



Seattle Civil Service Department

PUBLIC SAFETY CIVIL SERVICE COMMISSION MONTHLY MEETING AGENDA

The agenda is subject to change to address immediate Commission concerns.

DATE: **Monday, February 2, 2026**

TIME: **1:00 p.m.**

LOCATION: In person at **SMT Room 1679 &** Remote via **Teams**

Directions to SMT 1679-Seattle Municipal Tower, 700 5th Ave, Seattle, WA 98104.

In person attendance: Call (206) 233-7118 or (206) 586-1991 to be escorted to the 16th floor from the 4th floor lobby.

Public Login:

[PSCSC Meeting & Rulemaking Continuation | Meeting-Join | Microsoft Teams](#)

Commissioners, staff, and invited guests Login:

Please JOIN via the Teams presenter invitation, please do not join the public login.

Notify staff if you'd like to log in early for a technical check of your audio and video.

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Public Safety Civil Service Commission
Monthly Meeting Agenda
February 2, 2026 @ 1:00 p.m.
 Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER LAND ACKNOWLEDGEMENT	Commission Chair (PSCSC 2.04)
2.	COMMISSIONER INTRODUCTIONS	
3.	PUBLIC COMMENT	
4.	APPROVAL OF MINUTES	January 14, 2026, PSCSC Monthly Meeting (Pages 4-6)
5.	UPDATES/DISCUSSION	A. FIRE AND POLICE EXAM UNIT UPDATES <ol style="list-style-type: none"> 1. Police Exams (Rachael Schade, Police Exams Administrator) 2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator) 3. Fire and Police Staffing (Hiring/Attrition Numbers) B. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES <ol style="list-style-type: none"> 4. Department Update 5. Budget Update C. CASE STATUS REPORT/APPEAL UPDATES (Pages 7-8) <ol style="list-style-type: none"> 6. Hill v. SPD-PSCSC No. 24-01-004A (Pages 9-10) 7. Rigon v. SPD-PSCSC No. 25-01-032A 8. Johnson v. PSCSC-PSCSC No. 25-07-052A

6.	ACTION ITEMS CONTINUATION OF RULEMAKING PUBLIC COMMENT ON PROPOSED RULEMAKING DISCUSSION POTENTIAL VOTE	D. PSCSC PROPOSED RULEMAKING (Pages 11-24) <ul style="list-style-type: none"> • Rule 9.23 Keyed Copy Inspection and Examination Protest Review • Rule 9.24 Correction of Clerical Errors 8. Executive Director & Staff Briefing on Proposed Rulemaking 9. Public Comment on Proposed Rulemaking 10. Discussion and Possible Vote E. 2026 PSCSC PROPOSED MEETING DATES Proposed: April 17, 2026, <i>Possible Police Sgt. Oral Board Protest Review</i> May 21, 2026, <i>Possible Fire Captain Oral Board Protest Review</i>
7.	EXECUTIVE SESSION	May be cancelled if not needed
8.	OLD/NEW BUSINESS	
9.	ADJOURNMENT	Next Meeting Date: March 11, 2026 @ 10:00 a.m. Possible Police Sergeant Written Exam Protest Review Possible Fire Captain & Battalion Chief Protest Review



**Public Safety Civil Service Commission
Monthly Meeting Minutes**

January 14, 2026 @ 10:00 a.m.

Seattle Municipal Tower Room 1679 and Teams

1.	CALL TO ORDER Commission Chair (PSCSC 2.04) LAND ACKNOWLEDGEMENT	Commissioner Mays called the meeting to order at 10:01 am. and read the Land Acknowledgement.
2.	COMMISSIONER INTRODUCTIONS STAFF, COUNSEL AND GUESTS	The Commissioners were present and introduced themselves: Commission Chair Queniya Mays and Commissioners Tom Applegate and Richard Greene Andrea Scheele, Executive Director; Commission Staff and Public Safety Exams Staff; Gary Smith, Assistant City Attorney/Commission Counsel. Representative of Seattle Police HR. Not Present: Joe Levan, Assistant City Attorney/Commission Counsel and Anne Vold, Assistant City Attorney; Representative of Seattle Fire HR Guest: Joel Nark, former PSCSC Employee Elected Commissioner
3.	PUBLIC COMMENT (GENERAL)	There was no public comment in writing or in person.
4.	APPROVAL OF MINUTES December 18, 2025 PSCSC Monthly Meeting	<i>Commissioner Greene moved to accept the minutes of December 18, 2025, monthly meeting as written. Commissioner Applegate seconded the motion. The motion passed.</i>
5.	UPDATES/DISCUSSION	A. FIRE AND POLICE EXAM UNIT UPDATES <ol style="list-style-type: none">1. Police Exams (Rachael Schade, Police Exams Administrator)2. Fire Exams (Yoshiko Grace Matsui, Fire Exams Administrator)3. Fire and Police Staffing (Hiring/Attrition Numbers)

		<p>B. EXECUTIVE DIRECTOR BUDGET & DEPARTMENTAL UPDATES</p> <p>4. Department Update</p> <p>5. Budget Update</p> <p>C. CASE STATUS REPORT/APPEAL UPDATES</p> <p>6. Hill v. SPD-PSCSC No. 24-01-004A</p> <p>7. Rigon v. SPD-PSCSC No. 25-01-032A</p>
6.	<p>ACTION ITEMS</p> <p>PUBLIC COMMENT ON PROPOSED RULEMAKING</p> <p>DISCUSSION</p> <p>POTENTIAL VOTE</p>	<p>D. PSCSC PROPOSED RULEMAKING</p> <ul style="list-style-type: none"> ○ Rule 9.23 Keyed Copy Inspection and Examination Protest Review ○ Rule 9.24 Correction of Clerical Errors <p>8. Executive Director & Staff Briefing on Proposed Rulemaking</p> <p>9. Public Comment on Proposed Rulemaking <i>The commission received Public Comment in writing and in person from former Commissioner Joel Nark.</i></p> <p>10. Discussion and Possible Vote <i>The commission will pause on rulemaking and will revisit at the February commission meeting.</i></p> <p>E. 2026 PSCSC MONTHLY MEETING DATES Commission review and adoption of the 2026 monthly meeting schedule. <i>Commissioner Mays moved to accept the 2026 meeting dates. Commissioner Applegate seconded the motion. The motion passed.</i></p>
7.	EXECUTIVE SESSION	<p>The commission went into Executive Session at 11:33 a.m. The Executive Session ended at 11:53 a.m.</p> <p>The commission went back into Executive Session at 11:55 a.m. The Executive Session ended at 12:12 p.m.</p>
8.	OLD/NEW BUSINESS	No Old/New Business.
9.	ADJOURNMENT	The meeting adjourned at 12:17 p.m.

Minutes submitted **February 2, 2026**, by: Teresa Jacobs

Minutes ☐ Approved ☐ Amended
February 2, 2026, by: PSCSC

Signed by PSCSC Commission Chair, Queniya Mays

Monthly meetings are recorded, they can be found at:
<https://www.youtube.com/channel/UCgIMkgpm-XFGWnnYfMRL4tQ>

Previous recordings may be requested via the public records portal at
<https://www.seattle.gov/public-records>

PUBLIC SAFETY CIVIL SERVICE COMMISSION
CASE STATUS REPORT
February 2, 2026

			OPEN APPEAL/EXAM PROTEST/REQUEST FOR DECISION/COMPLAINT					
Type	CASE NUMBER	APPELLANT	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/ Position	Issue/Requested Outcome/Status	PRESIDING
A	25-01-032A	Rigon	SPD	9-29-2025	Discharge		1 st Prehearing was held January 8, 2026. Hearing dates TBD.	PSCSC
A	24-01-004A	Hill	SPD	5-21-2024	Discharge		1 st Prehearing was held October 24, 2024. 9-3-2025 the parties were granted a Joint Motion for Continuance. The hearing scheduled for September was cancelled. 1-20-2026 the parties filed and were granted a Joint Motion for Continuance to explore the possibility of Mediation/Settlement. The hearing scheduled for February 9-13, 2026, is cancelled. A status update from the parties is scheduled for February 20, 2026.	Executive Director

A	25-07-052A	Johnson	SFD	12-29-2025	Assessor		Appellant filed an appeal regarding Fire Assessor selection. The appeal is under review.	Executive Director
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			CLOSED APPEAL/EXAM PROTEST/REQUEST FOR DECISION					
Type	CASE NUMBER	APPELLANT/REQUESTOR	RESPONDENT DEPARTMENT	DATE FILED	ISSUE	Register/Exam/Position	Issue/Requested Outcome/Status	PRESIDED

	REQUESTS FOR PROBATIONARY EXTENSION RPE= Request for Probationary Extension (PSCSC Rule 12.0)		
DEPT	DATE REQUESTED	POSITION/RANK	APPROVED/DENIED
SPD	1-5-2026	Officer	Approved
SPD	1-10-2026	Officer	Approved
SPD	1-10-2026	Officer	Approved
SPD	1-14-2026	Officer	Approved

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**BEFORE THE CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

BURTON HILL

Appellant

v.

SEATTLE POLICE DEPARTMENT,

Respondent

PSCSC no. 24-01-004A

**ORDER GRANTING JOINT MOTION FOR
CONTINUANCE AND REQUIRING
STATUS UPDATE**

On January 20, 2026, Courtney Garcia, Assistant City Attorney for the Respondent Seattle Police Department, and Mark Davis, counsel for Appellant Burton Hill, jointly requested a continuance of the hearing in this matter until March 23, 2026, and an extension of all pending prehearing submissions and deadlines.

The joint motion included the following representations by counsel:

1. A continuance is necessary to allow time for settlement discussions and potential mediation.
2. The City initiated settlement discussions on December 11, 2025, and since that time the parties have exchanged communications regarding potential resolution and are exploring the possibility of mediation.
3. As of January 2, 2026, the City has a new administration, including a new City Attorney, and additional time is needed to brief stakeholders and continue meaningful settlement discussions.

ORDER GRANTING JOINT MOTION FOR CONTINUANCE AND REQUIRING STATUS UPDATE

Upon review of the parties' joint request for continuance and finding that the request is reasonable and supported by good cause, the Commission hereby **GRANTS** the Joint Motion for Continuance.

The parties are **ORDERED** to provide a status update to the Commission and the other party by email no later than **4:00 p.m. on February 20, 2026**. The status update may be submitted

1 jointly or individually and must state that the parties are actively working toward resolution of the
2 matter, including whether settlement discussions are ongoing and/or when mediation scheduled.

3 All proceedings and submission deadlines in this matter are hereby continued until further
4 order of the Commission. If the required status update is not provided timely, or if the status update
5 does not confirm that the parties are actively working toward resolution, the Commission will
6 reschedule the hearing for the earliest practicable date.

7
8 Dated the 20th day of January, 2026

9 FOR THE CITY OF SEATTLE PUBLIC SAFETY CIVIL SERVICE COMMISSION

10 Andrea Scheele

11 Andrea Scheele, Executive Director
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PSCSC PROPOSED RULEMAKING

4.08.070 - Powers and duties of Commission.

https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT4PE_CH4.08PUSACISE

The Commission shall:

- A. Make suitable rules to carry out the purposes of this [Chapter 4.08](#) and for examination, appointments, promotions, transfers, demotions, reinstatements, suspensions, layoffs, discharges, and any other matters connected with the purposes of this Chapter 4.08 or as required by chapters 41.08 or 41.12 RCW. Such rules may be amended, modified, or rescinded from time to time and all rules and amendments thereof shall be printed for free public distribution.

STATE OF WASHINGTON – KING COUNTY

--SS.

445132

No. PSCSC LOW ORG VC110

SEATTLE CIVIL SERVICE DEPT

Affidavit of Publication

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

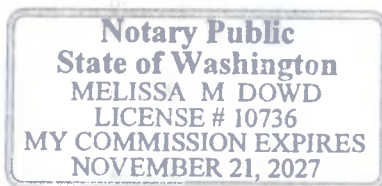
The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

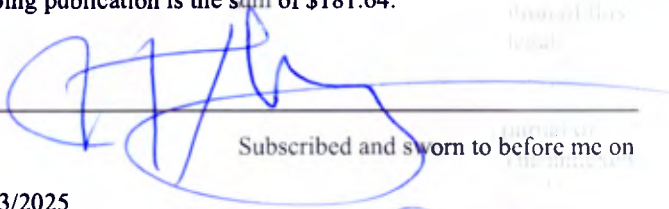
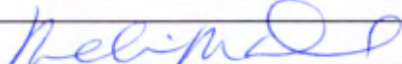
CT:RULE 9.23,9.24

was published on

12/22/25 12/23/25

The amount of the fee charged for the foregoing publication is the sum of \$181.64.




Subscribed and sworn to before me on
12/23/2025

Notary public for the State of Washington,
residing in Seattle

Affidavit of Publication

State of Washington, King County

City of Seattle

NOTICE OF PROPOSED RULE MAKING

The Seattle Public Safety Civil Service Commission ("PSCSC"), acting under the authority of SMC 4.08.070, section A, proposes to amend the following Public Safety Civil Service Commission Rules of Practice and Procedure:

•Rule 9.23 KEYED COPY INSPECTION
AND EXAMINATION PROTEST AND
REVIEW

•Rule 9.24 CORRECTION OF
CLERICAL ERRORS

The public may view the proposed rule changes on the commission's website: <https://www.seattle.gov/public-safety-civil-service-commission/news-updates>

Interested persons are invited to submit public comment the following ways:

1. By email to publicsafety@seattle.gov. Include "Public Comment" in the subject line.

2. In person at a regular meeting of the PSCSC on January 14, 2026 at 10:00 am; the meeting is located at the Seattle Municipal Tower in the PSCSC hearing room at 700 Fifth Avenue, Suite 1679, Seattle, Washington 98104.

Written comment must be received no later than noon on January 13, 2026. The Commission may take final rulemaking action at its special meeting on January 14, 2026, at 10:00 a.m.

Dates of publication in the Seattle Daily Journal of Commerce, December 22 and 23, 2025.

12/23(445132)

8. Executive Director & Staff Briefing on Proposals

RULEMAKING-PSCSC Rule 9.23
[Keyed Copy Inspection and Examination
Protest and Review](#)

RULEMAKING-PSCSC Rule 9.24
[Correction of Clerical Errors](#)

- Current Rule
- Proposed Changes Tracked
- Proposed Changes Accepted



**CITY OF SEATTLE
PUBLIC SAFETY CIVIL SERVICE COMMISSION**

**RULES OF PRACTICE AND
PROCEDURE**

Previously Amended: October 25, 2024
Most Recently Amended: April 18, 2025

*Commissioners
Richard Greene, Chair
Tom Applegate
Queniya Mays*

9.23 KEYED COPY INSPECTION AND EXAMINATION PROTEST AND REVIEW:

- a. Keyed Copy Inspection. Examinees shall be able to review a keyed copy of exams within three business days immediately following the administration of such part or within the time limit specified on the examination instruction sheet, whichever period is longer. Keyed copies will not be provided for inspection for standardized tests or for continuous or periodic examinations.
- b. Exam Protest and Review Processes. Examinees may file an “exam protest” against any part of an examination in writing with the public safety examiner within the exam review period described in subpart a of this rule. The written exam protest shall explain: 1) how the administration of the exam failed to measure their knowledge, skills, and/or abilities required to perform the work of the promotional rank, and 2) the remedy requested. The Development Committee will rely on its subject matter expertise in evaluating and advising on protest decisions.
 1. Seeking review of an exam protest decision: Any examinee who is dissatisfied with the outcome of an exam protest decision by the public safety examiner may seek further review by filing a request for review with the Commission, in accordance with the instructions provided with the protest decision.
 2. Standard of review: The Commission shall uphold decisions on exam protests unless they are “clearly erroneous.” Under this standard of review, the Commission shall only reverse the decision on protest if, after considering all the evidence, it is left with the definite and firm conviction that a mistake has been made, even if there is some evidence to uphold the decision.
 3. Confidentiality of exam materials: The Commission recognizes that ensuring the security and confidentiality of exam materials upholds the integrity and credibility of exam processes. Exam materials for protest reviews shall be provided to Commissioners and examinees in a manner that aims to ensure their security and confidentiality.
- c. When a qualifying grade is required on any part of an examination, those who fail to receive the qualifying grade shall be notified and any protest must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.
- d. Any protest against scoring or any allegation of clerical error in the final results of an examination must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.
- e. Corrections apply to an entire exam. All protests filed in accordance with this rule shall be considered and any proper corrections made. Corrections applied as a result of an exam protest shall also be applied to relevant examinations of all examinees.

9.24 CORRECTION OF CLERICAL ERRORS. Any clerical error may be corrected by the Executive Director upon discovery at any time during the life of the eligible register, but no such correction shall affect an appointment made from a certification made prior to the correction.

Proposed revisions to PSCSC Rules 9.23 and 9.24
(tracked changes)

9.23 KEYED COPY INSPECTION AND EXAMINATION PROTEST AND REVIEW:

- a. Keyed Copy Inspection. Examinees ~~shall be able to~~may review a keyed copy of examinations within three (3) business days ~~immediately~~ following the administration of ~~such that exam~~ part, or within the time ~~period limit specified stated~~ on the examination instruction sheet, whichever ~~period~~ is longer. Keyed copies ~~will~~ are not be provided ~~for inspection~~ for standardized tests or for ~~tests that are~~ continuously or periodically ~~examinations administered~~.

- b. Exam Protest and Review Processes. Examinees may file an “exam protest” ~~against any part of an examination in writing~~ with the public safety examiner within the exam review period described in subpart (a) of this rule, ~~before scoring occurs~~. ~~Examinees cannot protest their score at any point.~~

The written exam protest shall explain: ~~i)1)~~ how the administration of the exam failed to measure their knowledge, skills, and/or abilities required to perform the work of the promotional rank, and ~~ii)2)~~ the remedy requested. The Development Committee will ~~rely on~~use its subject matter expertise in evaluating and advising on protest decisions. PSCSC public safety examiners shall notify the examinee(s) of their protest decisions after considering the protest in consultation with the Development Committee.

1. ~~Seeking +~~Review of ~~an~~ exam protest decisions: Any examinee ~~who is~~ dissatisfied with ~~the outcome of~~ an exam protest decision by the public safety examiner may seek ~~further~~ review by ~~filing a request for review with~~ the Commission, ~~in accordance with~~by following the instructions provided with the protest decision notice.
2. Standard of review: The Commission shall uphold decisions on exam protests unless they are “clearly erroneous.” Under this standard of review, the Commission shall only reverse the decision on protest if, after considering all the evidence, it is left with the definite and firm conviction that a mistake has been made, even if there is some evidence to uphold the decision.
3. Confidentiality of exam materials: The Commission recognizes that ensuring the security and confidentiality of exam materials upholds the integrity and credibility of exam processes. Exam materials for protest reviews shall be provided to Commissioners and examinees in a manner that ~~aims to ensure~~s their security and confidentiality.

- ~~3.4.~~ Updates to exam key: decisions on protests or reviews shall result in updates to the exam key for all candidates.

Commented [SB1]: Most proposed changes in this section are to use plainer language and to clarify the exam protest/review process

Commented [SB2]: This section has been broken into paragraphs for readability

Commented [SB3]: To clarify sequencing of events

Commented [SB4]: Examinees may only protest questions in the exam that they believed poorly assessed their ability to do the work of the rank. Examinees have never been able to protest their individual score (although they may identify a computational or clerical error for correction).

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Commented [SB5]: This concept was previously captured in 9.24 (e)

Proposed revisions to PSCSC Rules 9.23 and 9.24
(tracked changes)

b. ~~When a qualifying grade is required on any part of an examination, those who fail to receive the qualifying grade shall be notified and any protest must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.~~

Commented [SB6]: This is redundant and unclear. There is not a separate process to protest failing to receive a qualifying grade.

e. ~~Any protest against scoring or any allegation of clerical error in the final results of an examination must be filed in writing within three business days after the notices of results have been mailed or electronically delivered.~~

d. ~~Corrections apply to an entire exam. All protests filed in accordance with this rule shall be considered and any proper corrections made. Corrections applied as a result of an exam protest shall also be applied to relevant examinations of all examinees.~~

Commented [SB7]: The concepts in these subsections are captured elsewhere

9.24 CORRECTION OF CLERICAL ERRORS AND VERIFICATION OF EXAM SCORE CALCULATION:-

Commented [SB8]: These references read as 9.23 (c), (d), and (e) in current PSCSC Rules.

a. Correction of clerical errors. Any clerical error may be corrected by the Executive Director upon discovery of such an error at any time during the life of the eligible register, but no such correction shall affect an appointment that has already occurred. ~~made from a certification made prior to the correction.~~ Correction of clerical errors are not subject to protest, review, or appeal.

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b. Verification of exam scores. Examinees may request a verification of their exam score calculation within three (3) business days after the notices of results have been electronically delivered.

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Commented [SB9]: Moved (d) and (e) down from 9.23. Revised first sentence to clarify who is doing what.

Proposed revisions to PSCSC Rules 9.23 and 9.24
(changes accepted)

9.23 KEYED COPY INSPECTION AND EXAMINATION PROTEST AND REVIEW:

- a. Keyed Copy Inspection. Examinees may review a keyed copy of examinations within three (3) business days following the administration of that exam part, or within the time period stated on the exam instruction sheet, whichever is longer. Keyed copies are not provided for standardized tests or for tests that are continuously or periodically administered.
- b. Exam Protest and Review Processes. Examinees may file an “exam protest” with the public safety examiner within the exam review period described in subpart (a) of this rule, before scoring occurs. Examinees cannot protest their score at any point.

The written exam protest shall explain: i) how the administration of the exam failed to measure their knowledge, skills, and/or abilities required to perform the work of the promotional rank, and ii) the remedy requested. The Development Committee will use its subject matter expertise in evaluating and advising on protest decisions. PSCSC public safety examiners shall notify the examinee(s) of their protest decisions after considering the protest in consultation with the Development Committee.

- 1. Review of exam protest decisions: Any examinee dissatisfied with an exam protest decision by the public safety examiner may seek review by the Commission, by following the instructions provided with the protest decision notice.
- 2. Standard of review: The Commission shall uphold decisions on exam protests unless they are “clearly erroneous.” Under this standard of review, the Commission shall only reverse the decision on protest if, after considering all the evidence, it is left with the definite and firm conviction that a mistake has been made, even if there is some evidence to uphold the decision.
- 3. Confidentiality of exam materials: The Commission recognizes that ensuring the security and confidentiality of exam materials upholds the integrity and credibility of exam processes. Exam materials for protest reviews shall be provided to Commissioners and examinees in a manner that ensures their security and confidentiality.
- 4. Updates to exam key: decisions on protests or reviews shall result in updates to the exam key for all candidates.

Proposed revisions to PSCSC Rules 9.23 and 9.24
(changes accepted)

9.24 CORRECTION OF CLERICAL ERRORS AND VERIFICATION OF EXAM SCORE CALCULATION:

- a. Correction of clerical errors. Any clerical error may be corrected by the Executive Director upon discovery of such an error at any time during the life of the eligible register, but no such correction shall affect an appointment that has already occurred. Correction of clerical errors are not subject to protest, review, or appeal.
- b. Verification of exam scores. Examinees may request a verification of their exam score calculation within three (3) business days after the notices of results have been electronically delivered.

9. Public Comment on Proposed Rulemaking

10. Discussion and Possible Vote