

MINUTES OF MEETING OF THE SPOKANE COUNTY CIVIL SERVICE COMMISSION

Minutes of the meeting of the Spokane County Civil Service Commission held at 1:00 p.m. on Tuesday, August 10, 2021 via web-conference using the Zoom online software program. In attendance were: Julie Waters, Chair; Bonnie Bush, Jim Nicks, Steve Peterson, and Steve Twiggs; Members, Ashlee Torres, Secretary and Casey Evans, Deputy Prosecuting Attorney. Also present were: Civil Service Specialists Teah Moore & Laura Schwebs, Todd Mielke, Kevin Richey, Matt Gould, and Tiffany Kinnick.

Motion was made by Mr. Twiggs to dispense with the reading of the amended minutes of the meeting of July 13, 2021, and accept them as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant II (full-time) was presented. This is a merged list that contains six (6) names with various expiration dates. Mr. Peterson moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant II (part-time) was presented. This is a merged list that contains four (4) names with various expiration dates. Mr. Peterson moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Sheriff's Technical Assistant III was presented. This is a merged list that contains eight (8) names with various expiration dates. Mr. Peterson moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Deputy Sheriff-Lateral was presented. This is a merged list that contains 31 names with various expiration dates. Mr. Peterson moved to approve the list as presented. Seconded and unanimously approved.

Eligibility list for Background Investigator (Extra-Help) was presented. This is a merged list that contains 13 names with various expiration dates. Mr. Peterson moved to approve the list as presented. Seconded and unanimously approved.

Sheriff's Appointed Staff Assistant Job Description Proposal. Mr. Peterson moved to approve the job description as presented. Seconded and unanimously approved.

Rule X, Section 5-b Rule Revision Request. Kevin Richey was in attendance on behalf of the Sheriff and Matt Gould was in attendance on behalf of the DSA. Mr. Twiggs moved to table this item until next month's meeting. This will give Casey Evans time to meet with the DSA and the Sheriff's Command Staff to create verbiage for a proper rule revision request. Seconded and unanimously approved.

House Bill 1088. According to SHB 1088 which went into effect on July 25, 2021, "Prior to hiring an officer with previous law enforcement experience, an agency must inquire as to whether the officer has ever been subject to potential impeachment disclosure, and must verify the response with the prosecuting authorities in the jurisdictions of the officer's previous employment." Civil Service is currently working with the Sheriff's Background Investigations Unit to create a 'Potential Impeachment Disclosure Verification Form' that will be sent out to all deputy sheriff applicants and be submitted with their background packets. This form is currently in-process and will be reviewed by the Sheriff's Office legal representative prior to implementation. For information, only. No action needed by the Commission.

Public Safety Testing- Subscriber Agreement Renewal. The Sheriff's Office and Civil Service wish to renew Public Safety Testing's contract for administering the entry level deputy sheriff written and physical ability test for another three years. Mr. Twiggs moved to approve the renewal agreement as presented and allow Chief Examiner Ashlee Torres to sign and submit the document. Seconded and unanimously approved.

Leave of Absence- Nicholas Giese. Deputy Nicholas Giese was approved for a one-year leave of absence effective as of July 6, 2021. No action needed by the Commission. For information, only.

No applications were requested to be denied by the Sheriff's Office this month.

Last month (July 2021) the Sheriff's Office hired two (2) Officer Candidate-Deputy Sheriffs, two (2) Deputy Sheriff-Laterals, one (1) Deputy Sheriff-Intermediate Lateral, one Forensic Technician, and one (1) Background Investigator- Extra Help.

TEST SCHEDULE

All Clerical Positions	Dates vary, (typing tests by appt. only)
Deputy Sheriff Entry Level	August 4, Oral Boards
Deputy Sheriff Lateral	August 10, PAT & Oral Boards
Grants/Contract Coordinator	August 11, Oral Boards
Sheriff's Technical Assistant II	August 12, Written
Accounting Technician IV	August 12, Written
Deputy Sheriff Entry Level	August 14, PST Written & PAT
Forensic Technician	August 16, Written (special accommodation)
Forensic Technician	August 17, Written
Deputy Sheriff Entry Level	August 18, Oral Boards
Sheriff's Technical Assistant III	August 18, Oral Boards
Accounting Technician IV	August 18, Oral Boards
Sheriff's Technical Assistant II	August 19, Oral Boards
Deputy Sheriff Lateral	August 24, PAT & Oral Boards
Automotive Technician	August 24, Written

The next regular monthly meeting of the Spokane County Civil Service Commission will be held at 1:00 p.m. on Tuesday, September 14, 2021 via online video conference platform, ZOOM. If the Governor's COVID-19 order for in-person meetings change, a notification of the meeting location change will be sent out in advance. Meeting adjourned at 1:40 p.m.

Julie Waters, Chair

Ashlee Torres, Secretary

Bonnie Bush, Member

Jim Nicks, Member

Steve Peterson, Member

Steve Twiggs, Member