



REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

3:00 PM DECEMBER 6, 2016
BAINBRIDGE ISLAND CITY HALL
280 MADISON AVE. N., BAINBRIDGE ISLAND, WA

AGENDA

Action

1. CALL TO ORDER / ROLL CALL

3:00 PM

Chair: Trennon Bird

Vice Chair: Daniel Reisfeld

Commissioners: Richard Daniels

Julie Hersum

Johanna Vander Stoep

2. CONFLICT OF INTEREST DISCLOSURE

3:05 PM

3. PUBLIC COMMENT

3:10 PM

4. NEW BUSINESS

3:15 PM

a. Review November 1, 2016 Minutes

Consider Approval

b. Consider withdrawal of resignation request from Officer Tovar

Consider Approval

c. Cancel January 2nd Regular Meeting

Consider Approval

d. Revise agency disqualifiers

Consider Approval

5. UNFINISHED BUSINESS

4:15 PM

a. Set date for Entry and Lateral Officer Oral Boards

b. Review letter to CJTC

Consider Approval

6. REPORT BY CHIEF OF POLICE

4:40 PM

7. REPORT BY SECRETARY/CHIEF EXAMINER

4:50 PM

8. ADJOURN

5:00 PM

Times listed on this agenda are approximate. Public Comment will be taken following discussion of each New Business item.

 Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.



**CIVIL SERVICE COMMISSION
REGULAR MEETING
NOVEMBER 1, 2016
MINUTES**

1. CALL TO ORDER/ROLL CALL

The Civil Service Commission Regular Meeting was called to order in the Council Conference Room at City Hall at 3:04 pm by Chair Trennon Bird. A quorum was present consisting of Commissioners Daniel Reisfeld, Richard Daniels, Johanna Vander Stoep, and Julie Hersum.

2. CONFLICT OF INTEREST DISCLOSURE

Each Commissioner reported that no new conflicts of interest had arisen since the last meeting; some commissioners shared important inter-meeting communications.

3. PUBLIC COMMENT

No public comment was given.

4. NEW BUSINESS

- a. Review October 4th, 2016 Minutes

MOTION: *I'll move that the minutes of the meeting of October 4th 2016 be approved*

VANDER STOEP/HERSUM: The motion passed unanimously

- b. Certify scores from Entry Level Officer Panel

- c. Certify scores from Lateral Officer Panel

MOTION: *I'll make a motion to approve both the entry level peace officer certification, undated, and the lateral peace officer certification presented to us in this meeting*

DANIELS/REISFELD: The motion passed unanimously

- ~~d. Set Date for Entry and Lateral Officer Oral Boards~~

No action taken. Item was moved to the December Regular Meeting

- e. Review agency disqualifiers

No action taken. Item was discussed and will be on the December Regular Meeting agenda for further consideration.

5. UNFINISHED BUSINESS

- a. Review letter to CJTC

Topic was discussed. Commissioners Daniels and Reisfeld formed a sub-committee to create a final draft of the letter to be presented to the full commission at the December Regular Meeting.

6. DISCUSSION

- a. Commission Rules Review



Item was discussed. Topic will be discussed at future commission meetings.

7. REPORT BY CHIEF OF POLICE

Chief Hamner provided general updates regarding the department.

8. REPORT BY SECRETARY/CHIEF EXAMINER

S/CE Richards provided general updates regarding commission matters.

9. ADJOURNEMENT

The commission adjourned at 5:08 pm

Trennon Bird, Chair

Amber Richards, Secretary/Chief Examiner

November 29, 2016

To: Civil Service Commission of the City of Bainbridge Island
Chief Matthew Hamner, City of Bainbridge Island Police Department

I am officially requesting to withdraw my resignation from the Bainbridge Island Police Department. It is my desire to return to the City of Bainbridge Island Police Department and serve its community with the utmost humility.

A handwritten signature in black ink, appearing to read 'Michael Tovar', with a long horizontal flourish extending to the right.

Michael Tovar



BAINBRIDGE ISLAND POLICE DEPARTMENT

Agency Disqualifiers

Applicants **shall be automatically disqualified** for employment with the Bainbridge Island Police Department in the following circumstances:

Criminal Activity:

- Any felony conviction as an adult
- Conviction of a gross misdemeanor or misdemeanor involving moral turpitude (Mandatory Academy Rejection – WAC 139-220)
- Any misdemeanor conviction as an adult, while employed in a criminal justice capacity
- Any conviction or admission, as an adult, for a misdemeanor crime of domestic violence (18 USC 921)

Driving:

- 1 or more traffic crime convictions in the last 5 years (DWI, Reckless, etc)
- Suspension of driver's license within the past 5 years
- 3 or more moving violations in the past 5 years
- 2 or more at-fault accidents in the past 5 years

Drug Use:

- Any illegal use, illegal distribution, or illegal possession of any controlled substance as an adult, within 5 years prior to application
- Conviction or admission of the illegal use of any controlled substance while employed in a criminal justice capacity
- Conviction or admission indicating a pattern of illegal use of prescription medication within 5 years prior to application, or while employed in a criminal justice capacity

Employment:

- Failing to be truthful or honest, by act or omission, at any stage of the hiring process; including training and certification
- Dishonorable Discharge, Bad Conduct Discharge, or dismissed from any branch of the US Armed Forces, except for reasons of sexual orientation
- Discharge for material cause from any position of criminal justice employment
- Certification, denied or revoked, for misconduct in this or another state

Financial:

- Conviction for failure to pay income tax, or judicial finding of failure to pay child support

Driving

1. Automatic 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc).
2. Automatic Suspension of driver's license within past 5 years.
3. Automatic 3 or more moving violations in past 5 years.
4. Automatic 2 or more at-fault accidents in past 5 years.

Drug Usage

1. Automatic Illegal drug substance usage or exposure within past 8 years.
2. Automatic Illegal use of illegal drugs in the last 8 years.
3. Automatic Illegal use of ANY controlled substance while employed in a criminal justice capacity.
4. Automatic Illegal opiate use.
5. Automatic No illegal sale of ANY drug, including marijuana.
6. Automatic Pattern of illegal use of prescription medication.

Criminal Activity

1. Automatic Any adult felony conviction.
2. Potential Juvenile felony conviction will be carefully reviewed.
3. Automatic Unlawful sexual misconduct.

Employment

1. Automatic Withdrawn from consideration for any (law enforcement/fire/corrections/dispatch) employment because of the following reasons: Deceptive results of a truth verification examination concerning the applicant's background. Evidence that the applicant has willfully omitted pertinent information; provided false or misleading information during the application process or in written application or statement of personal history, or has cheated during any phase of testing during application process.
2. Automatic Lied during any stage of the hiring process.
3. Automatic Falsified his or her application, personal history questionnaire, or any other forms during hiring process.

Drug Usage

1. Automatic Illegal use of illegal drugs in the last 3 years.
2. Automatic Illegal use of ANY controlled substance while employed in a criminal justice capacity.
3. Automatic No illegal sale of ANY drug, including marijuana.

Criminal Activity

1. Automatic Any adult felony conviction.
2. Automatic Been convicted of any crime under a domestic violence statute / (Brady) protective orders.

3. Automatic Crimes of violence.

Kitsap County Sherriff's Office

Driving

1. Automatic 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc.).
2. Automatic Suspension of driver's license within past 3 years.
3. Automatic 3 or more moving violations in past 3 years or more than 1 in the last 12 months/5 or more in the last 5 years.
4. Automatic 2 or more at-fault accidents in past 5 years.
5. Automatic Reckless - Convicted once in the last three years, or twice in the last five years for reckless driving or other similar offenses (e.g. careless driving).
6. Automatic Convicted in the last five years for any driving offense involving the use of drugs, alcohol, or any controlled substance.
7. Automatic Convicted in the last five years for a hit and run offense involving bodily injury or reportable property damage.
8. Automatic Found at fault in any accident in the last five years resulting in a fatality.
9. Automatic More than one citation or conviction in the last year, three or more in the last three years or five or more in the last five years (Note: Do not include "Photo Enforcement Tickets," which count as parking tickets.)

Drug Usage

1. Automatic Any usage of illegal drugs over the allowed standard is an automatic disqualifier. Each category mentioned below includes all forms and derivatives of these controlled substances. Your past drug usage will be confirmed by a background investigation and polygraph/computerized voice stress analysis examination.
2. Automatic No abuse of prescription medications and/or over the counter medications.
3. Automatic Marijuana/Hashish: (Kitsap County follows the federal guidelines in regards to marijuana.) No use/possession for the last 3 years or at all after the age of 25. (Usage under the age of 25 will be reviewed on a case-by-case basis and may result in disqualification).
4. Automatic All Other Illegal Narcotics such as: Amphetamines, Cocaine, Hallucinogens, Steroids and Opiates: No use/possession for the last 3 years or at all after the age of 25. (Usage under the age of 25 will be reviewed on a case-by-case basis and may result in a disqualification).
5. Automatic Any use of intravenous illegal drugs is an automatic disqualifier.

Criminal Activity

1. Automatic LEGAL STANDARDS: Because of the nature of employment with the Kitsap County Sheriff's Office a candidate must be in good standing with the community and the criminal justice system. The following is the maximum allowable contact with the criminal justice system.
2. Automatic Automatic Disqualifier - Any Felony convictions, Domestic violence conviction of any kind, Since turning 18, 3 or more misdemeanor convictions, and misdemeanor convictions in the last 3 years.
3. Potential Felony and Misdemeanor convictions under the age of 18 will be reviewed on a case-by-case basis.

Employment Automatic

1. Withdrawn from consideration for any (law enforcement/fire/corrections/dispatch) employment because of the following reasons:

2. Automatic Has been dismissed or has resigned in lieu of discharge from any position, public or private for any cause which would be a cause for dismissal from County service or has an unsatisfactory record of employment in the County service or with any other agency or firm.
3. Automatic Terminated/discharged for disqualifying misconduct from any full time commissioned law enforcement position.
4. Automatic Been dishonorably discharged from the United States armed forces.
5. Automatic Lied during any stage of the hiring process.
6. Automatic Falsified his or her application, personal history questionnaire, or any other forms during hiring process.
7. Automatic Previous revocation or denial of (CJTC/POST) certified status, or suspension of current (CJTC/POST) certified status.

Port Orchard

Driving

1. Automatic 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc).

Drug Usage

1. Automatic Illegal use of ANY controlled substance while employed in a criminal justice capacity.
2. Potential Illegal drug use in any form, will be considered on case by case basis.
3. Automatic Illegal use of controlled substance through injection into the body at any time.

Criminal Activity

1. Automatic Any adult felony conviction - Mandatory Academy rejection (WAC 139-05-220).
2. Automatic Any misdemeanor, or felony conviction while employed in a criminal justice capacity.
3. Potential Adult misdemeanor convictions will be carefully reviewed.
4. Potential Juvenile felony conviction will be carefully reviewed.
5. Automatic Been convicted of any crime under a domestic violence statute.
6. Automatic Been convicted of stalking.
7. Automatic Been convicted of a Felony (or pled nolo contendere to a felony charge), or any offense that would be a felony if committed in Washington State, or has been incarcerated after conviction for any crime.
8. Automatic Conviction of a gross misdemeanor or misdemeanor involving moral turpitude. Mandatory Academy rejection (WAC 139-05-220).

Employment

1. Automatic Been dishonorably discharged from the United States armed forces.
2. Automatic Lied during any stage of the hiring process.
3. Automatic Previous revocation or denial of (CJTC/POST) certified status, or suspension of current CJTC/POST certified status.

Financial

1. Automatic Failure to pay income tax or child support.
2. Potential Current credit accounts, or unresolved accounts in collection will be carefully reviewed.

Driving

1. Automatic 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc)
2. Automatic Suspension of driver's license within past 5 years
3. Automatic 3 or more moving violations in past 3 years
4. Automatic 3 or more at-fault accidents in past 3 years

Drug Usage

1. Automatic Have used marijuana within the past year.
2. Automatic Illegal use of ANY controlled substance while employed in a criminal justice capacity
3. Automatic Illegal opiate use
4. Automatic Hallucinogen use within past 10 years. No more than 3 uses total
5. Automatic Illegal use of 3 or more different controlled substances
6. Automatic No illegal sale of ANY drug, including marijuana.
7. Automatic Pattern of illegal use of prescription medication
8. Potential Other drug use outside these standards will be considered on case by case basis
9. Automatic The use of ANY illegal drugs, except marijuana, within the past 3 years.
10. Automatic Have ever illegally used a drug after submitting application to any Law Enforcement agency.

Criminal Activity

1. Automatic Any adult felony conviction
2. Automatic Any misdemeanor, or felony conviction while employed in a criminal justice capacity
3. Potential Adult misdemeanor convictions will be carefully reviewed
4. Potential Juvenile felony conviction will be carefully reviewed
5. Automatic Been convicted of any crime under a domestic violence statute.
6. Automatic Unlawful sexual misconduct.

Employment

1. Automatic 2 or more terminations, or leaving employer in lieu of termination
2. Automatic Withdrawn from consideration for any (law enforcement/fire/corrections/dispatch) employment because of the following reasons: DISHONESTY IN APPLICATION PROCESS/BACKGROUND
3. Automatic Been dishonorably discharged from the United States armed forces.
4. Automatic Lied during any stage of the hiring process.
5. Automatic Falsified his or her application, personal history questionnaire, or any other forms during hiring process.
6. Automatic Previous revocation or denial of CJTC certified status, or suspension of current CJTC certified status.

Financial

1. Automatic Failure to pay income tax or child support
2. Potential Current credit accounts, or unresolved accounts in collection will be carefully reviewed

Driving

1. Automatic 1 or more traffic crime convictions in last 5 years (DWI, Suspended, Reckless, etc.)
2. Automatic Suspension of driver's license within past 5 years.
3. Potential Applicant's driving record will be carefully reviewed.

Drug Usage

1. Automatic Illegal use of ANY controlled substance while employed in a criminal justice capacity.
2. Automatic Pattern of illegal use of prescription medication.
3. Potential All illegal drug use will be closely scrutinized on a case by case basis.

Criminal Activity

1. Automatic Any adult felony conviction.
2. Automatic Any misdemeanor or felony conviction while employed in a criminal justice capacity.
3. Potential Adult misdemeanor convictions will be carefully reviewed.
4. Potential Juvenile felony convictions will be carefully reviewed.
5. Automatic Been convicted of any crime under a domestic violence statute.
6. Automatic Sold drugs.

Employment

1. Automatic Been dishonorably discharged from the United States armed forces.
2. Automatic Lied during any stage of the hiring process.
3. Automatic Falsified his or her application, personal history questionnaire, or any other forms during hiring process.
4. Automatic Previous revocation or denial of any (CJTC/POST) certified status, or suspension of current CJTC/POST certified status.

Financial

1. Automatic Failure to pay income tax or child support.
2. Automatic Current credit accounts, or unresolved accounts in collection will be carefully reviewed
3. Automatic Any conduct or pattern of behavior that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.

Other

1. Automatic Exposed tattoos which cannot be covered by a standard uniform of the day.

Medina – Entry

Driving

1. Potential Reviewed on individual basis.

Drug Usage

1. Automatic Illegal drug substance usage or exposure within past 10 years.
2. Automatic Illegal use of illegal drugs in the last 10 years.

3. Automatic Illegal use of ANY controlled substance while employed in a criminal justice capacity.
4. Automatic Illegal opiate use.
5. Automatic Hallucinogen use within past 10 years.
6. Potential Other drug use outside these standards will be considered on case by case basis.
7. Automatic No illegal sale of ANY drug, including marijuana.

Criminal Activity

1. Automatic Any adult felony conviction.
2. Automatic Any misdemeanor, or felony conviction while employed in a criminal justice capacity.
3. Potential Adult misdemeanor convictions will be carefully reviewed.
4. Automatic Been convicted of any crime under a domestic violence statute.
5. Automatic Unlawful sexual misconduct.

Employment

1. Automatic Been dishonorably discharged from the United States armed forces.
2. Automatic Lied during any stage of the hiring process.
3. Automatic Falsified his or her application, personal history questionnaire, or any other forms during hiring process.
4. Automatic Previous revocation or denial of CJTC/POST certified status, or suspension of current CJTC/POST certified status.

Financial

1. Automatic Failure to pay income tax or child support.
2. Potential Current credit accounts, or unresolved accounts in collection will be carefully reviewed.

Medina - Lateral

Driving

1. Potential Reviewed on individual basis.

Drug Usage

2. Automatic Illegal drug substance usage or exposure within past 10 years.
3. Automatic Illegal use of illegal drugs in the last 10 years.
4. Automatic Illegal use of ANY controlled substance while employed in a criminal justice capacity.
5. Automatic Illegal opiate use.
6. Automatic Hallucinogen use within past 10 years.
7. Potential Other drug use outside these standards will be considered on case by case basis.
8. Automatic No illegal sale of ANY drug, including marijuana.

Criminal Activity

1. Automatic Any adult felony conviction.
2. Automatic Any misdemeanor, or felony conviction while employed in a criminal justice capacity.
3. Potential Adult misdemeanor convictions will be carefully reviewed.
4. Automatic Been convicted of any crime under a domestic violence statute.

5. Automatic Unlawful sexual misconduct.

Employment

1. Automatic Been dishonorably discharged from the United States armed forces.
2. Automatic Lied during any stage of the hiring process.
3. Automatic Falsified his or her application, personal history questionnaire, or any other forms during hiring process.
4. Automatic Previous revocation or denial of CJTC/POST certified status, or suspension of current CJTC/POST certified status.

Financial

1. Automatic Failure to pay income tax or child support.
2. Potential Current credit accounts, or unresolved accounts in collection will be carefully reviewed.

Mercer Island

Driving

1. Automatic Conviction of 1 DUI in the last 5 years, or 2 convictions in lifetime.

Drug Usage

1. Automatic Illegal use of controlled substance within 3 years prior to application.

Criminal Activity

1. Automatic Any adult felony conviction.
2. Automatic Any domestic assault conviction