

Civil Service Commission Minutes  
November 16, 2016

<b><u>Call to Order:</u></b>	<b>Chair Jacobs</b> called the November 16, 2016 special meeting of the Steilacoom Civil Service Commission to order at 11:02 a.m. in the Steilacoom Community Center conference room.
<b><u>Roll Call:</u></b>	In attendance were Chair Jacobs, Vice-chair Maus, and Commissioner Lynch. Staff members representing the Town were Chief Rodriguez, Detective Bailey, and Secretary Sterbick.
<b><u>Approval of Minutes:</u></b> <b>October 20, 2016</b>  <b>Not Approved</b>	The October 20, 2016 minutes were not approved as presented. Commissioner Lynch asked that the minutes be broken down into bite-sized pieces with paragraphs so it is not pages without any breaks and it can be easily digested. Chair Jacobs said to use a guideline that a new paragraph would be used when a speaker changes or when there is a change in idea. Vice-chair Maus noted that she had not thoroughly read the minutes.
<b><u>Discussion</u></b> Oral Board          <b>Yes: All</b>	<p>Secretary Sterbick explained it is their intent to increase the number of people on the Register, from which to draw if there is a future opening, by having another Oral Board on Thursday January 26<sup>th</sup>, 2017. She continued that she is asking the Commission to approve Chief Rodriguez's selection of Oral Board panelists.</p> <p>Chief Rodriguez said they would go with people from the agencies that form the Metro Co-op Agencies group: for instance, someone from Fife, Puyallup, University Place, Lakewood.</p> <p>Vice-chair Maus motioned to let Chief Rodriguez select the Oral Board panel and to hold an Oral Board on January 26<sup>th</sup>, 2017. Commissioner Lynch seconded the motion.</p>
<b><u>Reports:</u></b>	<p>Chief Rodriguez reported that reserve officer Pingul is now PSO Recruit Pingul and his effective start date will be November 23<sup>rd</sup>.</p> <p>Secretary Sterbick noted his first full day will be November 28<sup>th</sup>.</p> <p>Chief Rodriguez clarified that PSO Recruit Pingul will meet with human resources on the 23<sup>rd</sup> and his first full day will be the 28<sup>th</sup>. He added that Pingul will start the Academy on December 12<sup>th</sup>.</p> <p>Chair Jacobs asked if reserve officers go through the Academy.</p> <p>Chief Rodriguez explained that the reserve officers go through a reserve officer academy which Pingul has already attended. He explained that the hour requirement is significantly higher at the state academy.</p> <p>Chair Jacobs asked if the subject matter was different and Chief Rodriguez responded that it is not but the contact hours are different.</p>

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	<p>Vice-chair Maus asked if the department is now fully staffed and Chief Rodriguez confirmed they are now fully staffed.</p> <p>Vice-chair Maus asked how the school officer position was working out. Chief Rodriguez let her know he has heard nothing but good things about the SRO. He added that it is a little awkward with the officer still working a patrol schedule so some weeks he is at the school 3 to 5 days while other weeks he is there just 2 or 3 days. Chief Rodriguez explained that the school district is working with the department and once Pingul is through the academy then the SRO will be full-time at the schools. Pingul's expected completion date from the academy is April 20<sup>th</sup>.</p> <p>Vice-chair Maus asked if there was any way to make the SRO full-time. Chief Rodriguez responded that essentially they have lost the school year for having a full-time SRO. He explained that a memorandum of understanding was signed between the Town of Steilacoom and Teamsters Local 117 which represents the Steilacoom Officers and one of the bargaining points was in order to not negatively impact staffing, the SRO would continue to work a regular patrol schedule and in return the Town wouldn't be paying 3% specialty pay for the SRO until the new-hire graduates from the academy.</p> <p>Chair Jacobs asked how the SRO was funded. Chief Rodriguez responded that the school district picks up <math>\frac{3}{4}</math> of his time and the Town picks up the remaining <math>\frac{1}{4}</math>.</p>
<p><b><u>Discussion</u></b> Recruitment Process</p>	<p>Vice-chair Maus asked if it was possible in the recruitment process to contract out the background investigations which would free up time for Detective Bailey.</p> <p>Chief Rodriguez responded that the last time they had looked into that option was probably when Chief Schaub was with the department and Chief Rodriguez was detective. He continued that he is aware of a couple agencies that do this, one agency is very comfortable with the process and the other agency has some concerns with the lack of interaction their own department members have with perspective candidates. Chief Rodriguez said there seems to be a good success rate and the candidates that have been recruited through contract background investigators seem to be doing just fine. He noted that his own concern would be how invested is the investigator in performing the duties that he or she is paid to do. He concluded that this is something that can be explored.</p> <p>Chair Jacobs asked if the two agencies that Chief Rodriguez spoke of use the same company to do background investigations. Chief Rodriguez responded that he did not know.</p>

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Secretary Sterbick mentioned that she thinks Public Safety Testing offers this service. Chief Rodriguez confirmed that they do.

Vice-chair Maus said this seems like an avenue they would want to explore so there would not be any question about doing things consistently if the department lays out the way they want things done and the background investigator would follow how they want things done all the way through the process. Vice-chair Maus continued that she doesn't know if the expense involved is an issue for the Town but asked that more information be provided about this option to see if it's a possibility.

Chief Rodriguez responded that if it was acceptable to the Commission he would research it and have something to present next month.

Chair Jacobs added that he would like Chief Rodriguez to also research how the other agencies ensure contract compliance because he would want to make sure that the contract is followed.

Commissioner Lynch mentioned that he has had some experience with both sides. He mentioned the point Chief Rodriguez made about getting to know the officers who are joining the team and Commissioner Lynch said the importance of that should not be overlooked or underestimated particularly with the size of the Steilacoom Public Safety Department. He indicated that the downside of outsourcing background investigations is you don't always get what you pay for and there have been problems with that on different levels from local all the way to federal because of the volume of people who require clearances and the mechanics of going through the process. Commissioner Lynch added that when it is something the department does on its own they have an incentive and a vested interest to do it right. He requested Chief Rodriguez check with the other departments and inquire about what their experience has been with outsourcing background investigations.

Vice-chair Maus said that she has had some experience in this process also and in her experience when you are using the same person to do the background investigations every time then departments gain confidence in that person and that person generally knows exactly what you are looking for. She added that there still is a Chief's interview to go through which she thinks is an important part of the Town of Steilacoom's process.

Chair Jacobs said there is also the issue of the report back to the Commission regarding what the basis is for removing somebody from any list so the Commission would have to know that their requirements were reviewed and that there are specific details for why the person is being requested to be removed from any roster or list.

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Vice-chair Maus asked if Chair Jacobs wanted more detail than what they are currently getting from Detective Bailey. Chair Jacobs said at least that amount of detail, if not more. He continued that if the Town is going to pay someone to do something they may as well do a thorough job and do it effectively. Chair Jacobs also said that the Town does not want to get into any anomalous situations in the future.

Commissioner Lynch asked Chief Rodriguez if he had given any further consideration about process following the discussion from the last meeting.

Chief Rodriguez responded that he had given it consideration and that no decisions had been made yet. He continued that he had been looking at the process and looking at ways to make it more efficient. He noted as an example that he doesn't think that adding the Chief's interview up-front is necessarily in the department's best interest.

Commissioner Lynch said that he was thinking more in terms of populating any kind of list that goes to the Board. He continued that he had given this a lot of thought and he points out that they outsource the prequalification and testing but he's not sure they are getting a prequalified and fully tested candidate for the Steilacoom Police Department from Public Safety Testing. He said he likes the idea of taking the statement of personal history and ensuring that Public Safety Testing uses that with any candidates in order to cut down on the work that the Department has to do. Commissioner Lynch continued that it seems they are getting people on a list who were interested six months ago and he thinks it should be more personal when people apply to Steilacoom to be a Public Safety Officer. He added that he has nothing against Public Safety Testing but he would rather see candidates who are prequalified and tested and ready to go to Steilacoom, not Steilacoom or fifteen other places because they paid \$100.

Chair Jacobs added that he would like to see a written report on what constitutes Public Safety Testing's prequalification testing.

Commissioner Lynch wanted to add that one of the big issues they had discussed before was the process that they use to contact people. He said that there had been a big transition from putting everything in the mail and now everything has changed to electronic with electronic receipts that come with email which was more than adequate to establish a sequence of events that had happened. He mentioned that they are concerned about costs and the issue that they are all concerned with is if something goes to litigation does the Town have the ability to pull up a history that says what was done, why it was done and when it was done. He continued that since so much mail is junk mail, a certified letter or an email could easily get

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	<p>dumped but if you require a return receipt or acknowledgment then you know they got it.</p> <p>Chair Jacobs asked if the Town's email provides for a delivery receipt. Secretary Sterbick said it does. Chair Jacobs wants to be sure that the delivery receipt is being used. Secretary Sterbick, Chief Rodriguez and Detective Bailey said they are using this function on emails.</p> <p>Chair Jacobs asked if a list of emails could be provided. Detective Bailey responded that he prints out all emails pertaining to applicants. Chair Jacobs asked if that includes the emails that come back to confirm an email has been opened. Detective Bailey confirmed those emails are also printed. Chair Jacobs said that would have been a good piece of information to have last time.</p>
<b><u>Next Meeting</u></b>	<p>Secretary Sterbick let the Commission know she is not available for the regularly scheduled meeting in December and she wanted to know when the Commission would like to hold the next meeting.</p> <p>Chair Jacobs responded that it depends on when the reports would be available.</p> <p>Chief Rodriguez said he would feel more comfortable if the deadline for the reports was pushed out to January.</p> <p>Chair Jacobs suggested that the next meeting be the first Thursday in January.</p> <p>January 5<sup>th</sup> will be the date of the next meeting.</p>
<b><u>Adjournment:</u></b>	<p>Chair Jacobs adjourned the November 16, 2016 special meeting of the Civil Service Commission at 11:30 a.m.</p>