

Civil Service System and Commissions Overview Community Policing Commission (CPC)

CIV Staff

February 7, 2024

Roadmap:

- Civil service orientation
- What does the PSCSC do?
- Police and Fire exams
- Questions



Orientation



City of Seattle

Origins of Civil Service



Government workforces provide essential public services

Under a “spoils system,” (1829-1883) govt workforces largely turned over after each election

“Political patronage” lead to corruption, inefficiency, incompetence

Pendleton Act (1883), created Federal Civil Service System, banning politically motivated hiring and termination

Under civil service system, hiring and promotion based on merit, not on an employee’s political stripes

Civil Service Principles & Practices

- Exams, classifications and job advertisements based on knowledge, skills, and abilities necessary to perform the work of the position
- Hiring/promotion rankings based on exam scores
- Appointing authority has limited discretion in final selection/appointment
- The right to just cause and due process when their job or wages at risk
- Right to have a neutral body review serious disciplinary decisions
- Independence insulates civil service processes from political influence

Source: City of Seattle 1/19/2023



City of Seattle

Seattle History: Civil Service

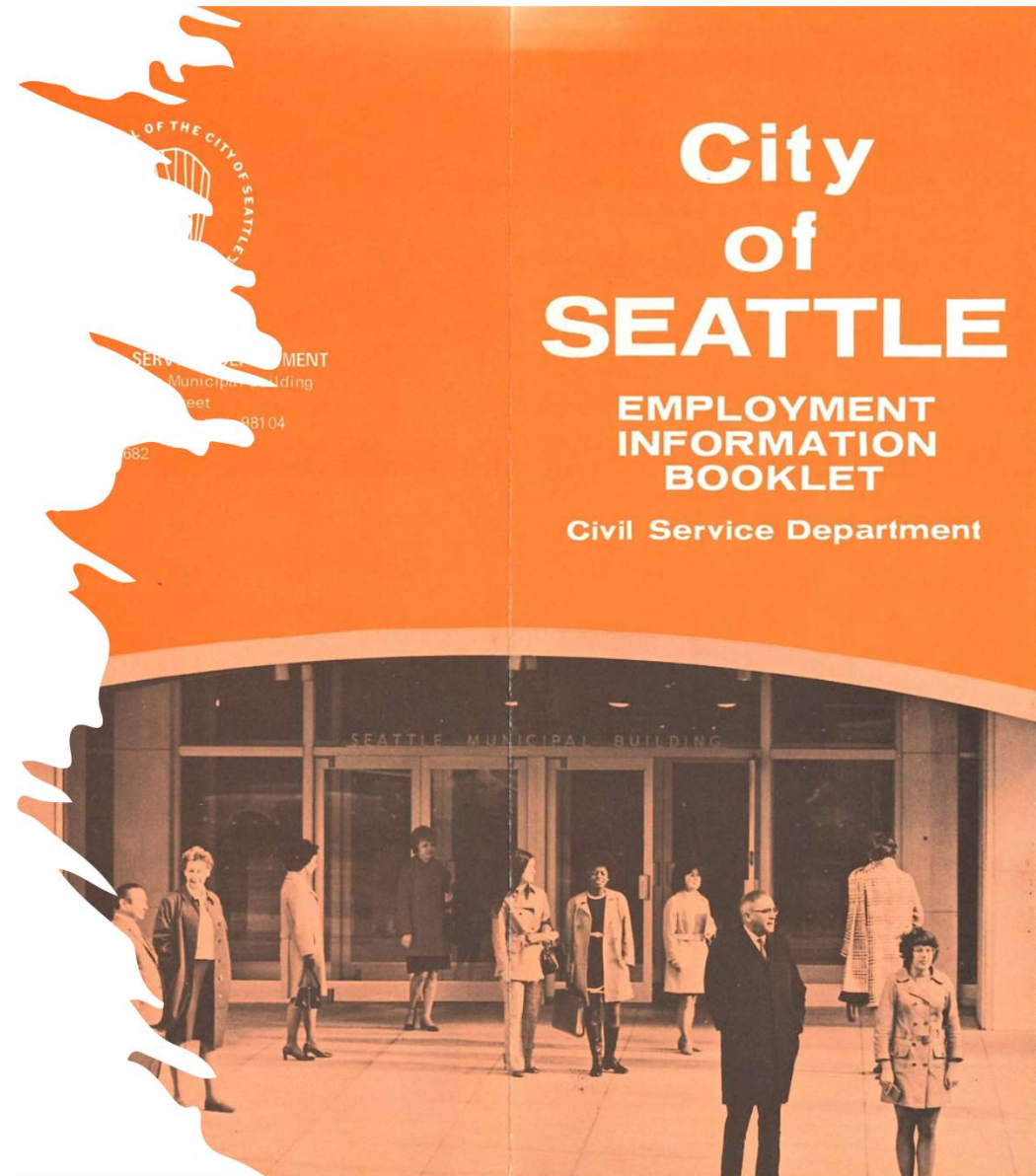
1896 – Start of Civil Service in Seattle

Civil Service Department and Civil Service Commission established by City Charter to oversee and administer City's personnel system

1977 – Reorganization and PSCSC established

- Most personnel functions assigned to new Personnel Department (now "SDHR")
- CSC as separate agency with oversight of civil service system/disciplinary appeals
- PSCSC established separately to oversee civil service system for ranks in Police and Fire Departments.
Required by RCWs 4.12 and 4.08.

2012- CSC and PSCSC Departments Combined under Civil Service Commissions Department (CIV)



Civil Service Commissions Department (CIV)

Disciplinary
Appeals

Investigates
Political
Influence in
Hiring

Makes Reccom-
mendations re City's
Personnel System

CSC

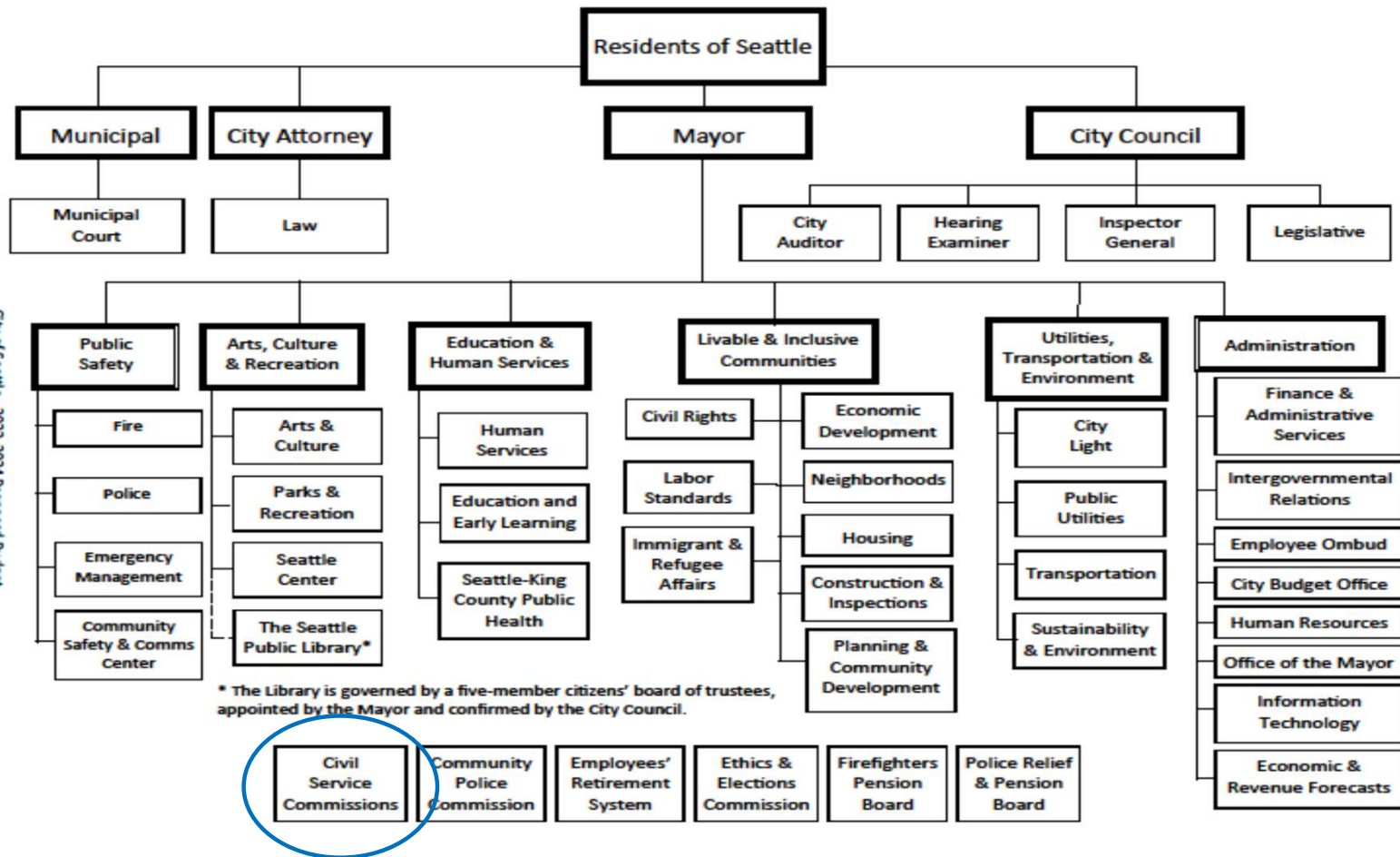
PSCSC

Civil Service
Exams
Entry and
Promotional
SPD and SFD
(with SHR
support)

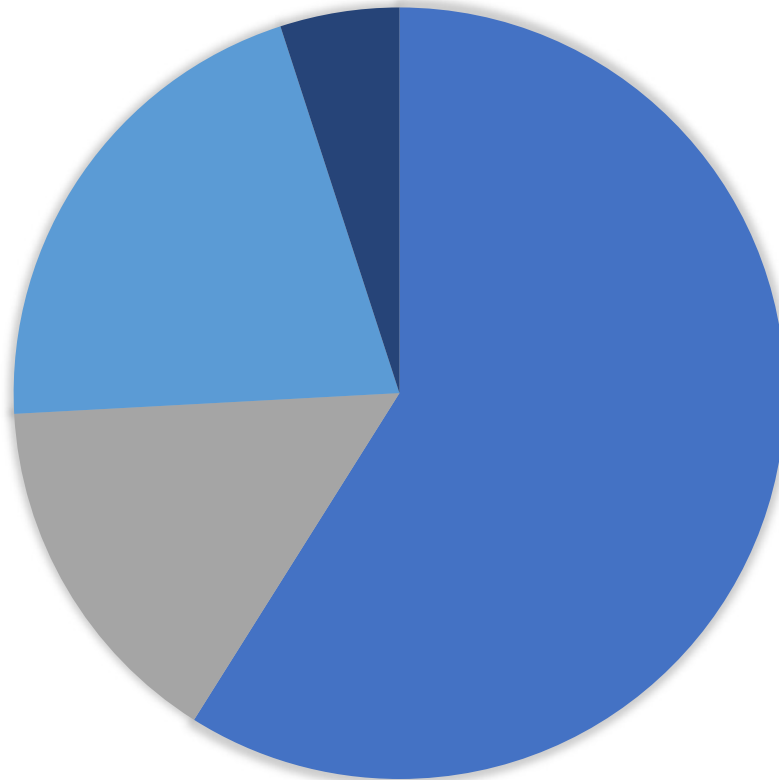
Disciplinary
Appeals

Oversight of
Public Safety
Civil Service
System

Classification
with SHR
support



COS Employees' Civil Service Status



Total Employees: 13,417

- Civil Service (7,908)
- Public Safety Civil Service (2,041)
- Exempt, regular and temporary employees (2,798)
- SPL, not in civil service system (670)

Source: City of Seattle 1/22/2024

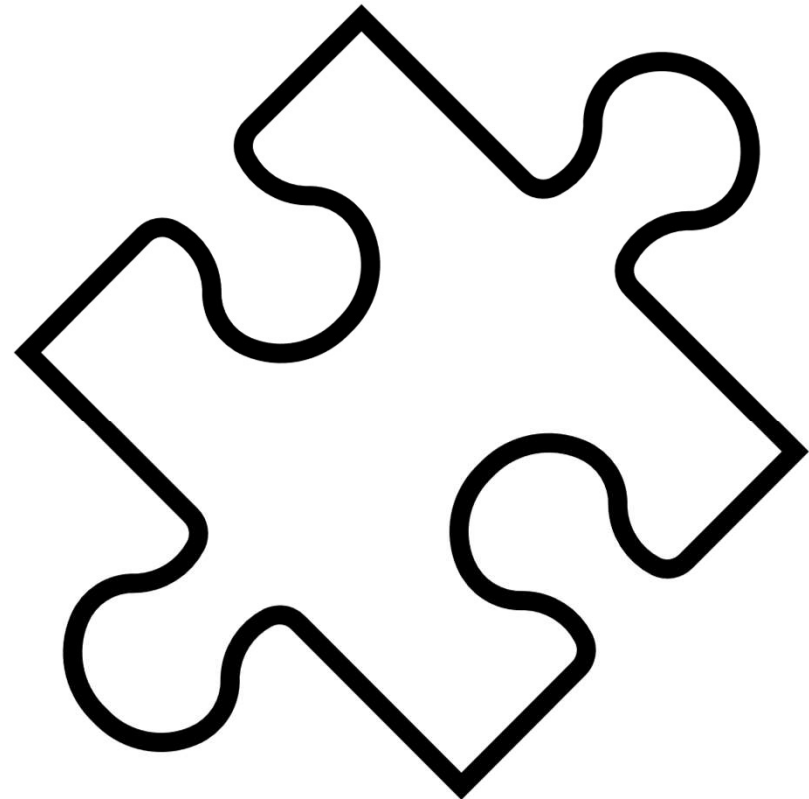
Which Positions Are in the Public Safety Civil Service?

- Police Recruits and Special Recruits
- Police Officers
- Police Sergeants
- Police Lieutenants
- Police Captains
- Fire Fighters and Pre-Recruits
- Fire Lieutenants
- Fire Captains
- Fire Battalion Chiefs
- Fireboat Pilots & Fireboat Engineers

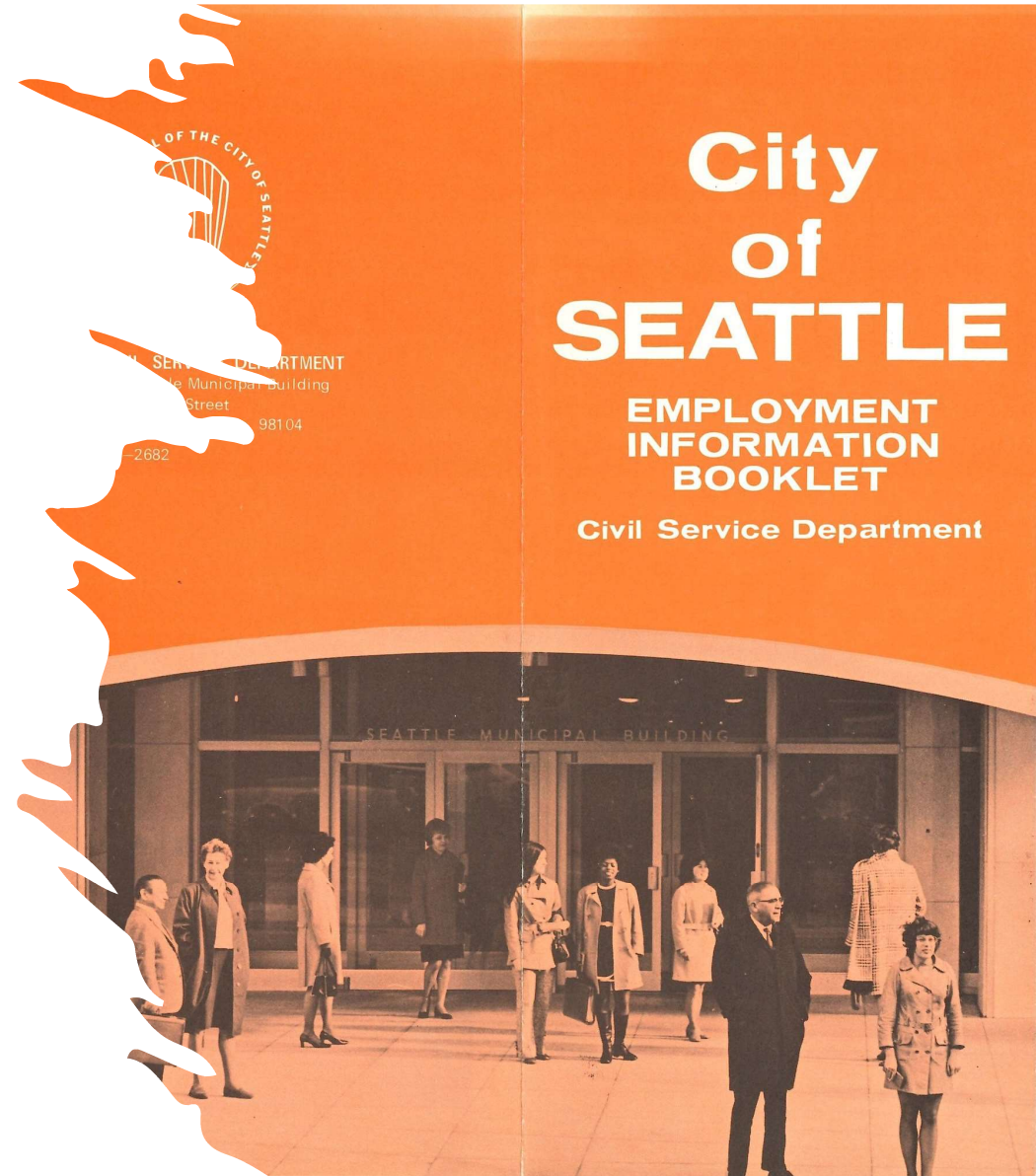


Civil Service and Other Laws

- Many employees are members of a civil service system and a union.
- Represented employees may use civil service or rights under a collective bargaining unit, but not both.
- Other laws apply to public safety employees and must be considered for employment actions, but are not within the jurisdiction of civil service.



What does the Public Safety Civil Service Commission (PSCSC) Do?



Commission Governance

- Three commissioners, serve staggered terms
 - Chair Richard Greene
 - Commissioner Stacy Connole
 - Commissioner Tom Applegate
- One is appointed by the Mayor, one by City Council, and the third is elected by members of the system
- Meet monthly, subject to the OPMA
- When hearing appeals, serve in a quasi-judicial capacity



PSCSC Commission Duties

- Monthly meetings to conduct department business
- Hear appeals of alleged violations of Civil Service Rules
 - Suspensions, terminations, and demotions
 - May order remedial actions (reinstatement to employment, back pay, etc.)
- Oversee development and administration of entry-level and promotional exams, produce ranked promotional and hiring registers
 - Staffed by exam team
- Oversee other aspects of the public safety civil service system, including position classification, probationary periods, calculation of service credit, and more.

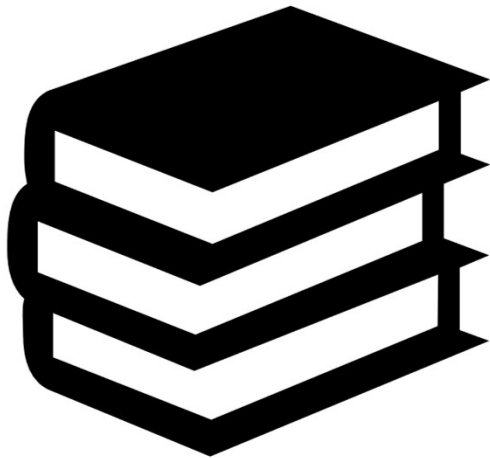


Police & Fire Exams



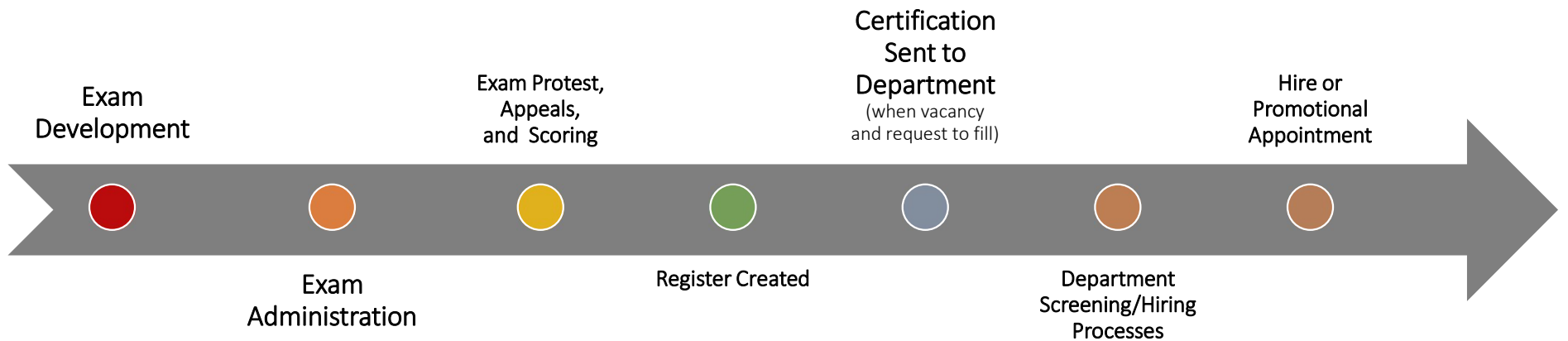
City of Seattle

Police and Fire Exams - Overview



- Fire & Police Exam unit develops and administers merit-based, entry-level, and promotional exams for sworn police and fire personnel.
- Exam process is under the direction of the PSCSC and in accordance with State law, City Ordinance, and keeping with best practices.
- Exam staff, SPD/SFD, and other stakeholders to develop exams.
- After exams are scored, preferences are applied, and applicants are ranked in a register.
- Guiding principles are to administer exams that are equitable, compliant, and transparent.

Police and Fire Exams – Process Flow



Police and Fire Exams – Success Metrics

- Equitable: There is no adverse impact in any phase of the exam process (Measurement: four-fifths rule)
- Compliant: Exams are administered in alignment with appropriate laws, policies, and processes (Measurement: PSCSC as internal control, absence of litigation, consultation with legal advisors)
- Transparent: Candidates report that the examination processes is understandable, and were able to engage with all components (Measurement: a minimum of 90% of candidates surveyed agree or strongly agree)



Police and Fire Exams – Entry Level Police Exams

- Frontline National Police Exam
 - Video-based testing, 91 items, 2.5 hours
 - Human relations – critical thinking, ethics, community relations, ability to understand and help with human distress, team orientation, organizational support, ability to restrain use of authority, confrontation/enforcement, and investigative communication.
 - Incident observation and report writing – measures a candidate’s abilities to observe an incident and write a clear and accurate report of what they observed.
 - Reading – assesses applicant ability to read and understand material typically read by law enforcement officers.



Police and Fire Exams – Entry Level Police Exams (cont.)

- City uses National Testing Network's **Frontline National Police Exam**, and the **Public Safety Self-Assessment** to evaluate candidates
- Exams conform to legal and professional standards for validation
- Meet American Psychological Association standards for content and criterion valid tests, and the American Disabilities Act
- Candidates do not need prior experience or education in law enforcement to perform well



Police and Fire Exams – Entry Level Police Exams (cont.)

- Public Safety Self-Assessment
 - Timed, computer-based test that candidates take from home
 - Part 1 – Integrity (60 minutes)
 - Part 2 – Group Bias, Use of Force, Commitment to Equality (90 minutes)

