



Leading the Way

**CIVIL SERVICE COMMISSION
CITY OF KENNEWICK**

Tuesday, January 24, 2023, 5:30 PM – Special Meeting

1. CALL TO ORDER

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES: December 13, 2022

4. VISITORS

5. UNFINISHED BUSINESS

- a. Request to Remove Names from the Public Safety Testing (PST) Police Officer Eligibility List
 - i. Did not respond to the request
 - 1. Joshua Lizzarraga, Bryan Grimstad, Trevin Turner, Laquan Phipps, Emrah Rebihic, Islamunddin Shirzad, Joshua Alvarez
 - ii. Per candidate request
 - 1. Nicholas Alvarez, David Robison, Cooper Shelby
 - iii. Do not meet department standards
 - 1. Ricardo Ortega, Ryan Sullivan, Francisco Cruz, Jesus Alvarez, Jesus Gutierrez Agraz, Ryan Garent, Angel Granados-Cervantez, Alejandro Perez-Camacho, Abel Campos Jr, Anthony Fiore, Kieran Schoen, Emilio Sanchez, Kodiak Ashley, Lacey Bender, Yousif Yousif
 - iv. Hired
 - 1. Elliot Weddle, Trenton Brawdy
- b. Request to Approve the Public Safety Testing (PST) Police Officer Eligibility List
- c. Request to Remove Name from the Lateral Police Officer Eligibility List
 - i. Does not meet department standards
 - 1. Austine Wilson
- d. Request to Approve the Lateral Police Officer Eligibility List
- e. Request to Remove Name from the National Testing Network (NTN) Firefighter/EMT Eligibility List
 - i. Did not respond to the request
 - 1. Jacob Bolopue
 - ii. Per candidates' request
 - 1. Isaac Placzek, Tyler Cochran
 - iii. Hired
 - 1. Conner Kennedy, Aaron Mynatt, Efrain Caballero Barajas
- f. Request to Approve the National Testing Network (NTN) Firefighter Eligibility List



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6. NEW BUSINESS

- a. Request to Administer an Entry-Level Exam for Police Support Specialist
 - i. Staff recommends an entry-level exam consisting of application questions and a pre-developed scoring plan to evaluate candidates' relevant education and work history. Proposed application questions and a scoring plan are attached. Staff recommends a passing score of 40 points.
- b. Staff Updates:
 - i. Police Department
 - ii. Fire Department

Next Regular Meeting: February 21, 2023



Leading the Way

**CIVIL SERVICE COMMISSION
CITY OF KENNEWICK**

Tuesday, December 13, 2022, 5:30 pm – Special Meeting Minutes

Commissioners Present: Sandi Strawn, Mike Rader, Ron Mabry

Staff Members Present: Chad Michael, Trevor White, Erika Villasante, Blanca Reyna

1. CALL TO ORDER

Commissioner Strawn called the meeting to order at 5:35 pm.

2. APPROVAL OF AGENDA

Commissioner Rader made a motion to approve the agenda as presented. Commissioner Strawn seconded.
MOTION CARRIED.

3. APPROVAL OF PREVIOUS MEETING MINUTES

Commissioner Rader made a motion to approve the minutes from the November 15, 2022 meeting as presented. Commissioner Strawn seconded. **MOTION CARRIED.**

4. VISITORS

None.

5. UNFINISHED BUSINESS

a. Request to Remove Names from the Public Safety Testing (PST) Police Officer Eligibility List

i. Did not respond to the request

1. Tomas Fernandez, Brendan Weichel, Noah Stockwell, Sierra Simmons

Commissioner Rader made a motion to remove the presented names for not responding to the request.
Commissioner Strawn seconded. **MOTION CARRIED.**

ii. Do not meet department standards

1. Ramiro Soto, Grayson Oliva, Kyle Garrett, Fausto Herrera, Sergio Mora, Johnathan Campos

Commissioner Rader made a motion to remove the presented names for not meeting department standards.
Commissioner Strawn seconded. **MOTION CARRIED.**

iii. Hired

1. Francisco Espindola, Isaiah Sebo, Fabian Moreno

Commissioner Rader made a motion to remove the presented named because they have been hired.
Commissioner Strawn seconded. **MOTION CARRIED.**

b. Request to Approve the Public Safety Testing (PST) Police Officer Eligibility List

Commissioner Rader made a motion to approve the Public Safety Testing (PST) Police Officer eligibility list as presented. Commissioner Strawn seconded. **MOTION CARRIED.**



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c. Request to Remove Names from the Lateral Police Officer Eligibility List

- i. Per candidate request
 - 1. Samuel Steiner

Commissioner Rader made a motion to remove the presented name per candidate request. Commissioner Strawn seconded. **MOTION CARRIED.**

- ii. Does not meet department standards
 - 2. Cory Wadley

Commissioner Rader made a motion to remove the presented name for not meeting department standards. Commissioner Strawn seconded. **MOTION CARRIED.**

- iii. Expired
 - 3. Jake Ledgerwood

Commissioner Mabry made a motion to remove the presented name as expired. Commissioner Rader seconded. **MOTION CARRIED.**

d. Request to Approve the Lateral Police Officer Eligibility List

Commissioner Mabry made a motion to approve the Lateral Police Officer Eligibility List as presented. Commissioner Rader seconded. **MOTION CARRIED.**

e. Request to Remove Names from the National Testing Network (NTN) Firefighter/EMT Eligibility List

- iv. Did not respond to request
 - 1. Ryan Engledow

Commissioner Mabry made a motion to remove the presented name for not responding to the request. Commissioner Rader seconded. **MOTION CARRIED.**

- i. Do not meet department standards
 - 1. Nadia Medvinsky, Mario Valle

Commissioner Rader made a motion to remove the presented names per candidate request. Commissioner Mabry seconded. **MOTION CARRIED.**

f. Request to Approve the National Testing Network (NTN) Firefighter/EMT Eligibility List

Commissioner Mabry made a motion to approve the National Testing Network (NTN) Firefighter/EMT eligibility list as presented. Commissioner Rader seconded. **MOTION CARRIED.**

6. NEW BUSINESS

- a. Requesting to Administer an Entry-Level Exam for Police Technician
 - i. Staff recommended an entry-level exam consisting of application questions and a pre-developed scoring plan to evaluate candidates' relevant education and work history. Staff recommended this posting be internal only and open to all City employees. Staff recommended a passing score of 50 points.

Commissioner Rader made a motion to approve administering an entry-level exam for Police Technician as requested. Commissioner Mabry seconded. **MOTION CARRIED.**



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b. Staff Updates

i. Police Department

- 13 Police Officer vacancies
 - One entry-level Police Officer hired effective 12/16/2022
 - Three entry-level Police Officers hired effective 12/01/2022
 - One entry-level Police Officer hired effective 01/01/2023
 - One lateral Police Officer pending psychological evaluation
- Pasco Academy will begin April 2023
 - Three entry-level Police Officers will attend in May 2023
 - Accepts attendees residing within 60 miles of the Tri-Cities

ii. Fire Department

- No current Firefighter vacancies
 - Three entry-level Firefighters hired effective 1/16/2023 and will attend the next academy beginning on January 30, 2023
 - One retirement expected in January 2023
- Two Fire Inspector vacancies
- One Fire Captain vacancy
 - One Firefighter will promote this month, creating a Firefighter vacancy

Commissioner Strawn adjourned the meeting at 6:09 pm.

The next regular meeting will be Tuesday, January 17, 2023 at 5:30 pm.

Certified: 01/24/2023

Sandi Strawn, Commissioner

Ron Mabry, Commissioner

Mike Rader, Commissioner

Kennewick Police Officer Eligibility List**Public Safety Testing (PST)**

	Certified	First Name Last Name	Expires
1	08/23/2022	DAVID BURDICK	08/23/2023
2	08/23/2022	JONATHAN COX JR	08/23/2023
3	08/23/2022	NICHOLAS GEISLER	08/23/2023
4	09/27/2022	MAKINNA BRUNS	09/27/2023
5	09/27/2022	KOLTEN HESS	09/27/2023
6	09/27/2022	CASIMIRO CEDILLO	09/27/2023
7	09/27/2022	RYAN WARREN	09/27/2023
8	09/27/2022	TYSON ALVAREZ	09/27/2023
9	10/18/2022	CHANCE SIMPSON	10/18/2023
10	10/18/2022	RODERICK RAYMUNDO	10/18/2023
11	11/15/2022	LOGAN BURRUP	11/15/2023
12	11/15/2022	TREVOR SALLEE	11/15/2023
13	12/13/2022	LUKE BRIMACOMBE	12/13/2023
14	12/13/2022	MICHAEL MUAI	12/13/2023
15	12/13/2022	JOSHUA SOARES	12/13/2023
16	12/13/2022	DANIEL GANNON	12/13/2023
17	12/13/2022	TALO LATA	12/13/2023
18	12/13/2022	STONRAY PALMER	12/13/2023
19	12/13/2022	ERICK RAMOS	12/13/2023
20	12/13/2022	ROBERT BRIED	12/13/2023
21	12/13/2022	SHAKIR GARDAYA	12/13/2023
22	12/13/2022	MARIO MERCADO	12/13/2023
23	12/13/2022	JOHATHAN BURT	12/13/2023
24	12/13/2022	MIGUEL CEJA	12/13/2023
25	12/13/2022	MATHEW MORTON	12/13/2023
26	12/13/2022	NICHOLAS ROWELL	12/13/2023
27	01/24/2023	KOLEMAN KLINE	01/24/2024
28	01/24/2023	VINCENT STOYAS	01/24/2024
29	01/24/2023	AUSTIN CHAFFINS	01/24/2024
30	01/24/2023	JERROD MAHONEY	01/24/2024
31	01/24/2023	LUKEAS QUALTIER	01/24/2024
32	01/24/2023	NATHAN MORGAN	01/24/2024
33	01/24/2023	COLBY HAYS	01/24/2024
34	01/24/2023	CAMERON ALONZO	01/24/2024
35	01/24/2023	JAKOB MULHOLLAND	01/24/2024
36	12/13/2022	JESUS TORRES	12/13/2023
37	12/13/2022	RILEY WHIPPLE	12/13/2023
38	12/13/2022	JOSHUA JUTZ	12/13/2023
39	01/24/2023	HAYLIE MUSGROVE	01/24/2024
40	01/24/2023	AXEL CHIMAL	01/24/2024
41	12/13/2022	BRYCE MINTZ	12/13/2023
42	12/13/2022	ZACHARYA KAFTON	12/13/2023

43	12/13/2022	MICHAEL ANDERSON III	12/13/2023
44	12/13/2022	JUSTIN CASTANEDA	12/13/2023
45	12/13/2022	JAIME ARCEO JR	12/13/2023
46	12/13/2022	JULIAN MERCADO	12/13/2023
47	12/13/2022	TREVOR HUNT	12/13/2023
48	12/13/2022	ROMAN TRUJILLO-RAMIREZ	12/13/2023
49	01/24/2023	JACOB GRISAFI	01/24/2024

Certified:

Sandi Strawn, Commissioner

Ron Mabry, Commissioner

Mike Rader, Commissioner

Kennewick Lateral Police Officer Eligibility List

	Certified	Name	Expires
1	6/14/2022	DARRELL JONES	6/14/2023
2	12/13/2022	CHRISTIAN DUNN	12/13/2023
3	1/24/2023	SETH REIL	1/24/2024

Certified:

Sandi Strawn, Commissioner

Ron Mabry, Commissioner

Mike Rader, Commissioner

Kennewick Firefighter/EMT Eligibility List

National Testing Network (NTN)

	Certified	First Name	Last Name	Expires
1	1/18/2022	LEON	FURAN	1/18/2023
2	4/19/2022	KENT	HAGEN	4/19/2023
3	9/27/2022	TYLER	LLOYD	9/27/2023
4	10/18/2022	BLAKE	HILARY	10/18/2023
5	10/18/2022	RACHEL	DAVISON	10/18/2023
6	10/18/2022	JUSTIN	HANSEN	10/18/2023
7	11/15/2022	CHRISTOPHER	HELMS	11/15/2023
8	11/15/2022	CONNER	BUDZECK	11/15/2023

Certified: 1/24/2023

Sandi Strawn, Commissioner

Ron Mabry, Commissioner

Mike Rader, Commissioner

CITY OF KENNEWICK JOB DESCRIPTION

Classification Title:	Police Support Specialist
Department:	Police
Immediate Supervisor:	Police Records & Business Office Supervisor
Bargaining Unit:	Kennewick Police Department Police Support Specialists Guild
Revision Date:	January 2023

CORE VALUE STATEMENT

The City of Kennewick will provide excellent public service and ensure the safety and wellbeing of our community and one another through the empowerment of each employee. We value integrity, inclusiveness, stewardship and communication. We are accountable to our community for innovative and collaborative efforts that anticipate needs, leverage resources, and deliver solutions.

SAFETY STATEMENT

We expect our employees to ensure compliance with all applicable safety practices and policies, including those established by OSHA/DOSH regulations and by the City's Accident Prevention Plan. This includes but is not limited to actively identifying and correcting potential hazards that may affect employee and public safety, including those identified by co-workers; leading by example to promote a positive culture of workplace safety through everyday action; and emphasizing safe completion of work throughout all aspects of developing and carrying out work plans.

CLASSIFICATION SUMMARY

Positions in this classification provide timely, reliable, and accurate information in response to non-emergency inquiries from the public, researching crime and suspect information for officers in the field, and clerical processing of reports, records, logs, court documents, and other paperwork of the Police Department.

ESSENTIAL DUTIES

- Provides excellent internal and external customer service by developing a positive customer experience through professional and courteous behavior and creative problem resolution; greets visitors at the public service window.
- Provides information in response to inquiries by the public, both over the telephone and at the counter, or directs requestors to appropriate staff, including law enforcement personnel.
- Provides public assistance in completing applications, forms, documents, and other related material required by the department; conducts document review for completeness and compliance with applicable rules and regulations and informs customers of any discrepancies or further action required.
- Logs, codes, data entry, files, and processes all Police Department records and reports according to the established system.
- Gathers and enters statistical data and other information into various criminal justice databases; compiles data for various comprehensive reports and other documents according to established procedures.
- Receives and processes requests from City staff and outside agencies for services and relays information and recommendations according to established procedures.

- Takes and processes fingerprints for applications and requirements according to established procedures.
- Performs general clerical duties as needed.
- Performs other duties of a similar nature or level as assigned.

MINIMUM QUALIFICATIONS

- Must possess a high school diploma or equivalent (G.E.D.);
- Must have two (2) years of office/clerical experience including considerable public contact both in-person and by telephone or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above; and
- Must pass a comprehensive background check and polygraph examination.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- The department's mission and procedures in general and specific procedures, including the deadlines applicable to a wide variety of paperwork handled in the Records Unit.
- The role and responsibilities of police officers.

Ability to:

- Set priorities on high volumes of work, perform numerous task assignments simultaneously, coordinate with others to meet strict deadlines; ability to cope with numerous interruptions.
- Work both independently and cooperatively with others.
- Communicate clearly, orally and in writing, in a courteous, diplomatic fashion to exchange information; ability to listen and to elicit complete information from others quickly.
- Present a positive image of the City's services even when citizens are angry, upset, or abusive.
- Remain calm in frustrating or upsetting circumstances.
- Adhere to strict confidentiality requirements.
- Work in a neat and orderly fashion; ability to remember and connect important details.
- Proficient skill in keyboarding and data entry.

Physical Requirements:

Police Support Specialists must meet the following requirements, although reasonable accommodations may be available to enable individuals with disabilities to successfully perform the essential functions of this classification.

- Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
- The noise level in the work environment is usually moderately quiet.

WORK SCHEDULE

Police Support Specialists work shift work; the unit is operational 24 hours per day, including weekends and holidays, and incumbents re-bid on day shift, swing shift, or graveyard shift assignments each year based on seniority. This classification is non-exempt under the FLSA.

Police Support Specialist Proposed Application Questions and Scoring Plan

1. Please select your highest level of job-related education:
 - High School Diploma or G.E.D. **0 points**
 - Associate's degree in business administration/records management or related field **5 points**
 - Bachelor's degree in business administration/records management or related field **10 points**
2. How many years of experience do you have performing progressively responsible clerical and/or office support duties?
 - Less than 2 years of experience **0 points**
 - 2 to 5 years of experience **5 points**
 - More than 5 years of experience **10 points**
3. Briefly describe your experience related to the prior question and provide the contact information for an employer who can verify this experience. **Not scored**
4. How many years of experience do you have providing courteous and professional service in an environment that handles highly sensitive and protected information?
 - Less than 2 years of experience **0 points**
 - 2 to 5 years of experience **10 points**
 - More than 5 years of experience **15 points**
5. Briefly describe your experience related to the prior question and provide the contact information for an employer who can verify this experience. **Not scored**
6. How many years of experience do you have collecting, interpreting, and analyzing information applying a high level of critical thinking?
 - Less than 2 years of experience **0 points**
 - 2 to 5 years of experience **10 points**
 - More than 5 years of experience **15 points**
7. Briefly describe your experience related to the prior question and provide the contact information for an employer who can verify this experience. **Not scored**
8. How many years of experience do you have working in an emergency dispatch center, law office, or with law enforcement?
 - Less than 2 years of experience **0 points**
 - 2 to 5 years of experience **15 points**
 - More than 5 years of experience **25 points**
9. Briefly describe your experience related to the prior question and provide the contact information for an employer who can verify this experience. **Not scored**

10. Which best describes your level of proficiency with Microsoft Office products, including Outlook, Word, Excel, and PowerPoint? The City will evaluate ability during the interview process.

- No experience 0 points
- Basic/Functional 0 points
- Advanced/Trainer-Level 5 points

11. Do you possess any professional certificates related to the job requirements? Not scored

- Yes
- No

12. List other job-related certificates or credentials you currently possess. Not scored

13. The Police Support Specialist unit is open 24 hours, and individual shift assignments will change from year-to-year based on seniority. Please check each shift that you are willing to work if required:

- • Day Shift (approx. 7:00am to 5:00pm). Required (pass/fail)
- • Swing Shift (approx. 4:00pm to 2:00am). Required (pass/fail)
- • Graveyard Shift (approx. 9:30pm to 7:30am). Required (pass/fail)