



*Leading the Way*

**City of Kennewick  
CIVIL SERVICE COMMISSION  
09/21/2021 – 5:30 PM – Regular Meeting  
Conducted via Teleconference**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

**3. OLD BUSINESS**

- a. Request to Remove Names from the Public Safety Testing (PST) Police Officer Eligibility List
  - i. Hired
    1. Jessie Hull, Kaleb Christensen
  - ii. Did not meet Department Standards
    1. Brandon Hibbard, Rogelio Evangelista Morton, William Teepe, Braunsen Goebel, Brock Sittman
  - iii. Per candidates request
    1. Paul Vigo, David Maathuis, Matthew McCann, Christian Mariona
  - iv. Did not respond to the request
    1. Derik Moe, Johnathan Lemar, Nadrece Robinson, Marcus Scott, Bradley Olinger, Brett Childs, Patrick Dudenhoeffer, Seth Kolkman, Stephen Gyebi, Emily Pratt, Quintyn Stelle, Trent Tompkins, Kyle Segger, Craig Johnston, Ian Bergevin, Zachariah McBride
- b. Request to Approve the Public Safety Testing Police Officer Eligibility List
- c. Request to Remove Names from the National Testing Network Police Officer Eligibility List
  - i. Per candidate request
    1. Terek Varland
  - ii. Did not respond to the request
    1. Nadrece Robinson
- d. Request to Approve the National Testing Network Police Officer Eligibility List
- e. Request to Approve the In-State Lateral Police Officer Eligibility List

**4. NEW BUSINESS**

- a. Request authorization to Administer a Police Support Specialist Entry-Level Civil Service Exam
  - i. Staff proposes a single exam component weighted at 100%, consisting of supplemental questions to be completed by applicants at the time of their application. The proposed list of supplemental questions is included in the meeting packet. These questions will evaluate:
    1. Relevant education
    2. Relevant professional training



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3. Relevant work experience
4. The ability to meet job requirements (including work schedule)

Applicants who receive an overall score of at least 70% will be placed on an eligibility list in order of overall score. The department will evaluate eligible candidates against department standards through command board interviews and background investigation consistent with the City's Civil Service rules.

- b. Staff Updates – Police & Fire Department Staffing

## Police Support Specialist Supplemental Questions

Please select your highest level of education completed:

- High School Diploma or G.E.D. 0 points
- Associate's Degree 2 points
- Bachelor's Degree 4 points
- Post-Graduate Degree 5 points

How many years of experience do you have performing general clerical and/or office support duties?

- None 0 points
- Less than 2 years 2 points
- 2 to 5 years 5 points
- More than 5 years 10 points
  - Briefly describe your experience and provide the contact information for an employer who can verify this experience.

How many years of experience do you have providing courteous and professional service in an environment that handles highly sensitive and protected information?

- None 0 points
- Less than 2 years 2 points
- 2 to 5 years 5 points
- More than 5 years 10 points
  - Briefly describe your experience and provide the contact information for an employer who can verify this experience.

How many years of experience do you have providing customer service in an environment that requires a high level of critical thinking and information gathering skills?

- None 0 points
- Less than 2 years 2 points
- 2 to 5 years 5 points
- More than 5 years 10 points
  - Briefly describe your experience and provide the contact information for an employer who can verify this experience.

How many years of experience do you have performing records management duties?

- None 0 points

- Less than 2 years **2 points**
- 2 to 5 years **5 points**
- More than 5 years **10 points**
  - Briefly describe your experience and provide the contact information for an employer who can verify this experience.

How many years of experience do you have working in an emergency dispatch center, law office, or with law enforcement?

- None **0 points**
- Less than 2 years **4 points**
- 2 to 5 years **10 points**
- More than 5 years **20 points**
  - Briefly describe your experience and provide the contact information for an employer who can verify this experience.

Which best describes your level of proficiency using Microsoft Suite software (Word, Excel, Outlook)?

- No or limited experience **0 points**
- Standard user/average proficiency **2 points**
- Advanced user/trainer proficiency **5 points**

Police Support Specialists work day shifts, swing shifts, and graveyard shifts and shift assignments may change from year-to-year based on seniority. Please check each shift that you are willing to work:

- Day Shift (approx. 7:00am to 5:00pm) **required (or fail)**
- Swing Shift (approx. 4:00pm to 2:00am) **required (or fail)**
- Graveyard Shift (approx. 9:30pm to 7:30am) **required (or fail)**

Police Support Specialists re-bid on shift assignments and days off each year based on seniority. Do you agree to participate in the bidding process annually, which may require you to change shifts and/or days off from year-to-year?

- Yes **pass**
- No **fail**

Police Support Specialists must pass a comprehensive background investigation and polygraph examination, and must pass an FBI criminal history background check. Do you agree to fully participate in each of these processes as a condition of employment?

- Yes **pass**
- No **fail**