



CITY OF SHELTON  
Civil Service Special Meeting  
December 18, 2017 – 9:30 AM  
City Hall Conference Room 207

**Agenda**

- A. Call to Order
- B. Old Business - None
- C. Staff Request
  - 1. Secretary/Examiner requests the Commission to Approve the October 30, 2017 meeting minutes.
  - 2. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.
  - 3. Secretary/Examiner requests the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.
- D. General Discussion – Open Topic
- E. Public Comment
- F. Adjourn

Distribution: Civil Service Commissioners, Vicki Look, Mari Herold,  
Darrin Moody, Mike Fiola, Police Guild, Media

**CITY OF SHELTON**  
**Civil Service Meeting**  
**October 30, 2017 – 10:00 AM**  
Shelton Civic Center – Meeting Room

**Present:** Commission Members: Commissioner John Tarrant, Commissioner John Wiechert  
Commissioner Marilyn Vogler

Commission Secretary/Examiner: Vicki Look

City Staff: Police Chief Darrin Moody, Mari Herold

**Meeting Called to Order:** Commissioner Tarrant called the meeting to order at 10:00 AM

**Approval of Minutes:** The following minutes were reviewed and approved: August 14, 2017

**Secretary/Examiner (S/E) Request:**

1. S/E Look requested to revise the agenda by eliminating the request to certify the eligibility list for the position of Entry Level Police Officer for the City of Shelton.

*Revised agenda approved*

2. S/E Look requested for Commission to review and approve the proposed assessment process for the Police Department Entry level testing.

*Discussion regarding number of applicants on Eligibility List. S/E Look reported that the Commission could choose any number that would provide the City a diverse and deep pool from which to draw applicants. Commission agreed to an Entry Level Eligibility List of ten.*

*Discussion regarding how we minimize time/effort pursuing candidates on the list of applicants provided by Public Safety Testing (PST) who are not interested in a position with the Shelton's Police Department. Mari Herold reported that she caucuses the applicants prior to certification. Commissioner Vogler requested that the Caucus step be added to the Entry Level Testing Process.*

*Discussion regarding whether to have testing pass/fail minimum at City level. S/E Look reported that PST has minimum score requirement. Mari Herold to confirm minimum score.*

*A vote was taken and the motion passed to approve the Police Department Entry Level Testing process as amended by the Commission.*

3. S/E Look requested the Commission to certify the eligibility list for the position of Lateral Police Officer for the City of Shelton.

*A vote was taken and the motion passed.*

**Administrative Reports**

No further discussion

**Public Comment:** There was no public comment.

**Next Meeting Scheduled:** A special meeting will be held late December/early January to certify Entry Level Eligibility List.

The meeting was adjourned at 10:40 AM

Submitted by: Mari Herold, on behalf of Vicki Look Secretary/Examiner.

APPROVED \_\_\_\_\_Chair John Tarrant

Entry Level Officer Interviews  
Candidate Ranking

Possible Points

100.00

Possible Weighted Points

0.50

0.50

Last Name	First Name	PST Score	Weighted Score (50%)	Oral Board Score (Of 55 pts possible)	Oral Board Percentage (Score/55)	Weighted Score (50%)	Final Ranking
Laughton	Ross	102.33%	51%	42.4	77%	39%	<b>90%</b>
Harper	Krista	83.39%	42%	43.8	80%	40%	<b>82%</b>
Cain	Brett	90.02%	48%	38.2	69%	35%	<b>83%</b>
Smith	Nicholas	96.50%	48%	30.6	56%	28%	<b>76%</b>
Barry	Cody	83.30%	42%	35.1	64%	32%	<b>74%</b>

Certified this \_\_\_\_\_ day of December 2017, by the Civil Service Commission, City of Shelton, Washington.

\_\_\_\_\_  
Commissioner John Tarrant

\_\_\_\_\_  
Commissioner John Wiechert

\_\_\_\_\_  
Commissioner Marilyn Vogler

**Note: Per Civil Service rule 9.09 "Duration of Certification.** Certification shall be in effect for thirty (30) days from its date of issuance. The appointing authority must file a report of any appointment from such certification with the Secretary. Upon request, the Secretary may extend such certification for additional 30-day periods. Expiration of eligibility shall not cancel the validity of a certification." If you need to extend the certification time period, please submit a request to Vicki Look, Secretary/Examiner.

Lateral Eligibility List  
Police Officer  
December 18, 2017

<u>Name</u>	<u>Application Date</u>
Taylor, Timothy	January 12, 2017
Gettle, Mike	August 03, 2017
Cox, Leighton	November 20, 2017
Morine, Jordan	December 2, 2017

Certified this 18<sup>th</sup> day of December, 2017 by the Civil Service Commission, City of Shelton, Washington.

Commissioner: \_\_\_\_\_  
John Tarrant

Commissioner: \_\_\_\_\_  
John Wiechert

Commissioner: \_\_\_\_\_  
Marilyn Vogler

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