

Civil Service Commission  
Council Chambers  
4:30 p.m.  
October 14, 2024

**A. Wenatchee Police Department**

1. Review of the Captains test on 09/18/2024 and special set on 09/24/24
2. Update on promotions, hiring and training officers
3. Proposal for new process for Records Assistant position
  - a. Set date for interviews
  - b. Finalize and approval of process
  - c. Approval of (new) Questions and panel
4. Review of Internal Candidate/Request for Records Specialist I exam
  - a. Set date for interviews
  - b. Approval of Questions/Panel
5. Proposal for new process for Entry Officer- removal of the written exercise?
  - a. Approval for Entry/Exception exam on October 24<sup>th</sup>
  - b. Setting a cut off for PST written scores/new questions (Lynn)

**B. Guild**

1. No new business

**C. Civil Service Commission**

1. Review of Definitions, Rules 6 and 9 (see attached **highlights**)
  - a. Adding an exceptional entry
  - b. Clearing up lateral qualifications
  - c. Clarifying that candidates with a 70% or higher will be on the list
2. Cancel/Reschedule November 11<sup>th</sup> meeting (Veteran's Day)

## Proposed rule revisions October 14, 2024

### DEFINITION:

**Entry Level:** A position that meets the minimum requirements of that department

**Exceptional Entry Police Officer:** An employee entering into employment with a higher level of skills and training higher than an entry level.

**Lateral:** An employee entering into employment at a rank higher than entry level.

### RULE 6 ENTRY LEVEL AND LATERAL QUALIFICATIONS

**Entry Level Police Officer:** An applicant must be a United States Citizen or lawful permanent resident to be hired. RE: RCW 41.12.070 and WAC 139-07-020 (1) (b) (i) and 8 U.S.C. See 1101 (a) (20). An applicant must read, write and speak English. An applicant must possess the required education by the date of hire. An applicant must possess a high school diploma or GED. All applicants must be at least twenty years old by the date of the exam and twenty and one-half years old at the time of employment. The applicant must meet the requirements of the position description for police officer. They must pass a background investigation, polygraph examination, psychological examination and physical examination. Other examinations may be required as part of the hiring process.

**Exceptional Entry Police Officer:** The applicant must meet the requirements of the position description for police officer. In addition, the applicant has been commissioned by the Washington State Criminal Justice Commission or an equivalent state certified basic equivalent within the last 36 months. The candidate does not possess the required law enforcement work experience required to enter as a lateral officer. An applicant must pass a background investigation, polygraph examination, psychological examination and physical examination.

**Lateral Entry Police Officer:** If certified in Washington State, an applicant must have by date of hire a minimum of three-year continuous full-time commissioned law enforcement employment within the last eight years. Or, the candidate must have at least one continuous year of commissioned full-time employment within the last 24 months and be fluent in the Spanish language. This is meant to mirror the lapse in service requirements set forth in WAC 139-05-210.

If certified in a state other than Washington, an applicant must have a minimum of three continuous years of full-time commissioned law enforcement employment within the last five years or have at least one continuous year of commissioned full-time employment within the last 24 months and **(DELETE: either possess a high school diploma or GED) be fluent in Spanish.**

By date of hire, all lateral entry applicants must be 21 years old and in good standing with their previous or current agency and have successfully completed the Washington State Criminal Justice Training Basic Law Enforcement Academy or an equivalent state certified law enforcement basic academy. They must be able to pass the Washington State Equivalency Academy within their probationary period. The applicant must meet the requirements of the position description for police

officer. An applicant must pass a background investigation, polygraph examination, psychological examination and physical examination. Other examinations may be required as part of the hiring process, including a proficiency exam in Spanish if applicable.

## **RULE 9 ELIGIBILITY LISTS**

**SCOPE:** The Commission will provide lists from which the Appointing Authority will hire, promote and reinstate civil service employees.

**ESTABLISHMENT OF LISTS:** All candidates receiving a 70% or higher score will be eligible for appointment or promotion to the position for which the examination was taken. Their names will be ranked on an eligibility list in the order of their final score with the highest composite score first on the list.

**ENTRY LEVEL ELIGIBILITY LIST:** An eligibility list for recruits will remain in effect for six months from the date of certification. The Commission can extend, shorten or implement a continuous eligibility list at the request of the Appointing Authority and in the best interest of the department. If at any point there are no longer any viable candidates, the Appointing Authority can make a recommendation to the Commission to retire a list prior to expiration.

**EXCETIONAL LEVEL ELIGIBILITY LIST:** An eligibility list for recruits will remain in effect for six months from the date of certification. The Commission can extend, shorten or implement a continuous eligibility list at the request of the Appointing Authority and in the best interest of the department. If at any point there are no longer any viable candidates, the Appointing Authority can make a recommendation to the Commission to retire a list prior to expiration.

**LATERAL LEVEL ELIGIBILITY LIST:** An eligibility list for lateral-entry personnel will remain in effect for six months from the date of certification. The Commission can extend, shorten or implement a continuous eligibility list at the request of the Appointing Authority and in the best interest of the department. If at any point there are no longer any viable candidates, the Appointing Authority can make a recommendation to the Commission to retire a list prior to expiration.