



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, SEPTEMBER 18, 2024

4:00 PM COUNCIL CHAMBERS

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF JULY 17, 2024 MINUTES
4. APPROVAL OF AUGUST 15, 2024 MINUTES
5. APPROVAL OF AUGUST 28, 2024 MINUTES
6. DISCUSSION ABOUT COMPLAINT LETTER SUBMITTED TO THE CIVIL SERVICE COMMISSION.
7. CERTIFICATION OF CENTRALIA POLICE SERGEANT PROMOTIONAL ELIGIBILITY LIST EFFECTIVE AUGUST 7, 2024.
8. CERTIFICATION AND APPROVAL OF PROVISIONAL SERGEANT APPOINTMENT FOR MICHAEL BARELA EFFECTIVE OCTOBER 1, 2024.

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.



CIVIL SERVICE COMMISSION MEETING
MINUTES
WEDNESDAY, JULY 17, 2024
4:00 P.M. 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 MAY 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

4. ANNOUNCEMENT OF LATERAL AND ENTRY POLICE OFFICER
RECRUITMENT AND PROCESS EFFECTIVE JUNE 10, 2024.

Secretary/Examiner Steelhammer stated on June 10th, 2024 the recruitment opened for lateral and entry level police officer and closed on June 24th. She stated 8 candidates went through oral board interviews.

5. CERTIFICATION OF CENTRALIA ENTRY LEVEL POLICE OFFICER
ELIGIBILITY LIST EFFECTIVE JULY 12, 2024.

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. CERTIFICATION OF CENTRALIA LATERAL LEVEL POLICE OFFICER
ELIGIBILITY LIST EFFECTIVE JULY 12, 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

7. REQUEST AND ANNOUNCEMENT OF CENTRALIA POLICE SERGEANT PROMOTIONAL RECRUITMENT AND TESTING PROCESS, EFFECTIVE JULY 18, 2024. – Interim Chief Caldwell stated that Chief Denham retired at the end of May and Commander Evers will retire in August and will have a position open and will promote a Sergeant to the open Commander position.

A motion was made that a candidate applying for the Sergeant promotion must currently be employed as a Centralia Police Officer, have 5 years of consecutive law enforcement experience and 1 year of being a Centralia Police Officer (most recent year) for this upcoming Sergeant promotional testing:

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

POLICE

8. NOTIFICATION OF PROBATIONARY COMMUNITY SERVICE OFFICER, CASSANDRA GRANGER EFFECTIVE JUNE 3, 2024.
9. NOTIFICATION OF TERMINATION OF PROBATIONARY POLICE OFFICER, CHRISTIAN SWINEHART EFFECTIVE JUNE 4, 2024.

OTHER BUSINESS

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

Meeting adjourned at 4:16 pm.

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING
MINUTES

THURSDAY, AUGUST 15, 2024
4:00 P.M. COUNCIL CHAMBERS

Present: Commissioner Willey, Commissioner Hays, Commission Chairman Berg,
Secretary/Examiner Mahlia Steelhammer, Interim Chief Caldwell, Commander Evers

1. CALL MEETING TO ORDER

Chairman Berg noted due to technical issues on Zoom during the original meeting on Tuesday, August 13, 2024, the meeting was moved to in person on Thursday, August 15, 2024. Chairman Berg also noted that Commissioner Hays made a motion to recess the meeting and was seconded by Chairman Berg.

2. APPROVAL OF AGENDA

3. CERTIFICATION OF CENTRALIA POLICE SERGEANT PROMOTIONAL
ELIGIBILITY LIST EFFECTIVE AUGUST 7, 2024.

Secretary/Examiner Steelhammer discussed the process of the sergeant assessment center. Secretary/Examiner Steelhammer stated there were 5 candidates that went through the testing process. She also stated there were 5 different assessments that had 3 interviewers in each assessment.

OTHER BUSINESS

4. DISCUSSION ABOUT A LETTER SUBMITTED TO THE CIVIL SERVICE
COMMISSION.

Chairman Berg stated a complaint letter had been received for the Commissioners to review and read the rule about complaints from the Civil Service Rules.

RULE XV. - COMPLAINTS Section I - Procedure

Any person wishing to protest a personnel decision shall file with the Secretary/Chief Examiner, Commission and appointing authority, a verified complaint against any decision, action, or thing, or a petition in support of any privilege or right, involving personnel matters. The Secretary/Chief Examiner, if he/she is not directly a party, shall investigate and attempt to adjust the matter and shall report the complaint with any explanation of the facts and his/her recommendations to the Civil Service Commission. The Commission may investigate further or hold a hearing and may issue recommendations or, if authorized, a directing order, or may allow appeal from any party to the complaint. If a complaint to which the Secretary/Chief Examiner is a party is made, he/she shall file a statement of the facts and an

explanation of his/her action with the Civil Service Commission which may investigate, grant hearing and issue recommendations, or if authorized, a directing order. (Revised July 12, 1995) (Previous sections XV – Certification of Payrolls and XVI – Training deleted during February 15, 2012 revision)

Chairman Berg stated the first step that needed to be determined is if this is a complaint. Chairman Berg stated after reading the complaint letter he said he noted there were recommendations, criticism, and better ideas for future testing. Commissioner Hays agreed there are a lot of recommendations of how the testing process could be improved. Commissioner Willey stated that after reviewing the complaint, the only part in the letter that states mentions a complaint is where it discusses the grading in a one part of the assessment. After further discussion, Chairman Berg stated the Commission will need to decide if this in fact an actual complaint and the letter needs to be treated as a complaint. Chairman Berg stated the next steps in the process of this complaint would be the Secretary/Examiner will need to investigate and review the complaint and bring facts to the commission and the commissioners will decide if they will want to hold a hearing or not. Chairman Berg then read the Civil Service Rules for investigations and hearings.

RULE IV. - HEARINGS AND INVESTIGATIONS Section 1

Hearings and investigations which the Commission is authorized to conduct may be made by the Commission as a body or may be delegated to a member or to the Secretary/Chief Examiner, but no official decision of the Commission shall be rendered until at least two (2) members have reviewed the evidence, and concurred in an opinion. The procedure of any hearing or investigation shall be informal and shall not be restricted so as to deny the introduction of any evidence that the Commission may deem pertinent. Unless incapacitated, a person pressing a claim or defending a privilege before the Commission shall appear personally and shall not be excused from answering questions and supplying information except upon claim of the constitutional privilege in respect to self-incrimination. All decisions, opinions, and recommendations arising from a hearing or investigation by the Commission shall be written and subscribed to by the members concurring, and shall be countersigned and filed as a permanent record by the Secretary/Chief Examiner. Any member may submit a minority or supplemental report which shall be filed as a matter of record. (Revised on February 15, 2012)

The Commissioners agreed that they have not received enough information to move forward with a hearing and believe there needs to be an investigation and to figure out what the actual complaint is. In the meantime, the promotional sergeant list will not be certified.

Commissioner Hays made the motion that the complaint was received and will be moving forward with an investigation.

Commission Member – Bob Willey: 2nd
Commission Chairman – Bob Berg: Approve
Commission Member – Don Hays: Approve
Commission Member – Bob Willey: Approve

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

Meeting adjourned at 4:30 pm.

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING

Minutes

WEDNESDAY, AUGUST 28, 2024

4:00 P.M. VIA ZOOM

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. CERTIFICATION AND APPROVAL OF PROVISIONAL SERGEANT APPOINTMENT FOR ALAN HITCHCOCK EFFECTIVE SEPTEMBER 1, 2024.

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

OTHER BUSINESS

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

Meeting adjourned at 4:03 pm.

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER, SECRETARY/EXAMINER

2024
City of Centralia Civil Service Sergeant Promotion

Rank	Counseling 70 PTS each for an overall total of 210 PTS	Report Review 30 PTS	Exercise I		Exercise II - Tactical Exercise & Oral Presentation				Exercise III - Oral Presentation			Exercise IV - Oral Interview			Exercise V - Sgts Interview			Total Score (AVERAGE OF ALL SECTIONS)		Education Civil Service Points	Veterans Civil Service Points	% of Education Points Applied to Score	% of Veterans Points Applied to Score	OVERALL TOTAL									
			Points Possible	Points Possible	300	Total II	Presentation	Oral	300	Total III	Interview	Oral	300	Total IV	Interview	Sgts	Total V	210	Total V														
																									240	Total I	85.5	85	94	87	77.5	77	241.50
1	Hitchcock	Alan	69	66	67	20	222.00	92.50%	85.5	85	94	87	264.5	88.17%	87	77.5	77	241.50	80.50%	94	92.5	77	263.5	87.83%	60	48	52	160	76.19%	85.04%	2.00%	1.70%	86.74%
2	Barela	Michael	66	35	50	24	175.00	72.92%	91	83	87	261	87.00%	92	89	85	266.00	88.67%	97	98	86	281	93.67%	44	47	49	140	66.67%	81.78%	2.00%	1.64%	83.42%	
3	O'Dell	Tim	62	46	57	18	183.00	76.25%	92	94	83	269	89.67%	80	79	80	239.00	79.67%	93	90.5	76	259.5	86.50%	43	40	41	124	59.05%	78.23%	2.00%	1.56%	79.79%	
4	Haggerty	Adam	35	35	36	16	122.00	50.83%	94	82	85	250	87.00%	87.5	83.5	77.5	248.50	82.83%	93	92	78	263	87.67%	58	52	46	156	74.29%	76.52%	0.00%	0.00%	76.52%	
5	Miller	Aaron	27	33	39	18	117.00	48.75%	78	87	85	250	83.33%	71	56	56	183.00	61.00%	66	74	69	209	69.67%	39	37	43	119	56.67%	63.88%	4.00%	2.56%	66.44%	

CERTIFIED BY: _____
DATE CERTIFIED: _____
LIST EXPIRATION DATE: _____



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 5, 2024

Mahlia Steelhammer
Civil Service Secretary/Examiner
City of Centralia

Subject: Request to Provisionally Appoint Officer Michael Barela to Sergeant


Mahlia,
I would like to provisionally appoint Officer Michael Barela to the position/rank of Sergeant on October 1, 2024.

On June 17, 2024, Detective Sergeant Dave Clary started as the Interim Special Operations Commander. Since Interim Commander Clary assumed his new role, a vacancy for the detective sergeant position has been filled with an officer-in-charge (OIC). The vacancy created by Clary's new role is projected to last for at least another 90 days and will likely be permanent. The Detective Sergeant position is unique because the individual assigned to that position conducts sensitive investigations, including background and internal administrative investigations.

At this time, the Centralia Police Department has six (6) sergeant positions, which are currently filled with four (4) sergeants, one (1) provisional sergeant, and one (1) OIC. To fill the vacant sergeant position currently held by an OIC, I would like to provisionally promote Officer Barela to Sergeant. I do not anticipate this temporary vacancy to last more than four (4) months. Though the 2024 Civil Service Sergeant Scoring is not certified, it is important to note that if that list is certified, Officer Barela would be the next promoted to sergeant.

This provisional appointment will bridge the gap until there is a resolution to the certification of the 2024 Sergeant Scoring. Though having an out-of-class OIC is allowable by policy and contract, it is not optimal 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: SEPTEMBER 5, 2024

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

RE: PROVISIONAL APPOINTMENT OF OFFICER MICHAEL
BARELA TO SERGEANT

On June 17, 2024, Detective Sgt. Clary moved from his Detective Sergeant position to the Interim Special Operations Commander. The Detective Sergeant position is currently filled by an officer-in-charge. In order to fill the vacant sergeant position currently being held by an officer-in-charge, I'm certifying and approving the provisional appointment of Officer Michael Barela to Detective Sergeant effective October 1, 2024 for no longer than 4 months in duration as per Civil Service Rule IX – Appointment, Section 4 Provisional Appointment.

Detective Barela 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 the Centralia Police Department. As a collateral duty, he serves on the Critical Response Team (CRU), and earlier this year, he was selected by his peers to be the Assistant Team Leader of CRU.

In 2023, he was selected to work as an Officer-in-Charge for his patrol crew.

Detective Barela has completed SWAT Team Leader training and is a certified ALICE, Active Shooter, Handgun, and Rifle instructor. He represents the department at Spanish-speaking events throughout our community.

For all these reasons, Detective Barela is qualified for the position of Provisional Sergeant.

CERTIFIED & APPROVED BY:

DATE:



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 5, 2024

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

Subject: Provisional Police Sergeant, Alan Hitchcock

To the Centralia Civil Service Commission:

This letter is to inform you that effective September 1, 2024, Alan Hitchcock was appointed Provisional Police Sergeant for our organization. Sergeant Hitchcock's provisional promotion will last until December 31, 2024, when he will revert to his position as a Police Officer. If you have any questions, please feel free to contact me.

Sincerely,

Andy Caldwell,
Interim Chief of Police

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