

# Port of Seattle

## Police Civil Service Commission

Commissioner Oris Dunham  
Commissioner Debrena Jackson Gandy  
Commissioner Charles Blood

**July 5, 2022**  
**Police Civil Service Commission**  
**Regular Meeting Minutes**  
**Approved 01/03/2023**

**Call to Order:** Commissioner Debrena Jackson Gandy called the July 5, 2022, meeting of the Port of Seattle Police Civil Service Commission to order at 10:03 AM.

**Roll call/In Attendance:**

Commissioner Debrena Jackson Gandy – Chair  
Commissioner Oris Dunham  
Commissioner Charles Blood  
Interim Chief Mike Villa, Port of Seattle Police Department  
Brandy Brown, PCSC Administrative Support, Human Resources

*Attending Virtually:*

Ericka Singh, PCSC Secretary, Human Resources  
Anne Purcell, PCSC Legal Counsel, Port of Seattle Attorney Services  
Stephanie Brosio, PCSC Administrative Support, Human Resources  
Derek Bender, Sr. Talent Acquisition Representative

1. **Approval of Minutes:** Commissioner Dunham moved to approve the minutes from the April 5, 2022, meeting. The motion was second by Commissioner Blood and it was unanimously carried.
2. **Approval of Agenda:** Commissioner Dunham moved to approve the agenda for the July 5, 2022. The motion was second by Commissioner Blood and it was unanimously carried.
3. **Public Comments:** No public comments were offered.
4. **Order of Business**
  - a. **Staffing Update**

Lateral Oral Boards have been occurring monthly. Entry Office Oral Boards occurred in January, March and June. Police Specialist Oral Boards were completed in April and another is currently scheduled for July.

One internal entry hire started the academy in May. One internal entry hire graduated the academy in June. The academy is about a 5-month process.

- There are currently 45 vacancies of the 178 authorized FTE's in the department. 29 commissioned (Chief, 1 Sergeant, 27 Officers)
- 16 non-commissioned (2 Police Specialists, 2 Dispatch, 11 Traffic Support Specialist, 1 Mental Health Professional)

The mental health position is a new position that is currently being recruited. This position will support the officers with individuals in crisis and/or mental health issues. This is a civilian position.

Commissioner Dunham asked to define Police Specialist: They are responsible for the administrative support of the department.

The Police Department is currently working with Amberine Wilson and the Emerging Talent team to create a mentorship program with the High School Interns. The idea is to pair local youth with police officers to offer them support, connection to the community, and expose the next generation of officers to the work of the Port of Seattle Police Department. The program is still in the development stage. At this time the Port of Seattle does not have an Explorer program. There are items from Explorer Programs that could be applied to the Mentor Program with High School Interns.

Department is heavily involved in recruitment and outreach: regularly participating in recruiting events held at Joint Base Lewis McCord. Recently Attended Aviation Day and the 2022 Seahawks Military Community Fair. The goal of attending the job fairs and events is to attract good candidates. The idea is to cast the broadest net possible to attract the best candidates and have them apply for the open positions. Commission Jackson Gandy is requesting information about many applicants the department gets from their presences at the various recruiting events.

The goal of attending the job fairs and events is to attract good candidates. The idea is to cast the broadest net possible to attract the best candidates and have them apply for the open positions. Potential candidates are connected to Public Safety Testing directly at the career fairs.

The department continues to be competitive for candidates in the region. There are currently 8-10 agencies that are comparable to our agency. The department continues to work with the unions to assure that the department remains competitive.

Commissioner Jackson Gandy would be interested in the outcomes of the recruiting events as to how many applicants came from those events, if this could be quantified. Derek Bender clarified that applicants are asked how they found out about the Police Department. Most of the events that the department attends

are geared toward entry level candidates. Public Safety Testing (PST) does have a field in their application asking the candidate how they heard about the agency. This information can be requested from PST and provided as a potential outcome tracking of the recruiting process. Commissioner Blood requested two additional outcome numbers: the number of applicants and those who don't make it through the first screening process.

Commissioner Jackson Gandy asked if there was a testing preparation for candidates. PST does provide materials for applicants, so candidates can prepare for the test. If a candidate fails a section of the test, they have the ability to retake withing a limited time frame. This is not required of candidates but is strongly encouraged to PST.

Ericka Singh, Talent Acquisition Manager provided an update on the process for the Chief of Police. It is currently in the final rounds of the recruiting process. There are two candidates. One external candidate and Interim Chief Mike Villa. More information should be forth coming in the next couple weeks. A public forum was held to meet the final two candidates.

In 2022 there have been 14 new hires:

- 6 Officers (3 Entry Level, 3 Laterals)
- 3 Police Specialists
- 2 Traffic Support Specialists
- 1 ICT Specialist

Current Pending Hires:

- 1 TSS with Conditional Offer
- 11 Officer applicants in background
- 3 Dispatchers in background
- 2 Traffic Support Specialists in background
- 1 Police Specialist in background pending Chief's interview

Commissioner Jackson Gandy asked if there was information about how many people pass the background checks. Interim Chief Villa stated that he would be able to provide that information in the future. It's between 25-50% that pass. It's a very stringent background process. There is a little variation of the checks between some positions. Example, for a Police Officers the department will reach out to neighbors as a part of the process. This allows them to assess their demeanor. There is also psychological testing and a polygraph. The ICT position went through the background process due to the level of access to sensitive information that they position will require. Commissioned staff will go through a medical screening, Non-Commissioned Staff will not.

**b. Department Promotions**

There has been one Promotion this year. Andrew Neisinger was promoted to Sergeant on April 13, 2022.

The Sergeant's list is good for one year. The most recent assessment for the process was done in May 2022. The candidates are selected from the top 5 from the list. Andrew Neisinger was the number one candidate on that list. PST runs the sergeants testing process. This process includes a performance and peer review process.

**c. Annual Report Presentation**

The Commission Presentation was completed on June 28<sup>th</sup>, 2022. Links will be provided for the Commissioners to view the presentation, which was about an hour long, and the full report for them to read as well. They are also available on the Port Website as well.

**d. For the Good of the Order | Other Business**

This year is the 50<sup>th</sup> Anniversary as a Police Department. This will be held on October 6. Details will be forwarded to the Commissioners.

Commissioner Jackson Gandy requested an update on the PAIT recommendations. There are 52 recommendations. The department worked with Marin Burnett at the Port to create the implementation. The Port of Seattle Police Department, Legal and Human Resources departments went through the recommendations to determine:

- What is the priority of that recommendations?
- What is the impact? Will there be budget impacts?
- Who needs to be involved?
- Has this recommendation already been implemented?
- Is this something we can accomplish immediately (this year) or will this take 2-3 years to accomplish?

The Police Department is currently working on the work plan:

- How long will this take?
- Who will be responsible?
- What are the action steps?
- How do we know we met that goal?

Work is currently being done on reducing trespassing and increasing employee safety at the airport, increasing employee engagement. The Department recently went through a SWOT (Strengths, Weaknesses, Opportunities, Threats) regarding equity diversity, and inclusion.

The meeting was adjourned by Commissioner Jackson Gandy at 10:59 AM