



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, JANUARY 17, 2024

**4:00** P.M. COUNCIL CHAMBERS

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF NOVEMBER 15, 2023 MINUTES
4. APPROVAL OF DECEMBER 14, 2023 MINUTES
5. ANNOUNCEMENT OF LATERAL AND ENTRY POLICE OFFICER RECRUITMENT AND PROCESS EFFECTIVE JANUARY 4, 2024.
6. PROPOSED RULE AMENDMENT – RULE X. – PROBATIONARY PERIOD – SECTION 1 – LENGTH OF PERIOD.

**POLICE**

7. NOTIFICATION OF PROBATIONARY ENTRY LEVEL POLICE OFFICER, TYSEN COOPER EFFECTIVE DECEMBER 1, 2023.
8. NOTIFICATION OF PROBATIONARY EVIDENCE PROPERTY TECHNICIAN, HUNTER WEEKS EFFECTIVE DECEMBER 18, 2023.
9. NOTIFICATION OF PROBATIONARY COMMUNITY SERVICE OFFICER, JACOB KITCHEN-EDWARDS EFFECTIVE JANUARY 17, 2024.

**OTHER BUSINESS**

10. ADD LANGUAGE TO CIVIL SERVICE RULES FOR NON-COMMISSIONED POLICE TRANSFERS.
11. NEXT MEETING TO BE HELD, WEDNESDAY, MARCH 20, 2024 AT 4:00 PM.



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, NOVEMBER 15, 2023

4:00 P.M. COUNCIL CHAMBERS

Commander Evers, Secretary/Examiner Mahlia Steelhammer  
Commission Member - Don Hays: Present  
Commission Chairman - Bob Berg: Present  
Commission Member - Bob Willey: Present

1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

Motion and voting as follows:

Commission Member – Don Hays: Motion  
Commission Member – Bob Willey: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Don Hays: Approve  
Commission Member – Bob Willey: Approve

3. APPROVAL OF MAY 17, 2023 MINUTES

Motion and voting as follows:

Commission Member – Bob Willey: Motion  
Commission Member – Don Hays: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Don Hays: Approve  
Commission Member – Bob Willey: Approve

4. APPROVAL OF SEPTEMBER 20, 2023 MINUTES

Motion and voting as follows:

Commission Member – Don Hays: Motion  
Commission Member – Bob Willey: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Don Hays: Approve  
Commission Member – Bob Willey: Approve

5. APPROVAL OF NOVEMBER 1, 2023 MINUTES

Motion and voting as follows:

Commission Member – Bob Willey: Motion  
Commission Chairman – Bob Berg: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Bob Willey: Approve

6. ANNOUNCEMENT OF POLICE RECORDS TECHNICIAN RECRUITMENT AND PROCESS EFFECTIVE OCTOBER 30, 2023. Secretary/Examiner Steelhammer stated this position just closed and there are 28 candidates that will move forward to testing.
7. AS PER RULE II – THE CIVIL SERVICE COMMISSION SECTION I ORGANIZATION DETERMINATION OF ANNUAL MEETING TIME FOR 2024. The Commissioners, Secretary/Examiner and the appointing authority all agreed to keep the Civil Service meetings scheduled on odd months at 4:00 pm and call emergency meetings when needed.

**OTHER BUSINESS**

8. ADD LANGUAGE TO CIVIL SERVICE RULES FOR NON-COMMISSIONED POLICE TRANSFERS. Secretary/Examiner Steelhammer explained with the new classifications for some of the clerical staff, she noticed there are not any Civil Service rules for the process from transferring from one position to another within the same classification. Examiner/Secretary Steelhammer suggested that some language in the rules should be added regarding this. Chairman Berg noted that the police non-commissioned group was not always part of the Civil Service rules, so that is why there isn't much in the rules. Chairman Berg said he will review the rules and present a possible rule change that follows the CBA at the next meeting in January for discussion. Secretary/Examiner Steelhammer also added it would also be a good idea to go through all the rules and make some updates.
9. NEXT MEETING TO BE HELD, WEDNESDAY, JANUARY 17, 2024 AT 4:00 PM.

Meeting adjourned at 4:18 pm.

APPROVED BY:

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ROBERT BERG, CHAIRMAN

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MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING

M I N U T E S  
SPECIAL MEETING

THURSDAY, DECEMBER 14, 2023  
4:00 p.m. VIA ZOOM

Chief Denham, Secretary/Examiner Mahlia Steelhammer

Commission Member - Don Hays: Present

Commission Chairman - Bob Berg: Present

Commission Member - Bob Willey: Present

1. CALL MEETING TO ORDER

2. CERTIFICATION OF POLICE RECORDS TECHNICIAN ELIGIBILITY LIST

EFFECTIVE DECEMBER 12, 2023. Secretary/Examiner Steelhammer stated there were 24 candidates that came to testing and the top 10 candidates moved onto an interview.

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Member – Bob Willey: 2<sup>nd</sup>

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

3. CERTIFICATION OF COMMUNITY SERVICE OFFICER ELIGIBILITY LIST

EFFECTIVE DECEMBER 13, 2023. Secretary/Examiner Mahlia Steelhammer stated there were 9 candidates that interviewed for this position.

Motion and voting as follows:

Commission Member – Bob Willey: Motion

Commission Member – Don Hays: 2<sup>nd</sup>

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

OTHER BUSINESS

4. NEXT MEETING TO BE HELD, WEDNESDAY, JANUARY 17, 2024 AT 4:00 PM.

Meeting adjourned at 4:07 pm.

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER, SECRETARY/EXAMINER



## Civil Service Commission

### Civil Service – Examination Process For Entry Level and Lateral Patrol Officer

#### PROCESS:

- **Application**
  - All Lateral/Entry Level applications will be accepted until May 29, 2023.
  - All Original Entry testing applicant packets and scores will be considered following the last testing date with Public Safety Testing – [www.publicsafetytesting.com](http://www.publicsafetytesting.com) of January 18, 2024.  
*(Screening and compilation of Public Safety Testing scores January 19 – January 24)*
- **Scoring**
  - Original Entry – top eight to ten applicants with highest overall score through Public Safety Testing will move on to a writing exercise administered by Civil Service Secretary/Examiner. Those passing the written exercise will move on to an interview. *(Minimum passing of 70% on the written exercise.)*
  - Lateral Entry - Lateral applicants will be invited to move on to a writing exercise administered by the Civil Service Secretary/Examiner. Those passing the written exercise will move on to an interview.  
*(Minimum passing of 70% on the written exercise.)*  
*(Oral interviews approximately week of January 30, 2024)*

#### Civil Service Interview Panel –

- HR Director, Angie Stritmatter
- 1 Commander
- 1 Outside Law Enforcement Sergeant or Higher

- **List to Civil Service Commission for approval.**  
*\*February 2024*
- **Further department interviews will take place based on the top three from each certified list.**
- **Target Hire Date: March 2024**

*(Please note timeframes are approximate and subject to change)*

1/17/2023

## Proposed Rule Change – Civil Service Rules X

### **RULE X. - PROBATIONARY PERIOD**

#### Section 1 - Length of Period

No person shall receive regular status in a position until he/she has satisfactorily served a probationary period of one (1) year; provided that for non-lateral entry level police officer positions, the probationary period shall ~~be for last until six (6)eighteen (18)~~ months after the completion of field training. Persons re-employed, or demoted who had formerly achieved regular status in a particular class shall be subject to a probationary period of six (6) months. *(Revised January 16, 2019) (Resolution 1745; April 13, 1982)*

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For promotion to sergeant or lieutenant positions, the probationary period shall be twelve (12) months. *(Revised May 19, 2010)*.



**Centralia Police Department**  
118 W. Maple Street / P.O. Box 609  
Centralia, Washington 98531

**Stacy Denham, Chief of Police**  
Phone 360-330-7680  
[cpd@cityofcentralia.com](mailto:cpd@cityofcentralia.com)

January 3, 2024

Centralia Police Civil Service Commission  
PO Box 609  
Centralia WA, 98531

Subject: Probationary Police Officer Appointment; Mr. Tysen Cooper

To the Centralia Civil Service Commission:

This letter is to inform you that effective December 1, 2023, Mr. Tysen Cooper was appointed to the position of Probationary Police Officer for our organization. Mr. Cooper is an Entry level officer who will need to attend the academy, so in accordance with our rules, he will serve a probationary period of 18 months. If you have any questions, please feel free to contact me.

Sincerely,

Stacy Denham,  
Chief of Police

cc: Officer Tysen Cooper  
Personnel File, (Cooper)  
Angie Stritmatter, Personnel Director  
Kristie Bonagofsky, payroll



**Centralia Police Department**  
118 W. Maple Street / P.O. Box 609  
Centralia, Washington 98531

**Stacy Denham, Chief of Police**  
Phone 360-330-7680  
[cpd@cityofcentralia.com](mailto:cpd@cityofcentralia.com)

January 3, 2024

Centralia Police Civil Service Commission  
PO Box 609  
Centralia WA, 98531

Subject: Evidence Property Technician; Ms. Hunter Weeks

To the Centralia Civil Service Commission:

This letter is to inform you that effective December 18, 2023, Ms. Hunter Weeks was appointed to the position of Probationary Police Evidence Property Technician for our organization. Ms. Weeks is an entry level Evidence Property Technician, so in accordance with our rules, she will serve a probationary period of 12 months. If you have any questions, please feel free to contact me.

Sincerely,



Stacy Denham,  
Chief of Police

cc: Hunter Weeks  
Personnel File, (Weeks)  
Angie Stritmatter, Personnel Director  
Kristie Bonagofsky, payroll

*Our Mission*

*The Centralia Police Department is committed to protecting the quality of life in our community through professionalism and integrity.*



**Centralia Police Department**  
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Centralia, Washington 98531

**Stacy Denham, Chief of Police**  
Phone 360-330-7680  
[cpd@cityofcentralia.com](mailto:cpd@cityofcentralia.com)

January 11, 2024

Centralia Police Civil Service Commission  
PO Box 609  
Centralia, WA 98531

**SUBJECT: Probationary Community Service Officer Appointment; Jacob Kitchen-Edwards**

To the Centralia Civil Service Commission:

This letter is to inform you that effective January 17, 2024, Mr. Kitchen-Edwards will be appointed to the position of Probationary Community Service Officer. In accordance with your rules, he will serve a probationary period of 12 months. If you have any questions, please feel free to contact me.

Sincerely,

Stacy Denham  
Chief of Police

cc: CSO Jacob Kitchen-Edwards  
Personnel File (Kitchen-Edwards)

*Our Mission*

*The Centralia Police Department is committed to protecting the quality of life in our community through professionalism and integrity.*

# **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

*(REVISED MARCH 15, 2023)*

# Centralia Civil Service Commission

<b>RULE 1 – DEFINITION OF TERMS</b>	<b>5</b>
Section 1 – Advancement	5
Section 2 – Appointing Authority	5
Section 3 – Class	5
Section 4 – Classified Service	5
<u>Section 5 – Collective Bargaining Agreement</u>	
Section 6 - Commission	5
Section 7 – Compensation	5
Section 8 – Demotion	5
Section 9 – Discharge	5
Section 10 – Eligible	6
Section 11 – Emergency Appointment	6
Section 12 – Employee	6
Section 13 – Eligible or Employee List	6
Section 14 – Full-paid	6
Section 15 – Lay-off	6
Section 16 – Permanent Employee	6
Section 17 – Permanent Status	6
Section 18 – Position	6
Section 19 – Probation	6
Section 20 – Promotion	7
Section 21 – Provisional Appointment	7
Section 22 – Public Notice	7
Section 23 – Rejection	7
Section 24 – Suspension	7
Section 25 – Temporary Appointment	7
Section 26 – Written Notice	7

# **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

## **RULE I - DEFINITION OF TERMS**

### **Section 1 – Advancement**

"Advancement" means a salary increase within a scheduled rate of pay for a class or position, made without examination.

### **Section 2 - Appointing Authority**

"Appointing authority" means the Chief of Police. The words "appointing authority," "appointing officer," or "appointing power" shall be construed to be synonymous terms.

### **Section 3 – Class**

"Class" means a group of positions sufficiently similar in their functions, duties, and responsibilities so that the same title may reasonably be used for each, the same qualifications may be required, and the same salary range may be applied.

### **Section 4 - Classified Service**

"Classified service" means all positions covered by these rules and as defined by state law, including all full-time paid members of the Police Department (other than ~~the Police Chief~~ positions set forth in Centralia Municipal Code 2.15.040 and 2.15.045) and the Secretary/Chief Examiner of the Civil Service Commission.

2.15.040 Chief excluded from classified civil service.  
The chief of police shall not be included in the city's classified civil service. (Ord. 2270 § 1 (part), 2011).

2.15.045 Other positions excluded from classified civil service.  
The positions of assistant chief, deputy chief, commander, and administrative assistant shall not be included in the city's classified civil service. (Ord. 2270 § 1 (part), 2011).

### **Section 5 – Collective Bargaining Agreement**

"Collective Bargaining Agreement [CBA]" means the current agreement between the City of Centralia and the union, guild, or association which represents positions included in the Classified Service of these rules.

### Section 6 – Commission

"Commission" means the Civil Service Commission appointed for the City of Centralia.

### Section 7 – Compensation

"Compensation" means any allowance, fee, salary, or wage paid to an employee or officer in the classified service for performing the duties and responsibilities of his/her position or office.

### Section 8 – Demotion

"Demotion" means a reduction in employment position to a class having a lower maximum rate of pay.

### Section 9 – Discharge

"Discharge" means the separation, for cause, of a permanent employee from the classified service.

### Section 10 – Eligible

"Eligible" means the condition of being qualified for employment and placement on the Eligible List by means of examination or prior service.

### Section 11 - Emergency Appointment

"Emergency Appointment" means an appointment to serve in a classified position under emergency conditions for not more than ten (10) days.

### Section 12 – Employee

"Employee" means a person who is legally employed in the classified service of the City, or who is on an authorized leave of absence and whose position is held for him/her upon his/her return.

### Section 13 - Eligible or Employee List

"Eligible list" or "employment list" means a list of eligibles arranged in order of preference who are qualified for appointment to a position in the classified service.

### Section 14 - Full-paid

"Full-paid" officer or employee means that those persons receiving compensation from the City in return for services devoted to police duties which occupy the employee's undivided attention and activity, other than ordinary off-duty time allowance

### Section 15 - Lay-off

"Lay-off" means the termination of employment because of lack of funds or work, or because of material change in organization.

**Section 16 - Permanent Employee**

"Permanent employee" means an employee who has attained permanent status.

**Section 17 - Permanent Status**

An employee achieves "permanent status" when he/she has satisfactorily completed his/her probationary period of employment and has been so certified by the Commission and the appointing authority.

**Section 18 – Position**

"Position" means any employment or office in the classified service.

**Section 19 – Probation**

"Probation" means the term of employment which an employee works prior to attaining permanent appointment, during which time the employee is subject to rejection without hearing or cause.

**Section 20 – Promotion**

"Promotion" means a change in employment in accordance with these rules from a position in the classified service with a lower rate of pay to another position with a higher maximum rate of pay.

**Section 21 - Provisional Appointment**

"Provisional appointment" means a noncompetitive appointment to a position in the classified service pending the establishment of an eligible list for the class. (*Revised on February 15, 2012*)

**Section 22 - Public Notice**

"Public notice" means giving notice by posting in at least three (3) conspicuous places in a public office or building or by publication in a newspaper or by both.

**Section 23 – Rejection**

"Rejection" means the separation of a probationary employee from the service.

**Section 24 – Suspension**

"Suspension" means temporary separation of an employee from the service without pay for disciplinary purposes.

**Section 25 - Temporary Appointment**

"Temporary Appointment" means an appointment for a limited time, not to exceed a total of four (4) months within one (1) calendar year.

**Section 26 - Written Notice**

"Written notice", as required under these rules, means the service of a notice in writing to a person directly or by registered mail. If by mail, the service shall be deemed completed at the time of its deposit in the Post Office.

# **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

*(REVISED MARCH 15, 2023)*

## **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

### **RULE VI - APPLICATIONS**

#### **Section 1 - Announcement of Vacancy**

A. Whenever there is need, the Secretary/Chief Examiner shall issue a public notice inviting qualified persons to apply for employment in the classified service and for admission to the examination scheduled to select the most competent. Public announcement of the examination shall specify the title and salary range of the position, a brief outline of the requirements of the position, the minimum qualifications required, whether the position is entry level or eligible for transfer under terms of the CBA or these rules, or both, and the final date upon which applications will be received.

Persons desiring to compete in the competitive service shall file applications with the Secretary/Chief Examiner on forms supplied by the Civil Service Commission. Applications and posting to the eligibility list for Police Officer, Lateral Entry, shall be accepted by the Secretary/Chief Examiner on a continuous basis, (Motion dated February 9, 1994) provided that once a lateral entry eligibility list has been certified, all applications on file shall lapse and only new applications shall be considered for subsequent vacancies.

B. In addition to the qualifications set forth elsewhere in these Rules, applicants for Officer lateral entry to the Police Department classified service must meet the following requirements to be eligible to take the entrance examination for placement on the eligibility list for Police Officer, Lateral Entry:

- 1) A minimum of one (1) year of law enforcement experience, and
- 2) Satisfactory completion of the Washington State Criminal Justice Training Academy, or any state's equivalent academy certificate, and
- 3). Employment as a full-time law enforcement officer within twelve (12) months prior to testing for the position of Police Officer, Lateral Entry, and *(Revised November 18, 2009)*

As used in this Rule, "law enforcement experience" shall mean employment in the State of Washington, or other State, as a full-time and fully compensated Police Officer, Deputy Sheriff, Marshal, or a State police/patrol officer.

#### Section 2 - Rejection of Application

The Secretary/Chief Examiner may refuse to accept an application or, after acceptance, may reject an application or, after examination, may disqualify a successful candidate or remove the name of a successful candidate from the eligible list or refuse to certify the name of a successful candidate whenever the applicant or eligible candidate is found to lack any of the minimum prerequisites established for the class or position, or is addicted to the use of drugs, or of intoxicating liquors to excess, or has been guilty of any infamous or notoriously disgraceful conduct, or has made false statements or material facts in his/her application, or has practiced deception or fraud in securing eligibility, or has otherwise violated the provisions of law or these rules. The cause for rejection shall be entered upon the application form and filed in conformity with these rules.

# **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

*(REVISED MARCH 15, 2023)*

## **RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION**

### **RULE XI. - TRANSFERS, LAY-OFFS, AND REDUCTIONS**

#### **Section 1 - Transfers**

Transfers consist of the change of an employee from one position to another position in the same or comparable class or occupies the same salary range as set forth in the CBA. The change of an employee from a position in a class with a lower, to a position in a class with a higher maximum rate of pay should shall be deemed a promotion and may be accomplished only in the manner provided in these rules for making promotional appointments. A transfer of an employee from a position in a class with a higher, to a position in a class with a lower maximum rate of

pay shall be deemed a demotion and may be accomplished only in the manner provided in these rules for making demotional appointments. No increase or advance in salary shall be made upon transfer unless the rules governing salary advances are complied with and no decrease in salary shall be made unless the rules regarding reductions in salaries are complied with. Transfers of employees from one department or organizational unit ~~job classification to another with the same salary range~~ may be made with the approval of the appointing authority and the Secretary/Chief Examiner. The appointing authority may at any time transfer an employee from one position to another within the same class under his/her jurisdiction.

### Section 2 - Lay-off

Whenever the appointing authority contemplates a reduction of staff because of shortage of funds, lack of work, or material reorganization of the department, notice shall be sent to the Secretary/Chief Examiner who shall cooperate with the appointing authority in determining the most advisable procedure and readjustment as to personnel and reassignment of duties. When it is decided which positions are to be abandoned, employees holding positions within a class shall be laid off in inverse order to their length of service and value to the City. Any complaint by a permanent employee that lay-off was in bad faith shall be investigated by the Secretary/Chief Examiner who shall submit his/her report and recommendations to the Civil Service Commission. If the Commission finds that the lay-off was irregular, it may order the reinstatement of the permanent employee or employees.

Notice of lay-off shall be given the employee concerned and the Secretary/Chief Examiner at least one (1) week before the effective date thereof. Employees laid off shall have their names placed on the eligible list of the class to which their position was allocated in accordance with these rules.

### Section 3 - Reductions

When the quality of work of an employee is of low service value and does not conform to required standards, the appointing authority may reduce the salary of the employee within the salary range established for the class. The appointing authority shall give the employee and the Secretary/Chief Examiner written notice of his intention at least five (5) days before the effective date thereof, whereupon the Secretary/Chief Examiner shall investigate all pertinent facts and make his/her recommendations to the Civil Service Commission and to the appointing authority.