



AGENDA

EPHRATA CIVIL SERVICE COMMISSION

Monday, April 19, 2021 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 March 15, 2021 meeting
4. Current Business:
 - a. Request to fill vacant Police Officer position
 - b. Modified Entry Level Police Officer Oath



CIVIL SERVICE MINUTES

March 15, 2021

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on March 15, 2021. The meeting was called to order at 8:20 a.m. by Member Joe Varick.

Members Present: Committee Members Alan Key, and Joe Varick.

Staff Present: City Clerk/Chief Examiner Leslie Trachsler.

Chairman Rusty Romig was absent.

Approve Minutes: Motion to approve minutes from the November 16, 2020 meeting. (m/s Varick/Key) Motion carried.

Correspondence: None

Update on Oral Board Interview for Entry Level Officer: There were eleven application packets sent to potential candidates. Of those six were returned and scheduled for interviews. One of the six candidates withdrew his name due to conflicts and scheduled interviews with two other law enforcement agencies. The panel interviewed five candidates on March 16th, of which only one passed. The list was submitted to the Mayor and City Administrator.

Conditional Offer of Hire: Mayor, City Administrator and Police Chief interviewed the candidate Chandler Gribble on March 25th. A letter of Conditional Hire was given to Mr. Gribble and he is now in the process of the pre-employment background investigation.

The next meeting is scheduled for April 19, 2021.

There being no further business meeting adjourned at

Committee Member Joe Varick

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner

Leslie Trachsler

From: Kurt Adkinson
Sent: Friday, April 16, 2021 8:43 AM
To: Leslie Trachsler
Subject: Lateral Eligibility Hiring Request

I am respectfully requesting authorization to proceed with the hiring process for eligible lateral police officer applicants. This request is based on the need to fill the current FTE vacancy in the police department.

Thank you,

Kurt M. Adkinson, Chief
Ephrata Police Department
121 Alder St. SW
Ephrata, WA 98823
509-754-2491

kadkinson@ephrata.org

Duty with Honor – Service with Pride



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Leslie Trachsler

From: Kurt Adkinson
Sent: Tuesday, April 13, 2021 3:43 PM
To: Mike Warren; Leslie Trachsler; Erik Koch
Subject: Appointment Letter
Attachments: Appointment Letter.docx

In an effort to ensure our entry level police officers are correctly documented through the training process, I am proposing this letter of appointment and revised Oath of Office be given upon their hiring/first day. My purpose is to ensure they are made aware of the limited scope/authority of their position until completion of the academy. I envision this process:

- Sign this letter and Oath at the beginning of employment (copy to them, copy to personnel file)
- Take the full Oath at the conclusion of BLEA
- Have the official "ceremony" at the conclusion of the FTO in front of council

I want to ensure we are documenting the limited scope of their authority prior to completion of the academy, and I want to hold off on the ceremonies until they are actually done with their training.

I am open to all input and suggestions.

This has been vetted with Anna.

Thanks - Kurt

Kurt M. Adkinson, Chief
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Ephrata Police Department

Kurt M. Adkinson, Chief of Police
Duty with Honor – Service with Pride

This is to certify that _____ is hereby appointed as a non-commissioned entry level Police Officer with the Ephrata Police Department. The scope of duties performed shall be specifically related to the training curriculum provided by the Washington State Criminal Justice Training Commission during the Basic Law Enforcement Academy, and shall be consistent with the directives, rules, and regulations of the Washington State Criminal Justice Training Commission and the Ephrata Police Department. This appointment does not grant a non-commissioned entry level Police Officer law enforcement authority and is governed by the Ephrata Police Department command or supervisory authority. This appointment will become effective on the 3rd day of May 2021.

Kurt M. Adkinson, Chief
Ephrata Police Department

I, _____, having been duly appointed to the office of non-commissioned entry level Police Officer for the City of Ephrata, Washington, do solemnly swear or affirm that I am a citizen of the United States, that I will faithfully and impartially perform the duties of my office as prescribed by law and to the best of my ability, abide by the Law Enforcement Code of Ethics, and that I will support the ordinances of the City of Ephrata, the laws and the Constitution of the State of Washington and the United States of America.

May 3, 2021

