



CONTACT: Joy St. Germain, HR Director
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Civil Service Commission

Regular Meeting

Agenda

Date: July 9, 2024 (Tuesday)

Time: 4:00 p.m.

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

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

Meeting ID: 253 913 206 526, **Passcode:** ukGMWE

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Regular Meeting: January 9, 2024 and April 9, 2024
- IV. New Business

Police - New Business
Modification to the Selection Criteria for Police Civil Service Positions
Police Administrative Service Manager Recruitment
Police Captain Promotional Exam
Police Sergeant Promotional Exam

Fire - New Business
None



V. Announcement of Next Meeting: October 8, 2024

VI. Adjournment

Informational Items:

Fire:	
Firefighter Engineer Promotion	Andy Hovancsek, Emily Peterson, Eric Dobsa, Welsey Taylor
Retirement	John Harn
Resignation	John Tetzlaff
Retirement	Laurie Lamp
Retirement	Doug Borst
Promotions	Kris Johnson, Michael Beard, Eric Shepler, Nathan Schaefer
Retirement	Jeff Grove
Retirement	Todd McLean
Retirement	Zan Teague
Captain Promotion	Dan Sobole

Police:	
Sergeant Promotions	Off. Aaron Watanabe, Off. Christopher Wyche, Corp. Jonathan Hurley
Retirement	Sgt. Shovlin
Retirement	Det. Brennan
Retirement	Det. Nygren
ERP Award	Off. Park, Off. Perreira

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

Tuesday
January 9, 2024

Room 1E-110

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

OTHERS PRESENT: Ellen Inman, Police Department
Doug Halbert, Fire Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

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

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

A. Special Meeting: August 15, 2023

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the August 15, 2023 Bellevue Civil Service Commission special meeting minutes as presented. Motion carried unanimously (5-0).

B. Regular Meeting: October 10, 2023

Motion by Commissioner Sheffels and second by Commissioner Crowner to approve the October 10, 2023 Bellevue Civil Service Commission meeting minutes as presented. Motion carried unanimously (5-0).

IV. NEW BUSINESS:

A. 2024 Police Support Officer Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hiring of Police Support Officers.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the request for recruitment and hiring of Police Support Officers. Motion carried unanimously (5-0).

B. 2024 Recruitment of Entry, Exceptional, & Lateral Officers

On behalf of the Police Department, Captain Inman made an official request for continuous testing for Entry Level, Exceptional Entry Level, and Lateral Level Officers in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the request for continuous testing for Entry Level, Exceptional Entry Level, and Lateral Level Officers in 2024. Motion carried unanimously (5-0).

C. 2024 Admin Services Manager Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct a recruitment examination and hiring process for an Administrative Services Manager.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the request to conduct a recruitment examination and hiring process for an Administrative Services Manager. Motion carried unanimously (5-0).

D. Corporal Promotional Exam

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Corporal. The current Corporal Eligibility list expires on May 19, 2024 and vacancies are anticipated.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the request to conduct a promotional exam for the rank of Corporal. Motion carried unanimously (5-0).

E. Sergeant Promotional Exam

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Sergeant. The current Sergeant eligibility list has been exhausted.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the official request to conduct a promotional exam for the rank of Sergeant. Motion carried unanimously (5-0).

F. Court Liaison Administrator Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hire to fill any Court Liaison Administrator vacancies as they occur in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment and hire to fill any Court Liaison Administrator vacancies as they occur in 2024. Motion carried unanimously (5-0).

G. Police Support Specialist Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hire to fill any Police Support Specialist vacancies as they occur in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment and hire to fill any Police Support Specialist vacancies as they occur in 2024. Motion carried unanimously (5-0).

H. Police Records Disclosure Specialist Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment and hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2024.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment and hire to fill any Police Records Disclosure Specialist vacancies as they occur in 2024. Motion carried unanimously (5-0).

I. Police Captain Promotional Exam

On behalf of the Police Department, Captain Inman made an official request to conduct a promotional exam for the rank of Captain. The current Captain eligibility list expires on February 1, 2024 and vacancies are anticipated.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct a promotional exam for the rank of Captain. Motion carried unanimously (5-0).

J. Forensic Evidence Tech Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct a recruitment and hiring process for a Forensic Evidence Technician. There is no current eligibility list.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Crowner and second by Commissioner Jorgensen to approve the official request to conduct a recruitment and hiring process for a Forensic Evidence Technician. Motion carried unanimously (5-0).

K. Property Evidence Tech Recruitment

On behalf of the Police Department, Captain Inman made an official request to conduct recruitment examination and hire to fill Police Property and Evidence Technician vacancies as they occur in 2024. There is currently one vacancy and no active eligibility list for this professional staff police position.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to conduct recruitment examination and hire to fill Police Property and Evidence Technician vacancies as they occur in 2024. Motion carried unanimously (5-0).

L. Grant Administrator Position Extension

On behalf of the Police Department, Captain Inman made an official request for testing for a Police Grant Administrator position in 2024. Commissioners previously granted the ability to test for this position at the July 2023 Civil Service Commission meeting, but staff was unable to conduct recruitment and hiring during the year.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the official request for testing for a Police Grant Administrator position in 2024. Motion carried unanimously (5-0).

M. Request to Extend Fire Provisional Engineers

On behalf of the Fire Department, Chief Halbert made an official request to extend the provisional Fire Engineer eligibility list. Fire does not have a current list and an assessment is planned, which will result in a new list certified by January 29, 2025.

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the official request to extend the provisional Fire Engineer eligibility list. Motion carried unanimously (5-0).

N. Request for Fire Entry Level Hiring

On behalf of the Fire Department, Chief Halbert made an official request to conduct an entry-level firefighter hiring process in 2024.

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Crowner to approve the official request to conduct an entry-level firefighter hiring process in 2024. Motion carried unanimously (5-0).

O. Request to Conduct Deputy Chief Assessment

On behalf of the Fire Department, Chief Halbert made an official request to conduct a promotional exam for the rank of Deputy Chief in 2024 to establish an eligibility list.

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the official request to conduct a promotional exam for the rank of Deputy Chief in 2024 to establish an eligibility list. Motion carried unanimously (5-0).

P. Request to Extend Captain List

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

Chief Halbert responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the official request to extend the current certified Fire Captain list one year, until January 27, 2025. Motion carried unanimously (5-0).

V. ELECTION OF CHAIR AND VICE-CHAIR:

Chair Parrish opened nominations for the Commission's Chair position.

Motion by Chair Parrish to appoint Vice-Chair Noris for the Civil Service Commission Chair position.

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

At the question, motion carried unanimously (5-0) to approve Vice-Chair Noris' nomination for the Civil Service Commission Chair position.

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

Motion by Commissioner Jorgensen to appoint Commissioner Crowner for the Vice-Chair position.

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

At the question, motion carried unanimously (5-0) to approve Civil Service Commission Crowner's nomination for the Civil Service Commission Vice-Chair position.

VI. ANNOUNCEMENT OF NEXT MEETING:

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

VII. INFORMATIONAL ITEMS:

Fire—Status Change

- A. Change of Civil Service Status: Troy Cunningham
- B. Recommendation Probationary Engineer: Josh Ferguson
- C. New On-Duty Fire Investigator: Justin Thornton
- D. October 1, 2023 Promotions
- E. Personnel Reassignment: Grant Haschak
- F. Personnel Reassignment: Mike Beard

- G. New On-Duty Fire Investigator: Maggie Whittemore
- H. New On-Duty Fire Investigator: Vince Stround
- I. Passing of Firefighter (Ret.): Ken Bailey

Police—Executive Orders

- A. Retirement: Eric Steppe
- B. Retirement: Jon Engman
- C. Trial Service Period Termination: Muneerah Budwani
- D. Employee Recognition Award: Officer of Quarter 2—Oscar Rodriguez-Melendrez; Civilian of the 1st Term: Sarah Kasperski; Nominations: Joshua Latimer, Nansong Liu, William Woo, Aaron Watanabe and Angel Francois
- E. Termination: Molly McCormack
- F. Resignation: Lin Lin
- G. Resignation: Tom Cangialosi
- H. Resignation: Jeffrey Adolfson
- I. Voluntary Change in Rack: Kevin Masseth
- J. Transfer: Kevin Masseth
- K. Resignation: Brian Benshoof
- L. Resignation: Nansong Liu
- M. Transfer: BJ Tuck
- N. Resignation: Philip Kong
- O. Transfer: Robin Peacey
- P. Promotion: Olivia Geeson
- Q. Promotion: Marisa Hoogerhyde
- R. Employee Recognition Award: Officer of Quarter 3—Rachel Neff; Nominations Jeffrey Sebers, Calvin Sun, and Alison Taylor
- S. Retirement: Mark Jordan
- T. Eligibility List PSS 11/09/23
- U. Thank You Report: August-September—Examples of Outstanding Service
- V. Thank You Report: October-November—Examples of Outstanding Service

VIII. ADJOURNMENT:

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

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

Tuesday
April 9, 2024

Room 1E-110

MEMBERS PRESENT: Anne Noris, Chair
Jeff Jorgenson
Linda Parrish
Patricia Sheffels

MEMBER PRESENT: Dan Crowner, Vice-Chair

OTHERS PRESENT: Mark Anderson, Fire Department
Ellen Inman, Police Department
Doug Halbert, Fire Department
Joy St. Germain, Human Resources
Rebecca Su, Human Resources

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:02 p.m. by Chair Noris.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Approval of the January 9, 2024 Civil Service Commission meeting minutes was postponed until the next Committee meeting.

IV. NEW BUSINESS:

A. Modifying Selection Steps for Entry Level Police Officers

On behalf of the Police Department, Captain Inman made an official request to modify the selection steps used in the screening, ranking and selection of entry level police officers. This amendment involves restructuring the process to enhance efficiency by eliminating the intake

interview. This modification will not affect the selection process for lateral entry level police officers.

Captain Inman responded to questions from Commissioners. This change in the procedural steps will speed up the movement of applicants into the background investigation phase. As a result, Bellevue will improve its chances of recruiting new entry-level police officers by swiftly advancing candidates through the process, thus increasing our ability to hire viable candidates before they consider opportunities elsewhere. Additionally, eliminating the intake interview will reduce the workload on staff, as these interviews currently consume approximately 40 hours per week for scheduling and administration, along with requiring additional staff for panel participation.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the request to modify the selection steps used in the screening, ranking, and selection of entry level policy officers. Motion carried unanimously (4-0).

B. Request to Conduct Fire Lieutenant Promotional Exam in 2024

On behalf of the Fire Department, Chief Anderson made an official request to conduct a promotional exam for the rank of Fire Lieutenant in 2024. The current eligibility list expires September 30, 2024, but will likely be exhausted before then.

Captain Inman responded to questions from Commissioners.

Motion by Commissioner Jorgensen and second by Commissioner Sheffels to approve the request to conduct a promotional exam for the rank of Fire Lieutenant in 2024. Motion carried unanimously (4-0).

C. Request to Extend the Certified Eligibility List for Battalion Chief

On behalf of the Fire Department, Chief Anderson made an official request to extend the current certified Fire Battalion Chief list one year, until May 11, 2025. The current certified eligibility list for Fire Battalion Chief expires May 11, 2024 and vacancies are anticipated.

Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the request to extend the certified eligibility list for Battalion Chief. Motion carried unanimously (4-0).

D. Request for Fire Entry Level Hiring

On behalf of the Fire Department, Chief Anderson made an official request to conduct a promotional exam for the rank of entry level Firefighter. The current eligibility list expires September 30, 2024, but will be exhausted before then.

Chief Anderson responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgensen to approve the official request to conduct an entry-level firefighter hiring process in 2024. Motion carried unanimously (4-0).

V. ANNOUNCEMENT OF NEXT MEETING:

Chair Noris announced that the next regularly scheduled Civil Service Commission meeting will be held on Tuesday, July 9, 2024 at 4:00 p.m.

VI. INFORMATIONAL ITEMS:

Fire—Status Change

- A. Resignation: Floyd Wade
- B. Promotion of Staff to Firefighter/Engineer: Andy Hovancsek, Emily Peterson, Eric Dobsa, Wesley Taylor
- C. Personnel Reassignment: Mark Anderson, Andy Oltman, Ryan Armstrong, Dan Sobole, Eric Shepler
- D. Commendation: Brandon Bothwell, Brian Fialdini, Will Dunne
- E. Trial Service Period Termination: Scott Lohndorf

Police—Executive Orders

- A. Resignation: Dereck Garza
- B. Resignation: Jaxen Barnes
- C. Resignation: Oyuki Ornelas
- D. Employee Recognition Awards: Kristina Galloway, Tony Romero, Craig Hanaumi, Ray Lofink, Shawna Gibson
- E. Resignation: Zhi Wu

VII. ADJOURNMENT:

Chair Noris adjourned the meeting at 4:34 p.m.



Bellevue Police Department

MEMORANDUM

FROM: Chief Wendell Shirley
TO: Civil Service Commission
DATE: July 09, 2024

Subject: Modification to the Selection Criteria for Police Civil Service Positions

The Bellevue Police Department requests that the Bellevue Civil Service Commission, pursuant to Bellevue Civil Service Rule 6.02.03, approve a modification to the selection criteria for all police civil service ranks. The Police Department previously submitted requests to test for several police civil service positions in the year 2024. We request that the selection criteria for all police civil service positions be modified to allow for deferred action for childhood arrivals (DACA) recipients with employment authorization from USCIS to apply for police civil service positions. This memo is not requesting any other modifications to selection criteria, steps, or devices at this time.

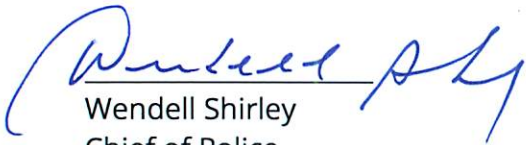
DACA recipients are now qualified to apply for any kind of city police civil service position. The WA Legislature passed Senate Bill 6157 that amended RCW 41.12.070 (Qualifications of applicants -- law enforcement agencies) to add DACA recipients to the list of applicants eligible for a position of any kind under the city police civil service statutes. This session law went into effect June 6, 2024.

RCW 41.12.070 now reads (emphasis added):

An applicant for a position of any kind under civil service under the provisions of this chapter, must be a citizen of the United States of America, a lawful permanent resident, or a deferred action for childhood arrivals recipient. An applicant for a position of any kind under civil service under the provisions of this chapter must be able to speak, read, and write the English language.

An applicant for a position of any kind under civil service must be of an age suitable for the position applied for, in ordinary good health, of good moral character and of temperate and industrious habits; these facts to be ascertained in such manner as the commission may deem advisable.

An application for a position with a law enforcement agency may be rejected if the law enforcement agency deems that it does not have the resources to conduct the background investigation required pursuant to chapter 43.101 RCW. Resources means materials, funding, and staff time. Nothing in this section impairs an applicant's rights under state antidiscrimination laws.



Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

TO: Alejandro Alatorre, Civil Service Commission

DATE: July 09, 2024

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

6.05.01 REQUEST TO ESTABLISH ENTRY-LEVEL ELIGIBILITY LIST

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

6.02.03 STEPS AND DEVICES FOR SELECTION

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

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

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

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

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- A bachelor's degree or higher from an accredited four-year college or university
- Five (5) or more years of experience in a supervisory capacity, including three (3) years in Management.

Supervisory/Management experience FROM: Chief Wendell Shirley

- a law enforcement agency or other Public Sector agency is preferred.

- Prior experience in police records, with a working knowledge of the Public Records Act is preferred.
- Valid Washington State driver's license.
- Washington State Patrol Access Certification, or ability to attain within six months of hire.
- Valid Notary Public Certification, or ability to attain within six months of hire.
- Must be a citizen of the United States of America or a lawful permanent resident who can read and write the English language.
- Applicants must be 21 years of age who can read and speak fluent English and either:
 - A US citizen, or
 - A lawful permanent resident, or
 - A Deferred Action for Childhood Arrivals (DACA) recipient with employment authorization from USCIS.

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:

Knowledge of:

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

Skills:

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

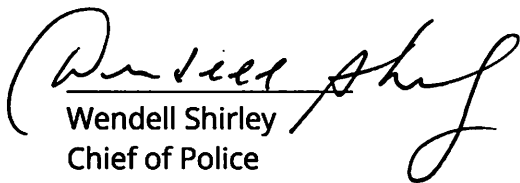
Ability to:

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

PHYSICAL DEMANDS:

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

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


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: June 4th, 2024

From: Wendell Shirley, Chief of Police

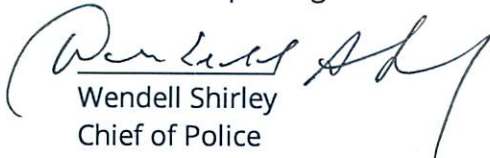
To: Joy St. Germain, Civil Service Commission

Subject: Police Captain Promotional Exam - 2024

In accordance with Civil Service Rules and Regulations, 6.05.01 Request to Establish Eligibility List, please accept this correspondence as an official request to conduct a promotional exam for the rank of Captain. The current Captain Eligibility List expired on February 1, 2024. We anticipate future vacancies in this position in 2024 and this list would be used to fill such vacancies. We intend to prepare the Police Captain announcement based on the following minimum qualifications:

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

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


Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: June 4, 2024

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Sergeant Promotional Exam

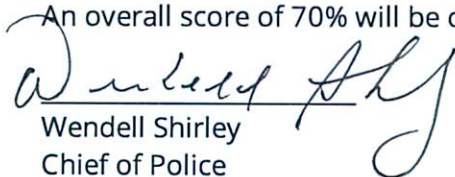
In accordance with Civil Service Rules and Regulations, 6.05.01 Request to Establish Eligibility List, please accept this correspondence as an official request to conduct a promotional exam for the rank of Sergeant. We anticipate future vacancies in this position in 2024 and this list would be used to fill such vacancies, after exhaustion of the current eligibility list. We intend to prepare the Police Sergeant announcement based on the following minimum qualifications:

The candidate must have no evaluations showing a "Below Standards" rating during the previous 12 months.

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

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

An overall score of 70% will be considered passing.


Wendell Shirley
Chief of Police