



CIVIL SERVICE COMMISSION MEETING
A G E N D A
WEDNESDAY, JULY 17, 2024
4:00 P.M. COUNCIL CHAMBERS

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MAY 15, 2024 MINUTES
4. ANNOUNCEMENT OF LATERAL AND ENTRY POLICE OFFICER RECRUITMENT AND PROCESS EFFECTIVE JUNE 10, 2024.
5. CERTIFICATION OF CENTRALIA ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE JULY 12, 2024.
6. CERTIFICATION OF CENTRALIA LATERAL LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE JULY 12, 2024.
7. REQUEST AND ANNOUNCEMENT OF CENTRALIA POLICE SERGEANT PROMOTIONAL RECRUITMENT AND TESTING PROCESS, EFFECTIVE JULY 18, 2024.

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.



CIVIL SERVICE COMMISSION MEETING
MINUTES

WEDNESDAY, MAY 15, 2024
4:00 P.M. COUNCIL CHAMBERS

Commander Caldwell, Secretary/Examiner Mahlia Steelhammer
Commission Member - Don Hays: Present
Commission Chairman - Bob Berg: Present
Commission Member - Bob Willey: Present

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 FEBRUARY 5, 2024 MINUTES

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Chairman – Bob Berg: 2nd

Commission Member – Don Hays: Approve

Commission Chairman – Bob Berg: Approve

4. APPROVAL OF MARCH 20, 2024 MINUTES

Motion and voting as follows:

Commission Member – Bob Willey: Motion

Commission Member – Don Hays: 2nd

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

5. APPROVAL OF APRIL 11, 2024 MINUTES

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Chairman – Bob Berg: 2nd

Commission Member – Don Hays: Approve

Commission Chairman – Bob Berg: Approve

6. APPROVAL OF PROPOSED RULE AMENDMENT – RULE X. PROBATIONARY PERIOD – SECTION 1 – LENGTH OF PERIOD – Commissioner Berg explained this rule is being amended to reflect the Commissioned Personnel Collective Bargaining Agreement. Commissioner Hays wanted to clarify that a police officer is not protected under the Civil Service Rules or the CBA when they are a probationary police officer? Commissioner Berg said this is correct.

Motion and voting as follows:

Commission Member – Bob Berg: Motion

Commission Member – Don Hays: 2nd

Commission Chairman – Bob Berg: Approve

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

7. APPROVAL OF PROPOSED RULE AMENDMENT –
 1. RULE I – DEFINITIONS OF TERMS – SECTION 4 AND 5
 2. RULE VI – APPLICATIONS – SECTION 1
 3. RULE XI – TRANSFERS, LAY-OFFS, AND REDUCTIONS – SECTION 1 – TRANSFERS

Commissioner Berg briefly discussed the rule amendments and stated this rule change was for certain individuals that have certain union rights to move to a different position within their department that is in the same job classification and the Civil Service Rules never stated this process.

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

8. NOTIFICATION OF PROBATIONARY COMPLETION, SERGEANT CHAD WITHROW EFFECTIVE APRIL 1, 2024.
9. NOTIFICATION OF PROBATIONARY COMPLETION, POLICE OFFICER CALEB PARSONS EFFECTIVE APRIL 3, 2024.
10. NOTIFICATION OF PROBATIONARY COMPLETION, POLICE OFFICER AUGUST SHULDA EFFECTIVE APRIL 3, 2024.
11. NOTIFICATION OF PROBATIONARY LATERAL POLICE OFFICER APPOINTMENT, EMMET WOODS EFFECTIVE APRIL 15, 2024.
12. NOTIFICATION OF PROBATIONARY COMPLETION, POLICE RECORDS TECHNICIAN ABRIELLE SHEETS EFFECTIVE APRIL 24, 2024.
13. NOTIFICATION OF PROBATIONARY COMPLETION, EOC/VOLUNTEER COORDINATOR NAOMI HURSH EFFECTIVE APRIL 30, 2024.
14. NOTIFICATION OF PROBATIONARY COMPLETION, POLICE RECORDS TECHNICIAN KAREN ST. CLAIR EFFECTIVE MAY 1, 2024.
15. NOTIFICATION OF PROBATIONARY POLICE RECORDS TECHNICIAN, THERESA BRADY EFFECTIVE MAY 1, 2024.

16. NOTIFICATION OF PROBATIONARY ENTRY LEVEL POLICE OFFICER,
ALEX ALVARENGA EFFECTIVE MAY 1, 2024.

OTHER BUSINESS

17. NEXT MEETING TO BE HELD, WEDNESDAY, JULY 17, 2024 AT 4:00 PM.

Meeting adjourned at 4:16 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 June 24, 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 July 8, 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.**
*July 2024
 - **Further department interviews will take place based on the top three from each certified list.**
 - **Target Hire Date: September 2024**

(Please note timeframes are approximate and subject to change)

July 12, 2024 City of Centralia Civil Service Entry Level Police Scoring

Rank		PST Test Score	Percent of total Score	Points Possible	Percent of total Score	ORAL Interview			Total		Claiming Veterans		Veterans		Centralia Reserve Class 2 w/2 years		OVERALL TOTAL
						60%	80%	82	300	Oral	40%	Total Score	Points	Points	Points	% of Veterans Points Applied to Score	
1	DeFeo	84.07%	50.44%	83	82	82	247	82.33%	32.93%	83.38%	Yes	5.00%	4.17%	87.54%			
2	Okutsu	86.80%	52.08%	80	90	93	263	87.67%	35.07%	87.15%			0.00%	87.15%			
3	Fanton	80.69%	48.41%	72	67	69	208	69.33%	27.73%	76.15%			0.00%	76.15%			
4	Ramos	82.36%	49.42%	60	82	56	198	66.00%	26.40%	75.82%			0.00%	75.82%			
5	Lund	82.60%	49.56%	39	42	33	114	38.00%	15.20%	64.76%			0.00%	64.76%			
6	Burns	80.69%	48.41%	31	38	16	85	28.33%	11.33%	59.75%			0.00%	59.75%			

CERTIFIED BY: _____

DATE CERTIFIED: _____

LIST EXPIRATION DATE: _____

Jul-24

Points Possible

CERTIFIED BY:

DATE CERTIFIED:

LIST EXPIRATION DATE:



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

Andy Caldwell, Interim Chief of Police
Phone 360-330-7680
cpd@cityofcentralia.com

June 21, 2024

Centralia Civil Service Commission
PO Box 609
Centralia, WA 98531

SUBJECT: Request for Civil Service Examination – Police Sergeant

Dear Commissioners:

Please consider this letter as a request for the commission to conduct a promotional examination for the position of police sergeant. I anticipate at least one promotional opportunity in the department. I would like to have the test administered in August.

I will be in attendance at your July 17, 2024, meeting to provide additional clarification regarding this request and answer any questions you might have.

Sincerely,


Andy Caldwell,
Interim Chief of Police

cc: Amy Buckler, Interim City Manager
Angie Stritmatter, HR Director

Civil Service Commission

Civil Service – Examination Process for Police Sergeant

PROCESS:

- **Application**
 - Application process opens on July 18, 2024
 - Application process closes on August 1, 2024
 - Pre-assessment center briefing on August 2, 2024.
- **Assessment Center Format for Exam/Scoring**
 - Assessment center testing on August 7, 2024.
 - Five assessment sections/exercises each worth and average of 100 points each, for a total of 500 points possible.
 - On the assessment panels will be a combination of public safety supervisors/managers, supervisors/managers from city departments and community members.
 - Exam anticipated to occur on August 8, 2024.
- **Eligibility List established following assessment/exercises**
 - Tabulation of scores will include any educational and/or veterans points as applicable to the scoring for the candidates – as per Civil Service Rules.
- **Departmental consideration of top three candidates.**
- **Target Probationary Promotion Date: September 2024 – August 2025**

(Please note timeframes are approximate and subject to change)



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

Andy Caldwell, Interim Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

June 10, 2024

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

Subject: Community Service Officer, Cassandra Granger

To the Centralia Civil Service Commission:

This letter is to inform you that effective June 3, 2024, Cassandra Granger was appointed to the position of Probationary Police Community Service Officer for our organization. Cassandra is an entry level Community Service Officer, so in accordance with our rules, she will serve a probationary period of 12 months. If you have any questions, please feel free to contact me.

Sincerely,

Andy Caldwell,
Interim Chief of Police

cc: Cassandra Granger
Personnel File, (Granger)
Angie Stritmatter, Personnel Director
Kristie Bonagofsky, payroll



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

Andy Caldwell, Interim Chief of Police

Phone 360-330-7680
cpd@cityofcentralia.com

June 10, 2024

Centralia Civil Service Commission
PO Box 609
Centralia, WA 98531

SUBJECT: Termination of Probationary Police Officer Christian Swinehart

To the Civil Service Commission,

This letter is to notify you that Christian Swinehart has resigned from his position as a Probationary Police Officer for the Centralia Police Department effective June 4, 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 (Swinehart)