



AGENDA

EPHRATA CIVIL SERVICE COMMISSION

Monday, February 21, 2022 at 8:15 a.m.

ZOOM - TO PARTICIPATE BY PHONE DIAL 1-253-215-8782

City of Ephrata Meeting ID: 642-397-7833

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. Election of new Chairperson
4. Approve Minutes of the May 17, 2021 meeting
5. Current Business:
 - a. Timeline to fill vacant Police Officer position
 - b. Update on new recruits



CIVIL SERVICE MINUTES May 17, 2021

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on May 17, 2021. The meeting was called to order at 8:17 a.m. by Chairman Romig.

Members Present: Committee Members Joe Varick and Rusty Romig

Staff Present: Police Chief Kurt Adkinson, Deputy Clerk/Treasurer Carrie Lnenicka and City Clerk/Chief Examiner Leslie Trachsler.

There were no additions or corrections to the Agenda.

Approve Minutes: Motion to approve minutes from the March 14, 2021 meeting. (m/s Varick/Romig) Motion carried.

Timeline to fill vacant Police Officer position: Trachsler reviewed with the Commission the timeline for filling the current vacant Police Officer position. Public Service Announcements have gone out to the paper and on face book directing candidates to the Public Safety website. Names of applicants will be pulled the 14th of June; application packets will be due back by July 1st; and oral boards tentatively scheduled for the week of July 12th.

Oath of Office for entry level Police Officer: Chief Adkinson advised the Commission that new entry level officers will be given a revised Oath of Office to ensure they are aware of their limited scope of authority until completion of the academy. The full Oath is given at the conclusion of BLEA. Once field training has been successfully completed an official “ceremony” will take place in front of Council.

Chief Adkinson also advised the Commission of the new legislation that has passed. He will be giving a detailed report to the City Council as to how all this will affect the Ephrata PD. Examiner Trachsler will see that the Commissioners received a meeting invite.

The next meeting is scheduled for June 21, 2021.

There being no further business meeting adjourned at 8:28 a.m.

Rusty Romig, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner

ENTRY LEVEL POLICE OFFICER

Feb – March, 2022 – Advertisement and recruitment phase

March 7, 2022 – Review/Pull qualified applications from Public Safety Testing

March 17, 2022 – Application packets sent out to qualified applicants

April 1, 2022 – Deadline for application packets to be returned to Civil Service Examiner

Week of April 11, 2022 – Oral Board Interviews – List of top 5 candidates sent to Mayor

Week of April 18, 2022 – Mayor/City Administrator/Police Chief interview top five applicants

Conditional offer to be made after interview.

Background, Polygraph and Psychological Testing conducted on selected applicant