



**CONTACT:** Rebecca Su, HR Manager  
425-452-6817

## Civil Service Commission Special Meeting Agenda

**Date:** March 19<sup>th</sup>, 2026 (Thursday)

**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:** 255 810 036 357 51, **Passcode:** fs6hq3jH

- I. Call to Order
- II. Roll Call
- III. New Business

<b>A. Police - New Business</b>
Request to Recruit - Police Support Specialist
Request to Test & Recruit - Administrative Services Manager

- IV. Announcement of Next Meeting
- V. Adjournment



# Bellevue Police Department

## MEMORANDUM

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**Date:** March 19, 2026

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

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

**Subject:** Police Support Specialist Recruitments

In accordance with Civil Service Rules and Regulations, please accept this correspondence as an official request to conduct recruitment and to hire to fill any Police Support Specialist vacancies as they occur in 2026.

The Records Unit currently anticipates one vacancy in 2026. Police Support Specialist positions are posted externally. Vacant positions will be available to all current City of Bellevue employees and the public.

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

- High school diploma or equivalent
- Two years prior office experience, including considerable public contact both in-person, by telephone, and through electronic communication,
- Proficient office keyboard skills
- Must obtain ACCESS Certification within six months of hire and maintain certification throughout the course of this assignment with the department.

Applicants must also meet the following requirements:

- English usage, spelling, grammar, and punctuation required to compose and proofread written documents and correspondence.
- Ability to set priorities on high volumes of work, perform several task assignments simultaneously, and coordinate with others to meet strict deadlines.
- Learn to operate and use Citywide and department-specific software applications and other specialized records.

- Establish and maintain effective relationships with those contacted in the course of work, working both independently and cooperatively with others.
- Must be able to adhere to strict confidentiality requirements.
- Understand and carry out oral and written directions independently.
- Ability to work with interruptions and adapt to changing priorities.
- Apply rules, regulations and policies applicable to the area assigned.
- Ability to communicate clearly, orally and in writing, in a courteous, diplomatic fashion and remain calm in stressful or upsetting circumstances.
- Coordinate and conduct transactions in matters requiring knowledge and analytical application of police department rules, policies, and procedures.
- Must be a citizen of the United States of America, lawful permanent resident, or a Deferred Action for Childhood Arrivals (DACA) recipient who can speak, read, and write the English language.

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

- The applications will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Those failing to meet the posted minimum requirements will be disqualified from the process.
- Once applicants have passed this initial screening process, they will receive written essay questions to complete. These questions are designed to draw out the candidates who meet the minimum qualifications *and* most clearly articulate preferred qualifications and additional knowledge, skills, and abilities needed for the position. Written essay questions will be emailed to each applicant separately after the online application is received and screened. This will allow the applicants more time to thoughtfully answer the supplemental questions and to make it clear to applicants that the written essay questions will be scored and used to determine suitability to continue in the hiring process. The minimum passing combined average score for the written essay questions will be 70% (meets standards or higher).
- Passing applicants will be invited to a scored oral panel interview and skills assessment.
- The panel on the interview board may consist of Police Records staff plus one department employee external to the Records Unit.
- The skills assessment will be administered to each candidate prior to or directly after the oral panel interview and consist of exercises meant to determine aptitude for the work performed including, but not limited to critical thinking, spelling, and attention to detail.
- Candidates will be ranked by a total cumulative score of their performance on the skills assessment and oral panel interview. However, candidates must have a passing score of 70% or higher on the oral panel interview to be ranked and move on to the background process. In accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative score, if applicable.
- The top scoring candidate(s) will undergo a background investigation to be conducted in accordance to the Personnel Services Unit workflow for non-commissioned staff to

determine suitability pursuant to RCW 41.12.070, to include a criminal background check and fingerprints. The 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. If the candidate fails at this stage, an alternate candidate from the eligibility list may be chosen to proceed in the process.

- If a conditional job offer is provided, the candidate will also be required to pass a polygraph, be fingerprinted for a WACIC pre-employment check, and undergo a drug test. The polygraph and drug test are pass/fail, with a fail being disqualified from the process.
- If at any point during the Background Investigation or post-offer processes it is discovered the candidate does not meet the minimum qualifications for the position, the candidate will be disqualified from the process.

  
Chief Wendell Shirley



# Bellevue Police Department

## MEMORANDUM

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FROM: Chief Wendell Shirley  
TO: Rita Tes, Civil Service Commission  
DATE: March 19, 2026

**Subject: Administrative Services Manager Request to Test & Recruitment Process-2026**

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### 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 2026. This will be an internal as well as external job posting open to both Bellevue Civil Service and non-Bellevue Civil Service employees.

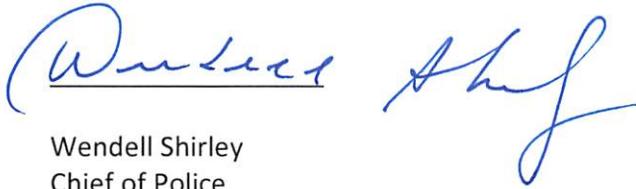
### 6.02.03 STEPS AND DEVICES FOR SELECTION

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 will be reviewed and scored to ensure they meet the posted minimum requirements using an Initial Screening Matrix. Applications not meeting the posted minimum requirements will be disqualified from the process. The applications meeting the posted minimum requirements will then be scored on a matrix based on several screening questions. This process is designed to tier candidates based upon the preferred qualifications and additional knowledge, skills, and abilities the candidate may have indicated on the application and supplemental questionnaire. The screening questions will be given a set value and a passing score of 70% on the question scoring matrix will be considered passing.
- Civil Service will rank the applicants on the recruitment eligibility list based upon the scoring matrix and in accordance with the City of Bellevue Civil Service Rules, Veteran's Preference Points will be added to the total cumulative passing score, if applicable.

- The top scoring candidates will proceed to a panel interview step to assess their qualifications, knowledge, and suitability within the Police Department. The candidate's responses will be scored upon the appropriate competencies for the position and must meet or exceed the minimum passing score of 70%. Candidates failing the panel interview will be disqualified from the process.
- Candidates with a passing score will be ranked by their score on the first oral panel interview, and the top scoring candidates will move on to a second oral panel interview which will consist of an interview with a panel that includes the Chief of Police and/or their designee(s). This second oral panel interview will be scored using a scoring matrix with each question weighted equally with a minimum passing score of 70%.
- A candidate will be selected from the top three candidates who pass the second oral panel interview and will continue to the background check process to determine suitability pursuant to RCW 41.12.070 and standard for BPD non-commissioned personnel, to include a criminal background check, fingerprints checked in NCIC/WACIC, and post-offer drug test and polygraph. 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.
- If the candidate is offered a conditional job offer, the candidate will be scheduled for a polygraph and drug test to determine suitability for employment with a law enforcement agency. The polygraph and drug test 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 Chief may hold an 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 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 portions of the testing.

The Police Department intends to prepare the job announcement based on the minimum qualifications outlined in the attached job notice for the position

A handwritten signature in blue ink, appearing to read "Wendell Shirley". The signature is written in a cursive style with a large initial "W".

Wendell Shirley  
Chief of Police

## Police Administrative Services Manager

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### Job Summary

Bellevue Police Department is hiring a Police Administrative Services Manager to join the Administrative Services Division as a member of the Executive Leadership Team.

Work is performed with considerable independence within the framework of departmental policies under general direction of the Police Chief and the Administrative Services Division Assistant Chief. The Administrative Services Manager oversees the business processes of the Records and Property & Evidence Units, evaluating work performed and providing supervisors with instruction and advice as necessary. This position ensures efficient operations of the Records and Property & Evidence Units and actively contributes to executive leadership by offering insight into departmental strategy and policy development.

### Essential Duties and Responsibilities

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

- Directs, plans, supervises, and coordinates the activities of supervisory personnel; including recommendation for hiring and discipline, delegation of tasks/assignments; employee evaluations; setting work schedules; identifying and coordinating training needs of staff; employee recognition; and other managerial functions.
- Lead the development of strategic plans for the Records and Property & Evidence Units, ensuring these plans anticipate operational needs, support department-wide initiatives, and strengthen overall organizational effectiveness. Ensure accurate reporting of police activity and records; manage, implement, and enhance records and evidence systems.
- Oversee the lawful collection, storage, and disposition of property and evidence in compliance with all applicable laws, policies, and procedures. Oversee property and evidence operations, overseeing management of rigorous tracking systems and ensuring accountability for all evidence.
- Participates in ongoing labor-management relations efforts and ensures compliance by leveraging comprehensive knowledge of applicable collective bargaining agreements, laws and policies.

- Oversees or actively participates in the development, implementation, and management of various direct-service program areas within the department.
- Leads business process improvements and coordinates technology and information systems enhancements for assigned service areas. Identifies training needs and implements targeted development opportunities to enhance staff competencies, support operational effectiveness, and ensure compliance with departmental standards and best practices.
- Ensures that programs managed are strategically aligned with departmental goals, community needs, and public safety priorities.
- Ensures fiscal accountability by monitoring and managing expenditures within allocated budgets for payroll, training, supplies, and other operational needs. Review, coordinate and approve purchases of services, supplies, and equipment as required.
- Oversee and coordinate the preparation of monthly and annual reports, audits, and other assigned information releases.
- Act as the Police Public Records Officer to serve as a point of contact for members of the public in requesting disclosure of police public records and to oversee the police department's compliance with the Public Records Act
- The Public Records Officer is responsible for ensuring notification of employee guild notices of personnel records requests.
- Perform all other duties related or assigned as required in accordance with established procedures and policies.

#### Qualifications

#### **Knowledge of:**

- City, State, and Federal laws and regulations pertaining to police support services.
- Contemporary management theories, practices, and techniques in each of the functional areas assigned. 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.
- 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:**

- Ability to plan, direct, and effectively supervise the work of professional, technical, and support staff; develop and maintain effective working relationships at all levels within and outside of the department;
- Prepare effective correspondence and reports; and communicate effectively verbally and in sensitive interpersonal situations.
- Lead personnel to accomplish goals and objectives. Engage in activities that build trust from subordinates.
- Provide leadership, counsel, motivation, and constructive performance reviews to staff, securing their respective commitments to the department's goals.
- 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.

**EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:**

- A bachelor's degree from an accredited four-year college or university. A Master's degree is preferred.

- Five (5) or more years of professional level administrative experience to include three (3) years in a supervisory capacity.
- Supervisory/Management experience from:
  - 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 90 days of hire.
- Within 90 days of hire obtain Notary Public Certification
- Within 90 days of hire, complete a training course regarding the Public Records Act per RCW 42.56.152.
- Applicants must be 21 years of age or older who can speak, read, and write the English language and be either:
  - A US citizen, or
  - A lawful permanent resident, or
  - A Deferred Action for Childhood Arrivals (DACA) recipient with employment authorization from USCIS.
- The Public Records Officer must complete a training course regarding the Public Records Act no later than 90 days of hire and maintain training requirements per RCW 42.56.152.