



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, JANUARY 15, 2025

4:00 PM VIA ZOOM

Meeting ID: 835 7000 4734

Passcode: 221730

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF NOVEMBER 20, 2024 MINUTES
4. ANNOUNCEMENT OF LATERAL AND ENTRY LEVEL POLICE OFFICER RECRUITMENT AND PROCESS EFFECTIVE JANUARY 9, 2025.
5. APPROVAL OF PROPOSED RULE CHANGE, RULE VII – EXAMINATIONS SECTION 5.
6. PROPOSED RULE CHANGE, RULE VII. EXAMINATIONS - SECTION 11.
7. CERTIFICATION AND APPROVAL OF PROVISIONAL SERGEANT APPOINTMENT FOR TIMOTHY O'DELL EFFECTIVE FEBRUARY 1, 2025.

OTHER BUSINESS

8. NEXT MEETING TO BE HELD, WEDNESDAY, MARCH 19, 2025 AT 4:00 PM.



CIVIL SERVICE COMMISSION MEETING

MINUTES

WEDNESDAY, NOVEMBER 20, 2024

4:00 PM COUNCIL CHAMBERS

Present: Commissioner Hays, Commissioner Willey, Chairman Berg, Interim Chief Caldwell, Secretary/Examiner Steelhammer

1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

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

3. APPROVAL OF SEPTEMBER 18, 2024 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

4. APPROVAL OF SEPTEMBER 30, 2024 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

5. ANNOUNCEMENT OF LATERAL AND ENTRY LEVEL POLICE OFFICER

RECRUITMENT AND PROCESS EFFECTIVE OCTOBER 9, 2024. Secretary/Examiner Steelhammer stated there is currently two vacancies for lateral and entry level police officer and the position opened on October 9th and closed on November 1st. Secretary/Examiner Steelhammer said there was only one lateral and one entry level candidate. Interim Chief Caldwell added that there are two upcoming vacancies due to two police officers retiring in the New Year. Interim Chief Caldwell also stated since there was only one candidate on the entry level eligibly list, he would not be opposed to not certifying the list.

6. CERTIFICATION OF CENTRALIA ENTRY LEVEL POLICE OFFICER
ELIGIBILITY LIST EFFECTIVE NOVEMBER 18, 2024. Per Interim Chief Caldwell it is not a viable list that is presented with only one candidate. He stated it limits the options to explore more available candidates. Commissioner Hays made a motion to not certify the entry level police officer eligibility list. 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

7. CERTIFICATION OF CENTRALIA LATERAL LEVEL POLICE OFFICER
ELIGIBILITY LIST EFFECTIVE NOVEMBER 18, 2024. Per Interim Chief Caldwell it is a viable list that is presented.

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

8. AS PER RULE II – THE CIVIL SERVICE COMMISSION SECTION I ORGANIZATION DETERMINATION OF ANNUAL MEETING TIME FOR 2025. The Commissioners, Secretary/Examiner and Interim Police Chief Caldwell agreed to continue with the same date and time for future Civil Service Meetings.

9. PROPOSED RULE CHANGE, RULE VII - EXAMINATION - SECTION 5.
Commissioner Berg stated he read over the rules and has proposed the rule change to Rule VII – Section 5. He stated he noticed there wasn't a set date on how many days you have to submit a complaint after an examination.
Commissioner Berg shared the proposed changes:

Section 5 - Notification of Results (CURRENT)

Each competitor shall be notified by mail of the results of the examination and, if successful, of his/her final earned rating and his/her relative position on the eligible list. Any applicant shall have the right of inspecting his/her own test papers within ten (10) days of notification.

Section 5 - Notification of Results (PROPOSED)

Each applicant for entrance and promotional vacancies shall be notified by e-mail or mail within seven (7) days of the completion of the testing process of the results of the examination and, if successful, of his/her final earned rating and his/her relative position on the eligible list. Any applicant shall have the right of inspecting his/her own test papers within ten (10) calendar days of that notification. Any applicant wishing to protest the rating or file a complaint as to

the testing process shall file notice with commission within fourteen (14) days of notification. No list shall be certified by the commission sooner than thirty (30) days from the completion of the testing process.

10. DISCUSSION ABOUT COMPLAINT LETTER SUBMITTED TO THE CIVIL SERVICE COMMISSION. Secretary/Examiner Steelhammer stated on the Zoom meeting on September 30th it wasn't clarified that Officer Haggerty rescinded his complaint and she wanted to put that on the record. Secretary/Examiner Steelhammer added that is why we moved forward with certifying the Promotional Sergeant eligibility list.
11. DISCUSSION ON FUTURE PROMOTIONAL SERGEANT ASSESSMENT CENTERS. Chairman Berg said in future promotional sergeant testing, he believes the appointing authority (Police Chief) should not be involved in the process of planning the assessment center. Chairman Berg stated the Secretary/Examiner needs to take the lead of the assessment center for future testing. It was agreed upon by the Commissioners that the process is fair. Interim Chief Caldwell did agree to remove himself from the process. Interim Chief Caldwell also made a suggestion to add a rule to the Civil Service Rules about time and service that stated the "qualifying time is date of hire" in order to test for promotional sergeant. Chairman Berg responded and said the problem may solve itself because before each examination, the Commission has to approve the testing process.

POLICE

12. NOTIFICATION OF RESIGNATION OF PROBATIONARY POLICE OFFICER, TYSEN COOPER EFFECTIVE SEPTEMBER 19, 2024.
13. NOTIFICATION OF APPOINTMENT TO POLICE SERGEANT, MICHAEL BARELA EFFECTIVE OCTOBER 1, 2024.
14. NOTIFICATION OF APPOINTMENT TO POLICE SERGEANT, ALAN HITCHCOCK EFFECTIVE OCTOBER 1, 2024.
15. NOTIFICATION OF PROBATIONARY ENTRY LEVEL POLICE OFFICER, FRANKLYN RAMOS EFFECTIVE OCTOBER 15, 2024.
16. NOTIFICATION OF PROBATIONARY ENTRY LEVEL POLICE OFFICER, DANIEL FANTON EFFECTIVE NOVEMBER 1, 2024.

OTHER BUSINESS

17. NEXT MEETING TO BE HELD, WEDNESDAY, JANUARY 15, 2025 AT 4:00 PM.



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 February 10, 2025.
 - All Original Entry testing applicant packets and scores will be considered following the last testing date with Public Safety Testing – www.publicsafetytesting.com of February 10, 2025.
(Screening and compilation of Public Safety Testing scores February 10 - February 14)
- **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 February 17, 2025)

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 2025*
- **Further department interviews will take place based on the top three from each certified list.**
- **Target Hire Date: April 2025**

(Please note timeframes are approximate and subject to change)

1/15/2025

Approval of Proposed Rule Change, Rule VII - Examination - Section 5

Section 5 - Notification of Results (CURRENT)

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Section 5 - Notification of Results (PROPOSED)

Each applicant for entrance and promotional vacancies shall be notified by e-mail or mail within seven (7) days of the completion of the testing process of the results of the examination and, if successful, of his/her final earned rating and his/her relative position on the eligible list. Any applicant shall have the right of inspecting his/her own test papers within ten (10) calendar days of that notification. Any applicant wishing to protest the rating or file a complaint as to the testing process shall file notice with commission within fourteen (14) days of notification. No list shall be certified by the commission sooner than thirty (30) days from the completion of the testing process.

Proposed Rule Change, Rule VII. Examinations - Section 11

Section 11– Continuous Testing

1. Continuous Testing Eligibility Register. The Secretary/Chief Examiner, following approval by the Commission, may establish any eligibility register for use by applicants tested through and certified for eligibility through a continuous testing process provided by a subscription testing service.

2. Additional Testing. Applicants placed upon this register shall be subject to such other testing processes as the Commission shall direct, including but not limited to oral boards or any other testing process conducted by the Commission or by a subscriber pursuant to this Rule. Such additional examinations shall be scheduled by the Secretary-Examiner. Any applicant who requests to be excused from the additional testing may have that request approved by the Secretary-Examiner. If approved, the applicant may remain on the register for future vacancies.

3. Removal of Names. The names of candidates to this eligibility register shall remain on the register until either certified to a secondary hiring list following an oral board or other testing as established by the Commission, the expiration of one (1) year from the date of certification or until the candidate has been hired by another public safety organization. Names may be removed upon notification by the candidate, upon the written notification of another public safety employer or an entity providing subscription testing. The Secretary-Examiner may remove a name from the register if the applicant, upon notification, fails to appear for additional testing processes.



**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: JANUARY 10, 2025
**CC: ANDY CALDWELL, INTERIM CHIEF
ANGIE STRITMATTER, HR DIRECTOR**
**RE: PROVISIONAL APPOINTMENT OF OFFICER TIMOTHY
O'DELL TO SERGEANT**

Since there will be a supervisory gap for a projected long-term vacancy due to an extended leave through March 31, 2025, I'm certifying and approving the provisional appointment of Officer Timothy O'Dell to Sergeant effective February 1, 2025 for no longer than 4 months in duration as per Civil Service Rule IX – Appointment, Section 4 Provisional Appointment.

Detective O'Dell is qualified to serve as a Provisional Sergeant because of his leadership qualities and ability to influence others to meet the Mission of the Centralia Police Department. He is a detective in the General Detective unit and a Field Training Officer (FTO) for our department. As a collateral duties, he serves on our Critical Response Team (CRT) and he is a patrol tactics instructor. He served as an Officer-in-Charge (OIC) for patrol shifts and was selected as the OIC for the General Detectives section in 2024. Detective O'Dell has completed SWAT training and is a certified TASER instructor. In 2023, he completed the Police Training Solutions Sergeants Academy.

For all these reasons, Detective O'Dell is qualified for the position of Provisional Sergeant.

CERTIFIED & APPROVED BY:

DATE:
