



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, NOVEMBER 20, 2024

4:00 PM COUNCIL CHAMBERS

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF SEPTEMBER 18, 2024 MINUTES
4. APPROVAL OF SEPTEMBER 30, 2024 MINUTES
5. ANNOUNCEMENT OF LATERAL AND ENTRY LEVEL POLICE OFFICER RECRUITMENT AND PROCESS EFFECTIVE OCTOBER 9, 2024.
6. CERTIFICATION OF CENTRALIA ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE NOVEMBER 18, 2024.
7. CERTIFICATION OF CENTRALIA LATERAL LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE NOVEMBER 18, 2024.
8. AS PER RULE II – THE CIVIL SERVICE COMMISSION SECTION I ORGANIZATION DETERMINATION OF ANNUAL MEETING TIME FOR 2025.
9. PROPOSED RULE CHANGE, RULE VII - EXAMINATION - SECTION 5
10. DISCUSSION ABOUT COMPLAINT LETTER SUBMITTED TO THE CIVIL SERVICE COMMISSION.
11. DISCUSSION ON FUTURE PROMOTIONAL SERGEANT ASSESSMENT CENTERS.

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 MEETING

MINUTES

WEDNESDAY, SEPTEMBER 18, 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 – 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 JULY 17, 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
4. APPROVAL OF AUGUST 15, 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
5. APPROVAL OF AUGUST 28, 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

6. DISCUSSION ABOUT COMPLAINT LETTER SUBMITTED TO THE CIVIL SERVICE COMMISSION. Chairman Berg stated the Commissioners were sent a packet that included the original complaint filed by Officer Haggerty along with other documents submitted that included a synopsis of the complaint filed by Chairman Berg, material that was relative the Sergeant Assessment center and a report filed by Secretary/Examiner Steelhammer. It was noted for the record that Secretary/Examiner Steelhammer contacted Officer Haggerty it was determined that he was filing a complaint in the testing process. Secretary/Examiner Steelhammer discussed the report she submitted to the Commissioners. After a lengthy discussion, Chairman Berg asked the Commissioners if the information that was presented is enough to determine if the complaint is valid or if there is more to investigate in the complaint that was submitted. The Commissioners decided they needed more time to review the complaint that was submitted. The Commissioners and Interim Chief Caldwell did agree that the Sergeant Assessment Center was a fair process.

Commissioner Willey made a motion to move this discussion to the next regular scheduled Civil Service Meeting:

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

7. CERTIFICATION OF CENTRALIA POLICE SERGEANT PROMOTIONAL ELIGIBILITY LIST EFFECTIVE AUGUST 7, 2024. Chairman Berg asked for this agenda item to be moved to the next scheduled Civil Service Meeting.

8. CERTIFICATION AND APPROVAL OF PROVISIONAL SERGEANT APPOINTMENT FOR MICHAEL BARELA EFFECTIVE OCTOBER 1, 2024.

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

POLICE

9. NOTIFICATION OF PROVISIONAL POLICE SERGEANT, ALAN HITCHCOCK EFFECTIVE SEPTEMBER 1, 2024.

OTHER BUSINESS

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

Meeting adjourned at 4:57pm

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING

MINUTES

MONDAY, SEPTEMBER 30, 2024

4:00 P.M. VIA ZOOM

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

Absent: Chairman Berg

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. CERTIFICATION OF CENTRALIA POLICE SERGEANT PROMOTIONAL
ELIGIBILITY LIST EFFECTIVE AUGUST 7, 2024. Secretary/Examiner
Steelhammer noted the certified list will be valid for at least 6 months and can be
extended if needed.
Motion and voting as follows:
Commission Member – Don Hays: Motion
Commission Member – Bob Willey: 2nd
Commission Member – Don Hays: Approve
Commission Member – Bob Willey: Approve

OTHER BUSINESS

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

Meeting adjourned at 4:04 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 Entry and Lateral applications will be accepted until November 1, 2024.
- **Scoring**
 - Lateral/Entry - Lateral and Entry 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 November 18, 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.**
**November 2024*
- **Further department interviews will take place based on the top five (5) from each certified list.**
- **Target Hire Date: February 2024**

(Please note timeframes are approximate and subject to change)

November 18, 2024

Rank	PST Test	Percent of total Score	Points Possible	Percent of total Score	Claiming Veterans		Total Score	Total Score	Veterans Points	Centralia Reserve Class 2 w/2 years	OVERALL TOTAL
					<u>Score</u>	<u>Points</u>					
1	Osman	87.03%	60%	46	45	42	300	44.33%	40%	17.73%	69.95%
	John	87.03%	52.22%	46	45	42	133	44.33%	17.73%	69.95%	69.95%

CERTIFIED BY:

DATE CERTIFIED:

LIST EXPIRATION DATE:

November 18, 2024

City of Centralia Civil Service Lateral Police Scoring

<u>Rank</u>	Johnson	Drew	Points Possible		<u>ORAL Interview Scores</u>	<u>300</u>	<u>230</u>	<u>Total</u>	<u>76.67%</u>	<u>Veterans Points</u>	<u>Percentage of Veterans Points Applied to Score</u>		<u>OVERALL TOTAL</u>	<u>76.67%</u>	<u>Claiming Veterans Preference Points</u>	<u>NO</u>	Have they previously used their veteran's preference
			76	78	76												
1																	

CERTIFIED BY: _____

DATE CERTIFIED: _____

LIST EXPIRATION DATE: _____

11/20/2024

Proposed Rule Change, Rule VII - Examination - Section 5

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.



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

Andy Caldwell, Interim Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

September 19, 2024

Centralia Civil Service Commission
PO Box 609
Centralia, WA 98531

SUBJECT: Resignation of Probationary Police Officer Tysen Cooper

To the Civil Service Commission,

This letter is to notify you that Tysen Cooper has resigned from his position as a Probationary Police Officer for the Centralia Police Department effective September 19, 2024.

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

Sincerely,

Andy Caldwell
Interim Chief of Police

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



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

Andy Caldwell, Interim Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

October 1, 2024

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

Subject: Promotion of Michael Barela to Police Sergeant

To the Centralia Civil Service Commission:

This letter is to inform you that, effective October 1, 2024, Michael Barela was promoted to the rank of Police Sergeant for our organization. This promotion is being made from the active Civil Service list certified on September 30, 2024. Sergeant Barela's probation term for this position will be 12 months, and it falls within both the Teamsters Union and Civil Service rules.

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

Sincerely,

Andy Caldwell,
Interim Chief of Police

cc: Michael Barela
Personnel File, (Barela)
Mahlia Steelhammer, Civil Service Secretary/Examiner



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

Andy Caldwell, Interim Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

October 1, 2024

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

Subject: Promotion of Alan Hitchcock to Police Sergeant

To the Centralia Civil Service Commission:

This letter is to inform you that, effective October 1, 2024, Alan Hitchcock was promoted to the rank of Police Sergeant for our organization. This promotion is being made from the active Civil Service list certified on September 30, 2024. Sergeant Hitchcock's probation term for this position will be 12 months, and it falls within both the Teamsters Union and Civil Service rules.

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

Sincerely,

Andy Caldwell,
Interim Chief of Police

cc: Alan Hitchcock
Personnel File, (Hitchcock)
Mahlia Steelhammer, Civil Service Secretary/Examiner



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

Andy Caldwell, Interim Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

October 21, 2024

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

Subject: Probationary Police Officer Appointment; Mr. Franklyn Ramos

To the Centralia Civil Service Commission:

This letter is to inform you that effective October 15, 2024, Mr. Franklyn Ramos was appointed to the position of Probationary Police Officer for our organization. Mr. Ramos 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,

Andy Caldwell,
Interim Chief of Police

cc: Personnel File, (Ramos)
Civil Service Secretary/Examiner
Kristie Bonagofsky



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

Andy Caldwell, Interim Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

November 14, 2024

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

Subject: Probationary Police Officer Appointment; Mr. Daniel Fanton

To the Centralia Civil Service Commission:

This letter is to inform you that effective November 1, 2024, Mr. Daniel Fanton was appointed to the position of Probationary Police Officer for our organization. Mr. Fanton 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,

Andy Caldwell,
Interim Chief of Police

cc: Personnel File, (Fanton)
Civil Service Secretary/Examiner
Kristie Bonagofsky