

CIVIL SERVICE COMMISSION SPECIAL MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

June 20, 2024 - 4:00 PM

Hybrid meeting via [Zoom](#) and in-person at City Hall

1. **Call to Order**
2. **Roll Call**
3. **Action Items**
 - A. Approve Minutes of April 11, 2024 Civil Service Commission Meeting Julie Good
 - B. Certify Community Service Officer Continuous Testing Eligibility List Julie Good
4. **New Business**
 - A. Staffing and recruiting update Jeff Young
 - B. Update on new Basic Law Enforcement Academy location(s)
 - C. Police Officers per capita
5. **Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

CITY OF LAKE STEVENS
CIVIL SERVICE COMMISSION MEETING MINUTES
April 11, 2024
Hybrid meeting via Zoom and in-person at City Hall

CALL TO ORDER: 4:00 p.m. by Chairperson Joshua Wilson

COMMISSION MEMBERS PRESENT: Joshua Wilson, Brian McManus and Ray Mitchell

STAFF PRESENT: Senior Human Resources Specialist and Chief Examiner/Secretary Julie Good, and Deputy Police Chief Jeff Young

Action Items:

MOTION by Ray Mitchell to approve the Minutes of the February 8, 2024 Civil Service Commission Special Meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

MOTION by Brian McManus to certify the *Police Records Specialist Continuous Testing Eligibility List*. Motion seconded by Ray Mitchell. Motion passed unanimously. Motion carried.

New Business:

Staffing and Recruiting Update:

Deputy Chief Young advised a Lateral candidate was interviewed yesterday and will be scheduled for a polygraph. Chris Lyons is being assigned to Corporal effective May 1st. Alex Michael will be moving to investigations on May 1st. Applications of many entry level candidates have been reviewed, but events in their backgrounds prevent them from being hired.

Julie suggested canceling the May 9th meeting as she'll be at a conference that day, and anticipates no action will be needed from the Commission that month. **MOTION** by Joshua Wilson to cancel the May 9th Civil Service Commission Meeting. Motion seconded by Brian McManus. Motion passed unanimously. Motion carried.

Adjourn:

MOTION by Ray to adjourn the meeting. Motion seconded by Brian. Motion passed unanimously. Motion carried.

The meeting was adjourned at 4.09 p.m.

Respectfully Submitted:

Approved By:

Julie Good, Chief Examiner/Secretary
Civil Service Commission

Joshua Wilson, Chairperson
Civil Service Commission



Civil Service Commission

Community Service Officer Continuous Testing Eligibility List

The following name was certified by the Lake Stevens Civil Service Commission for the position of Community Service Officer:

Rank	Applicant	Score	Date Certified	Date Eligibility Expires	Status
1	Neil Deruyter	75.83%	6/20/2024	6/19/2025	

Approved by: _____ Date: _____
Joshua Wilson
Civil Service Commission Chairperson

Attested by: _____ Date: _____
Julie K. Good
Civil Service Chief Examiner/Secretary

Eligibility List	Authorized Positions	Vacant Positions	Candidates on Eligibility List	Activity Since April 17, 2024
Police Officer:	34	3		
Entry Level			22	New candidates: 39 Removed candidates: 42 Hired: 1 (effect. June 24, 2024) Candidate Burns in Basic Law Enforcement Academy: Mar.-Aug. 2024 Conditional offer of employment: 0 Background in progress: 2 Resigned/Separated: 0
Entry-Advanced Level			2	New candidates: 1 Removed candidates: 0 Hired: 0 Conditional offer of employment: 0 Background in progress: 1 Resigned/Separated: 0
Lateral			3	New candidates: 2 Removed candidates: 0 Hired: 0 Conditional offer of employment: 0 Background in progress: 0 Resigned/Separated: 1
Police Sergeant			4	Eligibility List is valid through 9/10/2024
Community Service Officer	1	1	1	New candidates: 1 Removed candidates: 0 Hired: 0 Background in progress: 0 Resigned/Separated: 1
Police Records Supervisor	1	0	1	New candidates: 0 Removed candidates: 0 Promoted: 0 Background in progress: 0 Resigned/Separated: 0
Police Records Specialist	5	0	5	New candidates: 0 Removed candidates: Hired: 1 Background in progress: 0 Resigned/Separated: 0

Hiring Process:

1. Eligibility List Certification
2. Chief's Interview
3. Ride-alongs (2)
4. Polygraph*
5. Background check
6. Conditional job offer*
7. Psychological exam*
8. Medical exam*
9. Offer of employment

Upcoming Vacancies:

*Police Officers only