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Civil Service Commission

Regular Meeting

Agenda

Date: April 8, 2025 (Tuesday)

Time: 4:00 p.m.

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

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

Meeting ID: 280 182 352 245, **Passcode:** b6Nr3VZ7

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Minutes
 - a. Regular Meeting: January 14th, 2025
 - b. Special Meeting Minutes:
 - i. January 27th, 2025
 - ii. March 12th, 2025



- IV. Oral communication from the public, limited to three minutes per person on items on the Civil Service Commission meeting agenda.
- V. Reports
- VI. Unfinished business
- VII. New Business

A. - Election of New Chair and Vice Chair

B. Police - New Business
Lead Police Support Specialist Promotion Exam
Modification to Selection Steps for Victim Advocate
Forensic Examiner - Recruitment
Forensic Lab Manager - Recruitment
Victim Advocate - Recruitment
Police - Volunteer Program Coordinator Admin Asst Recruitment

C. Fire - New Business
Deputy Chief Request to Extend List
Fire Entry Level - Request to Merge Lists
Fire Lieutenant Request to Extend List

- VIII. Adjournment

Informational Items:

Police:
Promotion - E Inman to Major
Promotion - B Jones to Captain
Resignation - Officer Kuznietsov
Resignation - Recruit Ken Walch
Resignation - Officer J Dehar
Termination - Recruit C Brende



Resignation - Officer T Hawkey
Resignation - Officer A Manns
Resignation - Officer A Hendrickson
Promotion - G Graham-T Chapel to Sergeant
Resignation - Recruit R Guitierrez
Resignation Officer S Sun
Nicole Bells – Civilian Officer of the Year
Jeffrey Christiansen - Investigator Officer of the Year
Anthony Felder - Officer Officer of the Year
Halsted - Sergeant Officer of the Year
Amanda Jackson-Berrios – Officer of the Quarter Q4
Thank You Report Oct-Dec 2024
Thank You Report Jan-Feb 2025

Fire:
PARAMEDIC CANDIDATE APPLICATION ANNOUNCEMENT
SUCCESSFUL COMPLETION OF FIREFIGHTER PROBATION
Captain Promotional Assessment Results
PROMOTION of Wong and Vann
RETIREMENT NOTIFICATION – FIREFIGHTER/PARAMEDIC JOHN BAXTER
RETIREMENT NOTIFICATION – LIEUTENANT JOE LUCERO
2024 Department Accomplishments

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

Tuesday
January 14, 2025

Hybrid

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

MEMBER ABSENT: Anne Noris, Chair

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Doug Halbert, Fire Department
Charlie Kimball, Fire Department
Rebecca Su, Human Resources
Joseph Nault, Police Department
Courtney Popp, City Attorney's Office
Leo Ramos, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources
Katherine White, City Attorney's Office

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:07 p.m. by Vice-Chair Crowner.

II. ROLL CALL:

A quorum was present.

III. APPROVAL OF MEETING MINUTES:

Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the October 8, 2024 Civil Service Commission meeting minutes as presented.

Motion by Commissioner Sheffels and second by Commissioner Parrish to amend Item VII/Adjournment of the meeting minutes to: ~~Chair Noris~~ Vice-Chair Crowner adjourned the meeting at 4:45 p.m. Motion carried unanimously (4-0).

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

IV. ORAL COMMUNICATIONS:

None.

V. REPORTS:

None.

VI. UNFINISHED BUSINESS:

None.

VII. NEW BUSINESS:

A. Police: Request to Conduct Police Captain Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a promotional exam for the rank of Police Captain. The last Captain eligibility list expired February 2, 2024 and vacancies are anticipated.

Captain Nault responded to questions from Commissioners.

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

B. Police: Request to Conduct Corporal Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a promotional exam for the rank of Corporal Promotional. The current Corporal eligibility list expires on July 2, 2025 and the list has been exhausted.

Captain Nault responded to questions from Commissioners.

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

C. Police: Request to Conduct Sergeant Promotional Exam

On behalf of the Police Department, Captain Nault made an official request to conduct a promotional exam for the rank of Sergeant. The current Sergeant eligibility list expires on April 4, 2025 and the list has been exhausted.

Captain Nault responded to questions from Commissioners.

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

D. Police: Request to Conduct Entry, Exceptional, and Lateral Level Exam

On behalf of the Police Department, Captain Nault made an official request to conduct entry, exceptional, and lateral level exam. Captain Nault responded to questions from Commissioners. Mr. Barnes highlighted the revised memo included in the Board packet that explained the modification for screening.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the amended request to conduct entry, exceptional, and lateral level exam, as presented. Motion carried unanimously (4-0).

E. Police: Modification to the procedures for screening, ranking and selecting Entry-level Officers

On behalf of the Police Department, Captain Nault made an official request to modify the procedures for screening, ranking and selecting Entry-level Officers. The amendment involves restructuring the process to enhance efficiency by adding back in the intake interview. This modification will not affect the selection process for lateral entry level police officers.

Captain Nault and Mr. Barnes responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Parrish to approve the modification to the procedures for screening, ranking and selecting Entry-level Officers, as presented. Motion carried unanimously (4-0).

F. Police: Request to Conduct Police Support Specialist Recruitments

On behalf of the Police Department, Captain Nault made an official request to conduct Police Support Specialist Recruitments and to hire to fill any Police Support Specialist vacancies as they occur in 2025. The Records Unit currently has more than four Police Support Specialist vacancies.

Captain Nault responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Jorgenson to approve the request to conduct Police Support Specialist Recruitment, as presented. Motion carried unanimously (4-0).

G. Police: Request to Conduct Lead Police Support Specialist Promotional Exam

On behalf of the Police Department, Ms. Lorenzo made an official request to conduct a promotional exam in 2025 for the non-commissioned police rank of Lead Police Support Specialist. The Police Department does not currently have an active Lead Police Support Specialist eligibility list and vacancies may be expected for this position in 2025-2026.

Ms. Lorenzo responded to questions from Commissioners.

Motion by Commissioner Parrish and second by Commissioner Jorgenson to approve the request to conduct a promotional exam in 2025 for the non-commissioned police rank of Lead Police Support Specialist. Motion carried unanimously (4-0).

H. Fire: Request to Conduct Entry-Level Hiring

On behalf of the Fire Department, Chief Kimball made an official request to conduct an entry-level firefighter hiring process in 2025.

Chief Kimball responded to questions from Commissioners.

Motion by Commissioner Jorgenson and second by Commissioner Sheffels to approve the request to conduct a Fire Entry-Level hiring process in 2025. Motion carried unanimously (4-0).

VIII. ANNOUNCEMENT OF NEXT MEETING:

Election of the Commissioner Chair and Vice-Chair will be held at the next committee meeting.

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

IX. INFORMATIONAL ITEMS:

Police—Executive Orders

- A. Resignation: Officer Lowe
- B. Resignation: Det. J. Chin
- C. Resignation: Officer L. Simonson
- D. Resignation: Officer C. Watkins
- E. Resignation: Officer Tiana Woo
- F. Resignation: Officer Major A. McKinney
- G. Officer of the Quarter: Officer Kevin Grogan
- H. Thank You Report: September 9th Report

Fire—Status Change

- A. Personnel Reassignment: Lt. Steve Seiwerath
- B. Retirement: Deputy Chief Dave Beste
- C. Promotions: Battalion Chief Doug Halbert to the rank of Deputy Chief; Captain Andy Oltman to the rank of Battalion Chief; Lieutenant Mike Mihata to the rank of Captain; Firefighter Clayton Johnson to the rank of Lieutenant; Firefighter John Schreiber to the rank of Lieutenant
- D. Resignation: Vincent Stroud
- E. Resignation: Macaulay Haight
- F. EMS Logistics Assignment: Ty Warren
- G. New Auto Extrication Lead: Brett Krache
- H. Personnel Reassignment: Brian Fialdini, Brandon Bothwell, Will Dunne, Jessica Bellows and Zan Teague, Jr.

X. ADJOURNMENT:

Vice-Chair Crowner adjourned the meeting at 4:33 p.m.

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

Tuesday
January 27, 2025

Hybrid

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

MEMBER ABSENT: Patricia Sheffels

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Charlie Kimball, Fire Department
Kathleen Kline, City Attorney's Office
Rebecca Su, Human Resources
Rita Tes, Human Resources
Alex Tsimmerman, *Public Comment*
Katherine White, City Attorney's Office

MINUTES TAKER: Michelle Cash

I. CALL TO ORDER:

The meeting was called to order at 4:03 p.m. by Chair Noris.

II. ROLL CALL:

A quorum was present.

III. ORAL COMMUNICATIONS:

None.

IV. NEW BUSINESS:

A. Fire: Request for Extension of Certified Eligibility List for Firefighter Engineer

On behalf of the Fire Department, Chief Kimball made an official request to extend the certified eligibility list for Firefighter/Engineer. The current list expires January 30, 2025 and vacancies are anticipated.

Motion by Commissioner Jorgenson and second by Commissioner Crowner to approve the request to extend the certified Eligibility List for Firefighter/Engineer, as presented. 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, April 8, 2025 at 4:00 p.m.

VI. ADJOURNMENT:

Chair Noris adjourned the meeting at 4:11 p.m.

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

Tuesday
March 12, 2025

Hybrid

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

MEMBER ABSENT: Jeff Jorgenson

OTHERS PRESENT: Chad Barnes, City Attorney's Office
Ellen Inman, Police Department
Doug Halbert, Fire Department
Candie Lorenzo, Police Department
Constance Slappey, Police Department
Joseph Nault, Police Department
Rebecca Su, Human Resources
Rita Tes, Human Resources

MINUTES TAKER: Michelle Cash, *via recording*

I. CALL TO ORDER:

The meeting was called to order at 4:03 p.m. by Chair Noris.

II. ROLL CALL:

A quorum was present.

III. ORAL COMMUNICATIONS:

None.

IV. NEW BUSINESS:

A. Police: Request to Conduct Police Records Disclosure Specialist

On behalf of the Police Department, Ms. Lorenzo made an official request to conduct a recruiting and hiring process to fill any Police Records Disclosure Specialist vacancies as they occur in 2025.

Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the request to conduct Police Records Disclosure Specialist recruiting and hiring. Motion carried unanimously (4-0).

B. Police: Request to Conduct Recruitment for Victim Advocate

On behalf of the Police Department, Major Inman made an official request to conduct a recruiting and hiring process for the Victim Advocate position in 2025. This position is a new, internal, non-commissioned personnel position for Bellevue. The position was formerly staffed by King County. The current King County staff person is retiring so the position will be established within Bellevue.

Motion by Commissioner Parrish and second by Commissioner Sheffels to approve the request to conduct recruiting and hiring for the Victim Advocate position. Motion carried unanimously (4-0).

C. Police: Request to Conduct Recruitment for Police Personnel Services Unit Admin Assistant

On behalf of the Police Department, Captain Nault made an official request to conduct a recruiting and hiring process for an Administrative Assistant assigned to the Police Department's Personnel Services Unit in 2025. This is a new non-commissioned personnel position in the Police Department so there is no current eligibility list.

Captain Nault responded to questions from Commissioners.

Motion by Commissioner Sheffels and second by Commissioner Parrish to approve the request to conduct recruiting and hiring for the Police Personnel Services Unit Administrative Assistant position. Motion carried unanimously (4-0).

D. Police: Acting Sergeant Appointment

On behalf of the Police Department, Major Inman notified Commissioners that Patrol Sergeant Herslyn Romero has been appointed to Acting Investigations Sergeant in the Special Assault Unit. This Appointment is due to the temporary leave of absence of one regular Investigations Sergeant and the need to ensure the unit is adequately staffed with a sergeant.

E. Fire: Request to Rehire Justin Jobs

On behalf of the Fire Department, Deputy Chief Halbert made an official request to rehire Justin Jobs, a previous employee of the department who left in good standing July 25, 2022, which falls within the 5-year window under the 2019 Civil Service Rules governing this situation.

Deputy Chief Halbert responded to questions from Commissioners. Mr. Barnes called attention to the revised memo in the packet.

Motion by Commissioner Sheffels and second by Commissioner Crouner to approve the request to rehire Justin Jobs. 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, April 8, 2025 at 4:00 p.m.

VI. **ADJOURNMENT:**

Chair Noris adjourned the meeting at 4:22 p.m.



Bellevue Police Department MEMORANDUM

Date: April 8, 2025
To: Rita Tes, Civil Service Commission
From: Wendell Shirley, Chief of Police
Subject: Lead Police Support Specialist Promotional Examination – 2025

6.05.01 REQUEST TO TEST. In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct a promotional exam in 2025 for the non-commissioned police rank of Lead Police Support Specialist. The Police Department does not currently have an active Lead Police Support Specialist eligibility list and we currently have one vacancy.

6.02.03 TESTING STEPS AND DEVICES FOR SELECTION.

The Police Department intends to prepare the Lead Police Support Specialist announcement based on the following minimum qualifications:

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

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

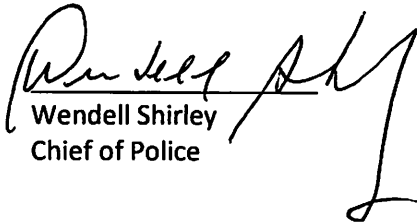
We are requesting approval of the following examination steps and devices.

The selection steps and devices will consist of:

- Applications and cover letters will be reviewed and scored using a screening matrix designed to draw out the candidates who meet the minimum qualifications and requirements. All applicants who meet the minimum qualifications and requirements will be invited to participate in a skills assessment test and a scored oral panel interview.
- A skills assessment test will be administered to each candidate prior to the oral panel interview and consists of a written assignment (with points awarded on criteria such as writing

proficiency, clarity, and brevity) and an assessment designed to measure demonstrated abilities stated in the job requirements. A passing score is 70% with each point weighted equally.

- The panel on the interview board will consist of a Police Records Supervisor, a Lead Police Support Specialist and one to two department employee(s) not assigned to the Records Unit. During the oral panel interview the candidates will be assessed on the appropriate dimensions for the position. They must attain a passing score of 70% or better to be successful in the oral panel interview.
- Candidates will be ranked on the civil service eligibility list for Lead Police Support Specialist by the combined total score of their performance on the oral panel interview and the skills assessment test. Candidates must successfully pass both the assessment and the oral panel interview to be placed on the eligibility list. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.



Wendell Shirley
Chief of Police



Bellevue Police Department

MEMORANDUM

Date: March 31st, 2025

From: Wendell Shirley, Chief of Police

To: Rita Tes, Civil Service Commission

Subject: Modification to the Selection Steps for Victim Advocate Recruitment

Please accept this correspondence as a request for approval to modify the selection steps used in ranking applicants for the Victim Advocate position.

Pursuant to Civil Service Rules and Regulations, 6.02.03, the Department requests a modification to the order of the selection process approved at the March 12 special meeting. Specifically, we request to move the applicant ranking on the eligibility list to the second step in the process.

This modification will not impact any other steps or devices currently used in the selection process.

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.

STEPS AND DEVICES FOR SELECTION

- The applications 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.
- Civil Service will rank the applicants on the recruitment eligibility list based on a score of the application screening questions, minimum requirements, and veteran's scoring criteria pursuant to RCW 41.04.010.
- The top three candidates on the eligibility list who meet the minimum requirements and have received a 70% or above on the application screening will proceed to the oral panel interview. Candidates will be graded using a scoring matrix with each question

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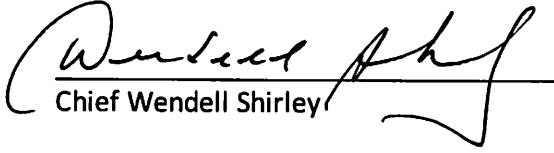
MEMORANDUM

weighted equally and a minimum passing score of 70%. The oral panel interview will include a minimum of two members: one representative from the Police Department and another from the City Attorney's Office.

- A candidate will be selected from the top three candidates on the eligibility list who pass the oral panel interview and will continue to the background check process to determine suitability pursuant to RCW 41.12.070, to include a criminal background check and fingerprints checked in NCIC/WACIC. A background investigator will be assigned to conduct the background investigation pursuant to the personnel service's unit workflow for non-commissioned personnel, 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.
- If a conditional job offer is provided, the candidate will be scheduled for a polygraph and a drug test. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph and drug test, 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 may be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list may 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.



Bellevue Police Department MEMORANDUM


Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: March 27, 2025

From: Wendell Shirley, Chief of Police

To: Rita Tes, Civil Service Commission

Subject: Police Forensic Examiner

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 recruitment and hiring process for a Police Forensic Examiner. We anticipate a potential future vacancy in this position and request to establish a recruitment eligibility list in 2025 as there is no current eligibility list. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

The Police Forensic Examiner performs advanced latent print examinations to include classifying, analyzing, comparing, identifying, searching, and verifying latent prints of unknown persons. Work requires careful attention to detail and the ability to make fine discriminations in latent examinations. Responsibilities also involve, but are not limited to, developing, recovering, and photographing forensic evidence to include latent evidence, ballistic evidence, biological evidence, testifying, and trace evidence.

STEPS AND DEVICES FOR SELECTION

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

Knowledge, Skills, Abilities and Competencies:

- Thorough knowledge of latent analysis and identification techniques.
- Thorough knowledge of the proper use of chemical, physical and optical techniques used to collect latent and other forensic evidence.
- Thorough knowledge, understanding and value of minutia characteristics; pressure, movement and matrix distortions that may be present in a latent print.

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- Knowledge of techniques of latent print science in the determination of pattern types and ridge counts.
- Possess thorough knowledge and principles of evidence and chain of custody factors.
- Ability to testify in court as an expert witness; ability to prepare court exhibits relative to latent print evidence.
- Ability to train others in the skills necessary for discovering, retrieving, preserving trace evidence at a crime scene.
- Ability to apply basic scientific principles in processing trace evidence, including biological fluid, hair, fibers, latent prints, tool mark evidence, paint chips etc. to a level comparable with available equipment, capability, and responsibility.
- Ability to work both independently and cooperatively with others; ability to communicate clearly, orally and in writing in a professional, diplomatic fashion.
- Ability to handle sometimes tedious work and perceptual skills required for identifying fine details within latent prints.
- Ability to become certified by the International Association for Identification in latent print examinations.
- Ability to complete training and testing as an Integrated Ballistics Identification System (IBIS) Technician.

Education, Experience, and Other Requirements:

- College coursework in Forensic Science or natural sciences,
- At least 3 years' experience examining and identifying latent prints or an equivalent of education and experience,
- Must have a good, safe driving record,
- Possesses or can obtain a valid Washington State Driver's license.
- The Police Forensic Examiner Job Classification Specification contains additional information on requirements for the position, such as physical demands and working conditions.

Selection Steps & Devices:

- The applications 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.



Bellevue Police Department

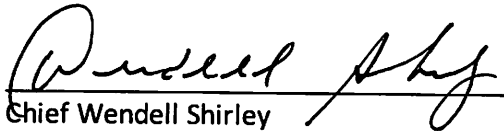
MEMORANDUM

- Civil Service will rank the applicants on the recruitment eligibility list based on a combined passing score of the application screening questions, minimum qualifications, and veteran's scoring criteria pursuant to RCW 41.04.010.
- The top three candidates on the eligibility list will proceed to the oral panel interview. Candidates will be graded using a scoring matrix with each question weighted equally and a minimum passing score of 70%, with a score lower than 70% being disqualified from the process. The oral panel interview will include a minimum of two members from the Police Department.
- A candidate will be selected from the top three candidates on the eligibility list with passing oral panel interview scores and will continue to the background check process to determine suitability pursuant to RCW 41.12.070, to include a criminal background check and fingerprints checked in NCIC/WACIC. A background investigator will be assigned to conduct the background investigation pursuant to the personnel service's unit workflow for non-commissioned personnel, 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.
- If a conditional job offer is provided, the candidate will be scheduled for a polygraph and a drug test. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph and drug test, 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 may be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list may be chosen to proceed in the process.



Bellevue Police Department MEMORANDUM

- 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.


Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: March 27, 2025

From: Wendell Shirley, Chief of Police

To: Rita Tes, Civil Service Commission

Subject: Forensic Lab Manager

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 recruitment and hiring process for a Forensic Lab Manager. We anticipate a future vacancy in this position, and we request to establish a recruitment eligibility list in 2025 as there is no current eligibility list. This will be an external job posting, and the position will be available to all current City of Bellevue employees and the public.

The Forensic Lab Manager oversees the day-to-day activities of the Forensic Services Unit in accordance with department policies and procedures. Performs a variety of complex forensic and technical work including analyzing and identifying evidence obtained from crime scenes. Establishes the overall direction and mission of the unit within the guidance provided by the Police Department command structure.

STEPS AND DEVICES FOR SELECTION

In accordance with Civil Service Rule and Regulation 6.02.03, the Commission shall approve, prior to posting a job announcement, the steps and/or kinds of devices to be used to proceed to the next step. The Forensic Lab Manager job announcement has been prepared and is based on the following minimum education and experience qualifications:

Knowledge, Skills, Abilities and Competencies:

- Working knowledge of modern law enforcement principles, procedures, techniques, equipment and considerable knowledge of forensic science principles, procedures and techniques.
- Ability to learn the applicable laws, ordinances and department rules and regulations.
- Ability to communicate effectively orally and in writing.
- Ability to analyze problems and effect solutions.
- Ability to exercise sound judgment in evaluating situations and making decisions.

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- Ability to meet project deadlines.
- Ability to successfully train police staff in crime scene investigation procedures and techniques.
- Ability to establish and maintain effective working relationships with employees, peers and supervisors.
- Ability to learn the city's geography.

Education, Experience, and Other Requirements:

- College-level course work or graduation from an accredited two-year college or university with a degree in forensic science or a related field.
- Five or more years of professional related experience in forensic identification.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- The Forensic Lab Manager Job Classification Specification contains additional information on requirements for the position, such as physical demands and working conditions.

Selection Steps & Devices:

- The applications 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.
- Civil Service will rank the applicants on the recruitment eligibility list based on a combined score of the application screening questions, minimum qualifications, and veteran's scoring criteria pursuant to RCW 41.04.010.
- The top three candidates on the eligibility list who meet the minimum requirements and have received a 70% or above on the application screening will proceed to the oral panel interview. Candidates will be graded using a scoring matrix with each question weighted equally and a minimum passing score of 70%, with a score lower than 70% being disqualified from the process. The oral panel interview will include a minimum of two members from the Police Department.
- A candidate will be selected from the top three candidates on the eligibility list with passing oral panel interview scores and will continue to the background check process



Bellevue Police Department

MEMORANDUM

to determine suitability pursuant to RCW 41.12.070, to include a criminal background check and fingerprints checked in NCIC/WACIC. A background investigator will be assigned to conduct the background investigation pursuant to the personnel service's unit workflow for non-commissioned personnel, 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.

- If a conditional job offer is provided, the candidate will be scheduled for a polygraph and a drug test. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph and drug test, 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 may be offered a final job offer.
- If the candidate fails in the background investigation stage or polygraph, an alternate candidate from the eligibility list may 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.


Chief Wendell Shirley



Bellevue Police Department

MEMORANDUM

Date: March 25th, 2025

From: Wendell Shirley, Chief of Police

To: Joy St. Germain, Civil Service Commission

Subject: Volunteer Program Coordinator/Administrative Assistant Recruitment Process

6.05.01 REQUEST TO ESTABLISH ELIGIBILITY LIST

In accordance with Civil Service Rules and Regulations 6.05.01, please accept this correspondence as an official request to conduct a recruitment and hiring process for a Volunteer Program Coordinator / Administrative Assistant.

This is an existing civilian position in the Police Department, and we request to conduct a recruitment process to fill an anticipated vacancy in 2025, as there is no current eligibility list. This internal and external job posting will be open to Bellevue Civil Service and non-Bellevue Civil Service employees.

The Volunteer Program Coordinator / Administrative Assistant plans, develops, and manages Volunteer and/or Internship programs, including developing a mission, goals, policy and procedures, and marketing to increase public awareness. Provides oversight of program operations. Although this position's primary task is as a volunteer administrator, this job will have additional responsibilities with the efficient operations of various programs/initiatives of the police department.

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

6.02.03 STEPS AND DEVICES FOR SELECTION

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

- The applications will be reviewed and scored to ensure they meet the posted minimum

requirements using an Initial Screening Matrix. The applications will also include several screening questions that will be weighted equally to each other, then scored using a matrix. Meeting the minimum requirements and an overall score of 70% will be considered passing.

- Civil Service will rank the applicants on the recruitment eligibility list based on a combined passing score of the application screening questions, minimum requirements/qualifications, and Veteran's scoring criteria pursuant to RCW 41.04.010.
- The top three candidates on the eligibility list will proceed to the oral panel interview. The oral panel interview board will consist of at least two current Police employees. The interview will be scored using a scoring matrix with each question weighted equally and a minimum passing score of 70%, with a score lower than 70% being disqualified from the process.
- A candidate will be selected from the top three candidates on the eligibility list who met the minimum passing score on the oral panel interview, and will continue to the background check process to determine suitability pursuant to RCW 41.12.070, to include a criminal background check and fingerprints checked in NCIC/WACIC. A background investigator will be assigned to conduct the background investigation pursuant to the personnel service's unit workflow for non-commissioned personnel, 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.
- If a conditional job offer is provided, the candidate will be scheduled for a polygraph and a drug test. The polygraph will be scored on a pass/fail basis with a fail being disqualified from the process. If the applicant passes the polygraph and drug test, 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 may be offered a final job offer.
- 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.
- 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.

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

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Graduation from an accredited four-year college or university.
- Three or more years of professional-related experience in volunteer or project management.
- Experience as an administrative assistant is preferred.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Valid Washington State driver's license.
- Washington State Patrol Access Certification, or ability to attain within six months of hire.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:

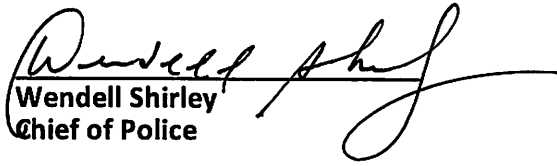
- Considerable knowledge of budget development and management.
- Considerable skills and knowledge of recruitment, selection and supervision techniques.
- Skill in public speaking and customer service.
- Ability to relate and work with a broad and varied population; Ability to interpret and apply policies and procedures to ambiguous situations; Ability to communicate effectively, both orally and in writing.
- Effective organizational skills. Ability to manage time, multiple projects, and priorities with minimal supervision.
- Excellent interpersonal skills, including building and maintaining effective team relationships with co-workers, department management, city staff, and community members.
- Ability to anticipate, analyze, diagnose, and problem-solve.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to maintain a high level of accuracy and be detail-oriented.

PHYSICAL DEMANDS:

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

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

- The employee may be required to push, pull, lift, and/or carry up to 25 pounds.
- The noise level in the work environment is usually moderately quiet.


Wendell Shirley
Chief of Police



Fire Department

Interoffice Memorandum

March 24, 2025

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

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST FOR EXTENSION OF CERTIFIED ELIGIBILITY LIST FOR DEPUTY CHIEF

The current certified Eligibility List for Deputy Chief expires May 16, 2025. Prior to the Yakima Decision by the State Supreme Court, the Fire Department utilized two-year promotional lists. The Court decision requires that we now operate under the 2019 Bellevue Civil Service Commission Rules & Regulations, which allow for one-year promotional lists. At the request of the appointing authority, the Commission may approve a list life for up to two years maximum.

Therefore, in accordance with our Civil Service Rules and Regulations, and based on previous precedent, please accept this correspondence as the official request to extend the current certified Deputy Chief list one year, until May 16, 2026. I foresee more vacancies occurring within the next year and therefore seek approval to extend this list to fill anticipated vacancies.

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

A handwritten signature in cursive script that reads "Jerome D. Hagen".

Jay Hagen
Fire Chief



Fire Department

Interoffice Memorandum

March 24, 2025

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

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST TO EXTEND AND MERGE ENTRY LEVEL FIREFIGHTER LISTS

The current certified Eligibility List for Entry Level Firefighter expires May 30, 2025. Prior to the Yakima Decision by the State Supreme Court, the Fire Department utilized two-year promotional lists. The Court decision requires that we now operate under the 2019 Bellevue Civil Service Commission Rules & Regulations, which allow for one-year promotional lists. At the request of the appointing authority, the Commission may approve a list life for up to two years maximum.

Therefore, in accordance with our Civil Service Rules and Regulations, and based on previous precedent, please accept this correspondence as the official request to extend the current certified Entry Level Firefighter list one year, until May 30, 2026.

Additionally, at the request of the appointing authority, the Commission may approve the merging of an eligibility list which has not yet expired with a subsequent list. Therefore, please accept this correspondence as the official request to merge the current certified Entry Level Firefighter list with the forthcoming Entry Level list, anticipated to be complete and certified by May 2025.

All requirements of the 2019 Bellevue Civil Service Commission Rules & Regulations (Section 3-05-04 – *Merging of Entry Level Lists*) will be followed during this process.

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

A handwritten signature in cursive script that reads "Jerome D. Hagen".

Jay Hagen
Fire Chief



Fire Department

Interoffice Memorandum

March 24, 2025

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

FROM: Jay Hagen, Fire Chief

SUBJ: REQUEST FOR EXTENSION OF CERTIFIED ELIGIBILITY LIST FOR
LIEUTENANT

The current certified Eligibility List for Lieutenant expires September 30, 2025. Prior to the Yakima Decision by the State Supreme Court, the Fire Department utilized two-year promotional lists. The Court decision requires that we now operate under the 2019 Bellevue Civil Service Commission Rules & Regulations, which allow for one-year promotional lists. At the request of the appointing authority, the Commission may approve a list life for up to two years maximum.

Therefore, in accordance with our Civil Service Rules and Regulations, and based on previous precedent, please accept this correspondence as the official request to extend the current certified Lieutenant list one year, until September 30, 2026. I foresee more vacancies occurring within the next year and a half and therefore seek approval to extend this list to fill anticipated vacancies.

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

A handwritten signature in cursive script that reads "Jerome D. Hagen".

Jay Hagen
Fire Chief