



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: Wednesday, March 30, 2022

TIME: 10:00 a.m.

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=ma912cd3fac0968ce6e45d7ffdc1011dc>

Join by meeting number

Meeting number (access code): [2491 827 5445](#) Meeting password: [uMTVvqMf924](#)

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,24918275445## United States Toll (Seattle)

+1-408-418-9388,,24918275445## United States Toll

Join by phone

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

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial 24918275445@seattle.webex.com

You can also dial [173.243.2.68](tel:173.243.2.68) and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 24918275445.seattle@lync.webex.com Need help? Go to <https://help.webex.com>

PUBLIC SAFETY CIVIL SERVICE COMMISSION
***Special* MEETING AGENDA**
March 30, 2022 @ 10:00 a.m.

AUDIO/VIDEO TECH CHECK

CHAIR (PSCSC 2.04)

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

ACTION ITEMS

5. APPROVAL OF MEETING MINUTES
 - February 16, 2022
6. ADMINISTRATIVE
 - 2021 Financial Interest Statements (Due no later than April 18, 2022)
7. POLICE SERGEANT PROMOTIONAL EXAM PROTEST APPEALS
 - PSCSC No. 22-04-012Ex, (Q #58)
 - PSCSC No. 22-04-013Ex, (Q # 66)

DISCUSSION ITEMS

8. FIRE AND POLICE EXAM UNIT
 - Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
 - Police Update-Rachael Schade, Police Exams Administrator
9. EXECUTIVE DIRECTOR REPORT
 - Departmental Work and Budget Update
10. CASE STATUS REPORT
 - Young v. SFD - PSCSC No. 22-01-001APS - *Update: Appeal dismissed March 3, 2022, for lack of subject matter jurisdiction.*

11. EXECUTIVE SESSION (May be cancelled if not needed)

12. OLD/NEW BUSINESS

13. ADJOURN

NEXT PSCSC MEETING

April 19, 2022 @ 10:00 a.m.

PSCSC Special Meeting

(Fire Captain & Fire Battalion Chief Written Exam Appeals)

END OF AGENDA

CHAIR (PSCSC 2.04)

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

5. APPROVAL OF MEETING MINUTES

- February 16, 2022

6. ADMINISTRATIVE

- 2021 Financial Interest Statements
(Due no later than April 18, 2022)

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 Wednesday, April 15, 2022**, 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, 2021, through December 31, 2021.**

- 1. In 2021, 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 2021, 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 2021, 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

7. POLICE SERGEANT PROMOTIONAL EXAM PROTEST APPEALS

- PSCSC No. 22-04-012Ex, (Q #58)
- PSCSC No. 22-04-013Ex, (Q # 66)

CANDIDATE	QUESTION #	REMEDY/COMMITTEE RECOMMENDATION	DENIED	APPROVED	OTHER	NOTES
A/Sgt. Det M. Washington PSCSC #22-04-012Ex	58		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> See Notes	
A/Sgt. Det M. Washington PSCSC #22-04-013Ex	66		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> See Notes	

_____ Commission Chair, PSCSC
Stacy Connole

Date: _____

Memo

Date: March 23, 2022
To: Public Safety Civil Service Commission
From: Rachael Schade, Police Exams Administrator
Subject: 2022 Police Sergeant Written Exam Appeal Responses

The purpose of this confidential memo is to provide background information about how the written exam questions were developed, what bibliography information they are based upon, and the protest process that has led up to the hearing on appeals scheduled to occur on March 30, 2022, at 10:00 a.m. As the Police Exams Administrator, I am a subject matter expert on the exam, and I am authorized to speak in behalf of the development committee. Please feel free to ask me any exam or appeal related questions. I respectfully remind the Commission that all exam materials contained herein are confidential and should not be shared or disseminated to anyone.

Background on Test Development

The 2022 Police Sergeant Exam Development Committee is comprised of nine subject matter experts: an exam consultant from Testing for Public Safety, three SPD Lieutenants, two SPD Sergeants, a civilian from SPD who is responsible for employee development and training, and Fire and Police Exams 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, skills, and abilities to perform the job for which they are seeking promotion. The written exam questions must be directly sourced from the exam bibliography. The exam bibliography was published in the SPD Notices on September 3, 2021. Shortly thereafter, a compilation of exam bibliography materials was posted on the SPD Sharepoint site for the convenience of officers who were interested in participating in the exam. The Exam Development Committee approves all materials for the bibliography and reviews 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 works with the remainder of the development committee to appropriately edit developed questions.

Protest/Appeal Details

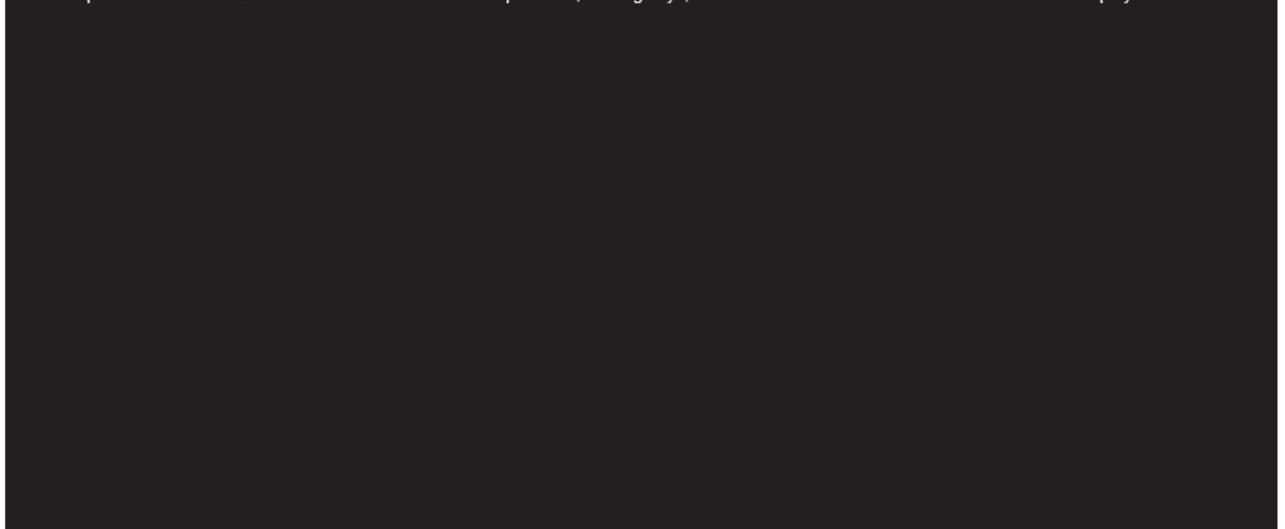
The written exam was administered on March 5, 2022. There were 81 officers who participated in the exam. On March 7 – 9, 2022, officers were allowed to review the exam booklet along with the exam key, and to file any protests to exam questions. There were 90 exam protests filed on 51 different questions that were part of the written exam. There were 205 total questions on the administered exam. On Friday, March 11, 2022, the exam development committee convened for several hours to carefully consider all the protests filed. Five protests were granted, and the remaining protests were denied. At the conclusion of this development committee meeting on March 11, 2022, all candidates were sent an e-mail to inform them of the decisions made on protests filed. **(See Appendix A: E-mail to candidates re: Protest Decisions sent March 11, 2022, along with an e-mail sent with one numerical correction on March 14, 2022.)** Candidates were additionally informed that they had the opportunity to appeal the decisions on protests to the Public Safety Civil Service Commission and given direction on the procedure for doing so.

One appellant filed timely appeals to two decisions on protest, specifically on questions #66 and #58. The same appellant subsequently filed untimely appeals on four additional exam protest decisions. **(See Appendix B: appellant's original protests filed, and Appendix C: e-mail from appellant to Rachael Schade on March 18, 2022, at 4:30 p.m. with two timely appeals, and Appendix D: email from appellant to Rachael Schade with two untimely appeals on March 18, 2022, at 4:56 p.m.)** The Executive Director of the PSCSC sent an e-mail to the appellant acknowledging receipt of all six appeals, accepting the two filed timely, and denying the appeals filed after the conclusion of the appeal period. **(See Appendix E: email from Executive Director Scheele to the appellant sent on March 21, 2022.)**

THE INFORMATION BELOW CONTAINS CONFIDENTIAL HIRING OR PROMOTIONAL TESTING MATERIALS – DO NOT DUPLICATE OR SHARE

Appeal #1: Question #66 on the written exam read as follows:

Redacted pursuant to RCW 42.56 250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.

Appeal #2: Question #58 on the written exam read as follows:

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.

LIST OF APPENDICES

APPENDIX A:

- **E-mail to candidates on March 11, 2022, containing decisions on protests and e-mail sent with correction on March 14, 2022.**

APPENDIX B:

- **Protests submitted by appellant during the exam review/protest period. (Denied by Development Committee)**

APPENDIX C:

- **Two appeals sent via e-mail from appellant to Rachael Schade received at 4:30 p.m. on March 11, 2022.**

APPENDIX D:

- **Four appeals sent via e-mail from appellant to Rachael Schade received at 4:56 p.m. on March 11, 2022.**

APPENDIX E:

- **E-mail sent by PSCSC Executive Director Andrea Scheele to the appellant.**

APPENDIX F:

- **SPD Manual Section 11.020 (for review of Question #66)**

APPENDIX G:

- **SPD Manual Section 8.100 (for review of Question #58)**

Schade, Rachael

From: Schade, Rachael
Sent: Monday, March 14, 2022 10:41 AM
To: Schade, Rachael
Subject: RE: Sgt's Exam - Decisions on Protests (Correction and Additional Information)

Importance: High

Greetings all:

I wanted to point out a correction to the e-mail you were sent on Friday. There was no protest filed on Question #34, and dual answers will not be allowed for that question. This was a typo. **It was actually Question #134 for which dual answers (Both "B" and "C") will be allowed.**

I also want to take this opportunity to explain a few process items to provide additional clarity for officers participating in this exam:

- The decisions on protest are made by internal SPD Sergeants and Lieutenants who serve as subject matter experts for exam development.
- Appeals to the decisions on protests are made to the Public Safety Civil Service Commission and will be heard (if any are filed) on Wednesday, March 30 at 10:00 a.m. Papers would then be scored, and officers would then receive their written exam score on or about April 6, 2022.
- If no appeals are filed by March 18, 2022 at 4:30 p.m., the final exam key will be established in alignment with the decisions on protest, and exam papers will be scored. Papers would then be scored, and officers would then receive their written exam score on or about March 25, 2022.
- The exam is scored on a curve. The officer who answered the highest number of questions correctly represents the 100% score. We then divide the total number of questions answered correctly by every other officer by the total number of questions answered correctly by the highest scoring exam participant. **For example**, if the highest number of questions answered correctly by an officer in this exam process was 185 and you answered 160 questions correctly, we would divide 160 by 185 and your written exam score would be 86.49.

Hopefully this answers some of your procedural questions. If you have additional questions, please feel free to contact me at (206) 888-7669.

Warm Regards,
Rachael



Rachael Schade
Police Exams Administrator
City of Seattle, Department of Human Resources-Fire & Police Exam Unit
Office: 206-684-0235 | Fax: 206-733-9150 | rachael.schade@seattle.gov

From: Schade, Rachael
Sent: Friday, March 11, 2022 5:43 PM

To: Schade, Rachael <Rachael.Schade@seattle.gov>

Subject: Sgt's Exam - Decisions on Protests

Greetings all:

Below, for your review, is a list of decisions on each of the protests filed.

QUESTIONS TO BE REMOVED FROM THE EXAM: 31, 75, 84, 98

QUESTIONS FOR WHICH TWO ANSWERS WILL BE ALLOWED: 34 (Credit will be given for either "B" or "C")

QUESTIONS FOR WHICH PROTESTS WERE DENIED: 1, 6, 11, 13, 19, 22, 26, 27, 36, 42, 43, 47, 50, 53, 58, 60, 63, 66, 68, 72, 77, 81, 83, 87, 88, 92, 96, 99, 100, 112, 123, 127, 130, 131, 133, 135, 138, 139, 158, 163, 165, 169, 173, 188, 196, 198

For exam security reasons we do not e-mail the content of exam questions. Candidates who wish to call me to see if their specific protest was accepted or denied may feel free to do so, beginning Monday, March 14 at 9:00 a.m. If you wish to review the exam questions in person, you may also schedule a time to do so. If you wish to appeal any of the decisions on protests to the Public Safety Civil Service Commission, you may do so during the period of March 14 – 18, 2022. **All appeals must be delivered or e-mailed to my attention by 4:30 p.m. on Friday, March 18, 2022 in order to be considered by the Commission.**

The procedure for submitting an appeal to the Public Safety Civil Service Commission (PSCSC) is as follows:

- 1) Candidates may again review exam questions, bibliography materials, and protests filed in the offices of the Fire & Police Exam Unit. (Call 206-888-7669 to schedule or send an email to rachael.schade@seattle.gov and request a specific time for the review.)
- 2) Candidates may submit an appeal document (written or typed) in a memo format addressed to the Executive Director of the Public Safety Civil Service Commission, along with their justification for the appeal.
- 3) Candidates must submit the appeal via in-person delivery or e-mail by 4:30 p.m. on Friday, March 18, 2022.
- 4) Candidates may attend (not required) the hearing on appeals to occur on March 30, 2022 at 10:00 a.m. (via WebEx) to supply additional information via oral testimony.

Following a hearing on any appeals filed, the exam key will be finalized and exam papers will be scored by the exam consultant. It is anticipated that we will be sending candidates their written exam score on Wednesday, April 6, 2022, followed shortly thereafter by a scheduling letter for the assessment exercises on April 23, 2022.

We are still in the process of securing rooms for the orientation sessions we are offering for the assessment center exercises. I will be sending out an email regarding the orientation sessions as soon as all of the rooms are secured. I hope to send this e-mail out on Monday, March 14, 2022. There will be many opportunities given for officers to attend an orientation session.

Please feel free to reach out to me if you have any questions about the information shared above.

Warm Regards,
Rachael



Rachael Schade
Police Exams Administrator
City of Seattle, Department of Human Resources-Fire & Police Exam Unit
Office: 206-684-0235 | Fax: 206-733-9150 | rachael.schade@seattle.gov

SEATTLE DEPARTMENT OF HUMAN RESOURCES – FIRE AND POLICE EXAMS UNIT

PROTEST FORM

39

TITLE OF EXAMINATION: POLICE SERGEANT WRITTEN EXAM 2022

Only one exam question can be placed on this page. New forms must be used for other exam questions.

The exam question in full with number and keyed answer is as follows:

QUESTION#: 66

Text of question: Which of the following rules

Protestant's requested remedy: throw out question

Justification: Poorly written question

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



SEATTLE DEPARTMENT OF HUMAN RESOURCES – FIRE AND POLICE EXAMS UNIT

PROTEST FORM

40

TITLE OF EXAMINATION: POLICE SERGEANT WRITTEN EXAM 2022

Only one exam question can be placed on this page. New forms must be used for other exam questions.

The exam question in full with number and keyed answer is as follows:

QUESTION#: 58

Text of question: De-escalation can take a variety ...

Protestant's requested remedy: Throw out question or allow both A + B.

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



Multiple horizontal lines for writing or additional information.

ON THE BACK SIDE OF THIS FORM, PLEASE PRINT YOUR NAME, SIGN YOUR NAME, AND DATE YOUR SIGNATURE

Schade, Rachael

From: [Redacted]
Sent: Friday, March 18, 2022 4:30 PM
To: Schade, Rachael
Subject: Questions for appeal process

QUESTION #66:

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



Poorly written question that should be thrown out in my opinion.

QUESTION #58:

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



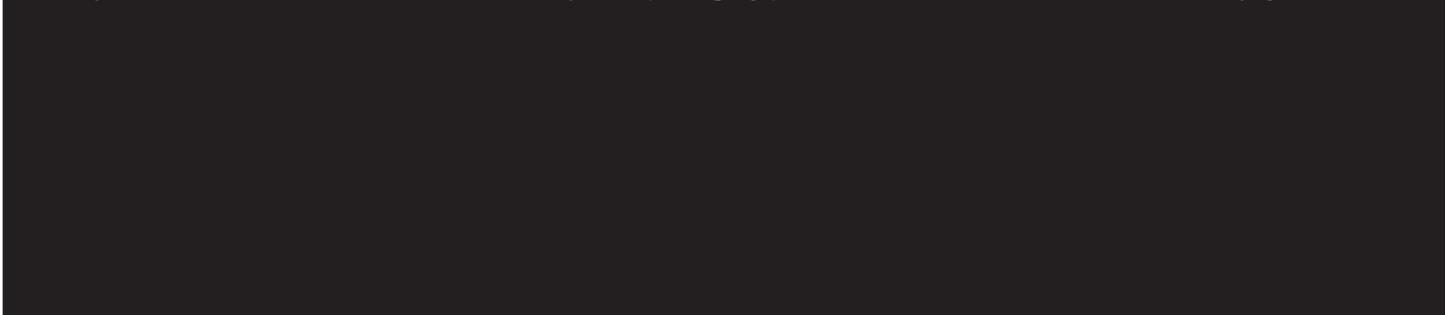
This section contradicts itself. The question should be thrown out in my opinion.

Schade, Rachael

From: [REDACTED]
Sent: Friday, March 18, 2022 4:56 PM
To: Schade, Rachael
Subject: Test questions for appeal

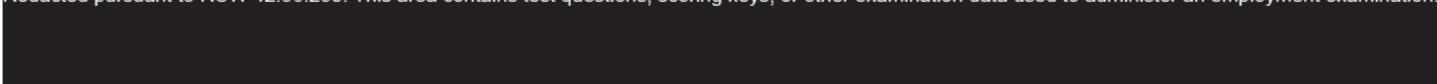
QUESTION #27

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



QUESTION #26

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



QUESTION #53

Redacted pursuant to RCW 42.56.250. This area contains test questions, scoring keys, or other examination data used to administer an employment examination.



Schade, Rachael

From: Scheele, Andrea
Sent: Monday, March 21, 2022 4:07 PM
To: ---
Cc: Jacobs, Teresa
Subject: RE: PSCSC- Sgt. written exam - Status of exam protest appeals

Corrected exam questions #s (in red) below:

Dear

Hello [redacted]. I hope this email finds you well. I am Andrea Scheele, Executive Director of the Public Safety Civil Service Commission (PSCSC). I am writing about the six Sergeant exam protest appeals you emailed last Friday, March 18. The email is to inform you that two of your exam protest appeals will advance to the PSCSC, and four will not be considered by the PSCSC because they were untimely (filed after the cutoff time). Below I explain these determinations:

1. You emailed two exam protest appeals to the Fire & Police Exam Unit at 4:30 p.m., March 18, 2022, regarding exam questions #58 and #66. The PSCSC acknowledges the two appeals were filed timely, and will consider and decide both at a hearing scheduled for March 30, 2022, at 10:00 am, at a special meeting of the PSCSC. The meeting/hearing will be conducted via WebEx. My office will email you a copy of the agenda with attendance information prior to March 30 so you can participate.
2. You emailed four additional appeals at 4:56 p.m., March 18, regarding questions #26, 27, 53 and 96. Those appeals were not timely as they were filed after 4:30 p.m. All candidates were duly notified in advance and in writing of the 4:30 deadline. Your late filed appeals regarding questions #26, 27, 53 and 96 are not accepted and the PSCSC therefore will not consider or decide them.

Please let me know if you have questions or concerns. I will send you the meeting invitation and agenda for the March 30 PSCSC meeting.

Have a good day.

Andrea Scheele (she/her/hers)
Executive Director, Civil Service Commissions
City of Seattle | [Civil Service Commission](#) and [Public Safety Civil Service Commission](#)
Phone: 206-233-7118 | Cell: 206-437-5425 | Fax: 206-684-0755 | andrea.scheele@seattle.gov

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.Jacobs@seattle.com

From: Scheele, Andrea
Sent: Monday, March 21, 2022 3:46 PM
To: [redacted]
Cc: Jacobs, Teresa <Teresa.Jacobs@seattle.gov>
Subject: PSCSC- Sgt. written exam - Status of exam protest appeals



I hope this email finds you well. I am Andrea Scheele, Executive Director of the Public Safety Civil Service Commission (PSCSC). I am writing about the six Sergeant exam protest appeals you emailed last Friday, March 18. The email is to inform you that two of your exam protest appeals will advance to the PSCSC, and four will not be considered by the PSCSC because they were untimely (filed after the cutoff time). Below I explain these determinations:

1. You emailed two exam protest appeals to the Fire & Police Exam Unit at 4:30 p.m., March 18, 2022, regarding exam questions #58 and #64. The PSCSC acknowledges the two appeals were filed timely, and will consider and decide both at a hearing scheduled for March 30, 2022, at 10:00 am, at a special meeting of the PSCSC. The meeting/hearing will be conducted via WebEx. My office will email you a copy of the agenda with attendance information prior to March 30 so you can participate.
2. You emailed four additional appeals at 4:56 p.m., March 18, regarding questions #26, 27, 53 and 96. Those appeals were not timely as they were filed after 4:30 p.m. All candidates were duly notified in advance and in writing of the 4:30 deadline. Your late filed appeals regarding questions #26, 27, 53 and 96 are not accepted and the PSCSC therefore will not consider or decide them.

Please let me know if you have questions or concerns. I will send you the meeting invitation and agenda for the March 30 PSCSC meeting.

Have a good day.

Andrea Scheele (she/her/hers)

Executive Director, Civil Service Commissions

City of Seattle | [Civil Service Commission](#) and [Public Safety Civil Service Commission](#)

Phone: 206-233-7118 | Cell: 206-437-5425 | Fax: 206-684-0755 | andrea.scheele@seattle.gov

The City of Seattle encourages everyone to participate. For disability accommodations or accessibility information, contact Teresa.jacobs@seattle.com



11.020 - Transportation of Detainees

Effective Date: 08/05/2019

11.020-POL

This policy applies to all employees who transport detainees or call Seattle Fire Department (SFD) or American Medical Response (AMR) to transport detainees.

- Transportation of a Detainee from the Location of Arrest to a Department Facility, see **11.020-TSK-1**

- Transportation of a Detainee from the Department Facility to a Detention Facility, see **11.020-TSK-2**

1. Employees Will Take Reasonable Steps to Ensure the Safety of a Detainee in Their Custody and for the Safekeeping of Detainee's Property**2. Officers Will Perform a Custodial Search Before Transporting the Detainee****3. Officers Will Search the Transport Vehicle at the Beginning and on the Completion of a Transport****4. Officers Will Use the Transport Vehicle's Seat Belts to Secure Detainees**

Exception: This requirement does not apply to vehicles that do not have seat belts in the area that is used for transporting detainees.

Exception: If the circumstances do not allow the officer to safely secure the detainee, then the officer will transport the detainee unsecured. The officer must document the specific reason for the unsecured transport in the GO report.

5. Officers Ensure Detainees are Appropriately Restrained for Transport**SPD Vehicle**

When transporting a detainee in a Department vehicle, officers will handcuff detainees behind the back.

Exception: Officers may handcuff the detainee in the front if officer safety is not compromised and the detainee's physical ability is limited.

AMR Ambulance

When AMR is providing transportation of a detainee to a non-medical facility, such as the jail, officers will apply soft restraints to secure the detainee to the gurney if safe and feasible. AMR staff may assist, but they are not required to do so.

Exception: If the detainee's level of resistance makes it unsafe to remove the handcuffs to apply soft restraints, the detainee will be transported with the gurney in the seated position.

When AMR is providing transportation of a detainee to a medical facility, AMR staff will apply the soft restraints.

SFD Medic Unit

When SFD is transporting a detainee in a medic unit, the detainee's condition will typically be more serious and may require advanced medical care. In these cases, officers will consult with SFD personnel and determine the appropriate level of restraint, if any.

6. Officers Will Escort Non-Medical AMR Transports

When AMR is providing transportation of a detainee to a non-medical facility, such as the jail, at least one officer will ride inside the back of the ambulance with the detainee. A second officer will follow the ambulance to provide return transportation to the officer riding inside.

Note: In these cases, AMR staff are not required to ride in the back with the officer and the detainee. AMR may refuse the transport if an officer is not available to ride in the back with the individual.

7. Officers Will Complete an AMR Transport Form for Non-Medical Transports

When AMR is providing transportation of a detainee to a non-medical facility, such as the jail, officers will complete an AMR Transport Form (SPD form 6.0). The original will go to the AMR staff, and the copy will go to SPD Data Center via Department mail.

This form is not required when AMR transports to a medical facility.

8. Officers Will Use the In-Car Video System and Body-Worn Video to Record Transports and Escorts

Officers will activate ICV and BWV while following or riding in ambulances or medic units that are transporting detainees.

If the transport is not recorded with ICV or BWV, then the reason is documented in the Report.

See Manual Section 16.090 – In-Car and Body-Worn Video

9. Officers Will Transport Detainees in the Back Seat or Back Compartment of a Department Vehicle Equipped with a Screen or Partition Physically Separating the Officer from the Detainee

Exception: Captains of specialty units may issue standing approval for assigned personnel to transport detainees in unit vehicles that are not equipped with a screen or partition.

Exception: If operational necessity requires that a detainee is transported in a vehicle not equipped with a screen or partition, then a second officer will ride behind the driver and beside the detainee in the backseat.

Exception: Exigent circumstances may require using the front seat for a detainee transport. Officers will screen the transport with a sergeant explaining the exigency.

10. Officers Shall Transport Adult and Juvenile Detainees Separately

Officers shall transport juvenile detainees so that they do not have physical contact with adult detainees. Officers shall transport juvenile detainees out of the direct view of adult detainees.

Exception: Exigent circumstances may require transporting adults and juveniles together. Officers will screen the transport with a sergeant explaining the exigency.

11. Officers Will Transport Subjects of Different Gender Identities Separately

Exception: Officers operating transport vans may transport detainees of different gender identities in the same van if they are separated by individual compartments.

Exception: Exigent circumstances may require transporting detainees of different gender identities together. Officers will screen the transport with a sergeant and explain the exigency.

Officers will transport transgender subjects alone, whenever possible, in accordance with **Manual Section 16.200 – Interaction with Transgender Individuals.**

12. Officers Engaged in Transporting a Detainee Will Not Respond to Routine Calls

Officers will transport a detainee directly to the required destination.

Exception: Officers may respond to a threat to life safety.

13. Officers May Transport Department of Corrections Work Release Inmates with the Approval of a Sergeant

A sergeant must approve the request for transportation based on the following criteria:

- The inmate is violent or likely to become violent.
- The inmate is likely to escape if transportation is delayed.
- The inmate is a risk to the community, themselves, or the facility and its staff.
- The inmate has committed a new crime.

11.020-TSK-1 Transportation of a Detainee from the Location of Arrest to a Department Facility

When transporting a detainee in a Department vehicle from the scene to the Department facility the Officer:

1. **Checks** the detainee passenger area of the transport vehicle.
2. **Searches** the detainee.
3. **Secures** property removed from the detainee.
4. **Secures** the detainee in the transport area of the vehicle.
5. **Updates** the call as transporting a detainee and includes the current mileage.
 - a. If transporting a detainee without ICV or BWV recording, **notifies** Communications over the air at the start and conclusion of the transport and indicates current mileage.
6. **Updates** the call with the ending mileage at the end of the transport.
7. **Removes** the detainee from the vehicle and checks the detainee passenger area.

8. **Escorts** the detainee into the holding cell area.

See **11.010-TSK-1 Securing a Detainee in a Department Holding Cell**

11.020-TSK-2 Transportation of a Detainee from the Department Facility to a Detention Facility

When transporting a detainee in a Department vehicle from a Department facility to a detention facility the Officer:

1. **Completes** the required information on the appropriate Detainee Log Sheet.
 2. **Removes** the detainee from the holding cell and checks the holding cell.
 3. **Searches** the detainee.
 4. **Secures** property removed from the detainee.
 5. **Checks** the detainee passenger area of the transport vehicle.
 6. **Secures** the detainee in the transport area of the vehicle.
 7. **Updates** the call as transporting a detainee and includes the current mileage.
 - a. If transporting a detainee without ICV or BWV recording, notifies Communications over the air at the start and conclusion of the transport and indicates current mileage.
 8. **Updates** the call with the ending mileage at the end of the transport.
-

8.100 - De-Escalation

Effective Date: 04/15/21

De-escalation may take the form of scene management, team tactics, and/or individual engagement. Even when individual engagement is not feasible, de-escalation techniques including scene management and team tactics that utilize time, distance, and shielding, will still be used unless doing so would create undue risk of harm to any person due to the exigency/threat of a situation.

De-escalation tactics and techniques are actions used by officers, when safe and feasible without compromising law enforcement priorities, that seek to minimize the likelihood of the need to use force during an incident and increase the likelihood of voluntary compliance. See definition of de-escalation in **8.050**.

The overall goal of this policy is to promote thoughtful resolutions to situations and to reduce the likelihood of harm to all persons involved. De-escalation is reviewed and evaluated under the totality of the circumstances present at the time of the incident.

1. When Safe, Feasible, and Without Compromising Law Enforcement Priorities, Officers Will Use De-Escalation Tactics in Order to Reduce the Need for Force

(a). Officers will conduct a threat assessment so as not to precipitate an unnecessary, unreasonable, or disproportionate use of force by placing themselves or others in undue jeopardy.

(b). Team approaches to de-escalation are encouraged and will consider officer training and skill level, number of officers, and whether any officer has successfully established rapport with the subject. Where officers use a team approach to de-escalation, each individual officer's obligation to de-escalate will be satisfied as long as the officer's actions complement the overall approach.

(c). Selection of de-escalation options will be guided by the totality of the circumstances with the goal of attaining voluntary compliance; considerations include:

Communication

Using communication intended to gain voluntary compliance, such as:

- Verbal persuasion

- Advisements and warnings (including TASER spark display to explain/warn prior to TASER application), given in a calm and explanatory manner.

Exception: Warnings given as a threat of force are not considered part of de-escalation.

- Clear instructions

- Using verbal techniques, such as Listen and Explain with Equity and Dignity (LEED) to calm an agitated subject and promote rational decision making

- Avoiding language that could escalate the incident. Taunts and insults are prohibited.

- Use of pattern interrupts, when appropriate

- Consideration of whether any lack of compliance is a deliberate attempt to resist rather than a perceived physical or psychological inability to comply based on factors including, but not limited to:
 - Medical conditions

 - Mental impairment

 - Developmental disability

 - Physical limitation

 - Language barrier

 - Drug interaction

 - Behavioral crisis

 - Fear or anxiety

Time

Attempt to slow down or stabilize the situation so that more time, options and resources are available for incident resolution.

- Scene stabilization assists in transitioning incidents from dynamic to static by limiting access to unsecured areas, limiting mobility and preventing the introduction of non-involved community members

- Avoiding or minimizing physical confrontation, unless necessary (for example, to protect someone, or stop dangerous behavior)
- Calling extra resources or officers to assist, such as CIT or Less-Lethal trained officers

Distance

Maximizing tactical advantage by increasing distance to allow for greater reaction time.

Shielding

Utilizing cover and concealment for tactical advantage, such as:

- Placing barriers between an uncooperative subject and officers
 - Using natural barriers in the immediate environment
-

8. FIRE AND POLICE EXAM UNIT

- Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
- Police Update-Rachael Schade, Police Exams Administrator

9. EXECUTIVE DIRECTOR REPORT

- Departmental Work and Budget Update

EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Balance before		% Spent	% Available (After Encumbrances)
					Encumbrances	Available Balance		
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	85.99	2,614.01	2,614.01	3.2%	96.8%
		549020 - Isf-Fas Alloc	108,850.00	27,212.46	81,637.54	81,637.54	25.0%	75.0%
		541310 - Services-Legal Notices	500.00		500.00	500.00	0.0%	100.0%
		541320 - Services-Court Reporters	500.00		500.00	500.00	0.0%	100.0%
		541550 - Services-Parking	500.00		500.00	500.00	0.0%	100.0%
		542900 - Rentals-Other	2,000.00	197.01	1,802.99	1,802.99	9.9%	90.1%
		544050 - Reimburse-Meetin Refresh&Meals	200.00		200.00	200.00	0.0%	100.0%
		545010 - Travel Costs-Out-Of-City	1,500.00		1,500.00	1,500.00	0.0%	100.0%
		545030 - Travel Costs-Conf, Conv, Sem	1,533.00		1,533.00	1,533.00	0.0%	100.0%
		546010 - Fees-Dues & Memberships	1,000.00		1,000.00	1,000.00	0.0%	100.0%
		549070 - Isf-ltd Alloc	25,297.00	6,318.00	18,979.00	18,979.00	25.0%	75.0%
		549080 - Isf-ltd Billed	354.00	236.46	117.54	117.54	66.8%	33.2%
		549100 - SDHR Allocation	35,862.00	2,988.49	32,873.51	32,873.51	8.3%	91.7%
		532020 - Equipment-Software Purchases	1,000.00		1,000.00	1,000.00	0.0%	100.0%
		545040 - Travel Costs-In City	600.00		600.00	600.00	0.0%	100.0%
		541280 - Services-Courier And Delivery	500.00		500.00	500.00	0.0%	100.0%
		541380 - Services-Admin Charges	1,550.00		1,550.00	1,550.00	0.0%	100.0%
		541250 - Services-Recycling	50.00		50.00	50.00	0.0%	100.0%
		541260 - Services-Disposal Of Materials	50.00		50.00	50.00	0.0%	100.0%
		531010 - Supplies-Subscrips/Pubs/Books	10,000.00	459.91	9,540.09	9,540.09	4.6%	95.4%
		545020 - Travel Costs-Training Classes	600.00		600.00	600.00	0.0%	100.0%
		544070 - Reimburse-Dues & Membership		25.00	(25.00)	(25.00)		
Nonpersonnel Svcs Total			195,146.00	37,523.32	157,622.68	157,622.68	19.2%	80.8%
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	282,769.00		282,769.00	282,769.00	0.0%	100.0%
		510020 - Holiday		677.90	(677.90)	(677.90)		
		510070 - Part Time-Salaries & Wages	34,590.00		34,590.00	34,590.00	0.0%	100.0%
		520010 - Fica	15,498.00	576.94	14,921.06	14,921.06	3.7%	96.3%
		520020 - Medicare	4,181.00	134.94	4,046.06	4,046.06	3.2%	96.8%
		520070 - Insurance Prem-Health & Dental	30,891.00	9,690.00	21,201.00	21,201.00	31.4%	68.6%
		520090 - Insurance-Group Fund Life	206.00	0.79	205.21	205.21	0.4%	99.6%

Personnel Svcs	VADMIN - Leadersh	520100 - Insurance-Longterm Disability	39.00	0.09	38.91	38.91	0.2%	99.8%
		520300 - Pension-City Retirement Sys	36,996.00	109.82	36,886.18	36,886.18	0.3%	99.7%
		520080 - Insurance-Wash St FML		15.00	(15.00)	(15.00)		
		510110 - Salaries & Wages-Temp/Intermit	1,184.00	8,658.40	(7,474.40)	(7,474.40)	731.3%	-631.3%
		520110 - Insurance-Death Benefit Pay	19.00	1.20	17.80	17.80	6.3%	93.7%
		520320 - Employee Assistance Premium	38.00	46.08	(8.08)	(8.08)	121.3%	-21.3%
		520011 - Fica Fsa Dcap & Health		88.22	(88.22)	(88.22)		
	VCCIVILSV - Civil Ser	510010 - Salaries & Wages		31,585.54	(31,585.54)	(31,585.54)		
		510020 - Holiday		395.92	(395.92)	(395.92)		
		510070 - Part Time-Salaries & Wages		4,800.00	(4,800.00)	(4,800.00)		
		520010 - Fica		2,313.87	(2,313.87)	(2,313.87)		
		520020 - Medicare		541.16	(541.16)	(541.16)		
		520090 - Insurance-Group Fund Life		24.49	(24.49)	(24.49)		
		520100 - Insurance-Longterm Disability		3.71	(3.71)	(3.71)		
		520300 - Pension-City Retirement Sys		5,437.52	(5,437.52)	(5,437.52)		
		520080 - Insurance-Wash St FML		61.59	(61.59)	(61.59)		
		520110 - Insurance-Death Benefit Pay		22.80	(22.80)	(22.80)		
		510040 - Vacation		1,583.68	(1,583.68)	(1,583.68)		
Personnel Svcs Total			406,411.00	66,769.66	339,641.34	339,641.34	16.4%	83.6%
			601,557.00	104,292.98	497,264.02	497,264.02	17.3%	82.7%
			601,557.00	104,292.98	497,264.02	497,264.02	17.3%	82.7%

10. CASE STATUS REPORT

- Young v. SFD - PSCSC No. 22-01-001APS - *Update: Appeal dismissed March 3, 2022, for lack of subject matter jurisdiction.*

OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
------	-------------	-----------	-----------------------	------------	-------	-------------------------	--------------------------------	-----------

DISMISSED/CLOSED:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
A	22-01-001	Young	Fire	9-4-2022	Separation		Dismissed 3/3/22 for lack of jurisdiction	PSCSC
A	21-01-043	Walter	Police	12-22-2021	Discipline		Appellant withdrew his appeal to pursue through his union under the rights of the collective bargaining agreement. ED dismissed appeal 1-31-22	

REQUEST FOR REINSTATEMENT						
Type	CASE NUMBER	DEPT	DATE REQUESTED	REQUEST	POSITION	STATUS
RFR	22-05-007RFR	SPD	2-7-2022	Request for Reinstatement	Lieutenant	Denied
RFR	22-05-008RFR	SPD	2-7-2022	Request for Reinstatement	Officer	Approved by Chief
RFR	22-05-009RFR	SPD	1-12-2022	Request for Reinstatement	Officer	Approved by Chief
RFR	22-05-010RFR	SPD	3-1-2022	Request for Reinstatement	Officer	Approved by Chief
REQUEST FOR PROBATIONARY EXTENSION						
Type	CASE NUMBER	DEPT	DATE REQUESTED	REQUEST	POSITION	STATUS
RPE	22-05-003RPE	SPD	1-19-2022	Request for Probationary Extension	Officer	Approved by ED
RPE	22-05-004RPE	SPD	1-26-2022	Request for Probationary Extension	Officer	Approved by ED

RPE	22-05-005RPE	SPD	1-26-2022	Request for Probationary Extension	Officer	Approved by ED
RPE	22-05-006RPE	SPD	1-27-2022	Request for Probationary Extension	Officer	Approved by ED
RPE	22-05-011RPE	SPD	3-22-2022	Request for Probationary Extension	Officer	Pending Decision of ED

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

In the matter of the appeal of

ANDREW YOUNG

Appellant

v.

SEATTLE FIRE DEPARTMENT

Respondent

DISMISSAL ORDER

PSCSC No. 22-01-001APS

On January 4, 2022, the Appellant filed an appeal with the Public Safety Civil Service Commission (PSCSC) regarding the Seattle Fire Department’s (SFD’s) decision to end his employment as a Fire Lieutenant, effective December 22, 2021, for noncompliance with the City of Seattle’s vaccine requirement.

PSCSC Rule 5.03 assigns initial review of appeals to the Executive Director, “to determine whether the employee has timely filed an appeal, whether the employee has exhausted the Employee Grievance Procedure, and if the appeal falls within the Commission’s jurisdiction. If the Executive Director determines that an appeal is untimely, premature, or not within the Commission’s jurisdiction, the Executive Director shall dismiss the appeal by a dismissal order stating the reasons for the dismissal. Decisions by the Executive Director may be appealed to the Commission within twenty calendar (20) days after the date of the order.”

In this matter, the Appellant filed a “Notice of Appeal to the Public Safety Civil Service Commission,” which alleged, “SFD violated my civil rights on 12/22/2021 by termination.” The Executive Director thereafter requested a more specific description of the laws and/or rules that SFD allegedly violated and the basic facts underlying his claims. On January 17, 2022, the Appellant responded, “My unlawful and involuntary termination violated my absolute Right of

Conscience, Religious Protection and Right to Privacy under Article 1 of the Washington State Constitution, as well as federal laws against discrimination as found in the Civil Rights Act of 1964 and ADA, among a few. I was terminated from the Seattle Fire Department on December 22, 2021, for not providing my private medical information to the administration.” On February 15, 2022, the PSCSC notified the Appellant that 1) pursuant to PSCSC Rule 2.15 and SMC 4.08.100.D, it was referring his discrimination allegations to the Seattle Office for Civil Rights (SOCR), the City agency authorized to investigate and enforce employment discrimination claims; and 2) the Appellant had ten days to set forth how his discharge was not made in good faith or for cause, or the appeal would be dismissed for lack of subject matter jurisdiction. The Appellant did not provide additional information or argument.

In cases of discharge, the PSCSC is only authorized to determine whether such discharge was made in good faith for cause under Article XVI of the Charter of The City of Seattle, SMC 4.08.010 (also known as “the Public Safety Civil Service Ordinance”) or the Public Safety Civil Service Commission Rules. The Appellant has failed to allege any violation of the laws and/or rules that are within the PSCSC’s enforcement authority.

ORDER

Having considered the Appellant’s submissions and in accordance with the facts and reasoning set forth above, I hereby order that the Appellant’s appeal is **dismissed** for lack of subject matter jurisdiction.

Dated this 3rd day of March 2022,

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION



Andrea Scheele, Executive Director

11. EXECUTIVE SESSION (May be cancelled if not needed)

12. OLD/NEW BUSINESS

13. ADJOURN

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

February 16, 2022-Special Meeting

Approved: March 30, 2022

- 1. Call to Order:** Commission Chair Stacy Connole called the October 20, 2021, Public Safety Civil Service Commission Special Meeting to order at 10:03 a.m. The meeting was held via WebEx.
- 2. Land Acknowledgement:** Chair Connole read the commission's land acknowledgement.
- 3. Introductions (In Attendance)**

Commission: Commission Chair Stacy Connole; Commissioner Dorothy Leggett, Commissioner Joel Nark

Not in Attendance: Teresa R. Jacobs, Executive Assistant

Staff & Counsel: Andrea Scheele, Executive Director; Teresa Chen, Assistant City Attorney, Mele Hefa, Administrative Assistant (Temporary)

Exams Unit: Rachael Schade, Police Exams Analyst; Yoshiko Grace Matsui, Fire Exams Analyst; Adelaide Alderks, F&P Exams Analyst;

Fire/Police/Guests: Captain James Collins; Helen Fitzpatrick, SFD HR, Alyssa Pulliam, SPD HR, Sarah Lee, SFD HR Director, Dori Towler, SFD HR. Hannah Kosten, SFD HR
- 4. Public Comment:** No members of the public requested to give public comment.

ACTION ITEMS

5. APPROVAL OF MINUTES

- **January 19, 2022**

The Commission reviewed the minutes of the January 19, 2022, monthly meeting. Commissioner Nark stated there was an error in title of the Firefighter who filed a new appeal. The minutes will be corrected to state "Fire Lieutenant." Commissioner Leggett moved to accept the minutes as they will be amended. Commissioner Connole seconded the motion. Commissioner Nark abstained.

The minutes were approved and will be signed by the chair.

City of Seattle Civil Service Commissions

Seattle Municipal Tower, 700 Fifth Avenue, Suite 1670 PO Box 94729 Seattle, WA 98124-4729

Tel (206) 233-7118, Fax: (206) 684-0755, <http://www.seattle.gov/CivilServiceCommissions/>

An equal employment opportunity employer. Accommodations for people with disabilities provided upon request

6. COMMISSION

- **2022 Chair Nomination and Potential Vote**-Ms. Scheele introduced the chair nomination and vote for 2022. Commissioner Nark cited in the past the commissioners rotated the role of chair. Commissioner Nark nominated Commissioner Leggett for the position. Commissioner Leggett declined the nomination, citing transition issues. Commissioner Nark nominated himself. Commissioner Connole nominated herself. Commissioner Leggett seconded the motion of the nomination of Commissioner Connole and commended her on her work for the past year presiding as chair and working with the Executive Director. There was no further discussion. The commission voted unanimously to elect Commissioner Connole as the 2022 Chair.
- **Work Retreat:** Ms. Scheele suggested the PSCSC consider holding a work retreat. Commissioner Connole stated she would decide after seeing a draft agenda with ideas to get a clear objective on what the commission would discuss to get the most out of the time commitment of its members. There was no action.
- **2022 April Meeting Date & June 20 Special Meeting Date:** The April meeting will be held on April 19 at 9:00 a.m. The June 20 meeting was inadvertently scheduled on a new observed city holiday of Juneteenth. The commission agreed to hold the meeting on Monday, June 27 at 10:00 a.m.
- **Consideration and Potential Final Approval/Recommendation by the Executive Director to Change Relative Weighting for Promotional Fire Lieutenant, Captain, Battalion Chief Weighting:** Seattle Black Firefighter's Association, represented by Captain Doug Johnson, and the Seattle Fire Department Women's Alliance, represented by Lieutenant Amina Bakke, presented a request to the Executive Director to change the relative weights of the written and oral board components of the Fire Lieutenant, Fire Captain, and Battalion Chief.

The current weightings are 60% for the written and 40% for the oral board. They requested the components be weighted equally, with 50% for the written component and 50% for the oral component. PSCSC Rule 2.12.f sets forth that the Executive Director shall "[p]repare an initial recommendation, subject to the Commission's further consideration and final approval, regarding ... the relative weights to be given to the various parts of the examination." Capt. Johnson and Lt. Bakke set forth their reasoning for the request: First, by stating that practical skills necessary for the ranks in question are better assessed via the oral board component. They also argue that women and BIPOC candidates have less access to pre-exam networking opportunities for written exam information and preparation than other candidates, so all candidates will be more fairly assessed if the written and oral board components are weighted the same. Finally, that increasing the weighting for the oral board to 50% will better evaluate candidates' ability to apply "on the ground" skills necessary to be a successful Fire Officer.

Ms. Scheele sought the perspectives of stakeholder groups regarding the requested changes, including potential unanticipated impacts of the change. Stakeholders included the Seattle Fire Department, City of Seattle Public Safety Exam staff, Seattle Fire Fighters Union, IAFF Local 27, and the Seattle Fire Chief's Association, IAFF Local 2898. Ms. Scheele emailed a notice to the PSCSC listserv describing the requested change and providing opportunity for email or verbal comment and posted a notice on the PSCSC's public website. The unions replied that they did not object to the requested change, SFD wrote supporting the requested change, and exam staff verbally stated that they did not object to the request. Director Scheele recommended that the PSCSC approve the requested change in weighting for future Fire Lieutenant, Fire Captain, and Battalion Chief promotional civil service exams, allocating 50% to the written component and 50% to the oral board.

The change in weighting should be effective going forward from the date the PSCSC approves. The reallocation of the relative weights should apply only to future tests and promotional registers, beginning with the 2022 Fire Captain and Battalion Chief examinations,

and the Fire Lieutenant 2023 exam. It should not be applied retroactively and/or to existing promotional registers.

Commissioner Nark moved to change the weighing from 60/40 to 50/50. Commissioner Connole seconded the motion. The motion passed unanimously. Ms. Scheele sought clarification on the record that the change will not be applied retroactively to the existing registers for the three ranks. The Commission agreed that the motion has been approved as written and shall be applied to future exams and not the current registers.

DISCUSSION ITEMS

7. FIRE AND POLICE EXAM UNIT

Fire and Police Updates-Yoshiko Grace Matsui, Fire Exams Analyst & Rachael Schade, Police Exams Analyst:

- **Fire Update:** Ms. Grace Matsui stated she is currently working in the development of the Fire Captain, Battalion Chief written exams in April, and oral boards in May. The practical exam will be held in September. Ms. Grace Matsui confirmed there will be a Firefighter exam. The application window and testing will begin March 1. Ms. Grace Matsui announced that Colleen Lafferty will be joining the unit as a temporary to support that new body of work.
- **Police Update:** Ms. Schade reported that the Sergeant exam is in final development. The exam will be held on March 5. The assessment exercises will be held April 23 and 24. The exams team is looking at options to complete the exam in one day. The lateral exam application process closes on February 16. The National Test Network (NTN) deadline is on Friday. Candidates who pass the NTN will be invited to an oral board that is being held March 19. This is the second part of the test for lateral applicants. The last day the task for entry level is March 18.
- **2022 Entry Fire Fighter Exam and Register:** The commission reviewed the Fire Fighter Exam and Register. No action was taken.
- **(Final) 2022 Entry and Promotional Exam Schedule:** The commission reviewed the Entry and Promotional Exam schedule. No action was taken.
- **Fire and Police Exam Administration Training** Ms. Scheele directed the commissioners to an embedded link to review the training presentation at their leisure.
- **Anti-Harassment and Anti-Discrimination e-Learning:** Ms. Scheele notified the commission that the e-learning is available on Cornerstone.
- **Update on SHR Reorg. Public Safety exam staff moved to Recruiting unit:** Ms. Scheele notified the commission that the exam staff has reorganized and moved the Talent and Recruiting Unit within Seattle Department of Human Resources.

8. EXECUTIVE DIRECTOR REPORT

Departmental Work and Budget Update: Civil Service Commission Vacancies: Ms. Scheele reported that she has been working with the Civil Service Commission and its current transition with two commissioner vacancies that are in the process of being filled. The council position that was held by Angelique Davis will be filled by the appointment of Evan Chinn formerly of the Department of Construction and Inspection. Amy Bonfrisco has begun working in a civil service exempt position, so she is not eligible to serve as a commissioner. Staff is currently working with the City Clerk's office to conduct a special employee election to fill the vacancy. **Budget:** Work with the Commission's budget analyst continues with the 2022 adopted budget.

9. CASE STATUS REPORT

- **Walters v. SPD-PSCSC No. 21-01-043-New Appeal:** Officer Walter withdrew his appeal. His union will take up the matter.
- **Young v. Fire-PSCSC No. 22-01-001APS-New Appeal:** Officer Young timely filed an appeal. Ms. Scheele is working with him to determine whether his appeal is within the jurisdiction of the PSCSC.
- **Case Status Report:** The commission reviewed the Case Status Report. Ms. Scheele reported the CSR has a new addition of the number of Request for Reinstatement and Request for Probationary Extensions submitted by Police and Fire.

10. EXECUTIVE SESSION: There was no Executive Session.

11. OLD/NEW BUSINESS: There was no Old/New Business

12. ADJOURN: All other business before the Commission having been considered, Commission Chair Connole adjourned the meeting at 11:06 a.m.

Respectfully Submitted on March 30, 2022, for the PSCSC

Teresa Jacobs. Executive Assistant

Approved for Publishing:

Stacy Connole, Chair

*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>.