

**ORDINANCE NO. 76.A
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, SPOKANE COUNTY,
WASHINGTON, AMENDING ORDINANCE NO. 76 CREATING A CIVIL SERVICE
COMMISSION FOR THE POLICE DEPARTMENT AND ESTABLISHING OTHER
MATTERS PROPERLY RELATING THERETO.**

WHEREAS, the City of Liberty Lake is a non-charter code city authorized to create a Police Department for the purpose of protecting the Public Health, Safety and Welfare of the citizens of the City.

WHEREAS, State law requires that when a police force exceeds two persons including the Chief of Police, the City shall establish a civil service commission for the purpose of regulating employment within the Police Department including making rules, establishing qualifications, administering tests, engaging in disciplinary action and hearing appeals or complaints related to the department.

WHEREAS, in order to properly comply with State law, the City is desirous of establishing a civil service system and civil service commission as provided herein.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

Section 1. Police Civil Service System. There is established for the City Police Department a civil service system to be operated and governed in accordance with RCW Chapter 41.12. Employees subject to civil service shall include all full-time employees of the police department.

Section 2. Civil Service Commission.

A. Creation. There is created a Civil Service Commission which shall be composed of three (3) persons. No person shall be appointed to the Commission who is not a citizen of the United States, a resident of the City of Liberty Lake for at least three (3) years preceding appointment and an elector of Spokane County. At the time of appointment, not more than two (2) commissioners shall be adherents of the same political party.

B. Appointment/Replacement/Quorum. The Commissioners shall be appointed by the Mayor. The term for each Commissioner shall be six (6) years. The initial members shall be appointed as follows: one (1) for two (2) years; one (1) for four (4) years; and one (1) for six (6) years. In the event a Commissioner shall resign, become disqualified or removed for cause, the newly appointed member shall complete the unexpired term. Two (2) members shall constitute a quorum. The Commission shall include an Ex. Officio member who may not vote on matters considered by the Commission unless a Commissioner is absent and the Ex Officio member is needed to create a quorum.

C. Compensation/Budget. Members shall serve without compensation. The City Council shall budget for the reasonable expenses of the Commission.

D. Organization. The Commission shall organize by electing a Chair and establishing a regular monthly meeting time, date and place. Notice of the meetings shall be posted by the Secretary-Chief Examiner. The Commission shall conduct its business pursuant to the Open Public Meetings Act. A Secretary-Chief Examiner shall be appointed to keep all records, prepare reports and perform such other duties as required. The Commission may make rules and regulations to aide the performance of its duties under this ordinance and state law.

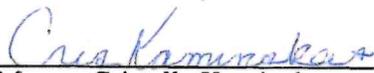
Section 3. Powers and Duties. The Civil Service Commission shall perform the duties and exercise all the authority provided in RCW Chapter 41.12.

Section 4. Staff Support. Administrative staff support to the Civil Service Commission shall be provided by the City Administrator, City Clerk or Designee. In addition, the Commission, through its Chair may request formal opinions or memorandums from the City Attorney on any pending matter, provided the Commission's retained attorney is unavailable or no longer retained.

Section 5. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 6. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 16th day of December 2025.



Mayor, Cristella Kaminskas

ATTEST:



City Clerk, Rochelle Caton

APPROVED AS TO FORM:



City Attorney, Sean Boutz

Date of Publication: 12/26/2025

Effective Date: 12/31/2025