

Port of Seattle

Police Civil Service Commission

Commissioner Oris Dunham
Commissioner Debrena Jackson Gandy
Commissioner Kirk Merrill

January 15, 2019
Police Civil Service Commission
Regular Meeting Minutes
Approved 10/1/2019

Call to Order: Commissioner Oris Dunham called the January 15, 2019 meeting of the Port of Seattle Police Civil Service Commission to order at 10:06 am.

Roll call/In Attendance:

Commissioner Kirk Merrill – Chair (Teleconference)
Commissioner Oris Dunham
Commissioner Debrena Jackson Gandy
Ericka Singh, PCSC Secretary, Human Resources
Brandy Brown, PCSC Administrative Support, Human Resources
Deputy Chief Mike Villa, Port of Seattle Police Department
Deputy Chief Mark Thomas, Port of Seattle Police Department
Derek Bender, Sr. Talent Acquisition Representative

Absent

Traci Goodwin, Police Civil Service Legal Council

1. **Approval of Minutes:** Commissioner Jackson Gandy moved to approve the minutes from the January 16, 2019 meeting. The motion was second by Commissioner Merrill and it was unanimously carried.
2. **Approval of Agenda:** Commissioner Merrill moved to approve agenda for the January 15, 2019 meeting. The motion was second by Commissioner Jackson Gandy and it was unanimously carried.
3. **Public Comments:** No public comments were offered.
4. **Order of Business**
 - a. **New Police Civil Service Secretary Introduction – Derek Bender, Human Resources**

Ericka Singh, Talent Acquisition, was introduced as the new Police Civil Service Secretary. Ericka started with the Port of Seattle in June of 2018 after the departure of the previous Talent Acquisition Manager left the Port of Seattle.

b. 2019 Office Elections – Brandy Brown, Administration Support

Commissioner Merrill nominated Commission Dunham for the position of Chair. Commissioner Jackson Gandy seconded the nomination. The nomination was unanimously carried, and Commissioner Dunham is the 2019 Police Civil Service Commissioner Chair.

Commissioner Dunham nominated Commission Jackson Gandy for the position of Vice - Chair. Commissioner Merrill seconded the nomination. The nomination was unanimously carried, and Commissioner Jackson Gandy is the 2019 Police Civil Service Commissioner Chair.

c. Department Update

i. Staffing Study Update – Deputy Chief Mark Thomas

The staffing study was conducted to evaluate our current staffing level and to find where the Department had gaps. The results did help provide argument to increase our staffing needs during budget planning. At this time the Port Police department is understaffed and has a significant amount of mandatory overtime.

The staffing study only looked at the way the department was currently deploying personnel and came up with numbers to support those activities. The department felt it did not address daily service level needs of the Seaport and the Airport. The opinion of the department was that it only addressed a basic level of service.

With the staffing study, the department was able to add 1 more Sargent to the Waterfront for 7-day coverage and 3 more K9's. This was proposed in the department budget and approved. The idea is to fill those positions in 2019.

ii. Loss of Key Personnel – Deputy Chief Mark Thomas

The Port of Seattle Police Department has lost two key personnel positions. Commander Doug Newman accepted the Chief of Police position with the City of DuPont. Kathy Baskin, Dispatch Manager recently retired.

iii. Current Department Make-up – Deputy Chief Mark Thomas

A copy of the most recent Port of Seattle Police Department Organization Chart will be distributed to the Commissioners. With the recent departures, the org chart is under review and being updated to reflect the current structure of the department.

iv. **Recruiting & Hiring Update – Sgt. Jim Tuttle**

The Police Department and Human Resources continue to partner to fill vacancies. Each month lateral officers are tested to speed up the process. This helps address the challenge of departments across the region from filling open positions without sacrificing the quality of applicants.

An additional strategy to address the challenge, many departments have dropped the physical fitness testing. POSPD has not removed the fitness testing, instead has updated the fitness testing. POSPD has partnered with Exercise Science Center, who have developed a specific physical fitness testing for Police & Fire that is more modern and has produced quality results.

In 2018 the department hired 18 officers. In 2019 the department is expecting to hire an additional 8-10 officers.

Traffic Support Specialist (TSS) Program was successful. 2018 was the first year that the TSS were permanent/regular employees. TSS program was supported by officers, so that they can focus more on monitoring behavior of cars/individuals instead of traffic management. They also allow officers to respond to urgent issues in the airport without fully abandoning the drive. Fully staffed, there are 17 TSS positions, currently 4 are vacant. TSS is also a represented group.

The Port of Seattle Police Department continues to be a “destination” department that attracts laterals from around the region. The reputation of the Police Department helps attract and keep quality officers. The highest attrition rate is due to retirement, meaning officers join and stay long term at the Port of Seattle.

v. **Distribution of Photo Book – Sgt. Jim Tuttle**

One of the challenges of hiring so many people so quickly, is there are always new faces in the organization that one doesn't recognize. Kathy Dowell, a Police Specialist, created a Photo Book to help identify the new & current officers and distributed to the department.

A copy was provided to the Commissioners.

vi. **Changes to Background Process – Commander Sean Gillebo**

There has also been an update to the background process. The department has provided greater visibility on disqualifying issues earlier in the process and moved the polygraph to the beginning. The ability to identify these issues sooner instead of waiting until the background process for discovery after all other testing has been completed. This has allowed the process of filling positions to move more quickly and the department is able to fill vacant positions much quicker.

vii. Significant Accomplishment –

When a customer is victim in a crime, a customer service survey is generated to assess the response of the department. The goal was to receive a minimum of 80% satisfactory rating. With 550 surveys sent and a 30% response rate, the department received an above average or excellent over 90% of the time in 2018.

Another successful measure of our department is the complaint records. From 2017-2018 the department received a total number of 11 complaints. To qualify as a complaint, the alleged action must be tied to a policy violation. Four of the complaints were internal and only 1 resulted in a discharge from the department.

NARCAN training has been completed and the department is now deploying the use as needed of NARCAN for overdose situations.

d. Commander Process

The entire process will take a total of 2-3 month to complete. Ideally would like this to be an internal process.

e. Dispatch Manager Process – *Deputy Chief Mark Thomas*

Dispatch Manager position is considered a non-civil service position. It is currently under a job evaluation with Human Resources. This will be posted for internal and external applications. Ideally would like an internal applicant due to familiarity with the department.

f. Appointment of Deputy Chiefs

With the recent hires of Deputy Chief Thomas and Deputy Chief Villa, there is not a current need to make that appointment. However, should the need arise, the ideal situation would be that the candidate be internal to the Port of Seattle Police Department so the Port would like to encourage current officers to prepare for those potential promotions.

No other business was presented.

The meeting was adjourned by Commissioner Dunham at 11:48 AM