



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connole

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: Thursday, March 23, 2023

TIME: 9:00 a.m.

LOCATION: Hybrid meeting- Attendance via WebEx or in person at Commission offices, Seattle Municipal Tower, 700 5th Ave #1670, Seattle, WA 98104. To attend in person, request **access to the 16th floor from SMT security at building entry and follow the signs on 16.**

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m3050ca9fff347707339da1ddeab75f8a>

Join by meeting number

Meeting number (access code): 2485 097 6431 Meeting password: vAkwRksv882

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24850976431## United States Toll (Seattle)

+1-408-418-9388,,24850976431## United States Toll

Join by phone

+1-206-207-1700 United States Toll (Seattle) +1-408-418-9388 United States Toll

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Join from a video system or application

Dial [24850976431@seattle.webex.com](tel:24850976431)

You can also dial 173.243.2.68 and enter your meeting number.

Need help? Go to <https://help.webex.com>

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, W98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755

<https://www.seattle.gov/public-safety-civil-service-commission>

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**PUBLIC SAFETY CIVIL SERVICE COMMISSION
SPECIAL MEETING AGENDA
MARCH 23, 2023 @ 9:00 a.m.**

Meeting materials will be posted to the PSCSC website prior to the scheduled meeting time.

AUDIO/VIDEO TECH CHECK

CHAIR (PSCSC 2.04)

1. CALL TO ORDER
2. LAND ACKNOWLEDGEMENT
3. INTRODUCTIONS
4. PUBLIC COMMENT

DISCUSSION ITEMS

5. APPROVAL OF MINUTES
 - January 23, 2023, Special Meeting
6. POTENTIAL EXAMS PROTEST APPEALS
 - Fire Lieutenant
 - Police Lieutenant
7. FIRE AND POLICE EXAM UNIT
 - Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
 - Police Update-Rachael Schade, Police Exams Administrator
8. PROPOSED LEGISLATION- In partnership with CIV, City Clerk's Office is proposing an ordinance that would amend election procedures for the employee-elected members of the Civil Service Commission and Public Safety Civil Service Commission; and Sections 4.04.250 and 4.08.040 of the Seattle Municipal Code. The purpose is to clarify (not change) who is eligible to run and vote in civil service elections.
9. EXECUTIVE DIRECTOR REPORT
 - 2023 Final Exam Schedule
 - Departmental Work Updates
 - Budget
 - Financial Interest Statements

10. CASE STATUS REPORT

- *Constantin v. SPD, PSCSC No. 22-01-003- Case Update*
This is a status update; parties are welcome to attend but are not required to do so.

11. EXECUTIVE SESSION- To discuss pending, potential, or actual litigation (*May be cancelled if not needed*)

12. OLD/NEW BUSINESS

- *2023 Chair*

13. ADJOURN

NEXT REGULAR PSCSC MEETING: April 17, 2023 @ 10:00 a.m.

END OF AGENDA



CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commissioners

Commission Chair Stacy Connole
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Staff

Andrea Scheele, Executive Director
Teresa Jacobs, Executive Assistant

PUBLIC SAFETY CIVIL SERVICE COMMISSION January 23, 2023, MEETING MINUTES APPROVED: March 23, 2023

CHAIR (PSCSC 2.04)

1. CALL TO ORDER: Commission Chair Stacy Connole called the monthly meeting to order at 10:02 a.m.
2. LAND ACKNOWLEDGEMENT: Commission Chair Connole read the land acknowledgement.
3. INTRODUCTIONS: Commission Chair Connole introduced the commissioners, staff, and guests.
PSCSC: Commissioner Dorothy Leggett, Commissioner Joel Nark. Commission Staff and Counsel: Andrea Scheele Executive Director; Teresa Jacobs, Executive Assistant. Commission Counsel: Gary Smith, Assistant City Attorney; Anne Vold, Assistant City Attorney
Exams Unit: Rachael Schade, Police Exams Analyst. Fire: Helen Fitzpatrick, Executive Director Administration, SFD; Dori Towler, Personnel Manager, SFD; Hannah Kosten, Personnel Specialist, SFD. Police: Alyssa Pulliam, HR Deputy Director, SPD
4. PUBLIC COMMENT: There was no public comment given in person or written.

DISCUSSION ITEMS

5. APPROVAL OF MINUTES

November 7, 2022, Joint Meeting with CSC- The commission reviewed the November 7, 2022, joint meeting with the Civil Service Commission. Commissioner Connole moved to approve the minutes. Commissioner Nark seconded the motion. The motion passed and the minutes were approved by acclamation.

November 16, 2022, Monthly Meeting- The commission reviewed the November 16, 2022, monthly meeting. Commissioner Connole moved to approve the minutes. Commissioner Leggett seconded the motion. The motion passed and the minutes were approved by acclamation.

6. FIRE AND POLICE EXAM UNIT

Fire Update- Rachael Schade reported on the Fire Exams update on behalf of Ms. Grace Matsui. Ms. Schade reported on the development of promotional exams for Fireboat Lieutenant and Fireboat Engineer. The Fire Lieutenant written exam will be March 4 and assessments on May 20. The application period occurred the first two weeks in January. There were 82 applicants for Fire Lieutenant. The written exam for Fireboat Engineer will be June 20, and the practical exam will be September 11-15. Commissioner Nark inquired on vacancies in Fire. Sarah Lee, HR Director stated that there were vacancies due to continuing retirements in the Fire department. Ms. Lee stated that Fire was preparing for the start of a recruit class of 52 at the beginning of February. Dori Towler reported that the current vacancy count for Fire is 82. Ms. Lee alerted the commission that she looked forward to discussing the Fireboat Pilot issues that haven't abated and requested the assistance of Executive Director Scheele, who stated that she would be a part of that discussion.

Police Update-Rachael Schade, Police Exams Administrator: Rachael Schade that an entry level police officer test cycle closes on February 8th and candidates may test until February 10. There are 164 applicants, a small group. Ms. Schade reported that a virtual lateral oral board will take place on January 28 for one applicant. Ms. Schade reported the current lateral exam cycle will close on February 15, and on February 17 for testing. 3 applicants are scheduled to take the test. Promotional exams are in development for Police Lieutenant and Captain. The application period was the first two weeks in January. Police Lieutenant written is scheduled for March 3rd and assessments on April 24-28. Police Captain exam consists of six separate assessment exercises and will take place March 27-April 1. Ms. Schade reported that while in development for the exams they are currently assembling assessors who come from around the Western US. Ms. Schade reported there was approval for a fourth analyst in the Exams Unit. Interviews were conducted last Thursday.

7. EXECUTIVE DIRECTOR REPORT

Departmental Work Updates: Police Recruitment: Ms. Scheele reported that she is meeting with the exam unit and multiple stakeholders several times a week to address testing and recruiting.

Budget: The commission reviewed the budget documents. Ms. Scheele reported the adopted budget has not been uploaded, but a snapshot of the December spending was available.

2023 Commission: Ms. Scheele stated she was very grateful to Commissioner Leggett for staying on while awaiting appointment of replacement.

2023 Commission-Commission Vacancy; Meetings: The commission set the meeting schedule for 2023 and scheduled meeting dates for possible exam protest appeals. Chair: The commission agreed to table the discussion on the 2023 chair until the February 27 meeting.

Council Confirmation of Executive Director Scheele: Ms. Scheele will go before the Human Services and Public Safety Committee January 24th for confirmation of her position for three more years.

Fire and Police Commendation: Sarah Lee, Fire HR Director and Alyssa Pulliam, SPD HR Deputy Director commended the commissioners for their volunteer service and also to the staff for their assistance.

8. CASE STATUS REPORT: The commission reviewed the Case Status Report.
 - *Constantin v. SPD*, PSCSC No. 22-01-003- Case Update: The appellant notified Ms. Scheele that he was currently seeking an attorney. The scheduling of his hearing is postponed until there is notification of representation.
 - *Moore v. SPD*, PSCSC No. 22-01-004- Case Update: The commission took no action.
9. EXECUTIVE SESSION- To discuss Pending, Potential, or Actual Litigation (*May be cancelled if not needed*): The commission did not go into an Executive Session.
10. OLD/NEW BUSINESS
11. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:05 am.

Respectfully Submitted on March 23, 2023, for the PSCSC,

Teresa Jacobs. Executive Assistant

Approved for Publishing: _____
Stacy Connole, Chair

NEXT PSCSC MEETING: April 17, 2023 @ 10:00 a.m.
(Potential Exam Appeals-Police Captain Oral Board)

**Request for public records, including audio recording of meetings can be made through the City Public Records Request Center <http://www.seattle.gov/public-records>.*

**POLICE LIEUTENANT WRITTEN EXAM APPEALS
PSCSC SPECIAL MEETING
MARCH 23, 2023**

PSCSC EXAM PROTEST APPEAL

Meeting Date: March 23, 2023

Exam Administered: Police Lieutenant Written Exam (March 3, 2023)

Question #	Remedy Requested	Committee Recommendation	Denied	Approved	Other	Notes
14	Credit for "A" or "B"	Deny Request				
36	Credit for "B" and "C"	Deny Request				
115	Credit for "B" and "C"	Deny Request				
182	Credit for "B" and "C"	Deny Request				

PSCSC EXAM PROTEST APPEAL

Meeting Date: March 23, 2023

Exam Administered: Police Lieutenant Written Exam (March 3, 2023)

_____ Commission Chair, PSCSC
Stacy Connole

Date: _____

Memo
Rachael Schade, Police Exams Administrator
Mach 15, 2023

MEMO

Date: March 15, 2023
To: Public Safety Civil Service Commission
From: Rachael Schade, Police Exams Administrator
Subject: 2023 Police Lieutenant Written Exam Appeals

The purpose of this confidential memo is to provide background information about how the written exam questions were developed, what bibliography information the questions were based on, and the protest process that preceded the scheduled appeal hearing. As the Police Exams Administrator, I am a subject matter expert on the exam development process, and I am authorized to speak in behalf of the development committee.

Background on Test Development

The 2023 Police Lieutenant Exam Development Committee was comprised of an exam consultant from Testing for Public Safety, 5 Lieutenants, and Fire & Police Exam Administrators Rachael Schade and Adelaide Alderks. Over the course of approximately seven months the committee held many meetings to develop, edit, and complete the written exam.

Source Materials for the Written Exam

All written exam questions were developed to assess each candidate's knowledge to perform the job for which they are seeking promotion. The written exam questions must be directly sourced from the published exam bibliography. The final exam bibliography was published in the SPD Notices on September 9, 2022 (Appendix A). Shortly thereafter, a compilation of exam bibliography materials was posted on the SPD Sharepoint site for the convenience of sergeants who were interested in participating in the exam. The Exam Development Committee approved all materials that were included in the bibliography and reviewed each question considered for inclusion in the written exam. The questions

themselves are developed by a vendor, Testing for Public Safety. This vendor has 25+ years of experience in developing and validating exams for Police and Fire Departments in the U.S. The vendor worked with the remainder of the development committee to appropriately edit questions that were developed from the bibliography materials.

Protest/Appeal Details

The written exam was administered on March 3, 2023. There were 27 sergeants who participated in the exam. On March 6 – 8, 2023, exam participants were allowed to review the exam booklet along with the exam key, and to file any protests to exam questions. There were 21 protests filed on 18 different questions that were part of the written exam. There was a total of 189 questions on the administered exam.

On Thursday, March 9, 2023, the exam development committee convened for several hours to carefully consider all the protests filed. Three protests were granted, and one question was eliminated from the test. At the conclusion of this meeting, all candidates were sent an e-mail to inform them of the decisions made on protests filed. (See Appendix B: Email to candidates re: protest decisions sent March 9, 2023.)

One appellant filed timely appeals to four (4) decisions on protests. Following are the development committee's recommendations regarding the appeals filed. For each appeal filed, there is a page summarizing the committee's responses. This is followed by copies of the bibliography material from which each question was drawn.

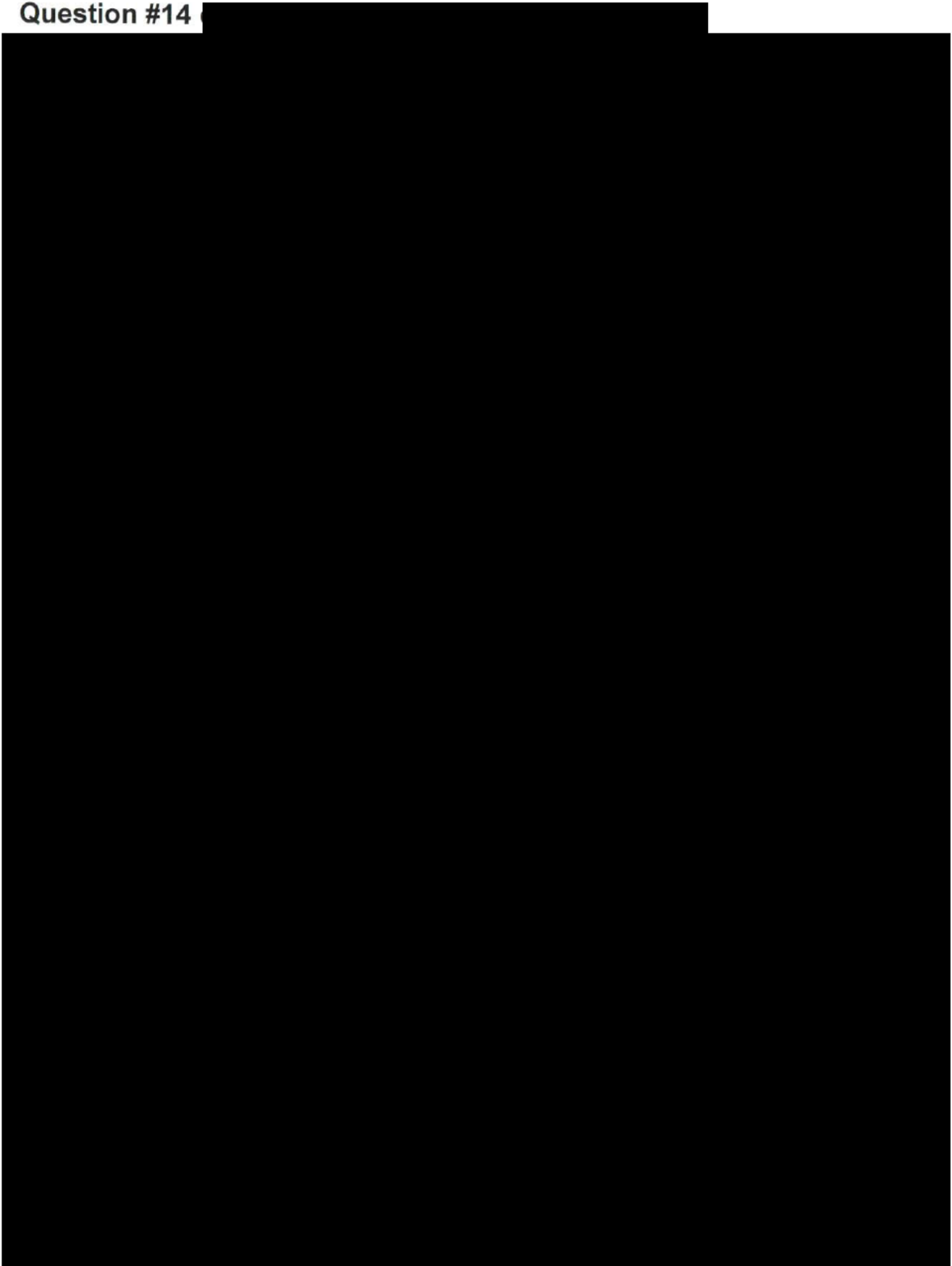
**THE INFORMATION ON THE FOLLOWING PAGES CONTAIN
CONFIDENTIAL HIRING OR PROMOTIONAL TESTING MATERIALS –
DO NOT DUPLICATE OR SHARE**

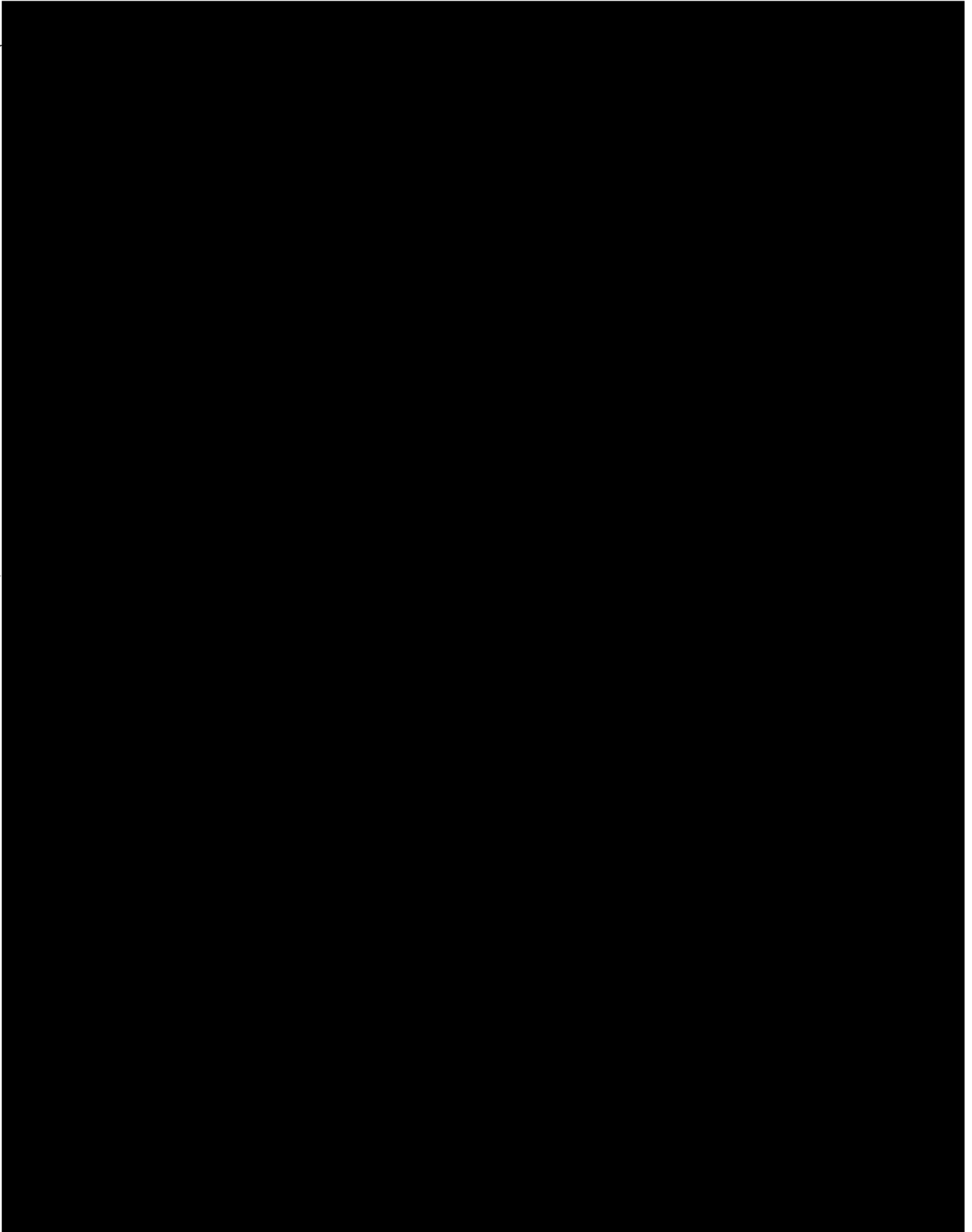
Appeal #1
Question #14

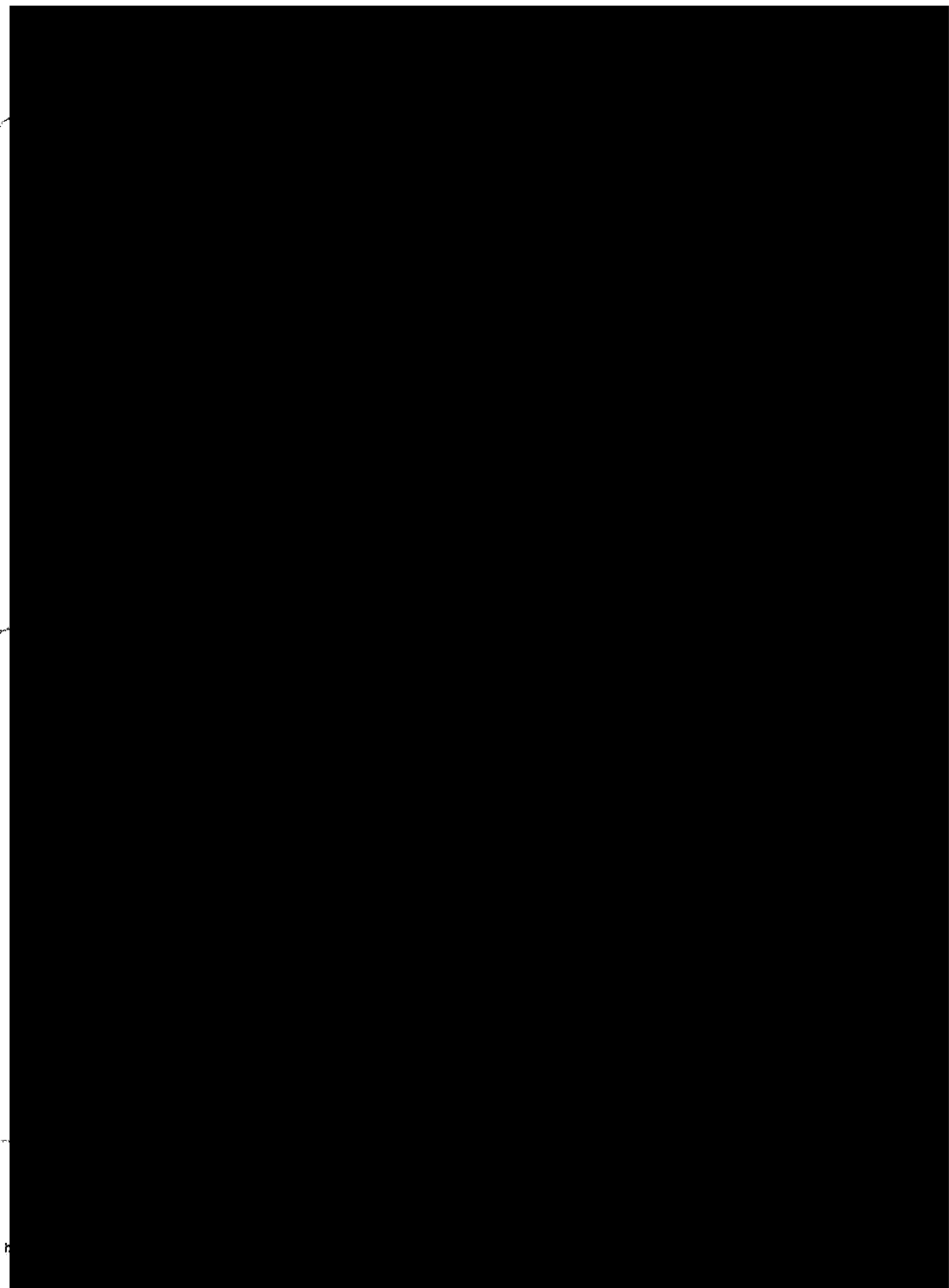
FIRE AND POLICE EXAM UNIT APPEAL

Appeal #1

Question #14





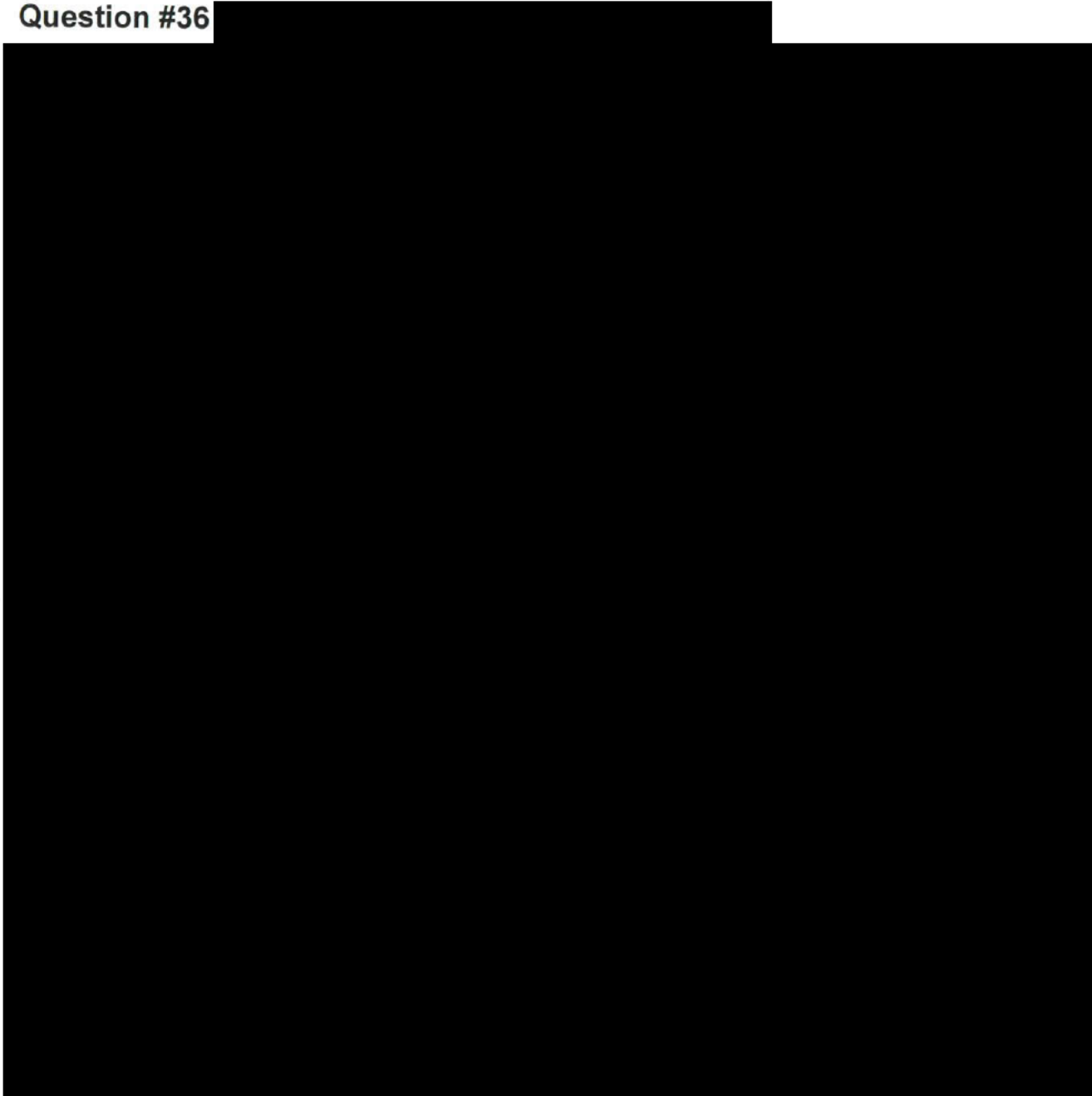


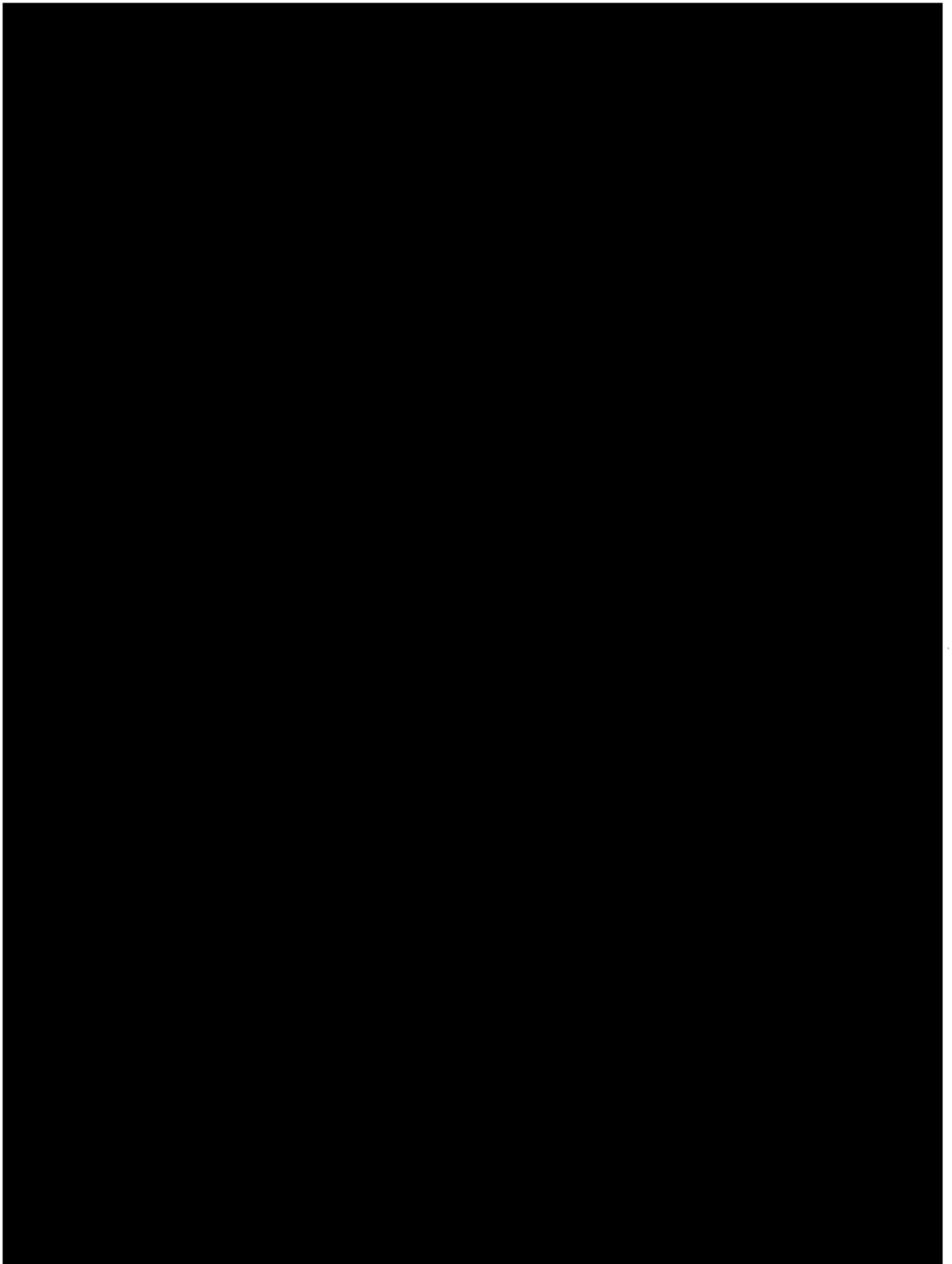


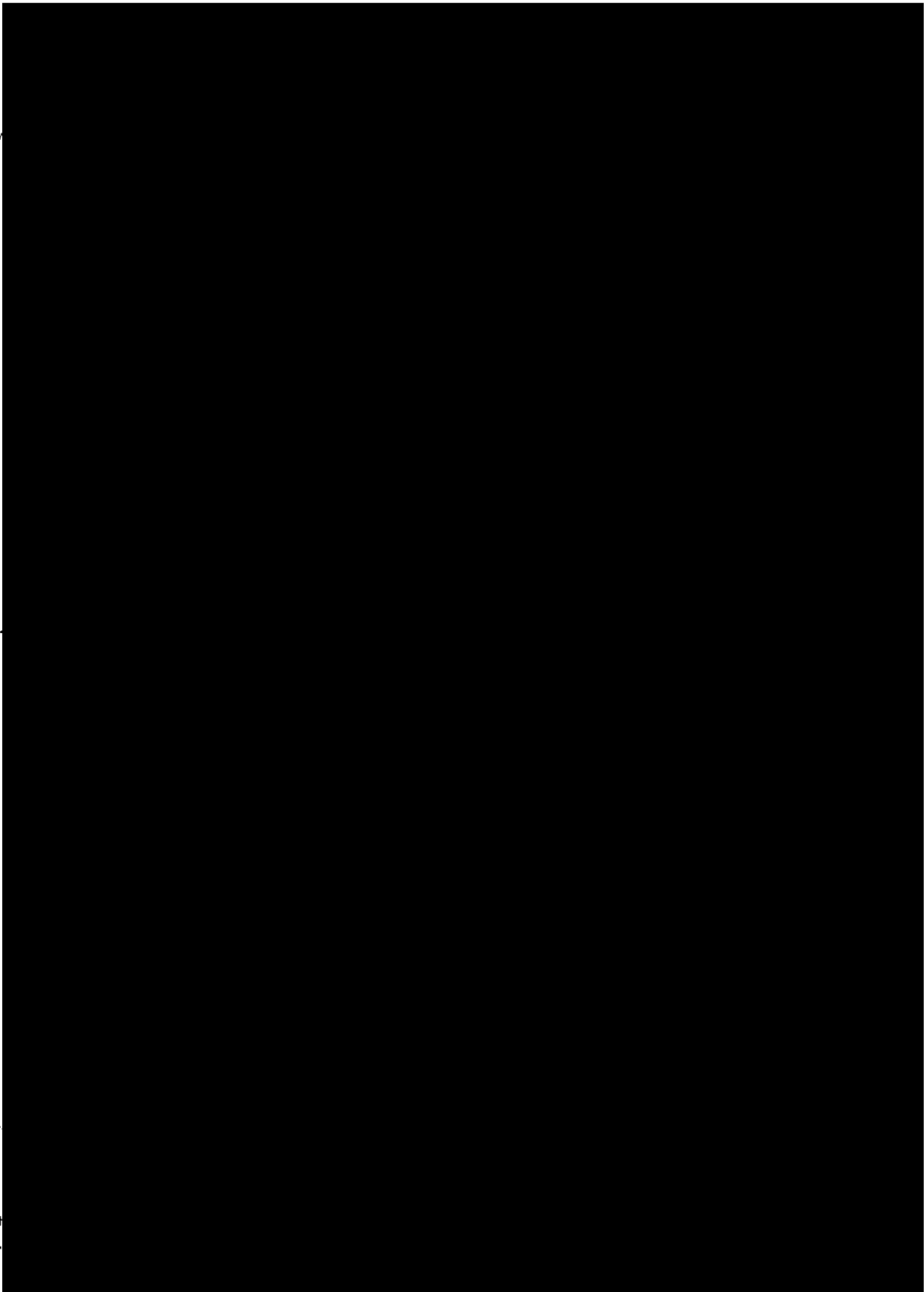
Appeal #2
Question #36

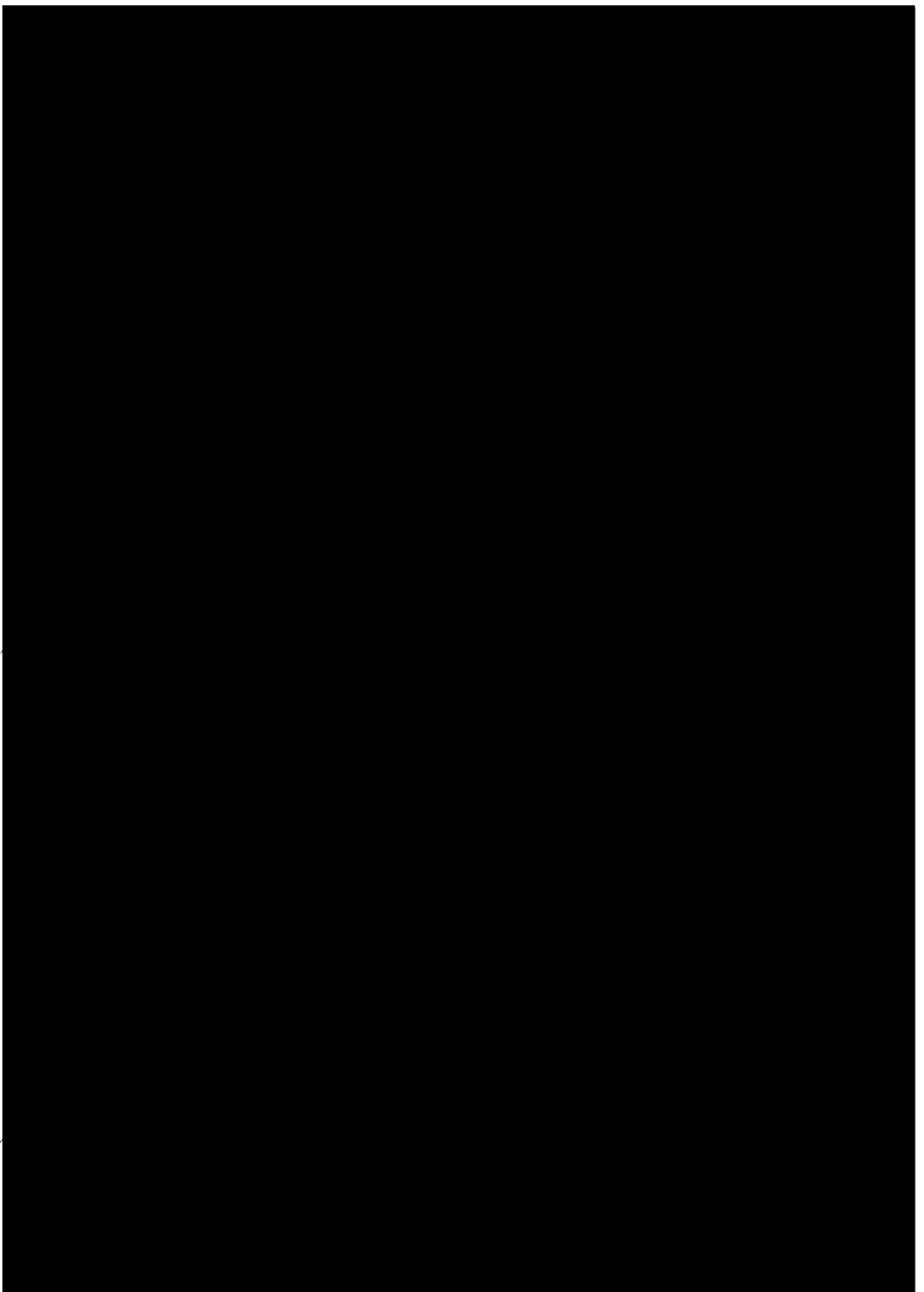
Appeal #2

Question #36









...the first of these is the fact that the ...

...the second of these is the fact that the ...

...the third of these is the fact that the ...

...the fourth of these is the fact that the ...

...the fifth of these is the fact that the ...

...the sixth of these is the fact that the ...

...the seventh of these is the fact that the ...

...the eighth of these is the fact that the ...

...the ninth of these is the fact that the ...

...the tenth of these is the fact that the ...

...the eleventh of these is the fact that the ...

...the twelfth of these is the fact that the ...

...the thirteenth of these is the fact that the ...

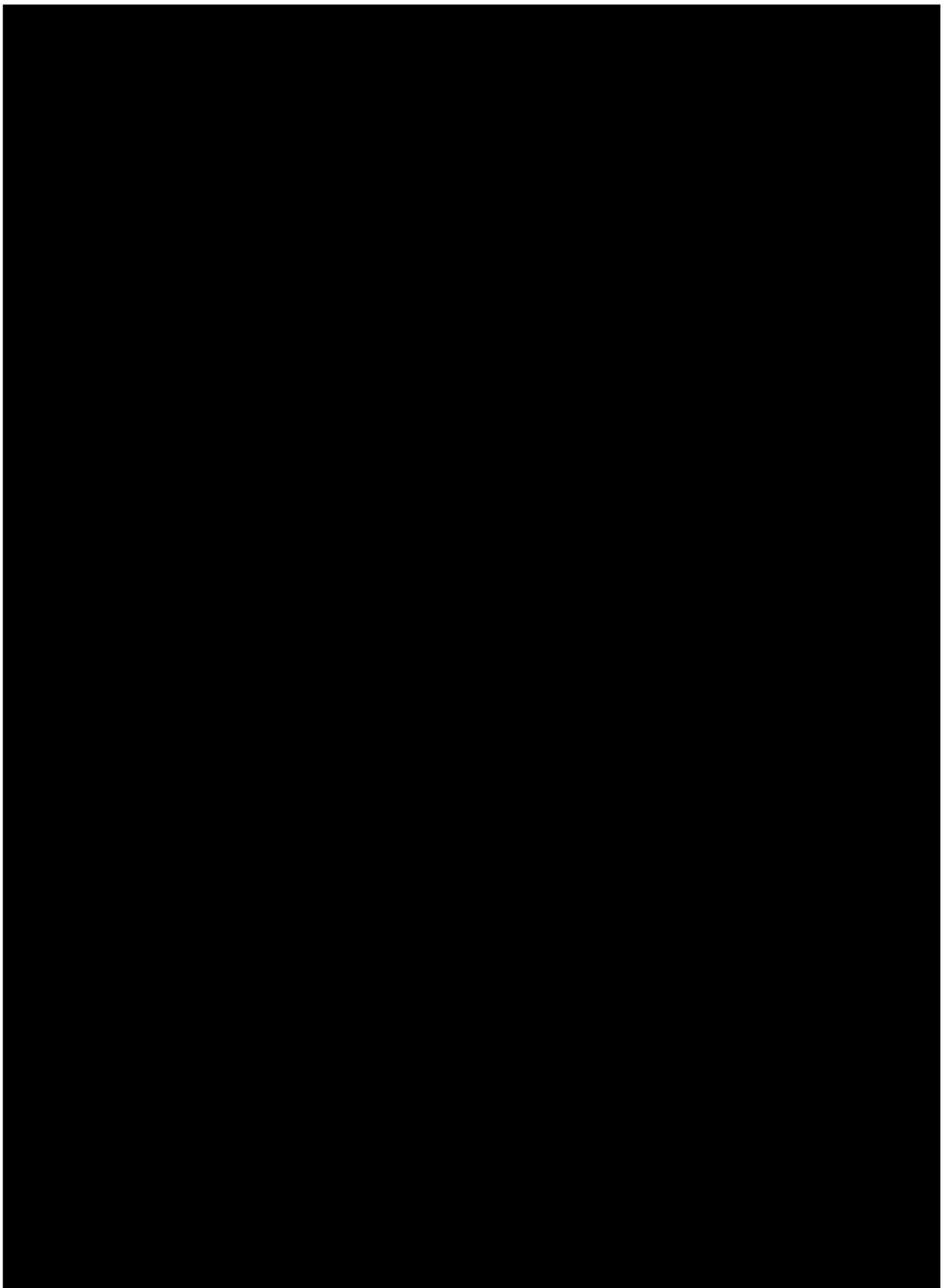
...the fourteenth of these is the fact that the ...

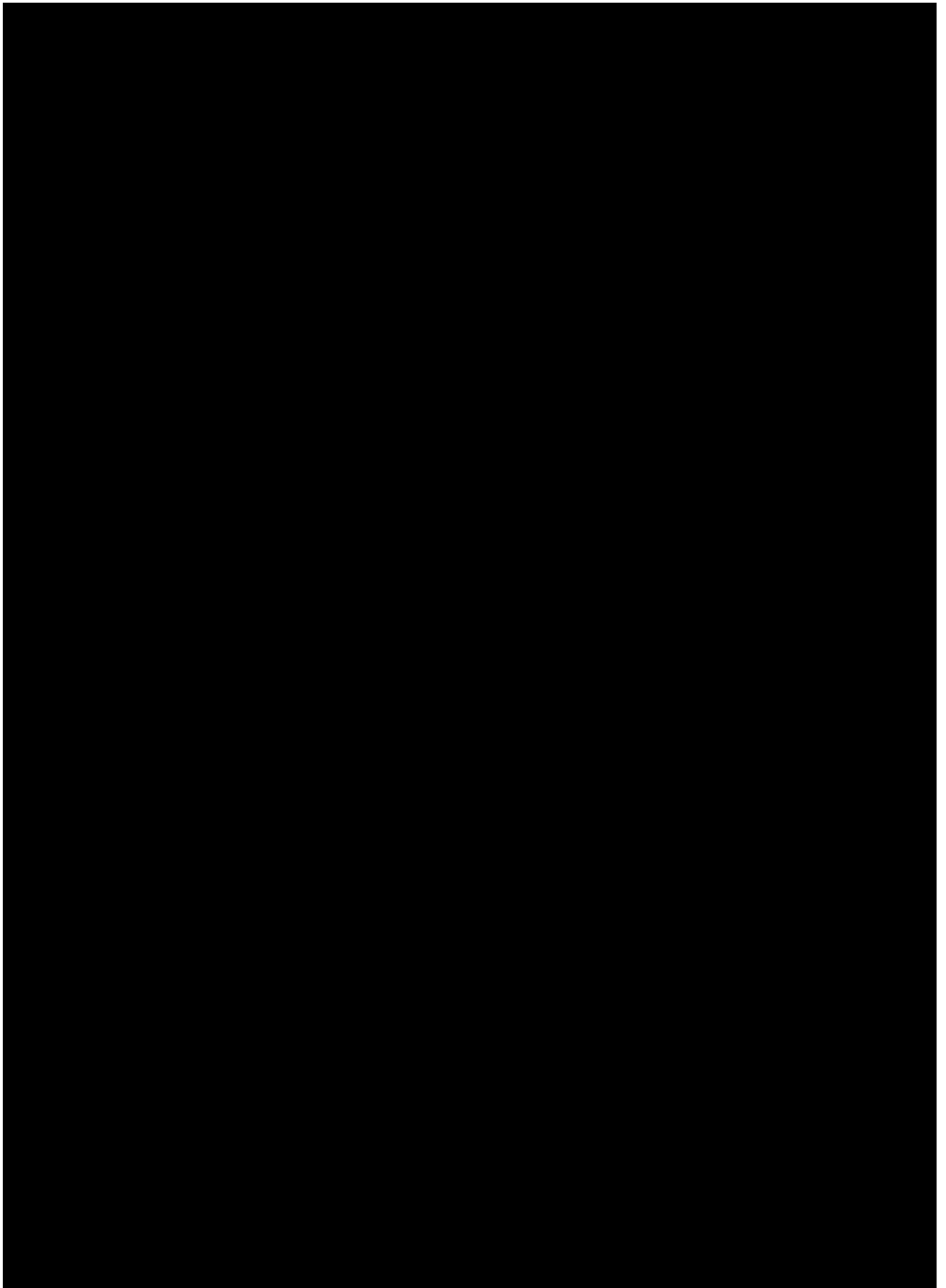
...the fifteenth of these is the fact that the ...

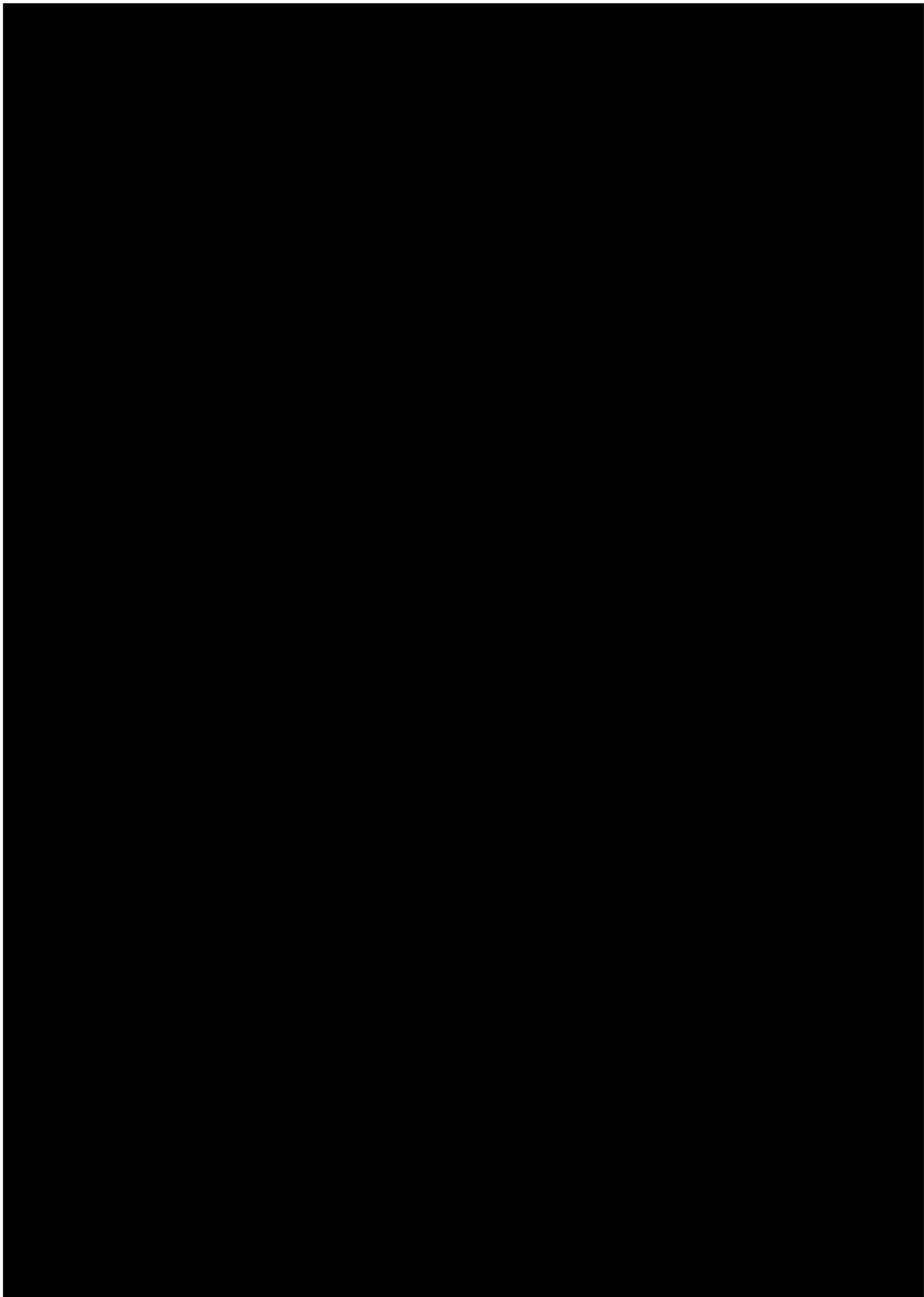
...the sixteenth of these is the fact that the ...

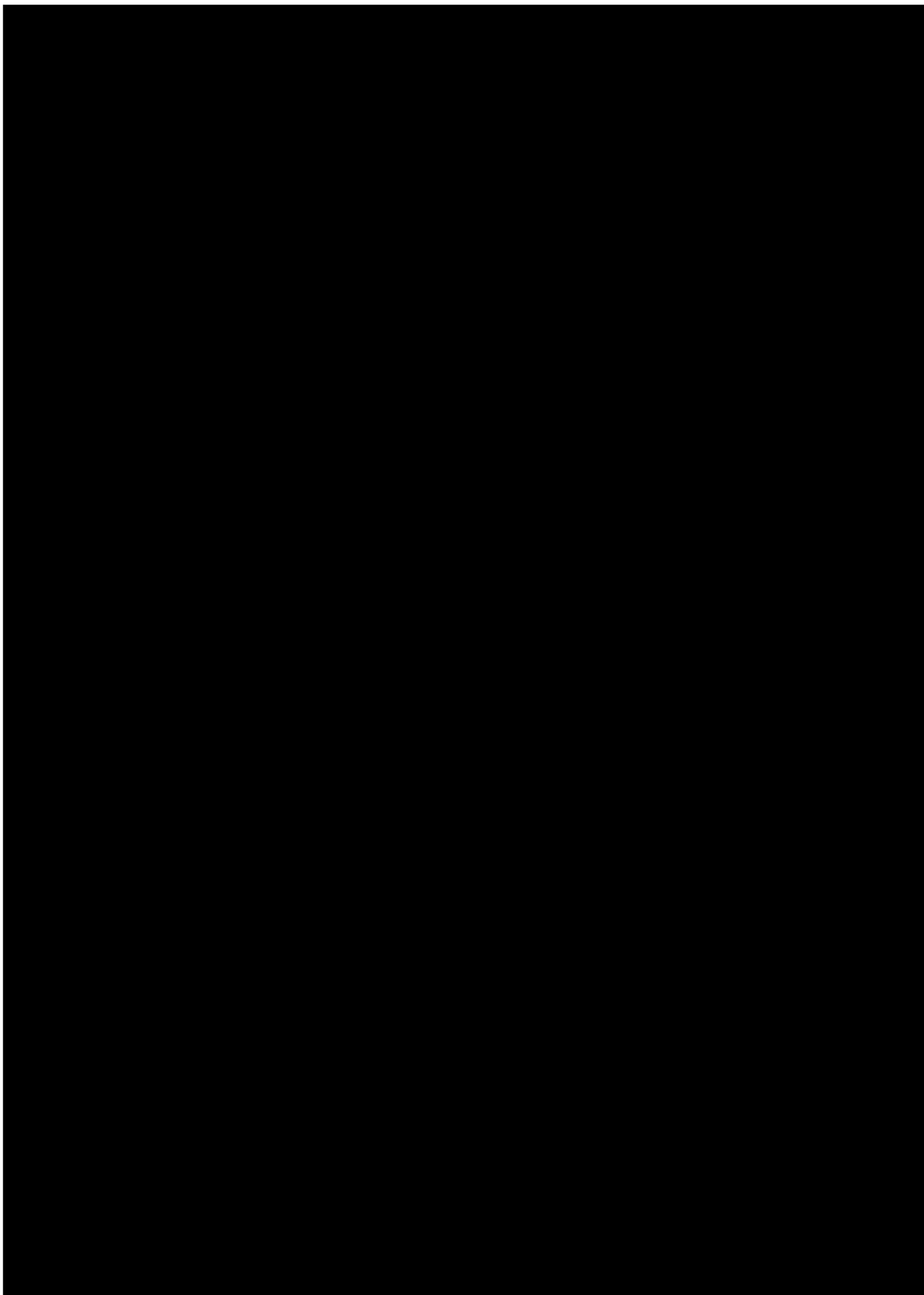
...the seventeenth of these is the fact that the ...

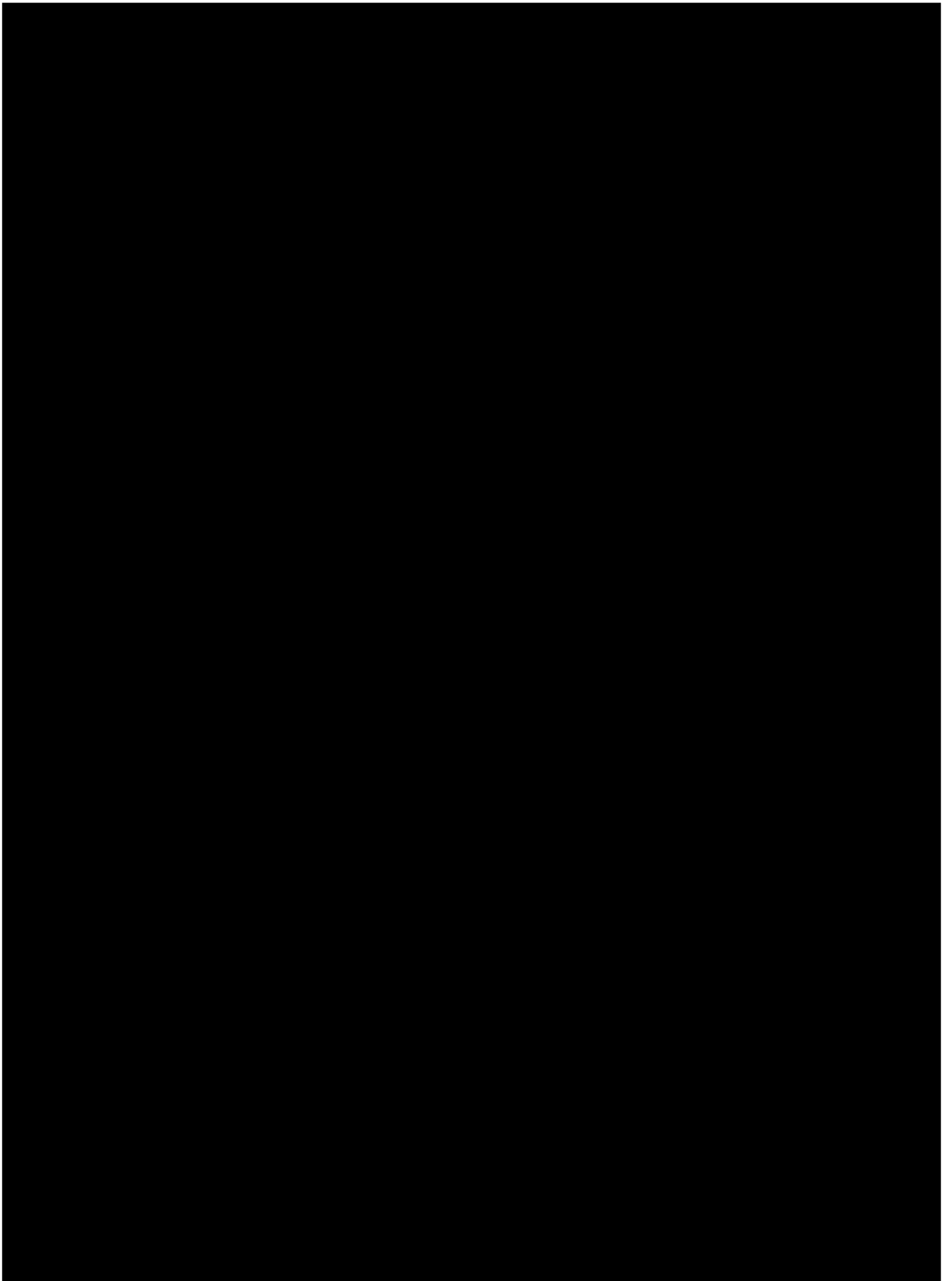
...the eighteenth of these is the fact that the ...

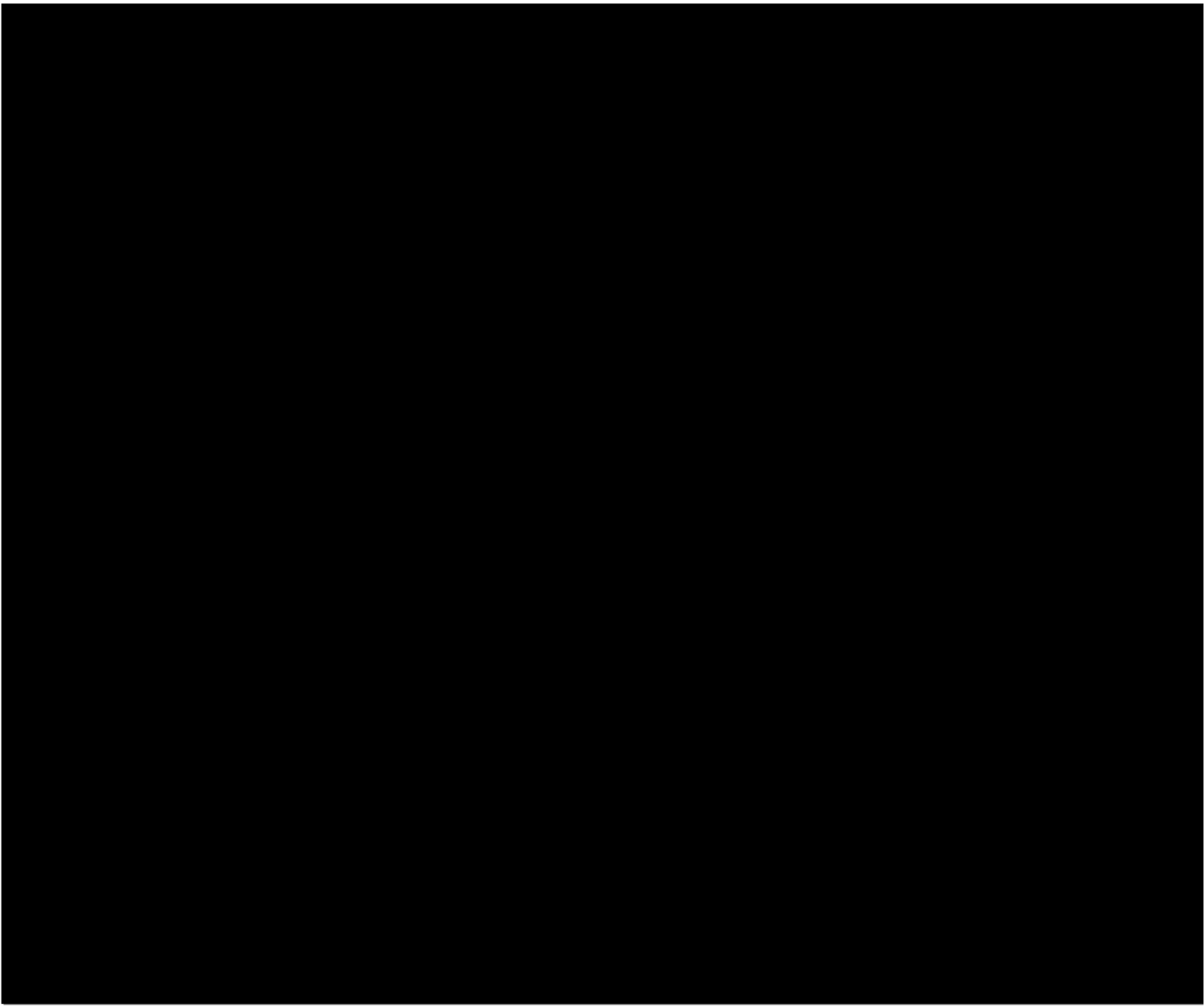








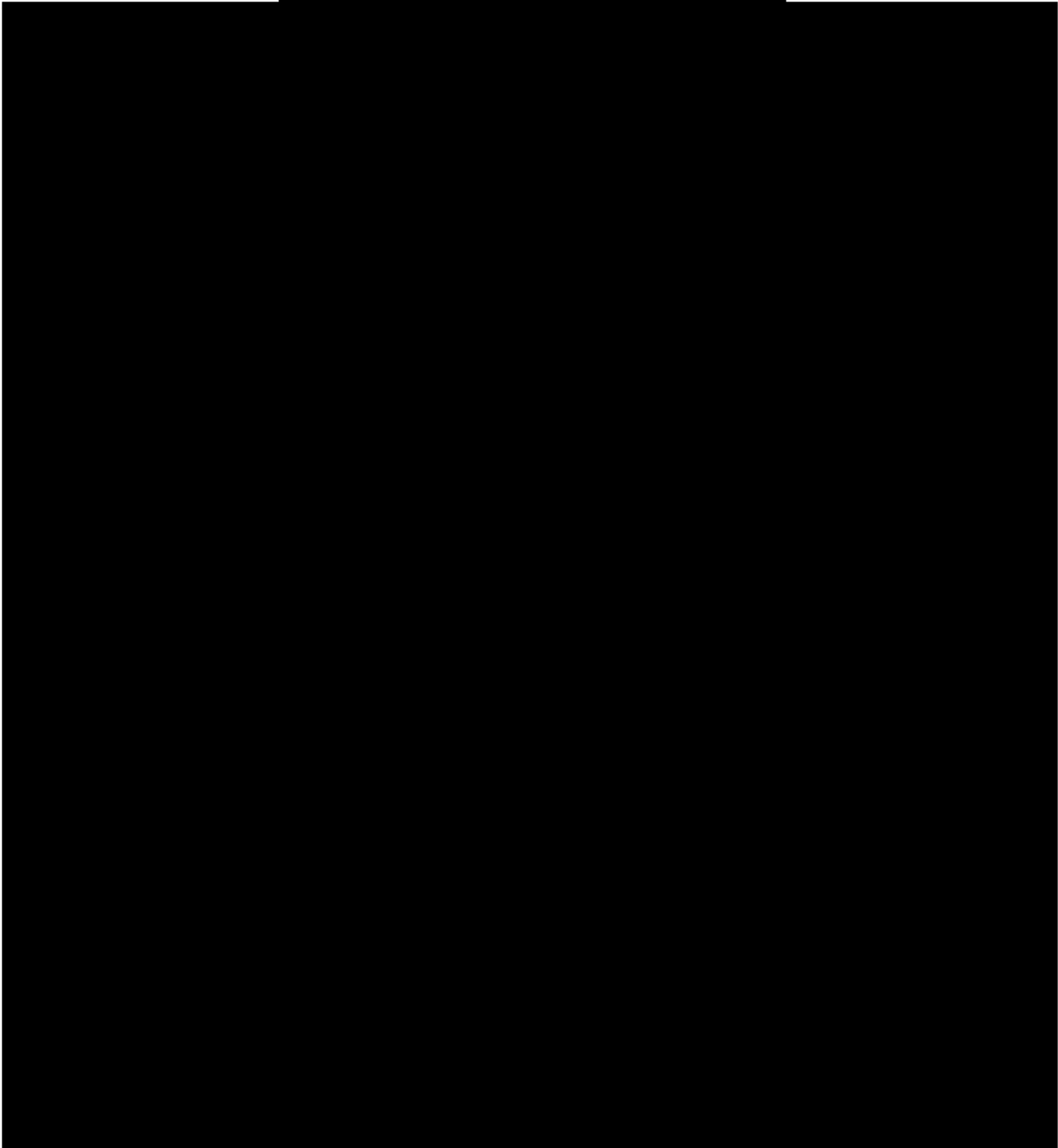


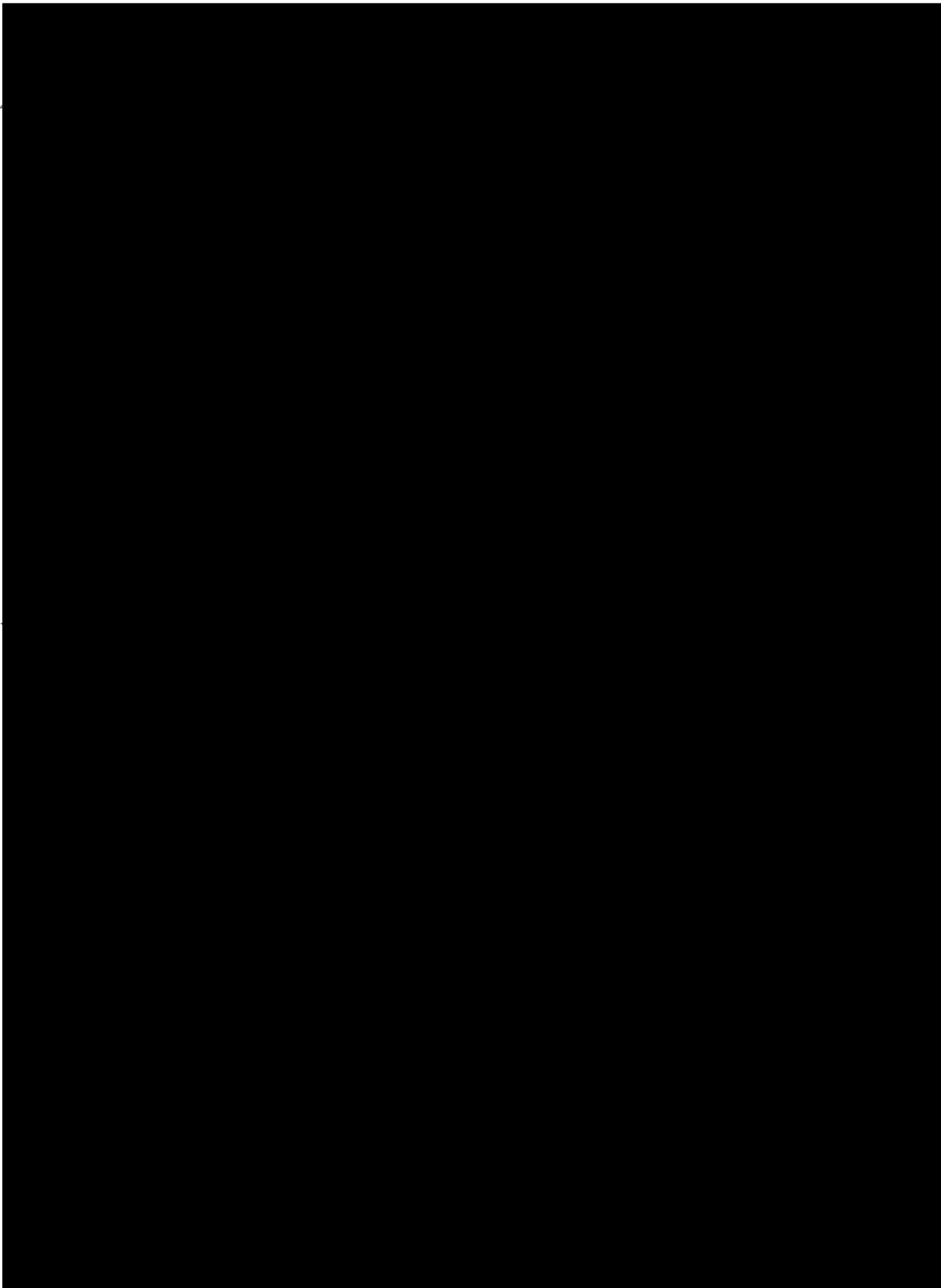


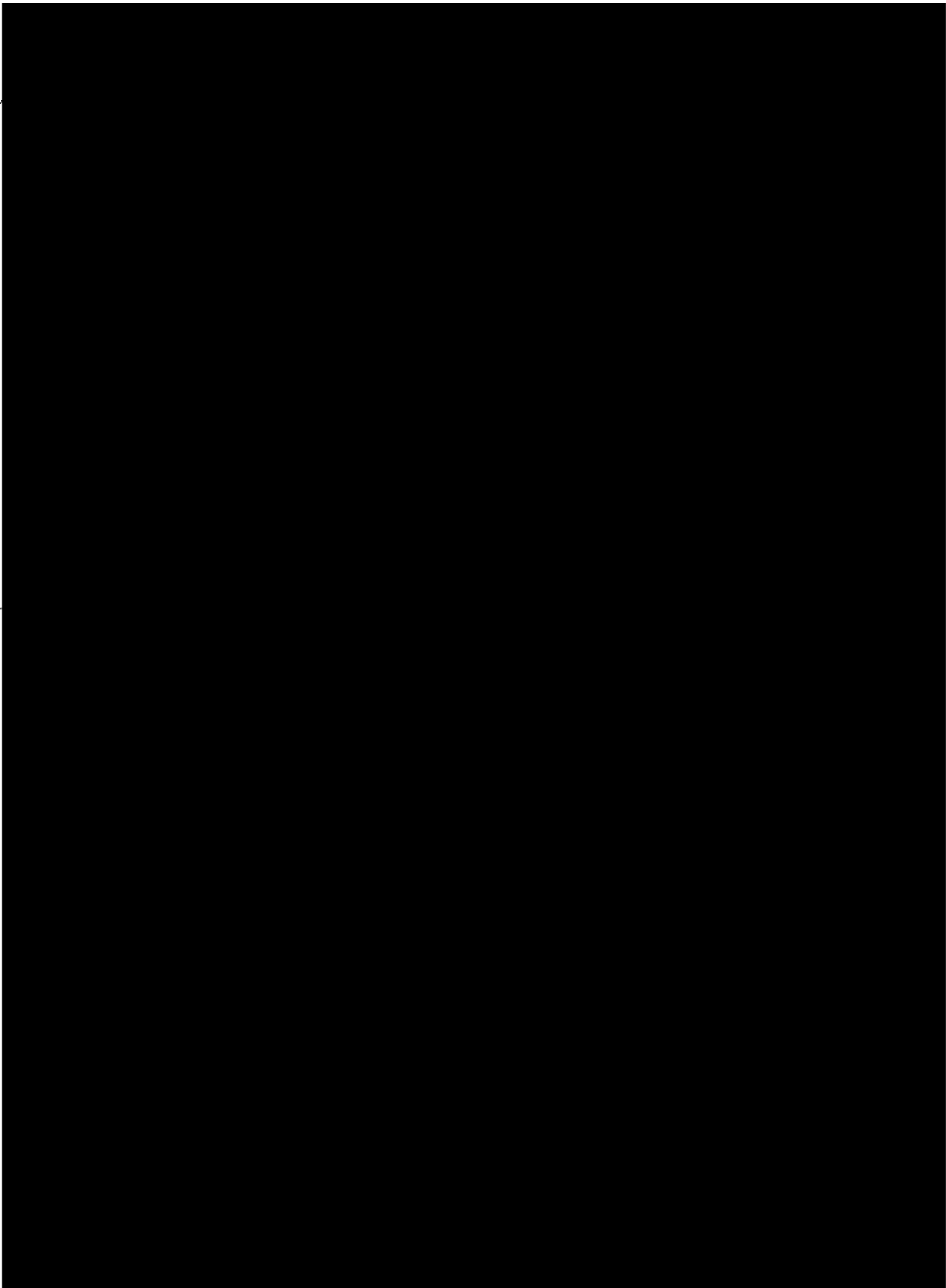
Appeal #3
Question #115

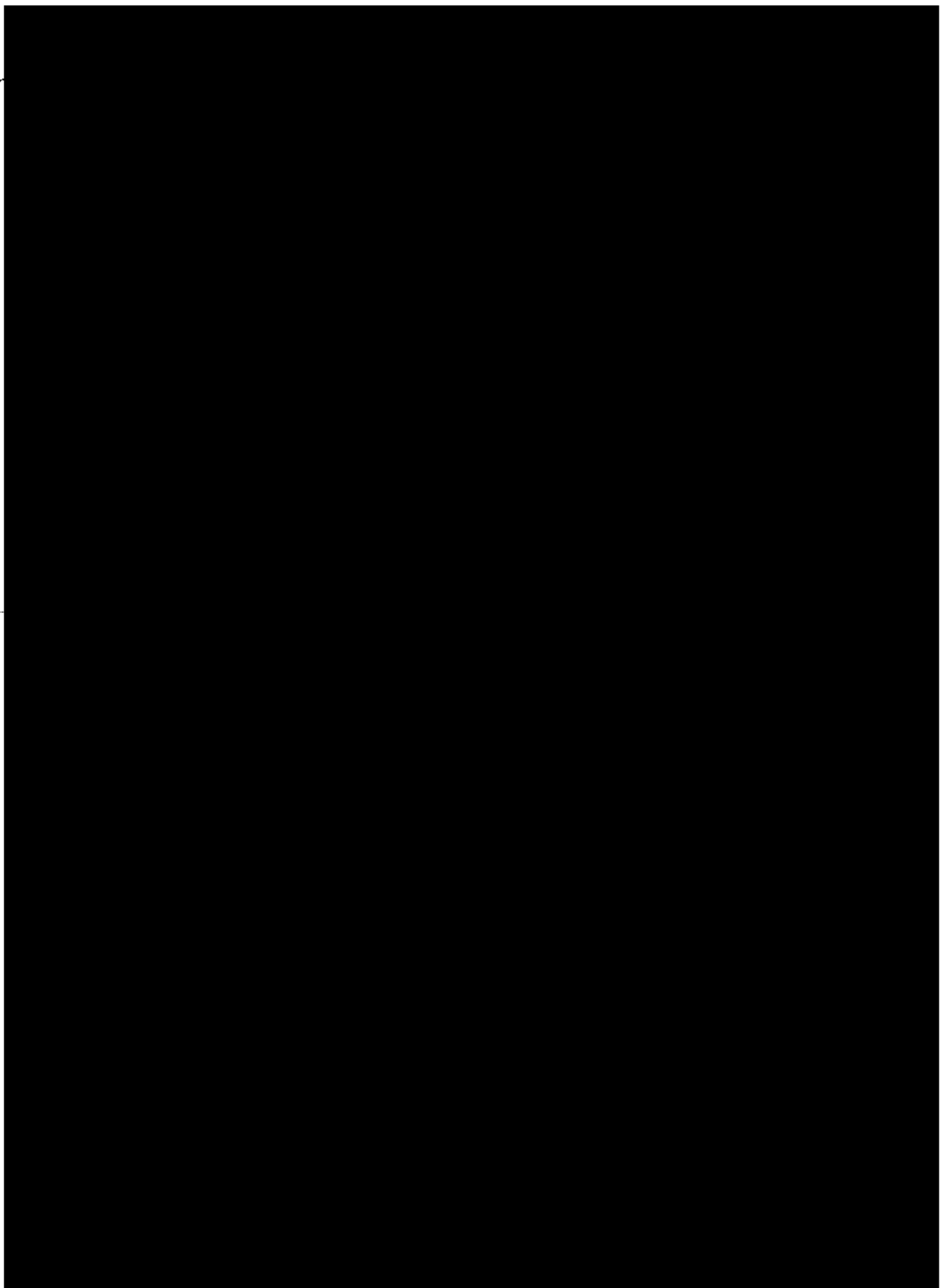
Appeal #3

Question #115





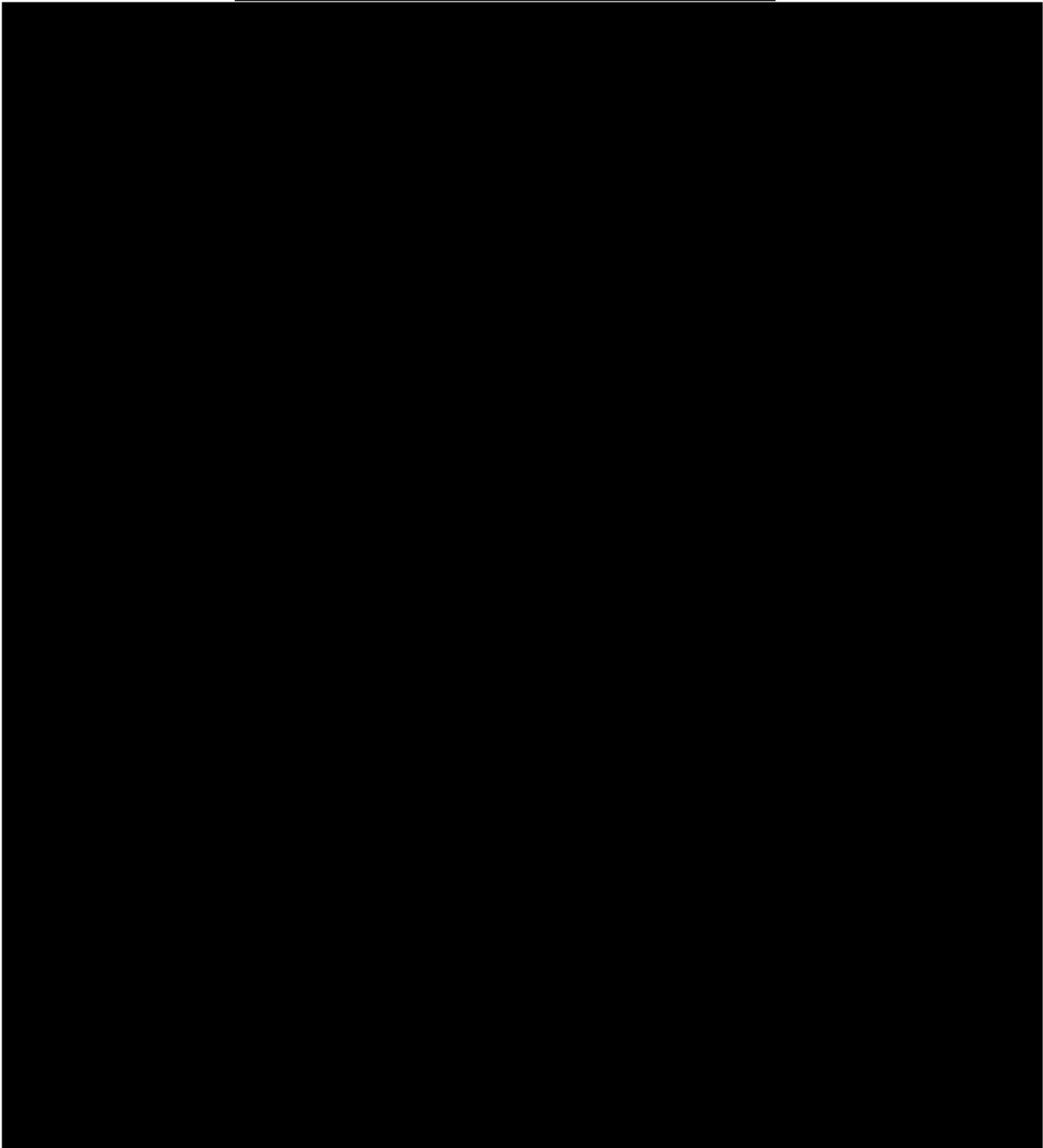
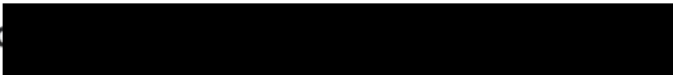




Appeal #4
Question #182

Appeal #4

Question #182 of



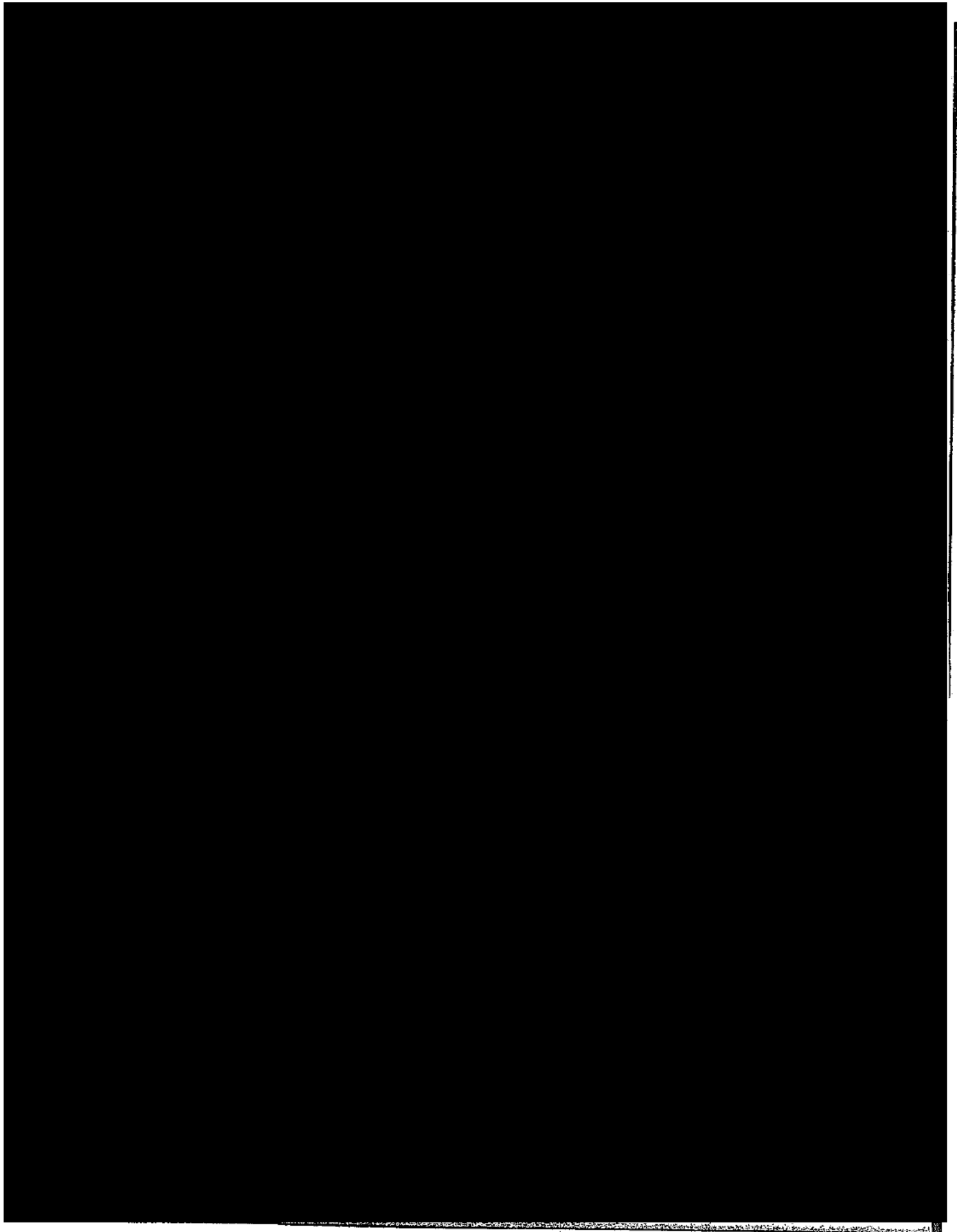


TABLE OF APPENDICES

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Appendix A	Exam Bibliography published on September 2, 2022
Appendix B	Email to exam participants re: decisions on protests; sent March 9, 2022
Appendix C	Appeal filed re: Question #14
Appendix D	Appeal filed re: Question #36
Appendix E	Appeal filed re: Question #115
Appendix F	Appeal filed re: Question #182

APPENDIX A

**Exam bibliography published on
September 2, 2022**

**The City of Seattle
Department of Human Resources
Fire/Police Examination Unit**

**EXAMINATION ANNOUNCEMENT
For
POLICE LIEUTENANT**

Seattle Municipal Code Chapter 4.08 and Public Safety Civil Service Rules specify that candidates shall be provided with notice of the time and place and general scope of promotional exams not less than 180 days preceding such examination. The written examination for Police Lieutenant will be held on Friday, March 3, 2023, and the assessment center portion of the exam is scheduled to occur during the period of April 24-28, 2023. **The on-line application period for the examination will be January 3-17, 2023.** Applicants will be notified of the time and place of the exam following the application period. The following represents the criteria for participation in this examination process, along with the **FINAL** bibliography.

WHO MAY APPLY: This promotional exam is open to City employees who have received and currently hold a regular civil service appointment to a permanent position of Police Sergeant in the Seattle Police Department, and who meet the following minimum qualifications:

Education: Graduation from high school or satisfactory completion of the General Educational Development Test.

Experience: Three years of supervisory police experience as a Police Sergeant in the Seattle Police Department.

Substitution: A four-year degree may be substituted for one year of the required experience.

Delayed Eligibility: Employees with less than three years of experience as a Sergeant may take the exam for later eligibility if they currently hold the rank of Sergeant and will have three years of experience as a Sergeant before the expiration of the new register on August 28, 2025 (two years if using an educational substitution).

Scope: The written and oral examinations will be constructed to assess job-related knowledge, skills and abilities relating to:

- Basic Management Principles (processes, systems and personnel, employment law)
- Police Operations (principles and departmental practices/resources to solve police problems)
- Police Professionalism (impact of social, legal, ethical, and political environment)
- Communication Skills (written, oral, and community interaction)
- Handling Police Command Problems (SPD policy and procedures/tactical planning and response) • Leadership Skills (including issues of motivation and discipline)

FINAL BIBLIOGRAPHY

SEATTLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL:

- Title 1: All Sections (except 1.010,1.040,1.050,1.090)
- Title 2: All Sections
- Title 3: All Sections (except 3.340)
- Title 4: All Sections
- Title 5: All Sections (except 5.003, 5.030, 5.150, 5.180, 5.190, 5.210)
- Title 6: All Sections (except 6.250)
- Title 7: All Sections (except 7.010, 7.020, 7.030, 7.050, 7.060, 7.100, 7.150)
- Title 8: All Sections
- Title 9: All Sections (except 9.040)
- Title 10: All Sections
- Title 11: All Sections
- Title 12: All Sections (except 12.055, 12.060)
- Title 13: All Sections (except 13.050)
- Title 14: All Sections
- Title 15: All Sections (except 15.090, 15.140, 15.150, 15.160, 15.210, 15.230, 15.240, 15.260, 15.275, 15.290, 15.300, 15.320, 15.360, 15.380, 15.415)
- Title 16: All Sections (except 16.020, 16.040, 16.070, 16.080, 16.140, 16.150, 16.160, 16.300)

SPD TRAINING BULLETINS

- TD-14-00018: Hostage-Barricaded Persons Guidelines
- TD-15-00001: Public Disturbance Noises
- TD-17-00001: Joel's Law
- TD-17-00002: Change to RCW 10.31.100 – Juvenile DV Arrests

PUBLISHED REPORTS:

“1 October After-Action Report,” published by the LVMPD Critical Incident Review Team

“Constitutional Policing as a Cornerstone of Community Policing,” a report by PERF (April 2015)

“Rethinking the Police Response to Mass Demonstrations: 9 Recommendations” PERF Critical Issues in Policing Series, February 2022

FINAL BIBLIOGRAPHY, Cont.

LAW ENFORCEMENT DIGEST

July 2020

State v. Ricky Ray Sexton
State v. Cameron J. Ellis

August 2020

State v. Aaron Mark Harrier
State v. Christopher C. Martin

September 2020

State v. Reece Bowman

December 2020

State. v. Teresa June York

January 2021

U.S. v. King
U.S. v. Mora-Alcaraz
Mancini v. City of Tacoma

March 2021

State v. Morrell

April 2021

Tobias v. Arteaga

June 2021

Lange v. California
State v. Bass

July 2021

Gordon v County Orange
State v. Denham

August 2021

City of Seattle v. Long

September 2021

Garcia v. City of L.A.

October 2021

State v. Bilgi

November 2021

State v. Moreno
Daybreak Y.S. v. Clark Co. SO

January 2022

State v. Braum

February 2022

State v. Abdi-Issa

March 2022

State v. Ewell

UNION CONTRACTS

Agreement by and between THE CITY OF SEATTLE and SEATTLE POLICE MANAGEMENT ASSOCIATION

Agreement by and between THE CITY OF SEATTLE and SEATTLE POLICE OFFICERS' GUILD

FINAL BIBLIOGRAPHY (Cont.)

MANAGEMENT TEXTS:

“Biased: Uncovering the Hidden Prejudice that Shapes What We See, Think, and Do” by Jennifer L. Eberhardt, PhD, 2020

“The Outward Mind Set,” published by the Arbinger Institute, 2019

Special Examiners

Testing for Public Safety (Consultant Amy Emerson) will develop the exam, in cooperation with staff from the Department of Human Resources and subject matter experts from the Seattle Police Department.

Test Materials

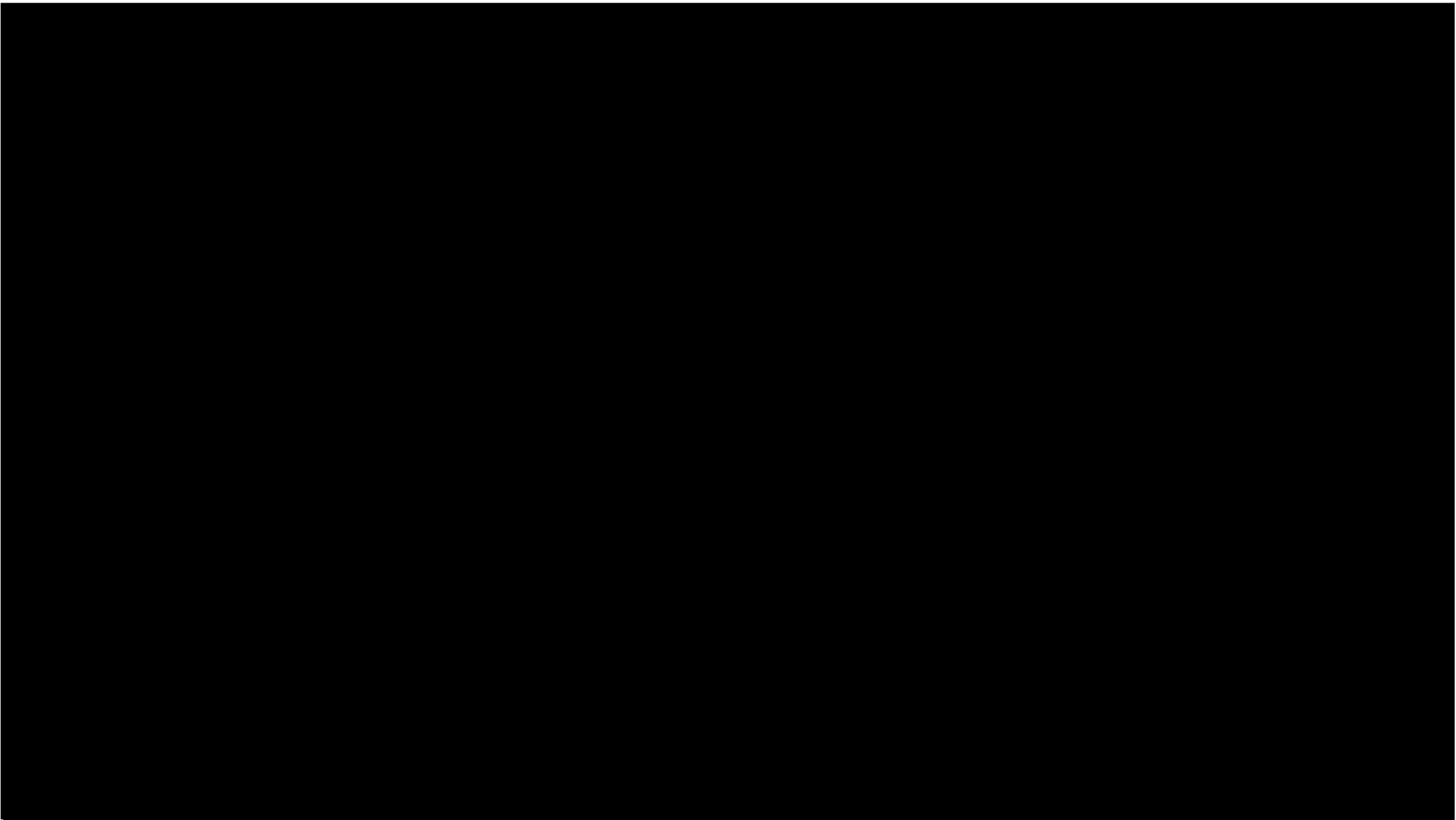
The Department of Human Resources Fire and Police Exam Unit is working on compiling exam resource materials (except the management texts) into a grouping of exam-specific documents that candidates will be able to access from the SPD Sharepoint site. **The compiled exam-specific resource documents will be made available from the SPD Sharepoint site on or about September 16, 2022.**

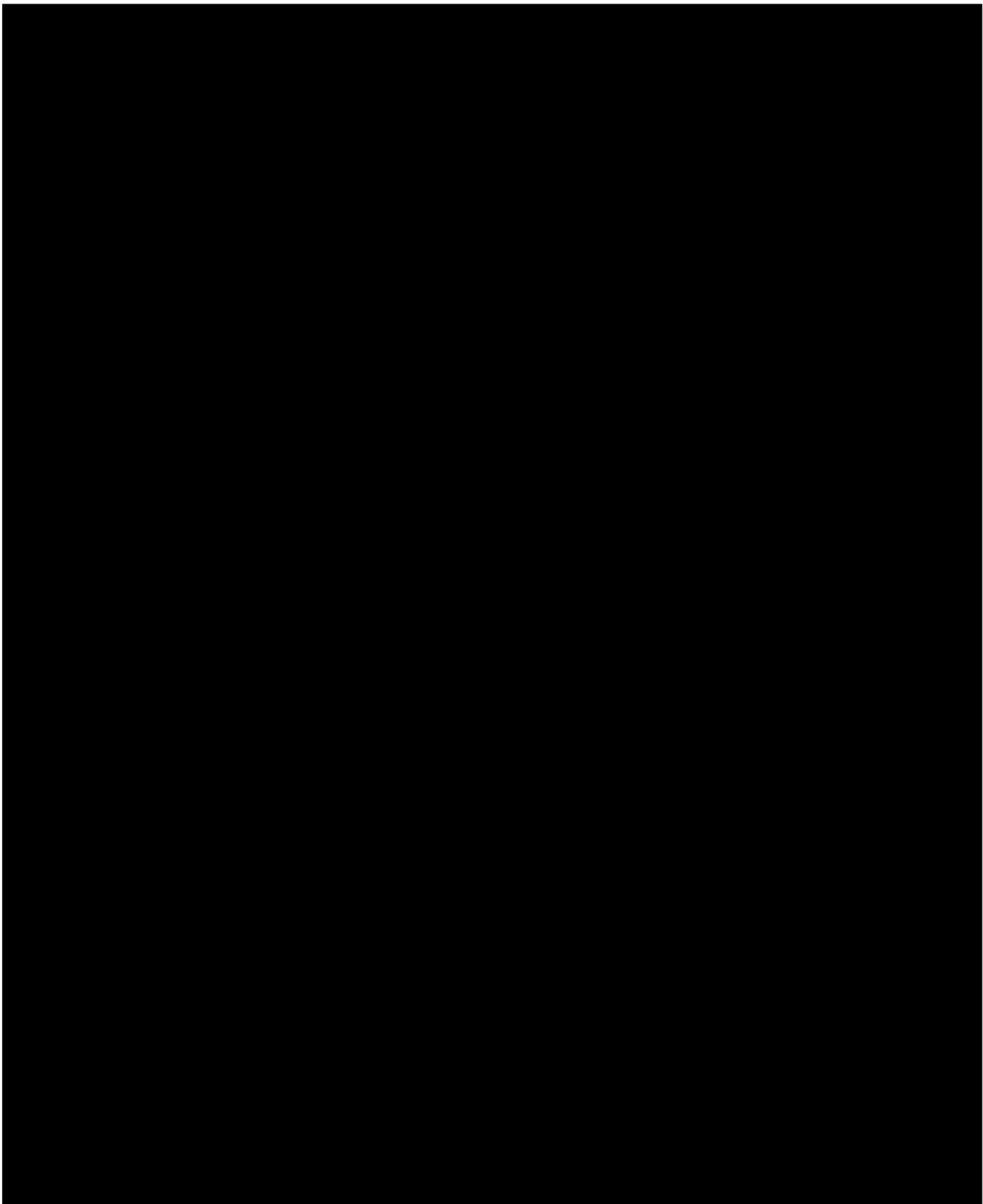
If you have any questions, please contact Rachael Schade at 684-0235.

Rachael Schade, Police Exams Administrator
Seattle Department of Human Resources, Fire & Police Exam Unit

APPENDIX B

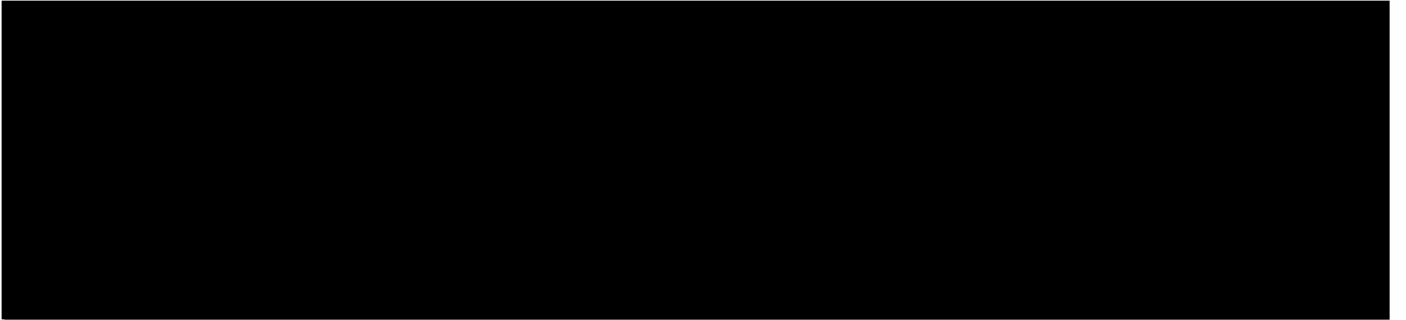
**E-MAIL TO EXAM PARTICIPANTS RE:
DECISIONS ON PROTESTS, AND
ATTACHED DOCUMENT LISTING THE
DECISIONS MADE AND APPEAL
INSTRUCTIONS.**

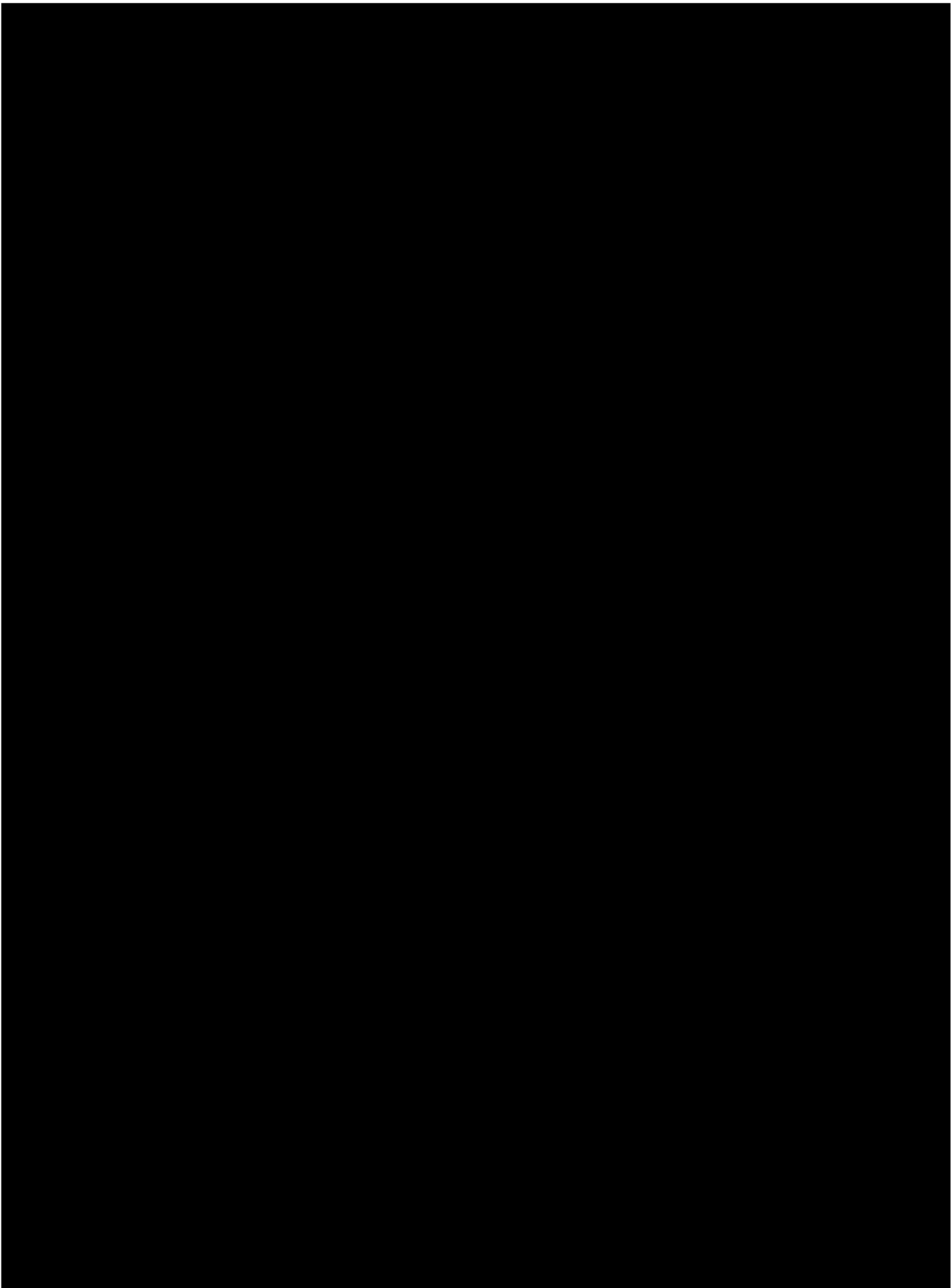


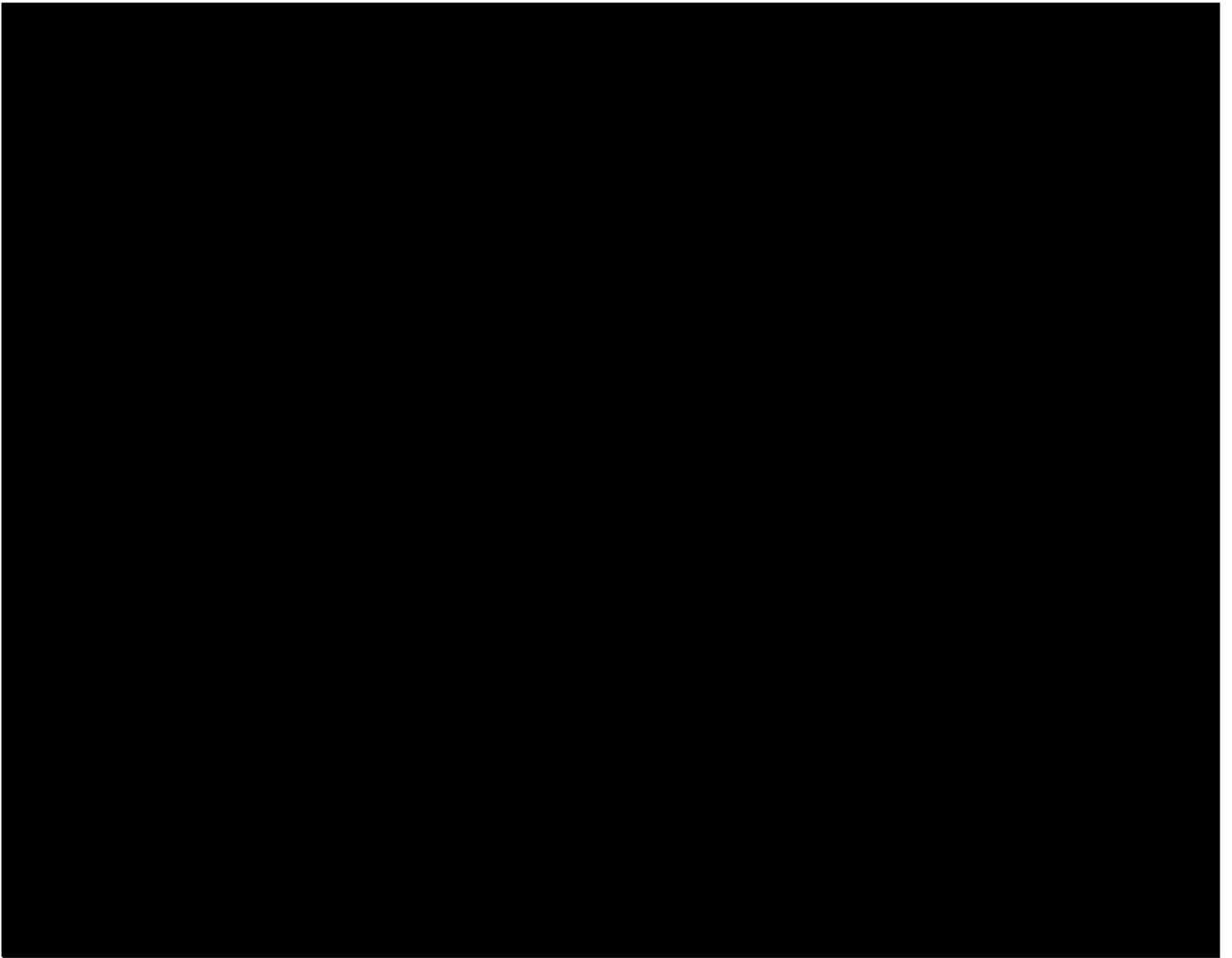


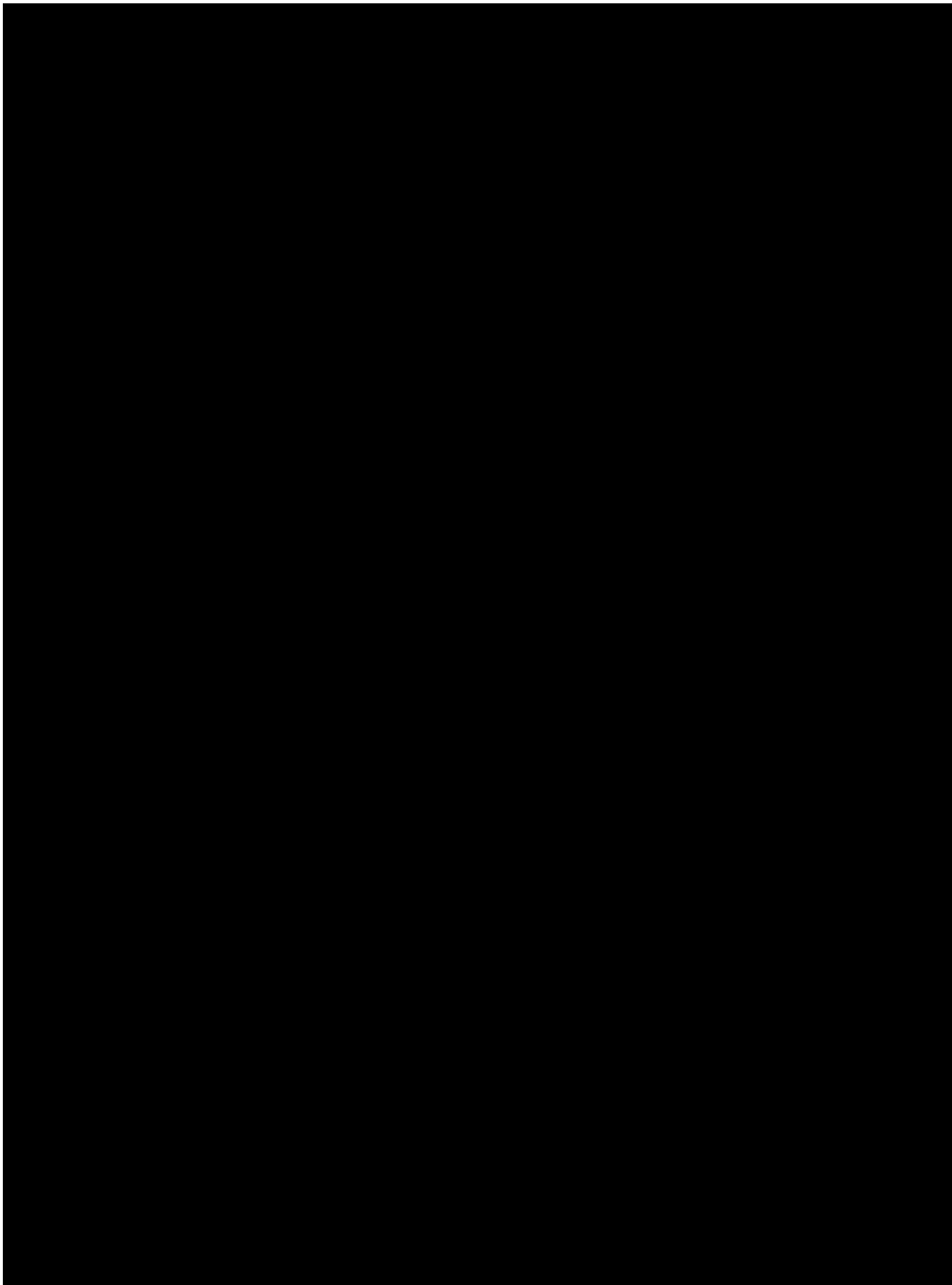
APPENDIX C

APPEAL SUBMITTED RE: QUESTION #14

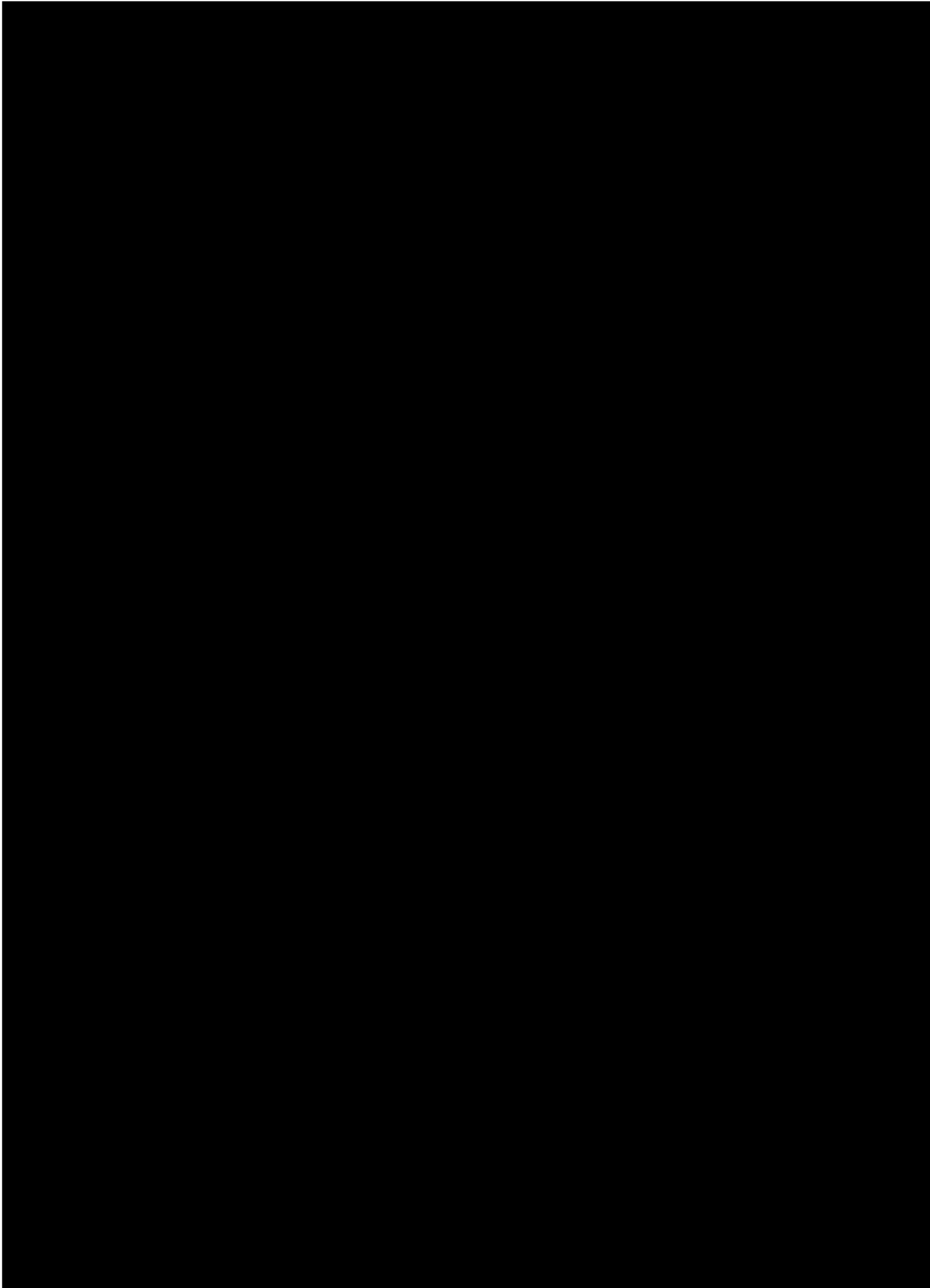


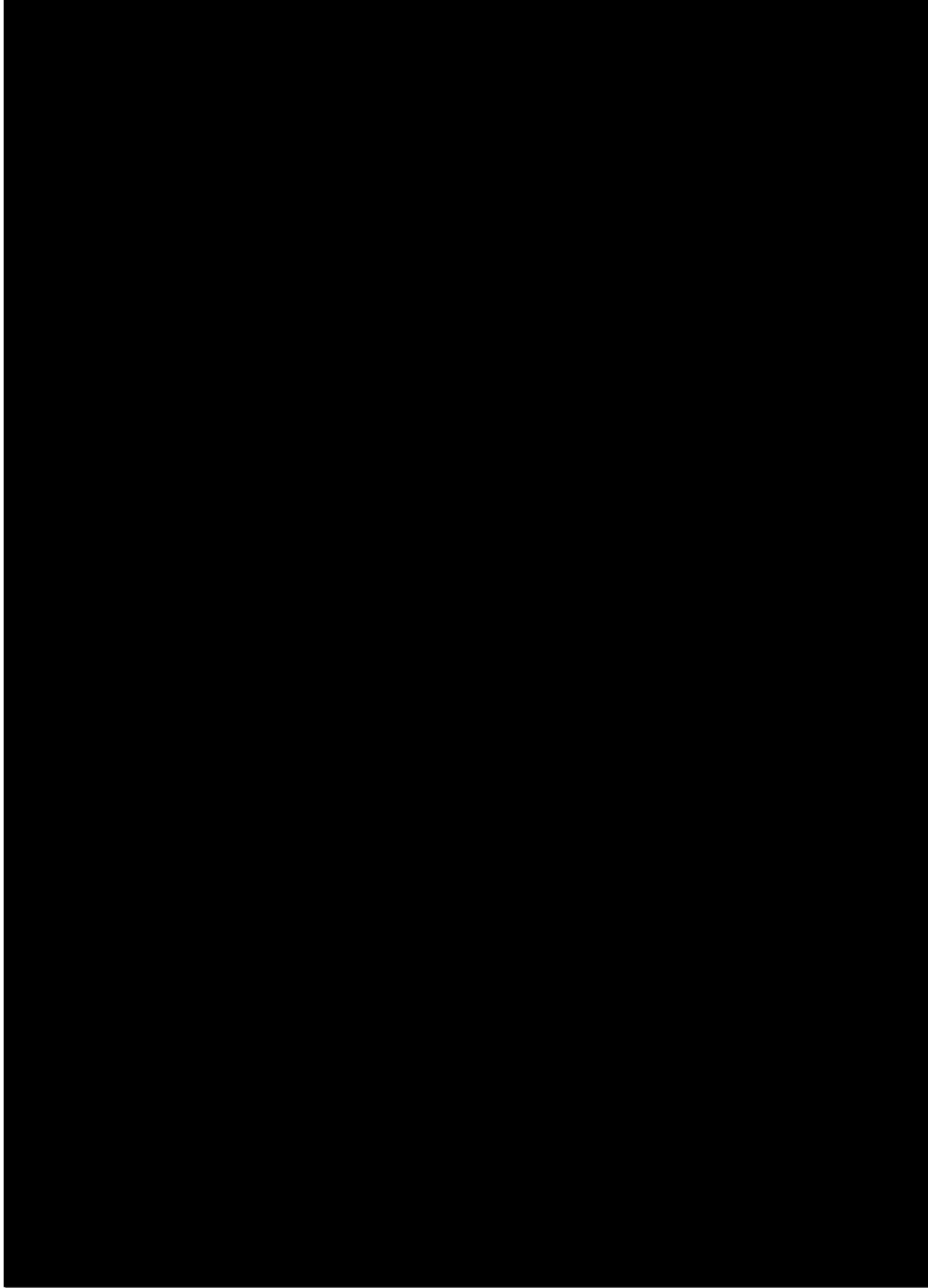


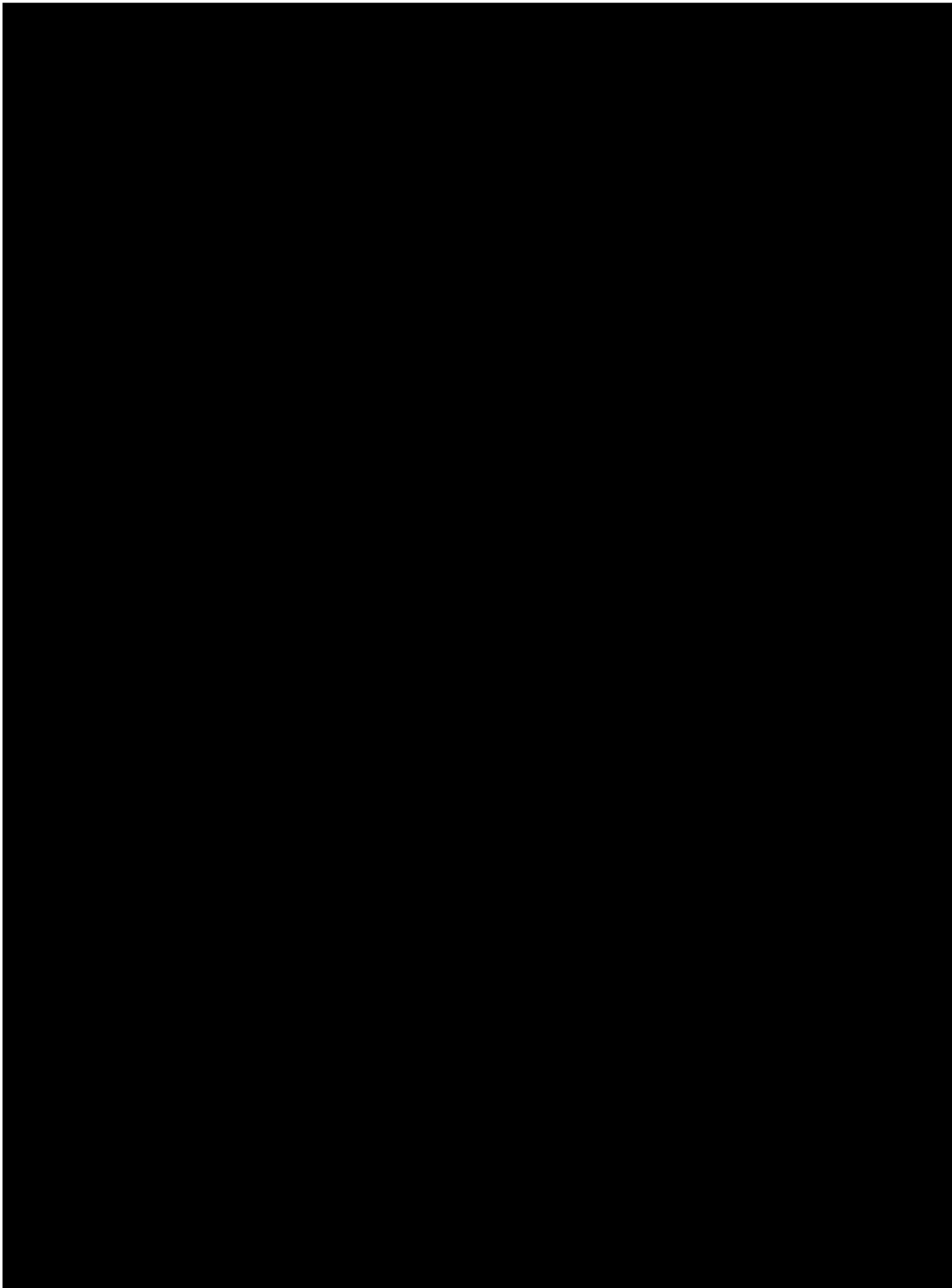


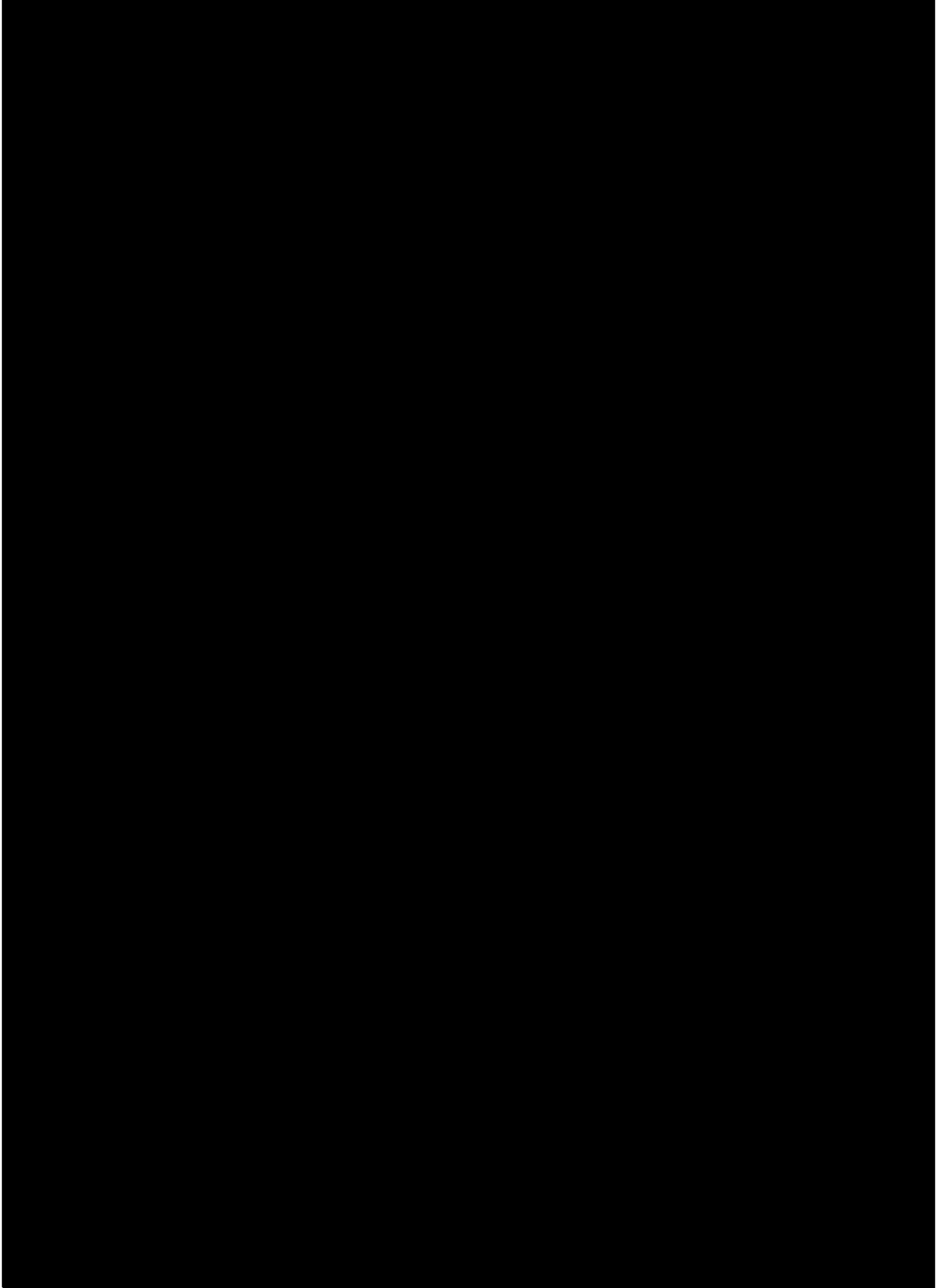


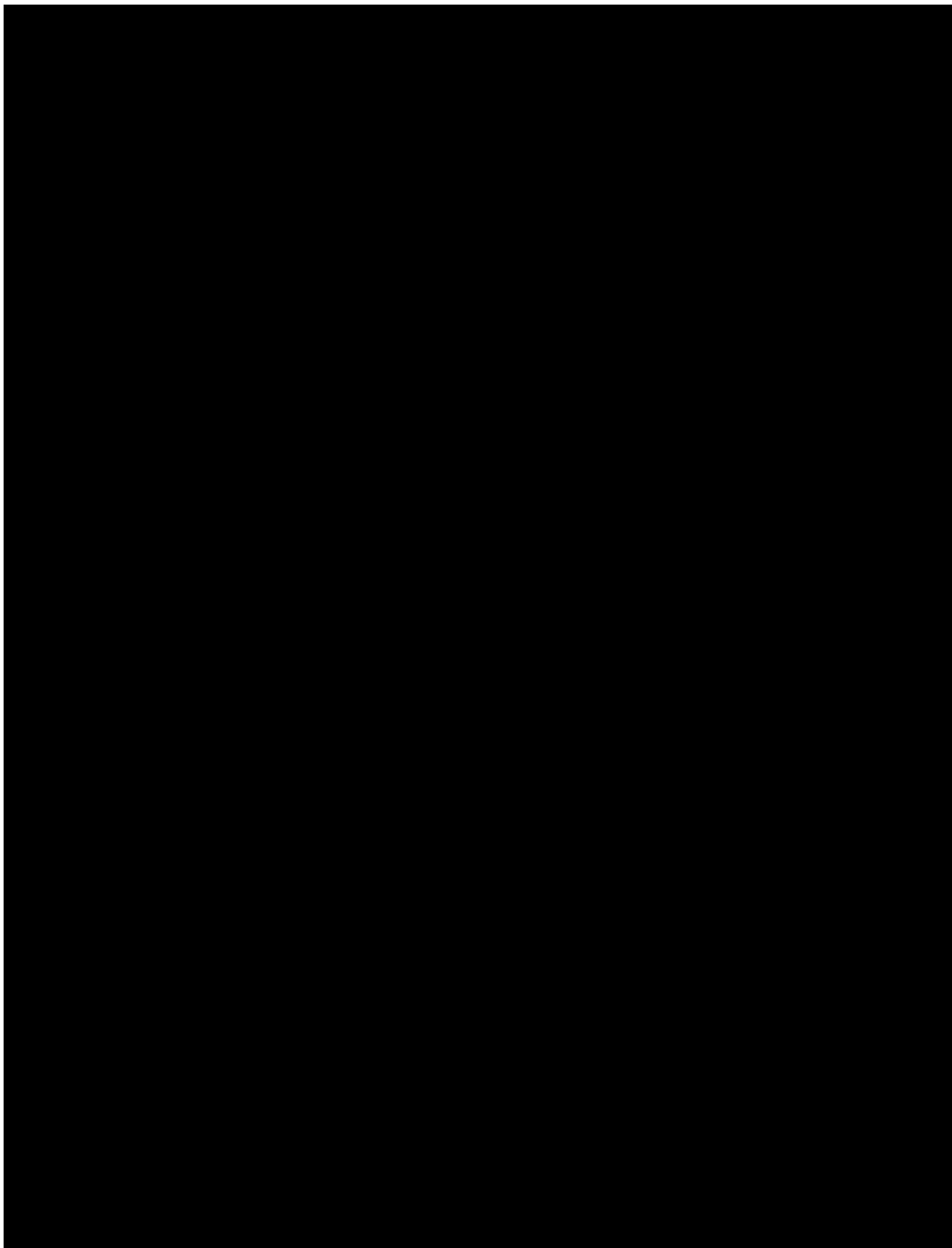
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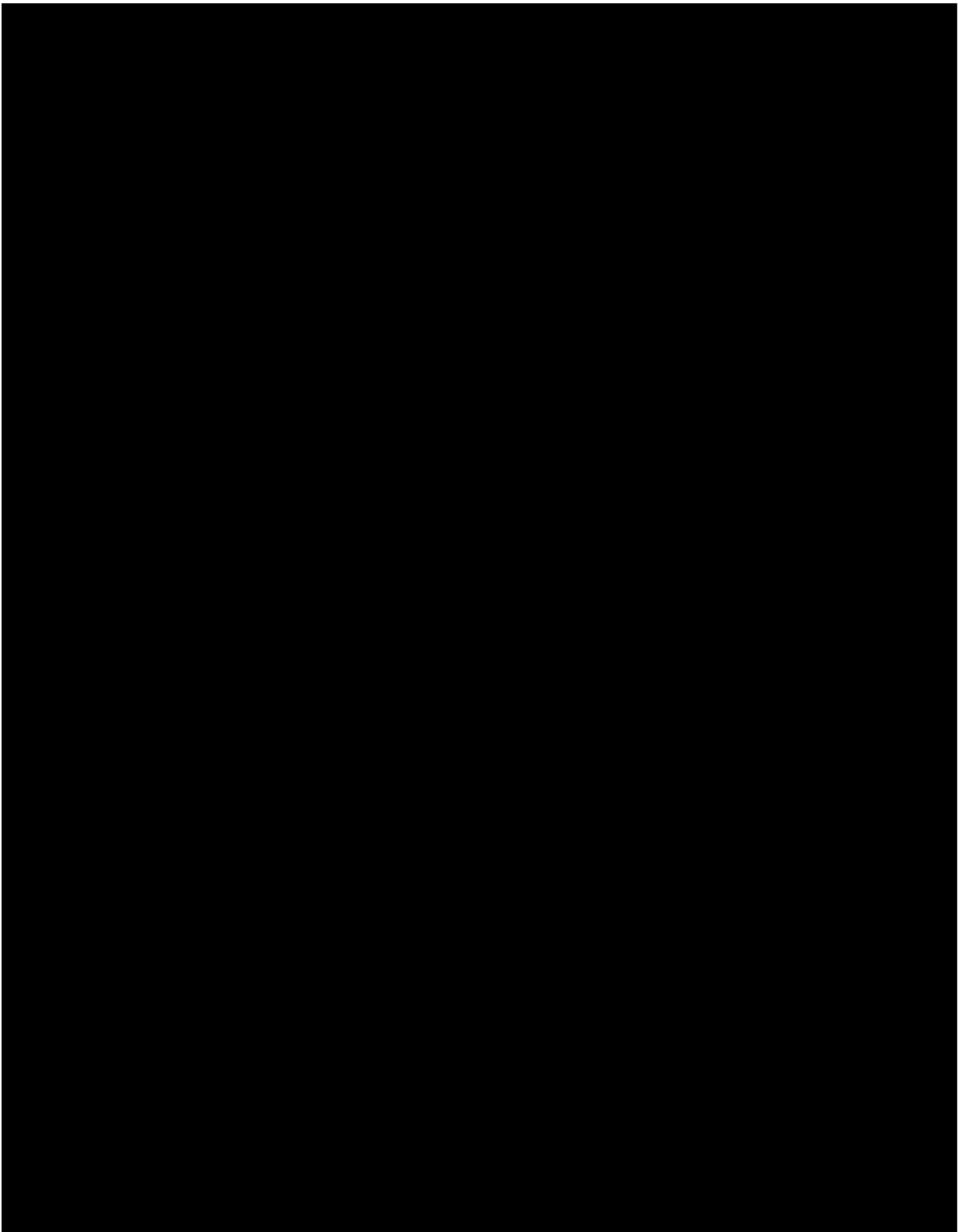








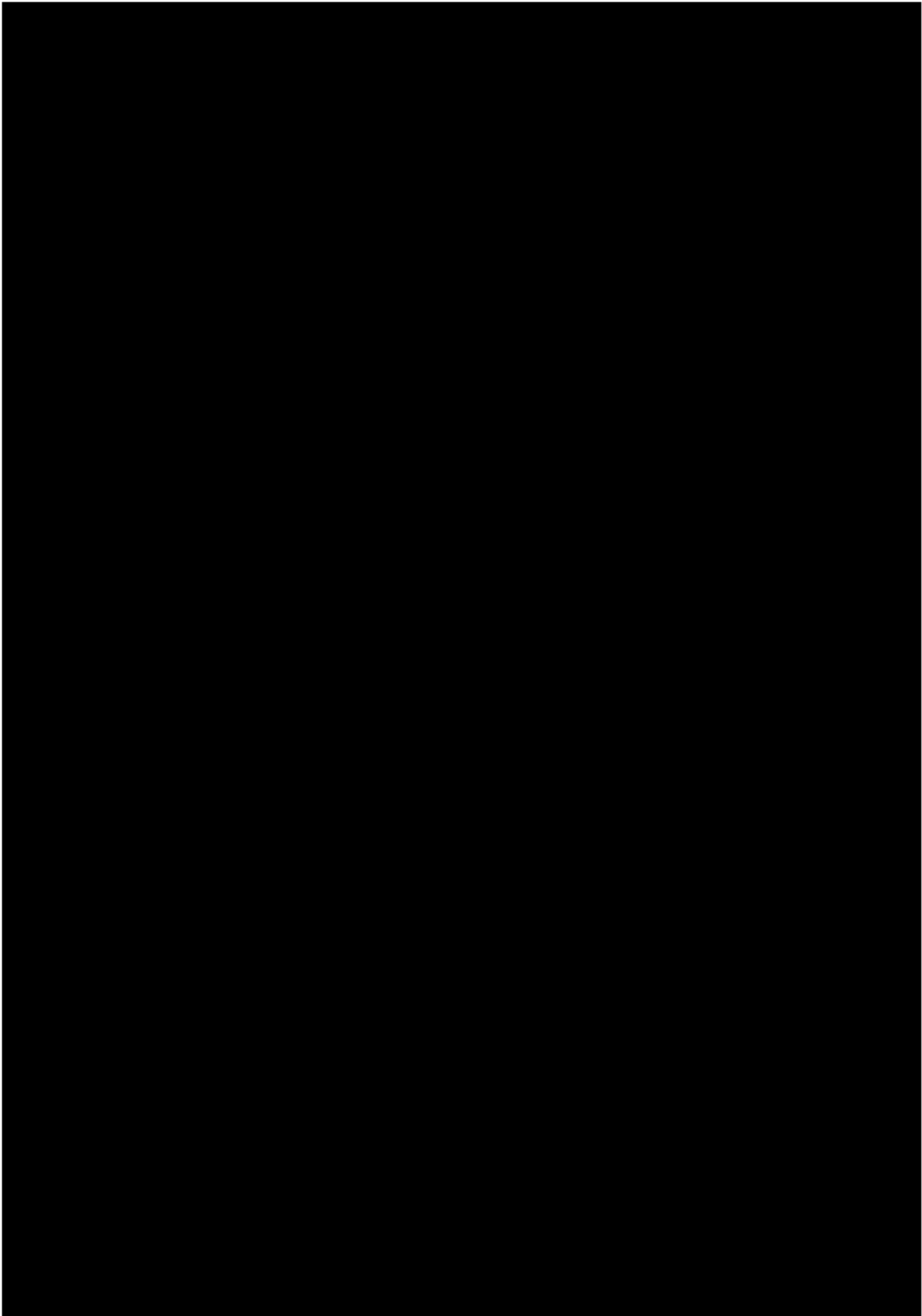


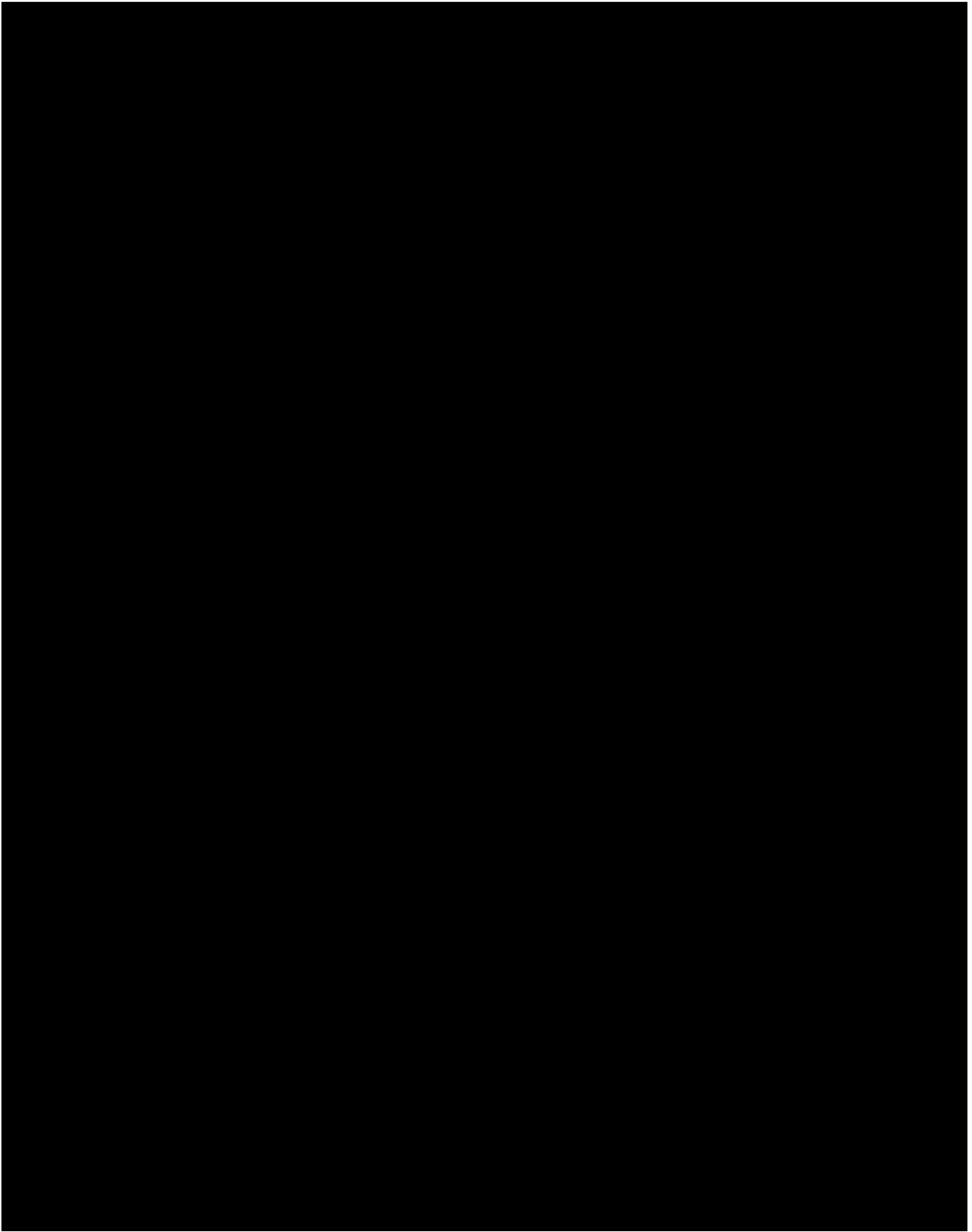


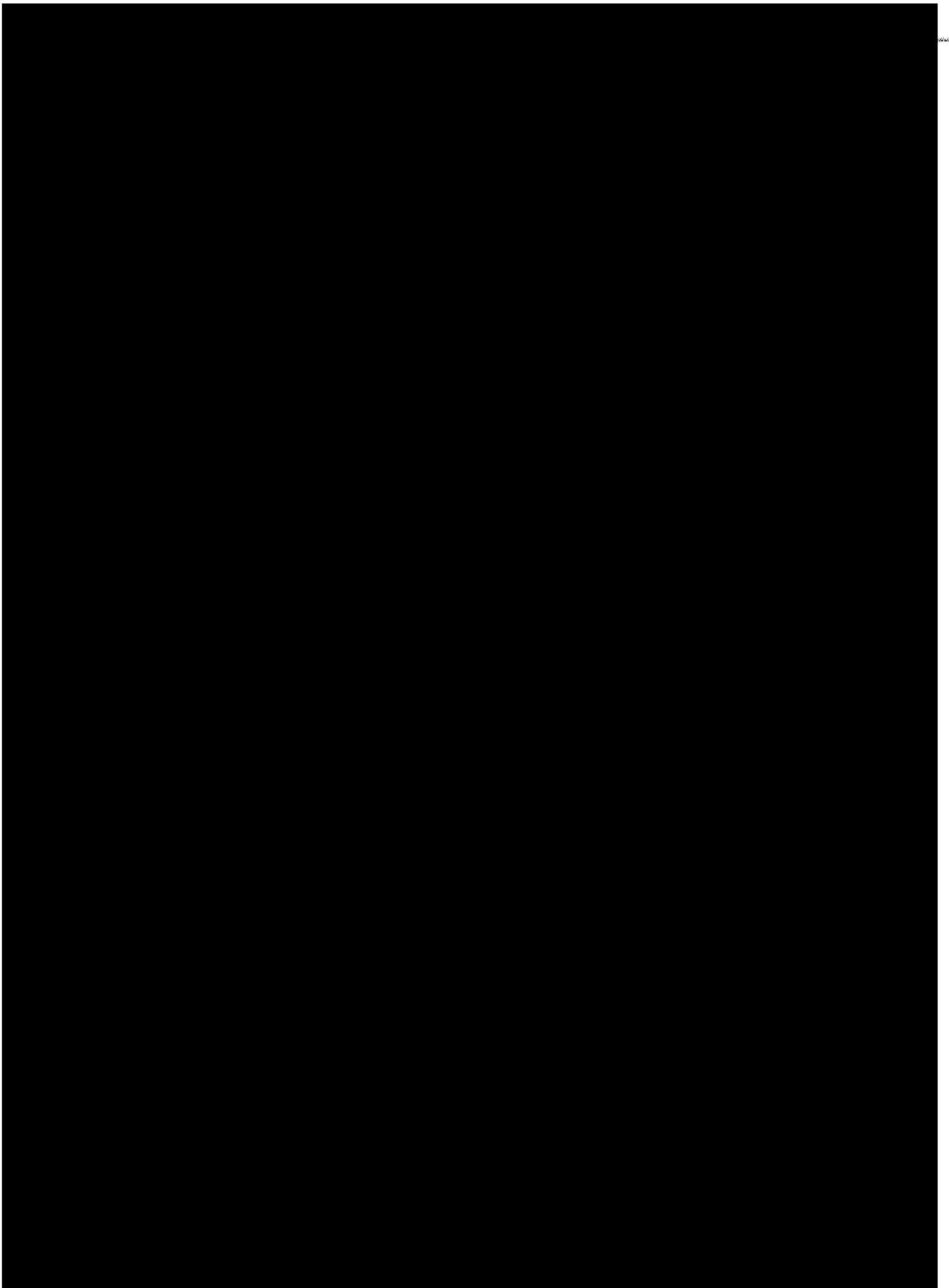
APPENDIX D

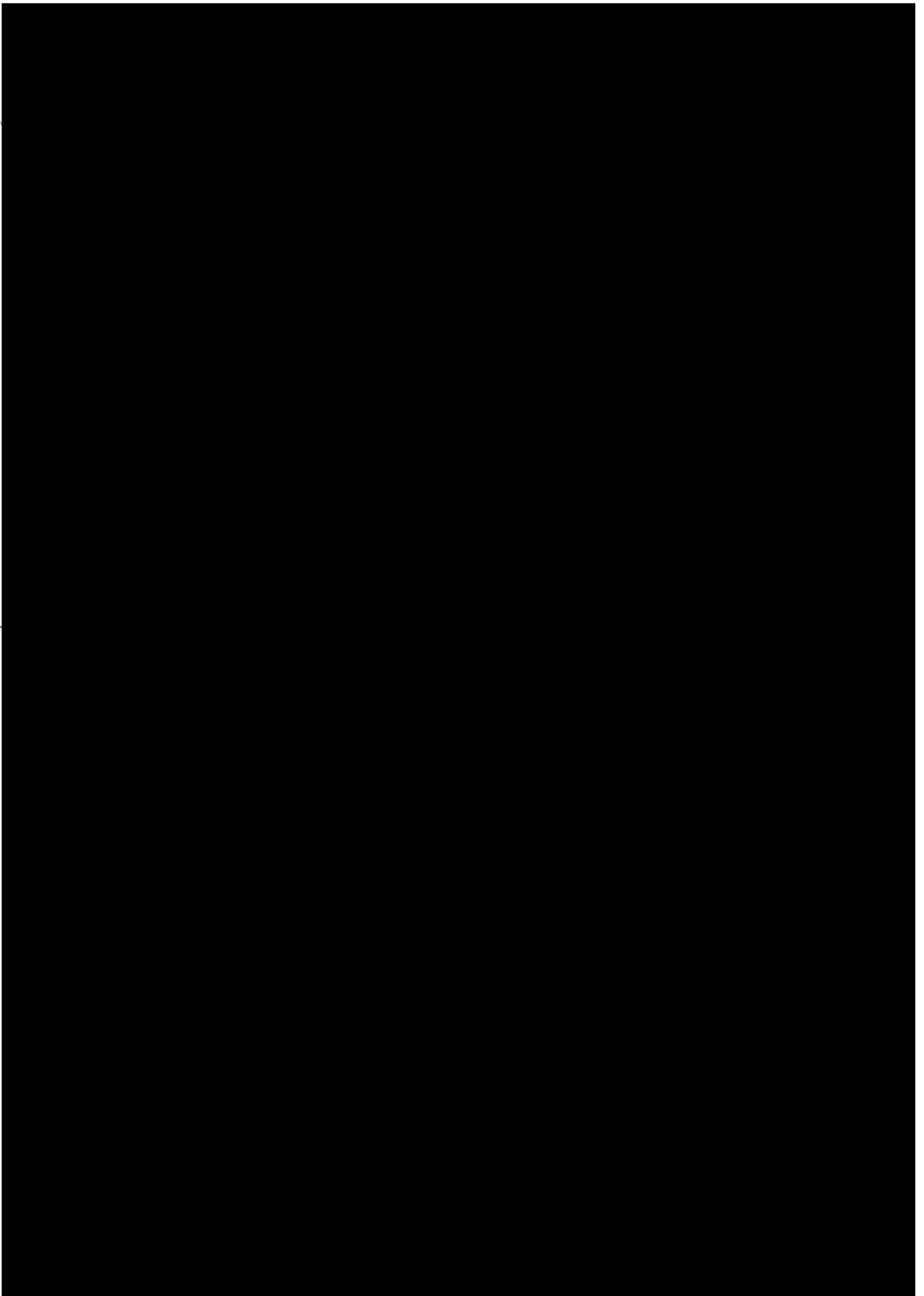
APPEAL SUBMITTED RE: QUESTION #36

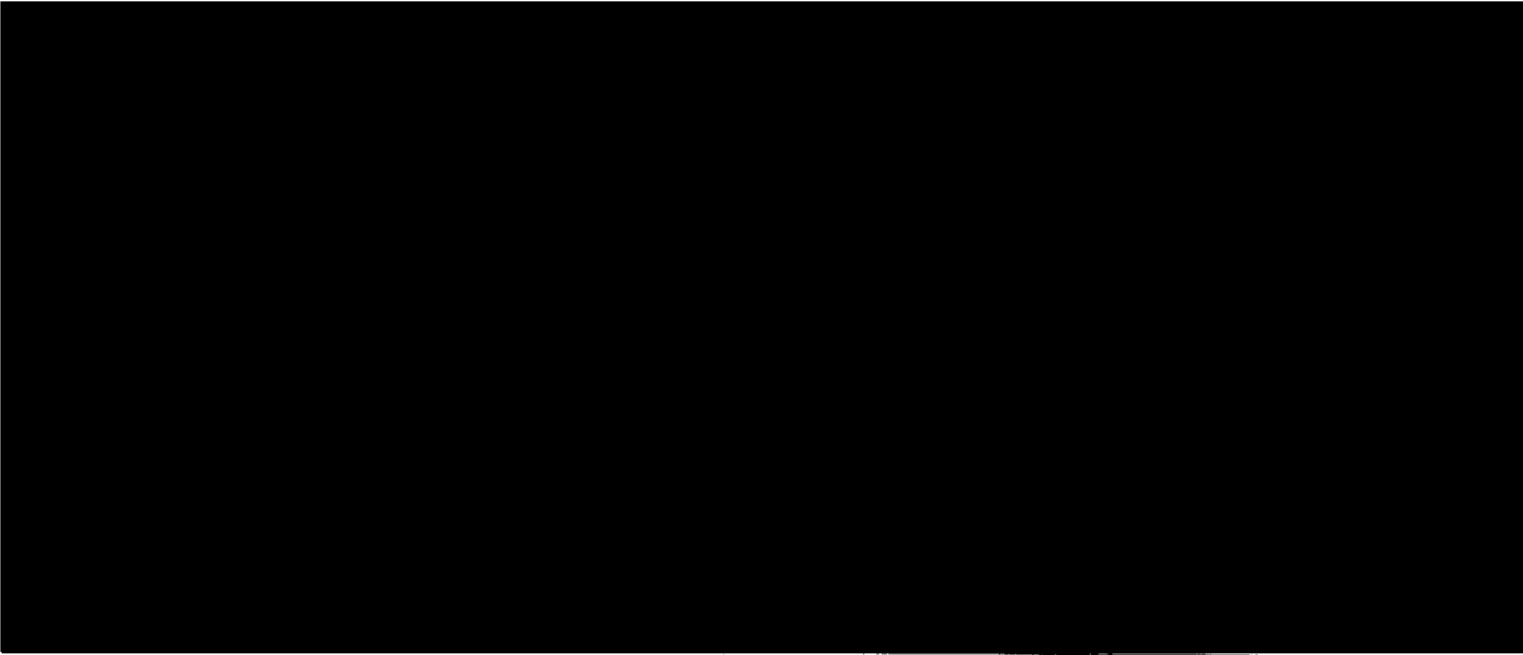






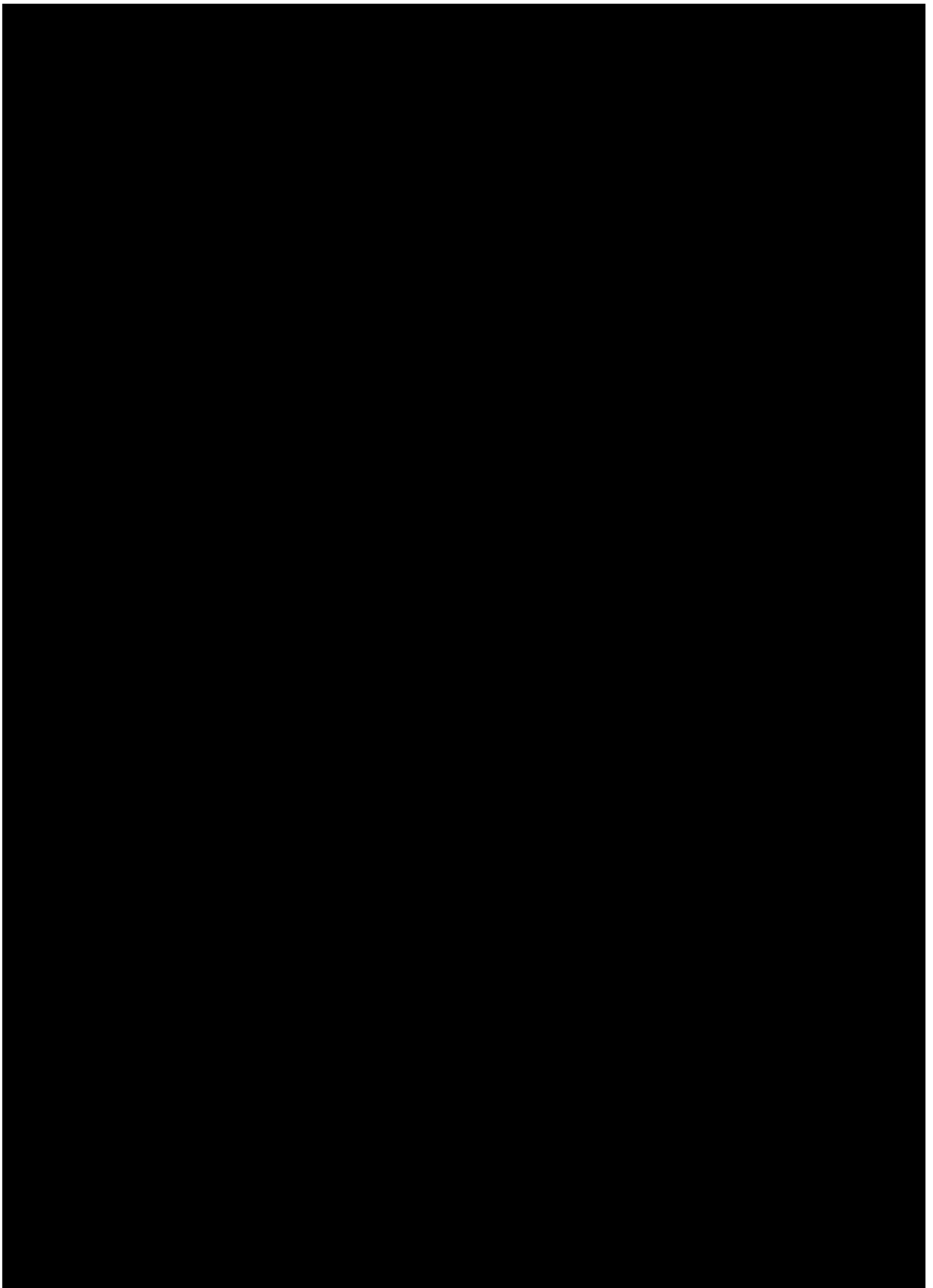






APPENDIX E

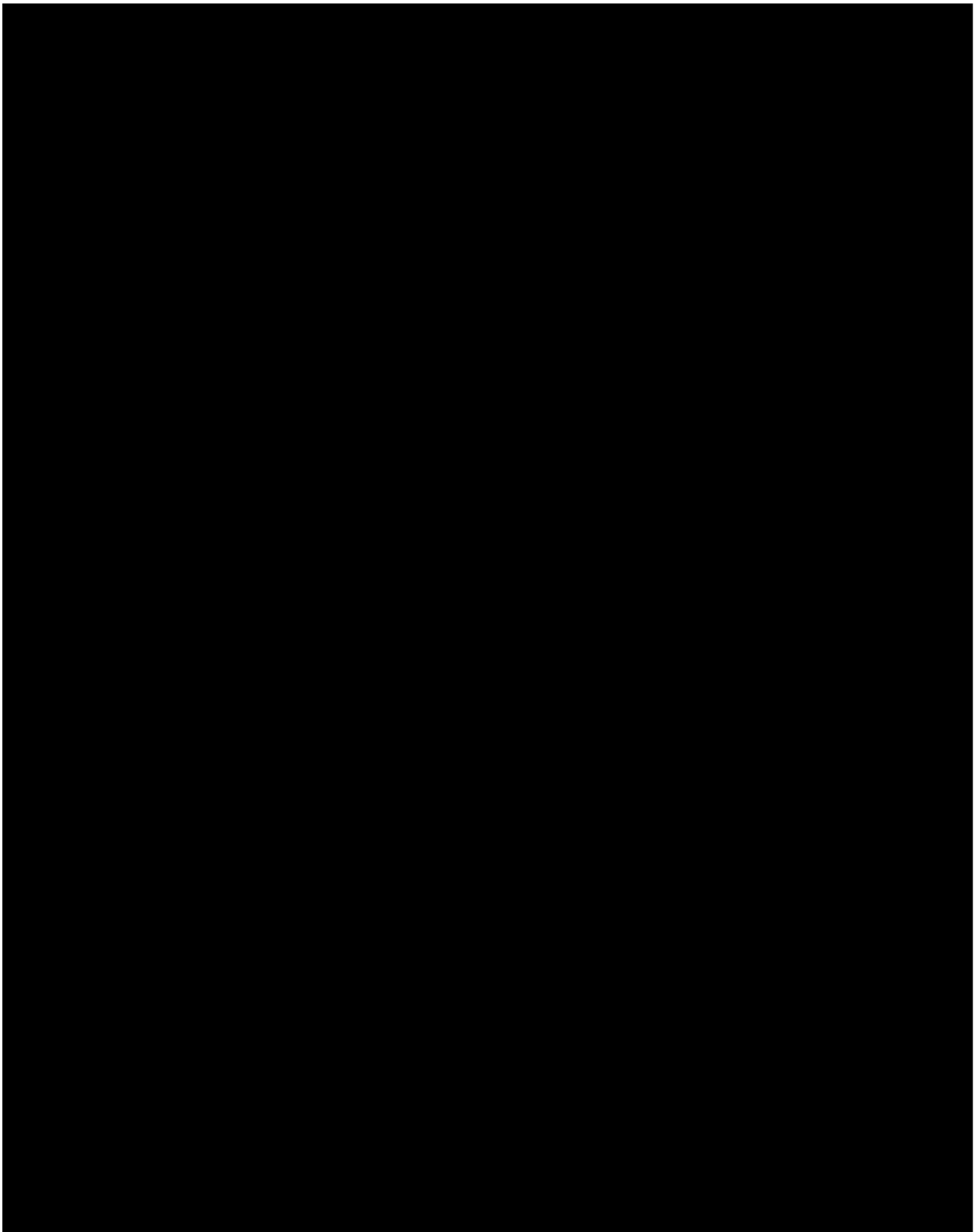
APPEAL SUBMITTED RE: QUESTION #115





APPENDIX F

APPEAL SUBMITTED RE: QUESTION #182



4.08.040 Public Safety Civil Service Commission

- A. There is created a Public Safety Civil Service Commission composed of three members. One member shall be appointed by the Mayor, one by the City Council and one elected by and representing employees. The term of each Commissioner shall be three years; provided, that the term of the first Council Commissioner shall be two years and the term of the first Mayor's Commissioner shall be one year. Each term shall commence on January 1st, and appointments to fill vacancies shall be for the unexpired term. Two Commissioners shall constitute a quorum.

Commissioners may receive compensation for their services as may be fixed from time to time by ordinance.

- B. Officers and employees in the Mayor's office, on the City Council staff, and on the Public Safety Civil Service Commission staff, and employees holding exempt positions shall be ineligible for the office of Commissioner.
- C. All regular and probationary employees who are members of this system are eligible to vote for an employee-selected Public Safety Civil Service Commissioner.
- D. Election shall be administered by the City Clerk as determined by City Clerk rule. Election shall be held during the week beginning on the first Monday in November 2020 and every third year thereafter.
- E. Not earlier than the first Monday in October of each year in which a Commissioner will be elected, nor later than the succeeding Friday, any person who is to become a candidate for Commissioner shall file a declaration of candidacy for office with the City Clerk, on a form furnished by the City Clerk.
- F. The candidate receiving the majority of votes cast shall win the election. If no candidate receives a majority of the votes cast, the two candidates receiving the highest and next highest number of votes shall be candidates in a runoff election at a date and time to be determined by the City Clerk. The runoff election be scheduled so that completion of balloting and certification shall occur before 5 P.M. on the last business day of December of the election year. Notice and balloting shall be the same as for a regular Commissioner's election.
- G. Vacancies occurring in the office of the employee's Commissioner shall be filled at a special election to be called for such purpose by resolution of the City Council.
- H. No City employee who is elected to the Public Safety Civil Service Commission shall suffer a monetary loss or other penalty on account of his/her absence from his/her regular position during regular hours while performing the duties of Commissioner.
- I. Pursuant to the City Charter Article XIX, Commissioners may be removed for cause by the City Council following a hearing and the Mayor's appointee may also be removed by the Mayor upon filing a statement of reasons therefor.

(Ord. 126206 , § 2, 2020; Ord. 123744 , § 2, 2011; Ord. 118337 , § 2, 1996; Ord. 117242 , § 8, 1994; Ord. 116368 , § 85, 1992; Ord. 112606 , § 1, 1985; Ord. 109358 , § 1, 1980; Ord. 107791 , § 4, 1978.)

City of Seattle Fire & Police Exams Unit
Examination Dates and Timelines (Final)

February 2023

OPEN APPLICATION PERIOD (POLICE AND FIRE PROMOTIONAL EXAMS): January 5 – 17, 2023

Entry Level Police Officer

Exam Cycle	Application Window	Testing Window	Estimated Register Date
1	12/28/22 - 2/8/23	12/28/22 - 2/10/23	2/14/23
2	2/13/23 - 4/17/23	2/13/23 - 4/19/23	4/21/23
3	4/21/23 - 5/22/23	4/21/23 - 5/24/23	5/26/23
4	5/26/23 - 7/10/23	5/26/23 - 7/12/23	7/14/23
5	7/14/23 - 9/11/23	7/14/23 - 9/13/23	9/15/23
6	9/15/23 - 10/23/23	9/15/23 - 10/25/23	10/27/23
7	10/27/23 - 12/18/23	10/27/23 - 12/20/23	12/22/23

Lateral Police Officer

Exam Cycle	Application Window	Testing Window	Estimated Register Date
1	11/14/22 - 1/9/23	11/14/22 - 1/28/23	1/30/23
2	1/13/23 - 2/17/23	1/13/23 - 3/11/23	3/13/23
3	2/24/23 - 4/3/23	2/24/23 - 4/22/23	4/24/23
4	4/7/23 - 5/15/23	4/7/23 - 6/10/23	6/12/23
5	5/19/23 - 6/26/23	5/19/23 - 7/15/23	7/17/23
6	7/14/23 - 8/21/23	7/14/23 - 9/9/23	9/11/23
7	8/25/23 - 10/9/23	8/25/23 - 10/28/23	10/30/23
8	10/13/23 - 11/20/23	10/13/23 - 12/9/23	12/11/23

Police Lieutenant – Written Exam

- Written Exams: March 3
- Protest Period (Tentative): March 6 – 8
- Appeal Period (Tentative): March 10 – 13
- PSCSC Meeting (Protest Appeal Review): March 21

Fire Lieutenant – Written Exam

- Written Exam: March 4
- Protest Period (Tentative): March 6 – 8
- Appeal Period (Tentative): March 10 – 13
- PSCSC Meeting (Protest Appeal Review): March 21

Police Captain – Oral Board

- Oral Board Exam: March 27 – April 1
- Protest Period (Tentative): April 3 – 5
- Appeal Period (Tentative): April 10 – 12
- PSCSC Meeting (Protest Appeal Review): April 17
- Register: August 29 (tentative)

Police Lieutenant – Oral Board

- Oral Board Exam: April 24 – 28
- Protest Period (Tentative): May 1 – 3
- Appeal Period (Tentative): May 8 – 10
- PSCSC Meeting (Appeal Review): May 15
- Register: August 29 (tentative)

Fire Lieutenant – Oral Board

- Oral Board Exam: May 20
- Protest Period (Tentative): May 22 – 24
- Appeal Period (Tentative): June 5 – 9
- Assessor Scoring: June 5 – 9
- PSCSC Meeting (Protest Appeal Review): June 20
- Register: August 15

Fireboat Engineer – Written Exam

- Written Exams: June 20
- Protest Period (Tentative): June 21 – 23
- Appeal Period (Tentative): July 3 – 7
- PSCSC Meeting (Protest Appeal Review): July 17

Fireboat Engineer – Practical

- Practical Exam: September 12 – 15
- Protest Period (Tentative): September 18 – 20
- Appeal Period (Tentative): October 2 - 6
- PSCSC Meeting (Protest Appeal Review): October 16
- Register: December 15

Department (CIV) Expenditures by Account and Month, updated 3/14/2023

Year 2022
 Department CIVIL SERVICE COMMISSIONS
 BSL - Budget All Projects
 Fund ID An All Funds

		Values																	
		Adopted	Revised	January -	February -	March -	April -	May -	June -	July -	August -	September -	October -	November -	December -	YTD	Encumbrances	Available Balance	Percent Used
Account Grouping Level Two		Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses			
Expendit Labor		406,411	445,399	25,001	38,538	52,304	32,405	32,409	29,278	25,653	47,605	32,836	32,829	32,474	43,255	424,588	0	20,811	95.3 %
Non-Labor		195,146	310,146	11,295	15,051	17,626	14,930	15,700	14,834	16,672	15,515	14,245	14,711	14,908	19,336	184,823	0	125,323	59.6 %
Grand Total		601,557	755,545	36,296	53,590	69,930	47,335	48,109	44,112	42,325	63,119	47,081	47,540	47,382	62,592	609,411	0	146,134	80.7 %

Year 2023
 Department CIVIL SERVICE COMMISSIONS
 BSL - Budget All Projects
 Fund ID An All Funds

		Values																	
		Adopted	Revised	January -	February -	March -	April -	May -	June -	July -	August -	September -	October -	November -	December -	YTD	Encumbrances	Available Balance	Percent Used
Account Grouping Level Two		Budget	Budget	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses	Expenses			
Expendit Labor		636,080	636,080	37,694	20,177	5,196	0	0	0	0	0	0	0	0	0	63,067	0	573,013	9.9 %
Non-Labor		258,941	258,941	16,547	19,786	18,204	0	0	0	0	0	0	0	0	0	54,536	0	204,404	21.1 %
Grand Total		895,020	895,020	54,241	39,963	23,400	0	0	0	0	0	0	0	0	0	117,603	0	777,417	13.1 %

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
A	22-01-003	Constantin	Police	10-3-2022	Discharge	Reversal/ removal of discipline, reinstatement	Hearing scheduled for June 26-28	PSCSC

CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED
A	22-01-004	Moore	Police	10-27-2022	Suspension	Reversal/removal of discipline	Appellant requested to withdraw appeal. Grievance is proceeding to SPOG Union Arbitration. ED dismissed appeal.
A	22-01-002	Allen	Police	7-21-2022	Suspension	Reversal/removal of discipline	Appellant requested to withdraw the appeal. Parties agreed to a settlement. ED dismissed appeal.
A	22-01-001	Young	Fire	9-4-2022	Separation	Reinstatement	Dismissed 3/3/22 for lack of jurisdiction.

REQUESTS FOR REINSTATEMENT

CASE NUMBER	DEPT	DATE REQUESTED	POSITION	ED APPROVED	CHIEF APPROVED/DENIED
23-05-001RFR	SFD	2-9-2023	LIEUTENANT	TBD	TBD
23-05-002RFR	SFD	2-19-2023	LIEUTENANT	TBD	TBD

REQUESTS FOR PROBATIONARY EXTENSION

CASE NUMBER	DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
23-05-001RPE	FIRE	1-13-2023	LIEUTENANT	APPROVED
23-05-002RPE	FIRE	1-30-2023	LIEUTENANT	TBD
23-05-003RPE	FIRE	3-6-2023	FIREFIGHTER	APPROVED
23-05-004RPE	POLICE	3-8-2023	OFFICER	TBD
23-05-005RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-006RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-007RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-008RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-009RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-010RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-011RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-012RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-013RPE	FIRE	3-6-2023	FIREFIGHTER	TBD
23-05-014RPE	FIRE	3-6-2023	FIREFIGHTER	TBD

**BEFORE THE CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

Andrei Constantin
Appellant

v.

**Seattle Police Department,
City of Seattle,**
Respondent

PSCSC no. 22-01-003

**PREHEARING CONFERENCE SUMMARY,
NOTICE OF HEARING AND SCHEDULING
ORDER**

On November 28, 2022, the parties appeared remotely via WebEx, before Executive Director Andrea Scheele for a prehearing conference to discuss preliminary matters prior to a formal hearing in the case. Appellant Andrei Constantin appeared on his own behalf, Assistant City Attorney Catherine Seelig represented respondent Seattle Police Department (SPD), and SPD Deputy Human Resources Alyssa Pulliam attended on behalf of SPD.

The appeal in this matter will be conducted in accordance with the [PSCSC Rules of Process and Procedure](#), and the parties are encouraged to refer to them before bringing a question or concern to the Executive Director.

1. Issue on appeal

The parties discussed the issues on appeal, and agreed to the following statement of the issue:

Was the disciplinary decision made in good faith and for cause? If so, was the discipline appropriate? If not, what is the remedy?

2. Preliminary witness lists

The parties discussed preliminary witness lists.

Respondent SPD's preliminary witness list included six witnesses.

- Assistant Chief Tom Mahaffey
- Sergeant Scott Hatzenbuehler
- Chief Adrian Diaz

- HR Director Mike Fields
- Office of Police Accountability General Counsel Nelson Leese
- Former Office of Police Accountability Interim Director Grainne Perkins

Appellant Constantin listed one witness.

- Andrei Constantin

The parties were instructed to notify each other of witness list changes prior to the hearing. The scheduling order will include a witness disclosure deadline.

3. Preliminary exhibit lists.

The parties discussed preliminary exhibit lists.

Respondent SPD's preliminary witness list:

- OPA Case Summary 2021OPA-0458, 3/10/2022
- OPA Director's Certification Memo 2021OPA-0458, 5/23/2022
- Final DAR 2021OPA-0458, 9/18/2022
- Former Officer Constantin OPA interview 2021OPA-0458, 12/7/2021
- Proposed DAR Packet for 2021OPA-0458, 6/2/2022

Appellant Constantin did not share a preliminary exhibit list but may utilize any exhibit on SPD's witness list. He agreed to provide a list of exhibits if he wished to utilize any that were not already listed by SPD.

4. Hearing scheduling and prehearing deadlines

The parties discussed how much time they will need to present their respective cases and certain deadlines that will be based on the hearing date. SPD has the burden of proof and estimated it would need two days to present its case, and Constantin estimated he will need one day for his case. The parties requested the hearing be conducted in person, in April or May 2023. Some attendees will be allowed to participate remotely via WebEx, as needed.

5. Discovery

The discovery process for PSCSC appeals is governed by Rule 6.09. The parties are responsible for requesting and exchanging information and documents directly with each other. The parties are required to meet and confer in good faith before bringing a motion or objection related to relevancy or access to the attention of the Executive Director. Rule 6.09(c). Discovery may be prohibited or limited where requests are unreasonable or irrelevant.

The parties agreed to exchange documents and respond to discovery requests in a timely manner. The parties were directed to begin the discovery process after the prehearing conference.

6. Prehearing and Post Hearing Briefs

The parties were informed that prehearing and post hearing briefs will be required.

7. Presiding commissioners for appeal:

The panel will consist of a three-member panel of PSCSC commissioners. Currently, the PSCSC is comprised of Commissioner Stacy Connole, Commissioner Dorothy Leggett, and Commissioner Joel Nark. There is a chance that a new commissioner will be appointed to replace Commissioner Leggett prior to the hearing date in this matter.

8. Alternative Dispute Resolution (ADR):

The parties are encouraged to work towards settlement on their own, through use of the City of Seattle's ADR program, and/or the Executive Director would be happy to facilitate a settlement discussion.

SCHEDULING ORDER

It is hereby ORDERED:

- 1. Final Witness and Exhibit List and Documents** shall be exchanged by the parties and delivered to the Civil Service Commission by **5:00 p.m. on Friday, June 2**. One pdf copy should be delivered by email to PublicSafety@seattle.gov and four hard copies shall be

delivered only to the Civil Service Commission office. Please contact Teresa Jacobs at Teresa.jacobs@seattle.gov to arrange a time and method for delivery of hard copies.

- 2. Prehearing motions (if any) and a prehearing brief no longer than seven (7) pages** shall be delivered by email to the Commission and exchanged by the parties by **5:00 p.m., on June 2.**
- 3. Subpoenas for attendance at the hearing-** Parties may submit Requests for Subpoenas by email to the Commission **by email on June 2, at 5:00 p.m.** The request should include the name of each witness for whom a subpoena is needed, and the date and time of their anticipated testimony. Parties are responsible for serving a subpoena on the witness and coordinating their own witnesses' attendance in person or remotely (via WebEx). See [PSCSC Rule 6.01](#) for additional information about subpoenas and required proof of service.
- 4. Responses to any prehearing motions** shall be delivered by email to the Commission and exchanged by the parties by **5:00 p.m. on June 9.**
- 5. Objections to the Final Witness and/or Exhibits Lists and Documents** shall be made in writing and delivered by email to the opposing party and the Commission by **5:00 p.m. on June 9.**
- 6. Hearing:** The public hearing in this matter will be conducted and recorded over WebEx and in-person in the commission hearing room at Seattle Municipal Tower, room 1679 on the following days and times:
 - **June 26, 2023 at 9:00 am to 4:30 pm**
 - **June 27, 2023 at 9:00 am to 4:30 pm**
 - **June 28, 2023 at 9:00 am to 4:30 pm**
- 7. Closing Arguments:** The method and dates for closing arguments shall be determined later by the Commission.

8. **Questions about hearing process:** The parties are requested to direct any questions regarding the hearing process to Commission staff person Teresa.jacobs@seattle.gov.

To avoid ex parte contact, parties are directed to cc each other on all correspondence with the commission.

Dated this 17th day of February, 2023

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele

Andrea Scheele, Executive Director

CERTIFICATE OF SERVICE

I, Teresa R. Jacobs, declare under penalty of perjury under the laws of the State of Washington, that on the date below, I caused to be served upon the below-listed parties, via the method of service listed below, a true and correct copy of the foregoing document: **Prehearing Conference Summary, Notice of Hearing and Scheduling Order**

Party	Method of Service
Appellant: Andrei Constantin [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Police Department Catherine Seelig, Assistant City Attorney Catherine.Seelig@seattle.gov Brian Strobel, Paralegal, LAW Brian.Strobel@seattle.gov Kim Fabel, Legal Assistant, LAW Kim.Fabel@seattle.gov	<input checked="" type="checkbox"/> E-Mail

DATED: Dated this **17th** day of **February 2023**, at Seattle, Washington.

Teresa R. Jacobs

Teresa R. Jacobs, Executive Assistant
Civil Service Commissions

CITY OF SEATTLE
STATEMENT OF FINANCIAL INTERESTS – BOARDS AND COMMISSIONS

The Seattle Ethics Code requires certain employees and members of boards and commissions to complete a financial interest statement each year. You have been identified by your department as a board or commission member who must complete one. Please complete this form and return it, **no later than Saturday, April 15, 2023**, to your department's representative. If you do not know how to contact your department's representative, send your form to the Seattle Ethics and Elections Commission (SEEC). **For help completing the form, you may request a "Frequently Asked Questions" handout from your department's representative or contact the SEEC at ethicsandelections@seattle.gov.**

**PLEASE
PRINT**

BOARD or COMMISSION: _____

MEMBER NAME: _____

Definitions:

For the purposes of this form, "immediate family" means:

a. a spouse or domestic partner, or

b. a parent, parent of a spouse or domestic partner, child, child of spouse or domestic partner, sibling, uncle, aunt, cousin, niece or nephew, if that person either resides with or is a dependent on the Covered Individual's most recently filed federal income tax return.

For the purposes of completing this form, purchasing utilities is not a "transaction" or an "activity."

Please answer every question by checking the appropriate box. **If you answer yes to any question**, you must complete the corresponding numbered item on Page 2 of this form. Each question **refers to the period from January 1, 2022, through December 31, 2022.**

1. In 2022, did you, or any member of your immediate family, including family members employed by the City, **receive compensation** worth \$2,500 or more from any person or entity that engaged in any transaction or activity with the City? **No** **Yes**, please complete item 1 on Page 2.

2. In 2022, did you, or any member of your immediate family, have a **direct financial interest** worth \$1,500 or more in any person or entity that engaged in any transaction or activity with the City? **No** **Yes**, please complete item 2 on Page 2.

3. In 2022, did you, or any member of your immediate family, serve as an officer, director or trustee of an entity that engaged in any transaction with the City? **No** **Yes**, please complete item 3 on Page 2.

I certify under penalty of perjury under the laws of the State of Washington that the information provided on this page and on Page 2 and on all attached sheets is true and correct and that I have made reasonable inquiry to determine the truth, accuracy, and completeness of my responses.

Signature: _____

Date: _____

Signed at _____, Washington
(City or other location must be filled in.)

EXPLANATIONS FOR “YES” RESPONSES ON PAGE 1: *(Use additional sheets if necessary.)* For help completing the form, you may request a “Frequently Asked Questions” handout from your department’s representative or contact the SEEC at ethicsandelections@seattle.gov.

1. Please provide the name and address of each person or entity from which you or an immediate family member **received compensation** valued at \$2,500 or more.

Name: _____

Address: _____

Please provide the name of each City agency involved in each of the above transactions or activities, if known:

2. Please provide the name and address of each entity in which you or an immediate family member had a direct financial interest valued at \$1,500 or more:

Name: _____

Address: _____

Please provide the name of each City agency involved in each of the above transactions or activities, if known:

3. Please indicate (i) the name of the person holding the position (you or an immediate family member); (ii) the title of the office, directorship or trusteeship held; (iii) the name and address of the entity.

Person holding the position: _____

Position held with entity: _____

Entity name: _____

Entity address: _____

Please provide the name of each City agency involved in the above transaction or activity, if known:

PLEASE RETURN TO YOUR DEPARTMENT REPRESENTATIVE

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
RULES OF PRACTICE AND PROCEDURE**

Approved November 16, 2022

2.03 SELECTION OF CHAIR. The Chair shall be elected from among the Commissioners by majority vote for a one- year term.

2.04 DUTIES OF THE CHAIR - The Chair:

- A. Shall preside over Commission meetings.
- B. Shall rule on matters of parliamentary procedure.
- C. Shall act as hiring authority and primary supervisor for the Executive Director.
- D. May sign correspondence on behalf of the Commission.

2.05 ACTIONS OF THE CHAIR

The Chair's actions are subject to review and modification by a majority vote of the full Commission.

2.06 DELEGATION OF CHAIR'S DUTIES

In the absence of the Chair, the Chair's authority shall be delegated to another member of the Commission.