



Civil Service Commission Meeting Agenda
Wednesday, December 10, 2025, 5:00 PM
Camas Police Department, 2100 NE 3rd AVE

NOTE: The City welcomes public meeting citizen participation. TTY Relay Service: 711. In compliance with the ADA, if you need special assistance to participate in a meeting, contact the City Clerk's office at (360) 834-6864, 72 hours prior to the meeting so reasonable accommodations can be made (28 CFR 35.102-35.104 ADA Title 1)

CALL TO ORDER

PUBLIC COMMENTS

MINUTES TO BE APPROVED

1. October 14, 2025 Civil Service Commission Meeting Minutes

MEETING ITEMS

2. Request to Test for Entry Level Police Officer
Presenter: Tina Jones, Police Chief
3. Request to Test for Lateral Police Officer
Presenter: Tina Jones, Police Chief
4. Request for Civil Service Commission Rule Change for the Police Department
Presenter: Tina Jones, Police Chief
5. Request to Use an Outside Vendor for Police Department Promotional Exams
Presenter: Tina Jones, Police Chief
6. Civil Service Examiner Applicant
Presenter: Jennifer Gorsuch, Administrative Services Director

OTHER ITEMS

CLOSE OF MEETING



Civil Service Commission Special Meeting Minutes
Tuesday, October 14th, 2025, 5:00 PM
Fire Station 42, 4321 NW Parker ST

NOTE: Please see the published Agenda Packet for all item file attachments

CALL TO ORDER

The meeting was called to order at 5:00 PM

PUBLIC COMMENT

None

ROLL CALL

Present: Martin Burrows, Gary Perman, Paul McBride

Staff: Chief Tina Jones, Kacie Jones

MINUTES TO BE APPROVED

1. June 11th, 2025 Regular Meeting Minutes

It was moved by Perman, seconded by McBride, that the June 11th, 2025 regular meeting minutes be approved. The motion carried unanimously.

MEETING ITEMS

2. Request for waiver
Presenter: Chief Jones

Chief Jones explained the department's current vacancies, the status of listed eligible candidates, and the impending return of a previously Civil Service certified employee to request the part-time employee be granted a waiver for full-time consideration.

It was moved by Perman, seconded by Burrows, that the request be approved. The motion carried unanimously.

OTHER ITEMS

Chief Jones spoke about the potential for promotions at the end of year in deference to future meetings and/or requests.

CLOSE OF MEETING

The meeting was closed at 5:12 PM



CAMAS POLICE DEPARTMENT

MEMORANDUM

To: Civil Service Commission
From: Chief Tina Jones
Date: December 4, 2025
Subject: **Proposed Language Change for Camas Civil Service Rules**

With the recent addition of a Lieutenant position, there is a need to update the Camas Civil Service Rules to account for this new position. I am proposing adding the following language to account for this addition in Section VII Promotional Examinations, Section 7.03, Police:

- Add a section between 1 and 2 stating, "An applicant seeking promotion to the position of Lieutenant must have a minimum of two (2) years seniority at the rank of Sergeant with Camas Police."
- Add language to section 2 so it states, "An applicant seeking promotion to the position of Lieutenant or Captain must have a minimum of two (2) years seniority at the rank of Sergeant with Camas Police."

7.01 Promotion from Within Policy.

When a vacancy occurs in a promotional grade, it shall, whenever practicable, be filled by promotion from within the Department involved. Examinations for promotion will be open only to qualified persons in the next lower grade of the Department in which the vacancy occurs, except if fewer than two (2) persons qualify for a particular promotional examination, the Commission may open that examination to other applicants in the next lower grade, or to qualified applicants in the second lower grade, of that Department. If after so doing, fewer than two (2) qualified candidates are found, then the examination may be opened to qualified candidates outside the Department involved.

7.02 Time-in-Grade Requirement.

Fire and all Clerical

If promotion is sought to the next higher grade, the applicant must have a minimum of two (2) years seniority in his/her existing grade. If promotion is sought to a position two grades higher, the applicant must have a minimum of four (4) years seniority in his/her existing grade. The Commission may modify these requirements if necessary to assure a competitive examination.

Police

If promotion is sought to the position of Sergeant the applicant must have a minimum of four (4) years seniority as an Officer with the Camas Police Department, or two (2) years seniority as an Officer with Camas Police with a minimum of four (4) years total experience as an officer if hired under a lateral program.

1. Lateral is defined as possessing a certificate of completion from an accredited state police academy as approved by the Washington State Criminal Justice Training Commission.

~~1-2.~~ An applicant seeking promotion to the position of Lieutenant must have a minimum of two (2) years seniority at the rank of Sergeant with Camas Police.

~~2-3.~~ An applicant seeking promotion to the position of Lieutenant or Captain must have a minimum of two (2) years seniority at the rank of Sergeant with Camas Police.

3.4. If promotion is sought to a position two (2) grades higher the applicant must have a minimum four (4) years seniority in their current grade with Camas Police.