

Steilacoom Civil Service Commission Minutes
January 2, 2020

<p><u>Call to Order:</u></p>	<p>Chair Jacobs called the January 2, 2020 meeting of the Steilacoom Civil Service Commission to order at 2:00 p.m. in the Steilacoom Community Center conference room.</p>
<p><u>Roll Call:</u></p>	<p>In attendance were Chair Jacobs, Vice-chair Maus, and Commissioner Lynch. Staff members present were Town Administrator, Paul Loveless, Acting Chief Yabe, Detective Bailey, and Secretary Sterbick.</p>
<p><u>Approval of Minutes:</u> November 7, 2019</p> <p>Yes: All</p>	<p>Vice-chair Maus moved and Commissioner Lynch seconded to approve the minutes of the November 7, 2019 meeting as written.</p>
<p><u>Discussion/Action:</u> <u>Drug Use Disqualifiers</u> 6.10.090 (170(18)(19)(20)</p>	<p>Secretary Sterbick presented proposed changes to the drug use disqualifiers. Proposed changes incorporated sections of policies from Lakewood, Seattle, and Edmonds.</p> <p>Chair Jacobs indicated he was concerned about the policy stating applicants had to be drug free for all controlled substances and derivatives thereof. His specific concern was with marijuana and CBD products. He stated marijuana could be listed but CBD products should be exempt. He asked that this be changed.</p> <p>Detective Bailey expressed concern over the circumstances under which the use of prescription drugs was an ‘automatic’ disqualifier.</p> <p>Addressing prescription drug use, Chair Jacobs suggested, when an applicant had obtained a prescription for a controlled substance under false pretenses, disqualification should be ‘automatic’ and any illegal/unauthorized use of a prescription should be a ‘potential’ disqualifier.</p> <p>Chair Jacobs discussed perceived inconsistencies in timelines regarding ‘last use’ for each category of drug and being ‘drug free’. It was suggested, instead of listing the number of years an applicant had to be drug free for all controlled substances; reference should be pursuant to timelines for each category of drug.</p> <p>Paul Loveless directed the attention to the total number of uses allowed. Chair Jacobs requested ‘more than four total uses of any individual/combination use of these drugs’ be changed to ‘three total uses’.</p> <p>Chair Jacobs asked to delete ‘no more than three uses total’ under amphetamines. In addition, he instructed ‘prior to application’ be added to ‘no use last five years’ under drug categories amphetamines, steroids, and club drugs. Chair Jacobs requested no changes to the marijuana category.</p>

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6.10.090(11)

Discussion moved to applicants having made illegal use of a controlled substance after submitting an application to any law enforcement agency. Chair Jacobs suggested laterals be treated the same as entry-level applicants. Commissioner Lynch recommended eliminating the disqualifier and Chair Jacobs agreed.

Chair Jacobs asked that the background investigator, investigating illegal/unauthorized use of prescription medication, keep a record of the circumstances under which applicants were disqualified to ensure consistency. He requested an annual report on the results of disqualifications under this rule.

Chair Jacobs asked that applicants who were disqualified under criminal activity be tracked on the same report to ensure consistency.

Detective Bailey addressed the disqualifier for failed attempts to contact the applicant. He requested the requirement to send notification certified mail be reconsidered. Chair Jacobs indicated he wished to continue with mailing certified letters as it provides proof of attempted delivery. This, he claimed, is especially useful when the applicant has been consistently unresponsive.

Commissioner Lynch requested the Town look into having their phone number identified to the recipient.

Chair Jacobs stated documentation helps when the applicant moves to appeal unsuccessful attempts to contact.

Acting Chief Yabe asked if disqualification would occur if the applicant had not shown up for a scheduled oral board.

Chair Jacobs stated the applicant could appeal anything.

Paul Loveless stated the policy does not require certified notification.

Chair Jacobs indicated the notice does not need to go out certified until such time we have disqualified them.

Secretary Sterbick requested an oral board giving Acting Chief Yabe permission to select the oral board panelists. Chair Jacobs requested Acting Chief Yabe clear the panelists with the Town Administrator.

A motion was requested.

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Yes: All	Vice-chair moved and Commissioner Lynch seconded conducting the oral board and having Acting Chief Yabe select the panelists
<u>Reports:</u>	Next meeting February 6, 2020.
<u>Adjournment:</u>	Chair Jacobs adjourned the January 2, 2020 meeting of the Civil Service Commission at 3:08 p.m.