

Thursday, September 22, 2022

College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)

8:30 A.M.

In-Person at City Hall, 625 S College Avenue, College Place Washington

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

Zoom Attendee Link: <https://us06web.zoom.us/j/87109986791>

Or you may call this number to listen: 1-669-900-9128 ID# 871 0998 6791 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Sep 22, 2022 - College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Sep 22, 2022 - College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Commissioners:

Commission Chair RogerMaidment

Commissioner Bill Kelly

Commissioner JoAnn Wiggins

City Staff:

Civil Service Secretary, Shawn Doering

City Clerk, Sherri St. Clair

Subject :	1.03 Public Comment
Meeting :	Sep 22, 2022 - College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for September 22, 2022
Meeting :	Sep 22, 2022 - College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)

Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the agenda for September 22, 2022.

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 Unclassified service designation - Mental Health Co-Responder
Meeting :	Sep 22, 2022 - College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to designate the Mental Health Co-Responder to unclassified service per the request of the Chief of Police.

Public Content

The City of College Place has accepted a one year grant to hire a mental health professional to respond to citizens in crisis and connect them with local services. The Mental Health Co-Responder will work out of the police department. I have received a request from Chief Tomaras to change the designation of this position to one of unclassified service and as allowed in [RCW 41.12.050](#).

File Attachments

[RCW 41.12.050.pdf \(137 KB\)](#)

[College Place Mental Health Co-Responder JD 2022.pdf \(578 KB\)](#)

[MHC-Unclassified Service Request-Tomaras.pdf \(28 KB\)](#)

Subject :	3.02 Any Other Business for the Good of the Order
Meeting :	Sep 22, 2022 - College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion

4. REPORTS

5. CLOSING ITEMS

Subject :	5.01 Conclude
Meeting :	Sep 22, 2022 - College Place Civil Service Commission - Special Meeting - Hybrid (In-Person & Electronic)
Category :	5. CLOSING ITEMS
Access :	Public
Type :	Action, Procedural

**RCW 41.12.050 Persons included—Restricted exemptions—
Competitive examinations—Transfers, discharges, and reinstatements.**

(1) For police departments with fewer than six commissioned officers, including the police chief, the classified civil service and provisions of this chapter includes all full paid employees of the department of the city, town, or municipality.

(2) For police departments with six or more commissioned officers, including the police chief, the legislative body of a city, town, or municipality may exempt from civil service individuals appointed as police chief after July 1, 1987.

(a) If the police chief is not exempt, the classified civil service includes all full paid employees of the department of the city, town, or municipality, including the police chief.

(b) If the police chief is exempt, the classified civil service includes all full paid employees of the department of the city, town, or municipality, except the police chief and an additional number of positions, designated the unclassified service, determined as follows:

Department Personnel	Unclassified Position Appointments
6 through 10	2
11 through 20	3
21 through 50	4
51 through 100	5
101 through 250	6
251 through 500	8
501 and over	10

(3) The unclassified position appointments authorized by subsection (2)(b) of this section may only include selections from the following positions up to the limit of the number of positions authorized: Assistant chief, deputy chief, bureau commander, and administrative assistant or administrative secretary. The initial selection of specific positions to be in the unclassified service and exempt from civil service shall be made by the police chief, who shall notify the civil service commission of his or her selection. Subsequent changes in the designation of which positions are in the unclassified service may be made only with the concurrence of the police chief, the mayor or the city administrator, and the civil service commission, and then only after the civil service commission has heard the issue in an open meeting. If a position initially selected by the police chief to be in the unclassified service is in the classified civil service at the time of the selection, and if the position is occupied, the employee occupying the position has the right to return to the next highest position or a like position in the classified civil service.

(4) All appointments to and promotions in the department shall be made solely on merit, efficiency, and fitness except as provided in RCW 35.13.360 through 35.13.400, which shall be ascertained by open competitive examination and impartial investigation. No person in the unclassified service shall be reinstated in or transferred, suspended, or discharged from any such place, position, or employment contrary to the provisions of this chapter. [2002 c 143 § 1; 1993 c 189 § 1; 1987 c 339 § 2; 1937 c 13 § 4; RRS § 9558a-4.]

Severability—Effective date—1987 c 339: See notes following RCW 35.21.333.

Chief of police or marshal—Eligibility requirements: RCW 35.21.333.

City of College Place

Job Description

TITLE: Mental Health Co-Responder

REPORTS TO: Police Chief

Position Summary

Mental Health Co-Responders respond to individuals in social or emotional crisis to include those with symptoms of mental illness, substance use, homelessness, housing issues and more, alongside law enforcement with the objective of reducing violence and use of force, reducing reliance on the crisis and criminal justice systems, and improving people's lives by connecting them to long-term, community-based systems of care.

SUPERVISION RECEIVED

Serves under the direction of the Police Chief.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Employees of the City of College Place are expected to model and foster the City's core values: **Open and Honest, Cooperation, Respect, Service, & Diversity**
- Accompany law enforcement during response to 911 calls, and provide appropriate interventions to individuals in crisis. Respond, with or without law enforcement officers, to community members in crisis, provide de-escalation, assessment and referral to services.
- Follow up on referrals created by officers who have identified a behavioral health or social service need during a police contact. Outreach can include connecting individuals with long-term mental health or chemical dependency services, basic needs such as food or hygiene items, and assistance to families with a loved one in the involuntary treatment system, among many others.
- Collaborate with outside service providers, working as a multi-disciplinary team to bridge gaps in service and ensure continuity of care.
- Provide local, state and regional resource information, referrals, and advocacy.
- Cultivate and maintain collaborative working relationships with personnel from the City of College Place, City of Walla Walla, County of Walla Walla, State of Washington, to include police, fire, courts, service providers, schools, private practices, businesses and more.
- Collect and maintain detailed and accurate data and records.
- Ability to operate a vehicle in normal conditions.
- Work variable shifts including nights, weekends, and holidays.

- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Commitment to the philosophy and objectives of the City of College Place, as well as to the ethics and values of social services and community service programs.
- Understanding of mental illness, substance use disorder, homelessness, human development and behavior.
- Crisis intervention and de-escalation skills.
- Familiarity with community resources such as behavioral health services, healthcare facilities, substance use treatment, corrections/courts, rehabilitation centers and others, including both inpatient and outpatient services.
- Work effectively in team environments.
- Exercise a high degree of initiative and independent judgement, problem solving and decision making within the scope of assigned authority.
- Work effectively within a law enforcement environment, which includes exposure to high stress, rapidly evolving incidents, public safety culture and norms.
- Proficient in MS Word, Excel, and other MS Office applications.
- Familiar with NASW or AMHCA code of ethics, as well as confidentiality statutes including CJIS, HIPPA and CFR 42.
- Support diversity and multi-cultural understanding in the workplace and community.

TOOLS AND EQUIPMENT USED

Standard office equipment; software for word processing; spreadsheets

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Ability to walk significant distances, climb stairs, be on one's feet for prolonged periods, lift and carry equipment and to work outside in all types of weather conditions.
- Ability to navigate rugged terrains and unsanitary public places, homes, and shelters.
- Ability to carry, don, and doff personal and safety equipment during community response, including N95 mask and eye protection
- Manual dexterity and visual acuity to operate a personal computer.
- Visual acuity to read and compose various correspondence and other documentation.
- Ability to hear and speak to communicate and provide information with others in person or on the telephone.
- Field work may include performing duties in hazardous areas, such as: street surfaces, rights-of-way, medians; homeless encampments; alleys; wooded areas, confined spaces; around potential bio-hazards such as used needles and human waste.

MINIMUM QUALIFICATIONS

Master's degree in social work, psychology, counseling or a related field and 2 years' experience in the direct treatment of acutely and severely mentally ill, homeless, and/or chemically dependent individuals, or equivalent professional experience.

DESIRED QUALIFICATIONS

- Bilingual in Spanish

Classification History

Created: 8/9/2022

Limited Term Position

FLSA: Exempt

SIGNATURES

Mike Rizzitiello, City Administrator

Date

Norma Hernandez, Mayor

Date

Employee

Date

CPPD INTERNAL OFFICE COMMUNICATION



To: Shawn Doering, Human Resource Manager
From: Troy Tomaras, Chief of Police
Subject: **Approval for Temporary Position**
Date: 9/20/2022

The police department is in the process of hiring a Mental Health Professional to assist the Police Department and community groups in response to individuals in social or emotional crisis. This position is funded for one year through a grant and consider this an unclassified position.

I respectfully request this position be exempt from the civil service process.

A handwritten signature in black ink, appearing to be "TT", is written over a light blue horizontal line.

TT:tt