



NAPAVINE CIVIL SERVICE COMMISSION MINUTES

October 9, 2024, 2024 5:30 PM
Napavine City Hall, 407 Birch Ave SW, Napavine, WA

CALL TO ORDER:

Chairman James Pea called the workshop Civil Service Commission meeting to order at 5:30 pm.

ROLL CALL:

Chairman James Pea, Commissioner Charles Rollo, Commissioner Heidi Marshall Secretary/Chief Examiner Kim Alexander, Chief John Brockmueller, Executive Assistant Judy Godbey and City Clerk Rachelle Denham.

Chairman Pea addressed the testing questions, the process for scoring, and addressed appeal issues that may arise and gave scenario of a prior appeal with the old Commission. Chairman Pea addressed the importance of not using personal e-mails for communications due to public disclosures.

Question 1 - Tell us about yourself, your background, experience, family, etc.

Chairman Pea suggested to strike family from the question because asking personal questions is prohibited.

Chairman Pea addressed scoring. Executive Assistant Godbey stated that it would depend on whether the candidate is at an entry level or lateral level.

Chairman Pea stated that there should also be a different set of questions for entry level versus lateral level.

Chairman Pea asked what the Police Department would be looking for in a candidate. Executive Assistant Godbey responded to all the information, stating the worst score would be little to no information given by the candidate. Colloquy on scoring looking at if the candidate is detailed and how truthful they appear.

Clerk Denham addressed the scoring. Question by Commissioner Marshall.

Chief Brockmueller stated that the department is looking for someone with good communication skills.

Chairman Pea suggested that the scoring system be cut down to (1-5) one-five scoring instead of (1-10) one-ten because of the wide range between the scoring options.

Question 1 – Chairman Pea stated that by scoring (1-5) one-five limiting the scoring to be less controversial and to narrow the scoring down to (1) one – Being no information given by candidate. Not elaborating on their answer to (5) five - Being very candid, clear and exhibits good communication skills. Chairman Pea stated the questions should be defined by categories as to each question (1-5) one-five, so that the interviewers scoring the questions would have the same idea of what the department is looking for in a candidate.

Question 2 - Why do you want to work for the Napavine Police Department?

Chairman Pea suggested adding more wording by asking what they know about the City of Napavine, Napavine Police Department and why they want to work for the City of Napavine Police Department. The objective being to see if the candidate has taken time to research information about the city, Police Department and the position they are applying for.

Question 3 – Are you prepared to work weekends, holidays, overtime and nightshift, as well as being on-call to include callouts?

Chairman Pea stated that this question should not be just a yes or no question because most people would just answer yes. Commissioner Marshall suggested asking how they feel about each of the above. Chief Brockmueller stated that there would be follow-up discussion and that they would discuss with each candidate the different items, stating that some candidates may not understand the meaning of callouts.

Question 4 – If selected, the city will make a huge investment in preparing you as an officer. Why should we select you instead of one of the other candidates?

Chairman Pea stated that the scoring objective should be defined as to each question.

Question 5 – Give us an example of a situation when you had to deal with someone who you perceived as being unreasonable, irate or hostile toward you.

Chairman Pea stated that you should not rate the candidate down if they have not had any prior experiences. Chief Brockmueller stated that an entry level may not have any experience but that the lateral level should have prior experiences, there would be questions if the lateral level candidate did not have any prior experiences. Clerk Denham stated that most people have had experiences with family or friends even if they had no prior law enforcement experience. Commissioner Rollo stated it would be

hard to believe that someone would not have had any of these experiences in their life with at least family, friends or in school etc.

Questions 6 – You've been given a direct order that you know is against department policy. What do you do and what if the order is against the law.

Secretary/Chief Examiner Alexander stated that the first part of the question does not say who is giving the direct order and suggested that the wording by a supervisor be added and as to the second part of the question that the wording be changed to how you would proceed if the order was against the law. Chief Brockmueller stated that a supervisor should be inferred by the candidate but that the question can be changed.

Questions 7 – Tell us about a major accomplishment that you have made with a team of co-workers.

Secretary/Chief Examiner Alexander suggested changing the word (made) to achieved. Questions by Commissioner Marshall, Executive Assistant Godbey and Clerk Denham elaborated on the question.

Question 8 – Do you have any questions or comments?

Clerk Denham stated that this question should have been deleted. Commissioner Marshall stated that this question could be rated on the quality of the answers to the questions.

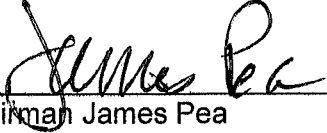
Chairman Pea Chairman Pea suggested that the candidate be physically fit before the academy, but medical questions cannot be asked due to HEPA laws. Colloquy by all parties.

Chairman Pea suggested that (5) five personal trait questions be added for the candidates to rate as to the order in which they think is most important such as the categories of Honesty/Integrity, Common Sense, Experience, Reliability and one other. Executive Assistant Godbey stated that a third page could be added to the questionnaire. Clerk Denham stated that her and Executive Assistant Godbey would work on the questionnaire and rewrite the questions.

Colloquy as to the process after the interview with the interviewers talking about the candidate and their scores, reasons for their scores and the importance of the order given to the (5) five trait question.

Meeting was adjourned at 6:13 pm.

Respectfully Submitted,



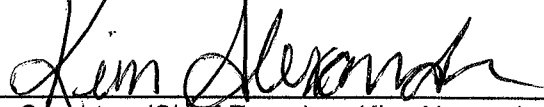
Chairman James Pea



Commissioner Heidi Marshall



Commissioner Charles Rollo



Secretary/Chief Examiner Kim Alexander