



AGENDA
DES MOINES CIVIL SERVICE COMMISSION
MEETING

City Council Chambers
21630 11th Avenue S, Suite C
Des Moines, Washington
Tuesday, June 23, 2026 - 3:30 PM

CALL TO ORDER

AGENDA ITEMS

- Item 1. **Approval of Minutes**
Motion: "I move to approve the minutes from the Civil Service Commission Regular Meeting held on May 26, 2026."

- Item 2. **Recruitment Status**

- Item 3. **Staffing Updates**

- Item 4. **Civil Service Commissioner Vacancy**

NEW BUSINESS

NEXT MEETING DATE

July 28, 2026

ADJOURNMENT



**MINUTES
DES MOINES CIVIL SERVICE COMMISSION
MEETING**

**South Wing Conference Room
21630 11th Avenue S, Suite D
Des Moines, Washington
Tuesday, May 26, 2026 - 3:30 PM**

CALL TO ORDER

Commissioner Chavarria called the meeting to order at 3:30 PM. Seconded by Commissioner Curtis.

Present:

Commissioners: Bruce Blair, Nadya Curtis, April Chavarria
Police Department: Sergeant Eddie Ochart
Chief Examiner/Secretary: Alexandra Reyes

Absent:

Police Department: Chief Ted Boe, Assistant Chief Kevin Penney, Assistant Chief Cory Stanton, Sergeant Justin Cripe

AGENDA ITEMS

Item 1. **Approval of Minutes**

Motion: "I move to approve the minutes from the Civil Service Commission Regular Meeting held on March 24, 2026."

Motion: "I move to approve the minutes from the Civil Service Commission Regular Meeting held on March 24, 2026."

Direction/Action

Motion made by Commissioner Blair to approve as written, seconded by Commissioner Chavarria.

Motion passed 3-0.

For: Commissioners Blair, Chavarria, Curtis

Against: None

Item 2. **Recruitment Status**

I. Community Engagement Officer/CSO Recruitment Status Update

- a. Chief Stanton reported that the applicant is currently in the background investigation phase, and the Des Moines Police Department expects to receive the results this week. The goal is for the applicant to begin employment in mid-June.
- b. CSO Seaberry will work on an hourly basis to assist with onboarding the new Community Engagement Officer/CSO.

II. Staffing Updates

A. There are currently five candidates in the hiring process undergoing background investigations:

- a. Entry-Level Officers: 2 candidates awaiting academy dates for the full academy program.
- b. Academy Graduate Officers: 2 candidates pending completion of medical evaluations before continuing in the hiring process.
- c. Lateral Officer: 1 candidate currently in the background investigation phase.

B. The Des Moines Police Department currently has three officers participating in the Field Training Officer (FTO) program:

- a. Entry-Level Officers: 2 officers currently in week 12 of 16. One officer is expected to complete the program on schedule.
- b. Academy Graduate Officer: 1 officer currently in week 7 of 16.

C. A new Academy Graduate Officer is scheduled to begin employment on June 1, 2026, and will enter the FTO training program.

a. Additional training information was provided by Sergeant Ochart:

1. The police academy program is seven months long and requires sponsorship by a police department.
2. In-state lateral officers complete approximately 6–8 weeks of training with DMPD before working independently.
3. Out-of-state lateral officers must complete an equivalency academy program and additional training.

III. Limited Term Code Enforcement Position

A. There were 12 applicants for the Code Enforcement Lieutenant

- position, with 5 advancing past the initial scoring process.
- B. An interview panel has been established consisting of two representatives from the Des Moines Police Department, two representatives from Community Development, and the Assistant City Attorney. The Chief's interview panel will consist of the Chief and Rebecca Deming, Director of Community Development.
 - C. The Commissioners requested clarification regarding the limited-term position and whether it would allow CSO Batterman to focus on higher-priority code enforcement matters. Sergeant Ochart confirmed that it would.

Item 3. **Approval of Limited Term Code Enforcement Officer Oral Board Questions**

Motion: "I move to approve the oral board questions for the Limited Term Code Enforcement Officer position."

The Commissioners reviewed the oral board questions submitted by Human Resources for the Limited Term Code Enforcement position. A few edits were suggested for clarification. However, the content was deemed appropriate.

Direction/Action

Motion made by Commissioner Curtis to approve the oral board questions, seconded by Commissioner Chavarria.

Motion passed 3-0.

For: Commissioners Blair, Chavarria, Curtis

Against: None

Item 4. **Approval of Petition for Reinstatement to Entry-Level Police Officer Eligibility List**

Motion: "I move to approve the petition for reinstatement of the Entry-Level Police Officer applicant."

The applicant attended the Entry-Level Police Officer Oral Board on March 31, 2026. Upon successfully passing the Oral Board, the applicant was added to the Entry-Level Police Officer Eligibility List. Chief Boe interviewed the applicant on April 2, 2026, and the applicant was subsequently issued a conditional offer pending completion of the background investigation process.

On April 28, 2026, the Civil Service Commission Secretary/Chief Examiner received a memorandum from the Chief of Police stating

that the applicant failed the background investigation process and that the conditional offer was revoked.

Per the Des Moines Police Department Civil Service Rules, the applicant was given 10 working days to petition for reinstatement. The petition was received on May 12, 2026.

Per Sergeant Ochart, a full background investigation was completed during the hiring process.

Direction/Action

Motion made by Commissioner Chavarria to deny the request to reinstate applicant to Entry-Level Police Officer Eligibility List, seconded by Commissioner Curtis.

Motion passed 3-0.

For: Commissioners Blair, Chavarria, Curtis

Against: None

Item 5.

Civil Service Commissioner Vacancy

Commissioner Blair's term will end on May 31, 2026. In accordance with the Des Moines Civil Service process, the position was posted on May 22, 2026, for a two-week application period. Applicants are required to complete an application for the Civil Service Commission and submit it to the City Clerk's Office.

Upon closure of the two-week application period, the Civil Service Secretary/Chief Examiner will provide the applications to the Des Moines City Manager for review. Once the City Manager approves a candidate, the Civil Service Secretary/Chief Examiner will contact the selected applicant to confirm appointment to the Commission.

NEXT MEETING DATE

June 23, 2026

ADJOURNMENT

Direction/Action

Motion made by Commissioner Chavarria to adjourn the meeting; seconded by Commissioner Curtis.

Motion passed 3-0.

The meeting was adjourned at 4:15 PM.

DRAFT