



POLICE DEPARTMENT

**MEETING OF THE GIG HARBOR CIVIL SERVICE COMMISSION
SPECIAL MEETING
DRAFT MINUTES – May 10, 2019**

CALL TO ORDER: 3:00 pm – Chair, Charles Perry

PRESENT: Charles Perry, Chair; Denny Richards, Chief Kelly Busey, Kameil Borders, Secretary; Melissa Hartwig, HR Assistant.

APPROVAL OF MINUTES: Motion to approve April 8, 2019 Minutes Richards/Perry. Signed by Charles Perry, Chair.

NEW BUSINESS:

1. Updates for Civil Services Rules & Regulations:

- a. Chief Busey presented the most recent revised DRAFT of the Civil Service Rules. The Teamsters Union had one change regarding the “Duties of Civil Service Secretary”.
- b. Perry/Richards reviewed changes and were fine with the updates.
- c. Motion to adopt updated Civil Services Rules & Regulations as presented - Perry/Richards.

2. Scheduling of future Civil Service Meetings:

- a. Meetings will be conducted the 2nd Friday of each month at 3:00pm.
- b. Melissa will update website and calendars to reflect this.

OTHER BUSINESS:

1. Sergeant Promotional Exam:

- a. Chief Busey presented the upcoming Sergeant’s promotional exam. He discussed the exam will be posted with a closing date of June 1, 2019. It will consist of a two-day process, June 11, 2019 will be the written portion consisting of 40% of the score, June 13, 2019 will be the oral board portion consisting of 40% of the score, and the peer review which will consist of 20% of the score.
- b. Chair Perry questioned the removal of the top/bottom scores, and who will be reviewing them. Chief Busey informed that Human Resources will be responsible for reviewing and scoring.
- c. Kameil Borders and Chair Perry asked how many peer reviews will be needed and questioned how to make sure there are enough reviews and that they will need to make sure that if an officer fills out one peer review that they will also need to fill one out for each candidate to make scoring fair. Richards/Perry all in favor that each respondent must eval all people. Chief agreed and will proceed with that direction.

- d. Chair Perry asked how the peer review will be scored. He suggested each question be scored and then take an average of those scores to get the score for that specific question.

Example: Candidate A

Question	Peer A	Peer B	Peer C	Peer D	Total
1	10	8	2	8	Average of 7
2	10	8	6	1	Average of 6.25
3	7	5	2	3	Average of 4.25
Final Score for Candidate					17.5

- e. Richards agreed with Perry suggestion, Chief also agreed and will note that in the process.
- f. Chief Busey updated with their requests and all were in favor with moving forward with posting for the Sergeants Promotional Exam.

2. Next Meeting: June 14, 2019 at 3pm – to certify the Sergeant Promotional List.

ADJOURNMENT: 3:45pm Richards/Perry

Respectfully Submitted,

APPROVED:

Melissa Hartwig, HR Assistant

2018/2019 Chair, Charles R. Perry