

CITY OF SHELTON
Civil Service Meeting
June 6, 2017 – 2:15 PM
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, City Manager Ryan Wheaton, Mari Herold, Virgil Pentz

Meeting Called to Order: Commissioner Tarrant called the meeting to order at 2:15 pm

Approval of Minutes:

The following minutes were reviewed and approved: February 2, 2017, and April 3, 2017.

Secretary/Examiner (S/E) Request:

1. S/E Look requested the Commission to approve the Police Department job descriptions for Sergeant and Corporal positions with the corrections/additions asked for by the Commission at the April 3, 2017 special meeting.

Commissioner Vogler requested that § Language Skills, be amended to remove the word *language* in the last sentence: Change "Bi-lingual language skills are beneficial but not required" to read: "Bi-lingual skills are beneficial but not required."

A vote was taken and the Commission approved the job descriptions with amendment(s).

2. S/E Look requested the Commission to certify the ranked score for the position of Code Enforcement/Community Service Officer.

A vote was taken and the motion passed.

3. S/E Look requested the Commission to certify the ranked score list for the position of Corporal for the Police Department.

A vote was taken and the motion passed.

4. Secretary/Examiner request for 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.

5. Secretary/Examiner request for Commission to review and approve the amended assessment process for the Police Department Records/Evidence Clerk position.

Police Chief Moody presented an updated testing and assessment process for the Records/Evidence Clerk position, which will include a requirement for a Letter of Interest with specific criteria relevant to job responsibilities.

A vote was taken and the motion passed.

Administrative Reports

Commissioner Vogler inquired as to implementing a plan when approaching or working with homeless individuals.

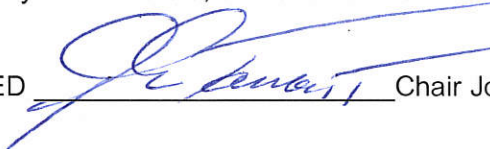
Police Chief Moody stated that the PD was short staffed due to employee injuries. When staffing allows, the PD will implement training and resources including CIT, De-escalation training, Telecare: Intervention and resources, etc. The PD will also attend Triage training at PUD3 in July 2017.

Public Comment: There was no public comment.

Next Meeting Scheduled: The next meeting will be announced

The meeting was adjourned at 3:15 pm

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

APPROVED  Chair John Tarrant