



Agenda
Personnel Committee Meeting
Wednesday, December 7, 2022
Richland City Hall ~ The Parkway Conference Room
625 Swift Boulevard

Committee Members: Lorence, Mai-Windle and Newell

Staff Liaison: Lacey Paulsen

Staff Liaison Assistant: Julie Davis

Regular Meeting - 1:00 p.m.

Call to Order/Attendance:

Approval of Minutes: (Approved by Motion)

1. Approval of the November 30, 2022 Personnel Committee Meeting Minutes

Communications:

2. Comments from Visitors (Please Limit Comments to 5 Minutes)

Old Business:

3. Police Sergeant Promotional Testing Process
 - Katie Crusselle, Human Resources Generalist
 - Jon Schwarder, RPD Commander

New Business:

4. Certification List for Lateral Police Officer
 - Katie Crusselle, Human Resources Generalist

Comments and Reports:

5. Personnel Committee Members
6. HR Staff Liaison

Adjournment

The next Personnel Committee Meeting will be scheduled as needed.

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 12/7/2022

Agenda Category: Approval of Minutes

Prepared By: Julie Davis, Administrative Assistant II

Subject:

Approval of the November 30, 2022 Personnel Committee Meeting Minutes

Department:

Human Resources

Recommended Motion:

Move to approve the minutes of the Personnel Committee Meeting held on November 30, 2022.

Summary:

Draft meeting minutes from the November 30, 2022 Personnel Committee Meeting are presented for review and approval.

Attachments:

1. Draft - 2022.11.30 Personnel Committee Meeting Minutes



Meeting Minutes

Personnel Committee Meeting
Wednesday, November 30, 2022
Richland City Hall – 625 Swift Boulevard
The Parkway Conference Room

Personnel Committee Regular Meeting – 2:30 p.m.

Call to Order/Attendance:

Committee Members Barbara Newell, Anh-Thu Mai-Windle, and Stephen Lorence were present. Also present were Human Resources Director Lacey Paulsen (Staff Liaison), Human Resources Generalist Katie Crusselle, Human Resources Administrative Assistant II Julie Davis (Assistant Staff Liaison), Tim Reardon (Public Citizen).

Approval of Minutes:

Ms. Newell moved and Ms. Mai-Windle seconded to approve the October 26, 2022 meeting minutes as presented. The motion carried 3-0.

Communications:

Comments were received from Tim Reardon, a public citizen in attendance.

Old Business:

None.

New Business:

1. Certification List for Entry Level Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on November 29, 2022, for Entry Level Police Officer consisted of 7 candidates, and 5 candidates were certified to the list.

Mr. Lorence moved, and Ms. Newell seconded the motion to approve the Entry Level Police Officer certification list as presented. The motion carried 3-0.

2. Certification List for Lateral Police Officer

Ms. Crusselle informed the committee that the Oral Board Process held on November 22, 2022, for Lateral Police Officer consisted of 2 candidates, and 2 candidates were certified to the list.

Ms. Mai-Windle moved, and Mr. Lorence seconded the motion to approve the Lateral Police Officer certification list as presented. The motion carried 3-0.

3. Police Sergeant Promotional Testing Process

Ms. Crusselle presented amended changes to the testing process for the Police Sergeant Promotional process. The committee discussed concerns about validation of the phase 2 portions of the testing process and requested more details on the intent of the testing process. The committee agreed to postpone approval of the amended changes to the testing process until command staff can provide clarification at the next committee meeting.

4. Police Lateral/Exceptional Entry Level Testing Process

Ms. Crusselle presented the amended changes to the Police Lateral/Exceptional Entry Level testing process.

Mr. Lorence moved, and Ms. Newell seconded the motion to approve the amended changes to the Police Lateral/Exceptional Entry Level testing process. The motion carried 3-0.

Comments and Reports:

5. Personnel Committee Members
None.

6. HR Staff Liaison
None.

Adjournment:

Ms. Paulsen adjourned the meeting at 2:56 p.m.

APPROVED:

ATTESTED:

Stephen Lorence, Chair

Lacey Paulsen, Staff Liaison

DATE APPROVED:

DATE PUBLISHED:

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PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 12/7/2022

Agenda Category: Old Business

Prepared By: Katie Crusselle, Human Resources Generalist
Jon Schwarder

Subject:

Police Sergeant Promotional Testing Process

Department:

Human Resources

Recommended Motion:

Move to approve the amended changes to the Police Sergeant promotional testing process.

Summary:

Police Commander, Jon Schwarder and Human Resources Generalist, Katie Crusselle will be presenting the amended changes to the Police Sergeant promotional testing process, which was first presented at the November 30, 2022, Personnel Committee Meeting.

Attachments:

1. Police Sergeant Testing Process Changes - 2022



RICHLAND POLICE SERGEANT PROMOTIONAL TESTING PROCESS

CURRENT PROCESS	2022 PROPOSED PROCESS
<u>Application Screening:</u> All candidates must complete an online City of Richland application and meet the minimum qualifications listed in the current job description as of the date the application is submitted. <u>Testing Process (Components/Weights):</u> Four (4) components as follows: • Tactical Exercise – 30% • Coaching/Counseling Exercise – 30% • Oral Resume/Interview – 15% • Presentation Exercise – 25% (<i>usually related to a reading assignment assigned at candidate orientation</i>)	<u>Application Screening:</u> All candidates must complete an online City of Richland application and meet the minimum qualifications listed in the current job description as of the date the application is submitted. <u>Testing Process (Components/Weights):</u> The proposed testing process with consist of two phases. Applicants must pass phase one in order to move onto the second phase of testing. Phase 1: Written Test—Pass/Fail • The written test will consist of 50 questions. The written test will consist of true/false, multiple choice, and fill in the blank questions based on the Revised Code of Washington (RCW, Richland Police Department Policy, and the most current copy of the Richland Police Guild Contract). Applicants must receive a score of 80% to pass phase one. Phase 2: (3 components) • Tactical Exercise—35% • Oral Resume/Interview--30% • In-Basket/Squad Briefing Exercise—35%
<u>Comments:</u> The proposed changes are designed to improve and enhance the testing process for supervisory officers within the Richland Police Department. Prior testing methods have identified the need to evaluate supervisory knowledge and understanding of policy, contract, and law. Due to this need, the proposed testing process is sought. The Richland Police Guild has been consulted on this proposal and have provided input and feedback.	



PERSONNEL COMMITTEE AGENDA ITEM COVERSHEET

Meeting Date: 12/7/2022

Agenda Category: New Business

Prepared By: Katie Crusselle, Human Resources Generalist

Subject:

Certification List for Lateral Police Officer

Department:

Human Resources

Recommended Motion:

Move to approve the certification list for lateral Police Officer from the oral board process held on December 7, 2022.

Summary:

The certification list for lateral Police Officer from the oral board process held on December 7, 2022, is presented for review and approval. The Chair will execute upon Committee approval.

Attachments: