



Regular Meeting Notice/Agenda

The Civil Service Commission

9:30 AM – March 17, 2026

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on March 17, 2026, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, March 16, 2026) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 10th day of March 2026.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Debbie DeCorde at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Amended Agenda

Regular Meeting of the Civil Service Commission

9:30 AM – March 17, 2026

City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201

1. CALL TO ORDER/ROLL CALL
2. APPROVAL OF MINUTES
 - a. January 20, 2026, Minutes (pg. 3)
3. CHIEF EXAMINER UPDATE
4. NEW BUSINESS
 - a. Classification Actions (pg. 4)
 - i. Resolution 2026-01: Fire Information Specialist (pg. 5)
 - ii. Resolution 2026-02: Risk Management Analyst (pg. 8)
 - b. 2025 Annual Report Presentation (pg. 11)
 - c. Order Setting Hearing Re: Commission Authority Over Appeal (pg. 40)
5. OTHER BUSINESS
6. ADJOURN

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



Minutes

Regular Meeting of the Civil Service Commission

January 20, 2026

1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present except Commissioner Lindsey who had an excused absence.

2. APPROVAL OF MINUTES

- a. November 18, 2025, Minutes

MOTION: Motion to approve.

Hult/Stratton: Motion passed unanimously

3. CHIEF EXAMINER UPDATE

Chief Examiner Myers gave updates on Civil Service.

- a. Civil Service continues to be busy entering into 2026.
- b. Commissioner Stratton inquired about the 2025 layoffs. It was discussed that a total of 9 employees were laid off on December 21, 2025, out of a projected 16 employees.

4. NEW BUSINESS

- a. 2026 Plan Overview Presentation – Senior Merit System Analyst, Bryan Sullivan
- b. Marketing Update Presentation – Marketing Coordinator, Paxton Powell

5. OTHER BUSINESS

6. ADJOURN

MOTION: So moved.

Stratton/Hult: Motion passed unanimously

Meeting adjourned at 9:59 am.

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



Item 4A – Resolution 2026-01 & 2026-02 – Classification Actions

Background

This month we present two new job classifications for adoption.

The first classification: A new fire information specialist role which had been utilizing the existing Public Information Coordinator job classification, but the role has expanded, and a new classification was required to capture the preponderance of work.

The second classification: The Finance Department requested the new classification of Risk Management Analyst, which will fill the ongoing need for specialized risk assessment and mitigation focused on City insurance requirements and policies covering citywide work and contracting.

The affected departments and M&P Association concur with the classification specifications as presented here.

SPN Title

060 Fire Information Specialist

121 Risk Management Analyst

Recommendation

Staff recommends adoption of classification resolutions **2026-01 and 2026-02**

Attachments:

SPN 060 – Fire Information Specialist

SPN 121 – Risk Management Analyst

FIRE INFORMATION SPECIALIST

SPN: 060

Bargaining Unit: M&P-B

Effective Date: TBD

Class Summary

Disseminate news and information to the public, media, and internal city personnel for the Spokane Fire Department. Develops communication strategies, ensuring consistent and accurate messaging, and serving as the primary spokesperson for the organization during routine and emergency situations. Performs after action investigative work of fire tactics, practices, and methods. Duties are varied and employee analyzes facts to determine the proper course of action within departmental policy. Must be familiar with federal, state, and local policies, laws and regulations relating to assigned duties. Employee has extensive contact with internal fire personnel, members of the community, news media, and federal, state, and local agencies. Duties may include some evening, weekend, and/or holiday work.

Class Characteristics

This is a professional level classification. Work requires independence, initiative, and discretion within established guidelines. This position represents the department with the media and community. Facilitates communication with after action reports and information between senior management and staff. Inattention, carelessness or lack of judgment or prudence in the performance of regular duties may cause embarrassment to the City. Duties are light in nature may include some nights and weekends.

Supervision Received and Exercised

Employee plans and arranges own work under general direction following established procedures using own judgment as to specific methods; plans and arranges own work referring only unusual cases to the supervisor. Employee trains, leads, and coordinates photography volunteers. Employee may serve as lead of assigned projects.

Examples of Job Functions

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Plans, develops, and implements communication and outreach strategies to inform the public and media about departmental programs, policies, and activities. This includes creating and distributing press releases, managing social media content, and maintaining official websites and publications with up-to-date information. Responds promptly to media inquiries, serves as a spokesperson, and coordinates messaging to ensure clarity and consistency.
- In emergency or critical incident situations, coordinates crisis communications, providing timely and accurate information to build public trust and manage community relations. Works closely with emergency management teams and other agencies to facilitate public engagement and information dissemination.
- Responds to incident calls that are significant during work hours and after hours as available, to obtain photos/videos.

- Fosters and maintains positive relationships with local media outlets, community organizations, and government entities. Conducts media training for department personnel, prepare speeches, talking points, and informational materials, and represent the agency at public events.
- Utilizes fire tactic knowledge to create after action reviews to include obtaining photos/video of incidents, obtaining dispatch and communications from the incident, interviewing involved fire staff, consulting with investigators, deciding what needs to be included, and coordinating with A/V personnel for production.
- Monitors the effectiveness of messaging campaigns and maintains records of media contacts and outreach activities.
- Uses analytics and digital metrics/evaluation tools to identify and assess trends, challenges, and opportunities.
- Creates monthly informational show covering topics from the Fire Chief.
- Compiles data and produces the annual report.
- Leads the volunteer photographer program.

Competencies

Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.

- **Accountability:** Ability to hold oneself and others accountable for measurable, timely, and cost-effective results. Accepts responsibility for actions and decisions. Works well under pressure and handles emergency situations effectively.
- **Attention to Detail:** Is thorough when performing work and attending to detail.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts including staff, department supervisors, elected and appointed officials, regulatory agencies, and outside contractors and vendors. Handles sensitive and stressful situations with tact and composure.
- **Leadership:** Influences, motivates, and challenges others; adapts communication styles to a variety of situations.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work.
- **Oral Communication:** Makes clear and concise statements to individuals or groups; actively listens to others and responds appropriately. Communicates complex concepts using non-technical terms for diverse audiences.
- **Organizational Awareness:** Knows the organization's mission and functions. Ensures all work is performed in compliance with rules, regulations and policies.
- **Reasoning:** Analyzes and interprets information and makes appropriate connections or draws accurate conclusions. Utilizes insight into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable. Identifies problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; and makes recommendations and decisions. Extended periods of concentration are required.
- **Written Communication:** Recognizes and uses correct English grammar, punctuation, and spelling. Prepares accurate written records appropriate for the intended purpose and audience.

Typical Equipment Used

- Digital media tools
- Content management systems
- Public relations software
- Video and camera equipment
- General office equipment

Physical Demands

While performing the essential functions of the job, the incumbent is regularly required to walk, stand, bend, and sit; use hands to operate a keyboard, grasp, handle, or feel objects; reach with hands and arms above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push, and pull objects up to 20 pounds.

Work Environment

Work is primarily performed in a normal office environment with moderate noise levels and controlled temperature conditions. When occasionally attending calls, work may be outdoors with exposure to loud noise levels, extreme temperatures, and hazardous or toxic substances or fumes. Duties may include some evening, weekend, and/or holiday work.

Minimum Qualifications

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

- **Education:** Bachelor’s degree from an accredited four-year college or university in communications, public relations, marketing, journalism, or related field.
- **Experience:** Two years in the implementation of community outreach, public relations, public information, or related programs for a fire agency.

Licenses and Certifications:

- Applicants must possess a valid driver’s license or otherwise demonstrate ability to get to and from multiple work locations as required.

Appendix

- Pay Range: Click or tap here to enter text.
- EEO-4: Choose an item.
- SOC: Click or tap here to enter text.
- Spec Adopted: Click or tap here to enter text.
- Spec Reviewed: Click or tap here to enter text.
- Spec Revised: Click or tap here to enter text.

RISK MANAGEMENT ANALYST

SPN: 121

Bargaining Unit: M&P-B

Effective Date: TBD

Class Summary

Performs responsible work in risk management with the goal of protecting the City from liability losses, supporting preservation of assets, and ensuring continuity of operations. Identifies, evaluates, and mitigates risks associated with property damage, liability claims, and contractual obligations. Updates, develops, and administers risk management policies, oversees insurance programs, analyzes loss data, ensures regulatory and contractual compliance, and provides expert advisory services to departments, leadership, and external partners.

Class Characteristics

This is a specialized professional classification which exercises considerable discretion and independent judgment in performing analytical functions. Work requires diligent action to successfully manage risk and ensure citywide compliance with programs. Incumbent is responsible for establishing objectives, timelines, and methods; lack of judgment in performance of duties could result in significant financial losses. Work is typically reviewed by results attained.

Supervision Received and Exercised

Works independently under general managerial direction. Incumbent serves as an advisor and collaborator with other City departments. May supervise Risk Management support staff.

Examples of Job Functions

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Identifies, assesses, and analyzes municipal risks and exposure to potential losses; develops, implements, and maintains comprehensive risk management policies, procedures, and internal controls.
- Administers the City's insurance programs, including property, liability, automobile, and specialty coverages. Serves as liaison between the City and insurers, and primary risk management contact for City departments.
- Responsible for insurance acquisition, renewals, coverage evaluations, and cancellations. Creates specs for the quoting process. Engages in negotiations with the insurance broker as required.
- Develops and manages the Cost of Risk Allocation (CORA) budget, using experiences and exposures to determine coverage and premium recommendations, and to establish distribution of costs among City departments. Prepares presentations for the budget committee process.
- Monitors and analyzes loss trends, claims data, and exposure reports; prepares statistical reports and provides recommendations to reduce losses and control costs.
- Develops appropriate contract language and establishes minimum insurance requirements for all City contracts based on risk exposure, ensuring proper risk transfer.
- Reviews new and existing contracts with external vendors to evaluate insurance and liability provisions, ensuring coverage requirements align with the City's risk management standards and minimize exposure.

- Reviews, audits, and adjusts contracts, agreements, and certificates of insurance to address risk exposure, ensure proper language, and monitor compliance with negotiated requirements.
- Maintains current knowledge of the insurance and risk management fields, and ensures municipal compliance with applicable laws, regulations, industry standards, and risk-related best practices.
- Advises departments and executive leadership on risk mitigation strategies, insurance coverages, and liability prevention.
- Develops and delivers information and training related to risk awareness, loss prevention, and contractual compliance.
- Performs related work as required.

Competencies

Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.

- **Attention to Detail:** Skill in ensuring that information is complete and accurate.
- **Compliance:** Ability to assesses, evaluate, and monitor procedures for compliance with laws, regulations, guidance, and standards.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems proficiently to accomplish work.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions.
- **Discretion:** Maintains the confidentiality of sensitive data and information.
- **Insurance:** Knowledge of various types of insurance, insurance regulations and program administration, claims processing, examination, adjudication, and adjustment.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts.
- **Oral Communication:** Makes clear and convincing oral presentations to individuals or groups. Listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness:** Maintains current knowledge of municipal contracts and liability exposures, and applicable federal, state, and local laws and regulations.
- **Organizing Work:** Organizes work, sets priorities, and coordinates with others to accomplish goals. Maintains appropriate records.
- **Reading:** Reads, analyzes, and interprets complex technical information including policies, procedures, legal information, and governmental regulations.
- **Reasoning:** Utilizes critical thinking and logic to analyze and interpret information, make appropriate connections, and draw accurate conclusions.
- **Self-Management:** Sets well-defined and realistic personal goals; displays initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior; functions well under pressure.
- **Teamwork:** Encourages and facilitates cooperation, pride, trust, and group identity; works with others to achieve common goals.
- **Vulnerabilities Assessment:** Knowledge of the principles, methods, and tools for assessing risk/vulnerabilities, and skill in developing and recommending appropriate mitigation countermeasures.
- **Written Communication:** Understands the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Prepares written documents and reports to inform audiences with varying levels of technical knowledge.

Typical Equipment Used

General office equipment, personal computer, and associated software.

Physical Demands

Must possess mobility to work in a standard office setting; ability to use standard office equipment, including a computer; ability to travel to various City facilities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to transport a computer laptop from one work location to another.

Work Environment

Employees primarily work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with others in interpreting and enforcing departmental policies and procedures. Duties may require travel to various City locations for training purposes.

Minimum Qualifications

Open-Entry Requirements:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

- **Education:** Bachelor’s degree in risk management and insurance, business administration, public administration, or a closely related field.
- **Experience:** Two years of work experience in risk management, insurance administration, or a closely related field.

Promotional Requirements:

- **Experience:** Current non-probationary City employees who meet the open-entry requirements may apply on a promotional basis.

Licenses and Certifications:

- A valid driver’s license or evidence of equivalent mobility is required, to be maintained throughout employment.

Appendix

- Pay Range: TBD
- EEO-4: Choose an item.
- SOC: Click or tap here to enter text.
- Spec Adopted: Click or tap here to enter text.
- Spec Reviewed: Click or tap here to enter text.
- Spec Revised: Click or tap here to enter text.



Civil Service
Commission



2025 ANNUAL REPORT



CITY OF
SPOKANE

CIVIL SERVICE
COMMISSION

CIVIL SERVICE COMMISSION



Staff

Kelsey Myers	Chief Examiner	Elizabeth Caverly	Merit System Analyst II
Bryan Sullivan	Senior Merit System Analyst	Caitlin Mackercher	Merit System Analyst II
Jerri Bjork	Merit System Analyst III	Shellee Ives	Administrative Manager
Ken Hoekema	Merit System Analyst III	Morgan Vanderkamp	Office Clerk Specialist
Lisa Olson	Merit System Analyst III	Briana Ruffing	Office Clerk Specialist
Blake Munroe	Merit System Analyst II	Paxton Powell	Marketing Coordinator



Commission Members

Scott Stephens	Chair
Nicole Palmerton	Vice Chair
Craig Hult	
Mark Lindsey	
Karen Stratton	



TABLE OF CONTENTS

	01	2025 at a Glance
	02	Department Overview
	03	Civil Service Commission
	05	Civil Service Workflow
	06	Classification Work
	07	Non-Classified Employees
	10	Employee Movement
	11	Layoffs
	12	Turnover
	14	Recruitment Update
	23	Requisitions & Examinations
	24	Eligible Lists & Timelines
	25	Appeals & Complaints
	26	Progress Report



2025 AT A GLANCE

163

RECRUITMENTS

497

POSITIONS
FILLED

6,782

APPLICATIONS

2,193

TOTAL
EMPLOYEES

144

CLASSIFIED
EMPLOYEE
SEPARATIONS

125

NON-CLASSIFIED
EMPLOYEES

2,068

CLASSIFIED
EMPLOYEES

3,239

ELIGIBLE
CANDIDATES

350

CLASSIFICATIONS



DEPARTMENT OVERVIEW

Mission

The Commission is to provide an efficient, effective, merit-based system of employment ensuring that the most qualified applicants are equitably selected and retained.

Vision

Our well-trained, competent, and professional team will utilize best practices, cost-effective technology, and innovation to provide a merit-based employment system that is recognized for excellence in public service.

Values

Teamwork
Excellence
Service
Transparency
Equal Opportunity
Merit Principles



CIVIL SERVICE COMMISSION

The Spokane Civil Service Commission is an independent body created by the City Charter to administer the portion of the Charter pertaining to Civil Service. By mandate of the citizens of Spokane, the Commission is specifically charged with the responsibility of developing and maintaining a classification plan, a comprehensive recruitment program, and practical selection standards for all classified positions in the municipal government.

It is also responsible for providing procedural rules for administration of classified employment and for resolving any differences which may arise as a result of these rules or the Charter. The Spokane City Charter, Article VI, provides the mandate and authority for the City of Spokane's civil service system.

The Civil Service Commission consists of five members: two nominated by the Mayor and appointed by the City Council, two appointed by the city employee groups, and one appointed by the other four members. The Commission conducts public meetings on the third Tuesday of each month.



Current Commissioners & Terms

Scott Stephens - Chair | Commissioner since January 2015

Civil Service Commission Appointee - Current term ends Dec. 2029

Nicole Palmerton - Vice Chair | Commissioner since April 2021

City Council Appointee - Current term ends Dec. 2028

Craig Hult | Commissioner Since August 2011

City Council Appointee - Current term ends Dec. 2026

Mark Lindsey | Commissioner Since January 2015

Uniformed Employee Groups Appointee - Current term ends Dec. 2026

Karen Stratton | Commissioner Since July 2024

Non-Uniformed Employee Groups Appointee - Current term ends Dec. 2028



Commission Legal Counsel

Margaret Harrington | 2024 - Present

Chief Examiner

Kelsey Myers | May 2021 - Present

Past Commissioners & Terms

Peter Piper | 1961 - 1963

Dr. Robert Southcombe | 1961 - 1964

Verne D. Warren | 1961 - 1964

Robert M. Hardy | 1963 - 1965

John Edgar | 1965

George E. Robey | 1961 - 1965

Thomas F. Meagher | 1961 - 1967

William S. J. May | 1964 - 1970

James E. Borg | 1966 - 1972

Elmer L. Bierly | 1972 - 1973

Jerome C. Kopet | 1967 - 1978

C. Grover Wilson | 1968 - 1978

Arthur M. Hansen | 1965 - 1984

Richard A. Moser | 1973 - 1985

Howard A. King | 1984 - 1986

Howard A. Anderson | 1971 - 1986

Seaton M. Daly, Jr. | 1979 - 1986

Paul P. Nolan | 1987

James E. Bates | 1986 - 1988

Frances N. Scott | 1979 - 1991

Delphine Faison | 1987 - 1992

Barry E. Ryan | 1988 - 1993

John Krall | 1993 - 1995

O'Neil Vinson | 1985 - 1996

Kate Quinn | 1992 - 2000

Ivan Bush | 1997 - 2000

James L. Kirschbaum | 1995 - 2001

Douglas Amsbury | 1987 - 2002

Robert Van Leuven | 2002 - 2006

John M. Maurice | 2002 - 2006

Gerald Saling | 2001 - 2007

Carol Lawton | 2000 - 2010

Ronald Stanley | 2007 - 2010

Jim DeWalt | 2011 - 2014

Cheryl Beckett | 2007 - 2016

Phyllis Gabel | 2008 - 2016

Kathryn Sewell | 2015 - 2017

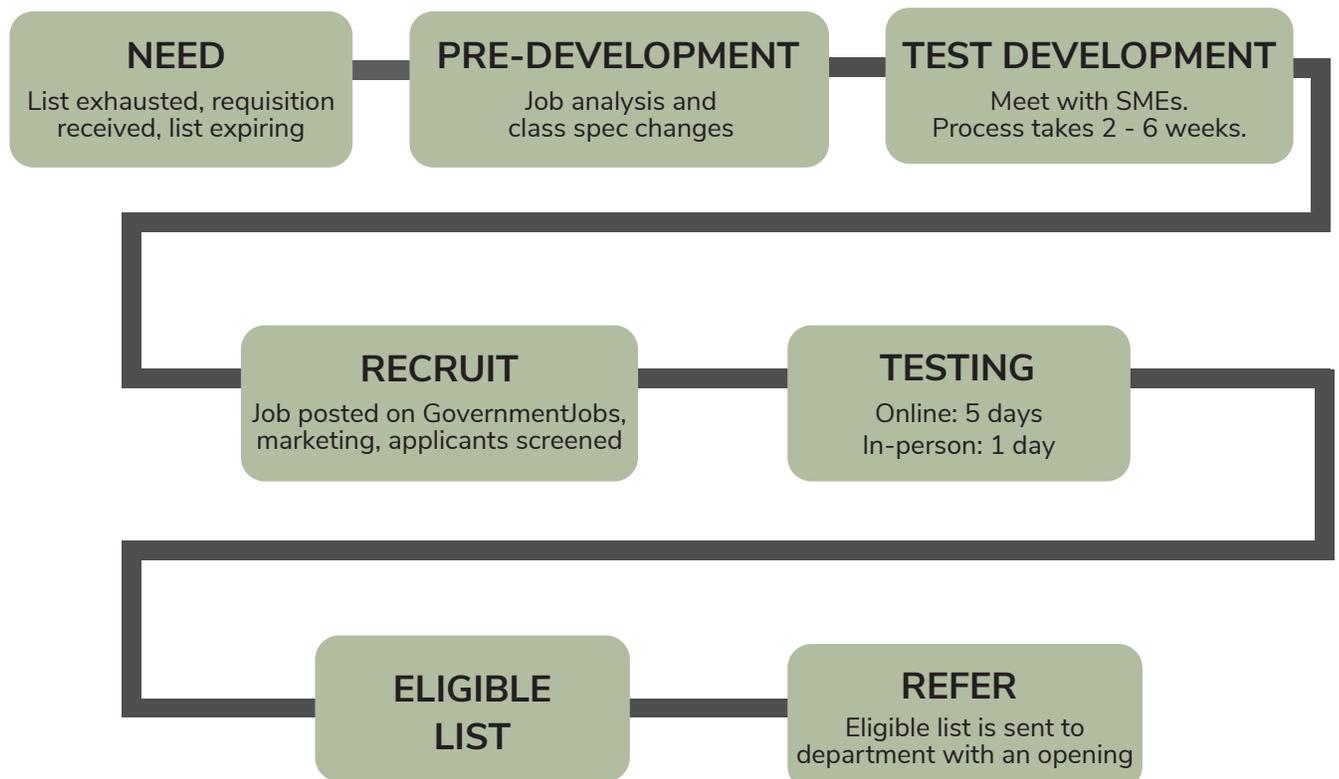
Pam DeCounter | 2017 - 2020

Judith Gilmore | 2016 - 2024



CIVIL SERVICE WORKFLOW

The Civil Service Workflow is a comprehensive process designed to ensure that public sector positions are filled efficiently and effectively. It begins when a need is identified. The next step involves pre-testing development, where analysts conduct a job analysis and make specification changes. Following this, analysts collaborate with Subject Matter Experts (SMEs) assigned by the bargaining unit and management over a period of 2-6 weeks to develop a suitable test. Once the test is ready, we open it for recruitment where the job is posted on governmentjobs.com, marketed, and applications are screened. Qualified applicants proceed to the testing phase, where they take the civil service test within designated online and in-person windows. After testing concludes, tests are scored, veterans' preference points are applied, and applicants are ranked on an eligible list. Lists are then referred to hiring managers that have an opening.



CLASSIFICATION WORK

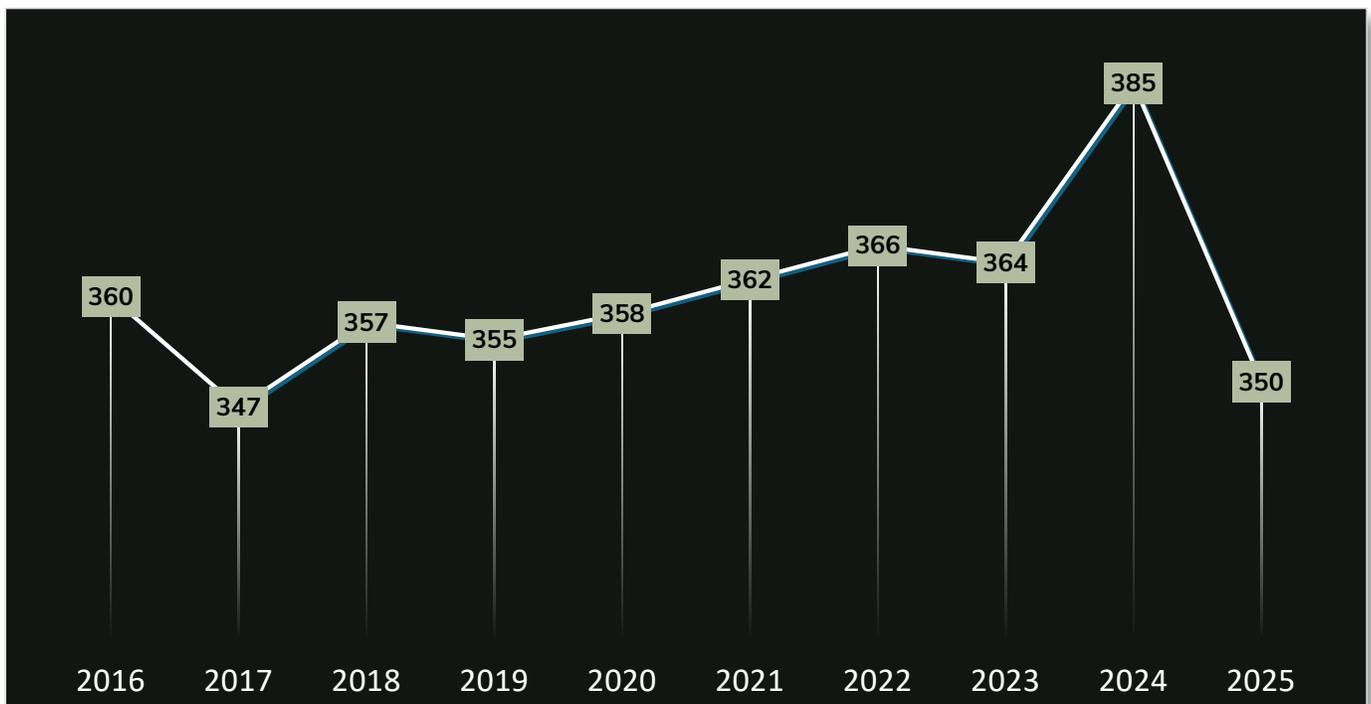
In accordance with the City Charter, the Civil Service Commission is responsible for classifying all City positions except elected, appointed, and temporary/seasonal positions.

An equitable classification plan is imperative for all large, well-established organizations. Position classification looks at the position itself, not the individual employee currently doing the job. This approach enables us to compare positions within the organization and see relationships among different levels of work. We are also able to determine the level of responsibilities, skills, knowledge, and abilities needed for the classifications.

In 2025, nine new classifications were created and 44 were deleted. A major driver of this effort was the IT Classification Study, which streamlined 32 existing IT classifications into 13 classifications that are more aligned with current job duties. The other new classifications varied across departments. Some examples include Grants Writer, Behavioral Health Paramedic, Prosecutor Support Specialist, and Equity and Inclusion Specialist.



Classification Totals



NON-CLASSIFIED EMPLOYEES

Non-classified employees numbered 125 at the end of 2025. This includes elected officials. However, library personnel, temporary/seasonal, and project employees are excluded from this count. On average, the quantity of permanent, non-classified employees has increased steadily over the years. As a percentage of total employees, non-classified has hovered around its historical average, ~5.5%.

* Permanent Non-Classified Employees by Year



* Total Employees by Year



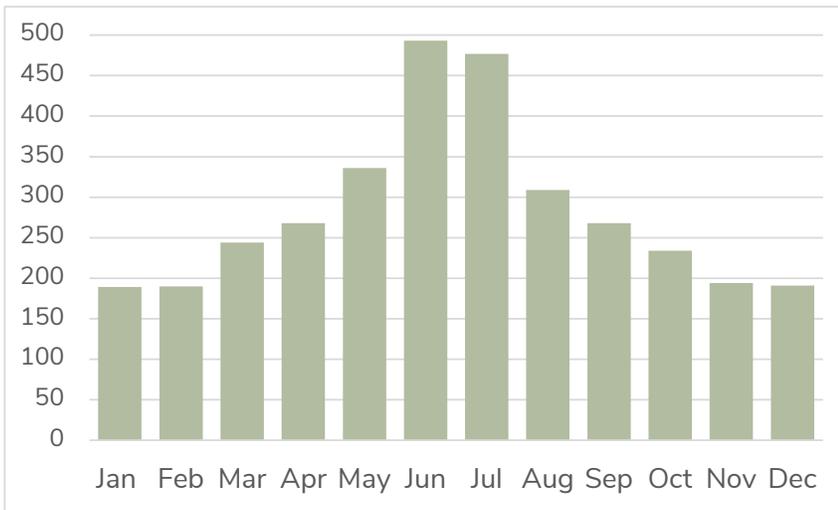
NON-CLASSIFIED EMPLOYEES

Temp/Seasonal

The City also employs temporary/seasonal employees throughout the year. These employees are not classified employees. The concern of the Civil Service Commission is to ensure temporary employees are not being used in lieu of permanent employees for year-round work. It can be useful, then, to look at the fluctuation through the course of a whole year to assess the seasonality.

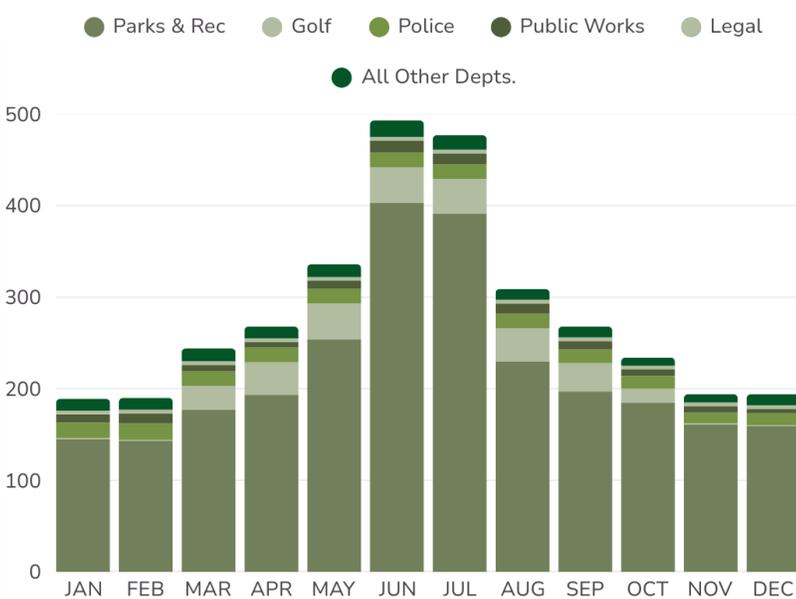
* Total Monthly Temp/Seasonal Employees

total active at month end; all departments except library



June and July see the highest number of temp/seasonal employees, driven by increased outdoor activities for citizens through the Parks Department and the peak of construction season. 2025 saw a larger spike in June than was seen in previous years.

* Monthly Temp/Seasonal by Department



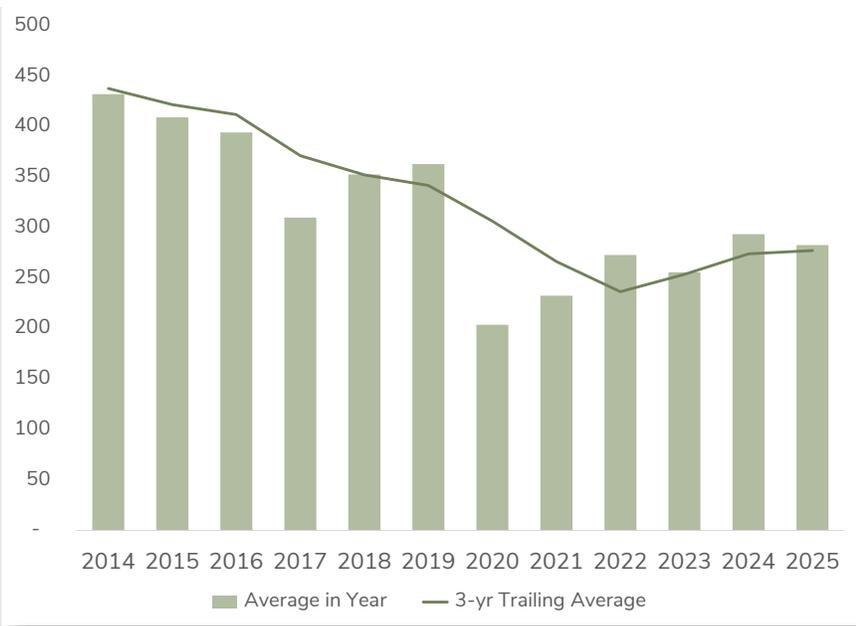
Parks & Recreation, Golf, and Public Works all see a spike in temp/seasonal employees during the summer months, while Police, Legal, and other departments stay more consistent year-round.



NON-CLASSIFIED EMPLOYEES

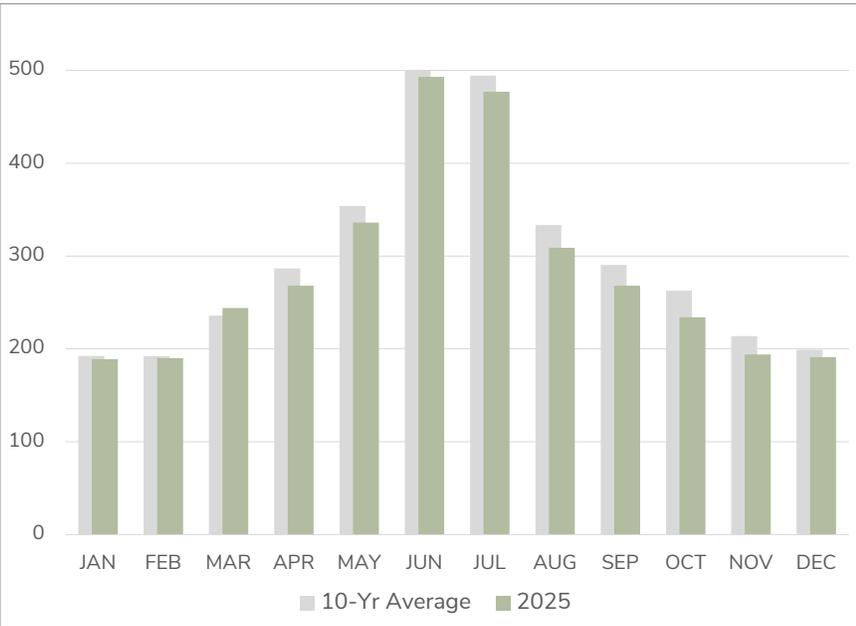
Temp/Seasonal

* Annual Average Temp/Seasonal Employees 2025 compared to 3-year Trailing Average



There was a steady decline in seasonal staffing from 2012 to 2020, with a sharp drop in 2020, due to the pandemic. There has been a gradual recovery in the last 5 years, but has not approached pre-covid temp/seasonal staffing numbers.

* Temp/Seasonal Monthly Comparison 2025 compared to 10-year Averages



2025 staffing levels were consistently below the 10-year average, with the largest gap in October (29 fewer employees). Staffing during the first quarter was more closely aligned with the average.



EMPLOYEE MOVEMENT

In 2025, the City of Spokane saw 437 total internal employee movements, which included reclassifications, promotions, transfers, and advancements. Additionally, 8 classified employees took promotions to non-classified jobs.

Reclassifications occur when an employee's role is adjusted to better reflect their responsibilities or evolving job requirements. These movements may result in a change in pay.

A reclassification is often the result of a classification study or job survey.

Following the March 2024 Merit System Rules changes, all demotions are now classified as transfers. As a result, transfers include both lateral movements to positions with the same maximum salary and downward movements to roles with a lower maximum salary.

159 Competitive Selections

15 from open eligible list
144 from promotional list

46 Transfers

17 Voluntary, Same Pay
17 Voluntary, Less Pay
1 Transfer Return
5 ILOL, Less Pay
2 ILOL, More Pay
4 Involuntary, Less Pay

118 Reclassifications

70 IT Study
25 Engineering Study
16 Police Corporal to Detective
7 From job surveys

114 Other Advancements

57 Service Advancements
17 Certification Advancements
6 Flexible Staffing Advancements
34 Progressive Promotions

*ILOL = *In lieu of layoff*



LAYOFFS

The layoff process is structured to ensure fairness and consistency by preventing hiring managers from selecting individual employees for layoff. When a layoff is required due to budgetary or operational needs, administration identifies the classification to be impacted rather than specific positions. Once a classification is selected, Civil Service provides the department with the position number(s) subject to layoff.

Within a merit system, layoffs include return rights. Employees may move to another position within the City in lieu of layoff (ILOL). Those who transfer under these provisions remain on the layoff list until they are made whole. Employees who are unable to secure another position are placed on a layoff list for three years or until they are made whole, whichever comes first. An employee is made whole when they are rehired to a position in the same classification or higher.

Hiring managers are required to consider and hire eligible individuals on the layoff list before selecting candidates from the open list.

In 2025, the City of Spokane issued 11 layoff notices due to a budget shortfall. Of these 11 people, Civil Service was able to find 6 of those people other positions within the City.

11 Laid Off

- 5 Budgetary
- 3 Medical
- 1 Job Requirements
- 2 Failed Promotional Probation

5 ILOL - Transfer Less Pay

- 4 Budgetary
- 1 Job Survey

1 ILOL - Transfer Same Pay

- 1 Budgetary

1 ILOL - Transfer Same Class

- 1 Budgetary



TURNOVER

Employment turnover rates can reflect an organization's overall health and efficiency. The annual turnover rate among classified City employees has historically hovered around 6%, but it has steadily increased over the past decade. In recent years, the rate peaked as high as 10%. However, the rate fell from 8.2% in 2024 to 7.1% in 2025.

Other interesting data include:

- Net increase in total employees with 188 hires against 144 separations.
- Voluntary resignations outside of probation are down 24% year over year (retirements not included).
- There were 57 retirements in 2025 which is slightly less than the 3-year average of 61 per year.

57 Retirements

32 Voluntary Resignations

35 Separated During Probation

11 Layoffs

8 Moved to Exempt Position

1 Deaths

0 Discharges

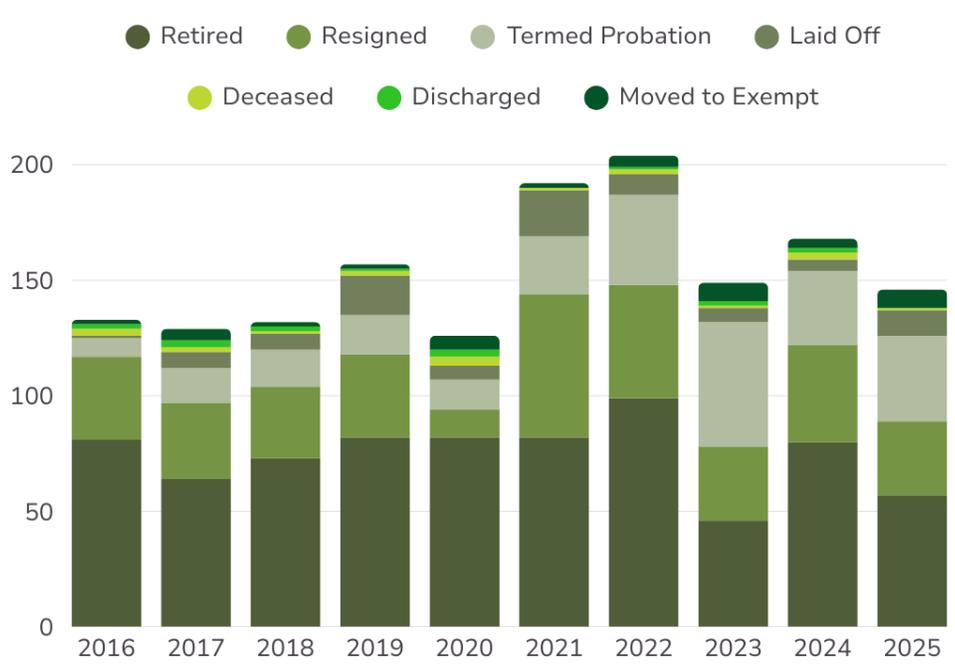
144 Total Separations



Turnover Causes by Year

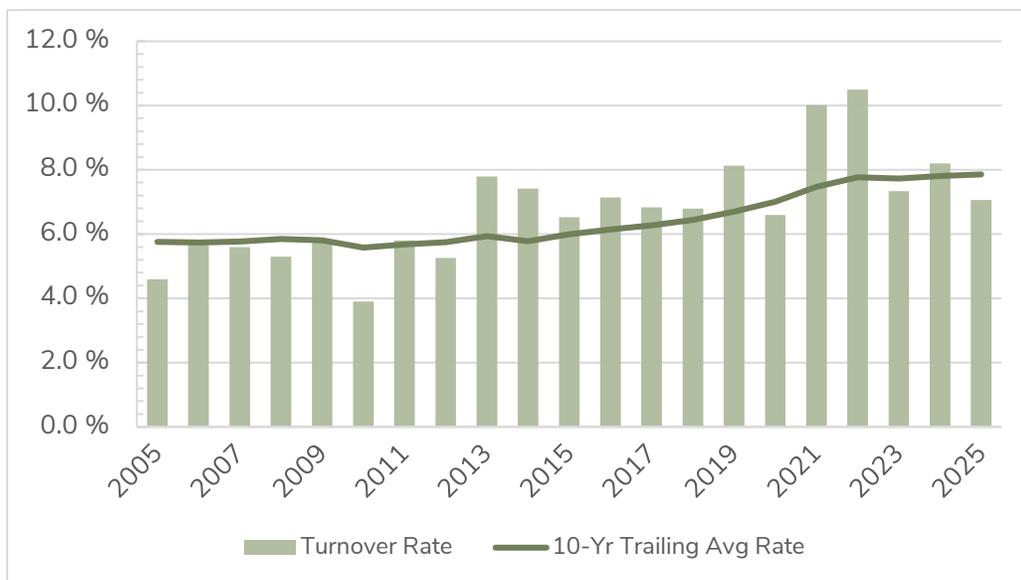
Classified Employees

The proportion of separations of any given separation reason fluctuates from year to year. This visualization shows the total separations and the proportion of that total each reason represents.



Turnover Rate

This chart shows the turnover rate for a given year and tracks the 10-year trailing turnover rate. Historically, the 10-year trailing rate has hovered around 6%, but has increased over the last decade with peaks during the COVID-19 Pandemic.



RECRUITMENT UPDATE

The Civil Service Commission is responsible for establishing and maintaining eligibility standards for all classified positions and recruiting qualified applicants to fill them. This is achieved through a variety of channels and platforms, including NEOGOV (governmentjobs.com), the City website career page, Careers in Government, Indeed, local college and university outreach, Spokane WorkSource, social media, various online job boards, and the City Gazette.

In 2025, Civil Service ran 163 recruitments with 6,782 applications.

Some marketing efforts were paused in October due to a managed hiring process prompted by the budget deficit. Despite this, Civil Service saw a 15% increase in applications from 2024 to 2025. The budget uncertainty slowed recruitment activity resulting in 163 recruitments, down from 172 in 2024.

163 Recruitments

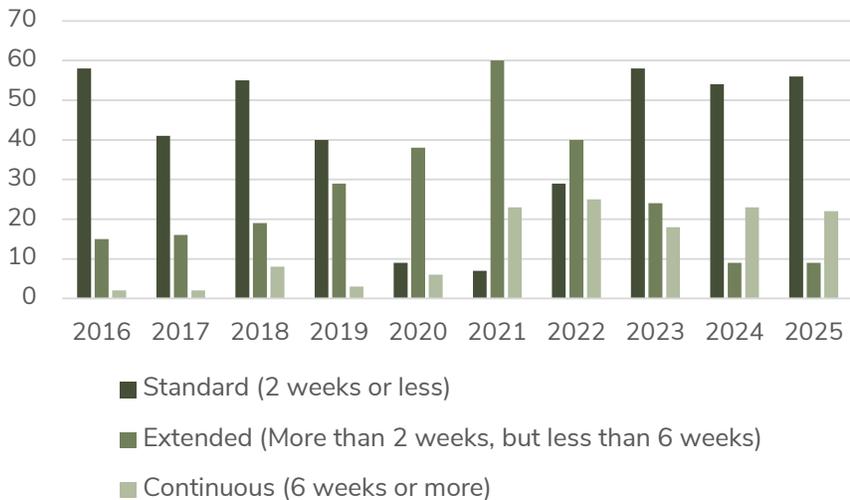
6,782 Applications Received

3,239 Eligible Candidates



Recruitment Period Length

Open-entry



While the job market has begun to stabilize, the past five years—beginning with the impacts of COVID-19—have brought frequent and unpredictable shifts. In response, we’ve adapted by utilizing extended and continuous recruitment periods, allowing us to keep positions open longer than usual to reach a broader pool of applicants.

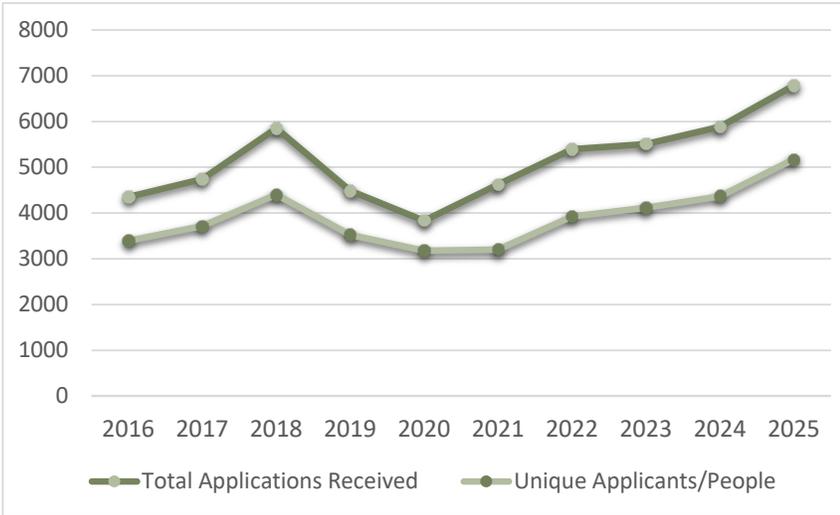


* Recruitments by Type



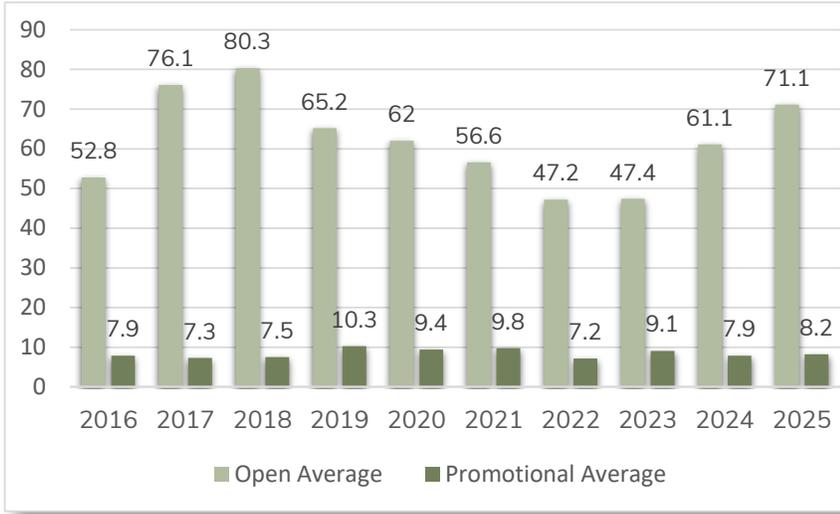
Despite end of year budget constraints for the 2nd year in a row, open-entry recruitments remained consistent. Instead, 2025 show a larger decrease in promotions and other internal movements.

* Total Applications



In 2025, the majority of applicants (82%) applied to only one recruitment. Meanwhile, 11% applied to two jobs, 4% to three jobs, and 3% submitted applications for four or more positions.

* Average Applicants by Recruitment Type



As expected, the average number of applicants is higher for open-entry recruitments compared to promotional recruitments. This is because open-entry positions are available to the general public, attracting a broader pool of applicants, whereas promotional recruitments are limited to current employees.



RECRUITMENT MARKETING

Marketing for Civil Service focused on two primary external strategies: an awareness strategy and a direct recruitment strategy. The awareness strategy was designed to keep City of Spokane top of mind for future job seekers and encourage word of mouth referrals. Efforts combined paid ads with organic social media content and in-person engagement at job fairs and community events. The direct recruitment strategy focused on marketing specific roles to qualified candidates through sponsored job posts on job boards. Separate from external marketing strategies, 2025 was also a big year for internal communication efforts through the Merit Tour and email newsletters.

* Job Boards

Newly opened recruitments were posted on various job boards depending on recruitment needs. While most job boards are free, the City has contracts with LinkedIn and Indeed to increase visibility on these popular platforms. Over the course of the year, 2,192 job seekers clicked the apply button on LinkedIn postings, and 2,879 did so on Indeed. Combined, job postings on these two platforms received 61,331 views.

* Job Fairs

We attended 17 events and job fairs throughout the year to educate job seekers about the Civil Service hiring process and promote careers with the City of Spokane. These events ranged from general City events, to specialized college career fairs targeting specific majors.

* Paid Ads

Hulu, Spotify, and Instagram are part of the general awareness marketing strategy. The messaging was generic encouraging interested job seekers to explore opportunities at the City. Collectively, paid ads received 1,374,687 impressions and reached 456,224 unique users. Each user saw the ads an average of 2.42 times.

* Merit Tour

The Merit Tour is an internal communications campaign designed to foster relationships with employees outside of City Hall who may have limited access to Civil Service during working hours. We visited 8 departments and had over 100 interactions addressing questions about transfers, promotions, Merit System Rules, and more.



WEBSITE ANALYTICS

MY.SPOKANECITY.ORG/JOBS | JAN - DEC, 2025

City jobs are posted on the governmentjobs.com website via NEOGOV. The City of Spokane Career page displays a feed of these jobs, directing users through the City site before they access the actual job postings. The statistics below reflect numbers from the City Career Page at my.spokanecity.org/jobs.

Marketing promotions for specific jobs are linked directly to the posting on governmentjobs.com and therefore will not be reflected in the numbers below. Unfortunately, governmentjobs.com does not provide us with any analytics information for specific jobs, so our City Career page is the best way to get a feel on where job seekers are coming from.



Referral Sources

1. Google/Organic - 75,193 views
2. Direct Link - 16,049 views
3. Instagram Paid - 10,044 views
4. Bing Organic - 7,712 views
5. Mobile Facebook - 6,512 views
6. Desktop Facebook - 1,158 views
7. Yahoo/Organic - 1,103 views
8. DuckDuckGo/Organic - 1,056 views
9. Instagram - 988 views
10. Governmentjobs.com - 834 views



Top 10 Jobs by Clicks

1. Police Radio Dispatcher I - 4,015 clicks
2. Police Records Specialist - 3,992 clicks
3. Firefighter - 2,401 clicks
4. Police Records Specialist - 2,277 clicks
5. Police Officer - 2,189 clicks
6. Community Justice Counselor - 1,629 clicks
7. Resource Conservation Mgr - 1,359 clicks
8. Fire Protection Engineer - 1,336 views
9. Sign Painter - 1,200 views
10. Office Clerk Assistant - 1,104 views



Visitor's Top Cities

1. Seattle - 34,954 views
2. Spokane - 34,255 views
3. Spokane Valley - 8,122 views
4. Not Set - 4,412 views
5. San Jose - 1,917 views



TRENDS FOR KEY CLASSIFICATIONS

The below classifications are regularly recruited, are employed in large numbers across multiple departments in the City, and have minimal entry qualifications. These jobs have historically been high-volume recruitments, and they all serve as important internal talent development pipelines for higher classifications.



Laborer I

	<u>2017</u>	<u>2019</u>	<u>2021</u>	<u>2022Q2</u>	<u>2022Q4</u>	<u>2024</u>	<u>2025</u>
Recruitment Length (weeks)	2	2	4	5.5	4	2	2
Applications Received	293	219	111	52	106	109	192
Candidates on Eligible List	161	103	65	34	65	51	101
Candidates Hired	13	29	17	11	14	11	14
Eligible List Life	2.0	2.21**	1.05	.98	1.67	1.02	1.01



Office Clerk Assistant

	<u>2017</u>	<u>2018</u>	<u>2020</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Recruitment Length (weeks)	2	2	2	3	2	n/a	2
Applications Received	364	340	189	92	129	n/a	338
Candidates on Eligible List	91	113	91	47	95	n/a	212
Candidates Hired	15	2	11	8	7	n/a	1*
Eligible List Life	2.0	2.0	1.84	1.27	2.00	n/a	*



Refuse Collector I

	<u>2019</u>	<u>2021</u>	<u>2022</u>	<u>2023Q1</u>	<u>2023Q4</u>	<u>2024</u>	<u>2025</u>
Recruitment Length (weeks)	2	4	6	3	2	2	2
Applications Received	189	123	57	84	92	92	113
Candidates on Eligible List	119	73	33	57	55	56	84
Candidates Hired	26	23	8	12	11	5	8*
Eligible List Life	2.0	0.97	0.79	0.98	0.88	1.04	*

* Eligible list is still active as of this report's publication, and the number hired may increase.

** Life of eligible list was extended per Chief Examiner

| April 2024 rule change made open-entry lists valid for just one year.

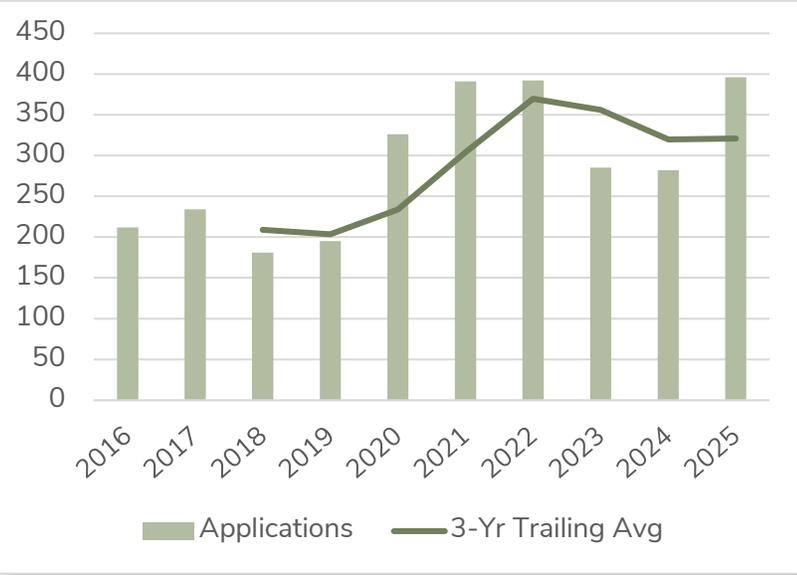


RECRUITMENT TRENDS

POLICE OFFICER

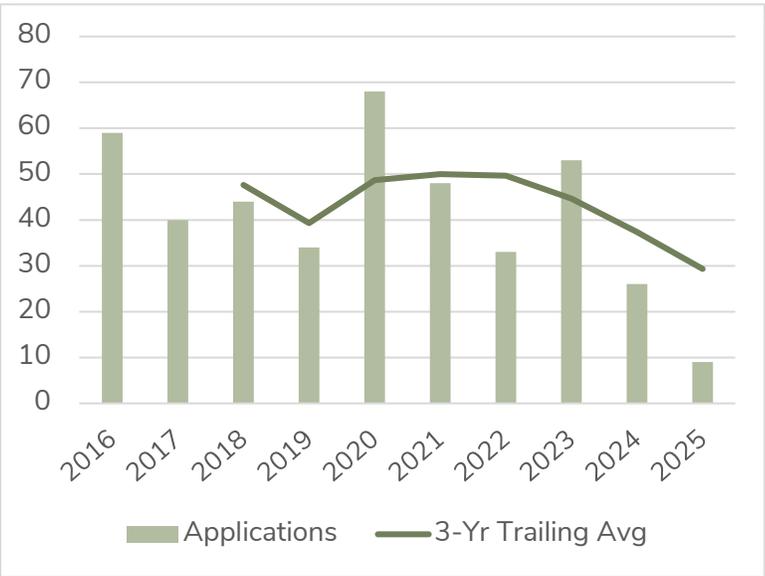
Recruitment for open-entry and lateral-entry Police Officers has been nearly continuous over the past ten years as the City seeks to fill vacancies. The following charts show the trends in application numbers over this period.

* Open-Entry Police Officer Applications by Year



The number of applications for open-entry officer positions increased in 2025, from 282 to 396. Even with a dip in applications during the 2022-2023 years, application numbers have remained much higher than pre-covid times.

* Lateral Police Officer Applications by Year



Lateral-entry applications dropped by 65% compared to the previous year, with 2025 recording the lowest number of applicants in the past 10 years. Due to budget constraints, the Police Department paused hiring lateral officers, keeping the recruitment open but adding a note to the job posting that no lateral hires were currently being made. In July of 2025, we closed the lateral recruitment for the remainder of the year.



JOINSPOKANEPD.ORG

JANUARY - DECEMBER 2025

The Civil Service Commission launched a new recruitment website for the Police Department in April 2024. The site provides comprehensive information on how to apply and become a Police Officer with the City of Spokane, covering topics such as the hiring process, minimum qualifications, automatic disqualifiers, salary & benefits, FAQs, and more.

The website also highlights professional civilian positions, volunteer opportunities, and the SkillBridge program. Below are website analytics detailing the most visited pages and where website visitors are coming from.

In the second year, total website page views increased 58% from 22,877 views in 2024 to 54,816 views in 2025. Users also increased 63% year over year.



Visitor's Top Cities

1. Seattle - 4,076 views
2. Spokane - 2,101 views
3. Not Set - 1,307 views
4. Des Moines - 823 views
5. Spokane Valley - 555 views



Referral Sources

1. Google Organic - 22,210 views
2. My.SpokaneCity.org - 16,702 views
3. Direct Link - 7,975 views
4. Government Jobs - 3,000 views
5. Bing - 1,549 views



Pages Ranked

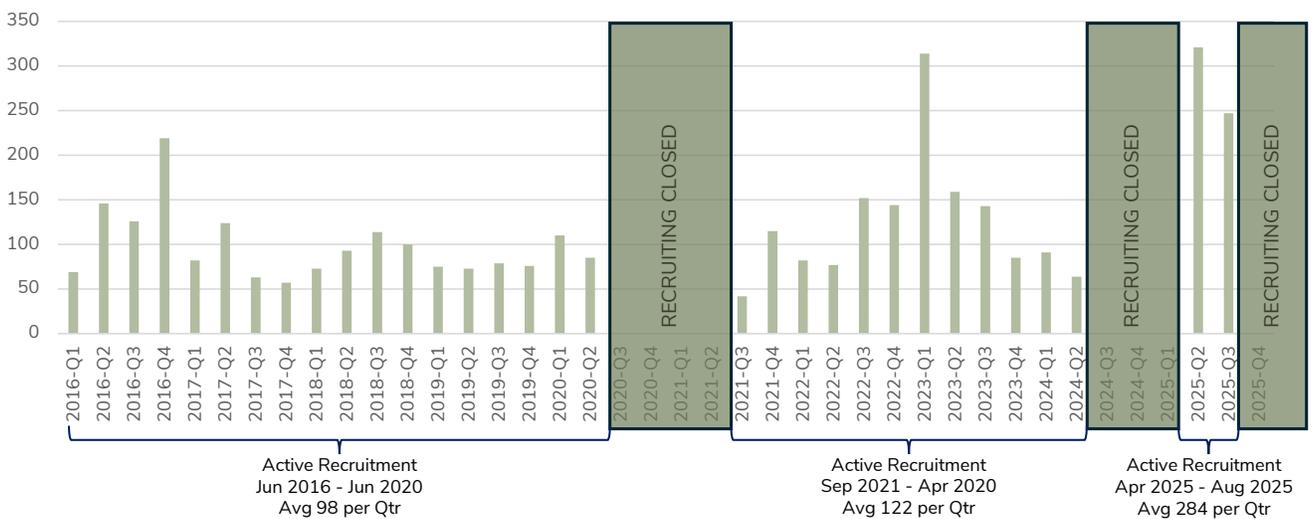
1. Home - 12,677 views
2. Police Officer - 7,865 views
3. Salary and Benefits - 7,207 views
4. Careers - 5,448 views
5. Minimum Qualifications - 4,696 views
6. Hiring Process Police Officer - 4,405 views
7. Contact a Recruiter - 2,004 views
8. FAQs - 1,902 views
9. Police Record Specialist - 1,780 views
10. Police Radio Dispatcher - 1,743 views



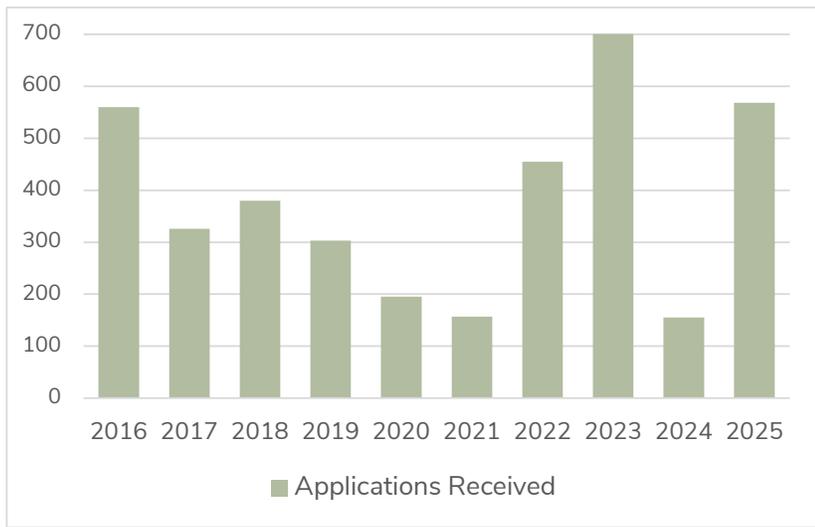
RECRUITMENT TRENDS FIREFIGHTER

* Open-Entry Firefighter Applications by Quarter

This graph shows application numbers by quarter with dates the recruitment was closed overlaid. The spikes in Q1 of 2023 and Q2 of 2025 correlate with free testing with Public Safety Testing. The recruitment was closed in April of 2024 due to the rule change from a 2 year eligible list to a 1 year eligible list. In addition, the Fall 2024 Academy was canceled, so we did not reopen the recruitment until Q2 of 2025.



* Open-Entry Firefighter Applications by Year



In the last 10 years, 2023 saw the highest number of applications (703) for open-entry firefighter. 2025 saw the 2nd highest number with 568 applications. The recruitment was closed for 8 months in 2024. That paired with no PST free test likely contributed to the lower application numbers.



JOINSPOKANEFIRE.ORG

JUNE - DECEMBER 2025

The Civil Service Commission launched a new recruitment website for the Fire Department in June of 2025. The site provides comprehensive information on how to apply and become a Firefighter with the City of Spokane, covering topics such as the hiring process, minimum qualifications, how to prepare, salary & benefits, FAQs, and more.

In only 7 months, the website garnered 11,152 users and 30,206 total views. We expect this number to increase in 2026 not only from a full 12 months of data, but also with increased website awareness by job seekers.



Visitor's Top Cities

1. Seattle - 3,128 views
2. Spokane - 1,332 views
3. Not Set - 1,202 views
4. Los Angeles - 516 views
5. Spokane Valley - 404 views



Referral Sources

1. My.SpokaneCity.org - 11,418 views
2. Direct Link - 6,303 views
3. Google/Organic - 7,068 views
4. Mobile Facebook - 2,632 views
5. Public Safety Testing - 1,200 views



Pages Ranked

1. Home - 15,065 views
2. Salary and Benefits - 4,178 views
3. Minimum Qualifications - 3,519 views
4. Hiring Process - 3,400 views
5. Apply - 1,248 views
6. How to Prepare - 1,056 views
7. Career Advancement - 821 views
8. FAQ - 647 views
9. Contact - 221 views



REQUISITIONS



A requisition is a formal request from a department to Civil Service to fill a job opening. It signals that the department is ready to start the hiring process. Requisitions include new hires, progressive promotions, standard promotions, reclassifications, service advancements, transfers, and layoff returns.

- There was a 38% increase in filled requisitions in 2025.

497 Positions Filled

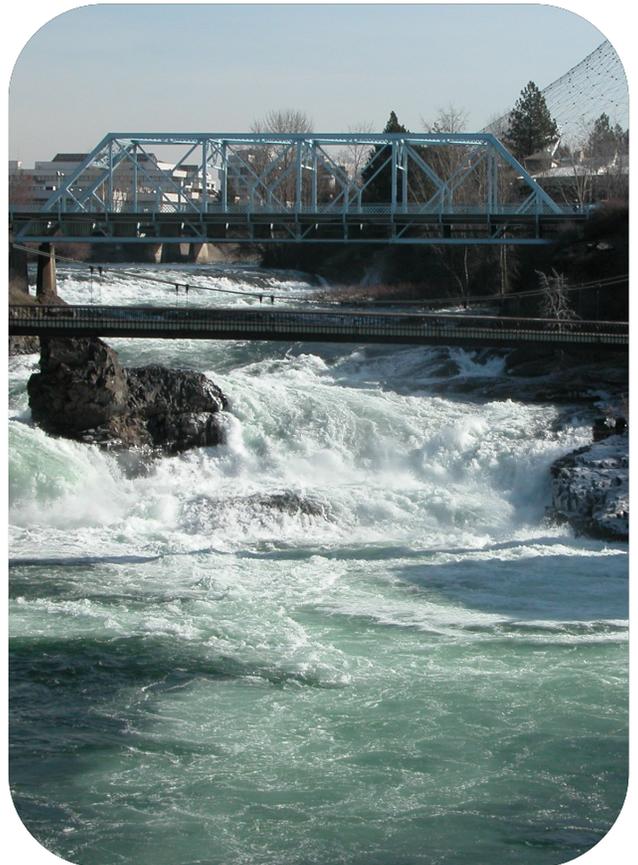
2024 used the term “vacancies filled.” In 2025, we changed the term to “positions filled” as it more accurately represents a requisition.

EXAMINATIONS

Under the City Charter, the Civil Service Commission has the duty of providing for open, free, and competitive examinations to test the relative fitness of applicants for all classified positions.

Test development involves a Merit System Analyst working closely with Subject Matter Experts, who typically work in or above the position we are creating a test for.

Civil Service utilizes multiple test types including: multiple choice, written exercises, training & experience, oral boards, performance exams and more. Looking forward, we are increasing the use of tests such as structured interviews and performance exams to better assess the skill sets of our candidates.



ELIGIBLE LISTS & TIMELINES

Civil Service has established a goal to ensure that 100% of eligible lists to be maintained have a new eligible list ready to take effect as an existing list expires. This goal is not easily realized.

Eligible lists are exhausted at a much higher rate than in years past and the expectation is for this trend to continue. Many times, recruitments must be kept open continuously or must be re-opened multiple times during the year. This change decreases the number of regular recruitments that can be done. As a result, it is not realistic to ensure 100% of expiring lists have a new list ready. Many promotional internal eligible lists are also being exhausted more quickly as fewer internal candidates meet promotional requirements.



Eligible lists and timelines were both impacted by the Merit System Rule changes that took effect in April 2024. Open-entry eligible lists are now valid for one year instead of two, based on feedback that many candidates remaining on the list after the first year were no longer interested in the position. This change reduces the wasted time for hiring managers and shortens the gap before receiving a fresh list of candidates. Promotional lists are still valid for two years.

Another key rule change expanded the number of candidates considered for each position from 10 names to 15, giving hiring managers a larger pool of candidates to interview and increasing the likelihood of making a hire.



APPEALS & COMPLAINTS

It is the responsibility of the Spokane Civil Service Commission to investigate and pass upon any and all matters relating to the conditions of Civil Service employment with the City of Spokane. The Commission is also responsible for the investigation and determination of any claim by employees, on eligibility lists or in classified positions, who feel that they have been deprived of, or separated from, a position to which they are entitled under the provisions of the City Charter and the Rules of the Commission.

The Commission must also hear claims and complaints against certain types of administrative actions which are non-disciplinary in nature.

The following tables provide a summary of disciplinary actions and complaints/appeals to the Commission.

 Disciplinary Actions	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Discharged	0	3	7	5	3	0	1	2	2	0
Suspended	6	4	14	13	9	4	2	7	7	9
Demoted	0	0	1	1	0	1	4	1	3	4
Total	6	7	22	19	12	5	7	10	12	13

 Appeals, Claims & Complaints	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Filed	4	7	3	1	0	2	1	1	0	1
Withdrawn	1	2	0	0	0	0	2	0	0	0
Denied	2	4	0	1	0	2	4	1	0	1
Dismissed	**	1	2	0	0	0	7	10	0	0

**Appeals dismissed were not tracked separately prior to 2017 and were generally recorded as "denied."



PROGRESS REPORT



2025-2026 Budget

The 2025-2026 biennium budget was adopted by City Council in December of 2024. The Civil Service Commission reduced its budget to assist with the budget shortfalls. Reductions in spending for advertising and marketing were implemented to ensure that appropriate staffing levels were maintained. Reductions were also made to staff development and travel. While this was warranted due to the budget shortfalls, staff training and development remains vital. Ensuring staff is current on new and developing best practices and meeting industry standards is an important part of a professional and well-developed team. For the 2027-2028 Budget cycle, including funds for staff training and development must be a priority.



Classification and Test Plan

In 2025, Civil Service completed a variety of classification studies including final completion and allocation of new classifications for the IT Department.

A complete rebuild of the existing grants analyst line, the professional engineering line and the parks recreation line were also completed. Classification work on lines of progression began for the Waste to Energy facility and the Wastewater Treatment Plant and these will continue into 2026.

Work began to bring back the Firefighter testing in-house and will be ready for use in 2026. New classifications and work for the new Emergency dispatch Center (SUN) was initiated.

Internally, Civil Service continued process improvement including updated process and policies for job surveys, standard competency language and formatting for all job specifications and post-test processes and procedures.

Civil Service completed several Public Safety promotional Assessment Centers including Police Sergeant and Police Lieutenant.

In 2026, work will continue for the Waste to Energy facility and the Wastewater Treatment Plant. Classification studies of the Police line, Fleet Services, and the Inspection line will also begin.

Internally, 2026 will see continued process improvement and robust internal training processes from Senior staff.





Item 4C – Order Setting Hearing Re: Commission Authority Over Appeal

Background

The Collective Bargaining Agreement between the City of Spokane and the Spokane Police Guild contains an election of remedies clause that limits an employee's right to grieve a discipline decision to either a CBA grievance, or a Civil Service Commission Appeal, but not both. A recently discharged SPD Officer filed a Civil Service Commission Appeal. In that appeal, the Officer indicates he is also pursuing the CBA grievance process.

The ORDER before the Commission today simply requires the Officer and the City, who are parties in the Commission Appeal, to submit written explanations/arguments addressing the issues of whether the Officer has elected to pursue the CBA grievance process, and whether that election precludes the Commission from additionally considering his grievance through Commission Appeal given the language of the CBA.

The ORDER sets a Hearing Date for the Commission to consider these two (2) issues. That date is the next regularly scheduled hearing date of April 21st. The ORDER also includes a pre-hearing written briefing schedule requiring the Parties to submit their written explanations/arguments addressing the issues before the Hearing Date.

After the Hearing, the Commission will decide whether the Officer's Appeal will be dismissed, or subsequently heard at a future hearing date.

Harrington, Margaret

From: SPD Guild President
Sent: Tuesday, January 13, 2026 7:18 PM
To: Scott, Alexander; Yates, Maggie; Adam, Allison
Cc: Erica Nelson; SPD Guild Treasurer; SPD Guild Vice President; SPD Guild Vice President2; SPD Guild Secretary; SPD Guild President
Subject: Step 3 - Article 24 (E)(12) Stephen Richmond

[CAUTION - EXTERNAL EMAIL - Verify Sender]

City Administrator Scott
Deputy City Administrator Yates,

While we appreciate that Chief Hall acknowledged he had erred in his original claim that the 180 day time line had not lapsed, we are disappointed that he is now months after the fact, claiming a new 180 day time line began in September. The alleged “new” allegations are based on accusations that no longer exist. This is akin to double jeopardy and prosecution based on the fruits of the poisonous tree.

The Guild is moving the City’s violation of Article 24 (E)(12) of the CBA to Step 3. The remedy requested by the Guild is that the City follow the language in Article 24 (E)(12), that no findings or sanction be listed for #C25-046, and that Officer Richmond be returned to full duty.

Respectfully,

Dave Dunkin

Dave Dunkin | President | Spokane Police Guild | Cell (208) 819-2750 | president@SPDGuild.onmicrosoft.com



Notice: This communication is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential or exempt from disclosure. If you have received it in error, please advise the sender by reply email and immediately delete the message and any attachments without copying and/or disclosing the contents. Thank you.

01/17/26

Subject: Appeal to Spokane Civil Service Commission – Derivative Discipline, False Statement Allegation is also Time Barred under the Previous Investigative Window

(Investigation #C25-046)

To the Spokane Civil Service Commission:

I respectfully submit this appeal challenging the imposition of discipline arising from an alleged “False Statements” allegation asserted in connection with **Investigation C25-046**. The allegation is legally defective because it is wholly derivative of, and inseparable from, original allegations that are **contractually time-barred** under the Collective Bargaining Agreement between the City of Spokane and the Spokane Police Guild.

This issue was brought forth by Spokane Guild President Dave Dunkin to the attention of the City Administrator and Deputy City Administrator on Jan 13, 2026 citing the City’s Violation of Article 24 (E)12 of the CBA to Step 3. Requesting “no findings or sanctions be listed for #C25-046, and that Officer Richmond be returned to full duty” prior to the final decision and adjudication of the Termination by the Officiant (City Administrator). Please see the attached email that is included in this Appeal email.

The Spokane Civil Service Commission has consistently held that discipline may not be sustained where it depends upon time-barred misconduct, lacks an independently verifiable basis, or is imposed after protected activity in a manner suggesting pretext or retaliation. These principles arise repeatedly in Commission decisions applying RCW 41.12 and the parties’ collective bargaining agreement and are consistent with Washington retaliation jurisprudence.

I. Background

Investigation C25-046 was initiated on 04/23/25 based on two original allegations (Allegations A and B) asserting violations of Spokane Police Department policy. Those allegations were not completed or disciplined within the **mandatory 180-day disciplinary window** set forth in the Collective Bargaining Agreement, and no valid extension was obtained. As a result, Allegations A and B are time-barred and no longer eligible to serve as a basis for discipline.

The mandatory 180-day disciplinary window for Allegations A and B that Led to C was on 10/20/25.

Following an interview conducted on 09/16/25 as part of that same investigation, the Department asserted a third allegation (Allegation C), alleging that I made false statements regarding Allegations A and B.

On **January 5, 2026**, 3 days prior to the Loudermill Hearing and any termination decision, the Chief of Police expressly acknowledged that Allegations A and B were **outside the contractual disciplinary window** and therefore could not lawfully serve as the basis for discipline.

If the Chief of Police is allowed to make a new 180 day discipline window under these pretenses then a contractual time limit is rendered meaningless. Doing so would be viewed as:

1. Contract evasion
2. Improper bootstrapping

01/17/26

3. A violation of just-cause principles

Despite that acknowledgement, the City proceeded to termination based on a third allegation (“Allegation C”), asserting that I made false statements during an interview concerning Allegations A and B. The termination decision was announced at the Loudermill hearing on **January 8, 2026**, and the termination was served on **January 15, 2026**.

The Commission has consistently required that discipline be based on **lawful, timely, and independently verifiable misconduct**. A false statement allegation necessarily requires proof that:

- The statement was false,
- The employee knew it was false,
- The statement was made with intent to deceive, and
- The statement was material.

Here, determining whether any statement was “false” would require the Commission to **re-adjudicate Allegations A and B**, which the City has already acknowledged were **time-barred** under the CBA. Once the disciplinary window expired, those allegations ceased to be legally actionable and could not be revived indirectly.

The Commission has never permitted the City to do indirectly—through recharacterization as dishonesty—what it is contractually prohibited from doing directly. Discipline that depends on expired allegations is invalid as a matter of contract enforcement and fundamental fairness.

SPD Truthfulness Policy – Intent and Materiality

- Spokane Police Department policy governing truthfulness requires proof that an employee:
 - **Knowingly** made a false statement,
 - **With intent to deceive**, and
 - Regarding a **material fact**.
- A statement is material only if it is **objectively significant and independently verifiable**, and **not merely a differing recollection**, interpretation, or denial of alleged misconduct.
- Where an alleged false statement concerns the officer’s denial or explanation of alleged misconduct that is itself time-barred, **materiality cannot be established without re-adjudicating the underlying allegation**.
- The Commission should find that **intent to deceive cannot be inferred solely from a denial of allegations**, particularly where those allegations are no longer subject to discipline.
- Because Allegation C depends entirely on expired Allegations A and B, the Department failed to establish **material falsity or intent**, as required under SPD policy.

II. Allegation C Is Derivative and Cannot Stand Independently

Allegation C does not arise from a separate incident, independent conduct, or objectively verifiable fact. Rather, it exists **solely because of Allegations A and B** and depends entirely upon their truth or falsity.

To sustain a false statement allegation, the Department must establish that a statement was knowingly false, made with intent to deceive, and material. Here, determining whether any statement was “false” necessarily requires adjudicating Allegations A and B—allegations that are no longer subject to discipline due to the expiration of the contractual disciplinary window. Under long-standing labor and civil service principles, the Department may not do indirectly what it is prohibited from doing directly. Once Allegations A and B became time-barred, they could not lawfully be re-litigated or revived by re-characterizing the same factual dispute as a charge of dishonesty.

Washington recognizes and rejects “derivative discipline”

Under Washington labor law, an employer **may not discipline a secondary charge that requires proof of a time-barred primary charge.**

This is what is commonly referred to as **impermissible bootstrapping.**

Bootstrapping occurs when:

- Allegation C **cannot be proven without proving Allegations A and B**, and
- A and B are barred by contract or statute, and
- The employer attempts to impose discipline anyway by re-labeling the theory (e.g., “dishonesty,” “false statements,” “lack of candor”).

Washington tribunals reject this because it:

- Defeats negotiated finality provisions
- Violates just cause
- Undermines collective bargaining rights protected under RCW 41.56

Washington decisions draw a sharp distinction between:

A. Independent false statements: Statements that can start a new 180 Disciplinary window include the following:

- ✓ Objectively verifiable
- ✓ Provable without resolving the underlying allegation
- ✓ Discovered later despite due diligence

B. Derivative false statements: Statements derived statements made from or about previous allegations

- ✗ Denials or explanations of alleged misconduct
- ✗ Truth depends on whether the underlying allegation is sustained
- ✗ Arise during the same investigation

III. No New Disciplinary Window Was Triggered

The Collective Bargaining Agreement measures the disciplinary window from the point at which the Department **knew or reasonably should have known** of the alleged misconduct, however this False Statement’s allegation (Allegation C) fails to independently open a new 180-day disciplinary window because:

“Time-barred” in Washington means “not available for proof”

01/17/26

A critical Washington principle (often misunderstood by agencies): An employer may not rely on time-barred allegations **even as proof elements** for another charge.

So the argument that “we’re not disciplining A and B, only C” fails if:

- A and B must be proven to establish falsity, intent, or materiality.

Washington arbitrators routinely hold that this is **functionally identical to disciplining the expired conduct**.

1. Derivative allegations do not reset contractual time limits

Arbitrators consistently distinguish between:

- **Independent misconduct**, and
- **Derivative misconduct** (misconduct that only exists because of another allegation).

Here, Allegation C (false statements):

- Has **no factual existence independent of Allegations A and B**
- Requires the department to decide whether A and B were true or false
- Collapses entirely if A and B cannot be disciplined or adjudicated

2. You cannot prove “false statements” without proving the expired allegations (this is known as legal bootstrapping):

To discipline for false statements, the Department must prove:

1. A statement was made
2. The statement was false
3. The officer **knew** it was false (intent)

But here:

- Determining falsity requires adjudicating **A and B**
- A and B are **contractually time-barred**
- The contract prohibits discipline based on expired allegations

3. The 180-day clock likely began when the interview occurred

Even if the City claims C is “new,” the clock does **not** start when the Chief labels it “false statements.”

It starts when:

- The statement was made **or**
- The Department reasonably should have known it might be false

If the interview occurred **during the original investigation**, then:

- Allegation C arose **within the same factual investigation**
- The Department had actual notice at that time
- The 180-day window ran concurrently with A and B

4. Contract purpose: preventing perpetual investigations

The Spokane Police Guild's 180-day provision exists to:

- Prevent endless investigations
- Prevent shifting theories of discipline
- Force diligence by the employer

Allowing C to proceed would:

- Nullify the contract protection
- Allow the Department to wait out the clock
- Then allege "dishonesty" whenever discipline fails

Accordingly, any disciplinary clock applicable to Allegation C ran concurrently with the original investigation and did not create a new or independent 180-day window.

Permitting the Department to open a new disciplinary period under these circumstances would render the contractual time limitation meaningless and defeat its purpose of finality and fairness.

The Commission has consistently enforced disciplinary time limits to prevent precisely this type of procedural end-run.

IV. Lack of Just Cause

Discipline lacks just cause where it is untimely, unsupported by substantial evidence, unfairly investigated, disproportionate, unlawfully imposed or imposed in violation of contractual due process protections. Because Allegation C cannot be proven without re-adjudicating time-barred allegations, it fails the just cause standard as a matter of law and policy.

A denial or explanation of allegations—standing alone—does not establish intent to deceive, particularly where the underlying allegations themselves cannot lawfully be adjudicated.

- The Commission applies the established just cause standard requiring that discipline be **timely, reasonable, supported by substantial evidence, and consistent with contractual and due process protections.**
- Discipline based on Allegation C fails the just cause standard where the alleged dishonesty **cannot be proven without adjudicating underlying allegations that are contractually barred from discipline** (Allegations A & B).
- The Commission should find that permitting discipline under these circumstances would allow the Department to **circumvent negotiated time limits and impose discipline without timely notice**, contrary to principles of fundamental fairness and industrial due process.
- Accordingly, the Commission should conclude that **just cause does not exist to support discipline based on Allegation C**, and such discipline must be reversed.

Even if the City tried to argue C is technically "new," Washington's just cause standard still bars it because:

01/17/26

- **Timeliness** – the employer knew or should have known at the time of the interview
- **Notice** – the officer cannot defend against an allegation that cannot legally be adjudicated
- **Proof** – intent to deceive cannot be inferred from a denial of time-barred conduct
- **Fairness** – discipline cannot rest on allegations the contract declares closed

Washington commissions repeatedly reverse discipline on this basis alone.

This termination fails multiple just-cause elements. Discipline imposed after the City acknowledged the underlying allegations were time-barred is untimely as a matter of law. Further, a denial or explanation given by an employee—without proof of intentional deception—cannot establish dishonesty, particularly where the truth of the underlying allegations cannot lawfully be adjudicated.

The Commission has consistently rejected discipline where intent is inferred rather than proven, or where the charge depends on allegations that the City was no longer authorized to pursue.

V. Retaliatory Context Undermines the Termination Decision

The timing and circumstances of the termination further undermine just cause. After reviewing the investigative materials provided in advance of the Loudermill hearing, I identified material factual errors and investigative irregularities, including biased questioning and selective enforcement. I submitted administrative complaints raising those concerns prior to the Loudermill hearing. The Chief knew of the complaints first hand and acknowledged by a statement that it appeared I had gone through their investigation with a “Fine tooth comb” reflecting knowledge.

The Guild also grieved the timeline of events as the 180 day discipline window under the CBA Article 24 (E)(12) had expired on Allegations A & B.

At the Loudermill hearing, despite being advised by Guild counsel that just cause was not met—and despite the Chief’s prior acknowledgment that Allegations A and B were time-barred—the City proceeded with termination on sole derivative Allegation C.

The Commission has long recognized that discipline imposed after protected activity warrants heightened scrutiny, particularly where the asserted basis for termination is procedurally or legally defective.

References / Legal Support

- **CBA Articles:**
 - 24.3 – 180-day disciplinary window (time-barred allegations cannot serve as a basis)
 - 24.5 – Protected grievance and complaint procedures
 - 25 – Just cause requirement for discipline
- **RCW:**

01/17/26

- 41.12.070 – Civil Service requires just cause and procedural fairness
- 49.60.210 – Retaliation prohibited for asserting rights or filing complaints

Relief Requested:

For these reasons, I respectfully request that the Spokane Civil Service Commission:

- 1. Accept jurisdiction over this appeal pursuant to RCW 41.12;**
- 2. Reverse and dismiss the termination and the associated false statement allegation with prejudice;**
- 3. Order removal of all references to Investigation C25-046 and related discipline from my personnel and internal affairs records;**
- 4. Make me whole for all lost wages, benefits, seniority, and other employment-related losses; and**
- 5. Find that the Spokane Police Department Sanction of Termination was Unlawful and in breach of Contract with the Spokane Police Collective Bargaining Agreement.**
- 6. Either prepare a Memorandum or if allowed make the Chief of Police put out a All Police Email apologizing for punitive actions taken against me, acknowledging it was an unlawful termination that was in breach of the Guild Contract and that no sanctions or discipline has been imposed and Officer S. Richmond #1391 is reinstated at this time to remove stigma or reputational harm.**
- 7. Grant such other relief as the Commission deems just and proper.**

This appeal presents a narrow but critical contractual and legal issue: whether a time-barred investigation may be resurrected through a derivative allegation of dishonesty. Under the Collective Bargaining Agreement, Spokane Civil Service precedent, and fundamental just-cause principles, it may not.

Respectfully submitted,



Stephen Richmond
Spokane Police Department
Appellant

01/17/26

TIMELINE

Date	Event	Relevance
04/23/25	Investigation opened	Original Investigation start
09/16/2025	Allegation C issued (False Statements regarding Allegations A & B)	Allegation C created; derivative of A & B time-barred misconduct
10/20/25	Allegation A & B became Time Barred by 180 day CBA rule	A & B time Barred by CBA
12/08/2025	Investigation findings provided to Appellant	Employee begins preparation for Loudermill; protected activity forthcoming
12/22/25 - 01/05/26	Employee submits administrative complaints to Ombudsman and CJTC documenting: - Factual errors in investigation - Supervisor misconduct (biased/leading interviews) - Selective enforcement of another officer's 4th Amendment violation	Protected activity under RCW 49.60.210, RCW 41.12, and CBA rights (Art. 24.5)
01/05/2026	Chief formally acknowledges Allegations A & B were outside 180-day disciplinary window	Confirms derivative nature of Allegation C and absence of lawful basis for discipline
01/08/2026	Loudermill hearing – Chief proceeds with termination recommendation despite: - Guild attorney asserting just cause not met - Evidence of investigation errors and pretext	Adverse action decision occurs immediately after protected activity and formal acknowledgment of time-bar
01/15/2026	Termination served to Appellant	Adverse action implemented; triggers Civil Service review