



# MEDINA, WASHINGTON

## CIVIL SERVICE COMMISSION

Hybrid- In-Person/Online

Wednesday, December 06, 2023 – 10:00 AM

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### AGENDA

**COMMISSION CHAIR** | Lou Hillenbrand  
**COMMISSION VICE-CHAIR** | Steven Wells  
**COMMISSIONER** | Allison Frey

#### Hybrid/Virtual Meeting Participation

The Medina Civil Service Commission has moved to hybrid meetings, offering both in-person and online meeting participation. In accordance with the direction from Governor Inslee, masking and social distancing will be optional for those participating in person. Individuals wishing to speak live during the Virtual Civil Service Commission meeting will need to register their request with the Civil Service Secretary at 425.233.6410 or email [dnations@medina-wa.gov](mailto:dnations@medina-wa.gov) and leave a message before 8AM on the day of the December 6th Civil Service meeting. Please reference Public Comments for December 6th Civil Service Meeting on your correspondence. The Civil Service Secretary will call on you by name or telephone number when it is your turn to speak. You will be allotted 3 minutes for your comment and will be asked to stop when you reach the 3 minute limit.

Join Zoom Meeting

<https://medina-wa.zoom.us/j/87645788292?pwd=1GeeEAEV8uL1oG4M2SLlyWBOEzTFo4.1>

Meeting ID: 876 4578 8292

Passcode: 881895

Dial by your location

1 253 215 8782 US (Tacoma)

1. **CALL TO ORDER / ROLL CALL**
2. **ANNOUNCEMENTS**
3. **PUBLIC COMMENT**

If residents or the public have questions, concerns or comments of Civil Service Commission business or issues, or the following Civil Service Commission agenda, kindly submit comments via email to [dnations@medina-wa.gov](mailto:dnations@medina-wa.gov) by 8:00 AM on Wednesday, December 6th, 2023 to be read aloud by the Civil Service Secretary and included in the record.

4. **NEW BUSINESS**

[4.1](#) Civil Service Meeting Minutes of July 20, 2023

**Recommendation:** Adopt Minutes.

**Staff Contact:** Dawn Nations, Civil Service Secretary

[4.2](#) Approval of Entry Level Police Officer Eligibility Register

**Recommendation:** Approve Eligibility Register.

**Staff Contact:** Dawn Nations, Civil Service Secretary

5. **ADJOURNMENT**



# MEDINA, WASHINGTON

## CIVIL SERVICE COMMISSION

Hybrid In-Person/On-line

Thursday, July 20, 2023 – 10:30 AM

### MINUTES

**1. CALL TO ORDER / ROLL CALL**

Meeting called to order by Commission Vice Chair Lou Hillenbrand and roll call was taken by Civil Service Secretary Dawn Nations

Commissioners Present: Lou Hillenbrand, Allison Frey, Steven Wells

Staff Present: Jeff Sass, Stephen R. Burns, Dawn Nations

**2. ANNOUNCEMENTS**

Police Chief Jeff Sass announced the department had a new officer start. Kelly Gregory is a lateral transfer, experienced officer. Chief Sass gave a brief update on the hiring process and background of the new officer. Commissioners asked questions and staff responded.

**3. PUBLIC COMMENT**

None.

**4. NEW BUSINESS**

- 4.1 Elections:
  - a) Vice Chair moves to Chair position
  - b) Election for Vice Chairperson

Civil Service Secretary Nations gave brief explanation on the elections process. Vice Chair Lou Hillenbrand moved into the Chair position with the departure of the previous Chair John Bell. Elections were held for Vice Chair position.

**Action:** Steven Wells was appointed to the Vice Chair position.

- 4.2 Approval of Civil Service Commission Annual Report for 2022  
**Recommendation:** Approve.  
**Staff Contact:** Dawn Nations, Civil Service Secretary

Civil Service Secretary Nations gave update on the annual report 2022.

**Action:** Motion to approve by Hillenbrand, second Frey. Approved by 3-0 vote.

- 4.3 Approval of Civil Service Commission Meeting Minutes of May 30, 2023

**Recommendation:** Adopt Minutes.

**Staff Contact:** Dawn Nations, Civil Service Secretary

Action: Motion to adopt the minutes by Hillenbrand, Second Wells. Minutes adopted by 3-0 vote.

- 4.4 Approval of 1 year Extension of Police Sergeant Eligibility Register from August 3, 2022

**Recommendation:** Approve Extension to August 3, 2024

**Staff Contact:** Jeffrey Sass, Police Chief

Chief Sass gave a brief update on the reason to extend the Police Sergeant Eligibility Register for an additional year to August 3, 2024. Commissioners asked questions and staff responded. City Manager, Steve Burns and Chief Sass thanked the commissioners for their service.

Action: Motion to approve by Hillenbrand, Second Frey. Police Sergeant Eligibility Register extension to August 3, 2024, was approved by 3-0 vote.

## **5. ADJOURNMENT**

Meeting adjourned at 10:28 AM.

Minutes taken by:

Dawn Nations, Civil Service Secretary



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

Date: December 6, 2023

To: Civil Service Commissioners

From: Dawn Nations, Civil Service Secretary

cc: Chief Sass

RE: Recruitment process for Police Officer position

Dear Commissioners,

This memo sets before the Commission for approval, the proposed recruitment process for the vacancy of Police Officer.

The vacancy was posted in accordance with the Civil Service rules (page 22). The Notice of the vacancy was published in the City’s official newspaper, the Seattle Times. The next steps are listed below:

- Notice of vacancy in the City’s Official Newspaper – October 16, 2023
- Job announced both internally and externally via the City’s Official Bulletin, websites & notice boards – October 17, 2023
- Notice of vacancy posted on Public Safety Testing Website – October 17, 2023
- Posting for 30 days (Required by Civil Service Rules) end date November 16, 2023 but open until filled.
- Applicants written documents scored and Oral Boards Scheduled by Civil Service Secretary – November 29 – December 4, 2023
- Formulate Eligibility Register – December 4, 2023
- Civil Service Meeting to Approve Eligible Register – December 6, 2023
- Candidate Interview(s) with Police Chief – TBD (December 2023)

**Attachments**

- Job Announcement
- Job Description



## JOB ANNOUNCEMENT CITY OF MEDINA

501 Evergreen Point Road | Medina, WA 98039  
phone: 425-233-6400 | www.medina-wa.gov

### MEDINA POLICE DEPARTMENT ENTRY LEVEL POLICE OFFICER OPENING

- POSITION:** Police Officer
- CLOSES:** Applications will be reviewed upon receipt, so candidates are encouraged to apply immediately. Open until filled.
- SALARY:** \$7,432 - \$7,869 per month, depending on education. Up to an additional 5% after twenty-four (24) months of satisfactory service and up to an additional 10% after thirty-six (36) months in Exemplary Service Pay. Holiday pay for 12 designated holidays. 4%-night shift differential and 2% longevity pay for every four years of service up to 6%.
- JOB DESCRIPTION:** Be a part of our team! We are actively recruiting for a police officer. Our staff proudly serve the communities of Medina and Hunts Point with the highest integrity and professionalism. The positive relationship between the officers and the community provides a unique opportunity to make our neighborhoods safer. Our officers proactively patrol neighborhoods, visit schools and businesses, participate in community, school, and emergency preparedness functions. We work proactively and collaboratively with citizens and other staff to meet the needs of the community. Please see Job Description for more details.
- BENEFITS:** Uniforms, boots, firearms, and duty gear provided. Dry cleaning. Medical, dental, vision and life insurance. Optional long-term disability and/or EAP coverages. City match on deferred compensation, LEOFF 2 pension plan.
- MINIMUM QUALIFICATIONS:** Entry-Level Police Officer applicants must test with [Public Safety Testing](#), they will conduct the written and physical tests and then send passing scores to the Medina Civil Service Secretary.

**APPLICATION PROCESS:** Qualified applicants must submit a City of Medina Lateral/Entry Level Police Officer Application, cover letter and a resume.

**ORAL BOARD EXAM:** Those candidates who pass the written exam will proceed to the Oral Board. The Oral Board will be comprised of Medina Police Department personnel.

**ELIGIBILITY LIST:** The Department anticipates certification of a Police Officer Eligibility list shortly after the completion of the Oral Board Exams.

**TO APPLY:** Please submit your completed Police Officer application along with your cover letter and resume via email to: [dnations@medina-wa.gov](mailto:dnations@medina-wa.gov) or mail to: City of Medina Attn: Dawn Nations, Civil Service Secretary 501 Evergreen Point Road Medina, WA 98039. Please direct all questions to Dawn Nations.

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**CITY OF MEDINA**

**CLASSIFICATION DESCRIPTION**

**POSITION:** Police Officer  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Police Chief  
**FLSA STATUS:** Non-Exempt

**GENERAL FUNCTION**

Under general supervision, performs patrol, investigation, traffic regulation and related law enforcement activities in the enforcement of law and order, the protection of life and property, the prevention and detection of crime and arrest of violators.

**REPRESENTATIVE ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

This list is intended only to illustrate the various types of work that may be performed and may vary by position. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Provides for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
2. Works an assigned shift using own judgment in deciding course of action; handles difficult and emergency situations without assistance.
3. Monitors, notes, reports, and investigates suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area. Maintains normal availability by radio or telephone for consultation on major emergencies.
4. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct or law violations and to otherwise serve and protect.
5. Responds to emergency radio calls, investigates, and takes appropriate law enforcement action. Evaluates complaint and emergency-request information to determine proper response requirements. Reviews facts of incidents to determine if criminal act or statute violations were involved.
6. Investigates and renders assistance at scene of vehicular accidents. Preserves evidence. Issues citations or arrests violators. Summons medical assistance and other law enforcement vehicles. Photographs or draws diagrams of crime or accident scenes and interviews principals and eyewitnesses.
7. Records facts to prepare reports that document incidents and activities. Prepares a variety of reports and records.



8. Undertakes community-oriented police work and assists citizens as appropriate. Informs citizens of community services and recommends options to facilitate longer-term problem resolution.
9. May conduct follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses, and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases and testifies in court proceedings.
10. May be assigned to special emphasis area such as school recourse officer or traffic.
11. Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney and supervisors regarding cases, policies, and procedures.
12. Maintains contact with lead or supervisory personnel to coordinate investigation activities.
13. Provides mutual assistance during emergency situations and provides general information about Department activities.

**Other Duties**

1. Maintains departmental equipment, supplies and facilities.
2. Because of the small size of the city staff, each employee may be required to perform a wide range of duties from time to time.

**WORKING CONDITIONS**

The physical activities and environmental factors described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The rating scale used in this section is: Occasionally 1 – 33% of work time, frequently 34 – 65% of work time and Continuously 66 – 100% of work time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit uninterrupted for up to 3 hours – 6 hours per shift, grasp, use foot controls with both feet, drive, talk and hear. The employee is frequently required to balance, bend, crouch and reach below and at the waist. The employee must occasionally stand uninterrupted for up to 1½ hours – 4 hours per shift, walk uninterrupted up to 1 hour – 1 per shift, climb, twist, and reach above the shoulder.

The employee must continuously wear an equipment belt weighing up to 25 pounds and must occasionally lift, carry, or push and pull an average of 50 pounds up to more than 100 pounds. Specific vision abilities required by this job include continuous near and far acuity and the ability to adjust focus.

While performing the duties of this job, the employee continuously works in outside weather conditions. The employee is frequently exposed to excessive noise and vibration and is occasionally exposed to radiation in using a radar gun.

The overall noise level in the work environment is usually moderate.

**KNOWLEDGE AND SKILLS (requirements)**

**Knowledge of:**

- Modern law enforcement principles, procedures, techniques, trends and developments;
- Basic laws, legal codes, court procedures, government regulations, and the democratic political process;
- Relevant equipment, policies, procedures, and strategies to promote effective local police operations for the protection of people, data, property, and institutions;
- Human behavior and performance; individual differences in ability, personality, and interests;
- Group behavior and dynamics, societal trends and influences, ethnicity and cultures;
- Computer operations and software applications relative to the position assignment;
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Skill in:**

- Considering the relative costs, consequences and benefits of potential actions to choose the most appropriate one;
- Learning the applicable laws, ordinances, and department rules and regulations;
- Performing work requiring good physical condition;
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Communicating effectively orally and in writing as appropriate for the needs of the audience;
- Maintaining effective working relationships with general public, employees, and supervisors;
- Being aware of others' reactions and understanding why they react as they do;
- Defusing hostile or violent behavior;
- Bringing others together and trying to reconcile differences;
- Persuading others to change their minds or behavior;
- Establishing effective working relationships with diverse groups and individuals;
- Effective time management;
- Following verbal and written instructions;
- Learning the City's geography;
- Operating a police vehicle, firearms, less than lethal weapons/restraints, radio communications equipment, police traffic radar technology, mobile data computer and desktop computer with applicable program applications and other required police equipment and office equipment.

**MINIMUM QUALIFICATIONS**

A valid Washington State driver's license and successful completion of the Washington State Law Enforcement Training Commission Academy or equivalent is required at the time of appointment or at a time set by the City.

U.S. citizenship, attainment of the age of 21 years, a good driving record, submission to a thorough employment reference and background investigation; submission to psychological and general medical evaluations; submission to FBI record check and polygraph examination are all required prior to appointment. A felony conviction disqualifies from employment.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

This classification description does not constitute an employment agreement between the city and employee. It is subject to change by the city as the needs of the city and requirements change.

**Fair Labor Standards Act (FLSA):** Employees in this classification are non-exempt under the FLSA.

**Appointment and Removal Authority:** The Police Chief is the appointing authority for the Police Department with power of appointment and removal of employees in this classification.