



AGENDA EPHRATA CIVIL SERVICE COMMISSION

Monday March 20, 2023 at 8:15 a.m.

Ephrata City Hall, 121 Alder Street SW
Ephrata, WA 98823
(509) 754-4601 Ext 120

Civil Service Members: Joe Varick
 Alan Key
 Rusty Romig

1. Call Meeting to Order at 8:15 a.m.
2. Additions/Deletions to the Agenda
3. Approve Minutes of the January 10, 2023 special meeting
4. Current Business:
 - a. Update
 - Evidence Official
 - Patrol Officer
 - b. Civil Service Rule Review
 - Rule IV – Application Procedures and Applicants
 - Rule V – Examinations



CIVIL SERVICE MINUTES

January 10, 2023

Civil Service Commission of the City of Ephrata, Grant County Washington met in special session on January 10, 2023. The meeting was called to order at 2:32 p.m. by Rusty Romig.

Members Present: Committee Members Alan Key, Rusty Romig. Joe Varick arrived at 2:35 p.m.

Staff Present: Police Chief Erik Koch and City Clerk/Chief Examiner Leslie Trachsler, Interim City Administrator Kurt Adkinson, Deputy City Clerk Carrie Lnenicka and Administrative Assistant Kari Chornuk.

Approve Minutes: Motion to approve minutes from the February 21, 2022 meeting. (m/s Alan Key/Rusty Romig) Motion carried.

Police Department Update: Chief Koch gave a brief update on the transitions taking place in the department with his promotion to Police Chief and the impending promotions for Captain, anticipated promotion then for Sergeant thence leaving an opening for patrol officer. Additionally, the Evidence Official position is vacant. This is a vital position for the Ephrata Police Department. Currently this position is being filled by a temporary appointment.

Vacant Positions – Request for Qualified Applicants:

- Evidence Official
- Patrol Officer

Chief Koch is requesting a list of qualified applicants from the Civil Service to fill these vacancies.

Motion to direct the Civil Service Chief Examiner to advertise for Police Officer candidates to test with Public Safety Testing for patrol officer. (m/s Alan Key/Rusty Romig) Motion carried.

Motion to direct the Civil Service Chief Examiner to advertise and test for qualified candidates for Evidence Official. (m/s Alan Key/Joe Varick) Motion carried.

There being no further business meeting adjourned at 2:45 p.m.

Joe Varick, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner

CITY OF EPHRATA
RULES OF THE EPHRATA POLICE & FIRE
CIVIL SERVICE COMMISSION

RULE IV. APPLICATION PROCEDURES AND APPLICANTS

Section 1. Announcement of Vacancy. Whenever there is a need, the Mayor shall advise the commission that a vacancy exists, and the Mayor shall request the name and address of qualified applicants for the vacancy. The commission shall direct the Secretary/Chief Examiner to invite qualified persons to apply for employment and for admission to the examination to be scheduled to create an eligibility list. The invitation to apply shall be by public notice, and shall specify:

- A. The title and salary range of the position;
- B. The brief outline of the duties of the position;
- C. The minimum qualifications required by the position;
- D. The location where application may be made;
- E. The final date upon which applications will be accepted.

Section 2. Application Format. Applications must be made on forms supplied by the Commission or in such other format as may be prescribed by the Commission which may include fingerprints. All applications must be signed by the applicant. The applicant may be required to complete the application in the applicant's handwriting. Failure to follow instructions provided with the application as to its completion and return to the Secretary/Chief Examiner shall be grounds for refusal of the application. All applications for examination shall be filed with the Secretary/Chief Examiner within the time limit fixed in the official announcement of examination. Applications received by mail in the office of the Commission must be postmarked on or before the closing date. The time for filing applications may be extended by the Secretary/Chief Examiner as the needs of the service require, provided, that the examination shall then be re-advertised in all places and publications in which the original announcement appeared.

Section 3. Application Review. The Secretary/Chief Examiner shall review each application to insure qualification under the minimum standards as contained in these rules and regulations. For further review (i.e. background investigation, etc.) the Secretary/Chief Examiner will forward the application to the Chief of Police or Fire Chief, whichever is applicable, who shall file his or her finding with the Secretary/Chief Examiner. No one who has been dismissed from the service for cause involving moral turpitude shall be allowed to again enter the service, and anyone dismissed for other just cause shall be allowed to again enter the service only by express consent of the Commission, whose decision shall be final.

Section 4. Minimum Standards. In order to identify a level of qualification, the Commission

establishes the following as minimum standards. To be considered for examination, an applicant must:

- A. Be a citizen of the United States of America or a lawful permanent resident;
- B. Possess a valid driver's license;
- C. Have attained the age of twenty-one (21) years at the time of hire;
- D. Possess a high school diploma or G.E.D. equivalent;
- E. Be physically able to meet the minimum physical qualifications and be able to pass the City of Ephrata approved physical agility test applicable to that job classification; If the position is a Police Officer, be able to qualify for attendance at the Basin Training Program sponsored by the Washington Criminal Justice Training Commission. If the position is a Firefighter, be able to qualify for attendance at the approved Fire Service Training Academy with IFSAC Firefighter I certification and be able to pass the City of Ephrata approved physical agility test.
- F. Possess good moral character. Police officer applicants must be able to pass a thorough and extensive background check, psychological exam and polygraph exam. Firefighter applicants must be able to pass a thorough and extensive background check and may be required to have a psychological exam.
- G. Be able to read and write the English language sufficiently well enough to pass examinations provided by the Civil Service Commission and, where appropriate, the Washington Criminal Justice Training Commission or related agency.

Section 5. Non-acceptance of Applicant. The Secretary/Chief Examiner, subject to the right of any person aggrieved to appeal to the Commission as provided in Section 6 below, may refuse to accept an application or to examine an applicant, or may withhold the name of a person from the eligible list or an eligible from certification or the Commission, after notice, may remove the name of an eligible from the eligible list who:

- (a) Does not meet the requirements set forth in these Rules or in the bulletin announcing the examination.
- (b) Is physically or mentally unfit to perform the duties of the position.
- (c) Is addicted to the use of intoxicating liquors or narcotics or habit forming drugs, although persons who are not current users and are in recovery may be considered.
- (d) Is addicted to gambling or immoral practices or habits.
- (e) Is guilty of conduct not compatible with City employment, whether or not it amounts to a crime.
- (f) Has been convicted of a felony in this State or an offense in another State which would be a felony if committed in this State; has been convicted of a crime involving

moral turpitude (see Chapter 9.964 RCW); has been convicted of a crime of violence; has been convicted of any offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance or prescription drug; has been convicted of one D.U.I within the previous five (5) years, or two D.U.I. convictions in a lifetime. "Conviction" includes any deferred sentence, deferred prosecution and/or diversion agreement.

- (g) 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 City service; or whose record of employment has not been satisfactory in the City service, or with any other employer.
- (h) Has abandoned any position in the City service or has been absent from duty without leave of absence duly granted.
- (i) Has made any material false statement or who has attempted any deception or fraud in connection with this or any other civil service examination.
- (j) Refuses to execute any oath as prescribed by law.
- (k) Fails to appear, including but not limited to, medical, psychological, fingerprinting and drug screen.
- (l) Has assisted in preparing, conducting, or scoring the examination applied for, or who has in any other manner secured confidential information concerning such examination which might provide unfair advantage over other applicants in the examination.
- (m) Fails to appear for or fails to pass any post-certification examination requirements.
- (n) Refuses to furnish all information required to complete the application.
- (o) Who is knowingly a member of any organization which now advocates the overthrow of the Government of the United States or of this State by force or violence or other unlawful means, or who now advocates the support of a foreign government against the United States in the event of hostilities.
- (p) Who has been discharged from the armed forces under conditions other than honorable.
- (q) Who maintains an ongoing relationship with individual(s) who have been convicted of felony crimes who are reputed to be involved in recent or current felonious activity.
- (r) Who has used a controlled substance illegally within the listed time limits preceding the date of application: Marijuana - 1 year; all others - 5 years.
- (s) Who has violated the public trust while previously employed in law enforcement or other public service.

- (t) Who has criminal proceedings pending or is under investigation for a crime.
- (u) Who has a history of alcohol or controlled substance abuse which has hampered job performance at any time during the five years immediately preceding the date of application.
- (v) Who has deceptive results of a polygraph examination regarding the applicant's background.
- (w) Who is deemed unsuited for police work by an oral interview panel.
- (x) Who, based upon any other factor or combination of factors, will be limited or prohibited from functioning successfully as a member of the Ephrata Police or Fire Departments, or who will be detrimental to the Departments.
- (y) Who has an unacceptable driving record including suspension/revocation/cancellation of driver's license, hazardous moving traffic violations, multiple traffic infractions, and at-fault accidents.
- (z) Fails to follow written instructions.

If in the Secretary/Chief Examiner's judgment the applicant should not be allowed to compete in the examination, the applicant shall be notified promptly in writing sufficiently prior to the scheduled examination so that the applicant may attempt to supply additional information to the Secretary/Chief Examiner prior to the examination. Should the matter not be able to be settled prior to the examination, the applicant shall be allowed to compete in the examination and the Commission shall make the final decision as to whether or not the applicant's name shall be included on the Eligibility List, if the applicant passes the examination, at the time it approves the establishment of the Eligibility List resulting from the examination.

After acceptance, the Secretary/Chief Examiner may reject an application or, after examination, may disqualify a successful candidate. This action may be taken whenever an applicant or eligible is found to lack any of the minimum standards established for the class of position and/or is subject to disqualification pursuant to this Section 5.

Section 6. Procedural Investigation: The Civil Service Commission shall make investigations as deemed necessary to ensure that the intent of Chapters 2.23 and 2.25 of the Ephrata Municipal Code and these rules and regulations are being adhered to. The Commission shall have such necessary powers to enable it to conduct such investigations, including, but not limited to, the right of access to work sites, the power to administer oaths and subpoenas, and the ability to require the attendance of witnesses and/or the production of any pertinent documents. Any investigation requested by an aggrieved person must be requested by written appeal delivered to the Secretary/Chief Examiner within ten (10) business days after notice of the action being challenged. Said notice shall contain a detailed description of the action being challenged, the substantive and procedural bases of the challenge and supporting facts, and the desired relief. Any documents supporting the appeal shall accompany the notice.

RULE V. EXAMINATIONS

Section 1. Scope. All examinations shall be practical and shall consist of subjects which will fairly determine the capacity of persons examined to perform the duties of the position to which an appointment is to be made as determined in the sole discretion of the Commission.

Section 2. Character. The qualification and fitness of candidates shall be determined either individually or in a group or groups by methods which may include, but are not limited to:

Pre Job Offer:

(a) Written tests - **consist of basic knowledge; and may include Personality Inventory Assessment**

b) Oral tests of knowledge or ability;

(c) Oral Board evaluation and/or assessment center evaluation;

(d) Interview covering general qualifications, education, training and/or experience;

(e) Physical tests of strength, stamina, agility or dexterity consistent with the minimum physical abilities required of the class or position, including the ability to hear, speak, and see;

(f) Complete background investigation, including criminal record checks, verification of immigrant or citizenship status as either a citizen of the United States of America or a lawful permanent resident, character references and financial references;

Post Job Offer:

(g) Psychological tests conducted by a certified practitioner;

(h) Complete medical examination by a doctor of the City's choosing;

(i) Evaluation of education, training, experience or qualifications as shown by the application, or by other information submitted, or by the record;

(j) Any medical examination likely to elicit information about an applicant's disability shall be given following a conditional offer of employment;

(k) Polygraph examination by a qualified polygrapher under WAC 139.07.040 in the case of police department positions only.

Section 3. Preparation and Administration. All examinations shall be prepared and administered by/or under the supervision of the Secretary/Chief Examiner following the general direction of the Civil Service Commission. The Secretary/Chief Examiner may, at his/her discretion, delegate the administration of examinations, or any portions thereof, to such qualified and unbiased persons as the Secretary/Chief Examiner deems advisable. In identifying additional employment requirements