



Meeting Minutes

Civil Service Commission

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Telli Norton
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Tuesday, April 28, 2026

8:30 AM

Room 112

In person or via Zoom:<https://us06web.zoom.us/j/89590024094>

1. CALL TO ORDER

Meeting called to order at 8:30am.

1.A ROLL CALL

Linda Villegas Bremer - Commission Chair, Reiko Callner - Commissioner, Oscar Soule - Commissioner, Telli Norton - Senior HR Generalist/Chief Examiner, Nicole Anderson - HR Program Specialist, Shelby Parker - Chief of Police, Ray Brady - Deputy Police Chief, and Sean O'Brien - Police Sergeant.

2. APPROVAL OF AGENDA

Commissioner Oscar Soule moved to approve. Approval was seconded by Commissioner Reiko Callner. No questions or comments. All voted aye. The agenda was approved.

3. APPROVAL OF MINUTES

Approval of March 31, 2026 Civil Service Commission Meeting Minutes

Commissioner Reiko Callner moved to approve. Approval was seconded by Commissioner Oscar Soule. No questions or comments. All voted aye. The March 31, 2026 meeting minutes were approved.

4. PUBLIC COMMENT

No public comment received

5. ANNOUNCEMENTS

Newly appointed Police Chief, Shelby Parker, joined the meeting and was congratulated by the commission members.

6. BUSINESS ITEMS

Approval of Entry Level Police Officer Register

Commissioner Oscar Soule moved to approve. Approval was seconded by Commissioner Reiko Callner. Telli Norton walked through the staff report and register.

Discussion 1: Commissioner Reiko Callner asked about how many openings the department currently had. Sergeant Sean O'Brien answered about 13. Commissioner Reiko Callner asked if that meant there was a chance everyone on this register would be hired. Sergeant Sean O'Brien confirmed that they could be, as long as they successfully pass the remaining portions of the hiring process.

Discussion 2: Commissioner Oscar Soule asked if the high number was historically common. Sergeant Sean O'Brien shared that with retirements and separations it's been hard to reach the point of being fully staffed. Chief Shelby Parker also explained that with new funding, the department was given new police officer positions and that has contributed to the high number of vacancies because they department is still trying to fill vacancies they had before the new ones were granted. Chief Shelby Parker emphasized that the department is on a great trajectory to be able to reach those new positions and fill the vacancies due to the great work of Sergeant O'Brien.

Discussion 3: Commissioner Reiko Callner asked about the competitiveness of the applicants and if other departments were also looking to hire them. Sergeant Sean O'Brien shared that all of the applicants are likely in the process somewhere else as well. Sergeant Sean O'Brien shared that Tacoma PD seems to be the biggest competition when it comes to hiring. Commissioner Reiko Callner asked why they seem to be so attractive to candidates. Sergeant Sean O'Brien explained that he didn't think it was one factor, but that it is a busier city, they have more officers (he added that he believed it was around 330 officers), or maybe more movement opportunity. Sergeant Sean O'Brien added that a lot of the applicants now are looking to get on with a department and Tacoma currently has a lot of openings.

Discussion 4: Commission Chair Linda Villegas Bremer asked about the timeline of the background process. Sergeant Sean O'Brien explained the background process including the documents required to get started and the departments workload following receiving these documents. Chief Shelby Parker added that the documentation and therefore the depth of the background can really vary based on the person and their history. Sergeant Sean O'Brien also shared that the scheduling of the appointments (psychological, medical, polygraph and house visits) can also extend the timeline. Chief Shelby Parker shared that even after the background is complete and an employee is hired, it is over a year before they are positively

impacting staffing. She continued to explain that they have pre-academy training, academy, and post-academy training. Sergeant Sean O'Brien shared that the department currently has 5-6 staff members in this phase, so while they have 13 openings, they have another 5-6 positions that aren't impacting staffing yet.

Discussion 5: Deputy Chief Ray Brady shared that the academy is also months out for dates in which new hires can begin academy. Sergeant Sean O'Brien confirmed and that he has been told this is due to lack of funding. Commissioner Oscar Soule asked if the Washington academy is vastly different from the Idaho or Oregon academy. Chief Shelby Parker explained that Washington's academy is unique and driven by legislation, making it so a WA academy is essential to the training of new officers. Chief Shelby Parker added that there are other academies that we could send applicants to, however, they would need to attend the WA equivalency academy upon completion, so it logically makes sense to have new officers attend the WA academy from the start. Sergeant Sean O'Brien also added that outside academies also have to be recognized by the WA academy in order for the equivalency academy to be an option for applicants.

Discussion 6: Commission Chair Linda Villegas Bremer asked about how the communication is going with applicants who are in background. Sergeant Sean O'Brien shared that once an applicant is in the background phase, the department is in constant communication. Chief Shelby Parker added that one thing they hear from applicants after being hired is that the attention that Sergeant O'Brien gives to these applicants can be the deciding factor for why people are choosing to come work for OPD. Commissioner Reiko Callner thanked the department for maintaining that contact because historically it has made a big difference.

All voted aye. The Entry-Level Police Officer Register was approved.

Approval of Lateral Police Officer Register

Commissioner Reiko Callner moved to approve. Approval was seconded by Commissioner Oscar Soule. Telli Norton walked through the staff report and register.

Discussion 1: Commissioner Reiko Callner mentioned the scores were impressive and asked about the community member on the panel. Telli Norton shared that the community member is a local registered nurse, who has a spouse in the Navy.

Discussion 2: Commission Chair Linda Villegas Bremer asked about if the

demographics referenced about the applicants was for the existing candidates. Telli Norton explained that the demographic details refer to the newly added applicants.

Discussion 3: Commission Chair Linda Villegas Bremer asked if the background process was the same for lateral applicants. Sergeant Sean O'Brien shared the process is the same in terms of the hiring requirements, and that it may be slightly more involved because he has to go to their current or previous agencies.

All voted aye. The Lateral Police Officer Register was approved.

7. REPORTS

Hiring Register Updates

Telli Norton explained that her plan moving forward is to provide all current hiring registers during the Reports portion of the meeting so that the Commission can see the activity of them each month versus only when new applicants are hired.

Commission members all shared appreciation and emphasized the amount of work that goes into managing these registers.

No action required.

8. OTHER TOPICS

Topic 1: Commissioner Reiko Callner asked if the closure of the Olympia Municipal Court has manifested anything for OPD and if they are feeling any impact. Chief Shelby Parker shared that it has been a challenging process and that there has been a few bumps, but it has been related to logistics. Chief Shelby Parker added that there weren't impacts to the community members or those involved in the justice system. She added the prosecutors have reported really positive experiences with the bench. Chief Shelby Parker explained that the contract was for one-year, so all of the learning they are doing now will really help to refine the contract in future years. Commissioner Reiko Callner asked if the City of Olympia ordinances and codes were still enforceable at the county level. Chief Shelby Parker confirmed they are and that the city still has their own prosecutors and codes in addition to the state/county statutes and RCWs.

Topic 2: Commissioner Reiko Callner explained that she read 25-30,000 people were in Olympia for Arts Walk/Procession of the Species and she was

curious if it was a quiet police wise. Chief Shelby Parker shared that it was an excellent weekend and Olympia did what Olympia loves to do; come together to celebrate arts and culture in a healthy and safe way. Commissioner Reiko Callner stated she was very happy to hear that. Commissioner Oscar Soule asked if there were any arrests. Chief Shelby Parker shared that there were no arrests out of the ordinary, nothing specific to Arts Walk, and it was business as usual. Commission Chair Linda Villegas Bremer mentioned she did see officers around the event and Chief Shelby Parker confirmed they did increase staffing to ensure it was a safe community event.

Topic 3: Commissioner Oscar Soule asked Chief Shelby Parker if there was anything she wanted to know about the Commission and how things were going. Chief Shelby Parker emphasized her appreciation for the Commission and the vital role they play in staffing and achieving department goals.

Topic 4: Commissioner Reiko Callner shared that she is impressed with the significant efforts the department has put towards positive community involvement and engagement. Commissioner Reiko Callner explained what she thinks may be helpful is aspect of PR, or more transparency as to the efforts that are being made. Chief Shelby Parker shared that she is in agreement and that the city is actively in the process of hiring an important communications position and that they are also looking into re-imagining a vacant position within OPD to be a communications positions, and together that will help to be able to tell the story of the department. Commission Reiko Callner offered to be of assistance if the departments would like any additional support.

9. ADJOURNMENT

Meeting was adjourned at 8:59am.

Accommodations