



REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

3:00 PM AUGUST 7, 2018
BAINBRIDGE ISLAND CITY HALL
280 MADISON AVE. N., BAINBRIDGE ISLAND, WA

AGENDA

Action

1. CALL TO ORDER / ROLL CALL

3:00 PM

Chair: Johanna Vander Stoep

Vice Chair: Julie Hersum

Commissioners: Richard Daniels

Trennon Bird

Daniel Reisfeld

2. CONFLICT OF INTEREST DISCLOSURE

3:05 PM

3. PUBLIC COMMENT

3:10 PM

4. NEW BUSINESS

3:15 PM

a. Review June 5, 2018 Meeting Minutes

Consider Approval

b. Consider removal of lateral eligible from list

Consider Approval

c. Consider classification of corporal position

Consider Approval

d. Consider elements of corporal promotional examination

Consider Approval

5. EXECUTIVE SESSION – REVIEW QUALIFICATIONS OF AN APPLICANT FOR CITY EMPLOYMENT (RCW 42.30.110(1)(g)); DISCUSS WITH LEGAL COUNSEL POTENTIAL AGENCY ACTIVITIES (42.30.100(1)(i)(iii))

4:15 PM

6. REPORT BY CHIEF OF POLICE

4:50 PM

7. 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 S/CE at 206-842-2545 or (arichards@bainbridgewa.gov) by noon on the day preceding the Meeting.



**CIVIL SERVICE COMMISSION
REGULAR MEETING
June 5, 2018
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 3:00 pm by Chair Johanna Vander Stoep. A quorum was present consisting of Julie Hersum, Richard Daniels and Trennon Bird. Commissioner Daniel Reisfeld was absent.

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 May 1, 2018 Meeting Minutes

MOTION: *Looks good, I move that we approve the minutes for the May 1st meeting.*

BIRD/DANIELS: The motion passed unanimously.

- b. Certify Scores from Entry and Lateral Oral Boards

MOTION: *I move to approve the entry level.*

BIRD/HERSUM: The motion passed unanimously.

MOTION: *I'll make a motion then to certify the lateral entry test score.*

DANIELS/HERSUM. The motion passed unanimously.

- c. Consider canceling July Regular Meeting

MOTION: *I move that we cancel the July meeting.*

BIRD/DANIELS: The motion passed unanimously.

~~5. REPORT BY CHIEF OF POLICE~~

6. REPORT BY SECRETARY/CHIEF EXAMINER

S/CE Richards provided general updates regarding commission matters.

7. ADJOURNEMENT

The commission adjourned at 3:32 pm.



Johanna Vander Stoep, Chair

Amber Richards, Secretary/Chief Examiner



CITY OF
BAINBRIDGE ISLAND

CIVIL SERVICE COMMISSION

MEMORANDUM

DATE: JULY 6, 2018

TO: CIVIL SERVICE COMMISSION

FROM: AMBER RICHARDS, SECRETARY AND CHIEF EXAMINER

SUBJECT: WINTERMUTE – REQUEST TO REMOVE FROM LATERAL ELIGIBILITY LIST

On January 17, 2018, Mr. Wintermute received an electronic version of Civil Service Rule 7.5 – Rejection of an applicant or eligible in his applicant packet.

On July 2, 2018 I received the attached memorandum from Detective Sergeant Scott Weiss requesting that lateral eligible Christopher Wintermute be removed from the eligibility list. Mr. Wintermute has not responded to the Sgt's numerous attempts to begin the background investigation process, as outlined in the memo.

Upon appointment to the list, Mr. Wintermute received the attached letter from me indicating that he was to keep his contact information updated so that we may contact him as needed. I have not received any updated contact information from the eligible. I confirmed that the address Sgt Weiss sent via certified mail to Mr. Wintermute was the correct address.

According to Rule 7.5 the commission may direct the Secretary to...remove from a register the name of an eligible, if it is determined (at any time) by the commission that the applicant or eligible:

7.5.3 fails to appear for interviews, polygraph testing, fingerprinting or other investigations as required;

7.5.6 For other material reasons, as determined by commission (from time to time).

Based on the information provided by Sgt. Weiss, and the provisions set forth in Rule 7.5, which does not expressly authorize the S/CE to make a threshold determination, I am bringing this matter forth to the commission for consideration.

Amber Richards

Secretary/Chief Examiner

Attachments:

January 17, 2018 Email to Mr. Wintermute containing Rule 7.5

July 2, 2018 Memorandum from Detective Sergeant Weiss

March 7, 2018 Letter to Mr. Wintermute

Rule 7.5

From: [Amber Richards](#)
To: [Chris Wintermute](#)
Subject: Lateral Officer Oral Interview - Applicant Packet and Confirmation
Date: Wednesday, January 17, 2018 10:57:00 AM
Attachments: [Acknowledgment of Conditions.pdf](#)
[Civil Service Rule 7.5.pdf](#)
[Police Officer, JD-073.docx](#)
[02202014 Key Traits and Characteristics Sought in Police Officers.pdf](#)
[Personal History Statement 2013.docx](#)
[12062016 CSC - Agency Disqualifiers.pdf](#)
[Veterans Scoring Criteria Status Declaration.pdf](#)
Importance: High

Dear Christopher,

Thank you for confirming your participation in the Lateral Officer interview process with the City of Bainbridge Island. You are scheduled for Thursday, February 15th, 2018 at 2:00 pm. **Please plan to arrive at 1:25 pm** to check in, get a parking pass and complete a 30 minute pre-interview exercise. Please bring your driver's license, and any required documentation – if not previously submitted. Also note – cell phones will not be allowed in any portion of the interview process, to include the pre-interview.

Interview Location:

Bainbridge Island City Hall
280 Madison Avenue, North
Bainbridge Island, WA 98110

Attached please find the following documents:

- Personal History Statement (PHS) (Required)
- Agency Disqualifiers
- Police Officer job description
- Civil Service Rule 7.5 (Rejection of an Applicant or Eligible)
- Acknowledgment of conditions (Required)
- Key Traits Sought in Police Officers
- Veterans Scoring Criteria (VSC) Status Declaration (Optional)

Please complete the PHS and return it to me as soon as possible. Please sign and return the acknowledgment. Please be sure to review the agency disqualifiers – if any apply, please discuss with me immediately. Also note, if you are claiming veteran's preference, please fill out the VSC Declaration and provide a copy of your DD-214 in order to be awarded credit. It is preferred that you send all documents to me via email. All required materials must be submitted prior to interviewing.

NOTE: An applicant who fails to appear after notification shall be removed from the examination process by the S/CE and will, absent a showing of good cause, be disqualified from future civil service hiring processes by the commission.

If you have any questions about the application or any other materials provided, please contact me. I am happy to be a resource for you!

Amber



AMBER RICHARDS, MPA

Secretary/Chief Examiner

Civil Service Commission

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.780.8629 (office) 206.735.9712 (mobile)



City of Bainbridge Island • Department of Public Safety

625 Winslow Way East • Bainbridge Island • WA • 98110

206-842-5211 • www.bainbridgewa.gov



Memorandum

DATE: July 2, 2018
TO: Chief Hamner, Amber Richards
FROM: Sgt Scott Weiss
RE: **Lateral applicant Chris Wintermute**

I am requesting that Mr. Wintermute be removed from our lateral police applicant list. I first attempted to contact Mr. Wintermute on June 7, 2018 to begin working on his background investigation. He did not return my voicemail on his phone or reply to the email that I sent.

I called Mr. Wintermute's phone on June 14, 2014 and I left another voicemail and again did not receive a return phone call.

On June 18, 2018 a certified letter was sent to Mr. Wintermute's address, requesting that he contact me by July 1, 2018. The US Post Office tracking system shows the letter out for delivery on June 21, 2018 and the status was noted as- "Notice Left (No Authorized Recipient Available)."

Mr. Wintermute is not responding or cooperating with the background investigation. He is not replying to emails, phone calls or US mail.

I am requesting that his name be removed from the lateral roster.

I certify (declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct. (RCW 9A.72.085.)

Scott Weiss

OFFICER'S SIGNATURE

803

BADGE NUMBER

Bainbridge Island Police Department

AGENCY

Bainbridge Island, Washington

7-2-2018

Scott Weiss

From: Scott Weiss
Sent: Thursday, June 7, 2018 10:02 AM
To: 'chriswintermute@gmail.com'
Subject: BIPD application / background

Good morning,

Wanted to check in to see if you were still interested in a position here at Bainbridge Island Police. We are working on backgrounds and I now have your file. I'll try to reach you on the phone today as well.

Regards, Scott Weiss



BAINBRIDGE ISLAND POLICE DEPARTMENT

Scott Weiss, Detective Sergeant

www.bainbridgewa.gov

www.facebook.com/citybainbridgeisland/

ORI: WA0180700

206.842.5211 (Office) 206.780.4681 (Desk) 206.730.9026 (Mobile) 206.780.8596 (Fax)

625 Winslow Way E., Bainbridge Island, WA 98110

Scott Weiss

From: Scott Weiss
Sent: Thursday, June 14, 2018 2:52 PM
To: 'chriswintermute@gmail.com'
Subject: BIPD Background investigation
Attachments: Wintermute letter.pdf

Importance: High

Good afternoon,

I am conducting employment background investigations and am starting the process on your background. I reached out to you via your phone on June 7th and again today but the calls went to voicemail. I left messages on both days as well as sending an email on June 7th. Please get a hold of me so that I can get your background completed. If you are no longer interested in pursuing employment with the Bainbridge Island Police Department, please let our civil service chief examiner know of your wishes. Her contact information is:

Amber Richards / Civil Service Commission
280 Madison Avenue N.
Bainbridge Island, WA 98110
206-780-8629
arichards@bainbridgewa.gov

Please contact me by July 1, 2018 at the latest and don't hesitate to ask any questions, concerns, etc.

Sincerely,
Detective Sergeant Scott Weiss, #803



BAINBRIDGE ISLAND POLICE DEPARTMENT

Scott Weiss, Detective Sergeant

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625 Winslow Way E., Bainbridge Island, WA 98110

BAINBRIDGE ISLAND POLICE DEPARTMENT

Matthew Hamner, Chief of Police



June 14, 2018

Christopher Wintermute
176 Conklingtown Rd
Goshen, NY 10924

Dear Mr. Wintermute,

I am conducting employment background investigations and am starting the process on your background. I reached out to you via your phone on June 7th and again today but the calls went to voicemail. I left messages on both days as well as sending an email on June 7th. Please get a hold of me so that I can get your background completed. If you are no longer interested in pursuing employment with the Bainbridge Island Police Department, please let our civil service chief examiner know of your wishes. Her contact information is:

Amber Richards / Civil Service Commission
280 Madison Avenue N.
Bainbridge Island, WA 98110
206-780-8629
arichards@bainbridgewa.gov

Please contact me by July 1, 2018 at the latest and don't hesitate to ask any questions, concerns, etc.

Sincerely,

A handwritten signature in black ink, appearing to read "DSW", followed by a horizontal line.

Detective Sergeant Scott Welss, #803

7008 1830 0004 1152 2802

U.S. Postal Service™	
CERTIFIED MAIL™ RECEIPT	
(Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
GOSHEN, NY 10924	
Postage	\$3.45
Certified Fee	\$2.75
Return Receipt Fee (Endorsement Required)	\$0.00
Restricted Delivery Fee (Endorsement Required)	\$0.00
Total Postage & Fees	\$6.70
0004 14	
Postmark Here	
06/18/2018	
Sent To Christopher Wintermute	
Street, Apt. No., or PO Box No. 176 Conklingtown Rd.	
City, State, ZIP+4 Goshen, NY 10924	

PS Form 3800, August 2006 See Reverse for Instructions



March 7, 2018

Christopher Wintermute
Via e-mail

Dear Mr. Wintermute:

After completion of the oral boards that were conducted on February 15, 2018, your total score and current ranking on our lateral officer eligibility list are as follows:

Raw oral board score (100% of total score)	87.6
Total score for placement on eligibility list	88
Current ranking	1

Your name will remain on this eligibility list until March 5, 2019, or until names have been exhausted. Based on Civil Service Rules, the Chief of Police is the appointing authority for the department and may use the “rule of three” for any vacant appointment. At present, there are no vacancies in the police department. As vacancies occur, the department will receive applicant information in rank order and may contact you with next steps.

The current eligibility list is available on our website for your reference. You can check your rank on the list via the website at any time. To keep identification information confidential, each applicant is assigned a random ID number. Your ID number is 3447. Please be sure to keep your address and contact information current with me so that we may contact you as needed.

Thank you again for your interest in the City of Bainbridge Island. Please feel free to contact me with any questions. I can be reached at 206.780.8629 or arichards@bainbridgewa.gov.

Regards,

A handwritten signature in black ink, appearing to read 'Amber Richards', with a long horizontal stroke extending to the right.

Amber Richards
Secretary/Chief Examiner

Civil Service Rule 7.5

7.5 REJECTION OF APPLICANT OR ELIGIBLE: The commission may direct the secretary to reject an applicant for examination, withhold from a register or from certification the name of an eligible, or remove from a register the name of an eligible, if it is determined (at any time) by the commission that the applicant or eligible:

7.5.1 Does not meet the requirements set forth in these rules or in the examination announcement;

7.5.2 Is physically or mentally unfit to perform the duties of the position sought, as demonstrated by credible evidence gathered by or provided to the commission; ;

7.5.3 Fails to appear for, interviews, polygraph testing, fingerprinting or other investigations as required;

7.5.4 Has assisted in preparing the examination for which application is sought or has in any other manner secured confidential information concerning such examination which might give an unfair advantage over other applicants in the examination, or has otherwise intentionally violated the rules or requirements of the examination process;

7.5.5 After notification, did not promptly appear at the time and place designated for the examination; and

7.5.6 For other material reasons, as determined by commission (from time to time).



June 22, 2018

Ms. Amber Richards
City of Bainbridge Island
Civil Service Examiner

VIA Email: arichards@bainbridgewa.gov

Dear Ms. Richards,

It is our pleasure to offer promotional testing services to the City of Bainbridge Island. Please find attached our proposal to conduct promotional testing selection processes for the position of Police Corporal.

The professional services to be performed, the related costs, and the City's responsibilities are outlined in the following pages.

Public Safety Testing is committed to ensuring that the promotional and assessment center processes are valid, defensible and current to today's professional standards. Though our promotional system is a product of years of experience and uses contemporary professional standards, it is uniquely customized for City of Bainbridge Island through close collaboration and partnership.

Thank you for the opportunity to be of service to the City of Bainbridge Island. Please contact me at 425.776.9615 or 425.422.3958 (or email: Colleen@PublicSafetyTesting.com) if you have any questions or need any additional information.

Best regards,

Colleen Wilson
Promotional Testing & Executive Services



**A proposal to the
CITY OF BAINBRIDGE ISLAND
for the development and management of promotional testing for
POLICE CORPORAL**

Scope of Services Provided by Public Safety Testing, Inc.:

Public Safety Testing offers to develop and administer assessment center promotional processes for the City of Bainbridge Island (hereinafter “City”). Public Safety Testing (hereinafter “PST”) will apply the guidelines as adopted by the International Congress on Assessment Centers and the recommendations provided by the International Association of Chiefs of Police related to the development and management of assessment centers.

PROMOTIONAL ASSESSMENT CENTER

Methodology for Service

The project shall consist of three basic phases:

1. Test Preparation & Development
2. Test Administration
3. Post-Test Activities

Phase One: Test Preparation & Development

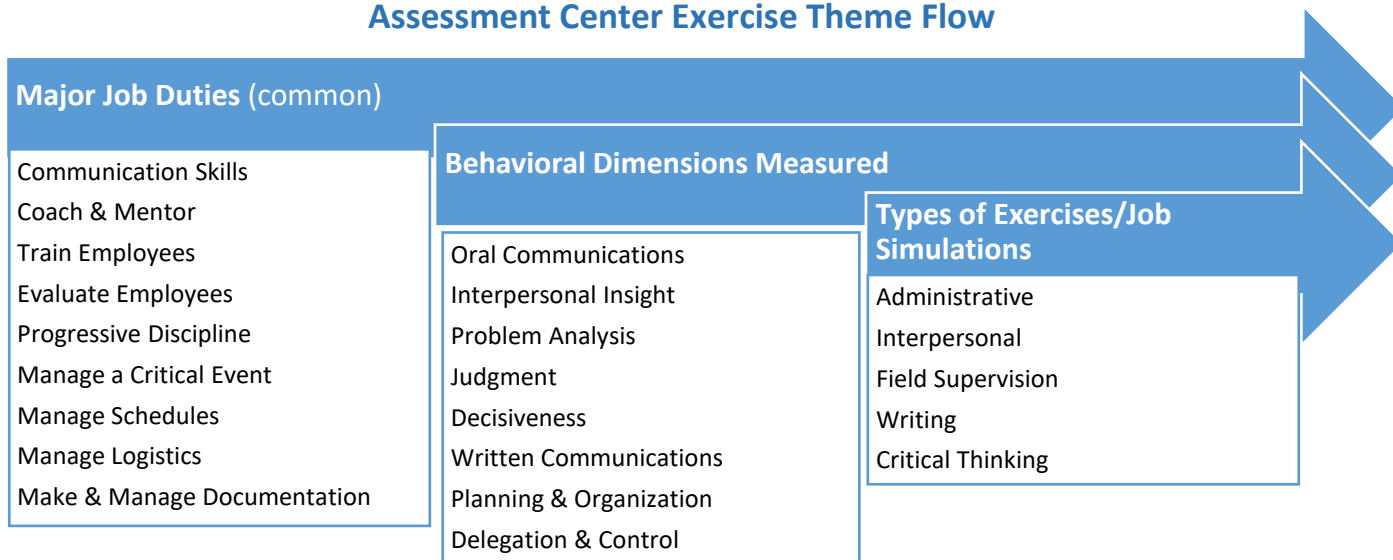
Two on-site meetings with the appropriate personnel from the Bainbridge Island Police Department are held to:

- Determine the City’s specific needs and components of the assessment center;
- Create a calendar of tasks, benchmarks and a schedule to deliver the promotional test;
- Identify the behavioral dimensions to be measured in the assessment centers;
- Provide written summaries of decisions as the process develops;
- Survey department members currently serving in the positions being tested to identify the critical tasks being performed (Job Task Analysis);
- Survey the management/leadership team to identify essential supervisory and administrative skills and abilities of a newly promoted supervisor/manager. These

survey results create the unique weighting of the behavioral dimensions that are specifically relevant to Bainbridge Island Police Department;

- Provide a description of typical categories and examples of exercises that can be used in the promotional process. Working with the City, exercises are tailored with information provided by the Department and customized to fit the specific environment and needs of the agency;
- Create a scoring map that identifies weighted behavioral dimensions which will be measured for each exercise;
- Build exercises using information specific to your community and department and integrating the results of the surveys used above,
- PST will become familiar with, and will follow the City's Personnel/Civil Service Rules when developing and administering the test. The City shall be responsible for notifying PST of any unusual or special process or limitation of its rules, contractual agreements or policies that are related to the development and delivery of the test, and
- Finalize the assessment center's exercises and schedule with the Department's subject matter expert(s) for **Phase Two**.

Assessment Center Exercise Theme Flow



Phase Two: Test Administration

PST will facilitate and manage the assessment center process, including:

- Conduct one 3-hour long "Candidate Orientation Workshop" that provides candidates an overview of the assessment center testing process, highlights tips for success, and pitfalls to avoid. This candidate orientation de-mystifies the assessment center/promotional testing process.

- Conduct a training workshop for the assessors and role players whom the City has selected prior to the test date. The training shall include guidelines in scoring, pitfalls to avoid in assessing and a practice session of scoring an exercise. Only trained assessors will participate in the testing process;
- Provide all the typical equipment, supplies and materials for the training, orientation and testing process. The City of Bainbridge Island may be asked to provide specific equipment related to exercises;
- Create the grading process that conforms to the City's Personnel/Civil Service Commission's rules;
- Through an empirical process that incorporates the candidate's performance, the weighted dimensions, and the City's Personnel/Civil Service Commission's rules, create a final rank order listing of the candidates tested;
- Survey each candidate about his/her observations of the promotional process and assessment center's relevance to the position being tested for; and

Phase Three: Post Test Activities

- Each candidate receives written commendations and recommendations that are created by the assessors. These comments are separated from the objective score sheets, collated for each candidate and sent to the City, and are intended to assist the candidates in their professional development; and
- Provide the City with electronic copies of all the documents related to testing, training and scoring of candidates. This typically includes: the instructions for each exercise, original copies of the score sheets for each candidate created by the assessors, a matrix of the weighted dimensions as they were applied to each exercise, a copy of the raw scores for each candidate in each exercise and for each dimension, the assignment sheet of candidates to letter designators with corresponding photographs, a copy of the training outline provided to the assessors, a copy of the training outline provided to the candidates, a copy of the test schedule, a copy of the written comments made by the assessors to each candidate, the signed test security agreements, and copies of the assessor and candidate critiques.
- PST shall appear in any City administrative or civil service proceeding to testify to and provide all necessary information to document the validity of the testing process, to participate in the defense of the testing process conducted by PST pursuant to this Agreement and to otherwise provide any information necessary to the City to evaluate challenges to or appeals from the testing process. PST shall appear without additional charge to the City.

Indemnity and Hold Harmless

The parties agree and hold harmless each other, their officers, agents and employees in accordance with the following provisions:

1. PST shall indemnify and hold harmless the City, its employees and agents from any and all costs, claims or liability arising from:
 - a. Violation of any copyright agreement or statute relating to the use and administration of the tests or other written materials herein provided for;
 - b. Any cost, claim or liability arising from or out of the claims of an employee, agent or sub-contractor to the end that PST shall be an independent Contractor and the City shall be relieved of any and all claims arising from or relating to such employment relationships or contracts between PST and third parties;
 - c. The alleged negligent or tortious act of PST in the provision of services under this Agreement.
 - d. Solely for the purposes of this indemnification provision, PST expressly waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.
2. The City shall indemnify and hold harmless PST, its officers, agents and employees from any and all cost, claim or liability arising from or out of the alleged negligent or tortious act of the City in the provision of services hereunder.
3. These indemnification provisions shall survive the expiration or termination of this Agreement.

Resources to be provided by the CITY OF BAINBRIDGE ISLAND:

The City of Bainbridge Island shall agree to:

- Provide to PST a copy of those sections of your Civil Service Rules and, if applicable, your collective bargaining agreement, that relate to the promotional testing process.
- Provide a Subject Matter Expert(s) to assist in the development of the exercises, distribute and collect surveys that provide an analysis of the position being tested for, and distribute and collect a survey that provides the relative importance of the supervisory dimensions to be measured in the assessment center. The work of the Subject Matter Expert will happen on or before the agreed upon deadlines. The City's Subject Matter Expert will be available on the day of testing as a resource to answer questions. **The role of the SME is very important and critical to the success of this process;**
- Obtain a minimum of two (2) qualified assessors per exercise (8 assessors for a 4 event AC) and role players, if necessary. PST will work with the City to assist in the identification of appropriate assessors;

- Have the appropriate supervisory and management personnel participate in the surveys of the job task analysis and the behavioral dimensions;
- Provide the physical facilities appropriate for the Candidate Orientation Workshop, the Assessor Training and the assessment center (including the selected exercises). Provide meals, refreshments and beverages for the assessors, candidates, and PST staff;
- At the end of the final day of testing, agencies find it very beneficial to have the department head and management team present during the discussion with the assessors to hear comments and insights about the candidates;
- If necessary, cover the expenses of the assessors; and
- Pay any travel-related and per diem expenses for the PST staff.

PROMOTIONAL ASSESSMENT CENTER PROFESSIONAL FEES

The Promotional Assessment Center is our most requested service and testing fees are based on a formula that uses the current base monthly salary for the position the number of exercises and number of candidates.

A 5% discount is applied for PST subscribing agency.

	1-8 Candidates (1.0 day)	9-12 Candidates (1.5 day)	10-16 Candidates (2.0 days)
4 Exercises	\$7,149	\$8,149	\$9,149

Additional Costs: PST staff's travel, lodging and per diem expenses are additional, using the federal mileage and per diem rates for your agency's location. Currently these rates are \$0.535 per mile and \$51 per day for meals/per diem. Also, a 4% surcharge is added to actual expenses to cover state and local B&O taxes and fees. Washington State sales tax is NOT charged.

TERMINATION OF THIS PROJECT

PST and the City of Bainbridge Island acknowledge that either party may terminate this project at any time with or without cause. Upon termination, the City shall be liable for the amortized remainder of the professional fees, if any, from the effective date of the termination notice based on the percentage of completion of duties listed above. In the event of a termination, both parties will agree upon the fees, if any.

ADDITIONAL TESTING COMPONENTS, SERVICES & PROFESSIONAL FEES¹

Assessment centers developed by PST are not “off the shelf” products and are highly customized for the client agency. Our testing model also includes options the City may wish to consider.

- A. **Additional Candidate Orientation Workshops:** One three-hour long orientation workshop is included for each assessment center. Additional workshop(s) are available if needed to accommodate the schedules of candidates. Sometimes, clients want the Candidate Workshop open to all employees who are interested in preparing for a promotional opportunity. **Fee:** \$500 each session plus travel expenses
- B. **Work Performance Rating:** A PST-exclusive product that is a unique method to objectively incorporate the candidate’s prior work performance into the promotional testing process. Clients who add this testing element give very high feedback. This is separate from our assessment center exercises and clients determine the weight of this testing component in the testing process. This one-day long process uses evidence provided by documentation, and a facilitated discussion with all of the candidate’s supervisors to place objective scores on five performance dimensions. For example, the dimensions for Corporals are:
- a. Demonstrates Ethical Behavior
 - b. Demonstrates Agency’s Mission & Values
 - c. Quality of Work
 - d. Quantity of Work
 - e. Demonstrates Leadership

A weighting process determines the importance of the individual performance dimensions. Clients often find that this process has collateral benefits for the involved supervisors and is a positive experience for the leadership team.

WPR Professional Fees

- 2-4 Candidates @ \$1,000 (half-day event)
- 5-8 Candidates @ \$1,800 (one-day event)
- 9-16 Candidates @ \$3,300 (two-day event)

¹ **Additional Costs:** PST staff’s travel, lodging and per diem expenses are additional, using the federal mileage and per diem rates for your agency’s location. Currently these rates are \$0.535 per mile and \$51 per day for meals/per diem. Also, a 4% surcharge is added to actual expenses to cover state and local B&O taxes and fees. Washington State sales tax is NOT charged.

- C. **Semi-Customized Written Examination for Washington State Law Enforcement or Corrections Supervisor/Manager:** A 100-item, multiple choice, semi-customized written examination. Source materials include the textbook, Management and Supervision of Law Enforcement Personnel, 5th edition, 6 to 18 months of WSCJTC Law Enforcement Digests (LED's) and 25 questions from the agency's critical policies. This test is specifically valid for Washington State, for a law enforcement or corrections supervisor/manager and to your agency (for Corrections' candidates, the LED questions are replaced with questions from readily-available corrections' publications). PST needs at least 3-4 weeks to develop this product. A minimum of four (4+) weeks study time is highly recommended.

What PST does:

- Provides 75 multiple choice questions from the textbook, and legal updates or LED's
- Develops 30 questions from the agency's critical policies;
- Creates a draft test booklet for pilot testing by the agency;
- Creates the final test booklet and the scoresheet, makes copies for all the candidates, and ships them to the agency before the administration date
- If desired, scores the answer sheets, conducts an item analysis, and sends the results to the agency

What the agency does:

- Announces the test to the candidates, provides the source material to the candidates, and arranges for the site;
- Specifically identifies the critical policies that will be tested and sends those to PST;
- Determines the span of time for the material from the Legal Updates/LED's. (most clients choose 6-12 months);
- Reviews the policy questions, selects 25 for the test and verifies the answers;
- Pilot tests the examination, if desired;
- Administers the test. PST can proctor the test at an additional cost;
- Sends the answer sheets to PST for scoring
- Receives the scores and the analysis of the answers. Agency makes determination and decides if questions should be eliminated; and
- Notifies the candidates of their scores.

Fee: Semi-Customized Written Exam: \$149 each candidate (minimum 10)

D. **Customized Promotional Written Examination:** A 100-item, multiple choice, uniquely customized written examination that is developed from source material provided by the agency. The agency's Subject Matter Expert(s) (SME's) are used to validate the test. PST needs 8 weeks to develop this product. **Fee:** \$4,950

E. **Supervisory Skills & Abilities Promotional Test (SSAPT):** The SSAPT is a 3-part event where each candidate spends 60 minutes before a panel of assessors and experiences mini-exercises. This product is appropriate for **4 candidates or less** and is intended only to rank order the candidates. Clients typically choose this type of test because it can be scheduled and delivered in less time, is simpler, more affordable and they do not desire the full spectrum of features that an assessment center provides. The typical SSAPT events include a (a) structured interview; (b) an in-basket exercise where the candidate reviews and prioritizes a simulated in-box following their days-off and prioritizes and explains to the assessors the decisions they made and why they made them; and, (c) a critical thinking exercise where the candidate is provided a series of events that a Corporal would face and asked how they would respond to those

What is different from an assessment center? Three mini-exercises, fewer assessors, no role player or written exercises, no job task analysis or weighting the dimensions, fewer dimensions are scored, no candidate feedback and no candidate orientation workshop are included for the price.

Fee: \$999 plus \$999 per candidate

F. **Command Skills & Abilities Promotional Test (CSAPT)**

The CSAPT is a four-exercise testing process where each event is intended to assess different skills and abilities of the candidate. **Maximum 3 candidates.** The four parts are: (1) Presentation of Expectations where the candidate describes their expectations of their subordinates as if they are the Commander and the assessors are the Corporals; (2) In-Basket with On-Demand Writing of an email where the items in the In-Basket are command level issues of budget, labor, personnel, and community topics; (3) Three Practical Scenarios that are field events or organizational scenarios that a Commander would typically be expected to handle and (4) Two Case Studies where the candidate researches and writes a two-page memo about each topic before the test and makes an presentation at the event.

The candidates have 90 minutes to prepare and then spend 90 minutes with the assessors who have specific expectations for each part that identifies what a strong candidate looks like.

Five Command Level Behavioral Dimensions are Assessed:

- A. Oral and Written Communication
- B. Interpersonal Insight and Emotional Intelligence
- C. Command Judgment
- D. Decisiveness
- E. Planning & Organizing

Assessors and Scoring: Four assessors are needed and they are trained in the morning and will use PST supplied laptops. They use a precision scoring model for each behavioral dimension that uses a 70 to 100-point range. The assessor's scores are averaged for each behavioral dimension. The results are a ranked list and provided to the client at end of the test.

What is different from an assessment center? Fewer assessors, no job task analysis or weighting the dimensions, fewer dimensions are scored, no candidate feedback and no candidate orientation workshop are included for the price.

Fee*: \$1,950 plus \$1,000 per candidate

- G. **Onsite Written Examination Proctoring:** Onsite written examination proctoring is available at \$100 per hour for each PST staff person required
- H. **Performance Profiles Indicator (PPI).** The PPI is a DISC-type of assessment reveals a candidate's job performance and aspects of their personality that could impact their manager, coworkers and team. It measures a candidate's motivational intensity and behaviors related to productivity. Two reports are generated; one for the employer and one for the candidate. Clients often use this tool to help identify who is the best "fit" for the position and when it is coupled with the post-test comments from the assessors, these provide the foundation for a great career development conversation. **Fee:** \$199 per candidate
- I. **Profiles XT Job Match.** The Profile XT is a state of the art occupational assessment tool used to measure how well an individual fits a specific job in your organization. The job-matching feature enables you to evaluate an individual relative to the qualities required to successfully perform in a specific job. Through job analysis and other features, a model is created. When your candidates complete this assessment, their individual results are compared to the model and you are provided a detailed report on how the candidate compares to your model (%). **Fee:** \$225 per candidate
- J. **Additional On-Site Meetings.** Two on-site meetings are included in the package of services once the proposal is accepted and signed. Additional on-site meetings can be held at the client's request. **Fee:** \$125 per hour (including travel time) plus travel expenses

Agreement & Acceptance

Please send your formal acceptance of this proposal by email, fax or mail to:

Public Safety Testing, Inc.
Attn: Colleen Wilson
Jon Walters
20818-44th Ave W., Suite 160
Lynnwood, WA 98036
Email: Colleen@PublicSafetyTesting.com
FAX: 425.776.0165

This proposal is valid for 90 days and needs to be accepted and returned to PST prior to eight weeks before mutually agreed-to promotional testing dates.

Agreement & Acceptance:

CITY of BAINBRIDGE ISLAND, WA

By: _____

Print: _____

Its: _____

Address: _____

Phone: _____

Date: _____

PUBLIC SAFETY TESTING, INC.



Jon F. Walters, Jr. _____

President _____

20818 – 44th Ave W, Suite 160 _____

Lynnwood, WA 98036 _____

425.776.9615 _____

July 12, 2017 _____

Please use the next page to indicate what services you have selected for this process.

**City of Bainbridge Island
Police Corporal**

PROMOTIONAL TESTING SERVICES DESIRED IN THIS AGREEMENT

- ☐ **4 Exercise Assessment Center:**
 - ☐ **One Day, 2 to 8 Candidates - \$7,149**
 - ☐ **One and one-half Days, 9-12 Candidates – \$8,149**
 - ☐ **Two Days, 10 to 16 Candidates – \$9,149**
 - ☐ **Work Performance Rating**
 - ☐ **2-4 Candidates - \$1,000**
 - ☐ **5-8 Candidates: One Day - \$1,800**
 - ☐ **9-16 Candidates: Two Days - \$3,300**
 - ☐ **Additional Candidate Orientation Workshop - \$500**
 - ☐ **Semi-Customized Written Examination for Washington Law Enforcement/Corrections Supervisor/Manager - \$149 per candidate (minimum 10 candidates)**
 - ☐ **Supervisory Skills & Abilities Promotional Test. \$999 plus \$999 per candidate (Maximum 4 candidates. # of Candidates? _____)**
 - ☐ **Command Skills & Abilities Promotional Test. \$1,950 plus \$1,000 per candidate (Maximum 3 candidates. # of Candidates? _____)**
 - ☐ **Other. (please describe):**
-
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