



Civil Service Commission Meeting Agenda
Tuesday, January 13, 2026, 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)

REMOTE MEETING INFORMATION

To observe the meeting:

- go to

<https://us06web.zoom.us/j/85948169940?pwd=sPgrFsT2hJ1g96UJzMh3VI3aA7JMOI.1>

CALL TO ORDER

MINUTES TO BE APPROVED

1. December 10, 2025 Civil Service Commission Meeting Minutes

MEETING ITEMS

2. Fire Department Entry and Lateral Request to Test
Presenter: Chief Free, Fire Chief
3. Request for Civil Service Commission Rule Change for the Police Department
Presenter: Tina Jones, Police Chief
4. Commission Input on Weight of Each Segment of Examination for Sergeant Promotion (Rule 7.01)
Presenter: Tina Jones, Police Chief
5. Commission Input on Weight of Each Segment of Examination for Lieutenant Promotion (Rule 7.01)
Presenter: Tina Jones, Police Chief

OTHER ITEMS

REPORTS

CLOSE OF MEETING



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

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

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

ROLL CALL

Present: Martin Burrows, Gary Perman and Paul McBride

Staff: Sydney Baker, Jennifer Gorsuch, Steven Jeffries, Kacie Jones and Tina Jones

PUBLIC COMMENTS

No one from the public wished to speak.

MINUTES TO BE APPROVED

1. October 14, 2025 Civil Service Commission Meeting Minutes

It was moved by Perman, and seconded, to approve the October 14, 2025 Civil Service Commission meeting minutes as presented. The motion carried unanimously.

MEETING ITEMS

2. Request to Test for Entry Level Police Officer
Presenter: Tina Jones, Police Chief

It was moved by Burrows, and seconded, to approve the request to test for Entry Level Police Officer. The motion carried unanimously.

3. Request to Test for Lateral Police Officer
Presenter: Tina Jones, Police Chief

It was moved by Perman, and seconded, to approve the request to test for Lateral Police Officer. The motion carried unanimously.

4. Request for Civil Service Commission Rule Change for the Police Department
Presenter: Tina Jones, Police Chief

It was moved by Burrows, and seconded, to approve the request for the Civil Service Rule Change for the Police Department as presented. The motion carried unanimously.

5. Request to Use an Outside Vendor for Police Department Promotional Exams
Presenter: Tina Jones, Police Chief

It was moved by Burrows, and seconded, to approve the request to use an outside vendor for the Police Department promotional exams. The motion carried unanimously.

6. Civil Service Examiner Applicant
Presenter: Jennifer Gorsuch, Administrative Services Director

It was moved by Perman, and seconded, to approve Officer Steven Jeffries as the Civil Service Examiner. The motion carried unanimously.

OTHER ITEMS

There were no other items.

CLOSE OF MEETING

The meeting closed at 5:40 p.m.



CAMAS POLICE DEPARTMENT

MEMORANDUM

To: Civil Service Commission
From: Chief Tina Jones
Date: December 30, 2025
Subject: **Proposed Language Change for Camas Civil Service Rules**

Issue:

I recently received a request from an Officer to consider a waiver to allow them to participate in the Sergeant promotion process. They are a few months short of the 4-year tenure requirement as described in section 7.03 Time in Grade Requirement, Police in the Civil Service Rules. The Civil Service Rules do not have a provision for a waiver to be considered if someone is short of the required seniority. The duration of the eligibility lists is two years according to section 8.03 of the Civil Service Rules.

Research:

In researching other local area Civil Service Rules, other agencies do have provisions for allowing for exceptions or delayed eligibility. Here are some examples:

- Washougal Police Department- Exception to length of service or grade requirements of this subsection may be made in advance by the Commission after consideration is given to the number of positions vacant, and number of candidates eligible to take the exam, in order to assure each examination is competitive (6.01.10),
- Battle Ground Police Department-The Secretary may permit regular employees and probationers to file for and take a promotional exam for delayed eligibility if within thirty days of accepting applications; they meet lower specified minimum service requirements in the classes from which promotion is allowed (7.02.02),
- Ridgefield Police Department- To be considered to an examination for promotion, a candidate must have served in the department a minimum of at least three years in the next lower grade. Exception to length of service or grade requirements of this subsection may be made in advance by the Commission after consideration is given to the number of positions vacant and the number of candidates eligible to take the exam in order to assure that each examination is competitive (5.04),
- Clark County Sheriff's Office- When designated on the official bulletins, the Secretary may permit filing by an applicant not more than six months under the specified minimum age on an open examination and not more than three months under the specified experience on a promotional examination. Probationers must successfully complete the probation period by the last day for accepting applications, in order to be eligible for promotional examinations. A successful

candidate will have delayed eligibility until the required minimum age or experience is attained.

Item 3.

Recommendation:

I recommend adding language to section 7.03 under the Police section at the end of the paragraph to state, "Exception to length of service or grade requirements may be given in advance by the Commission after consideration is given to the number of positions vacant and number of candidates eligible to take the exam in order to assure that each examination is competitive. A successful candidate will have delayed eligibility until the required minimum age or experience is attained."

Since the promotional lists are good for two years, it is important to maintain some flexibility for instances when a potential candidate is short of the required tenure by a few months. This language will allow the Commission to decide if someone should be granted a waiver and also allows for a delayed eligibility if they succeed in the process. I believe this will help maintain fairness in the process and help better meet the needs of the department moving forward.