



Civil Service Commission Agenda

Commissioners: Chair Jeff Piecewicz, Pauline Thomas, Callius Zaratkiewicz

Regularly Scheduled Meeting
February 24, 2021
5:30 p.m.
Remote Meeting

DUE TO COVID-19 AND HEALTH SAFETY REQUIREMENTS, AND BY
ORDER OF THE GOVERNOR
THIS IS A REMOTE MEETING

You can access the meeting by calling
1-888-475-4499 or 1-877-853-5257
and enter Meeting ID: 814 6517 1011

| <u>Item</u> | <u>Description</u> | <u>Action</u> | <u>Speaker</u> | <u>Time</u> |
|-------------|---|---------------|-----------------|-------------|
| 1. | Call to order | | Chair Piecewicz | 1 |
| 2. | Roll Call | | Chair Piecewicz | 1 |
| 3. | Changes to the Agenda | | Chair Piecewicz | 1 |
| 4. | Approval of the Minutes from the January 27, 2021 regularly scheduled meeting. | YES | Chair Piecewicz | 1 |
| 5. | Consent Items to Accept | YES | Chair Piecewicz | 1 |
| | A. Letter dated January 28, 2021 from Chief Padilla to Ofr. Derek Lind notifying him that he successfully completed his probationary period and is appointed to regular employment status effective January 28, 2021. | | | |
| | B. Letter from Ofr. Jason Windham resigning from the department. | | | |
| | C. Memo dated February 4, 2021 from Chief Padilla accepting the resignation of Jason Windham effective February 4, 2021. | | | |
| | D. Memo dated February 19, 2021 from Chief Examiner Winecka with eligibility list removals through January 21, 2021. | | | |

Unless otherwise noted, the Civil Service Commission meets at 5:30 p.m. the 4th Wednesday of each month at City Hall, Council Chamber West, 220 West Gowe St., Kent, WA 98032.

For additional information please contact Natalie Winecka at 253-856-5282.

Any person requiring a disability accommodation should contact the City Clerk's Office at 253-856-5725 in advance. For TDD relay service call Washington Telecommunications Relay Service at 7-1-1.



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|----|---------------------------|--|-----------------|---|
| 6. | Items to Approve | YES | Chair Piecewicz | 1 |
| | A. | Continuous Testing Eligibility List for Entry Level Police Officer that was established on February 2, 2021. | | |
| | B. | Reinstatement list for the rank of Police Officer that was established on February 19, 2021. | | |
| 7. | Action Items | YES | Chair Piecewicz | 1 |
| | A. | Letter from Sam Steiner requesting reinstatement to the rank of Police Officer. | | |
| | B. | Memo dated February 9, 2021 from Chief Padilla supporting the reinstatement of Ofr. Sam Steiner. | | |
| | C. | Memo dated February 9, 2021 from Chief Padilla requesting to test for Parking Enforcement Assistant and that the following process and weights be applied: -Written Exam: 70% passing score required; weight of 30% -Oral Board: 70% passing score required; weight of 70% -Background: Pass/Fail -Polygraph: Pass/Fail | | |
| | D. | Memo dated February 18, 2021 from Chief Padilla requesting to test for the rank of Sergeant and that the following process and weights be applied: -Written Exam: 70% passing score required; weight of 20% The top 12, including ties, would move on to the WPR -Work Performance Rating (WPR): no passing score; weight of 50% -Assessment Center: minimum passing score of 60% required; weight of 30%. | | |
| 8. | For the Good of the Order | | Chair Piecewicz | 1 |
| 9. | Adjournment | YES | Chair Piecewicz | 1 |

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Approval Pending

Date: January 27, 2021

Time: 5:30 p.m.

Place: This meeting was held remotely via Zoom

Attending: Jeff Piecewicz- Chair; Pauline Thomas, Commissioner; Callius Zaratkiewicz, Commissioner; Natalie Winecka, Secretary/Chief Examiner

Agenda:

1. Call to Order

Chair Piecewicz called the meeting to order at 5:30 PM

2. Roll Call

All Commissioners were present.

3. Changes to the Agenda

There were no changes to the agenda.

4. Approval of the Minutes

Commissioner Zaratkiewicz made a motion to approve the minutes from the December 16, 2020 Civil Service Commission meeting. Motion was seconded by Commissioner Thomas; motion passed 3-0.

5. Consent Items to Accept

- A. Letter dated December 22, 2020 from Chief Padilla to Adam Tanvas congratulating him on being hired as a Probationary Lateral Police Officer effective February 1, 2021.
- B. Letter dated January 1, 2021 from Chief Padilla notifying Corrections Officer Natalie Zieber that she successfully completed the probationary period and is appointed to regular employment status a Corrections Officer effective January 1, 2021.
- C. Memo dated January 19, 2021 from Chief Padilla notifying the Commission that the probationary period is being extended for Ofr. Doug Hicks to May 16, 2021.
- D. Memo dated January 21, 2021 from Chief Examiner Winecka with eligibility list removals through January 21, 2021.

There being no questions, Chair Piecewicz made a motion to accept consent items A-D. Commissioner Zaratkiewicz seconded the motion; motion passed 3-0.

Approval Pending

6. Items to Approve

- A. Continuous Testing Eligibility List for Entry Level Police Officer that was established on January 4, 2021.
- B. Eligibility list for Records Specialist that was established on January 19, 2021.

There being no questions, Commissioner Zaratkiewicz made a motion to approve items A and B. Commissioner Thomas seconded the motion; motion passed 3-0.

7. Action Items

- A. Request for reinstatement to the Continuous Testing Eligibility List for Entry Level Police Officer by Nicholas Shaina.

Chief Examiner Winecka explained that Nicholas Shaina had previously been on the eligibility list for Entry Level Police Officer and that he requested to be removed. The department finds no issue with him requesting reinstatement and, if approved, his remaining time on the list would be adjusted to account for time he had previously been eligible.

There being no additional questions, Chair Piecewicz made a motion to approve the reinstatement. Commissioner Thomas seconded the motion; motion passed 3-0.

8. For the Good of the Order

9. Adjournment

Chair Piecewicz made a motion to adjourn. Commissioner Zaratkiewicz seconded the motion; motion passed 3-0. Meeting was adjourned at 5:35 PM.

Natalie Winecka
Civil Service Chief Examiner
January 27, 2021



POLICE ADMINISTRATION

Rafael R. Padilla
Chief of Police
220 4th Avenue South
Kent, WA 98032
Fax: 253-856-6802

PHONE: 253-856-5800

January 28, 2021

Officer Derek Lind
Kent Police Department
220 4th Avenue South
Kent, Washington 98032

Dear Officer Lind,

I am pleased to notify you that on January 28, 2021, you successfully completed the twelve (12) month probationary period for the position of Police Officer as required by the Kent Civil Service Rules, and are hereby appointed to regular employment status as a Police Officer for the Kent Police Department.

Congratulations on your achievement and best wishes for your future success.

Sincerely,

A handwritten signature in cursive script that reads "Rafael Padilla".

Rafael Padilla
Chief of Police

cc: Civil Service Commission
Human Resources

Chief Padilla,

I regret to inform you that I am resigning from my position with Kent Police Department effective immediately.

Thank you for the opportunities that have been afforded to me.

Best wishes to you and the department.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason Windham", written in a cursive style.

Jason Windham



POLICE DEPARTMENT
Rafael Padilla, Chief of Police
220 Fourth Ave S
Kent, WA 98032
253-856-5800

Memorandum

DATE: February 4, 2021
TO: Civil Service Commission
FROM: Rafael Padilla, Chief of Police *RMP*
RE: Notice of Resignation, Rule 13.02

I have accepted Officer Jason Windham's memo announcing his resignation from the Kent Police Department. Jason's last day of work with the department will be February 4, 2021.

We wish him well in his future endeavors.



CITY OF KENT
HUMAN RESOURCES
400 West Gowe
Kent, WA 98032
Fax: 253-856-6270

PHONE: 253-856-5270

Memo

To: Civil Service Commissioners
From: Natalie Winecka, Secretary/Chief Examiner
CC: Rafael Padilla, Chief of Police
Date: February 19, 2021
Re: Eligibility Removals through February 19, 2021

Please find below a detailed list of those candidates that have been removed from various eligibility lists through the date of February 19, 2021:

Continuous Testing Eligibility List for Entry Level Police Officer dated January 4, 2021:

| Name: | Reason: | Effective Date: |
|------------------|--------------------------|------------------|
| Andrew Sas | Failed Background | January 27, 2021 |
| Hannah Holmes | Failure to Respond | January 27, 2021 |
| Jacob Hendricks | Failed Chief's Interview | February 2, 2021 |
| Caleb Phillips | Failed Chief's Interview | February 2, 2021 |
| Andrew Thomas | Withdrew | February 2, 2021 |
| Joel Lotse Tesse | Expired Score | February 2, 2021 |
| Kyle Payne | Expired Score | February 2, 2021 |
| Corey Swift, Jr. | Expired Score | February 2, 2021 |

Continuous Testing Eligibility List for Entry Level Police Officer dated February 2, 2021:

| Name: | Reason: | Effective Date: |
|-------------------------|--------------------|-------------------|
| Nicholas Shaina | Failed Background | February 16, 2021 |
| Carlos Belloso | Failure to Respond | February 16, 2021 |
| Isabel Gonzalez-Ramirez | Failure to Respond | February 16, 2021 |

| Name: | Reason: | Effective Date: |
|----------------|--------------------|-------------------|
| Tach He | Failure to Respond | February 16, 2021 |
| Jalen Nellum | Failure to Respond | February 16, 2021 |
| Sean Rigney | Withdrew | February 16, 2021 |
| Breanna Status | Withdrew | February 16, 2021 |
| Joshua Yi | Withdrew | February 16, 2021 |

Continuous Testing Eligibility List for Experienced/Lateral Police Officer dated December 10, 2020:

| Name: | Reason: | Effective Date: |
|----------------|--------------------|-------------------|
| Matthew Struck | Failed Background | February 16, 2021 |
| Peter Yi | Failure to Respond | January 27, 2021 |
| Britt Kelly | Withdrew | January 27, 2021 |
| Cassandra Ward | Withdrew | January 27, 2021 |



CIVIL SERVICE/RECRUITMENT DIVISION

Natalie Winecka
Civil Service Chief Examiner
400 West Gowe
Kent, WA 98032
Fax: 253-856-6270

OFFICE: 253-856-5282

CIVIL SERVICE COMMISSION

List established: February 2, 2021

TO: THE CIVIL SERVICE COMMISSION

The following names represent the **Continuous Testing Eligibility List** for the position of **Entry Level Police Officer** in the Kent Police Department:

| | | |
|--------------------------|--------------|----------|
| Codie Mendenhall | (02/02/2021) | 1 (tie) |
| Joshua Yi | (01/04/2021) | 1 (tie) |
| Michael Wells | (02/02/2021) | 3 |
| Dawnnie Fuentes | (12/02/2020) | 4 |
| Luis Castro | (12/02/2020) | 5 |
| Nicholas Lontz | (01/04/2021) | 6 |
| Nicholas Shaina | (10/19/2021) | 7 |
| Sydney Titus-Boardingham | (12/02/2020) | 8 |
| Luke Alger | (12/02/2020) | 9 |
| Jacob Yarnell | (02/02/2021) | 10 |
| Jeb Bell | (02/02/2021) | 11 |
| Breanna Straus | (12/01/2020) | 12 |
| Stephanie Chou | (02/02/2021) | 13 |
| Luis Chavez | (12/01/2020) | 14 |
| Jacob Kerwood | (01/04/2021) | 15 |
| Brady Bristow | (02/02/2021) | 16 |
| Hamidou Diane | (01/04/2021) | 17 |
| Guadalupe Pelayo | (02/02/2021) | 18 |
| Thayson Galvao | (02/02/2021) | 19 |
| Clayton Stultz | (01/04/2021) | 20 |
| Sydney Screws | (12/01/2020) | 21 |
| Steve Munoz Meza | (02/02/2021) | 22 |
| Steven Accomando | (01/04/2021) | 23 |
| Seth Worthen | (01/04/2021) | 24 |
| Joshua Fredrickson | (10/02/2020) | 25 |
| Benjamin Mitchell | (02/02/2021) | 26 |
| Steven Ricotta | (02/02/2021) | 27 |
| Chad Regal | (02/02/2021) | 28 |
| Isabel Gonzalez-Ramirez | (10/11/2020) | 29 |
| Zach He | (12/01/2020) | 30 |
| Taylor Pratt | (01/04/2021) | 31 |
| Kayleigh Mallory | (02/02/2021) | 32 |
| Joshua Allison | (07/05/2020) | 33 |
| Jonathon Valdovinos | (10/11/2020) | 34 (tie) |
| Devante Woods | (08/19/2020) | 34 (tie) |

KentW

● Mayor Dana Ralph

| | | |
|---------------------------|--------------|----------|
| Jalen Nellum | (10/11/2020) | 36 |
| Laine McCann | (01/04/2021) | 37 (tie) |
| Sean Rigney | (08/19/2020) | 37 (tie) |
| Carlos Belloso | (08/19/2020) | 39 |
| Connor Engebretson | (12/01/2020) | 40 |
| Caleb Scoon | (10/02/2020) | 41 |
| Taufic El hajari al agari | (12/01/2020) | 42 |
| Tecolote Torres | (08/19/2020) | 43 |
| Josette Lake | (12/01/2020) | 44 |
| Elijah Johnson | (12/01/2020) | 45 |
| Kyle Boehmer | (10/11/2020) | 46 |
| Huberman Alclean | (02/02/2021) | 47 |
| Javion Adams | (08/19/2020) | 48 |

I hereby certify that this list was legally prepared and represents the relative rating of the names appearing thereon.

Natalie D. Winecka
Secretary & Chief Examiner

Jeff Piecewicz
Chair

Pauline Thomas
Commissioner

Callius Zaratkiewicz
Commissioner



CIVIL SERVICE/RECRUITMENT DIVISION

Natalie Winecka
Civil Service Chief Examiner
400 West Gowe
Kent, WA 98032
Fax: 253-856-6270

OFFICE: 253-856-5282

CIVIL SERVICE COMMISSION

List established: February 19, 2021
Expiry date of list: February 19, 2023

TO: THE CIVIL SERVICE COMMISSION

The following names represent the **Reinstatement Eligibility List** for the position of **Police Officer** in the Kent Police Department:

Sam Steiner 1

I hereby certify that this list was legally prepared and represents the relative rating of the names appearing thereon.

Natalie D. Winecka
Secretary & Chief Examiner

Jeff Piecewicz
Chair

Pauline Thomas
Commissioner

Callius Zaratkiewicz
Commissioner

Chief Padilla,

I am writing to formally request to apply to be rehired by the Kent Police Department. A number of unforeseen circumstances has made it clear that continuing my career at KPD is what's best for my family and me. I greatly enjoyed my time in Kent and I would be honored to be able to come back.

I really appreciate your consideration.

Sincerely,

Sam Steiner

SLsteiner88@gmail.com

206-300-3750



**KENT
POLICE**
SERVICE - PROFESSIONALISM - INTEGRITY

POLICE ADMINISTRATION

Rafael Padilla
Chief of Police
220 Fourth Ave S
Kent, WA 98032
253-856-5800

MEMO

DATE: February 9, 2021
TO: Civil Service Commission
FROM: Chief Padilla *Rafael P.*
RE: Civil Service Rule 10.02, Request for Reinstatement

Former Kent Police Officer Samuel Steiner resigned in good standing in October 2020. He has provided the attached written request for reinstatement to his previously held position of Police Officer. Civil Service Rule 10.02 states:

10.02 Establishment of a Reinstatement List

The Commission shall establish and maintain reinstatement lists as follows:

- b. Within 24 months from the date of resignation or retirement, a former employee who resigned or retired from City employment in good standing may request that his or her name be placed on a reinstatement list for the position held at the time of resignation or retirement. The request must be supported by a written recommendation of the former employing department and approved by the Commission.

I support Mr. Steiner's request, and respectfully ask that the Commission approve his placement on the Reinstatement Eligibility List.



POLICE ADMINISTRATION

Rafael Padilla
Chief of Police
220 Fourth Ave S
Kent, WA 98032
253-856-5800

MEMO

DATE: February 9, 2021
TO: Civil Service Commission
FROM: Chief Padilla *RHP*
RE: Civil Service Rule 9.01, Request to test for Parking Enforcement Assistant

We request authorization to conduct testing for the position of Parking Enforcement Assistant at the Civil Service Examiner's earliest convenience, and that the following weights be applied to this testing process:

- Written: 30% (70% passing score required)
- Oral Board: 70% (70% passing score required)
- Polygraph: Pass/Fail
- Background: Pass/Fail

The department requests up to the top 21 applicants from the written test move on to the oral board process.



POLICE DEPARTMENT
Rafael Padilla
Chief of Police
220 Fourth Ave S
Kent, WA 98032
253-856-5800

Memorandum

DATE: February 18, 2021
TO: Civil Service Commission
FROM: Jarod Kasner, Assistant Chief of Police
RE: Request for promotional test, Rule 9.01 (a) - Sergeant

I am requesting authorization to conduct a promotional test for Police Sergeant through Public Safety Testing, tentatively scheduled for May 2021.

Examination will consist of multiple components. The first will be a written examination which will account for 20% of the overall testing score. A minimum score of 70% is required to pass. The top twelve (12), including ties, from the passing score of the written exam will move on to the final two components.

The second component will be a WPR which will account for 50% of the overall testing score. There will be no minimum core percentage to pass the second component.

The final component will include an assessment center of four exercises. Candidates will be evaluated in the following dimensions that will be equally weighted: oral communications, interpersonal insight, problem analysis, judgment, decisiveness, planning & organization, and delegation & control. The combined scores from the four assessment center exercises require a minimum score of 60% to pass the final component. This final component will account for 30% of the overall testing score.