

DOUGLAS COUNTY  
CIVIL SERVICE COMMISSION

100 19<sup>th</sup> ST NW  
East Wenatchee, WA 98802  
509.884.6965



**DOUGLAS COUNTY CIVIL SERVICE COMMISSION MEETING**  
**140 19<sup>th</sup> ST NW EAST WENATCHEE, WA 98802**  
**DOUGLAS COUNTY TRANSPORTATION & LAND SERVICES BLDG ~ HEARING ROOM**

**November 15, 2023 ~ 10:00 am ~ AGENDA**

**Call to Order:**

**Roll Call:**

**Agenda Approval:**

**Public Comment on Agenda items:**

**Minutes Approval:** Approval of the October 4, 2023 Special Meeting Minutes

**Old Business:**

- I. Entry level oral board discussion and update
- II. Participation in a local PST, Inc. testing site

**New Business:**

- I. Certify Pay: see attached New Hire Notification for pay information, rank & effective date: Field Deputy – Gary Amaral
- II. Discuss PST, Inc. request to change PAT Rule, see below for explanations

**Correspondence:**

- I. There have been six Entry Level Test results from PST, Inc. since our last meeting
- II. I have received three Lateral applications

**Voucher Approval:** As submitted: November, 2023 payroll voucher, PST, Inc QT 2 and QT 3, 2023 voucher, reimbursement voucher from 9.28.23 oral board

**Adjournment:**

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**ACTION REQUESTED: Law Enforcement & Corrections Physical Ability Test (PAT) Rule Amendment Proposal.** (View at **15:20** in the meeting recording). This topic was discussed during the business meeting and a poll question (vote) was introduced to participants. The poll response favored a “Yes” to the rule change, however, it was not the super-majority that we strive for. In addition, representatives from the same agency voted both YES and NO. Given these circumstances, we are introducing the topic and the vote to the entire membership:

- a. Our current rules require that a PAT for Law Enforcement and/or Corrections must occur within 90 days (3 months) of the candidate’s written examination for those scores to be sent to departments that require both a passing written exam and PAT.
- b. The same rule for Firefighter candidates is 180 days, or 6 months.
- c. The LEO/CO 90-day rule was discussed at a previous business meeting (~2015 in Yakima) and set at 90 days. The discussion at that time revolved around departments wanting a “fresh” PAT, especially since the basic academies had a Day #1 initial screening PAT test that often determined whether the new hire was allowed to attend the academy.
- d. During this year’s Civil Service Conference, we learned from the CJTC Director that the initial PAT test is no longer conducted, and apparently, no PAT tests are conducted as part of the basic academy attendance. What is currently required is that the employing agency [certify that the candidate has met the CJTC PAT standards](#). You’ll see on that form the following notation: *“Results are only valid for 45 days from date of testing”*.
- e. We also learned from the CJTC Director that the current wait times for the Basic Law Enforcement Academy (BLEA) is about 6 months and for the Basic Corrections Officer Academy is approximately 12 months.
- f. Given this wait time, many departments are hiring their candidates months before their academy start date and during this time include fitness training and periodic assessments. Based on these assessments, the department submits the PAT certification to the CJTC just before attendance.
- g. Related to this issue is another PST rule that requires a minimum of 90 days between written examinations, regardless of whether the candidate passes or fails (we rotate versions of the exams every ~90 days). For those candidates who complete their written exam and PAT on the same day, as many do, this rule then requires a candidate to complete both the written & PAT the next time they take a written exam.
- h. Lastly, candidates who tested in the previous six months may send their scores to any new PST subscribing agencies or when new positions/vacancies are posted by your department (see discussion at **1:14:40** in the meeting recording). Given this, agencies are already currently receiving PAT scores that are more than 90 days old.

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- i. RECOMMENDATION: We recommend modifying the current 90-day rule to 180-days – a “Yes” vote.
- PROS: This rule change would provide consistency between categories (LEO/CO & Fire) and other rules (6-month look back for new agencies/positions). This change also takes into consideration how CJTC currently views the PAT compared to when the original rule was implemented and that agencies must still certify PAT results (most likely having to administer the PAT themselves) just before academy attendance. Lastly, we also feel this may increase the number of scores sent to departments sooner because a candidate who had completed a PAT, for example, 4 months before their written exam would not have to do another PAT before their scores were sent.
  - CONS: For a PST-administered PAT, the results may not be as “fresh” as they are currently in some, but not all, cases.