



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, MAY 21, 2025

4:00 PM Council Chambers

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MARCH 19, 2025 MINUTES
4. APPROVAL OF APRIL 23, 2025 MINUTES
5. APPROVAL OF MAY 8, 2025 MINUTES
6. ANNOUNCEMENT OF ENTRY AND LATERAL POLICE OFFICER RECRUITMENT AND PROCESS EFFECTIVE JUNE 9, 2025.

POLICE:

7. NOTIFICATION OF PROBATION COMPLETION; COMMUNITY SERVICE OFFICER JACOB KITCHEN-EDWARDS EFFECTIVE JANUARY 17, 2025.
8. RESIGNATION OF PROBATIONARY PROPERTY/EVIDENCE TECHNICIAN HUNTER WEEKS EFFECTIVE MARCH 17, 2025
9. REMOVAL OF NAME FROM ENTRY LEVEL POLICE OFFICER ELIGIBILITY LIST - (NOTE: EXPIRATION DATE TO REQUEST A HEARING WITH CIVIL SERVICE BASED ON DATE OF LETTER SENT TO APPLICANTS WILL BE MARCH 26, 2025.)
 - ABIGAIL FROST
10. NOTIFICATION OF PROBATION COMPLETION; POLICE OFFICER ALAN BOWERS EFFECTIVE APRIL 2, 2025.
11. NOTIFICATION OF PROBATION COMPLETION; POLICE OFFICER EMMET WOODS EFFECTIVE APRIL 13, 2025.

OTHER BUSINESS

12. NEXT MEETING TO BE HELD, WEDNESDAY, JULY 16, 2025 AT 4:00 PM.



CIVIL SERVICE COMMISSION MEETING

MINUTES

WEDNESDAY, MARCH 19, 2025

4:00 PM Council Chambers

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

Absent: Chairman Berg

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 Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

3. APPROVAL OF January 15, 2025 MINUTES

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

4. CERTIFICATION OF CENTRALIA ENTRY LEVEL POLICE OFFICER

ELIGIBILITY LIST EFFECTIVE FEBRUARY 21, 2025. Secretary/Examiner Steelhammer stated that 7 candidates attended the oral board interview for this position.

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

5. ANNOUNCEMENT OF POLICE RECORDS TECHNICIAN RECRUITMENT
AND PROCESS EFFECTIVE MARCH 3, 2025. Secretary/Examiner

Steelhammer stated this position recently closed and we are currently going through the applications.

6. APPROVAL OF PROPOSED RULE CHANGE, RULE VII. EXAMINATIONS SECTION 11. The Commissioners agreed to move this agenda item to the next meeting when Chairman Berg would be in attendance since he updated the language.
7. AMENDMENT TO AGENDA - ANNOUNCEMENT OF EVIDENCE/PROPERTY SPECIALIST RECRUITMENT AND PROCESS EFFECTIVE MARCH 18, 2025.

POLICE:

8. NOTIFICATION OF PROBATIONARY APPOINTMENT; OFFICER DREW JOHNSON EFFECTIVE FEBRUARY 1, 2025.
9. NOTIFICATION OF APPOINTMENT TO POLICE SERGEANT, TIMOTHY O'DELL EFFECTIVE MARCH 1, 2025.

OTHER BUSINESS

10. NEXT MEETING TO BE HELD, WEDNESDAY, MARCH 21, 2025 AT 4:00 PM.

Meeting adjourned.

APPROVED BY:

ROBERT WILLEY, COMMISSIONER

MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING

MINUTES

WEDNESDAY, APRIL 23, 2025

4:00 PM via ZOOM

Meeting ID: 885 4258 2133

Passcode: 226390

Present: Commissioner Hays, Commissioner Willey, Chairman Ber, 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 OF POLICE RECORDS TECHNICIAN

ELIGIBILITY LIST EFFECTIVE APRIL 18, 2025. Secretary/Examiner Steelhammer stated 49 candidates tested for the position, and the top 10 moved onto interviews.

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 PROPOSED RULE CHANGE, RULE VII. EXAMINATIONS

SECTION 11. Secretary/Examiner explained this proposed rule change was moved from the previous agenda to today since Chairman Berg wasn't here to explain the rule change.

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

5. NEXT MEETING TO BE HELD, WEDNESDAY, MAY 21, 2025 AT 4:00 PM.

Meeting adjourned.

APPROVED BY:

ROBERT BERG, CHAIRMAN

MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING

MINUTES

THURSDAY, MAY 8, 2025

4:00 PM via ZOOM

Meeting ID: 880 3337 3125

Passcode: 991576

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

Absent: Chairman Berg

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 Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

3. CERTIFICATION OF EVIDENCE/PROPERTY SPECIALIST

ELIGIBILITY LIST EFFECTIVE MAY 5, 2025. Secretary/Examiner Steelhammer stated 47 candidates moved onto testing and 25 tested. The top 10 candidates then moved onto an interview.

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, MAY 21, 2025 AT 4:00 PM.

Meeting adjourned.

APPROVED BY:

ROBERT WILLEY, COMMISSIONER

MAHLIA STEELHAMMER, SECRETARY/EXAMINER



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 June 27, 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 June 27, 2025.
(Screening and compilation of Public Safety Testing scores July 7 – July 11)

- **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.**
**July 2025*
 - **Further department interviews will take place based on the top five (5) from each certified list.**
 - **Target Hire Date: 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

January 17, 2025

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

SUBJECT: Notification of Probation Completion; CSO Jacob Kitchen-Edwards

To the Centralia Civil Service Commission:

This letter serves as notice to you that effective January 17, 2025, Community Service Officer Jacob Kitchen-Edwards successfully completed his 12 month probationary period.

Please don't hesitate to contact me if you have any questions.

Sincerely,

Andy Caldwell,
Interim Chief of Police

cc: Jacob Edwards
Personnel File, (Edwards)
HR/Civil Service Secretary



118 W. Maple Street / P.O. Box 609
Centralia, Washington 9853

Andy Caldwell, Chief of Police

Phone 360-330-7680
cpdrecords@cityofcentralia.com

March 17, 2025

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

Subject: Resignation of Probationary Evidence Technician Hunter Weeks

To the Centralia Civil Service Commission:

This letter is to inform you that on March 17, 2025, Hunter Weeks has resigned from her position as a Probationary Property – Evidence Technician from the Centralia Police Department.

Hunter Weeks was appointed to the position of Probationary Police Evidence Property Technician for our organization on December 18, 2023. Weeks was an entry-level Evidence Property Technician who, in accordance with our rules, was serving a probationary period of 12 months. On November 18, 2024, I extended her probationary period by 6 months. This extension resulted in Weeks' probationary period going to June 18, 2025.

Sincerely,

Andy Caldwell,
Chief of Police

cc: Personnel File, (Weeks)
Civil Service Secretary



118 W. Maple Street / P.O. Box 609
Centralia, Washington 9853

Andy Caldwell, Chief of Police

Phone 360-330-7680
cpdrecords@cityofcentralia.com

March 25, 2025

Centralia Civil Service Commission
PO Box 609
Centralia, WA 98531

SUBJECT: Removal of Name from Entry Level Police Officer Eligibility List

To the Civil Service Commission,

This letter is to inform you that, effective March 25, 2025, I am recommending that Abigail Frost be removed from the Civil Service hiring eligibility list for cause. While conducting the background investigation on Mrs. Frost for potential hiring, several incidents in her history made her ineligible to continue in the hiring process. If you have any questions, please feel free to contact me.

Sincerely,

Andy Caldwell
Chief of Police

cc: Administrative Assistant, Autumn Jorgensen
Civil Service Secretary, Mahlia Steelhammer



118 W. Maple Street / P.O. Box 609
Centralia, Washington 9853

Andy Caldwell, Chief of Police

Phone 360-330-7680
cpdrecords@cityofcentralia.com

April 2, 2025

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

SUBJECT: Notification of Probation Completion; Police Officer Alan Bowers

To the Centralia Civil Service Commission:

This letter serves as notice to you that effective April 2, 2025, Officer Bowers successfully completed his 18 month probationary period.

Please don't hesitate to contact me if you have any questions.

Sincerely,


Andy Caldwell,
Chief of Police

cc: Alan Bowers
Personnel File, (Bowers)
HR/Civil Service Secretary



118 W. Maple Street / P.O. Box 609
Centralia, Washington 9853

Andy Caldwell, Chief of Police

Phone 360-330-7680
cpdrecords@cityofcentralia.com

April 13, 2025

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

SUBJECT: Notification of Probation Completion; Police Officer Emmet Woods

To the Centralia Civil Service Commission:

This letter serves as notice to you that effective April 13, 2025, Officer Woods successfully completed his 12 month probationary period.

Please don't hesitate to contact me if you have any questions.

Sincerely,


Andy Caldwell,
Chief of Police

cc: Emmet Woods
Personnel File, (Woods)
HR/Civil Service Secretary