



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

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



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:
