



CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144
TELEPHONE 425-233-6400 | www.medina-wa.gov

Date: October 10, 2024

To: Civil Service Commissioners

From: Dawn Nations, Civil Service Secretary

cc: Chief Sass, Captain Gidlof

RE: Recruitment process for Police Officer Vacancy

Dear Commissioners,

This memo sets before the Commission for approval, the proposed recruitment process for the Police Officer vacancy.

The vacancy was posted in accordance with the Civil Service rules (page 22). The Notice of the vacancy was published in the City's official newspaper, the Seattle Times. The next steps are listed below:

- Notice of vacancy in the City's Official Newspaper (Seattle Times) – July 30, 2024
- Job announced both internally and externally via the City's Official Bulletin, websites & notice boards – August 2, 2024
- Posting on indeed (Chief Sass posted) July 2024
- Closing date (30 days required by Civil Service Rules) – August 28, 2024
- Oral Boards with eligible candidates – October 9, 2024
- Formulate Eligibility Register – October 9, 2024
- Civil Service Meeting to Approve Eligibility Register – October 10, 2024
- Candidate Interview(s) with Police Chief – Anticipated October 2024

Attachments

- Job Announcement
- Job Description