

AGENDA
ENUMCLAW CIVIL SERVICE MEETING
October 19, 2022 – Time 9:00 am

Enumclaw City Hall – Chambers Conference Room
1339 Griffin Ave, Enumclaw, WA 98022
Phone: (360) 802-0226

- 1. CALL TO ORDER AND ATTENDANCE**
 - A. Meeting called to order by Chairperson Willis
 - B. Attendance
 - C. Introductions

- 2. APPROVAL OF MEETING MINUTES**
 - A. Minutes to approve – no minutes to approve

- 3. NEW BUSINESS ITEMS**
 - A. Updates to Civil Service Rules
 - a. 2.01 Commission – Meetings – Quorum
 - b. 2.09 Office Hours
 - B. Administrative Leave Extension Request

- 4. OLD BUSINESS ITEMS**

- 5. COMMUNICATIONS/REPORTS**
 - A. Secretary Examiners Report
 - B. Police Department Update

- 6. OTHER TOPICS**

- 7. NEXT MEETING**
 - A. Next meeting scheduled for November 16, 2022

- 8. ADJOURNMENT**

2. ADMINISTRATION AND OPERATIONS.

- 2.01 COMMISSION—MEETINGS—QUORUM. In the necessary conduct of its work, the Commission shall meet on the third Wednesday of each month, at ~~4:00 PM~~9:00 AM, in City Hall unless there is no pending business requiring Commission action. Notice of special meetings shall be provided as required by the Open Public Meetings Act (Chapter 42.30 RCW, as amended). The Commission shall conduct hearings as required. Notice of hearings shall be provided as required by these rules. Two members of the Commission shall constitute a quorum. No action of the Commission shall be effective unless two members concur therein. All Commission meetings or hearings, regular or as required, shall be open and public provided, however, that the Commission may meet in executive session as authorized by the Open Public Meetings Act. See RCW 42.30.140(1) and (2).
- 2.03 CHAIR—VICE CHAIR. At the first regular meeting in January of each year, the Commission shall elect one of its members as Chair and another member to serve as Vice Chair for a term of one year. Should a Chair and/or Vice Chair resign or be removed from the position prior to the expiration of his/her term, the Commission, upon appointment of a new member, shall proceed to the election of a new Chair and/or Vice Chair.
- 2.05 RULES OF ORDER. Roberts Rules of Order shall be final authority on all questions of procedure and parliamentary law not otherwise provided by these rules. However, with the concurrence of two commissioners such rules may be waived or modified. In quasi-judicial proceedings, the Commission shall be guided, but not bound by, the Civil Rules for Superior Court.
- 2.07 COMMISSIONERS—CHALLENGE. Any challenge to a Commissioner's participation at a hearing shall be made by an interested party prior to the commencement of a hearing. The challenged Commissioners shall review and rule on the challenge prior to proceeding with the hearing. Failure to timely raise a challenge shall constitute a waiver of the challenge by the party unless, in the exercise of reasonable diligence, a basis for challenge is unknown by a party prior to commencement of a hearing.
- 2.08 COMMISSIONERS—CHALLENGE—NECESSITY. If, as a result of disqualification(s) pursuant to Rule 2.07, there is no longer a lawfully constituted quorum available, then by reason of necessity, the disqualified Commissioners(s) shall return and proceed with the hearing.
- 2.09 OFFICE HOURS. The office address of the Civil Service Commission is Enumclaw City Hall, 1339 Griffin Ave., Enumclaw, WA 98022. The regular office hours of the Commission shall be ~~Monday through Friday from 8:30 AM to 5 PM.~~Monday through Friday from 8:30 AM to 5 PM.~~the third Wednesday of every month at 4PM.~~

- 2.11 PUBLIC RECORDS. Public records of the Commission shall be available for inspection and copying during the regular office hours of the Commission staff. No fee will be charged for inspection of public records. Inspection will be permitted during office hours in a space provided by the Commission staff, and under its supervision, and must be accomplished without excessive interference with the essential functions of the Commission. Copies will be made available at actual cost or as provided by the City of Enumclaw, WA ordinance. These rules shall be printed for free public distribution.
- 2.13 RECORD OF PROCEEDINGS. The Commission shall keep a record of its proceedings. The record of the Commission will not include a written verbatim report of proceedings unless ordered. The Commission may retain a court reporter to record all or part of a proceeding. In addition, a party to a proceeding, at his/her own expense, may have a court reporter record all or part of a proceeding. On appeal or review, costs of transcription may be recovered by the Commission, or a prevailing party, at the discretion of the reviewing court or the Commission. Upon appeal or review, transcription and certification of a record of proceedings shall be arranged by the Secretary.
- 2.15 REPORTS—APPLICANTS, ELIGIBLES, EMPLOYEES.
- 2.15.01 Each applicant, eligible and employee shall keep the Commission informed, by written notice to the Secretary, of current address and telephone number, and shall report any change of name through marriage or otherwise.
- 2.15.02 Each eligible shall keep the Secretary informed, in writing, regarding availability and any refusal to accept appointment or promotion and the reasons therefor.
- 2.17 REPORTS—DEPARTMENT HEADS. A department head shall immediately report to the Secretary in such detail and on such forms as the Secretary may prescribe:
- 2.17.01 Every appointment, transfer, promotion, demotion, reduction, layoff, reinstatement, suspension, leave of absence without pay, return to duty, assignment, change of position within a class or within an assignment title, change of title, change of compensation;
- 2.17.02 Every separation from the service with the reasons therefor;
- 2.17.03 Every refusal or failure to accept appointment by a person whose name has been certified.



Enumclaw Police Department

1705 Wells Street, Enumclaw, Washington 98022

Tim Floyd, Chief of Police

Date: October 4, 2022

To: Civil Service Commission

From: Acting Police Chief Graddon *MG*

Subject: Administrative Leave Extension Request

Please accept this correspondence as a request for an administrative leave of absence extension. An employee of this department is currently on paid administrative leave pending an outside agency-led internal investigation; the first calendar day being September 19, 2022.

Due to the amount of witness interviews and to have a complete and thorough investigation, I am requesting the leave be extended greater than currently outlined in section 17.01.01 Civil Service Rules for the City of Enumclaw, WA:

A department head may suspend a subordinate, with or without pay, for a period not to exceed thirty (30) days for cause.

Thank you for your consideration in this matter. If you have any questions, please contact me at my direct number at 360-615-5686.