**CIVIL SERVICE COMMISSION
ENTRY LEVEL POLICE OFFICER
ELIGIBILITY LIST
2/7/2024**

First Name	Last Name	Rank	Expiration Date
Darrin	Morris	1	1/31/2024
Kolten	Hencke	2	2/7/2024
Zachary	Martinez Horrell	3	1/31/2024
Donisha	Calhoun	4	1/31/2024
Mark	Walker-Rittgers	5	1/31/2024
Phillip	Kong	6	1/31/2024
Daniel	Burgess	7	2/7/2024
Clint	Nurse	8	2/7/2024
Donovan	Franco	9	2/7/2024
Jeremy	Hayson	10	11/29/2023
Deon	Jackson	11	1/31/2024
Kenji	Lantow	12	1/31/2024
Jose	Hernandez	13	1/31/2024
Dante	Foster	14	1/31/2024
Camon	Schiller	15	1/31/2024
Miles	Hundley	16	11/29/2023
Luis	Santana	17	1/31/2024
Cole	Trotignon	18	10/4/2023
Youa	Cha	19	11/29/2023
Tiger	Johnson	20	11/29/2023
Jaxen	Barnes	21	10/26/2023
Jereme	Smith	22	1/31/2024
Matthew	Jacobs-Shaffer	23	11/29/2023
Alexander	Hendricks	24	1/31/2024
Imran	Aliu	25	2/7/2024
Mohammad	Khatibi	26	11/29/2023
Hanna	Ro	27	11/29/2023
Marcelo	Cuellar	28	1/31/2024
Krishan	Gounder	29	1/31/2024
Paul	Bennett	30	1/31/2024
Kyle	Nilsen	31	1/31/2024
Joseph	Pagani	32	2/7/2014
Daniel	Mcgee	33	2/7/2024
Elliot	Trowbridge	34	1/31/2024
Amanda	Johnson	35	1/31/2024
Paul	Nyguen	36	2/7/2024
Dale	Maxwell	37	1/31/2024
Charles	Alford	38	1/31/2024
Derrick	Garza	39	2/7/2024
Patrick	Elliott	40	2/7/2024
Thomas	Owens	41	2/7/2024
Jared	Howells	42	1/31/2024
George	Younan	43	1/31/2024
Miguel	Ceja	44	1/31/2024
Connor	Browne	45	1/31/2024
Raymond	Benson	46	1/31/2024

The above list was legally prepared and is hereby approved this 7th day of February 2023.

Joy St Germain
Joy St Germain, Secretary Chief Examiner

2/7/2023
Date

Diane Kendall
Diane Kendall, HR Generalist

2/7/2023
Date

Given under my hand and official seal this 7th day of February 2023.

Heather McGrath
Notary Public in and for the State of
Print Name HEATHER MCGRATH
Washington, Residing in GRANITE FALLS
Expires: 5.29.25





CIVIL SERVICE COMMISSION
 ENTRY LEVEL POLICE OFFICER
 ELIGIBILITY LIST
 2/15/2023

First Name	Last Name	Rank	Expiration Date
Darrin	Morris	1	1/31/2024
Kolten	Hencke	2	2/7/2024
Adrienne	Barnett	3	2/15/2024
Zachary	Martinez Horrell	4	1/31/2024
Karl	Jones	5	2/15/2024
Donisha	Calhoun	6	1/31/2024
Mark	Walker-Rittgers	7	1/31/2024
Phillip	Kong	8	1/31/2024
Clint	Nurse	9	2/7/2024
Donovan	Franco	10	2/7/2024
Jeremy	Hayson	11	11/29/2023
Jacob	Poteet	12	2/15/2024
Deon	Jackson	13	1/31/2024
Kenji	Lantow	14	1/31/2024
Jose	Hernandez	15	1/31/2024
Camon	Schiller	16	1/31/2024
Luis	Santana	17	1/31/2024
Cole	Trotignon	18	10/4/2023
Tiger	Johnson	19	11/29/2023
Drew	Govender	20	2/15/2024
Jaxen	Barnes	21	10/26/2023
Jereme	Smith	22	1/31/2024
Matthew	Jacobs-Shaffer	23	11/29/2023
Alexander	Hendricks	24	1/31/2024
Imran	Aliu	25	2/7/2024
Hanna	Ro	26	11/29/2023
Justin	Englund	27	2/15/2024
Marcelo	Cuellar	28	1/31/2024
Krishan	Gounder	29	1/31/2024
Paul	Bennett	30	1/31/2024
Robert	Diehl	31	2/15/2024
Joseph	Pagani	32	2/7/2014
Daniel	Mcgee	33	2/7/2024
Hunter	Woldseth	34	2/15/2024
Dominic	Ford	35	2/15/2024
Haylie	Musgrove	36	2/15/2024
Alex	Muriuki	37	2/15/2024
Amanda	Johnson	38	1/31/2024
Paul	Nyguen	39	2/7/2024
Dale	Maxwell	40	1/31/2024
Aaron	Sukola	41	2/15/2024
Derrick	Garza	42	2/7/2024
Even	Coskey	43	2/15/2024
Christopher	Nganga	44	2/15/2024
Alex	Baker	45	2/15/2024
George	Younan	46	1/31/2024
Miguel	Ceja	47	1/31/2024
Connor	Browne	48	1/31/2024
Raymond	Benson	49	1/31/2024

The above list was legally prepared and is hereby approved this 15th day of February 2023.

Joy A. Germain
 Joy St. Germain, Secretary Chief Examiner

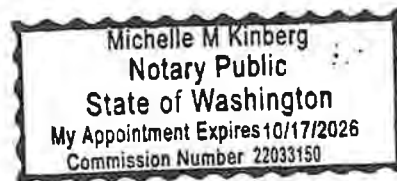
2/15/2023
 Date

Diane Kendall
 Diane Kendall, HR Generalist

2/15/2023
 Date

Given under my hand and official seal this 15th day of February 2023.

Michelle M. Kinberg
 Notary Public in and for the State of
 Print Name Michelle M. Kinberg
 Washington, Residing in King County
 Expires: 10/17/26





CIVIL SERVICE COMMISSION
ENTRY LEVEL POLICE OFFICER
ELIGIBILITY LIST
3/7/2023

First Name	Last Name	Rank	Expiration Date
Darrin	Morris	1	1/31/2024
Cory	Patterson	2	3/7/2024
Scott	Gribble	3	3/7/2024
Adrienne	Barnett	4	2/15/2024
Kolten	Hencke	5	2/7/2024
Donovan	Franco	6	2/7/2024
Karl	Jones	7	2/15/2024
Wesley	Telyea	8	3/7/2024
Daniel	Burgess	9	2/7/2024
Cole	Trotignon	10	10/4/2023
Jialiang	Zhou	11	3/7/2024
Drew	Govender	12	2/15/2024
Tiger	Johnson	13	11/29/2023
Jaxen	Barnes	14	10/26/2023
Imran	Aliu	15	2/7/2024
Hanna	Ro	16	11/29/2023
Justin	Englund	17	2/15/2024
Marcelo	Cuellar	18	1/31/2024
Paul	Bennett	19	1/31/2024
Jonalexander	Vaughn	20	3/7/2024
Alexis	Brown	21	3/7/2024
Donisha	Calhoun	22	1/31/2024
Joshua	Allison	23	3/7/2024
Phillip	Kong	24	1/31/2024
Daniel	Martin	25	3/7/2024
Jereme	Smith	26	1/31/2024
Robert	Diehl	27	2/15/2024
Daniel	Mcgee	28	2/7/2024
Zhi	Wu	29	3/7/2024
Dominic	Ford	30	2/15/2024
Arjuna	Quezada-Moor	31	3/7/2024
Deon	Jackson	32	1/31/2024
Alan	Renteria	33	3/7/2024
Kenji	Lantow	34	1/31/2024
Paul	Nyguen	35	2/7/2024
Matthew	Stravato	36	3/7/2024
Amanda	Johnson	37	1/31/2024
Derrick	Garza	38	2/7/2024
Matthew	Lau	39	3/7/2024
Zihan	Hao	40	3/7/2024
Andrew	Pears	41	2/15/2024
Camon	Schiller	42	1/31/2024
Isidro	Pina	43	3/7/2024
Colby	Masters	44	3/7/2024
Alan	Sagastegui	45	3/7/2024
Hunter	Woldseth	46	2/15/2024
Dominic	Ford	47	2/15/2024
Alex	Muriuki	48	2/15/2024
Aaron	Sukola	49	2/15/2024
Benjamin	Donovan	50	3/7/2024
Evan	Coskey	51	2/15/2024
Christopher	Nganga	52	2/15/2024
Alex	Baker	53	2/15/2024
George	Younan	54	1/31/2024
Connor	Browne	55	1/31/2024
Raymond	Benson	56	1/31/2024
Jageray	Gagucas	57	3/7/2024
Aji	Najib	58	3/7/2024

The above list was legally prepared and is hereby approved this 7th day of March 2023.

Joy St. Germain
Joy St. Germain, Secretary Chief Examiner
Date 3/7/23

Diane Kendall
Diane Kendall, HR Generalist
Date 3/7/2023

Given under my hand and official seal this 7th day of March 2023

Michelle M. Kinberg
Notary Public in and for the State of
Print Name Michelle M. Kinberg
Washington, Residing in King
Expires: 10/17/2026

Michelle M Kinberg
Notary Public
State of Washington
My Appointment Expires 10/17/2026
Commission Number 22033150



CIVIL SERVICE COMMISSION
ENTRY LEVEL POLICE OFFICER
ELIGIBILITY LIST
3/28/2023

First Name	Last Name	Rank	Expiration Date
Nicholas	Williams	1	3/28/2024
Kevin	Grogan	2	3/28/2024
Michael	Silva	3	3/28/2024
Cory	Patterson	4	3/7/2024
Amanda	Jackson-Barríos	5	3/28/2024
Scott	Gribble	6	3/7/2024
Adrienne	Barnett	7	2/15/2024
Gerald	Desmul	8	3/28/2024
Kolten	Hencke	9	2/7/2024
Donovan	Franco	10	2/7/2024
Grace	Johnston	11	3/28/2024
Karl	Jones	12	2/15/2024
Wesley	Telyea	13	3/7/2024
Rudolph	Jean-Louis	14	3/28/2024
Malik	Fisher	15	3/28/2024
Tony	Jones	16	3/28/2024
Cole	Trotignon	17	10/4/2023
Vasile	Visovan	18	3/28/2024
Malcom	Lee	19	3/28/2024
Jialiang	Zhou	20	3/7/2024
Mauricio	Kenny	21	3/28/2024
Tiger	Johnson	22	11/29/2023
Jaxen	Barnes	23	10/26/2023
Imran	Allu	24	2/7/2024
Hanna	Ro	25	11/29/2023
Justin	Englund	26	2/15/2024
Marcelo	Cuellar	27	1/31/2024
Paul	Bennett	28	1/31/2024
Jonalexander	Vaughn	29	3/7/2024
Alexis	Brown	30	3/7/2024
Joshua	Allison	31	3/7/2024
Ryan	Maxwell	32	3/28/2024
Phillip	Kong	33	1/31/2024
Daniel	Martin	34	3/7/2024
Pierre	Elysee	35	3/28/2024
Isabel	Gonzalez-Ramirez	36	3/28/2024
Daniel	Mcgee	37	2/7/2024
Cody	Bancroft	38	3/28/2024
Zhi	Wu	39	3/7/2024
Jacky	Cheung	40	3/28/2024
Dominic	Ford	41	2/15/2024
Deon	Jackson	42	1/31/2024
Alan	Renteria	43	3/7/2024
Kenji	Lantow	44	1/31/2024
Paul	Nyguen	45	2/7/2024
Matthew	Stravato	46	3/7/2024
Derrick	Garza	47	2/7/2024
Matthew	Lau	48	3/7/2024
Zihan	Hao	49	3/7/2024
Andrew	Pears	50	2/15/2024
Jonathan	Thompson	51	3/28/2024
Isidro	Pina	52	3/7/2024
All	Musa	53	3/28/2024
Colby	Masters	54	3/7/2024
Alan	Sagastegui	55	3/7/2024
Hunter	Woldseth	56	2/15/2024
Anthony	Kenrick	57	3/28/2024
Alex	Muriuki	58	2/15/2024
Anton	Luna	59	3/28/2024
Benjamin	Donovan	60	3/7/2024
Evan	Coskey	61	2/15/2024
Christopher	Nganga	62	2/15/2024
Alex	Baker	63	2/15/2024
George	Younan	64	1/31/2024
Alexander	Silverstone	65	3/28/2024
Connor	Browne	66	1/31/2024
Raymond	Benson	67	1/31/2024
Jageray	Gagucas	68	3/7/2024
Ali	Najib	69	3/7/2024

The above list was legally prepared and is hereby approved this 28th day of March 2023.

Joy St. Germain
Joy St. Germain, Secretary Chief Examiner

3/28/2023
Date

Diane Kendall
Diane Kendall, HR Generalist

3/28/2023
Date

Given under my hand and official seal this 28th day of March 2023.

Kristina Galloway
Notary Public in and for the State of
Washington, Residing in Kitsap County
Expires: 08/20/2024





City of Bellevue Human Resources

CIVIL SERVICE COMMISSION EXPERIENCED POLICE OFFICER Eligibility List 1/31/2023

Last Name	First Name	Rank	Expiration Date
Estrada	Alex	1	1/5/2024
Vervaecke	James	2	10/12/2023
Tolentino	Anthony	3	1/31/2024
Kaneshiro	Brandin	4	1/31/2024
Mocek	Jeremy	5	1/5/2024

The above list was legally prepared and is hereby approved this 31st day of January 2023.

Joy St. Germain 1/31/2023
Joy St Germain, Secretary Chief Examiner Date

Diane Kendall 1/31/2023
Diane Kendall, HR Generalist Date

Given under my hand and official seal this 31st day of January 2023.

Heather McGrath
Notary Public in and for the State of
Print Name HEATHER MCGRATH
Washington, Residing in GRANITE FALLS
Expires: 5.29.2025





City of Bellevue Human Resources

CIVIL SERVICE COMMISSION EXPERIENCED POLICE OFFICER

Eligibility List 3/7/2023

Last Name	First Name	Rank	Expiration Date
Estrada	Alex	1	1/5/2024
Vervaecke	James	2	10/12/2023
Tolentino	Anthony	3	1/31/2024
Kaneshiro	Brandin	4	1/31/2024
Marcus	Jones	5	3/7/2024
Mocek	Jeremy	6	1/5/2024

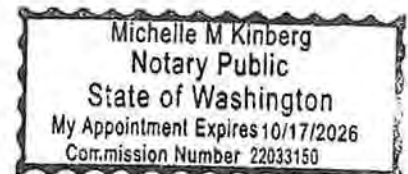
The above list was legally prepared and is hereby approved this 7th day of March 2023.

Joy St Germain for Joy St. Germain 3/7/23
Joy St Germain, Secretary Chief Examiner Date

Diane Kendall 3/7/2023
Diane Kendall, HR Generalist Date

Given under my hand and official seal this 7th day of March 2023.

Michelle M Kinberg
Notary Public in and for the State of
Print Name Michelle m. Kinberg
Washington, Residing in King
Expires: 10/17/26





City of Bellevue
Human Resources
CIVIL SERVICE COMMISSION
EXCEPTIONAL ENTRY POLICE OFFICER
Eligibility List
1/31/2023

Last Name	First Name	Rank	Expiration Date
Castillo	Aaron	1	1/31/2024
Weaver	Ryan	2	10/4/2023
Pastor	Algelis	3	1/5/2024

The above list was legally prepared and is hereby approved this 31st day of January 2023.

Joy St. Germain 1/31/2023
 Joy St. Germain, Secretary Chief Examiner Date

Diane Kendall 1/31/2023
 Diane Kendall, HR Generalist Date

Given under my hand and official seal this 31st day of January 2023.

Heather McGrath
 Notary Public in and for the State of
 Print Name HEATHER MCGRATH
 Washington, Residing in GRANITE FALLS
 Expires: 5.29.2025

