



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, AUGUST 28, 2024

4:00 P.M. VIA ZOOM

Join Zoom Meeting

Meeting ID: 844 3106 7396

Passcode: 910348

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. CERTIFICATION AND APPROVAL OF PROVISIONAL SERGEANT  
APPOINTMENT FOR ALAN HITCHCOCK EFFECTIVE SEPTEMBER 1, 2024.

OTHER BUSINESS

4. NEXT MEETING TO BE HELD, WEDNESDAY, SEPTEMBER 18, 2024 AT 4:00 PM.



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

*Andy Caldwell, Interim Chief of Police*

Phone 360-330-7680  
[cpd@cityofcentralia.com](mailto:cpd@cityofcentralia.com)

August 20, 2024

Mahlia Steelhammer  
Civil Service Secretary/Examiner  
City of Centralia

**Subject: Provisional Appointment of Officer Alan Hitchcock to Sergeant**

Mahlia,

On September 1, 2024, Sgt. Croy is moving into an Interim Commander position leaving a vacant Sergeant position on patrol. To fill this temporary vacancy, I would like to provisionally appoint Officer Alan Hitchcock to the position/rank of Sergeant on September 1, 2024. I do not anticipate this temporary vacancy to last more than four (4) months.

This provisional appointment is essential for the stability of successful police operations.

Sincerely,

  
Andy Caldwell  
Interim Chief of Police

*Our Mission*

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



**Civil Service Commission**

**PO Box 609**

**Centralia, WA 98531**

**360-330-7562/FAX 360-330-7673**

---

**TO: CIVIL SERVICE COMMISSION**

**FROM: MAHLIA STEELHAMMER, SECRETARY/EXAMINER**

**DATE: AUGUST 20, 2024**

**CC: ANDY CALDWELL, INTERIM CHIEF  
ANGIE STRITMATTER, HR DIRECTOR**

**RE: PROVISIONAL APPOINTMENT OF OFFICER ALAN  
HITCHCOCK TO SERGEANT**

---

On September 1, 2024, Sgt. Croy will be moving from his current Sergeant position to the Interim Commander position. Since there will be a temporary vacancy for the Sergeant position, I'm certifying and approving the provisional appointment of Officer Alan Hitchcock to Sergeant effective September 1, 2024 for no longer than 4 months in duration as per Civil Service Rule IX – Appointment, Section 4 Provisional Appointment.

Officer Hitchcock was hired on November 16, 2016 with the City of Centralia. Officer Hitchcock is a Field Training Officer (FTO) and has held that position since 2019. He also serves as an Officer In Charge (OIC) when no other sergeant can work a shift. His leadership abilities have led him to be selected to supervise the Field Training Program for the Police Department.

On January 1, 2021, he was selected to work as an Interim Sergeant for three months. In January of 2023, he was selected to be an Officer In Charge of a crew until a vacant sergeant position was filled.

Officer Hitchcock has completed many leadership trainings over the last few years to prepare himself for a sergeant position. He completed the Police Training Solutions Sergeants Academy 40-hour training on April 21, 2023, and the Pre-Supervisor training, 40-hour course on October 2, 2023. He recently completed a 16-hour Accountable leadership course.

**CERTIFIED & APPROVED BY:**

**DATE:**