



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, MARCH 20, 2024

4:00 P.M. COUNCIL CHAMBERS

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF JANUARY 17, 2024 MINUTES
4. APPROVAL OF FEBRUARY 5, 2024 MINUTES
5. ANNOUNCEMENT OF POLICE RECORDS TECHNICIAN RECRUITMENT AND PROCESS EFFECTIVE FEBRUARY 13, 2024.
6. ANNOUNCEMENT OF COMMUNITY SERVICE OFFICER RECRUITMENT AND PROCESS EFFECTIVE MARCH 11, 2024.
7. CERTIFICATION OF POLICE RECORDS TECHNICIAN ELIGIBILITY LIST EFFECTIVE MARCH 19, 2024.
8. APPROVAL OF PROPOSED RULE AMENDMENT – RULE X. PROBATIONARY PERIOD – SECTION 1 – LENGTH OF PERIOD
9. APPROVAL OF PROPOSED RULE AMENDMENT –
 1. RULE I – DEFINITIONS OF TERMS – SECTION 4 AND 5
 2. RULE VI – APPLICATIONS – SECTION 1
 3. RULE XI – TRANSFERS, LAY-OFFS, AND REDUCTIONS – SECTION 1 – TRANSFERS

POLICE

10. NOTIFICATION OF TERMINATION OF PROBATIONARY POLICE OFFICER, ERIN HEFFERNAN EFFECTIVE JANUARY 17, 2024.
11. NOTIFICATION OF PROBATIONARY COMMUNITY SERVICE OFFICER, JACOB KITCHEN-EDWARDS EFFECTIVE JANUARY 17, 2024.
12. NOTIFICATION OF PROBATIONARY COMPLETION, POLICE OFFICER DANIEL COX EFFECTIVE FEBRUARY 1, 2024.
13. NOTIFICATION OF RESIGNATION OF PROBATIONARY COMMUNITY SERVICE OFFICER BETHANY WILKES EFFECTIVE MARCH 11, 2024.

OTHER BUSINESS

14. NEXT MEETING TO BE HELD, WEDNESDAY, MAY 15, 2024 AT 4:00 PM.



CIVIL SERVICE COMMISSION MEETING
MEETING MINUTES
WEDNESDAY, JANUARY 17, 2024
4:00 P.M. COUNCIL CHAMBERS

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. APPROVAL OF AGENDA

Motion and voting as follows:

Commission Member – Bob Willey: Motion

Commission Member – Don Hays: 2nd

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

3. APPROVAL OF NOVEMBER 15, 2023 MINUTES

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Member – Bob Willey: 2nd

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

4. APPROVAL OF DECEMBER 14, 2023 MINUTES

Motion and voting as follows:

Commission Member – Bob Willey: Motion

Commission Member – Don Hays: 2nd

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

5. ANNOUNCEMENT OF LATERAL AND ENTRY POLICE OFFICER
RECRUITMENT AND PROCESS EFFECTIVE JANUARY 4, 2024.

Secretary/Examiner Mahlia Steelhammer stated the job posting closes tomorrow, February 18th at 5:00 pm. Chief Denham stated there are currently two vacancies for Police Officer.

6. PROPOSED RULE AMENDMENT – RULE X. – PROBATIONARY PERIOD –
SECTION 1 – LENGTH OF PERIOD. Secretary/Examiner Mahlia Steelhammer
stated she has brought this proposed rule amendment to the commission
because the current police officer CBA was just recently updated and she wanted
this to Civil Service Rules to mirror what is in



CIVIL SERVICE COMMISSION
MEETING MINUTES
SPECIAL MEETING
MONDAY, FEBRUARY 5, 2024
4:00 P.M. VIA ZOOM

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

1. CALL MEETING TO ORDER
2. CERTIFICATION OF CENTRALIA LATERAL LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE FEBRUARY 1, 2024.
Motion and voting as follows:
Commission Member – Don Hays: Motion
Commission Chairman – Bob Berg: 2nd
Commission Member – Don Hays: Approve
Commission Chariman – Bob Berg: Approve
3. CERTIFICATION OF CENTRALIA ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE FEBRUARY 1, 2024.
Motion and voting as follows:
Commission Member – Don Hays: Motion
Commission Chairman – Bob Berg: 2nd
Commission Chairman – Bob Berg: Approve
Commission Member – Don Hays: Approve

OTHER BUSINESS

4. NEXT MEETING TO BE HELD, WEDNESDAY, MARCH 20, 2024 AT 4:00 PM.

Meeting adjourned.

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER,
SECRETARY/EXAMINER



Civil Service Commission

Civil Service – Examination Process
For
Police Records Technician

PROCESS:

- **Application**
(Screen for completeness and meet the minimum qualifications, rejection letters will be sent to those who do not meet the above criteria.)
**Screening of applications February 28 – March 1*
- **Supplemental Questionnaire**
(Scoring by the same group that will be interviewing)
Weighting for overall score - **30%**
**Scoring of supplemental questionnaire approx. November February 28 – March 1*
- **Written Exam (grammar, spelling, etc.)**
Weighting for overall score **20%**
- **Interview**
(Top candidates from total scores of supplemental and written/typing exam)
Weighting for overall score – **50%**
**Interviews in March*
- **List to Civil Service Commission for approval.**
**March 2024*
- **Target Hire Date: April 2024**

(Please note timeframes are subject to change)



Civil Service Commission

Civil Service – Examination Process
For
Community Service Officer 2024

PROCESS:

- **Application (Job Posting closes on March 25, 2024)**
(Screen for completeness and meet the minimum qualifications, rejection letters will be sent to those who do not meet the above criteria.)
**Screening of applications*
- **Supplemental Questionnaire**
(Scoring by the same group that will be interviewing)
Weighting for overall score - **40%**
**Scoring of supplemental questionnaire approx. week of March 25, 2024*
- **Interview**
(Top candidates from score of supplemental questionnaire)
Weighting for overall score – **60%**
**Interviews approximately April 8, 2024*
- **List to Civil Service Commission for approval.**
**April 2024 – Target Date*
- **Target Hire Date: May 2024**

(Please note timeframes are approximate and subject to change)

2024
City of Centralia Police Records Technician
Interviews held on 3-19-2024

			Supplemental Scoring							Written Exam Scoring			INTERVIEW SCORING											
Rank	lastname	firstname	Vet Pref Pt req	Part 1 & 2		Reviewers Scores	AVERAGE	Supplement al Total 120 PTS POSS	SUPPLEMENT AL SCORE	Weighted Supplemental Score 30%	Written		Weighted Written Test Score 20%	TOTAL TO MOVE		Reviewers Interview Scores	AVERAGE		Weighted Interview Score 50%	TOTAL OVERALL SCORE BEFORE VET PREF PTS		Vet Pref Pts	TOTAL FINAL SCORE	
											Total Pts 200 PTS	Written %		ON TO INTERVIEWS	Interview Scores		INTERVIEW TOTAL PTS 100 PTS POSS	INTERVIEW %		PREF PTS	Pts			
1	Brady	Theresa	No	36	16	10	12	12.67	48.67	40.56%	12.17%	173.00	86.50%	17.30%	221.67	63	66	89	73	72.67%	36.33%	65.80%		65.80%
2	Huang	Alan	No	27	17	13	7	12.33	39.33	32.78%	9.83%	192.00	96.00%	19.20%	231.33	57	61	71	63	63.00%	31.50%	60.53%		60.53%
3	Moselle	Ash	No	14	12	12	4	9.33	23.33	19.44%	5.83%	192.00	96.00%	19.20%	215.33	61	61	86	69	69.33%	34.67%	59.70%		59.70%
4	Butterworth	Kortney	No	27	11	11	4	8.67	35.67	29.72%	8.92%	179.00	89.50%	17.90%	214.67	50	59	65	58	58.00%	29.00%	55.82%		55.82%
5	Pennlington	Madeline	No	27	13	14	13	13.33	40.33	33.61%	10.08%	187.00	93.50%	18.70%	227.33	45	54	62	54	53.67%	26.83%	55.62%		55.62%
6	Hagan	Gabby	No	31	12	9	2	7.67	38.67	32.22%	9.67%	176.00	88.00%	17.60%	214.67	47	53	58	53	52.67%	26.33%	53.60%		53.60%
7	Pryor	Laura	No	24	11	11	7	9.67	33.67	28.06%	8.42%	187.00	93.50%	18.70%	220.67	45	49	39	44	44.33%	22.17%	49.28%		49.28%
8	Hawkins	Shella	No	21	11	15	2	9.33	30.33	25.28%	7.58%	188.00	94.00%	18.80%	218.33	43	48	46	46	45.67%	22.83%	49.22%		49.22%
9	Stayner	Susan	No	24	12	15	16	14.33	38.33	31.94%	9.58%	188.00	94.00%	18.80%	226.33	26	54	38	39	39.33%	19.67%	48.05%		48.05%
10	Steele	Jodi	No	20	14	14	12	13.33	33.33	27.78%	8.33%	178.00	89.00%	17.80%	211.33	42	45	30	39	39.00%	19.50%	45.63%		45.63%

CERTIFIED BY: _____

DATES CERTIFIED: _____

LIST EXPIRATION DATE: _____

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 ~~eighteen (18)~~ six (6) months after certified successful completion of the Police Department's Field Training Program. Such dated certification by the Appointing Authority to be provided to the Civil Service Commission. 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)

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

Section 2 - Rejection of Probationer

During the probationary period of a new hire or lateral, the appointing authority, at his/her discretion may terminate without appeal a probationary employee. Notice of termination with the reason therefor shall be given the probationer and a copy forwarded to the Secretary/Chief Examiner. *(Revised on February 15, 2012)*

Section 3 - Completion of Probationary Status

At the end of the probation period the appointing authority shall report to the Commission on the probationer's service and efficiency. The Secretary/Chief Examiner shall notify the appointing authority two (2) weeks prior to the termination of any probationary period. *(Revised on February 15, 2012)*

Section 4 - Rejection After Promotion

A promotional appointee who is rejected during the probationary period from the position to which he/she was promoted shall be restored to the position from which he/she was promoted.

RULES OF THE CENTRALIA CIVIL SERVICE COMMISSION

(REVISED MARCH 15, 2023)

Centralia Civil Service Commission

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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.



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

January 17, 2024

Centralia Civil Service Commission
PO Box 609
Centralia, WA 98531

SUBJECT: Termination of Probationary Police Officer Erin Heffernan

To the Civil Service Commission,

This letter is to notify you that Ms. Erin Heffernan has been terminated from her position as a Probationary Police Officer for the Centralia Police Department effective January 17, 2024.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Stacy Denham
Chief of Police

cc: Kristie Bonagofsky, Admin. Assistant
Personnel File (Heffernan)



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

February 2, 2024

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

SUBJECT: Notification of Probationary Completion; Officer Daniel Cox

To the Centralia Civil Service Commission:

This letter serves as a notice to you that effective February 1, 2024, Police Officer Daniel Cox successfully completed his 12 month probation period.

Please don't hesitate to contact me if you have any questions.

Sincerely,

Stacy Denham
Chief of Police

cc: Kristie Bonagofsky, Administrative Assistant
Personnel File (Daniel Cox)
Daniel Cox