



CITY OF  
**TUMWATER**

**CIVIL SERVICE COMMISSION  
MEETING AGENDA**

**Online via Zoom and In Person at  
Tumwater City Hall, Sunset Room, 555  
Israel Rd. SW, Tumwater, WA 98501**

**Thursday, May 08, 2025  
5:30 PM**

1. Call to Order
2. Roll Call
3. Changes to Agenda
4. Approval of Minutes
  - a. Tumwater Civil Service Commission March 13, 2025
  - b. Tumwater Special Civil Service Commission March 31, 2025 Meeting
  - c. Tumwater Civil Service Commission April 10, 2025
5. Status of May Eligibility List Update
6. Approval of Entry Level Police Eligibility List
7. Approval of Police Records Supervisor Class Spec
8. Approval of Police Records Supervisor Exam Plan
9. Approval of Deputy Chief Exam Plan
10. Updates
11. Next Meeting Date - 06/12/2025
12. Adjourn

**Meeting Information**

All commission members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

**Watch Online**

<https://us02web.zoom.us/j/84502023796?pwd=OVDik6lnJJHmvgMRgSPYUhwBeuayeA.1>

**Listen by Telephone**

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 845 0202 3796 and Passcode 572444.

**Public Comment**

The public may submit comments by sending an email to [calmon@ci.tumwater.wa.us](mailto:calmon@ci.tumwater.wa.us), no later than 4:00 p.m. the day of the meeting. Comments are submitted directly to the Commission members and will not be read individually into the record of the meeting.

**Post Meeting**

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

**Accommodations**

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email [ADACoordinator@ci.tumwater.wa.us](mailto:ADACoordinator@ci.tumwater.wa.us). For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF VIRTUAL MEETING  
MARCH 13, 2025 Page 1**

**CONVENE:** 5:32 p.m.

**PRESENT:** Chair Blake Chard and Commissioners Wendy Moudy and Pat Schneider.

Staff: Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Acting Police Chief Jay Mason, Deputy Fire Chief Shawn Crimmins, Police Lieutenant Carlos Quiles Jr., Police Detective Brandt Baker, Police Officer Jim Moran, and Police Officer Tim Rios.

Others: Evan Shinn, Summit Law Group, Seattle, Washington.

**CHANGES TO AGENDA:** The Commission welcomed newly appointed Commissioner Wendy Moudy.

The Commission approved amending the agenda to add public comment following consideration of the meeting minutes.

**APPROVAL OF CIVIL  
SERVICE  
COMMISSION  
MINUTES, FEBRUARY  
13, 2025:**

**MOTION:** Commissioner Schneider moved, seconded by Chair Chard, to approve the minutes of February 13, 2025 as presented. A voice vote approved the motion.

**PUBLIC COMMENT:** Jim Rios reported he has served as a Tumwater Police Officer for the last seven years and is speaking on behalf of the Police Officer Guild and as an applicant for the Tumwater Police Department Sergeant's Exam. He took the promotional exam and was one of four applicants who did not pass the exam. His comments are not intended to be accusatory or questioning the integrity of the process. Chief Examiner Sutherland is requesting the Commission approve the Police Sergeant Eligibility List, which would validate the testing process and the testing scores. He is concerned with the proposal because it is related to the scoring sheets for the exam that were destroyed following the exam. He believes the testing materials are available but not the scoring sheets completed by the raters. This concern surrounds the lack of his ability to validate the accuracy of his scores that are reflective in the overall exam and that there have been several errors throughout the promotional exam process. The errors are related to the written exam, promotional testing dates, and the final scores. As an applicant, he must qualify to participate in the written test and the Oral Assessment Center. The written test was not the correct test. All seven applicants received the incorrect test. Following completion of the tests by the

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applicants, a decision called for discarding the test and retaking the test using the correct version proposed by Acting Police Chief Mason who delivered the correct test to the Human Resources (HR) Department. The HR Department provided the initial incorrect test, which raises a concern along with other concerns surrounding documentation of the final scores. The Tumwater Police Guild filed a grievance with the City, which has moved to step 2 of the grievance process.

**Brandt Baker** cited a packet of information he compiled beginning in October 2024 following an announcement by Police Commander Mason of a Police Sergeant assessment exam in 2024. Police Commander Mason said the recruitment period would be from December 13 through December 17, 2024 with a written test on January 9, 2025 and consideration by the Commission for approval on February 13, 2025. The testing process was described as a written test for 20% and four assessments of 20% totaling 100% of the test score. HR announced the testing process, referred candidates to [www.gov.jobs](http://www.gov.jobs), and advised applicants to apply by Monday, December 15, 2024. However, December 15, 2024 was on a Sunday. The posting reflected a date of January 9, 2024 for the written test rather than the correct date of January 9, 2025. The date for the assessment test was also inaccurate. There were numerous errors on the paperwork between October and January 23, 2025 through emails, posting dates, and the closing date listed as December 15, 2024. One of the applicants was unable to meet the date with HR reopening the application process for unknown reasons other than there had been several dates for the closing. The individual was able to reapply and eventually passed the testing. Following participation in the assessment test, he spoke to Lieutenant Quiles to review why he failed the Assessment Center testing. Lieutenant Quiles advised that he was unable to provide any feedback because he was unaware of how the tests were rated and he could not offer any advice for potential improvements because he did not have access to test grades or any rater comments. He was told that he could not be part of the process. In Rule 18, Chief Examiner Sutherland advises that applicants shall be allowed a period of five business days following the date of notification of examination results to inspect answers. He was not given access to his answers or rating standards. Under Rule A20, all copies of the written examination should be retained, which he learned the City has retained and entered the results in a rating system. All questions submitted by the examiner for the oral examination and subsequent answers were not provided to the applicants. Based on those two rules and the constant grammatical and input errors, the proposed list should be invalidated.

**FORMAL PROTEST  
REPORT - SGT.**

Chief Examiner Sutherland reported that on receipt of a protest, a report is required. Tumwater Police Department employees Sawyer

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**ASSESSMENT:**

Smith, Tim Rios, James Moran, and Brandt Baker filed protests after they were unable to review their respective scoring sheets to learn about specific areas they could improve. The report includes the background of the oral assessment on February 12, 2025. The testing included four assessment centers. The first assessment was the oral resume, the second assessment was on employee relations, the third exercise was a community presentation, and exercise four was a practical tabletop. The approved exam plan requires that each exercise achieve a minimum 70% score to pass the Sergeant Assessment Center. Tumwater Police Department administrative and command staff served as facilitators in the exercise. Each assessment center is designed to assess specific competencies for the Sergeant position. Two raters were present for each assessment center in addition to Tumwater Police Department employees serving as facilitators. All raters have law enforcement experience. Raters gave each candidate a numerical score of zero to 100 based on their respective performance in each assessment center exercise.

Four candidates rotated through the four oral assessment centers beginning at 8:30 a.m. Three other candidates started at 12:30 p.m. Following completion by all candidates of the required assessment center exercises, the raters, facilitators, Commander Mason, and Chief Examiner Sutherland met in the breakroom at the Methodist Church. At that time, Police Administrative Supervisor Laura Wohl collected score sheets from each of the assessment centers. Supervisor Wohl delivered the score sheets to Chief Examiner Sutherland. Chief Examiner Sutherland reported that she and other staff entered the scores from the rating sheets to an Excel spreadsheet. The procedure was followed for each assessment center.

Following entry of all scores, the group determined that three of the seven candidates received a passing score of at least 70% or more and four candidates did not pass the Assessment Center test with a least a 70% score.

On Tuesday, February 18, 2025, the candidates who failed to pass the Assessment Center requested to meet and review their respective scores and obtain information from the rating sheets. Chief Examiner Sutherland said she reviewed the scores with each candidate from the Excel spreadsheet and referred them to the Police Department to review their respective rating sheets. Shortly after, Commander Mason discovered that the rating sheets had inadvertently been destroyed with other materials. As the rating sheets were unavailable, it was not possible to share information with each candidate about their performance to receive feedback from command staff at the department.

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The findings and conclusion are based on Rule 8.13, which states, “applicants shall be allowed a period of five business days, following the mailing date of notification of the examination results, in which each may inspect their answers and the rating standards by which they have been rated during any part of the examination.” The rating standards are not considered scoring sheets.

Following a review of the rules, the City determined that the scores on the Eligibility List as proposed for the three candidates should be approved by the Commission.

Commissioner Schneider asked whether staff considered developing a corrective action plan to ensure a similar incident does not occur in the future. Chief Examiner Sutherland affirmed staff is working on improving the chain of custody between the Human Resources Department and the Police Department to ensure rating sheets are maintained and that accidental disposal does not occur.

Commissioner Schneider asked whether there are prohibitions preventing the candidates from retaking the exam. Chief Examiner Sutherland said she is not aware of any prohibitions for retaking the exam.

Commissioner Moudy asked whether the exam was intended to fill a vacant position or just to establish an eligibility list. Acting Police Chief Mason said the list is required for future positions. With the retirement of Police Chief Weiks, the department has a vacant temporary Acting Police Commander position until the department has determined next steps for filling the two command positions. Two pathways are in progress with one Acting Commander position open, as well as regular positions vacant in the near term.

Chair Chard asked about the roles and responsibilities for the Commission in terms of potential actions.

Attorney Shinn advised that Commissioners are responsible to ensure a fair and transparent process for the public to ensure no bias occurs in the selection process for important Civil Service positions and that political considerations do not enter into an appointments for selection or promotions of positions in Fire or Police Services. The Commission has some checks and balances that are allowed including an appeal process the Commission is able to utilize if there is an appeal of the list that has been certified. He cited Rules 8.14, 8.15, 8.16 for reference. Additionally, field processes are identified in Rule 5. Attorney Shinn displayed the Civil Service Rules previously cited. Under Rule 8.14, other protests have been filed on the development of the eligibility list. Rule 8.15 speaks to the Chief Examiner examining the protests and

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errors and submitting a report for examination by the Commission. Later in the meeting, Chief Examiner Sutherland will provide the applicant ranking according to relative scores. Should the Commission adopt the eligibility list, another process outlined in 8.16 applies that outlines the process for an appeal to the Commission. Additionally, he advised that there are no bars against retesting other than the potential delay and the potential appeal filed by candidates who successfully passed the oral portion of the examination.

Chair Chard inquired as to whether there would be sufficient time for the Commission to undertake deliberations or whether there is an expectation the Commission would take action immediately. Attorney Shinn advised that the Commission has the authority to take more time to review the matter during or at another meeting. He added that an executive session option would not be available based on the circumstances as the issue under discussion is not related to employee performance but rather the examination process and whether the process was implemented correctly.

Commissioner Moudy asked whether the errors in the dates directly affected the testing process. Chief Examiner Sutherland said she does not believe the dates affected the Oral Assessment Center process.

Police Detective Baker noted that the clerical errors from HR on dates and times were numerous and created a pattern reflective on no reviews of the information. He understands that the rating sheets were delivered directly to Chief Examiner Sutherland who entered the scores on an Excel spreadsheet. No one else reviewed the scores or verified the scores against the scores entered on the spreadsheet. The sheets were then inadvertently destroyed. The situation speaks to no purposeful action but that the dates were published incorrectly which speaks to the lack of a review process of the materials to ensure the postings were correct. That is the major concern by the officers who filed a protest.

Chair Chard requested clarification as to whether the clerical errors created an inability for applicants to participate in the exam process or whether other candidates believed there was limited time, or there was an understanding that the exam had been administered in 2024. Police Detective Baker explained that when the original posting was published in October 2024 by Police Commander Mason, the timeframe was December 13, 2024 through December 27, 2024 to apply. However, when HR released the notice, the timeline indicated applications would be accepted until December 15, 2024, which was listed as a Monday but was actually a Sunday. One applicant did not apply due to the three different listings for the exam. The applicant visited the City and explained the issue with Chief Examiner

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Sutherland and Police Commander Mason agreeing to reopen the exam. HR resent the information to the Police Department without a link for candidates to reapply.

Chair Chard said it appears the argument speaks to prior public comments because the date issue was discussed and does not prevent anyone from participating in the exam.

Police Officer Rios agreed but pointed out that it was impossible to verify that no other clerical errors occurred.

Chair Chard advised that there is no evidence the clerical errors caused anyone not to submit an application or prevent participation in the exam or the oral boards. He suggested focusing the discussion on the points addressed in the protest letter.

Commissioner Schneider commented that it appears the major issue is the lack of an opportunity for the candidates to review their respective scores. Chief Examiner Sutherland affirmed that is the basis for the protest.

Chair Chard noted that Chief Examiner Sutherland was the only person who viewed the scores. He asked if there was any indication from interviews with the raters that the scores were incorrect. Chief Examiner Sutherland responded that she transcribed the scores directly from the score sheets completed by the raters. Acting Police Chief Mason added that the raters were not interviewed for verification of the scores.

Commissioner Schneider said it appears there is no direct evidence that an error occurred, which speaks to the difficulty of rendering a decision, as no evidence is available to support either position.

Commissioner Moudy asked whether the process was outside of standard testing practices and whether the process was similar to a previous testing process for a sergeant exam. Chief Examiner Sutherland advised that she was not with the City when a prior sergeant exam was administered. The error occurred because of a chain of custody issue regarding the rating sheets. The rating sheets handed to her by Administrative Supervisor Wohl enabled her to enter the scores in the spreadsheet with the rating sheets returned to Supervisor Wohl and inadvertently shredded the next day with other materials instead of retained.

Commissioner Schneider questioned the degree of change in the scores, such as clustered in a small range or markedly different. Chief Examiner Sutherland said the range of scores for the seven candidates



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averaged 50% to 90%.

Commissioner Schneider asked whether any qualitative feedback was provided to the candidates in addition to their respective score. Acting Police Chief Mason said the candidates were invited to meet with assessment center facilitators for the four exercises, as well as receiving an email of their respective scores.

Police Officer Rios said he met with a facilitator and did not receive feedback because the facilitator was not aware of the scores or the subject areas that were scored.

Acting Police Chief Mason noted that the candidates were only afforded the opportunity to speak to the facilitators and not to the raters/evaluators.

Chair Chard asked whether the scores should have been retained in compliance with the Public Records Act. Attorney Shinn affirmed the paperwork should have been retained to meet the requirements of the Public Records Act.

Commissioner Moudy said her consideration is whether the process is the same as the previous process. Additionally, there was room for human error that could have occurred with the establishment of the last eligibility list. That process was not challenged. It appears that the approval of the eligibility list is not the final decision as the applicants can appeal the decision to approve the eligibility list. She would like to know that there will be a change moving to prevent a similar incident occurring, which appears to have been addressed.

Chair Chard said the scoring sheets should have been maintained and cannot be destroyed unless specific criteria are satisfied. His inclination is to accept the protest and authorize a retest. Attorney Shinn advised of the possibility of scheduling another testing process as long as the oral exam portion is weighted the same as the original exam.

**MOTION:**

**Commissioner Schneider moved to enable the police officers who are a party to the protest to retake the exam in an expedited timeframe. Chair Chard and Commissioner Schneider supported the motion.**

*Note: As the motion was not seconded, the motion was invalid.*

**FORMAL PROTEST  
REPORT –  
FIREFIGHTER:**

Chief Examiner Sutherland reported Entry Level Firefighter candidate Derek Shorey submitted a Formal Protest Letter challenging his score, citing the merits of his responses during his Speed Interview, which is

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an initial step in the recruitment process. Mr. Shorey is requesting a review of his evaluation and a reconsideration of his candidacy based on the merits of his responses.

Chief Examiner Sutherland said she upheld the panelists' ratings and does not advocate for any changes to the candidate's score.

Commissioner Schneider asked whether the feedback was provided to the candidate. Chief Examiner Sutherland affirmed the feedback was provided. Commissioner Schneider said the Fire Department provided detailed feedback. If there no action that would bar the candidate from applying again, she would recommend the candidate consider and assess the feedback and consider reapplying.

**MOTION:**

**Commissioner Schneider moved, seconded by Commissioner Moudy, to support the Chief Examiner's decision as the candidate has the opportunity to reapply in the future. A voice vote approved the motion unanimously.**

**STATUS OF  
FEBRUARY  
ELIGIBILITY LIST  
UPDATE:**

Chief Examiner Sutherland referred to the February Eligibility List, which includes all Civil Service positions in the Police and Fire Departments. The only change for March 2025 is the Fire Training Lieutenant Eligibility List for consideration for approval.

**APPROVAL OF FIRE  
TRAINING  
LIEUTENANT  
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported one candidate qualified for the Fire Training Lieutenant in the Fire Department. The candidate is proposed for addition to the list with an exam score of 80%. Staff is seeking approval of the proposed Eligibility List for Fire Training Lieutenant extending to March 2026.

**MOTION:**

**Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Fire Training Lieutenant Eligibility List as presented. A voice vote approved the motion unanimously.**

**APPROVAL OF  
ENTRY LEVEL  
FIREFIGHTER  
ELIGIBILITY LIST:**

Chief Examiner Sutherland requested approval of the Entry Level Firefighter Eligibility List. Twenty-nine candidates are proposed for addition to the list. The list would be effective until March 2026.

The Commission congratulated Fire Chief Hurley on the number of qualified candidates to be added to the list.

**MOTION:**

**Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Entry Level Firefighter Eligibility List as presented. A voice vote approved the motion unanimously.**

**APPROVAL OF  
ENTRY LEVEL**

Chief Examiner Sutherland requested approval of the proposed Entry Level Police Eligibility List. Twenty- five candidates are included on

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**POLICE ELIGIBILITY LIST:** the list reflecting the addition of six new candidates.

The Commission congratulated Acting Police Chief Mason for the number of qualified candidates on the list.

**MOTION:** **Commissioner Schneider moved, seconded by Commissioner Moudy, to approve the Entry Level Police Eligibility List as presented. A voice vote approved the motion unanimously.**

**POLICE SERGEANT ELIGIBILITY LIST:** Chief Examiner Sutherland advised of the three candidates proposed for inclusion on the list. She requested approval of the proposed list as presented.

Acting Police Chief Mason questioned the proposed action in light of the protests associated with the sergeant examination process. Chair Chard advised that the Commission can approve the list as presented. The individuals who submitted a protest can retake the test and if they pass, the individuals can be added to the list.

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the Police Sergeant Eligibility List as presented. A voice vote approved the motion unanimously.**

**CLASS  
SPECIFICATION  
UPDATE – POLICE  
SERVICES  
SPECIALIST I:**

Chief Examiner Sutherland reported the request is for approval of language within the Class Specification for Police Services Specialist I. For many years, administrative staff in the Tumwater Police Department held different classifications that reflected specialized job duties. Over time, that particular model was not effective and the request is an update to the Class Specification for the Police Services Specialist I position. Since 2019, the landscape of police administrative work has changed and currently reflects the duties that are clerical in nature and does not emphasize the legally required workloads that comprise the majority of the daily work for the position. The updated job description clearly describes the relevant tasks for managing public disclosure requests, warrants, and civil orders and law enforcement records dissemination and retention. The Police Services Specialist I no longer has duties related to evidence, which are now the purview of the position created in 2020 of the Police Evidence Technician. Staff is seeking approval of the updated Class Specification for Police Services Specialist 1 as proposed by Tumwater Police Department command staff.

Commissioner Schneider asked about the possibility of reviewing the old position versus the new position description to identify the differences between the two job descriptions. Acting Police Chief Mason advised that the old job description included outdated language that included duties and tasks associated with evidence management,

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which is no longer required of the position, as well as other critical descriptors that are no longer applicable or are applicable today. Delaying approval of the request would affect the department in moving forward with some technological projects and the body-worn camera program.

Chief Examiner Sutherland added that when Human Resources receive a revised class specification, staff compares the old with the new version especially within police and fire services because of the essential functions of the position. No salary increase is reflected in the classification other than it modifies the job description to align with the duties and responsibilities today versus in the past.

Commissioner Schneider thanked staff for the explanation.

**MOTION:** **Commissioner Moudy moved, seconded by Commissioner Schneider, to approve the update to the Class Specification for Police Services Specialist I as presented. A voice vote approved the motion unanimously.**

**UPDATES:** Fire Chief Hurley reported on the retirement celebration for Fire Training Lieutenant Jon Kalar at the end of February. The Commission approved the eligibility list to assist the Fire Department in moving forward to fill the position. Filling the position will likely open a Firefighter position. The list approved by the Commission for Firefighter will be used for Chief interviews.

The department hired several Paramedics to staff the new medic unit at the end of 2025. The group of ten included lateral hires. They are working at the Fire Department after completing the Advanced Life Support Academy. The remaining five employees are completing fire training at a fire academy. The department plans to activate the new medic unit by January 1, 2026.

Acting Police Chief Mason reported on the retirement of Police Chief Weiks. He assumed the role of Acting Chief with Lieutenant Quiles assuming the Acting Deputy Chief position, which will create an Acting Lieutenant position and Acting Sergeant position. The department is working closely with HR on several hiring initiatives moving forward. The department welcomed four new officers of which three will attend the law enforcement academy. The fourth officer is a lateral hire from another state. The department anticipates hiring another officer in the next month.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on April 10, 2025.

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**ADJOURNMENT:**                **With no further business, Chair Chard adjourned the meeting at 6:39 p.m.**

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Blake Chard, Chair

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Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoly@earthlink.net

**TUMWATER CIVIL SERVICE COMMISSION  
MINUTES OF SPECIAL MEETING  
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**CONVENE:** 1:10 p.m.

**PRESENT:** Chair Blake Chard and Commissioner Wendy Moudy.

Absent: Commissioner Pat Schneider.

Staff: City Administrator Lisa Parks, Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Acting Police Chief Jay Mason, Police Lieutenant Carlos Quiles, and Senior Human Resources Analyst Matt Middleton.

Others: Evan Shinn, Summit Law Group, Seattle, Washington.

**REQUEST TO  
RESCIND MARCH 13,  
2025, DECISION  
APPROVING  
SERGEANT  
ELIGIBILITY LIST:**

Chief Examiner Sutherland reported that following the Commission's approval of the Sergeant Eligibility List, a formal appeal was submitted by several of the participating candidates. The appeal outlined concerns with aspects of the oral assessment portion of the testing process, primarily citing transparency of scoring and the inability to review their respective scores because of the destruction of the rating forms and the ability to check for clerical errors. During the March 13, 2025 Civil Service Commission meeting, Commissioners approved retesting of the oral assessment for four of the seven candidates as well as approving the Police Sergeant Eligibility List. The proposed action would rescind the Commission's motion adopting the Police Sergeant Eligibility List.

Chair Chard invited questions with respect to the proposed action. No questions were asked. Chair Chard cited his understanding of proposed action.

**MOTION:** **Chair Chard moved, seconded by Commissioner Moudy, to rescind the March 13, 2025 motion adopting the Police Sergeant Eligibility List. Motion carried.**

**REQUEST TO  
APPROVE RE-  
ADMINISTERING  
ORAL ASSESSMENT  
FOR ALL SERGEANT  
CANDIDATES:**

Chief Examiner Sutherland requested approval to authorize the re-testing of the Oral Assessment for all original seven Sergeant candidates to be administered by Public Safety Testing utilizing the exam process as previously approved by the Commission at its November 2024 meeting.

Commissioner Moudy asked whether Public Safety Testing administered the initial test for the candidates. Chief Examiner Sutherland advised that the City utilized an internal testing process that was previously used five years ago when the last Sergeant promotional exam was conducted.

**MOTION:** **Commissioner Moudy moved, seconded by Chair Chard, to re-**

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**administer the Oral Assessment of the Sergeant exam using Public Safety Testing for all seven candidates. Motion carried.**

**ADJOURNMENT:**      **With there being no further business, Chair Chard adjourned the meeting at 1:16 p.m.**

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Blake Chard, Chair

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Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoly@earthlink.net

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**CONVENE:** 5:30 p.m.

**PRESENT:** Chair Blake Chard and Commissioner Pat Schneider.

Absent: Commissioner Wendy Moudy.

Staff: Secretary/Chief Examiner Michelle Sutherland, Fire Chief Brian Hurley, Acting Police Chief Jay Mason, and Deputy Fire Chief Shawn Crimmins.

**CHANGES TO AGENDA:** There were no changes to the agenda.

**STATUS OF APRIL ELIGIBILITY LIST UPDATE:** Chief Examiner Sutherland reviewed the status of the April Eligibility Lists for the Fire and Police Departments.

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the April Eligibility Lists as presented. A voice vote approved the motion.**

**APPROVAL OF ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST:** Chief Examiner Sutherland presented the proposed Entry Level Police Officer Eligibility List. Four candidates are proposed for addition to the list and five candidates are proposed for removal. Two of the candidates were hired by the department and the other three candidates expired from the list. The request is for approval of the proposed list.

**MOTION:** **Chair Chard moved, seconded by Commissioner Schneider, to approve the Entry Level Police Officer Eligibility List as presented. A voice vote approved the motion.**

**APPROVAL OF ENTRY LEVEL FIREFIGHTER ELIGIBILITY LIST:** Chief Examiner Sutherland requested approval of the Entry Level Firefighter Eligibility List. One candidate is proposed for removal from the list and 28 candidates are proposed for addition to the list.

Chair Chard inquired as to the reason for removing a candidate from the list. Fire Chief Hurley advised that the candidate contacted the Fire Department and requested removal from the list but did not share the reason for requesting removal.

**MOTION:** **Commissioner Schneider moved, seconded by Chair Chard, to approve the Entry Level Firefighter Eligibility List as presented. A voice vote approved the motion.**

**UPDATES:** Fire Chief Hurley reported the Fire Department hired a candidate from the Entry Level Firefighter Eligibility List. The candidate is scheduled to start on April 16, 2025 and begin at the Fire Academy on May 1,



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2025. The Fire Department has an authorized staffing level of 62 FTEs. With the recent hire, the department is fully staffed.

Acting Police Chief Mason reported on two police officers attending the Police Academy earlier in the week and one officer scheduled to attend the academy when a position opens. One lateral officer began the department's field training program and another officer will begin field training next week. One officer recently transferred to the Thurston County Sheriff's Office creating an open position of a Police Officer. The department plans to interview the top seven candidates on the approved Entry Level Police Office Eligibility List.

**NEXT MEETING  
DATE:**

The next meeting is scheduled on May 8, 2025.

**ADJOURNMENT:**

**With no further business, Chair Chard adjourned the meeting at 5:38 p.m.**

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Blake Chard, Chair

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Michelle Sutherland, Secretary Chief Examiner

Prepared by Valerie L. Gow, Recording Secretary/President  
Puget Sound Meeting Services, psmsoly@earthlink.net



## STATUS OF CIVIL SERVICE ELIGIBILITY LISTS – May 2025

Name of List (Fire)	Date Established	Date Renewed	Date of Expiration
Administrative Assistant	No List		
Deputy Fire Chief	No List		
Battalion Chief	February 2024	February 2025	February 2026
Fire Capt. Promotional	No List		
Fire Lt. Promotional	February 2025		February 2026
Captain-MSO Promotional	No List		
Firefighter/ Paramedic	Active Continuous		Active Continuous
Firefighter (Entry)	March 2025		March 2026
Lateral Paramedic Firefighter	Active Continuous		Active Continuous
MSO Battalion Chief	February 2024	February 2025	February 2026
Paramedic Lieutenant	February 2025		February 2026
Fire Training Lt.	March 2025		March 2026
Lateral Firefighter	Active Continuous		Active Continuous
Voluntary Transfer	No List		
FF / Paramedic to FF	No List		
Fire Department Assistant II	August 2024		August 2025
Lateral Fire Prevention Officer	November 2024		November 2025
Name of List (Police)	Date Established	Date Renewed	Date of Expiration
Police Commander	No List		
Police Lt. Promotional	No List		
Police Sgt. Promotional	No List		
Police Management Analyst	No List		
Police Officer (Entry)	Active Continuous		Active Continuous
Police Officer (Lateral)	Active Continuous		Active Continuous
Police Officer (Certified)	Active Continuous		Active Continuous
Police Admin. Manager	No List		
Police Records Clerk	No List		
Department Assist. II	No List		
Police Svc Specialist I	No List		
Police Svc Specialist II	No List		

Tumwater City Hall  
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Tumwater WA 98501

[www.ci.tumwater.wa.us](http://www.ci.tumwater.wa.us)



*CIVIL SERVICE COMMISSION*  
**POLICE OFFICER – ENTRY LEVEL**

Examination Date: Continuous  
Approval Date: May 2025  
Expiration Date: Continuous

RANK	NAME	EXAM SCORE	APPROVAL DATE	EXPIRATION DATE
1	Remington Cochran	86.65	December 2024	December 2025
2	Manuel Salcido	85.83	April 2025	April 2026
3	Karl Penn	80.98	August 2024	August 2025
4	Cheick Toure	80.60	April 2025	April 2026
5	Edward Owen	79.11	October 2024	October 2025
6	Jonathan Rivera	79.06	February 2025	February 2026
7	Colin Gilbert	78.04	January 2025	January 2026
8	Joshua Stolz	77.37	February 2025	February 2026
9	Tracy Wilridge	75.68	April 2025	April 2026
10	Garrett Gee	75.60	February 2025	February 2026
11	Robert Docherty	75.25	October 2024	October 2025
12	Samuel Ruvalcaba	73.66	February 2025	February 2026
13	Bobbi-Jo Smith	73.50	February 2025	February 2026
14	Adam Davis	72.98	May 2024	May 2025

APPROVED:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DATE

**Added to the list:**

**Removed from List:**

- Robbie Perry: Withdrew
- Stewart Bowman: Withdrew
- Jordan Herrmann: Withdrew
- Austin Dewees: Withdrew
- Patrick McMeel: Withdrew
- Gary Cole: FCI
- Dylan Parker: FCI

*Item 6.*

- Antonio Paone: Withdrew
- Tyson Byington: Withdrew
- Aaron Renaud: Hired

**Class Title:** Police Records Supervisor**Class Code:** 418**Department:** Police**Reports To:** Police Administrative Mgr.**Salary Grade:** nr29**FLSA Status:** Exempt**Represented:** No**FTE Status:** FT**General Statement of Duties/Supervision**

The Police Records Supervisor is responsible for the oversight, management, and compliance of the Police Department's records systems. This position ensures that all records are accurately maintained, securely stored, and disclosed in accordance with applicable state laws and public disclosure regulations. The Supervisor provides direct supervision to administrative staff, establishes and enforces records procedures and standards, and serves as a key partner to the Police Administrative Manager in advancing the department's operational objectives and strategic initiatives.

**Essential Job Duties**

- Directs, supervises, and supports all operations within the Police Department Records Unit.
- Oversees the intake, classification, storage, retention, and authorized destruction or release of police records in compliance with applicable laws.
- Provides department-wide guidance on records retention and public disclosure processes and requirements, and applicable local ordinances.
- Collaborates with the Police Administrative Manager to align records practices with department goals, monitors performance, and ensure continual process improvement.
- Prepares law enforcement records for public disclosure, ensuring compliance with complex legal frameworks and applying sound judgment on sensitive and exempt information.
- Supervises and evaluates administrative staff, including scheduling, performance reviews, discipline, coaching, and professional development.
- Develops, updates, and implements internal policies, procedures, and training programs for records management and administrative operations.
- Recommends and implements technological improvements and processes related to digital records systems, software upgrades, and process automation.
- Provides the Department with recommendations about law enforcement records management and records dissemination based on industry standards and practices along with state and federal requirements.
- Maintains quality assurance and legal compliance of records systems; monitors file integrity, access controls, and backup protocols.
- Ensures records and information systems are maintained in accordance with rules, regulations, space and other consideration; monitors and makes adjustments as necessary.
- Serves as a liaison for human resources and IT, coordinating onboarding and offboarding procedures for department personnel, including HR documentation, equipment issuance, and system access.

- Organizes staff support operations for timely and accurate completion of routine and specialized tasks; evaluates office functions; recommends and implements improvements to optimize efficiency.
- Coordinates records staff schedules, calendars, and priorities to ensure smooth operations.
- Administers executive-level administrative functions, including payroll audits, department-wide scheduling, and operational support functions.
- Responds to internal and external public inquiries, ensuring courteous, accurate, and timely responses to resident complaints, service requests, permits, and other inquiries.
- Performs work on special projects as assigned.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Listed below are the knowledge, skills and abilities required for this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Extensive knowledge of office management principles, including scheduling, filing, and recordkeeping systems, as well as departmental and municipal administrative operations, policies, and procedures.
- Expertise in modern office technology, including the Microsoft Office Suite, budgeting software, and database management systems.
- Exceptional verbal and written communication skills, including the ability to draft, proofread, and edit complex documents, correspondence, and reports.
- Analytical and strategic problem-solving skills for diagnosing issues, developing innovative solutions, and implementing improvements to administrative procedures.
- Strong organizational skills, with the ability to prioritize and coordinate multiple projects, meet deadlines, and maintain high levels of accuracy and attention to detail.
- Capacity to work collaboratively with diverse groups, including residents, municipal departments, external agencies, and community stakeholders, while maintaining professionalism in public settings.
- Adept at providing courteous and professional responses to public inquiries, complaints, and service requests.
- Ability to manage sensitive information with discretion and ensure compliance with confidentiality protocols.
- Flexibility to adapt to changing priorities, unexpected challenges, and diverse responsibilities while maintaining operational efficiency.
- Skilled at providing high-level administrative support to leadership, including schedule management, meeting coordination, and project oversight.

### **Minimum Qualifications:**

- Associate degree in Business Administration or related field; equivalent work experience may be considered to satisfy this requirement.

- Proven experience in administrative support, preferably within a government or public safety setting.
- Strong supervisory, organizational, and problem-solving skills.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Excellent communication skills, both written and verbal.
- Ability to manage confidential information with discretion.

**Preferred Qualifications:**

- **Training/Licenses/Certifications:** A valid Washington state driver's license is required. Must be able to be bonded.

**Supplemental Information:** None

**Contacts:** Residents, City Staff and other agency staff/representatives.

**Working Conditions:** Positions in this class perform work predominately under normal office working conditions; extensive time working at a computer station is a regular part of the job. No heavy lifting without assistance is required.

**Supervision:** Supervision is received from the Police Administrative Manager by general review of the Records teamwork methods, completion of tasks and adherence to laws, policies and procedures.

**Accountability:** The Records Supervisor is accountable for ensuring the Police Department meets all applicable rules and regulations concerning records retention and public records requests, and that storage and retrieval systems meet the City and public needs.

**Physical Requirements:** Work is often performed in an office setting. Specific physical requirements and typical working conditions for this position are on file in the Administrative Services Department.

The City of Tumwater is an Equal Opportunity Employer (EOE), committed to a diverse workforce. Women, minorities and people with disabilities are encouraged to apply.



TO: Civil Service Commission  
FROM: Michelle Sutherland, Secretary Examiner  
DATE: May 8, 2025  
SUBJECT: New Police Records Supervisor Position

Recommended Action:

Approve the classification of the new Police Records Supervisor position.

Background:

Law enforcement records are complex and in high demand by many agencies and the general public. The Police Department fields the vast majority of the City's public records requests (PDRs), managing about 75% of the City's PDRs each year. The number of requests has increased 43% in the past four years and is continuing to climb in 2025. Body-worn cameras, funded in the 2025-2026, are expected to both substantially increase the number of PDRs received as well as the complexity of each request for footage. In order to meet the demand, the 2025-2026 budget includes funding for a Records Supervisor and additional records staff. The Records Supervisor will oversee the Department's records disclosure and retention programs, supervise the employees who specialize in these areas, and provide critical expertise.

Public disclosure of records is a high-risk area for local municipalities. Multiple statutes govern what information can be disclosed and under what circumstances. Added to the plethora of pertinent statutes, the body of case law surrounding records disclosure is large and frequently changing. Law enforcement records are particularly risky because the stakes are often high. The records may be used by individuals in court cases or be of particular interest to the media, for example. They often contain sensitive information that, if released incorrectly, can impact the lives of individuals involved with the criminal justice system. Ensuring that law enforcement records are disclosed appropriately requires a high degree of expertise in the public disclosure laws and precedents. It also requires consistent oversight of the work.

Currently, the Police Administrative Manager manages the public disclosure and retention functions. The position also acts as the department's expert in public disclosure and case law. However, these duties are unsustainable given the workload of the Administrative Manager position, with the growth of other workloads managed by the Administrative Manager and the advent of body-worn cameras. A Records Supervisor will provide day-to-day supervision and records expertise that will ensure the workload is handled correctly and will reduce the City's risk of lawsuits related to public records disclosure.

Alternatives:

No alternatives suggested



## **Records Supervisor Exam Plan – 2025**

### **Minimum Qualifications**

- Associate degree in Business Administration or related field; equivalent work experience may be considered to satisfy this requirement.
- Proven experience in administrative support, preferably within a government or public safety setting.
- Strong supervisory, organizational, and problem-solving skills.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Excellent communication skills, both written and verbal.
- Ability to manage confidential information with discretion.

### **Exam Plan Review by Civil Service Commission on May 8, 2025, meeting**

#### **Recruitment and Screening**

- Announcement and Internal recruitment period posted for two weeks beginning mid-May
- A letter of interest which details qualifications and a completed city application
- Candidates will be reviewed by HR and the Police Administrative Manager to verify qualifications are met.
- Candidates that meet the qualifications will be invited to participate in an oral board interview.

#### **Oral Board – Late May/Early June 2025**

- 10 – 15 Questions
- Rating Criteria
  - Job Related Education and Experience (20%)
  - Managerial/Supervisory Orientation (25%)
  - Knowledge and Judgement (30%)
  - Communication Skills Demonstrated in the Interview (25%)
- Candidates passing with a 70% minimum score will be ranked on an eligibility list

### **Consideration for list approval on June 12, 2025, Civil Service Commission meeting**

**The top three (3) candidates are eligible for Chief's Interview, and any may be selected**

## **Deputy Chief Exam Plan – 2025**

### **Requirements**

- Must be a current, commissioned, fully appointed employee of the Tumwater Police Department
- Must have at least ten years of experience with a law enforcement agency, including three years with the Tumwater Police Department, and three years as a Police Lieutenant or in an equivalent middle manager role.

### **Preferred Requirements**

- The department prefers candidates with related college education and a background in successful implementation of community policing principles.

### **Exam Plan Review by Civil Service Commission at May 8, 2025, meeting**

### **Recruitment and Screening**

- Announcement and Internal recruitment period posted for two weeks beginning May 9, 2025
- A letter of interest which details qualifications and a completed city application
- Candidates will be reviewed by HR and the Police Chief to verify qualifications are met.
- Candidates that meet the qualifications will be invited to participate in an oral board interview.

### **Oral Board – Late May/Early June, 2025**

- 10 – 15 Questions
- Rating Criteria
  - Job Related Education and Experience (30%)
  - Managerial/Supervisory Orientation (20%)
  - Knowledge and Judgement (25%)
  - Communication Skills Demonstrated in the Interview (25%)
- Candidates passing with a 70% minimum score will be ranked on an eligibility list

**Consideration for list approval at June 12, 2025, Civil Service Commission meeting.**

**The top three (3) candidates are eligible for Chief's Interview, and any may be selected**