



CIVIL SERVICE COMMISSION MEETING

A G E N D A

WEDNESDAY, JULY 16, 2025

**4:00 PM Council Chambers**

**ORIGINAL**

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MAY 21, 2025 MINUTES
4. APPROVAL OF JUNE 11, 2025 MINUTES
5. APPROVAL OF JULY 1, 2025 MINUTES
6. PROPOSED RULE CHANGE, RULE VI. APPLICATIONS - SECTION 1.

POLICE:

7. NOTIFICATION OF PROBATIONARY ENTRY LEVEL POLICE OFFICER, CAMERON PAK EFFECTIVE MAY 1, 2025.
8. NOTIFICATION OF PROBATIONARY COMPLETION, POLICE RECORDS TECHNICIAN THERESA BRADY EFFECTIVE MAY 1, 2025.
9. NOTIFICATION OF PROBATIONARY EVIDENCE PROPERTY TECHNICIAN, KAREN ST CLAIR EFFECTIVE JUNE 1, 2025.
10. NOTIFICATION OF PROBATIONARY POLICE RECORDS TECHNICIAN, LILY MILLER EFFECTIVE JUNE 1, 2025.
11. NOTIFICATION OF PROBATIONARY POLICE RECORDS TECHNICIAN, XIOMARA VALDEZ EFFECTIVE JUNE 1, 2025.
12. NOTIFICATION OF PROBATIONARY COMPLETION, COMMUNITY SERVICE OFFICER CASSANDRA GRANGER EFFECTIVE JUNE 1, 2025.

OTHER BUSINESS

13. NEXT MEETING TO BE HELD, WEDNESDAY, SEPTEMBER 17, 2025 AT 4:00 PM.



CIVIL SERVICE COMMISSION MEETING

MINUTES

WEDNESDAY, MAY 21, 2025

**4:00 PM Council Chambers**

Present: Commissioner Hays, Commissioner Willey, Chairman Berg,  
Secretary/Examiner Mahlia Steelhammer

Absent: Chief Caldwell

1. CALL MEETING TO ORDER
2. APPROVAL OF AGENDA  
Motion and voting as follows:  
Commission Member – Bob Willey: Motion  
Commission Member – Don Hays: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Don Hays: Approve  
Commission Member – Bob Willey: Approve
3. APPROVAL OF MARCH 19, 2025 MINUTES  
Motion and voting as follows:  
Commission Member – Don Hays: Motion  
Commission Member – Bob Willey: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Don Hays: Approve  
Commission Member – Bob Willey: Approve
4. APPROVAL OF APRIL 23, 2025 MINUTES  
Commission Member – Bob Willey: Motion  
Commission Member – Don Hays: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Don Hays: Approve  
Commission Member – Bob Willey: Approve
5. APPROVAL OF MAY 8, 2025 MINUTES  
Motion and voting as follows:  
Commission Member – Don Hays: Motion  
Commission Member – Bob Willey: 2<sup>nd</sup>  
Commission Chairman – Bob Berg: Approve  
Commission Member – Don Hays: Approve  
Commission Member – Bob Willey: Approve

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. CHAIRMAN BERG WANTED TO RECOGNIZE ALL THE POLICE OFFICERS IN THE CENTRALIA POLICE DEPARTMENT FOR POLICE OFFICER MEMORIAL MONTH.
13. NEXT MEETING TO BE HELD, WEDNESDAY, JULY 16, 2025 AT 4:00 PM.

Meeting adjourned.

APPROVED BY:

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BOB BERG, CHAIRMAN

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MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING

MINUTES

WEDNESDAY, JUNE 11, 2025

**4:00 PM VIA ZOOM**

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

Absent: Chairman Berg

1. CALL MEETING TO ORDER

2. REQUEST FOR A THIRTY DAY EXTENSION FOR THE POLICE RECORDS TECHNICIAN ELIGIBILITY LIST WHICH IS SET TO EXPIRE JUNE 22, 2025.

Secretary/Examiner Mahlia Steelhammer stated that one of our Police Records Technicians accepted the position as the new Police Evidence/Property Specialist and now there is a another Police Records Technician vacancy. Since there is a another vacancy, Chief Caldwell requested a 30 day extension to the list to find another candidate to fill the new opening before it expires..

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Member – Bob Willey: 2<sup>nd</sup>

Commission Member – Don Hays: Approve

Commission Member – Bob Willey: Approve

OTHER BUSINESS

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

Meeting adjourned.

APPROVED BY:

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ROBERT WILEY, COMMISSIONER

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MAHLIA STEELHAMMER, SECRETARY/EXAMINER



CIVIL SERVICE COMMISSION MEETING

MINUTES

TUESDAY, JULY 1, 2025

**4:00 PM ZOOM**

Present: Commissioner Hays, Chairman Berg, Secretary/Examiner Mahlia Steelhammer, Commander Clary, Chief Caldwell

Absent: Commissioner Willey

1. CALL MEETING TO ORDER

2. APPROVAL OF AGENDA

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Chairman – Bob Berg: 2<sup>nd</sup>

Commission Member – Don Hays: Approve

Commission Chairman – Bob Berg: Approve

3. CERTIFICATION OF CENTRALIA LATERAL LEVEL POLICE OFFICER ELIGIBILITY LIST EFFECTIVE JULY 1, 2025.

Secretary/Examiner Mahlia Steelhammer stated there was one Lateral Police Officer candidate that attended testing and an oral board on Monday, June 30<sup>th</sup>. Chairman Berg asked Chief Caldwell if he was comfortable with certifying the list with only one candidate. Chief Caldwell said he is comfortable certifying the list.

Motion and voting as follows:

Commission Member – Don Hays: Motion

Commission Chairman – Bob Berg: 2<sup>nd</sup>

Commission Member – Don Hays: Approve

Commission Chairman – Bob Berg: Approve

OTHER BUSINESS

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

Meeting adjourned.

APPROVED BY:

\_\_\_\_\_  
BOB BERG, CHAIRMAN

\_\_\_\_\_  
MAHLIA STEELHAMMER, SECRETARY/EXAMINER

## **Proposed Rule Change 7/16/2025:**

### **RULE VI – APPLICATIONS (CURRENT)**

#### Section 1 - Announcement of Vacancy

A. Whenever there is need, the Secretary/Chief Examiner shall issue a public notice inviting qualified persons to apply for employment in the classified service and for admission to the examination scheduled to select the most competent. Public announcement of the examination shall specify the title and salary range of the position, a brief outline of the requirements of the position, the minimum qualifications required, whether the position is entry level or eligible for transfer under terms of the CBA or these rules, or both, and the final date upon which applications will be received. Persons desiring to compete in the competitive service shall file applications with the Secretary/Chief Examiner on forms supplied by the Civil Service Commission. Applications and posting to the eligibility list for Police Officer, Lateral Entry, shall be accepted by the Secretary/Chief Examiner on a continuous basis, (Motion dated February 9, 1994) provided that once a lateral entry eligibility list has been certified, all applications on file shall lapse and only new applications shall be considered for subsequent vacancies. (Revised May 15, 2024).

B. In addition to the qualifications set forth elsewhere in these Rules, applicants for Officer lateral entry to the Police Department classified service must meet the following requirements to be eligible to take the entrance examination for placement on the eligibility list for Police Officer, Lateral Entry:

- 1) A minimum of one (1) year of law enforcement experience, and
- 2) Satisfactory completion of the Washington State Criminal Justice Training Academy, or any state's equivalent academy certificate, and
- 3). Employment as a full-time law enforcement officer within twelve (12) months prior to testing for the position of Police Officer, Lateral Entry, and  
(Revised November 18, 2009)

As used in this Rule, "law enforcement experience" shall mean employment in the State of Washington, or other State, as a full-time and fully compensated Police Officer, Deputy Sheriff, Marshal, or a State police/patrol officer.

## RULE VI – APPLICATIONS (PROPOSED)

### Section 1 - Announcement of Vacancy

A. Whenever there is need, the Secretary/Chief Examiner shall issue a public notice inviting qualified persons to apply for employment in the classified service and for admission to the examination scheduled to select the most competent. Public announcement of the examination shall specify the title and salary range of the position, a brief outline of the requirements of the position, the minimum qualifications required, whether the position is entry level or eligible for transfer under terms of the CBA or these rules, or both, and the final date upon which applications will be received. Persons desiring to compete in the competitive service shall file applications with the Secretary/Chief Examiner on forms supplied by the Civil Service Commission. Applications and posting to the eligibility list for Police Officer, Lateral Entry, shall be accepted by the Secretary/Chief Examiner on a continuous basis, (Motion dated February 9, 1994) provided that once a lateral entry eligibility list has been certified, all applications on file shall lapse and only new applications shall be considered for subsequent vacancies. (Revised May 15, 2024).

B. In addition to the qualifications set forth elsewhere in these Rules, applicants for Officer lateral entry to the Police Department classified service must meet the following requirements to be eligible to take the entrance examination for placement on the eligibility list for Police Officer, Lateral Entry:

~~1) A minimum of one (1) year of law enforcement experience, and~~

~~2) Satisfactory completion of the Washington State Criminal Justice Training Academy, or any state's equivalent academy certificate, and~~

~~3). Employment as a full-time law enforcement officer within twelve (12) months prior to testing for the position of Police Officer, Lateral Entry, and~~

~~(Revised November 18, 2009)~~

~~As used in this Rule, "law enforcement experience" shall mean employment in the State of Washington, or other State, as a full-time and fully compensated Police Officer, Deputy Sheriff, Marshal, or a State police/patrol officer.~~

A Lateral applicant must have successfully completed a basic law enforcement academy in the United States, plus completed a minimum of twelve (12) months of sworn, non-military, continuous law enforcement patrol officer experience with a single agency, with no break in service for more than 180 days. Applicant must have a valid peace officer certification. If the applicant is not currently working in law enforcement, they must have been separated from their previous law enforcement agency for less than sixty (60) months. Applicant must have either successfully completed the Washington State Basic Law Enforcement Academy or the Washington State Basic Law Enforcement Equivalency Academy or have the ability to obtain an equivalency certification before the completion of probation. If a certified officer's break in service is less than 24 months and the certified officer's certification remains in good standing, no additional training is required.





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

Andy Caldwell, Chief of Police

Phone 360-330-7680  
[cpdrecords@cityofcentralia.com](mailto:cpdrecords@cityofcentralia.com)

May 28, 2025

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

Subject: Probationary Police Officer Appointment; Cameron Pak

To the Centralia Civil Service Commission:

This letter is to inform you that effective May 1, 2025, Cameron Pak was appointed to the position of Probationary Police Officer for our organization. Cameron Pak is an Entry Level Officer who will need to attend the academy, so in accordance with our rules, he will serve a probationary period until six (6) months after certified successful completion of the Police Department's Field Training Program. If you have any questions, please feel free to contact me.

Sincerely,

  
Andy Caldwell,  
Chief of Police

cc: Personnel File, (Pak)  
Civil Service Secretary/Examiner  
Autumn Jorgensen



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

Andy Caldwell, Chief of Police

Phone 360-330-7680  
[cpdrecords@cityofcentralia.com](mailto:cpdrecords@cityofcentralia.com)

May 28, 2025

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

Subject: Evidence/Property Specialist Appointment; Karen St. Clair

To the Centralia Civil Service Commission:

This letter is to inform you that effective June 1, 2025, Karen St. Clair was appointed to the position of Evidence/Property Specialist for our organization. Karen St. Clair will be a probationary employee for her first twelve (12) months of employment as the Evidence/Property Specialist. If you have any questions, please feel free to contact me.

Sincerely,

Andy Caldwell,  
Chief of Police

cc: Personnel File, (St, Clair)  
Civil Service Secretary/Examiner  
Autumn Jorgensen



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

Andy Caldwell, Chief of Police

Phone 360-330-7680  
[cpdrecords@cityofcentralia.com](mailto:cpdrecords@cityofcentralia.com)

June 10, 2025

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

**SUBJECT: Notification of Probation Completion; PRT Theresa Brady**

To the Centralia Civil Service Commission:

This letter serves as notice to you that effective May 1, 2025, Police Records Technician Theresa Brady completed her 12 month probationary period.

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

Sincerely,

  
Andy Caldwell,  
Chief of Police

cc: Autumn Jorgensen  
Theresa Brady  
Personnel File, (Brady)  
HR/Civil Service Secretary



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

Andy Caldwell, Chief of Police

Phone 360-330-7680  
[cpdrecords@cityofcentralia.com](mailto:cpdrecords@cityofcentralia.com)

May 28, 2025

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

Subject: Public Records Technician Appointment; Lily Miller

To the Centralia Civil Service Commission:

This letter is to inform you that effective June 1, 2025, Lily Miller was appointed to the position of Public Records Technician for our organization. Lily Miller will be a probationary employee for her first twelve (12) months of employment. Lily Miller is being hired at the same time and for the same position as Xiomara Valdez; for the purpose of seniority, Xiomara Valdez will be senior to Lily Valdez based on their placement on their eligibility list. If you have any questions, please feel free to contact me.

Sincerely,

  
Andy Caldwell,  
Chief of Police

cc: Personnel File, (Miller)  
Civil Service Secretary/Examiner  
Autumn Jorgensen



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

Andy Caldwell, Chief of Police

Phone 360-330-7680  
[cpdrecords@cityofcentralia.com](mailto:cpdrecords@cityofcentralia.com)

May 28, 2025

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

Subject: Public Records Technician Appointment; Xiomara Valdez

To the Centralia Civil Service Commission:

This letter is to inform you that effective June 1, 2025, Xiomara Valdez was appointed to the position of Public Records Technician for our organization. Xiomara Valdez will be a probationary employee for her first twelve (12) months of employment. Xiomara Valdez is being hired at the same time and for the same position as Lily Miller; for the purpose of seniority, Xiomara Valdez will be senior to Lily Valdez based on their placement on their eligibility list. If you have any questions, please feel free to contact me.

Sincerely,

Andy Caldwell,  
Chief of Police

cc: Personnel File, (Valdez)  
Civil Service Secretary/Examiner  
Autumn Jorgensen





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

Andy Caldwell, Chief of Police

Phone 360-330-7680  
[cpdrecords@cityofcentralia.com](mailto:cpdrecords@cityofcentralia.com)

June 10, 2025

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

**SUBJECT: Notification of Probation Completion; CSO Cassandra Granger**

To the Centralia Civil Service Commission:

This letter serves as notice to you that effective June 1, 2025, Community Service Officer Cassandra Granger successfully completed her 12 month probationary period.

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

Sincerely,

Andy Caldwell,  
Chief of Police

cc: Commander Clary  
Cassandra Granger  
Personnel File, (Granger)  
HR/Civil Service Secretary