

# Port of Seattle

## Police Civil Service Commission

Commissioner Oris Dunham  
Commissioner Debrena Jackson Gandy  
Commissioner Kirk Merrill

**January 16, 2018**  
**Police Civil Service Commission**  
**Regular Meeting Minutes**  
**Approved 01/15/2019**

**Call to Order:** Commissioner Oris Dunham called the January 16, 2018 meeting of the Port of Seattle Police Civil Service Commission to order at 10:02 am.

**Roll call/In Attendance:**

Commissioner Kirk Merrill - Chair  
Commissioner Oris Dunham  
Commissioner Debrena Jackson Gandy  
Kathy Lewless, PCSC Secretary, Human Resources  
Traci Goodwin, PCSC Legal Council  
Jessi McFarland, PCSC Administrative Support, Human Resources  
Brandy Brown, PCSC Administrative Support, Human Resources  
Deputy Chief Mark Thomas, Port of Seattle Police Department  
Deputy Chief Mike Villa, Port of Seattle Police Department

1. **Approval of Minutes:** Commissioner Dunham moved to approve the minutes from the July 18, 2017, 2017 meeting. The motion was second by Merrill and it was unanimously carried.
2. **Approval of Agenda:** Commissioner Dunham moved to approve agenda for the January 16, 2018 meeting. The motion was second by Commissioner Merrill and it was unanimously carried.
3. **Public Comments:** No public comments were offered.
4. **Order of Business**
  - a. **Department Update – Deputy Chief Mark Thomas**  
Introduction of new Deputy Chief Mike Villa.

The department is updating its personnel in 2018 with hiring of 12 new officers and 8 new Traffic Support Specialists (TSS).

The TSS was launched as a pilot program in 2016 and has shown to be successful. TSS are responsible for helping keep the traffic moving on the drives and has allowed Officers to focus on looking for suspicious activity. This has been a very cost-efficient process for the Port.

The Department is currently undergoing a staffing study to identify needs. This is expected to be finalized in the next 30 days with the goal of being presented at the next Police Civil Service Commission Meeting. The results may not reflect the needs of staffing in case of non-deployable officers (i.e. paid leave, light duty, training).

**b. Recruiting Update – *Sargent Molly Kerns***

With the plan to hire twelve new officers, the department is trying to recruit officers from across the country by reviewing and updating their advertising options.

Recently, the Department has updated their recruiting videos. The videos have provided recruits and the public a better view and feel of the Port of Seattle Police Department and specialty teams. One is directed toward Women in Policing, one for Veterans, and one toward recruiting laterals.

Video for Women in Policing was played.

All videos are available on the Port of Seattle Police Department website for viewing.

**c. Overview of Hiring Process – *Deputy Chief Mike Villa***

Overview of hiring process broken into parts, but collaborative with HR.

1. Recruitment
2. Applicants go through test and oral board, are placed on eligibility list led in partnership with HR by Sergeant Jim Tuttle.
3. Background investigations led by Commander Gillebo and Sergeant Benko
4. Professional testing, psych exam, medical exam drug testing led by Jen Robinson.
5. Onboarding 4-6 weeks policies procedures, uniforms testing before heading into PTO program Led by Sergeants Drake and Kerns.

Tasked to look at process time and waste, complete 10 month before entry candidate is fully onboard. Finding ways to maintain quality and reduce time. Competitive, lateral recruitment. Takes 4-5 months to get through process. Incentives are good recruitment tool, we can examine as we evaluate the process. Moved to monthly oral boards. Moving backgrounds to the beginning of the process would save time in the process. Looking at earlier discussions to eliminate earlier in the process.

Starting the LEAN process by mapping out and looking at the hiring process.

The Port attends veterans outreach, but officers from the military come in as entry level candidates to the police force.

**d. Recruitment of Traffic Support Specialist (TSS) – *Commander Tom Bailey***

When launched in 2016, the TSS Program was set to be a Trial Program with six full time and two part-time employees. This was to help during the busy summer/cruise season with the increased traffic at the Airport and to help keep the drives moving and allow officers to focus on suspicion activity.

In 2018, the TSS program is growing and moving toward a regular position within the Police Department. Originally a “temp” hire process, and mostly a word of mouth recruiting. With it becoming a regular position opens up recruiting and training opportunities for our TSS program. TSS will also be a represented group.

TSS will go through about 50 hours of training: First Aid, De-escalation, traffic management, and working within a para-military organization (chain of command and uniform). Training also includes orientation to the Department and the Port of Seattle.

The goal is to be fully staffed by the start of cruise season at the end of April 2018.

**e. 2018 Sergeants Process – *Commander Lisa Drake***

Port of Seattle is hiring one Sergeant with the hopes that an additional waterfront Sergeant will also be hired in 2018.

Process included a written test, peer review, and practical exercises. The process is very competitive, at this time 9 officers are eligible.

Ideally, the process will be completed by the end of February 2018.

No other business was presented.

The meeting was adjourned by Commissioner Merrill at 10:58 AM