



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

AGENDA

PUBLIC SAFETY CIVIL SERVICE COMMISSION

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

DATE: Wednesday, March 24, 2021

TIME: 10:00 am

LOCATION: WebEx

Join from the meeting link:

<https://seattle.webex.com/seattle/j.php?MTID=m9352bf5d97fc95b47c7be6502d7b2ef7>

Join by meeting number 187 939 8172 **Meeting password:** QeBpisjx473

Tap to join from a mobile device (attendees only)

+1-206-207-1700,,1879398172## United States Toll (Seattle)

+1-408-418-9388,,1879398172## 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 1879398172@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 1879398172.seattle@lync.webex.com

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

City of Seattle Civil Service Commissions

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

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

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AGENDA

Public Safety Civil Service Commission

March 24, 2021

Meeting documents will be posted to the commission website the day of the meeting.

<http://www.seattle.gov/public-safety-civil-service-commission/monthly-meetings>

AUDIO/VIDEO TECH CHECK

CALL TO ORDER-INTRODUCTIONS-PUBLIC COMMENT

1. APPROVAL OF MEETING MINUTES
 - February 17, 2021
2. FIRE AND POLICE EXAM STAFF RECOGNITION
3. FIRE AND POLICE EXAM UNIT
 - Yoshiko Grace Matsui, Fire Exams Analyst
 - Rachael Schade, Police Exams Analyst
4. EXAM PROTEST APPEALS
 - Police Lieutenant
 - Fire Lieutenant (Potential)
5. PSCSC ADMINISTRATION
 - Financial Interest Statements
 - Scheduling Closed Session for Hearing Panel
6. EXECUTIVE DIRECTOR REPORT
 - Departmental Work Update
 - Budget
7. CASE STATUS REPORT
 - Jones v. SPD-PSCSC No. 20-01-019-Update
 - Novisedlak v. SPD-PSCSC No. 20-01-011-Update
 - Crawford-Writ of Review-KCSC-Update
8. EXECUTIVE SESSION (MAY BE CANCELLED IF NOT NEEDED)

ADJOURN

NEXT MEETING: APRIL 21, 2021 @ 10:00 AM

- 1. APPROVAL OF MEETING MINUTES**
February 17, 2021



City of Seattle

CIVIL SERVICE COMMISSIONS

Public Safety Civil Service Commission

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Staff

Andrea Scheele, Executive Director

Teresa Jacobs, Executive Assistant

Public Safety Civil Service Commission

February 17, 2021-Monthly Meeting

Approved: March 24, 2021

Call to Order: Commission Chair Joel Nark called the February 17, 2021 Public Safety Civil Service Commission Meeting to order at 10:03 am. The meeting was held via WebEX.

In Attendance

Commission Chair Joel Nark

Commissioner Stacy Connole

Commissioner Dorothy Leggett

Andrea Scheele, Executive Director

Teresa Chen, Assistant City Attorney

Teresa R. Jacobs, Executive Assistant

1. APPROVAL OF MINUTES

Approval of Minutes-November 18, 2020 -Joint Meeting

The Commission reviewed the minutes of the November 18, 2020 Joint Meeting with the CSC. Commissioner Connole moved to approve the minutes. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

Approval of Minutes-December 16, 2020 -Joint Meeting

The Commission reviewed the minutes of the December 16, 2020 Joint Meeting with the CSC. Commissioner Leggett moved to approve the minutes. Commissioner Connole seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

Approval of Minutes-December 16, 2020 -PSCSC Special Meeting

The Commission reviewed the minutes of the December 16, 2020 Special Meeting of the PSCSC. Commissioner Connole moved to approve the minutes. Commissioner Leggett seconded the motion. The minutes were approved by acclamation and will be signed by the chair.

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This item was taken out of order.

6. CASE STATUSREPORT

Nina Jones-PSCSC No. 20-01-019-New Appeal: Ms. Scheele reported the first prehearing was held on February 3rd. The parties agreed to hold the hearing on April 27, 28 & 29.

Novisedlak v. SPD-PSCSC No. 20-01-011-Update: The PSCSC hearing panel is currently in deliberation. A Decision is due by May.

Lt. R. Crawford-PSCSC No. 20-03-014-Request for Decision (Veteran's Preference): A writ filed by the appellant with King County Superior Court is moving forward.

2. EXAM UNIT UPDATES

Yoshiko Grace Matsui, Fire Exams Analyst: Ms. Grace Matsui reported the Fire Lieutenant written exam will be held online in March. Development for the Fireboat Engineer written exam is scheduled for June 16 and the practical will be held in September.

Rachael Schade, Police Exams Analyst: Ms. Schade reported that the first entry level exam via NTN testing sites has concluded. There were 500+ applicants, 275 participated with an 80% pass rate.

3. EXAM PROTEST: There were no exam protests filed with the commission.

4. PSCSC ADMINISTRATION

2021 Commission Chair: Commissioners Connole and Nark each made a motion to nominate themselves to serve as the 2021 commission chair. After Commissioner Connole spoke of her interest and qualifications, Commissioner Nark withdrew his nomination. Commissioner Leggett seconded Commissioner Connole's motion to serve as the 2021 Chair. The motion passed. *Commissioner Connole presided as Chair for the remainder of the meeting.*

2021 Meeting Dates: The commission agreed to hold the 2021 meetings on the third Wednesday of the month at 10:00 am.

5. EXECUTIVE DIRECTOR REPORT

Budget: Ms. Scheele reported the adopted budget was loaded. 28k will be requested of City Council to legislate as a carryover for the department.

Departmental Work Update: No discussion

7. EXECUTIVE SESSION: The commission went into Executive Session at 11:12 am. Assistant City Attorney Tamara Gerrard was present to brief the commission on litigation in King County Superior

Court. Commissioner Nark excused himself at 11:11 am. A quorum remained with Commissioners Connoles and Leggett. The Executive Session ended at 11:24 am.

ADJOURN: All other business before the Commission having been considered, Commission Chair Connoles adjourned the meeting at 11:25 am.

Respectfully Submitted by:

/s/ Teresa R. Jacobs 3/24/2021

/s/ Stacy Connoles 3/24/2021

Date:

Teresa R. Jacobs
Executive Assistant

Date:

Stacy Connoles
Commission 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>

DRAFT

2. FIRE AND POLICE EXAM STAFF RECOGNITION

3. FIRE AND POLICE EXAM UNIT

Yoshiko Grace Matsui, Fire Exams Analyst

Rachael Schade, Police Exams Analyst

4. EXAM PROTEST APPEALS

Police

Fire

5. PSCSC ADMINISTRATION
Financial Interest Statements

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 Thursday, April 15, 2021**, to your department's representative. If you don't know how to contact your department's representative, send your form to the Seattle Ethics & Elections Commission. **New: For help completing the form, you may request a "Frequently Asked Questions" handout from your department's representative, or call the SEEC at 206-684-8500.**

**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, 2020, through December 31, 2020.**

1. In 2020 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 2020, 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 2020, 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 assistance, see Frequently Asked Questions, available from your department representative, or call 206-684-8500.)*

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

6. EXECUTIVE DIRECTOR REPORT
Departmental Work Update
Budget

Budget

CIV-BUDGET
MARCH 2021

TRANS_TYPE									
			Balance before					% Available	
EXPENSE_CATEGORY	PROJECT_DESCR	ACCOUNT_DESCR	Adopted Budget	Actuals	Encumbrances	Available Balance	% Spent	(After Encumbrances)	
Nonpersonnel Svcs	VCADMIN - Leadersh	531030 - Supplies-Office Supplies	2,700.00	46.15	2,653.85	2,653.85	1.7%	98.3%	
		549020 - Isf-Fas Alloc	108,285.00	27,071.13	81,213.87	81,213.87	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	199.07	1,800.93	1,800.93	10.0%	90.0%	
		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-Itld Alloc	20,698.00	5,181.00	15,517.00	15,517.00	25.0%	75.0%	
		549080 - Isf-Itld Billed	353.00	236.49	116.51	116.51	67.0%	33.0%	
		549100 - SDHR Allocation	10,287.00		10,287.00	10,287.00	0.0%	100.0%	
		542020 - Rentals-Parking	600.00		600.00	600.00	0.0%	100.0%	
		541120 - Services-Technology		769.60	(769.60)	(769.60)			
		532020 - Equipment-Software Purchases	1,000.00		1,000.00	1,000.00	0.0%	100.0%	
		533900 - Inventory-Other		115.83	(115.83)	(115.83)			
		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%	
		541140 - Services-Legal Services		35.00	(35.00)	(35.00)			
		VCCIVILSV - Civil Ser	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%
Nonpersonnel Svcs Total			154,406.00	33,654.27	120,751.73	120,751.73	21.8%	78.2%	
Personnel Svcs	VCADMIN - Leadersh	510010 - Salaries & Wages	248,874.00		248,874.00	248,874.00	0.0%	100.0%	

		CIV-BUDGET MARCH 2021						
Personnel Svcs	VCADMIN - Leadersh	510020 - Holiday		2,813.28	(2,813.28)	(2,813.28)		
		520010 - Fica	19,409.00	223.83	19,185.17	19,185.17	1.2%	98.8%
		520020 - Medicare	4,857.00	52.35	4,804.65	4,804.65	1.1%	98.9%
		520070 - Insurance Prem-Health & Dental	12,876.00	9,060.00	3,816.00	3,816.00	70.4%	29.6%
		520090 - Insurance-Group Fund Life	263.00	2.64	260.36	260.36	1.0%	99.0%
		520100 - Insurance-Longterm Disability	50.00	0.42	49.58	49.58	0.8%	99.2%
		520300 - Pension-City Retirement Sys		607.05	(607.05)	(607.05)		
		520080 - Insurance-Wash St FML	379.00	5.49	373.51	373.51	1.4%	98.6%
		520110 - Insurance-Death Benefit Pay	24.00	3.15	20.85	20.85	13.1%	86.9%
		520320 - Employee Assistance Premium	48.00	44.88	3.12	3.12	93.5%	6.5%
		510030 - Sick Leave		341.74	(341.74)	(341.74)		
		520011 - Fica Fsa Dcap & Health		83.64	(83.64)	(83.64)		
		510240 - Executive Leave Used		592.00	(592.00)	(592.00)		
	VCCIVILSV - Civil Ser	510010 - Salaries & Wages		27,417.30	(27,417.30)	(27,417.30)		
		510070 - Part Time-Salaries & Wages	34,057.00	6,600.00	27,457.00	27,457.00	19.4%	80.6%
		520010 - Fica		2,076.54	(2,076.54)	(2,076.54)		
		520020 - Medicare		485.65	(485.65)	(485.65)		
		520090 - Insurance-Group Fund Life		19.96	(19.96)	(19.96)		
		520100 - Insurance-Longterm Disability		3.38	(3.38)	(3.38)		
		520300 - Pension-City Retirement Sys	46,322.00	4,500.87	41,821.13	41,821.13	9.7%	90.3%
		520080 - Insurance-Wash St FML		50.34	(50.34)	(50.34)		
		510110 - Salaries & Wages-Temp/Intermit	1,166.00		1,166.00	1,166.00	0.0%	100.0%
		520110 - Insurance-Death Benefit Pay		20.85	(20.85)	(20.85)		
		510040 - Vacation		365.92	(365.92)	(365.92)		
Personnel Svcs Total		368,325.00	55,371.28	312,953.72	312,953.72	15.0%	85.0%	
		522,731.00	89,025.55	433,705.45	433,705.45	17.0%	83.0%	
		522,731.00	89,025.55	433,705.45	433,705.45	17.0%	83.0%	

7. CASE STATUS REPORT

Jones v. SPD-PSCSC No. 20-01-019-Update

Novisedlak v. SPD-PSCSC No. 20-01-011-Update

Crawford-Writ of Review-KCSC-Update

Jones v. SPD-PSCSC No. 20-01-019-Update

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

3 **NINA JONES,**
4 Appellant

PSCSC No. 20-01-019
 PRE-HEARING ORDER

5 v.

6 **SEATTLE POLICE DEPARTMENT (SPD)**
7 **CITY OF SEATTLE,**
 Respondent

8 Pursuant to Public Safety Civil Service Commission (PSCSC) Rule 6.04, the first prehearing
9 conference in this matter was conducted via WebEx on February 2, 2021. Executive Director Andrea
10 Scheele presided over the conference and the parties joined by audio and video to discuss
11 preliminary issues prior to a formal hearing on this case. Appellant Nina Jones (Jones) appeared *pro*
12 *se*, and the Seattle Police Department (SPD) was represented by Sarah Lee, Assistant City Attorney.

13 The parties discussed the issue on appeal. The appellant proposed the following three
14 questions as a statement of the issue:

- 15 • Was SPD's investigation fair, timely or complete?
- 16 • Was the disciplinary decision inappropriate and inconsistent with how similarly
- 17 situated employees were treated?

- Did the decision to terminate Ms. Jones' employment violate the Charter of the City of Seattle, Art. XVI, Sec. 7 R 1.3.3, 1.3.3¹?

SPD proposed the following statement of the issue:

- Was SPD's decision was made in good faith and for just cause?

Director Scheele noted that the several parts of the respondent's proposal were broad enough to include all the points raised by appellant's proposed statement, and determined that the material matter under its review was:

I. Issue: Did SPD terminate Ms. Jones in good faith and for good cause?

II. Length of hearing: The parties estimated the number of days each would need to present their respective cases. The Respondent estimated it would need two days. As SPD has the burden of proof ([PSCSC Rule 6.11](#)), it will present its case first. The Appellant estimated she would need one day to present her case. In total, the parties estimated that the presentation of evidence would take approximately three days.

III. Discovery: The discovery process for PSCSC appeals is governed by [PSCSC Rule 6.09](#). At the prehearing conference, the parties discussed the purpose of discovery and process for

¹ City of Seattle Charter, Art. XVI provisions apply to employees in the Civil Service, not employees in the Public Safety Civil Service, such as the Appellant. The City of Seattle Public Safety Civil Service regulations apply to employees in the Police and Fire Departments of the City, and are found at [SMC 4.08](#).

1 requesting and providing documents from the other party. The parties agreed to respond to
2 discovery requests in a timely manner, and to meet and confer prior to bringing discovery
3 concerns to the Executive Director.

4 SPD agreed to provide a copy of Ms. Jones' personnel file and the relevant OPA file to her
5 without a request. The deadline for requesting discovery materials is **Thursday, March 25, 2021, at**
6 **5:00 p.m.**, but the parties are encouraged to conduct discovery as early as possible. The latest date
7 for providing responsive materials is **Tuesday, April 6, 2021, at 5:00 p.m.**

8 **IV. Witnesses and Exhibits:** At the time of the prehearing conference, the parties had not yet
9 exchanged witness and exhibits lists, but they verbally named the following individuals as
10 witnesses they planned to call at the hearing:

11 i. Appellant's preliminary witness list:

- 12 1.Sgt. Richard Welch
- 13 2.Sgt. Steve Sperry
- 14 3.Det. Doriana Davis
- 15 4.Ofc. Eugene Schubeck (retired)

16 ii. Respondent's preliminary witness list:

- 17 1.OPA Sgt. Wes Collier
- 18 2.Ofc. Megan (Collier) Reynolds

1 3.OPA Director Andrew Myerberg

2 4.Chief Carmen Best (retired)

3 5.Capt. Steve Wilske

4 6.Lt. Mark Garth Green

5 7.Appellant Nina Jones

6 There was discussion about the purpose of developing and sharing exhibit lists with each other and
7 the tribunal, and the requirement to submit a final exhibit list in advance of the hearing. The parties
8 were instructed to exchange preliminary witness and exhibits lists with each other by Friday,
9 February 12, at 5:00 p.m.

10 The parties' final witness lists, final exhibit lists, and copies of all exhibits must be submitted
11 and exchanged with the opposing party **no later than 5:00 p.m. on April 13, 2021**, which is two weeks
12 prior to commencement of the hearing. Four (4) hard copies, in four separate binders, with tabs
13 between the exhibits and an index of exhibits shall be physically delivered to the Commission office
14 and submitted electronically. Hard copies should be double-sided. Arrangements should be made
15 with Executive Assistant Teresa Jacobs to receive delivery at Teresa.jacobs@seattle.gov.

16 **V. Stipulated Exhibits:** The Commission requests that the parties make joint efforts to
17 stipulate to the admissibility of documentary exhibits. To further this end, parties will make request
18

1 of other parties for such stipulation no later than **Friday, April 16, 2021, at 5:00 p.m.** The party of
2 whom the request is made shall respond no later than **Tuesday, April 20, 2021, at 5:00 p.m.**

3 **VI. Witness Schedule and Request that Witnesses Not be Recalled:** The parties should
4 communicate with each other prior to the hearing to determine a tentative witness order and
5 schedule, and jointly submit that schedule to commission staff no later than **Thursday, April 22,**
6 **2021, at 5:00 p.m.** The Commission requests witnesses be called to testify only once and that the
7 parties complete all testimony from each witness as they are called, unless there is good cause
8 shown to recall a witness later for rebuttal or impeachment.

9 **V. Pre and Post Hearing Briefs:** The Appellants are required to file prehearing briefs
10 of no more than ten pages. Prehearing briefs are the first opportunity for the parties to introduce
11 their case to the commissioners who will be hearing the appeal and should include a brief outline
12 of the parties arguments, and the evidence that supports those arguments. Prehearing briefs
13 must be filed by email and by hard copy to the Commission **no later than 4:30 p.m. on Tuesday,**
14 **April 13, 2021.** An electronic copy must also be served on the opposing part by the same date and
15 time. Four (4) hard copies will also need to be physically delivered to the Commission office with
16 the Witness and Exhibit lists referenced in paragraph III, above.

17 **VII. Hearing:** Commission Chair Stacy Connoles, Commissioner Joel Nark, and
18 Commissioner Dorothy Leggett will comprise the panel for this hearing. Chair Connoles will preside.

The hearing will take place remotely on the following dates and times via WebEx:

- **April 27, 2021**, from 9:00 a.m. to 11:30 and 1:00 p.m. to approximately 4:30 p.m.
- **April 28, 2021**, from 9:00 a.m. to 11:30 and 1:00 p.m. to approximately 4:30 p.m.
- **April 29, 2021**, from 9:00 a.m. to 11:30 and 1:00 p.m. to approximately 4:30 p.m.

Start of stop times are approximate and may be modified by the commissioners as needed. There will be a midday and as needed breaks, to be determined by the commissioners. The parties notified by February 25, 2021 email of the hearing dates. Please contact Executive Assistant Teresa Jacobs in advance of the hearing with any accommodation or accessibility needs.

VIII. Closing Arguments: The parties may be asked to present closing argument following the close of evidence and to submit a post-hearing brief. The date and time by which the brief must be filed will be determined by the Commission.

IX. Service and Filing: All filings shall be served by email upon the opposing party, and filed with the Civil Service Commission via email in electronic format (MS Word or .pdf) and directed to the Civil Service Commission's Executive Assistant, Teresa Jacobs, at Teresa.jacobs@seattle.gov. The date of receipt will serve as the date of service and date of filing.

VII. Ex parte contact Prohibited: The Executive Director cautioned the parties against having ex parte contact with the commission on matters material to the case. Ex parte contact is

1 verbal or written contact between the tribunal and a party to a dispute, which does not
2 include the other party.

3 **VIII. Alternative Dispute Resolution-** Parties are encouraged to utilize the City of Seattle
4 Alternative Dispute Resolution (ADR) program at any time before or during resolution of the
5 appeal or work with the Executive Director on a mutually agreed upon Settlement.

Discovery Request Deadline	March 25, 2021 @ 5:00 p.m.
Responsive Materials Due	No Later Than 5:00 p.m. April 6, 2021
Final Witness & Exhibit Lists	No Later Than 5:00 p.m. April 13, 2021
Stipulation of Exhibits	No Later Than 5:00 p.m. April 16, 2021
Response to Stipulation	No Later Than 5:00 p.m. April 20, 2021
Tentative Witness Order and Schedule	No Later Than 5:00 p.m. April 22, 2021
Prehearing Briefs	No Later Than 4:30 p.m. April 13, 2021
Hearing	April 27-29 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:30

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ISSUED this 8th day of March, 2021

FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION



Andrea Scheele, Executive Director

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

Nina Jones

Appellant,

vs.

Seattle Police Department

CITY OF SEATTLE

Respondent

DECLARATION OF SERVICE

CSC No. 20-01-019

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: **Prehearing Order**

Party	Method of Service
Appellant: Nina Jones [REDACTED]	<input checked="" type="checkbox"/> E-Mail
Respondent: Seattle Police Department c/o Sarah L. Lee, Assisant City Attorney Sarah.Lee@seattle.gov	<input checked="" type="checkbox"/> E-Mail
Cc: Brian Strobel, Paralegal Brian.Strobel@seattle.gov Kim Fabel, Legal Assistant Kim.Fabel@seattle.gov Bibi Shairulla Legal Assistant Bibi.Shairulla@seattle.gov	<input checked="" type="checkbox"/> E-Mail

DATED: March 8, 2021 at Seattle, Washington.

For the Public Safety Civil Service Commission

Teresa R. Jacobs

Teresa R. Jacobs, Executive Assistant