



AGENDA

EPHRATA CIVIL SERVICE COMMISSION

Monday, November 16, 2020 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. Introduce New Police Chief, Kurt Adkinson
4. Approve Minutes of the January 20, 2020 meeting
5. Correspondence: None at this time
6. Current Business:
 - a. Update on Police Records Manager position
 - b. Update on new Officer's training – Challenges faced with COVID-19
 - c. Review schedule for Selection Process – Patrol Officer



CIVIL SERVICE MINUTES January 20, 2020

Civil Service Commission of the City of Ephrata, Grant County Washington met in regular session on January 20, 2020. The meeting was called to order at 8:15 a.m. by Chairman Joe Varick.

Members Present: Chairman Joe Varick, Commission Members Alan Key and Rusty Romig

Staff Present: Police Chief Mike Warren, Police Captain Erik Koch and City Clerk/Chief Examiner Leslie Trachsler.

Additions/Deletion to Agenda: None

Approve Minutes: Motion to approve minutes of the November 18, 2019 meeting. (m/s Rusty/Joe) Motion carried.

Correspondence: None at this time

Current Business:

- a. Election of Chairperson: Commissioner Varick opened the floor for nominations for Chairperson. Key nominated Rusty Romig. There being no other nominations, Romig was confirmed as the new Chairperson.
- b. Update on recent Police Officer appointments: Board was advised that the offer of appointment to Davis Stocking was rescinded due to a failure to pass the background review process. Administration then made an offer of appointment to Jessica Aponte. Jessica's first day on the job is today.
- c. Update on Personnel changes: Board was advised that with the resignation of Wes Crago as City Administrator, Mayor Reim has appointed Police Chief Michael Warren as the new City Administrator. Police Captain Erik Koch has been appointed as the Interim Police Chief. As of January 1, Todd Hufman assumed his new role as Sergeant and Officer Troy Froewiss moved to the Detective Sergeant position. The new officers are on track for Basic Law Enforcement Academy; Cynthia is at the academy, Zach is on the reserve list for February and Jessica in March or April.

The next meeting is scheduled for February 17, 2019.

There being no further business, motion to adjourn meeting at 8:23 a.m. (m/s Romig/Varick) Motion carried.

Rusty Romig, Chairman

ATTEST:

Leslie Trachsler, City Clerk/Chief Examiner



Ephrata Police Department

121 Alder Street S.W. • Ephrata, WA 98823 • Tel:(509) 754-2491 • Fax: (509) 754-1294

Erik Koch
Interim
CHIEF of POLICE

INTERNAL POSITION ANNOUNCEMENT

Police Office Records Manager

40 HOURS/WEEK

Salary: \$56,904 plus benefits.

CLASSIFICATION ELEMENTS:

This position is primarily responsible for the development and maintenance of the policies and procedures for identifying, organizing, storing, retrieving, disclosing and disposing of the Ephrata Police Department's (EPD) physical and electronic records. The ability to creatively resolve complex issues successfully, effectively communicate, and engender positive interaction with staff and public is critical to this position. The ability to maintain a positive attitude under stressful situations and take direction from supervisors is imperative for this position. The duties listed below are intended for illustration. The omission of any assignment does not exclude it from the position.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Washington State Driver's License
- Minimum of 21 years of age
- Ability to pass background check; pre-employment and on-going drug screening; Polygraph and Psychological Evaluation.

SKILLS AND ABILITIES:

- The Records Section staff represent not only the Ephrata Police Department but also the City of Ephrata's municipal staff. The highest standards of honesty, confidentiality, and good character are expected as we serve the citizens of Ephrata.
- Considerable knowledge of modern office practices, procedures, equipment, computers, software applications and ability to follow established office procedures.
- Requires knowledge of the field assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as listed in the job description.
- Ability to understand and effectively carry out both oral and written instructions; ability to communicate effectively orally and in writing, to answer telephone, greet public and provide information within scope and authority.
- Must demonstrate the ability to maintain self-control and professional attitude when dealing with hostile persons or under adverse conditions.
- Ability to interpret regulations, ordinances, codes and other specifications and to compile data from a variety of sources and prepare reports, including statistical calculations.

- Maintain manual and computerized filing and record keeping systems and file documents alphabetically, numerically, chronologically, and/or by subject/topic.
- Maintain confidentiality and security of records.
- Requires the ability to work independently, prioritize conflicting work assignments, and to work under pressure of deadline situations.
- Ability to develop and maintain positive, effective working relationships with co-workers, supervisors, citizen groups and the public.

Salary: \$56,904 plus benefits.

Detailed job description can be obtained by contacting Leslie Trachsler.

APPLICATION PROCESS:

Submit a letter of interest for the position to include a statement to highlight how your skills and abilities will benefit this position to Leslie Trachsler.

Application Deadline: March 20, 2020 at 1630 hours.

Interviews for the top applicants will be scheduled following the application deadline. The interview is a single-step process. The City of Ephrata is an equal opportunity employer.



CITY OF EPHRATA

121 ALDER STREET SOUTHWEST
EPHRATA, WASHINGTON 98823

(509) 754-4601: PHONE
(509) 754-0912: FAX

(800) 833-6384: VOICE
(800) 833-6388: TDD

April 3, 2020

Elizabeth Kallstrom
350 STATTER RD.
EPHRATA, WA 98823

RE: APPOINTMENT POLICE RECORDS MANAGER

Elizabeth

Congratulations. This letter is to appoint you to the City of Ephrata Police Department as a Police Records Manager. Your date of transition will be May 1, 2020 and you will be on probation status until April 31, 2021. Since you will be transitioning from the position of Patrol Officer to Police Records Manager it is important that you are aware that you will no longer be a member of Teamsters Local-760. This is a Civil Service Position as is the Patrol Officer's position, however, there is no union representation. In addition, you will no longer be a member of the LEOFF retirement system as you will be covered under PERS.

You will be compensated at \$4,742 per month and receive benefits in accordance with the City of Ephrata administrative benefit policy. If a cost of living raise is granted to administrative employees during your probationary period, you shall receive that adjustment as well.

Your continued employment is subject to drug/alcohol screenings, as well as other policies and regulations found in the City and Departmental policy manuals.

Please coordinate with Interim Chief Koch as soon as possible for your specific duties and schedule. Any questions that you may have can be referred again to Interim Chief Koch (754-2491) at City Hall.

Again, congratulations. On behalf of the entire City staff, I wish you success in your position as Police Records Manager with the City of Ephrata.

SINCERELY,

Bruce Reim

MAYOR, CITY OF EPHRATA

cc. Administrator Warren
Clerk Trachsler
Interim Chief Koch
Ephrata Civil Service Commission
Teamsters Local- 760

Leslie Trachsler

From: Erick Koch
Sent: Wednesday, October 7, 2020 2:35 PM
To: Leslie Trachsler
Cc: Heather Van Paepeghem
Subject: Advertising for EPD officers

Categories: IMPORTANT

Leslie,

Mike requested I start the search for a new officer and I was informed I needed to seek approval from Civil Service to start advertising for the position of patrolman with the Ephrata Police Department. I'm seek approval to post a flyer on the city's Facebook page and with PoliceOne.

Please work with Heather Van P on the details.

Thank you,

Interim Chief Erik Koch

Ephrata Police Department

121 Alder ST SW

Ephrata, WA 98823

(509) 754-2491

Cell (509) 431-5710

Fax (509) 754-1294

e-mail ekoch@ephrata.org

ENTRY LEVEL POLICE OFFICER

October – December, 2020 – Advertisement and recruitment phase

January 2, 2021 – Review/Pull qualified applications from Public Safety Testing

January, 2021 – Application packets sent out to qualified applicants


January, 2021 – Deadline for application packets to be returned to Civil Service Examiner

February, 2021 – Oral Board Interviews – List of top 5 candidates sent to Mayor

February/March, 2021 – 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



Ephrata Police Department is now hiring!

ENTRY LEVEL OR LATERAL OFFICER

Lateral Officers Contact City Hall Directly, 509-754-4601

SALARY STARTING AT \$5,411/MONTH

EXCELLENT BENEFITS & INCENTIVES

- *Family Medical/Dental/Vision/100% City Paid
- *HRA Veba
- *Life Flight Membership
- *Paid Training
- *Longevity Pay
- *Retirement Benefits
- *Vacation, Sick Leave & Comp Time, Floating Holidays
- *BA/BS, Bilingual Pay
- *Equipment Allowance Yearly

JOIN INTERAGENCY TASK FORCES

TAKE HOME VEHICLES W/IN 30 MILES

12 HR SHIFTS, OFF EVERY OTHER WEEKEND

REQUIREMENTS:

- *High school graduate or equivalent
- *U.S. Citizen
- *21 years of age prior to completion of academy
- *Valid driver's license
- *Must pass a background check, polygraph test, psychological exam, physical agility test

To Test/Apply Visit publicsafetytesting.com