



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 MEETING AGENDA

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

DATE: Wednesday, February 16, 2022

TIME: 10:00 a.m.

LOCATION: WebEx

Join from the meeting link

<https://seattle.webex.com/seattle/j.php?MTID=m694bb918a76e458adf12f6bc31ee8eaa>

Join by meeting number

Meeting number (access code): **2483 081 1973** Meeting password: **5nrGpRKcn33**

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You can also dial 173.243.2.68 and enter your meeting number.

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PUBLIC SAFETY CIVIL SERVICE COMMISSION
MEETING AGENDA
February 16, 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
 - January 19, 2022
6. COMMISSION
 - 2022 Chair Nomination and Potential Vote
 - 2022 April Meeting Date & June 20 Special Meeting Date
 - Consideration and Potential Final Approval/Recommendation by the Executive Director to Change Relative Weighting for Promotional Fire Lieutenant, Captain, Battalion Chief Weighting

DISCUSSION ITEMS

7. FIRE AND POLICE EXAM UNIT
 - Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator
 - Police Update-Rachael Schade, Police Exams Administrator
 - 2022 Entry Fire Fighter Exam and Register
 - (Final) 2022 Entry and Promotional Exam Schedule
 - [Fire and Police Exam Administration Training](#) (available at link)
 - Anti-Harassment and Anti-Discrimination e-Learning (available on Cornerstone)
 - Update on SHR Reorg. Public Safety exam staff moved to Recruiting unit.
8. EXECUTIVE DIRECTOR REPORT

- Departmental Work and Budget Update
- PSCSC Rules Progress Update

9. CASE STATUS REPORT

- Walter v. SPD-PSCSC No. 21-01-043-*Update*
- Young v. Fire-PSCSC No. 22-01-001APS-*Update*

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

11. OLD/NEW BUSINESS

12. ADJOURN

NEXT PSCSC MEETING
March 30, 2022 @ 10:00 a.m.
PSCSC Special Meeting
(Police Sgt. 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

- **January 19, 2022**



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

Commission Chair Stacy Connoles

Commissioner Dorothy Y. Leggett

Commissioner Joel A. Nark

Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

Public Safety Civil Service Commission January 19, 2022-Special Meeting Approved: February 16, 2022

1. **Call to Order:** Commission Chair Stacy Connoles 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 Connoles read the commission's land acknowledgement.
3. **Introductions (In Attendance)**
Commission: Commission Chair Stacy Connoles; Commissioner Dorothy Leggett
Not in Attendance: Commissioner Joel Nark, 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 Doug Johnson, SFD/Seattle Black Firefighters; Amanda Righi, Women's Alliance; Helen Fitzpatrick, Executive Director of Administration, Sarah Lee, HR Director, Dori Towler, SFD HR
4. **Public Comment:** No members of the public requested to give public comment.

ACTION ITEMS

5. APPROVAL OF MINUTES

- **October 20, 2021-Monthly Meeting**
- **November 15, 2021-Special Joint Meeting of the PSCSC & CSC**

The Commission reviewed the minutes of the October 20, 2021, monthly meeting and November 15, 2021, special joint meeting with the CSC. Commissioner Leggett moved to accept the minutes as written. Commissioner Connoles seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

6. COMMISSION

- **2022 Chair-**This item is tabled until the February meeting when all commissioners are present.
- **2022 Meeting Dates:** The commission discussed the meeting dates for 2022. Ms. Connoles stated she has a conflict for the April meeting date. Ms. Leggett stated she may have conflicts in the upcoming months. Ms. Scheele will contact each commissioner to establish which dates and times would be suitable to hold meetings.

DISCUSSION ITEMS

7. FIRE AND POLICE EXAM UNIT

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

- **2022 Tentative Exam Overview:** Ms. Grace Matsui presented the dates and timelines for review by the commission of the upcoming promotional exam dates for 2022.
- **Fire Update:** Ms. Grace Matsui stated she is currently working in the development of the Fire Captain, Battalion Chief written exams, and oral boards. The exam bibliographies were completed and made available on December 30. The written exam is tentatively scheduled for April 1. The application period that ran for two weeks has concluded. There are approximately 53 applicants for Fire Captain. 12 applicants for Battalion Chief, and 5 for Fireboat Pilot. The development of Fireboat Pilot is under way. The written exam will take place in the Summer. The practical exam will be held in September.
- **Police Update:** Ms. Schade reported that the Sergeant exam which is the only promotional exam for the year is currently in development and will be administered on March 5. The oral boards will be held over the weekend of March 23 & 24. The application period has been open since January 5 and will close at 11:59 pm on January 19. To date there are 101 applicants, 75 of so will participate. Ms. Schade stated the unit hopes to conduct 4 or 5 exam cycles in 2022 for the position of police officer. Ms. Schade also reported on the Police Officer examination that concluded on December 25. There were over 200 who participated with 158 passing. The physical agility and oral boards were administered for in-state candidates the weekend of January 14&15. The out-of-state was conducted to allow participants enough time to find less costly flights to Seattle. There were 90 candidates on the list, 51 were present, 33 passed the agility test. There were several candidates who didn't pass the preemployment screening. 3 had automatic disqualifications leaving 30 to move forward to oral boards. 60 candidates are signed up for a physical agility and oral board scheduled for January 29 & 30. Lateral entry oral boards will be held on January 22 that has 4 candidates who will participate. Ms. Schade updated the commission on health protocols for indoor testing.
- **Executive Director Update on Exception to PSCSC Rule 9.04 -Fire Captain and Battalion Chief Bibliography:** Ms. Scheele gave an update on the bibliography for battalion Chief and Fire Captain. The bibliography was published on December 30, pursuant to PSCSC rule 9.4. On January 3rd the Fire Department contacted Ms. Scheele to request a back date to the bibliography due to the changes of the Policies and Operating Guide (POG). Ms. Scheele interpreted that as a request for exception or extension to the 90 days the candidates are told they will get by Rule 9.4 to study for those exams. The written portions of the Captain and BC exams are scheduled for April 1, 2022. Ms. Scheele sought additional information from SFD, the exams unit, and Local 27 Firefighters' union about anticipated impacts if the exception or extension were to be granted. Ms. Scheele notified the department she will deny the request and send a formal notice of the denial.

8. EXECUTIVE DIRECTOR REPORT

Departmental Work and Budget Update: Ms. Scheele reported that staff continues to perform the work of the commission by receiving appeals for the Civil Service Commission and Public Safety Civil Service Commission. Staff is wrapping up the 2021 budget year and loading the 2022 adopted budget for approval. Staff continues to work with the Fire and Police departments,

meeting regularly to discuss their promotional and staffing needs and issuing certifications in the cases of promotions. The commission reviewed the budget to actuals.

9. CASE STATUS REPORT

- **Crawford v. PSCSC-COA 82892-4-Update:** Ms. Scheele reported Lt. Crawford filed a motion for a voluntary withdrawal of his appeal at the court of appeals. The matter is concluded.
- **Walter v. SPD-PSCSC No. 21-01-043-New Appeal:** Officer Walter filed a disciplinary appeal. His appeal was timely and within the jurisdiction of the commission. Officer Walter was granted a stay of his appeal while waiting on whether his union would take the matter to arbitration.
- **Young v. Fire-PSCSC No. 22-01-001APS-New Appeal:** Officer Young timely filed an appeal. Ms. Scheele has requested additional information from him about the nature of his claim.
- **Weighting Change Request**
Ms. Scheele reported she spoke with SFD Captain Doug Johnson and Lt. Amina Bakke. They were representing themselves and the Black Firefighter's Union and Women's Alliance. They are requesting a change to the relative weighting of the Fire Captain and Battalion Chief promotional exams. The current relative weights are 60% written and 40% oral. Their request is for the weightings to be changed to 50% written and 50% verbal. Ms. Scheele is in the process of speaking with stakeholders before making a recommendation to change the weighting. Ms. Scheele heard from Local 2898 and Local 27 and is seeking a formal response from the Fire department. The commission opened the meeting for anyone in attendance to speak on the matter. Captain Doug Johnson, President of the Black Firefighters Union, stated he understood that some time in the past, the weighting had been 50/50 he thought it would be more equitable to change it back. Helen Fitzpatrick, Executive Director, Executive Director of Administration for the SFD, stated that she met with Chief Scoggins, and they respond in writing to Ms. Scheele. She also stated that the Fire Department did not have concerns about changing the weighting. Amanda Righi, Firefighter/Paramedic and President of the Women's Alliance reiterated Captain Johnson's statement and that she thought giving the oral board more weight would be more equitable. Captain Johnson requested that the reason for any changes be documented and that people in affinity groups be given access to the information or participate. Chief Moser gave background on the weighting, stating that the weighting has always been 60/40 dating back to his taking exams in the 90's. Chief Moser stated that maybe looking at all the exams to see where Fire is at weighting and eligibility requirements to verify there aren't any inequities.

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 Connoles adjourned the meeting at 11:26 a.m.

Respectfully Submitted on February 16, 2022, for the PSCSC

Teresa Jacobs. Executive Assistant

Approved for Publishing: _____

Stacy Connoles, Chair

6. COMMISSION

- **2022 Chair Nomination and Potential Vote**
- **2022 April Meeting Date & June 20 Special Meeting Date**
- **Consideration and Potential Final**

**Approval/Recommendation by the Executive Director to
Change Relative Weighting for Promotional Fire Lieutenant,
Captain, Battalion Chief Weighting**

- **2022 Chair Nomination and Potential Vote**

- 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.

- **2022 April Meeting Date & June 20 Special Meeting Date**

To: Public Safety Civil Service Commissioners
From: Teresa R. Jacobs
Date: February 16, 2022
Re: 2022 Meeting Dates

Commissioners,

At the January 19, 2022 meeting, commissioners stated conflicts with scheduling the April 19 meeting. This meeting could potentially have the Fire Captain & Fire Battalion Chief written exam appeals for review. We will look at alternate dates to schedule in April. In addition, June 20 is the the observed City Holiday of Juneteenth, this is scheduled as a special meeting for potetial Fire Captain oral board appeals. Under the advisement of Exams Administrator Yoshiko Grace Matsui we will (re)schedule these two meetings to accommodate the units exam timeline. Thank you.

***Alternative Dates for Exam Appeal Review**

January 19, 2022	February 16, 2022	March 30, 2022* Police Sgt. Written Exam Appeal Review
April 19, 2022* 9:00 am Fire Captain & Fire Battalion Chief Written Exam Appeal Review	May 23, 2022* Police Sgt. Oral Board Exam Appeal Review	June 20, 2022* Fire Captain Oral Board Exam Appeal Review
July 20, 2022 Fire Battalion Chief Oral Board Exam Appeal Review	August 17, 2022	September 21, 2022
October 19, 2022	November 16, 2022	December 21, 2022

- **Consideration and Potential Final Approval/Recommendation by the Executive Director to Change Relative Weighting for Promotional Fire Lieutenant, Captain, Battalion Chief Weighting**



City of Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele, Executive Director

MEMORANDUM

DATE: February 14, 2022
TO: Public Safety Civil Service Commission (PSCSC)
FROM: Andrea Scheele, Executive Director
SUBJECT: Executive Director's recommendation to change relative weights of components for Fire Lieutenant, Fire Captain, and Battalion Chief promotional exams

REQUEST PRESENTED

In January 2022, the 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. ¹ The written request is attached as Exhibit A.

APPLICABLE PSCSC RULE

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."

¹ They also requested implementation of a minimum passing score for the oral board component, but that would be in direct opposition to PSCSC R. 9.12.b, which states "For the Fire promotional exams, tests consisting of interview and evaluation records shall be graded with 100% as the maximum and no minimum score shall be set on the oral exam. Candidates will receive whatever score attained on the oral exam up to 100%."

REASONS FOR THE REQUESTED CHANGE

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 feel 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% of the total test score will better evaluate candidates' ability to apply the "on the ground" skills necessary to be a successful Fire Officer.

I 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. I 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.

IAFF Local 27 and IAFF Local 2898 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. Written responses of stakeholders are attached at Exhibit B.

PUBLIC SAFETY CIVIL SERVICE TESTING- PURPOSES AND LIMITATIONS

PSCSC and the Public Safety Exams Unit develop and administer promotional civil service exams which are scored based on objective criteria and validated for job-relatedness. After the exam, a ranked promotional register is published that reflects passing candidates' final score, which is determined through a calculation of: 1) their performance on the exam, 2) their appropriate service credit (up to 10 points), and 3) any applicable preference points (up to five percent of their exam score). Civil service exams are limited in purpose, scope and duration and are not intended to be the only factor upon which promotional appointments should be made.

In Seattle, when an appointing authority needs to fill a civil service vacancy by promotional appointment, the department requests a certification from the Executive Director of the PSCSC. PSCSC R. 11.02. They issue a certification listing the names of the five available highest ranked eligible candidates for promotional consideration (or more, if more than one vacancy is to be filled). PSCSC R. 11.03.c(1).

After the certification is provided, the appointing authority may evaluate the certified candidates based on factors the exam does not measure (e.g., service to the department, disciplinary history, demonstrated leadership, experience in a similar role, etc.). The authority to make a promotional appointment from the names listed in certification is entirely within the discretion of the appointing authority.

RECOMMENDATION

Captain Johnson, Lieutenant Bakke, and Paramedic/FF Righi correctly observed that communication, judgement, interpersonal skills, leadership, conflict management, public relations, coaching/instructing are critical and relevant competencies for the Fire Officer ranks and also that the oral board evaluates those competencies. It is helpful to have the perspectives of the City's labor partners, Local 27, Local 2898, and know that they do not object to the proposed 50-50 weighting of the written and oral board components. Public safety exam staff similarly has no objection to the requested change, and the Seattle Fire Department supports the granting of the request.

After much consideration and reflection upon the original request, comments shared at the January 19, 2022 meeting of the PSCSC, the materials and perspectives provided by stakeholders, and applicable laws and rules, **I recommend 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.**

Cc:

Chief Harold Scoggins, Seattle Fire Department (SFD)
Sarah Lee, Human Resources Director, SFD
Lt. Kenny Stuart, President, IAFF Local 27
Secretary/Treasurer Dubra Sutey, IAFF Local 2898
Captain Douglas Johnson, Seattle Black Firefighter's Association
Paramedic/ FF Amina Bakke, Seattle Firefighter Women's Alliance
Lt. Amanda Righi, Seattle Firefighters Women's Alliance
Dave Wright, SHR
Yoshiko Grace Matsui, SHR
Rachael Schade, SHR
Adelaide Alderks, SHR
Dori Towler, SFD
Keith Gulley, SHR

A Proposal for Change, SFD Promotional Testing

(Amina Draft 1/12/22)

What we have:

Promotional testing for rank of Lieutenant and higher balanced with 60 percent of score from Written Test, 70 percent minimum to pass and 40 percent of score from Oral Examination, no minimum to pass. Score based on a curve.

Proposed Changes:

Adjust the weight of promotional testing for rank of Lieutenant and higher with an equal scoring balance of between Written and Oral Examinations. 50 percent of score from Written and 50 percent of score from Oral Examination. Implement a minimum passing score of 70 percent for Oral Boards. Score based on a curve.

Why Change the balance?

1. Fire Officers need specific skills and abilities to allow them to successfully interact in the dynamic and challenging situations presented to the Fire Department both in fire stations, during training and on emergency responses.

These skills are listed in the “Outline of the Command Job” for each rank.

The Written Exam tests candidates on their knowledge of the reading material. The Oral Board allows a candidate to demonstrate these skills and communicate how they would handle a variety of problems and situations. A candidate should be able to communicate their skills and abilities effectively as evaluated by a panel of subject matter experts in order to meet the minimum requirements of the job. Implementing a minimum passing score of 70 percent ensures that the candidate has appropriate qualifications for the job.

Examples from “Outline of the Command Job”:

- Gives concise clear commands
- Accountable for assigned personnel at emergency scene
- Adapts to changing situations
- Ability to develop, implement and carry out appropriate emergency scene strategies and tactics.
- Complete a size-up, communicate a radio report and make initial decisions while operating as a first-in company to an emergency scene.
- Manage assigned resources and order additional resources as needed.
- Give clear and concise commands to subordinates.
- Promote effective station leadership through mentoring and leading by example.
- Motivates personnel to work as a team.
- Gives clear, understandable instructions, explaining objectives and expectations.
- Communicates expectations clearly and resolves performance issues through communication, training and progressive discipline.
- Communicates effectively with supervisors

- Communicates effectively with subordinates
- Cooperates and communicates effectively with other officers
- Supports management requirements and objectives; does not speak negatively about policies or management

2. Our promoted ranks **lack diversity.**

Currently in the Seattle Fire Dept, our minority groups are underrepresented in the ranks of Lieutenant, Captain and Battalion Chief. *The Seattle Fire Department was founded by white males and they make up the majority of our ranks.* Women and Minorities do not have an equal playing field when it comes to networking for written exam information and preparation. Women and Minorities don't have strength in numbers, are often not groomed into leadership roles and have less access to mentorship in the role they are pursuing.

The Oral Exam allows candidates to demonstrate their commitment to diversity and explain what experiences and traits they embody that would make them an asset to our organization. Balancing the score would allow people of diverse backgrounds the ability to perform in both sections and have those scores weighted fairly.

3. Historically there is very little “on the job” training for Fire Officers. Especially in the rank of Lieutenant, candidates who make the promotional list are often sent out in “Acting Lieutenant” positions to practice and learn the job while awaiting a promotion. High scoring candidates can be promoted before any training even occurs. Many times these Firefighter/Officers work with brand new probationary members and are expected to train and evaluate those members. It is equally as important that they know the Policies and Operating Guidelines of the SFD as that they are capable of communicating efficiently, showing compassion to people of diverse backgrounds and handle tactical scenarios. The Oral Examination evaluates these skills. Having a balanced weight between the two tests ensures that someone who is great at retaining written information can also apply those skills in real life. Having a minimum passing score on the Oral Examination, scored by field experts, ensures the candidate meets minimum qualifications to learn the skills of the job.

Scheele, Andrea

From: Kenny Stuart <kstuart@iaff27.org>
Sent: Tuesday, January 18, 2022 10:01 PM
To: Scheele, Andrea
Subject: Re: PSCSC- Update on request for change to relative weighting for Lieutenant, Captain, BC exams- ACTION requested

CAUTION: External Email

Andrea,
Local 27 has no objections to the proposed change.

Kenny Stuart
President
Seattle Fire Fighters Union, IAFF Local 27
Lieutenant
Ladder Co. 8
Seattle Fire Department
"Do right, fear not."

From: Scheele, Andrea <Andrea.Scheele@seattle.gov>
Sent: Tuesday, January 18, 2022 4:39:11 PM
To: Kenny Stuart <kstuart@iaff27.org>; Walsh, Tom <Tom.Walsh@seattle.gov>; Scoggins, Harold D <Harold.Scoggins@seattle.gov>; Fitzpatrick, Helen <Helen.Fitzpatrick@seattle.gov>; Lee, Sarah (SFD) <Sarah.Lee@seattle.gov>; South, Michael <michael.south@seattle.gov>
Cc: Jacobs, Teresa <Teresa.Jacobs@seattle.gov>
Subject: PSCSC- Update on request for change to relative weighting for Lieutenant, Captain, BC exams- ACTION requested

Hello Chief Scoggins, President Stuart, President Walsh, Michael, Sarah, and Helen:

Good afternoon. I hope that this email finds you healthy and rested. 😊

As I expect you know, Captain Johnson and Lt. Bakke have requested the PSCSC approve a change to the relative weighting for promotional exams (Lt., Capt., BC) to 50% written, 50% oral board. The current weighting is 60% written, 40% oral board.

As part of my role as ED, I make recommendations to the PSCSC on certain topics for final action by the commission. To develop a recommendation on this request, I invite SFD, L27 and L2898 to weigh in.

There is a PSCSC meeting tomorrow at 10 am, but there will not be a vote or approval of the request at that time. I will inform PSCSC that the change was requested, and that I am gathering feedback from you all as part of my due diligence. You may send a representative to tomorrow's PSCSC meeting to share your perspective, or you may provide your feedback in writing, or you may do both. You will have plenty of opportunity to weigh in in advance of my recommendation, even if you can't attend tomorrow.

I request that you provide the union's / department's perspective on the request on or before February 2, so that I may prepare a recommendation for the PSCSC's consideration. If you cannot provide a response by Feb. 2, please contact me. I am also happy to meet to discuss.

The commission may take final action on the request at the February meeting.

Take care.



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

SEATTLE FIRE CHIEFS ASSOCIATION

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 2898



January 18, 2022

Public Safety Civil Service Commission,

Per your request, this letter serves as notice that The Seattle Fire Chief's Association (IAFF Local 2898) has no objection to changing the weighting of Seattle Fire Department promotional exams from the current model of 60% written exam/40% oral board to the proposed 50% written exam/50% oral board.

Local 2898 appreciates being invited into this discussion and looks forward to working in cooperative partnership with Public Safety Civil Service in the future. If there are any questions, please don't hesitate to contact Debra Sutey, Secretary/Treasurer at Local2898fc@gmail or 1-206-595-4147.

Regards,

A handwritten signature in blue ink, appearing to read "Debra Sutey", is written over a faint, larger version of the same signature.

President: Tom Walsh
Vice President: Rebecca Gonzales
Secretary/Treasurer: Debra Sutey
Local2898fc@gmail.com



City of Seattle
Mayor Bruce Harrell

January 31, 2022

Andrea Scheele, Executive Director
Public Safety Civil Service Commission
Phone: 206-233-71181 Cell: 206-437-5425
andrea.scheele@seattle.gov

**RE: PROPOSED CHANGE TO PROMOTIONAL EXAM AND ORAL BOARD
WEIGHTING**

Dear Ms. Scheele,

This letter is in response to your January 18, 2022 email requesting SFD's perspective on the proposed change to promotional exam and oral board weighting. The current weighting is 60% for the written exam and 40% for the oral board.

Representatives Captain Doug Johnson and Lieutenant Amina Bakke from Seattle Black Firefighter's Association and Seattle Fire Department Women's Alliance requested adjusting weight of promotional testing for rank of Lieutenant and higher with an equal scoring balance between written and oral examinations to 50% written and 50% oral.

They listed three reasons for the request. First, fire officers need specific skills and abilities to successfully interact in various challenging situations as specified in the "Outline of the Command Job" for each rank. Although the written exam tests candidates on their knowledge of the reading material, the oral examination/board allows a candidate to actually demonstrate these command job skills and communicate how they would handle various challenging situations. Command job skills require officers to:

- Give concise clear commands
- Complete a size-up, communicate a radio report and make initial decision while operating as a first-in company to an emergency scene
- Communicate clearly with supervisors and subordinates
- Give clear, understandable instructions, explaining objectives and expectations

Second, having an equally weighted oral exam would allow candidates to demonstrate their commitment to diversity and explain what experiences they embody that would make them an asset to the department. Minority groups are underrepresented in the Lieutenant, Captain, and Battalion Chief ranks. Consequently, they are not often tutored into leadership roles and have less access to mentorships in positions they are pursuing, which results in an unequal playing field. Balancing the scoring would allow people of diverse backgrounds to perform in both sections and have those scores weighted equitably.

Third, it will have a positive impact for "on the job" training. This is because in the promotional ranks those who make the promotional list are often sent out in "Acting" positions to practice and learn the job while awaiting a promotion. High scoring candidates can be promoted before any training even occurs wherein, they work with brand new probationary members and are then expected to train and evaluate those members. Thus, it is equally as important that they not only know the Policies and Operating Guidelines of the SFD but that they can communicate efficiently, showing compassion to people of diverse backgrounds and handle tactical scenarios.

At the January 19, 2022 PSCSC meeting, representatives from the two associations further emphasized the need for the change because equity concerns based on historical racial demographics of SFD and that communication skills have played a larger part of job duties in the promotional ranks in recent years.

SFD finds the request for the proposed change reasonable and compelling given the reasons provided by the associations as well as our own day in life experiences at SFD. Accordingly, SFD supports the proposed change.

Sincerely,



Harold D. Scoggins, Fire Chief
Seattle Fire Department

HDS:db

cc: Sarah Lee, Director of Human Resources

7. FIRE AND POLICE EXAM UNIT

- **Fire Update-Yoshiko Grace Matsui, Fire Exams Administrator**
- **Police Update-Rachael Schade, Police Exams Administrator**
- **2022 Entry Fire Fighter Exam and Register**
- **(Final) 2022 Entry and Promotional Exam Schedule
(View Attachment)**
- **[Fire and Police Exam Administration Training](#) (available at link)**
- **Anti-Harassment and Anti-Discrimination e-Learning (available
on Cornerstone)**
- **Update on SHR Reorg. Public Safety exam staff moved to
Recruiting unit.**

- **(Final) 2022 Entry and Promotional Exam Schedule**

City of Seattle Fire & Police Exams Unit

Examination Dates and Timelines

February 15, 2022

Police Sergeant – Written Exam

- Written Exams: March 5
- Protest Period: March 7 – 9
- Appeal Period: March 15 – 22
- PSCSC Meeting (Appeal Review): March 30

Firefighter– Application and Testing

- Application Period: March 1 – April 19
- Video Exams: March 1 – April 26 (will accept valid scores from up to 6 months prior April 26)
- Register published: Tentatively June 15, 2022

Fire Captain and Fire Battalion Chief – Written Exam

- Written Exams: April 1
- Protest Period: April 4 – 6
- Appeal Period: April 11 – 14
- PSCSC Meeting (Appeal Review): April 19, 9 AM*

Police Sergeant – Oral Board

- Oral Board Exam: April 23 – 24
- Protest Period: April 25 – 27
- Appeal Period: April 29 – May 4
- Assessor Review: May 2 – 6
- PSCSC Meeting (Appeal Review): May 23
- Register: July 14

Fire Captain – Oral Board

- Oral Board Exam: May 16 – 20
- Protest Period: May 23 – 25
- Appeal Period: June 1 – 6
- PSCSC Meeting (Appeal Review): June 20 (*Need to reschedule – conflict with Juneteenth Holiday)
- Register: August 15, 2022

Fire Battalion Chief – Oral Board

- Oral Board Exam: June 13 – 18
- Protest Period: June 20 – 22
- Appeal Period: July 11 – 20
- PSCSC Meeting (Appeal Review): July 20

Fireboat Pilot – Written Exam

- Written Exams: July 13
- Protest Period: July 14, 15, 18
- Appeal Period: July 20 – 22
- PSCSC Meeting (Appeal Review): July 27

Fireboat Pilot – Practical Exam

- Practical Exam: September 12 – 16
- Protest Period: September 19 – 21
- Appeal Period: September 26 - 29
- PSCSC Meeting (Appeal Review): October 19
- Register: December 15, 2021

8. EXECUTIVE DIRECTOR REPORT

- **Departmental Work and Budget Update
(View Attachment)**
- **PSCSC Rules Progress Update**

- **Departmental Work and Budget Update
(View Attachment)**

CIV Budget
As of February 15, 2022

TRANS_TYPE								

Personnel Svcs	VCADMIN - Leadersh	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	403.34	15,094.66	15,094.66	2.6%	97.4%
		520020 - Medicare	4,181.00	94.34	4,086.66	4,086.66	2.3%	97.7%
		520070 - Insurance Prem-Health & Dental	30,891.00	6,460.00	24,431.00	24,431.00	20.9%	79.1%
		520090 - Insurance-Group Fund Life	206.00	0.79	205.21	205.21	0.4%	99.6%
		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		10.50	(10.50)	(10.50)		
		510110 - Salaries & Wages-Temp/Intermit	1,184.00	5,858.40	(4,674.40)	(4,674.40)	494.8%	-394.8%
		520110 - Insurance-Death Benefit Pay	19.00	1.20	17.80	17.80	6.3%	93.7%
		520320 - Employee Assistance Premium	38.00		38.00	38.00	0.0%	100.0%
		520011 - Fica Fsa Dcap & Health		44.11	(44.11)	(44.11)		
	VCCIVILSV - Civil Serv	510010 - Salaries & Wages		20,847.30	(20,847.30)	(20,847.30)		
		510020 - Holiday		395.92	(395.92)	(395.92)		
		510070 - Part Time-Salaries & Wages		3,600.00	(3,600.00)	(3,600.00)		
		520010 - Fica		1,594.89	(1,594.89)	(1,594.89)		
		520020 - Medicare		373.01	(373.01)	(373.01)		
		520090 - Insurance-Group Fund Life		11.85	(11.85)	(11.85)		
		520100 - Insurance-Longterm Disability		1.81	(1.81)	(1.81)		
		520300 - Pension-City Retirement Sys		3,697.93	(3,697.93)	(3,697.93)		
		520080 - Insurance-Wash St FML		42.42	(42.42)	(42.42)		
		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	45,832.10	360,578.90	360,578.90	11.3%	88.7%
			601,557.00	68,415.17	533,141.83	533,141.83	11.4%	88.6%
			601,557.00	68,415.17	533,141.83	533,141.83	11.4%	88.6%

9. CASE STATUS REPORT

- **Walter v. SPD-PSCSC No. 21-01-043-*Update***
- **Young v. Fire-PSCSC No. 22-01-001APS-*Update***

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
FEBRUARY 2022**

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	22-01-001	Young	Fire	9-4-2022	Separation		Pending review of jurisdiction.	PSCSC

DISMISSED/CLOSED:

Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	APPEAL	ISSUE/REQUESTED OUTCOME	DECISION/DATE DISMISSED	PRESIDING
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	

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

RRM=Request to Review or Modify (PSCSC 2.13.b)

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

**PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
FEBRUARY 2022**

	Type	CASE NUMBER	DEPT	DATE REQUESTED	REQUEST	POSITION	STATUS
REQUEST FOR REINSTATEMENT	RFR	22-05-007RFR	SPD	2-7-2022	Request for Reinstatement	Lieutenant	Pending Decision of Chief
REQUEST FOR PROBATIONARY EXTENSION	RFR	22-05-008RFR	SPD	2-7-2022	Request for Reinstatement	Officer	Pending Decision of Chief
	RFR	22-05-009RFR	SPD	1-12-2022	Request for Reinstatement	Officer	Pending Decision of Chief
	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	22-05-003-2RPE*	SPD	2-8-2022	Request for Probationary Extension	Officer	Approved by ED

A=Appeal (PSCSC 6)

E=Exam Protest (PSCSC 9.22)

RRM=Request to Review or Modify (PSCSC 2.13.b)

Request for Reinstatement (PSCSC 10.03)

Request for Probationary Extension (PSCSC 12.02)

- **Young v. Fire-PSCSC No. 22-01-001APS-*Update***



CITY OF SEATTLE CIVIL SERVICE COMMISSIONS

APPEAL NO. 22-01-001APS

FILED: January 4, 2022 ^{TRJ}

NOTICE OF APPEAL TO THE PUBLIC SAFETY CIVIL SERVICE COMMISSION

The appeal must be received by the Executive Director **within 10 (ten) days**, following the received date or the postmarked date of the final notice from the department to the appellant.

INSTRUCTIONS: Complete all the pages, sign and attach any documents or correspondence that you have received from the Department related to your appeal. Send by postal or hand deliver to the Executive Director, Civil Service Commissions 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-472 or email to Andrea.Scheele@seattle.gov or Teresa.Jacobs@seattle.gov

An original signature of the appellant or authorized representative is required for appeals.

i. ANDREW YOUNG FS 22 206 386 1400
Appellant's Full Name Work Address Work Telephone
[REDACTED]
Residence Address City /State/Zip Home Telephone/Email
FIRE LIEUTENANT FIRE
Job Title/Position Department/Unit Immediate Supervisor
JULY 15, 2015 04/18/2001 [REDACTED]
Start Date in Position City Employee Since, Month/Date/Year Employee ID #

ii. **ACTION BEING APPEALED: (check one)**

☐ Suspension

☒ Discharge

☐ Demotion

☐ Violation of Article XVI of the Charter of the City of Seattle, PSCSC Ordinance or PSCSC Rules
(Please list the rule): _____

☐ Other Personnel Related Issue: (Please briefly state the issue): _____

if needed, you may provide the following information on an additional sheet of paper and attach any documents or correspondence that you have received from the Department related to your appeal.

Reason for this appeal (Please include dates, location and action): SFO
VIOLATED MY CIVIL RIGHTS ON 12/22/21
BY TERMINATION.

Remedy Sought (What do you want?): REINSTATEMENT

III. **UNION:**

WHAT IS THE NAME OF YOUR UNION ASSOCIATION OR GUILD?

SEATTLE FIRE FIGHTERS UNION Local Number: 27

☐ I HAVE / ☒ I HAVE NOT filed a grievance on the same issues that I identified in this appeal, with my union or bargaining unit.

- This matter ☐ IS / ☒ IS NOT the subject of arbitration pursuant to a collective bargaining agreement.

IV. **ATTORNEY/AUTHORIZED REPRESENTATIVE:**

An Attorney or a representative is **NOT** required for the appeal process.

- Do you have an attorney or another person representing you for this appeal? ☒ YES ☐ NO
If yes, please have your attorney submit a **NOTICE OF APPEARANCE** to the Commission Office and Department. All documents and information related to the appeal will go to the attorney or representative.

Name: NATHAN ARNOLD

Firm: ARNOLD & JACOBOWITZ PLLC

Address: 2701 1ST AVE SE 200 SEATTLE WA 98121

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

Email: NATHAN@CALLAWYERS.COM

Signature of Attorney/Representative: (If filling out this form):

Date

A. **APPELLANT:**

If you **do not** have an attorney or a representative, please enter the address where All documents related to this appeal should be sent:

Mailing Address: _____

Personal Email: _____

Home/Cell Phone (Include Area Code): _____

ANDREW YOUNG
APPELLANT'S NAME (PLEASE PRINT)

[Signature] 01/04/22
SIGNATURE OF APPELLANT DATE

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



City of Seattle

CIVIL SERVICE COMMISSIONS

Andrea Scheele, Executive Director

Public Safety Civil Service Commission

Commission Chair Stacy Connoles

Commissioner Dorothy Leggett

Commissioner Joel A. Nark

January 14, 2022

Lt. Andrew Young



Nathan Arnold

Arnold & Jacobowitz, PLLC

nathan@cajlawyers.com

**Re: *Andrew Young v. Seattle Fire Department*
PSCSC No. 22-01-001APS**

Dear Lt. Young:

On January 4, 2022 the Public Safety Civil Service Commission (PSCSC) received your Notice of Appeal to the Public Safety Civil Service Commission. Your notice is under review by the Executive Director for timeliness and jurisdiction, and this is a request for additional information regarding the nature of alleged civil rights violations.

You wrote in your Notice of Appeal, "*SFD violated my civil rights on 12/22/2021 by Termination,*" but did not which laws and/or rules you allege SFD violated, nor a description of the underlying facts.

On or before January 21, 2022, please provide a brief written statement of your appeal. Please include 1) a statement of which laws and/or rules SFD allegedly violated, and 2) a description of the facts that amount to the violation or violations.

You may submit a maximum of two typed pages, delivered by email to me and Teresa Jacobs at Teresa.jacobs@seattle.gov, with courtesy copies to all individuals cc'd on this communication.

After reviewing your written/mailed statement, my office will communicate next steps:

1. The PSCSC may review receive an update on your appeal at its next scheduled meeting, January 19, 2022 and monthly meetings thereafter, while the appeal remains open. You will be notified if further information is needed, or if action has taken place regarding your appeal. Your presence is not required at monthly meetings, although you are welcome to attend. Attendance information is available at the PSCSC's website.

2. Your appeal may be referred in whole or part to the agency of the City that has jurisdiction over an alleged violation that is outside the jurisdiction of the PSCSC. *PSCSC Rule 2.15*¹.
3. If the Executive Director determines that your appeal is not within the jurisdiction of the PSCSC, a dismissal order will be issued.
4. A dismissal may be appealed to the Commission within ten (10) days of the order. *PSCSC Rule 2.13*²

If Mr. Jacobowitz will represent you in this matter, his office is requested to file a Notice of Appearance.

You may contact me with questions at (206) 233-7118 or Andrea.Scheele@seattle.gov.

Sincerely,



Andrea Scheele
Executive Director

AS/trj

Copy w/ Encl:

Chief Harold Scoggins, SFD
Sarah Lee, Human Resources Director, SFD
Kimberly Loving, Interim HR Director, SDHR

¹ 2.15 REFERRAL. An appeal or petition alleging a violation of a rule or ordinance related to employment enforced by another City agency, shall be referred by the Commission to the agency of the City having jurisdiction over such alleged violation.

² b. Any person adversely affected by any action or decision of the Executive Director may request the Commission to revise or modify such action or decision. Such request shall be in writing setting forth with reasonable certainty the action objected to, the grounds supporting the request, and the relief sought, and must be made within 10 days from the date of notice of such action unless established otherwise by City Charter or elsewhere in these Rules. The Commission shall thereupon, if in its opinion good cause is shown, conduct a hearing thereon.

January 17, 2022

Andrea Scheele
Executive Director

Dear Ms. Scheele:

This letter is in response to your letter to me dated January 14, 2022, where you have requested additional information for my appeal to the Public Safety Civil Service Commission. The following will address the laws and or rules that the Seattle Fire Department violated and a description of the underlying facts.

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.

Please let me know if you have any other questions and I reserve the right to add additional Constitutional deprivations as the case proceeds.

Sincerely,



Andrew Young



City of Seattle

PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele, Executive Director

February 15, 2022

Lt. Andrew Young

Private contact information

Re: *Andrew Young v. Seattle Fire Department*
PSCSC No. 22-01-001APS

Dear Lt. Young:

This letter is in response to your letter dated January 17, 2022, in which you stated that the grounds for appeal to the Public Safety Civil Service Commission (the Commission) include alleged violations of your “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.”

The Commission’s jurisdiction in this context is limited to appeals alleging that the discharge was not made in good faith or for cause. *See* SMC 4.08.100.A (“The hearing shall be confined to the determination of the question of whether such removal, suspension, demotion, or discharge was made in good faith for cause.”). Neither your January 17, 2022 letter nor your Notice of Appeal appear to contain any allegation that your discharge was either not “for cause” or not “in good faith.” Instead, you allege that your termination was discriminatory or otherwise violated your civil rights.

The Commission only has authority to review matters within its jurisdiction. The issues you have identified, however, are outside of the Commission’s jurisdiction. For that reason, pursuant to PSCSC Rule 2.15 and SMC 4.08.100.D, the Commission will refer your appeal to the Seattle Office for Civil Rights (OCR), which has jurisdiction over charges alleging unfair employment practices, including employment discrimination. *See, e.g.,* SMC 14.04.040.A, and SMC 14.04.060.A–.080. You will be cc’d on the referral to OCR.

Within ten (10) calendar days of this letter, you may provide additional explanation, evidence, or argument setting forth how your discharge was not in good faith or for cause.

Sincerely,

A handwritten signature in cursive script, appearing to read "Andrea Scheele".

Andrea Scheele
Executive Director

Cc:

Nathan Arnold, Private contact information

Sarah Lee, Seattle Fire Department, sarah.lee@seattle.gov

- **Walter v. SPD-PSCSC No. 21-01-043-*Update***

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

In the matter of the appeal of

Eric Walter,

Appellant

V.

SEATTLE POLICE DEPARTMENT,

Respondent

DISMISSAL ORDER

PSCSC No. 21-01-043

The City of Seattle Public Safety Civil Service Commission hereby enters the following:

ORDER OF DISMISSAL

On November 22, 2021, the Appellant filed an appeal with the Public Safety Civil Service Commission regarding his suspension. On January 24, 2022, the commission received notice from the appellant via email that he has elected to pursue the matter through his union under the rights in the collective bargaining agreement. A signed Notice of Withdrawal from the Appellant was received on January 25, 2022. The appeal is hereby dismissed with prejudice.

Dated this 31st day of January, 2022

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

Andrea Scheele

Andrea Scheele, Executive Director
Public Safety Civil Service Commission
(206) 233-7118 * FAX: (206) 684-0755

Eric Walter
Appellant,

vs.

SEATTLE POLICE DEPARTMENT
CITY OF SEATTLE
Respondent

DECLARATION OF SERVICE

CSC No. 21-01-043

I, Teresa R.Jacobs, Executive Assistant of City of Seattle Civil Service Commissions, 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: **Dismissal Order**

Party	Method of Service
Appellant: Eric Walter [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Police Department Chief Adrian Diaz, SPD c/o Catherine Seelig, Assistant City Attorney Catherine.Seelig@seattle.gov	<input checked="" type="checkbox"/> E-Mail
Cc: Rebecca Boatright, Executive Director, Legal Affairs Rebecca.Boatright@seattle.gov Mike Fields, Executive Director, Human Resources MichaelR.Fields@seattle.gov Alyssa Pulliam, HR Strategic Advisor Alyssa.Pulliam@seattle.gov	<input checked="" type="checkbox"/> E-Mail

DATED: January 31, 2022 at Seattle, Washington.

For the Public Safety Civil Service Commission

Teresa R. Jacobs

Teresa R. Jacobs
Executive Assistant



City of Seattle
Civil Service Commissions

VOLUNTARY REQUEST TO WITHDRAW APPEAL

This matter was before the: ☒ **Public Safety Civil Service Commission** ☐ **Civil Service Commission**

¹ Appellant Name: Eric Walter		¹ CSC/PSCSC Case No: 21-01-043	¹ Date: 1/25/22
¹ Respondent: Seattle Police Department		Appellant's Authorized Representative:	

¹ Denotes required field

Please select the appropriate action below:

- ☒ I am the above-named **Appellant**, and hereby withdraw my appeal in the above-referenced matter. Although you are not required, you may state the reason for withdrawal:
- ☐ I am the above-named **Authorized Representative** of the Appellant, and hereby withdraw the appeal in the above-referenced matter on the Appellant's behalf.
- ☐ I am the above-named **Appellant**. Respondent and I have entered into a settlement agreement which resolves the appeal to my satisfaction. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.
- ☐ I am the **Authorized Representative** of the Appellant. Respondent and Appellant have entered into a settlement agreement which resolves the appeal to the satisfaction of the Appellant. (See: CSC Rule 5.22E 1-3). The settlement agreement is attached for the record.

By signing and dating below, I certify that the information on this form is correct.

Signature: E. Walter

Date: 1/25/22

Please submit this completed form via email to andrea.scheele@seattle.gov. This form may also be submitted via regular mail to **City of Seattle Civil Service Commission, 700 5th Avenue, Suite 1670-P.O. Box 94729, Seattle, WA 98124-4729** or by fax to (206) 684-0755. If you are sending via regular mail, please notify staff that you are mailing in the document.

A Dismissal Order will be issued by the Presiding Officer or Executive Director.