

## **COMMISSIONERS**

Jeff Craig - Chair  
Brittney Hamilton - Vice Chair  
Robert Agfalvi  
Shawna Punzalan - Secretary



## **ORTING CIVIL SERVICE COMMISSION**

Meeting Agenda  
104 Bridge Street S, Orting, WA  
Zoom - Virtual  
May 23, 2022  
7:00 pm

### **1. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

This meeting is being held in person and through the platform Zoom. A link for virtual participation can be found on the agenda or on the City's website.

Zoom: <https://us06web.zoom.us/j/83511954199?pwd=b3c3RGUzVlhwSW1wQUh1RUtvVIZNQOT09>

Telephone: 1-253-215-8782 – Meeting ID: 835 1195 4199 and the passcode 190999.

### **2. APPROVAL OF MINUTES**

Motion: To approve corrected minutes from February 28, 2022 and minutes from April 25, 2022 meeting

### **3. NEW BUSINESS**

*Discussion - Community Service Officer*

Motion: To approve internal posting for lateral applicant certified list on May 20, 2022. Posting to close five business days from posting on May 27, 2022

### **4. ADJOURNMENT**



**ORTING CIVIL SERVICE COMMISSION  
Meeting Summary February 28, 2022, 6:30pm  
City Hall Council Chambers**

**COMMISSIONERS**

**Jeff Craig-Chair**

**Brittney Hamilton**

**Dave Yocom**

**Robert Agfalvi**

**Erica Schwab, Secretary**

1. Chair Craig called the meeting to order at 7:01 pm. Commissioner Agfalvi led the Pledge of Allegiance

1. Secretary Schwab called roll: Present, Chair Craig, Vice Chair Hamilton, Commissioner Agfalvi. Absent, Commissioner Yocom.

**Motion: to excuse Commissioner Yocom: Vice Chair Hamilton moved;**

**Commissioner Agfalvi seconded. Passed 3-0**

2. Approval of January 24, 2022, Meeting with corrections.

**Motion: To approve corrected minutes from January 24, 2022, meeting.**

**Commissioner Agfalvi moved, second by Vice Chair Hamilton. Passed 3-0.**

3. Lateral Question addition: "Cultural Competency" Review-New Business

A. In your experience, what are the challenges faced by members of historically underrepresented groups in your community? What considerations, if any, do you think are important when conducting day to day law enforcement activities with these groups? Why or why not.

B. You are dispatched to the report of a suspicious person going door to door in a local neighborhood. The caller reports that person is posing as a sales representative for an alarm company. You are told that while the call receiver was interviewing the caller, the caller used a derogatory term when describing the person's race and that the person "did not belong in the neighborhood". The dispatch center tells you that they had difficulty getting the caller to answer any

additional questions regarding the person's behavior as the caller became irritated. What considerations, if any, should be made regarding cultural diversity when handling a call like this?

- C. Describe a specific situation in which you worked with a diverse group of people or person over a period of time. What did you learn from this experience? ***Motion: to remove question 8 and replace with rotating questions A, B, & C. Commissioner Agfalvi moved; second by Vice Chair Hamilton. Passed 3-0.***

4. Next meeting to be scheduled for March 28, 2022 at 7:00 pm. Commissioner Agfalvi to participate via Zoom

5. Adjournment 7:28. ***Motion: to adjourn. Commissioner Agfalvi moved; second by Vice Chair Hamilton. Passed 3-0.***

**COMMISSIONERS**

Jeff Craig-Chair  
Vice Chair-Brittney Hamilton  
Robert Agfalvi  
Shawna Punzalan, Secretary



**CITY OF ORTING  
CIVIL SERVICE COMMISSION  
April 25, 2022, 7:00 pm  
Virtual Meeting  
Meeting Minutes**

**1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:01 pm. The Pledge of Allegiance was omitted due to no available flag.

**2. ROLL CALL**

Present: Chair Craig, Vice Chair Hamilton, Commissioner Agfalvi, Secretary Shawna Punzalan, City Clerk Kim Agfalvi.  
Absent: Secretary Schwab (resigned).

**3. APPROVAL OF FEBRUARY 28, 2022 MINUTES**

Chair Craig asked to have corrections made to meeting minutes dated February 28<sup>th</sup>, 2022. Secretary Punzalan stated she would make the corrections to the minutes and will present them at the next meeting for approval.

**4. RESSIGNATION OF COMMISSIONER DAVE YOCOM AND SECRETARY ERICA SCHWAB**

Chair Craig accepted resignation of Commissioner Yocum and Secretary Schwab.

**5. NEW CIVIL SERVICE SECRETARY – SHAWNA PUNZALAN**

Chair Craig welcomed Secretary Punzalan to the Civil Service Commission as the new Civil Service Secretary.

**6. NEW BUSINESS – CULTURAL COMPETENCY ENTRY LEVEL**

Vice Chair Hamilton reviewed previously presented questions for lateral oral boards from the January 24<sup>th</sup>, 2022 meeting and stated two of the unused questions were more adequate for Entry Level candidates and suggested using one of the two questions as an added cultural competency question for the entry level oral boards. Chair Craig suggested that the commission remove a question on the current entry level list and replace it with the suggested cultural competency question. Commission discussion followed regarding removal of question #5 or #8 and possibly reviewing all questions at a later meeting.

**Motion:**

***Commissioner Agfalvi made motion to remove entry level oral board question #8 and replace with presented option #5 for the entry level oral boards. Seconded by Vice Chair Hamilton.***

***Motion passed (3-0)***

**7. Adjourn:**

Chair Craig adjourned the meeting at 7:30 pm.

**Next meeting: MAY 23, 2022 at 7:00 pm**

X \_\_\_\_\_  
Chair Jeff Craig

X \_\_\_\_\_  
Secretary Shawna Punzalan



# Memo

**To:** Chair Craig, Civil Service Commission

**From:** Chief of Police Devon Gabreluk, City Administrator Scott Larson

**cc:** Secretary Shawna Punzalan

**Date:** May 19, 2022

**Re:** New Classification – Community Service Officer

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The Council has recently added a Community Service Officer classification to the 2022 Budget. This is a role that hasn't previously existed. I have attached the city's job description for you to review the role and responsibilities. The city would like to start an internal hiring process for this position. This position is similar to that of a police officer and is paid the same.

As a note, this will be a term limited position and subject to future funding by the council in the 2023 budget. In the event the position wasn't funded the person fulfilling this role would revert to a police officer, police reserve, or other eligible role.

# **CITY OF ORTING**

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## **JOB DESCRIPTION**

Job Title: Term Limited Community Service Officer

Department: Police

Reports to: Police Lieutenant

Effective Date: 4/27/22

Hourly Wage: \$36.43 - \$42.23

Closing Date: TBD

### **SUMMARY DESCRIPTION**

This position is a term limited, Fair Labor Standards Act non-exempt position. This role is currently funded through December 31, 2022 and may be extended based on the 2023 Budget. Attendance at evening meetings or other events is expected and the schedule for this role is flexible to meet the goals and duties of the position. The incumbent in this position is a Civil Service employee subject to a 12-month probationary trial period. This position is part of a bargaining unit represented by the Fraternal Order of Police.

The Community Service Officer performs a variety of duties to create and maintain an open partnership with the community and community support organizations. This position will also support the activities of the patrol staff and fill in patrol shifts as needed. Candidates must be at least 21 years of age and must be able to pass a comprehensive background check.

### **REPRESENTATIVE DUTIES**

Duties may include, but are not limited to, the following:

1. Work directly with the community and through community partnerships to create a safe community, reduce crime and mitigate substance abuse issues.
2. Help connect struggling community members with services and support.
3. Patrol within the Orting City Limits, enforce laws and ordinances and issue citations as needed.
4. Attend meetings with community partners such as the Teen Center, Recovery Café, HOA's; liaison with the School Resource Officer to help provide out of school resources to students.
5. Organize and attend public outreach events to enhance community relations.
6. Utilize social media and other mediums to highlight community events and other things happening in the department.
7. Enforce the law, prevent crime, protect citizens and property
8. Process complaints relating to law or civil code violations
9. Arrest offenders
10. Act as the Bailiff to the court.
11. Assist in the Code Enforcement process and utilize these contacts as opportunities to identify community issues and connect people with services.

12. Conduct preliminary investigations
13. Act as the liaison between Orting businesses and the Police Department to maintain after-hours emergency response information and unattended enforcement services to business owners.
14. Prepare and submit all required reports
15. May be required to return to the City during off-hours in case of emergency.
16. Perform other duties as assigned

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

#### **Knowledge of:**

- Knowledge of the current criminal statutes of the State of Washington
- Knowledge of the Ordinances of the City of Orting
- Knowledge of the rules, regulations and policies of the Orting Police Department
- Knowledge of the Code Enforcement Process

#### **Ability to:**

- Maintain the confidentiality of criminal and other police records
- Ability to deal with the public courteously and professionally.
- Excellent written and oral communication skills.
- Ability to follow directions carefully and to work independently.
- Ability to physically restrain combative/aggressive persons or animals
- Ability to give chase on foot in order to apprehend individuals
- Ability to operate a motor vehicle both day and night
- Ability to withstand working outside in extreme weather conditions
- Ability to communicate in person or via telephone to interact with others
- Ability to produce handwritten and/or typed documents

#### **Education and Experience Guidelines**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

- Successful completion of the Washington Criminal Justice Training Commission Basic or Equivalency Law Enforcement Academy

#### **Experience:**

- Two years of previous police patrol experience.

#### **License or Certificate:**

- Washington State Drivers' License
- Maintaining current Washington State Criminal Justice Training Commission Peace Officer Certification is a condition of continued employment.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Office and field environment; travel from site to site; exposure to computer screens, heat, cold, noise, inclement weather conditions; moving objects/vehicles; work on slippery or uneven surfaces.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; walk, stand or sit for prolonged periods of time; light lifting and carrying up to 25 pounds; bending, stooping, kneeling; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

## **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*