

Thursday, June 4, 2020
College Place Civil Service Commission Special Meeting

12:00 P.M.

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#944 0020 1168

City Council Chambers
625 South College Avenue
College Place WA 99324

1. OPENING ITEMS

Subject :	1.01 Call to Order
Meeting :	Jun 4, 2020 - College Place Civil Service Commission Special Meeting
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for June 4, 2020
Meeting :	Jun 4, 2020 - College Place Civil Service Commission Special Meeting
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject :	2.02 Approve Minutes from February 20, 2020
Meeting :	Jun 4, 2020 - College Place Civil Service Commission Special Meeting
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[2_20_2020_CivilServiceMeetingMinutes.pdf \(58 KB\)](#)

Consent

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a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject : 2.03 Approve Civil Service Payroll for February, March, and April 2020

Meeting : Jun 4, 2020 - College Place Civil Service Commission Special Meeting

Category : 2. CONSENT AGENDA

Type : Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject : 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Meeting : Jun 4, 2020 - College Place Civil Service Commission Special Meeting

Category : 2. CONSENT AGENDA

Type : Action (Consent)

Recommended Action : Motion to approve consent agenda that includes the agenda for June 4, 2020, the minutes from February 20, 2020, and payroll for February, March, and April of 2020.

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

3. Regular Agenda

Subject : 3.01 Elect Commission Chair and Vice Chair

Meeting : Jun 4, 2020 - College Place Civil Service Commission Special Meeting

Category : 3. Regular Agenda

Type :	Action
Recommended Action :	Motion to approve selected Commissioners as Chair and Vice-Chair

Public Content

Commissioner Meske held position #2 until his term ended on 12/31/2019. Bill Kelly was appointed to fill position #2 on 3/10/2020. Commissioner Scott resigned from position #1 on 3/6/2020. Roger Maidment was appointed to fill position #1 on 5/26/2020. Per Civil Service Rule 2.03, a Commissioner Chair and Commission Vice-Chair must be elected.

File Attachments

[MRSC - Civil Service Overview.pdf \(269 KB\)](#)

Subject :	3.02 Lateral Police Officer Eligibility List
Meeting :	Jun 4, 2020 - College Place Civil Service Commission Special Meeting
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to certify Lateral Police Officer Eligibility List and forward certified list to Chief Tomaras.

Public Content

At the Civil Service meeting in February, Commissioners approved the testing process to establish a Lateral-Entry Police Officer Eligibility List. Oral board interviews were held remotely via Zoom on May 11, 2020. One of the two applicants earned a passing score. On May 18, 2020, that applicant passed the physical ability test.

File Attachments

[Lateral Testing Results - 5-2020.pdf \(189 KB\)](#)
[Eligibility List for Certification - 6-2020.pdf \(329 KB\)](#)
[Certified Chiefs List - 6-2020.pdf \(455 KB\)](#)

Subject :	3.03 Approve testing process to create a Firefighter Eligibility List
Meeting :	Jun 4, 2020 - College Place Civil Service Commission Special Meeting
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to approve the Firefighter Testing Process

Public Content

The existing Firefighter Eligibility List expires on May 30, 2020. We do not have an open position at this time, but need to have an eligibility list in place.

File Attachments

[Civil Service Testing - Firefighter 2020.pdf \(514 KB\)](#)

Subject :	3.04 Cancel June 11, 2020, Civil Service Commission meeting
Meeting :	Jun 4, 2020 - College Place Civil Service Commission Special Meeting
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to cancel the next regular meeting scheduled for June 11, 2020.

Public Content

At this time there is no pending business requiring Commission action. It makes sense to cancel the June 11, 2020, meeting.

4. CLOSING ITEMS

Subject :	4.01 Adjourn
Meeting :	Jun 4, 2020 - College Place Civil Service Commission Special Meeting
Category :	4. CLOSING ITEMS
Type :	Procedural

PRESENT: Commissioners Karen Scott (Chair), JoAnn Wiggins
Civil Service Secretary Shawn Doering
Staff

ABSENT: Vacant Position #2

College Place Civil Service Commission (Thursday, February 20, 2020)

Generated by Shawn Doering on Friday, May 22, 2020

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Commissioner Scott called the meeting to order at 12:12pm.

Procedural: 1.02 Public Comment

There was no public comment.

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for February 20, 2020

Action (Consent): 2.02 Approve Minutes from January 9, 2019

Action (Consent): 2.03 Approve Civil Service Payroll for January 2020

Action (Consent): 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Commissioner Wiggins made a motion to approve the consent agenda that included the agenda for February 20, 2020, the minutes from January 9, 2020, and payroll for January 2020. Second by Commissioner Scott, the motion passed 2-0.

3. Regular Agenda

Action: 3.01 Police Records Clerk Recruitment

Commissioner Wiggins made a motion to approve the updated Police Records Clerk Testing Process. Second by Commissioner Scott, the motion passed 2-0.

Action: 3.02 Approve testing process to create a Lateral Police Officer Eligibility List

Commissioner Wiggins made a motion to approve the testing process to create a Lateral Police Officer Eligibility List with the amendment of adding "Lateral" wording. Second by Commissioner Scott, the motion passed 2-0.

4. Discussion: Karen Scott will be giving her notice as she is moving out of the area. Tentatively scheduled a meeting for March 10, 2020.

5. CLOSING ITEMS

Procedural: 4.01 Adjourn

Commissioner Scott made a motion to adjourn the meeting at 12:31pm. Second by Commissioner Wiggins, the motion passed 2-0.

Approved:

Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred February 20, 2020.

Civil Service

This page provides a general overview of civil service laws in Washington State for city, town and county public safety employees (police officers, deputy sheriffs, and firefighters), including information on the creation and operation of the civil service commission, and examples of local rules. For a list of key civil service court decisions and legal interpretations, see [Civil Service Court Decisions and AG Opinions](#).

Purpose of Civil Service

Civil service in local government seeks to curb political favoritism and remove the coercive pressures that once caused public employees to contribute money and time to partisan political candidates, to the detriment of the work for which they were paid.

Civil service state laws help assure that firefighters and law enforcement officers are recruited through open competition, hired and promoted on the basis of merit, and are demoted, suspended, removed from office, or discharged only for cause.

When Is Civil Service Required?

For Washington's cities and towns, civil service is required for:

- Firefighters by [chapter 41.08 RCW](#) - When a city or town has any full-time paid firefighters.
- Police by [chapter 41.12 RCW](#) - When the city or town has three full-time paid police officers, including the chief.

For Washington counties, civil service is required for the sheriff's office by [chapter 41.14 RCW](#).

When Is Civil Service Not Required?

- Police departments of "not more than two persons, including the chief of police" ([RCW 41.12.010](#)) or for departments composed entirely of volunteers.
 - Fire and police chiefs, appointed after July 1, 1987, may be removed from civil service by vote of the city council or commission. See [RCW 41.08.050](#), and [41.12.050](#).
 - The county sheriff and certain "unclassified positions" may also be removed from civil service by vote of the city council or commission. See [RCW 41.14.070](#).
 - Fire protection districts may - but are not required to - provide for civil service for their fully-paid officers. See [RCW 52.30.040](#); *Roberts v. Fire Protection Dist.*, 44 Wn. App. 744 (1986).
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Local Civil Service Rules

The following is an excellent resource that has undoubtedly served as the basis for the rules of many jurisdictions.

- [Model Civil Service Rules for Washington Local Governments](#) (2006 with 2008 update), by P. Stephen DiJulio, Foster Pepper PLLC

For a selected list of examples of local rules in Washington State, see [Examples of Civil Service Rules](#).

Local Rules must "Substantially Accomplish" State Regulations

Local rules for public safety employees may differ among the covered jurisdictions (except for deputy sheriffs), as differing local rules may still be sustainable, if they "substantially accomplish" the purpose of the state provisions.

Note that the civil service rules that apply to other systems, such as [Seattle's civil service system](#) for non-public safety employees, do not necessarily follow the same rules established by state law, since their systems are governed by local rules, ordinances, or charters.

Civil Service Commission Creation and Operation

Both city and county civil service laws, require the appointment of a civil service commission, assuming the city, town, or county must provide for civil service. See [RCW 41.08.030](#), [41.12.030](#), and [41.14.030](#).

A single civil service commission may deal with both police and fire employees.

Appointments

Appointments to the commission are usually made by the mayor, city manager, or board of county commissioners, and the persons appointed are not subject to confirmation.

Membership and Residency Requirements

A civil service commission has three members.

Each commission member must be a citizen of the United States and an elector of the county in which he or she resides. An "elector" is a person who is a citizen of the United States, aged 18 years or older, and a resident (Washington State [Const. art. VI, § 1](#)).

Each commission member must also have been a resident of the city or town for which he or she will serve for at least three years immediately prior to appointment.

In case of a county civil service commission, a resident of the county must have been a resident for two years before appointment. Counties having a population of less than 40,000 may join with other counties to create a combined civil service commission ([RCW 41.14.040](#)). In a combined county commission, members need only meet the residency requirements for one of the combined counties.

At the time of appointment, no more than two of the commission members may be "adherents to the same political party." (According to one commentator, however, the political party limitation is of questionable legal authority and is, in any case, regularly ignored.)

Compensation

Commission members serve without compensation, although they may have their expenses reimbursed.

Term of Office

Commissioners, except for the initial three appointees, serve six-year terms, but may be removed, following written notice and a hearing, for incompetence, incompatibility, dereliction of duty, malfeasance, or for "other good cause."

Commission Duties

The civil service commission's duties include the following:

- Make rules for operation of the civil service system that are consistent with state law.
- Give practical tests to determine the capacity of persons examined to perform duties of the position sought.
- Conduct investigations and prepare reports.
- Hear and determine appeals or complaints.
- Provide for, develop and hold competitive tests to determine relative qualifications of candidates and, as result of the testing process, prepare eligibility lists.
- Certify to the appointing authority the name (or names) of the individual(s) ranked highest on the eligibility list.
- Keep records.
- Approve payrolls.

See [RCW 41.08.040](#), [41.08.120](#), [41.12.040](#), [41.12.120](#), [41.14.060](#), and [41.14.150](#).

Meeting Requirements

The commission is required to meet at least monthly. See [RCW 41.08.040](#), [41.12.040](#) and [41.14.050](#).

The city, town, or county that establishes the civil service commission provides "suitable and convenient rooms and accommodations and cause[s] the same to be furnished, heated, lighted and supplied." See [RCW 41.08.180](#), [41.12.180](#), and [41.14.200](#).

Secretary and Chief Examiner Appointment and Duties

Once a civil service commission has been created, its members, following a competitive examination, appoint a secretary and chief examiner.

Examination

For cities and towns, the examination may either be open to city or town citizens or limited to persons already employed in the police, fire or other departments. See [RCW 41.08.040](#) and [41.12.040](#).

In counties, the examination must be open to all qualified citizens of the county; the appointee, however, may not be an employee of the sheriff's department. See [RCW 41.14.050](#).

Residency Requirements

The local rules of a city or town can probably eliminate the residency requirement, since their regulations need only "substantially accomplish the purpose" of the state civil service laws.

County statutes are less flexible, though, and it is likely the secretary and chief examiner must, as the statute requires, be a county resident. See [RCW 41.08.010](#), [41.12.010](#), and [41.14.010](#); generally, *Deputy Sheriff's Guild v. Comm'rs* (1979).

For a discussion of the residency requirements established by statute for the secretary and chief examiner, see [AGO 1989 No. 20](#).

Duties

The secretary and chief examiner:

- Keeps the commission's records and preserves its reports.
- Supervises and keeps records of all examinations.
- Performs other duties as requested by the commission.

In some jurisdictions, the duties of secretary and chief examiner are performed by an existing employee, such as by the human resources director.

Examination and Eligibility Registers

One of the civil service commission's more important duties is the conduct of competitive examinations to determine the "merit, efficiency and fitness" of persons seeking appointment or promotion to classified civil service positions.

Qualifications of Applicants

Applicants for appointment must be United States citizens or a lawful permanent resident, and able to read and write the English language. In cities and towns, candidates must also "be of an age suitable for the position applied for, in ordinary good health, of good moral character and of temperate and industrious habits." See [RCW 41.08.070](#), [41.12.070](#) and [41.14.100](#).

If the position sought is in law enforcement, the agency may reject an application if it deems it does not have the resources (materials, funding and staff time) to conduct the background investigation required by chapter [RCW 43.101](#), that is, to verify immigrant or citizenship status as either a citizen of the United States or a lawful permanent resident.

Examination Requirements

Tests are to be practical and consist only of subjects which will fairly determine the capacity of the candidates to perform the duties of the position sought; the examination may include tests of physical fitness and manual skill. See [RCW 41.08.040\(2\)](#), [RCW 41.12.040 \(2\)](#), and [RWC 41.14.060\(2\)](#).

State law does not dictate the kind of testing required, and the courts, in *O'Brien v. Civil Service Commission*, have concluded commissions have broad discretion in determining the content and subjects for examinations.

Not all tests are necessarily given to all candidates nor at the same time. Commissions sometimes wait until the appointing authority is actually ready to make an appointment before giving the higher-ranked candidates "final" and often more costly tests, such as drug, psychological, and polygraph tests.

Eligibility Register

Once tested, passing candidates are placed according to their scores onto an eligibility register used for making appointments or promotions.

Veterans who pass an examination are given a "scoring criteria status" (formerly termed a "preference") in the development of the eligibility register. The term "veteran" is defined at [RCW 41.04.005](#).

Veteran's Scoring Criteria Status

What is a Veteran's Scoring Criteria Status?

A scoring criteria status (formerly a preference status) is the addition of a certain percentage to the "passing mark, grade or rating" received in a competitive examination by a veteran as defined in [RCW 41.04.005](#) and [RCW 41.04.010](#).

The percentage, which varies with the category of veteran, is based "upon a possible rating of one hundred points as perfect." Under this scheme, for example, a veteran entitled to a 10% scoring criteria who scores a passing grade of 80 out of a possible 100 would receive an additional 8 points for a total score of 88.

What Veterans Qualify for What Scoring Criteria Status?

There are four categories of veterans to which the scoring criteria status applies. A base requirement of each category is that the person has received from any branch of the armed forces an honorable discharge, or a discharge for physical reasons with an honorable record, or a discharge with a receipt of a United States Department of Defense discharge document (DD Form 214; NGB form 22, or their equivalent or successor discharge paperwork that characterizes his or service as honorable). The four categories are:

1) Veterans who served during a period of war or in an armed conflict and do not receive military retirement.

Veterans in this category receive a 10% scoring criteria added to passing mark, grade, or rating of competitive exams until their first appointment. This "first appointment" limitation means that, if a veteran has gotten a job with the 10% scoring criteria status, he or she may not use it to obtain another job, even with another agency ([AGO 1974 No. 22](#)). Also, it may not be used in a promotional exam.

Note that this one-time limitation applies only to the use of the veterans' scoring criteria status that is authorized by [RCW 41.04.010](#). The fact that a veteran may have obtained a job in another state using that state's veteran's preference provisions does not impact this state's veterans' preference under [RCW 41.04.010](#).

Veterans who served during a "period of war" as defined in [RCW 41.04.005](#), need not have served in a combat zone or hostile environment to qualify; simply being in the armed forces during such a period, in addition to not receiving military retirement, is sufficient. A "period of war" is defined by [RCW 41.04.005](#) to include, in addition to the two world wars, the following:

- The Korean conflict
- The Vietnam era, which was the period beginning August 5, 1964, and ending on May 7, 1975
- The Persian Gulf War, which was the period beginning August 2, 1990, and ending on February 28, 1991, or ending on November 30, 1995, if the participant was awarded a campaign badge or medal for such period

- The period beginning on the date of any future declaration of war by Congress and ending on the date prescribed by presidential proclamation or concurrent resolution of Congress
- The following "armed conflicts," if the participant was awarded the respective campaign badge or medal, or if the service was such that a campaign badge or medal would have been awarded, except that the member already received a campaign badge or medal for a prior deployment during that same conflict:
 - The crisis in Lebanon
 - The invasion of Grenada
 - Panama, Operation Just Cause
 - Somalia, Operation Restore Hope
 - Haiti, Operation Uphold Democracy
 - Bosnia, Operation Joint Endeavor
 - Operation Noble Eagle
 - Southern or Central Asia, Operation Enduring Freedom
 - Persian Gulf, Operation Iraqi Freedom
 - Iraq and Syria, Operation Inherent Resolve
 - Afghanistan, Operation Freedom's Sentinel

2) Veterans who did not serve during a period of war or who are receiving military retirement. This category of veterans, which includes any veteran not covered by the first category, is entitled to a 5% scoring criteria status. Like the first category, it may be used only until a veteran's first appointment and may not be used in any promotional exam.

3) Peacetime veterans and others who have fulfilled their military service obligations. This category of veterans receives a 5% scoring criteria status that applies until the veteran's first employment; it cannot be used in a promotional examination. Qualifying veterans in this category include:

- A member in any branch of the armed forces of the United States, including the national guard and armed forces reserves, who has fulfilled his or her initial military service obligation;
- A member of the women's air forces service pilots;
- A member of the armed forces reserves, national guard, or coast guard, and has been called into federal service by a presidential select reserve call up for at least one hundred eighty cumulative days;
- A civil service crewmember with service aboard a U.S. army transport service or U.S. naval transportation service vessel in oceangoing service from December 7, 1941, through December 31, 1946; or
- A member of the Philippine armed forces/scouts during the period of armed conflict from December 7, 1941, through August 15, 1945.

4) Veterans who were called to active military service from employment with a city or county or other political subdivision. This category receives a 5% scoring criteria status that is added to promotional examinations until the first promotion only. (Note that this category of veterans is protected when returning to employment from

military duty by the federal Uniformed Services Employment and Reemployment Rights Act.) Of course, veterans in this category could also qualify in any of the above two categories when seeking initial employment with another agency covered by [RCW 41.04.010](#).

Are There Procedural Requirements for Implementing a Veteran's Scoring Criteria Status?

[RCW 41.04.010](#) does not impose any specific procedural requirements. However, we recommend that your jurisdiction provide the necessary questions on employment applications for a veteran to claim the appropriate scoring criteria. Eligible veterans are entitled to the scoring criteria status regardless of whether your jurisdiction provides for it in its civil service rules.

Are There Time Limitations to claim Veteran's Scoring Criteria Status?

There is no time limit on when a veteran may claim scoring criteria status.

Vacancy and Appointment Process

If a position in classified civil service becomes vacant or a new position is added, the appointing authority (mayor, city manager; or county sheriff, with consent of county commissioners) must request ("requisitions") the civil service commission for the names and addresses of those persons eligible for appointment. See [RCW 41.08.100](#), [41.12.100](#), and [41.14.130](#).

In response, the commission certifies, for cities and towns, the person standing highest on the eligibility list willing to accept employment. See [RCW 41.08.100](#) and [41.12.100](#).

For county sheriff departments, the commission certifies the top three candidates. See [RCW 41.14.130](#).

While statutes require city and town commissions certify the top candidate (the "Rule of One"), some jurisdictions have adopted local rules allowing the certification of the top three (or five) candidates (the "Rule of Three"). The "Rule of Three" has been upheld as "substantially accomplishing" the civil service rules in *Firefighters v. Walla Walla*. The "Rule of Three" is statutorily in effect for counties. See [RCW 41.14.130](#).

Conflicts with Collective Bargaining Policies

Appointment (or other) procedures agreed to as result of collective bargaining, if in conflict with civil services rules, will prevail over the civil service rules, unless the local civil service commission is similar in scope, structure, and authority to the state personnel board (and it is unlikely that the local commission will be similar). See *Spokane and Spokane Police Guild vs. Spokane Civil Service Commission* (1999), *review denied* (2000).

Temporary Appointments

Sometimes there is no register for the position sought to be filled. In those instances, the civil service commission certifies the person (or persons) highest on the "list held appropriate for the class."

Appointments from the alternative lists are often referred to as "temporary" or "provisional" appointments. See [RCW 41.08.100](#), [41.12.100](#), and [41.14.130](#).

Temporary or provisional appointments shall not continue for a period longer than four months; nor shall any person receive more than one provisional appointment or serve more than four months as provisional appointee in any one fiscal year.

See [RCW 41.08.040\(9\)](#) and [41.12.040\(9\)](#).

Some cities and towns, nevertheless, provide for longer temporary appointments and/or for extensions. Such practices can likely be justified, so long as the local rules "substantially accomplish" the civil service statutory requirements; counties appear to have much less flexibility in differing from their statutory limitations.

County appointments, likewise, are for a period not to exceed four months; however, the appointment can be extended for a period up to one year, if the county continues to advertise and test for the position. If after one year there are less than three persons on the eligible list, the appointing authority may fill the position with any person on the list. See [RWC 41.14.060\(7\)](#).

Probation

An appointment is not complete (and an appointee does not receive all of the civil service protections) until after a probationary period is completed.

Purpose of Probation

Probation allows the employer to train the appointee and determine whether he or she will be able to actually perform the duties of the position.

How Long is the Probationary Period?

For cities and towns, the probationary period is three to six months. See [RCW 41.08.100](#), and [41.12.100](#).

For counties, the probationary period is for one year. See [RCW 41.14.130](#).

As is true for other rules, some cities or towns have established longer probationary period than required by statute; such individual differences can be justified if they "substantially accomplish" the purpose of the civil service laws.

In Westport, for example, the city adopted a one-year probationary period, allowing supervisory personnel a longer period to judge appointees, especially during the summer months when tourism significantly increases the city's population and the police department's workload. See *Arbogast v. Westport* (1976), and *Samuels v. Lake Stevens* (1988).

Can an Employee on Probation Be Discharged?

While a person who has completed probation can only be removed from his or her position "for cause," the same is not true for someone on probation. A person on probation may be removed for virtually any reason, so long as it is not for a discriminatory or other inappropriate reason.

Disciplinary Actions and Discharges

Unlike "at will" employees, an employee covered by civil service has certain job protections; the employee may only be removed, suspended, demoted, or discharged from his or her position "for cause" and then only after a written accusation, set out in general terms, has been given. See [RCW 41.08.090](#), [41.12.090](#), and [41.14.120](#).

Investigation

If the employee objects or disagrees with the disciplinary action, he or she may submit a written "demand" to the civil service commission for an investigation. The demand for a hearing/investigation must be filed within ten days of the employment action. The commission must then schedule a public hearing for an investigation. See [RCW 41.08.090](#), [41.12.090](#), and [41.14.120](#).

In counties, the hearing should be held within 30 days of the demand's receipt. The hearing is confined to the determination of whether the employment action (removal, suspension, etc.) was "for just cause." After the investigation is complete, the commission issues a written determination (within ten days for commissions serving a sheriff's department) either affirming, reversing, or modifying the employment action. See [RCW 41.14.120](#).

What Is "For Cause"?

Each of the three civil service statutes sets out grounds for discharge, reductions or deprivation of privilege, which include:

1. Incompetency, inefficiency or inattention to or dereliction of duty;
2. Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public or a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the employee to properly conduct himself; or any willful violation of civil service statutes, rules, or regulations;
3. Mental or physical unfitness for the position which the employee holds;
4. Dishonest, disgraceful, immoral or prejudicial conduct;
5. Drunkenness or use of intoxicating liquors, narcotics, or any other habit forming drug, liquid or preparation to such extent the use interferes with the efficiency or mental or physical fitness of the employee, or which precludes the employee from properly performing the functions and duties of any position under civil service;
6. Conviction of a felony, or a misdemeanor, involving moral turpitude;
7. Any other act or failure to act which in the judgment of the civil service commissioners is sufficient to show the offender to be an unsuitable and unfit person to be employed in the public service.

See [RCW 41.08.080](#), [41.12.080](#), and [41.14.110](#).

Examples of Civil Service Rules

Rules for Public Safety Employees Only

- [Battle Ground Civil Service Rules](#) (2016)
- [Des Moines Civil Service Commission Rules and Regulations](#) (2015)
- [Kelso Civil Service Rules and Regulations](#) (2014)
- [Wenatchee Civil Service Commission General Rules and Regulations](#) (2018)
- [Spokane County Civil Service Commission Rules and Regulations](#) (2016)

Comprehensive Rules Including Public Safety Employees

- [Bellingham Civil Service Rules](#) (2016)
 - [Olympia Civil Service Commission Rules](#) (2015)
 - [Yakima City Civil Service Rules and Regulations](#) (2016)
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Recommended Resources

- [Civil Service Court Decisions and AG Opinions](#) – List of key civil service court decisions and legal interpretations.

Last Modified: December 31, 2019

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Lateral Oral Board Interviews - 5/11/2020

Panelist

Points (190 possible)

Percentage

DeVair, Jason				Total Score	Latalladi Jr, Pedro				Total Score
L Neissl	D Schmick	Parker, A	Benfield, R		L Neissl	D Schmick	Parker, A	Benfield, R	
146	166.5	148	164.5	625	93.5	151	113	100	457.5
76.84%	87.63%	77.89%	86.58%	82.24%	49.21%	79.47%	59.47%	52.63%	60.20%

Required

Performed

Score

Physical Ability Test 5/14 & 18/2020			
DeVair, Jason			Total Score
Push Ups	Sit Ups	1.5 Mile Run	
18	29	13:50	
26	34	12:55	
Pass	Pass	Pass	Pass
*Testing requirements based upon New Cooper Age and Gender Base Standards for Law Enforcement-40%			

City of College Place

625 S. College Avenue
College Place, Washington 99324
(509) 529-1200
FAX: (509) 525-5352

June 4, 2020

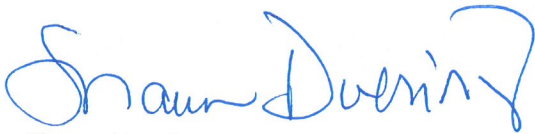
Bill Kelly, Commissioner
Roger Maidment, Commissioner
JoAnn Wiggins, Commissioner

Dear Commissioners:

As a result of the open and competitive testing process to establish a Lateral Police Officer Eligibility List which concluded on May 18, 2020, the following eligibility list is outlined for your approval and certification:

Lateral Police Officer	
Rank	Name
1	DeVoor, Jason

Respectfully,



Shawn Doering
Civil Service Secretary

Certified by:

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner



City of College Place

Civil Service Commission

Bill Kelly, Commissioner
Roger Maidment, Commissioner
JoAnn Wiggins, Commissioner

Shawn Doering
Civil Service Secretary
sdoering@cpwa.us
509-394-8508

June 4, 2020

Chief Troy Tomaras
College Place Police Department
619 S College Ave
College Place, WA 99324

Dear Chief Tomaras,

On 6/4/2020, the Civil Service Commission approved an updated eligibility list. Below are the certified eligible applicants for the Lateral-Level Police Officer position:

Name
DeVoor, Jason

Respectfully,

Bill Kelly, Commissioner

Roger Maidment, Commissioner

JoAnn Wiggins, Commissioner



City of College Place Civil Service Commission

Bill Kelly, Commissioner
Roger Maidment, Commissioner
JoAnn Wiggins, Commissioner

Shawn Doering
Civil Service Secretary
sdoering@cpwa.us
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TESTING INFORMATION *FIREFIGHTER*

WRITTEN TEST

DATE: June 15-19, 2020
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

PHYSICAL ABILITY TEST

DATE: June 15-19, 2020
PLACE: Fire tower in Walla Walla

ORAL INTERVIEW

DATE: June 15-19, 2020
PLACE: College Place Fire Department, 629 S. College Ave, College Place, WA

The oral interview panel will consist of three experienced firefighters from local agencies.

Firefighter testing information and requirements:

1. Applicants for the position of Firefighter must:
 - a. Be a minimum of 21 years of age at the time of hire;
 - b. Have a high school diploma or GED;
 - c. Be a US Citizen or lawful permanent resident;
 - d. Have a valid driver's license;
 - e. Have a Washington State EMT license at the time of hire;
 - f. Have IFSAC Firefighter I certification at the time of hire; and
 - g. Pass the written test, physical ability test and oral interview.
2. The test will consist of three parts, scored as follows:

a.	Written test	70% minimum
b.	Physical ability test	Pass/Fail
c.	Oral Interview	70% minimum
3. A minimum score of 70% is required on the written test and the oral interview to be registered on the eligibility list.

4. Appointments are made from the Certified Eligibility List. The Fire Chief will interview candidates. As the hiring authority, he will make a selection for a conditional offer to fill a vacancy, subject to the satisfactory outcome of the following background investigations:
 - a. Criminal History check
 - b. Medical/physical examination
 - c. Drug screening
 - d. Background investigation
 - e. Other background checks as deemed necessary to determine an applicant's fitness for employment.

The City of College Place is an Equal Opportunity Employer