

12:00 P.M.
City Council Chambers
625 South College Avenue
College Place WA 99324

1. OPENING ITEMS

Subject :	1.01 Call to Order
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural
Subject :	1.02 Public Comment
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for January 9, 2020
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[1_9_2020_CivilServiceAgenda.pdf \(88 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject :	2.02 Approve Minutes from December 12, 2019
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject :	2.03 Approve Civil Service payroll for December 2019
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[12 - 2019 Payroll Certification.pdf \(192 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Subject :	2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)
Recommended Action :	Motion to approve consent agenda which includes the agenda for September 12, 2019, the minutes from July 11, 2019, and payroll from July & August 2019.

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through previous review either during the budget process, at a workshop, or by subcommittee review and recommendation. Documentation concerning these items

has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

3. Regular Agenda

Subject :	3.01 Request to extend the Police Records Clerk Eligibility List
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	3. Regular Agenda
Type :	Action, Information
Recommended Action :	Motion to approve extending the Police Records Clerk Eligibility List for 30 days from today.

Public Content

On December 10, 2019, the College Place City Council approved the 2020 budget which included appropriation for a part-time (16 hours/week) Police Records Clerk. The existing Police Records Clerk Eligibility List Expired on November 1, 2019. The testing process is expensive and takes an extensive amount of time. Chief Tomaras has submitted a request to extend the expiration date on the list for 30 days from today to see if any of the candidates on the list would be interested in the part-time position. This would reduce the cost and time to fill the position as the candidates on the list have successfully completed the testing process.

File Attachments

[civil service letter.pdf \(260 KB\)](#)

[Records Clerk Civil Service Certified List 11-2018 Signed.pdf \(52 KB\)](#)

Subject :	3.02 Tentative - Update Certified Police Records Clerk List
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to approve the updated list of Certified Eligible Candidates

Public Content

As the Civil Service Commission has approved to extend the existing Police Records Clerk Eligibility List that expired on November 1, 2019, the list of Certified Eligibles will need to be updated as well. Brielle Olson's name was removed from the list as she was hired in 11/2019. The next name on the Eligibility List was moved to the Certified Eligible List per the rule of three.

File Attachments

[Police Records Clerk Certified Chiefs List - 1-2020.pdf \(458 KB\)](#)

Subject :	3.03 Tentative - Police Records Clerk
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Recruitment

Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to approve Police Records Clerk Testing Process

Public Content

On December 10, 2019, the College Place City Council approved the 2020 budget which included appropriation for a part-time (16 hours/week) Police Records Clerk. At this time there is not an Eligibility List for this position.

File Attachments

[Police Records Clerk Testing schedule & information - 2020.pdf \(510 KB\)](#)

Subject :	3.04 Approve testing process to update the continuous Entry-Level Police Officer Eligibility List
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List

Public Content

It is important to the City of College Place Civil Service Commission to have a list of eligible applicants available and up-to-date in the event a Police Officer position opens up. A current list reduces the time to fill an open position. The list was last updated on May 6, 2019.

File Attachments

[2020 Entry-level PD Testing Information.pdf \(624 KB\)](#)

4. CLOSING ITEMS

Subject :	4.01 Adjourn
Meeting :	Jan 9, 2020 - College Place Civil Service Commission
Category :	4. CLOSING ITEMS
Type :	Procedural



**Thursday, January 9, 2020
College Place Civil Service Commission**

**12:00 P.M.
City Council Chambers
625 South College Avenue
College Place WA 99324**

1. OPENING ITEMS

- 1.01 Call to Order
- 1.02 Public Comment

2. CONSENT AGENDA

- 2.01 Approve Agenda for January 9, 2020
- 2.02 Approve Minutes from December 12, 2019
- 2.03 Approve Civil Service payroll for December 2019
- 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

3. REPORTS

- 3.01 Request to extend the Police Records Clerk Eligibility List
- 3.02 Tentative - Update Certified Police Records Clerk List
- 3.03 Tentative - Police Records Clerk Recruitment
- 3.04 Approve testing process to update the continuous Entry-Level Police Officer Eligibility List

4. CLOSING ITEMS

- 4.01 Adjourn

PRESENT: Commissioners Walt Meske, JoAnn Wiggins
Civil Service Secretary Shawn Doering
Staff

ABSENT: Karen Scott (Chair)

College Place Civil Service Commission (Thursday, December 12, 2019)

Generated by Shawn Doering on Wednesday, January 8, 2020

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Commissioner Wiggins called the meeting to order at 12:01pm.

Procedural: 1.02 Public Comment

There was no public comment.

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for December 12, 2019

Action (Consent): 2.02 Approve Minutes from November 7, 2019

Action (Consent): 2.03 Approve Civil Service payroll for November 2019

Action (Consent): 2.04 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Board by a single motion. Documentation concerning these items has been provided to all Commissioners and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Commissioner.

Commissioner Meske made a motion to approve consent agenda which includes the agenda for December 12, 2019, the minutes from November 7, 2019, and payroll from November 2019. Second by Commissioner Wiggins, the motion passed 2-0.

3. REPORTS

Information: 3.01 Police Department Recruitment

4. CLOSING ITEMS

Procedural: 4.01 Adjourn

Commissioner Meske made a motion to adjourn the meeting at 12:04pm. Second by Commissioner Wiggins, the motion passed 2-0.

Approved:

Karen Scott-Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred December 12, 2019.

Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
1/6/2020	Boose, John A	12/31/2019	Firefighter	201	6,956.75
1/6/2020	Drury, Charles O	12/31/2019	Firefighter	240	6,051.96
1/6/2020	Evensen, Patrick J	12/31/2019	Firefighter	234	5,765.18
1/6/2020	Williams, Troy J	12/31/2019	Firefighter	254	5,825.54
1/6/2020	Barr, Marianne K	12/31/2019	Chief Clerk - PD	179.75	4,520.09
1/6/2020	Benfield, Robert D	12/31/2019	Patrol Sergeant	172.51	6,374.55
1/6/2020	Parker, Alan J	12/31/2019	Patrol Sergeant	182.76	6,266.39
1/6/2020	Adams, Eric H	12/31/2019	Probationary	180.14	4,571.58
1/6/2020	Cole, Tanner C	12/31/2019	Police Officer	203	6,427.82
1/6/2020	Diaz, Salvador M	12/31/2019	Police Officer	174.25	6,593.82
1/6/2020	Duede, Jimmy C	12/31/2019	Police Officer	182.5	6,836.19
1/6/2020	Fortin, Brian R	12/31/2019	Detective	192	6,415.88
1/6/2020	Harris, Tanner M	12/31/2019	Police Officer	263.63	9,711.56
1/6/2020	Langlois, Joseph T	12/31/2019	Police Officer	182.5	5,692.16
1/6/2020	Schild, Andrew D	12/31/2019	Police Officer	182.25	6,501.67
1/6/2020	Schmick, Dylan E	12/31/2019	Police Officer	206.5	6,831.45
1/6/2020	Torrescano, Brandon L	12/31/2019	Probationary	183	4,601.45
1/6/2020	Watkins, Daniel I	12/31/2019	Police Officer	208.5	6,953.59
1/6/2020	Brink, Brielle M	12/31/2019	Records Clerk	176	3,536.00
1/6/2020	Nordman, Ronald A	12/31/2019	Special Enforcement Officer	158.75	4,159.16

I certify that, to the best of my knowledge, this is an accurate and complete listing of all Civil Service employees for the City of College Place as of December 31, 2019

Shawn Doering
Civil Service Secretary/Payroll Clerk

Karen Scott
Commission Chair

CITY OF COLLEGE PLACE

POLICE DEPARTMENT

625 South College Avenue
College Place, Washington 99324
(509) 394-8550
www.cpwa.us

January 9, 2020

Dear Civil Service Commission,

With the development of a new part-time clerk vacancy within the police department, I respectfully petition for authorization to extend the current eligibility list of qualified applicants for thirty (30) days from the date of approval.

If you have questions or concerns please contact the Civil Service Secretary/Examiner Shawn Doering.

Sincerely,



Troy Tomaras
Chief of Police
College Place Police Department

✓ CC: Shawn Doering, Human Resource Specialist

City of College Place

625 S. College Avenue
College Place, Washington 99324
(509) 529-1200
FAX: (509) 525-5352

November 1, 2018

Karen Scott, Chair

Walt Meske, Vice-Chair

JoAnn Wiggins, Commissioner

Dear Commissioners:

As a result of the open and competitive testing process to establish an eligibility list for the Police Records Clerk position, which concluded on October 23, 2018, the following eligibility list is outlined for your approval and certification:

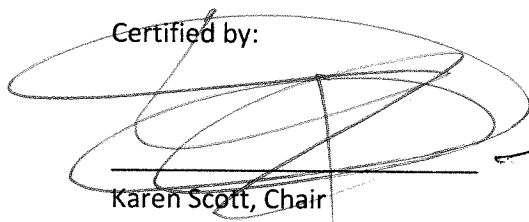
Police Records Clerk	
Rank	Name
1	Olson, Brielle
2	Hardin, Stacie
3	Kinney, Amy
4	Abernathy, Cassandra
5	Bailey, Lyn'eve

Respectfully,



Shawn Doering
Civil Service Secretary

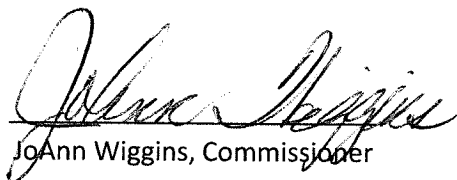
Certified by:



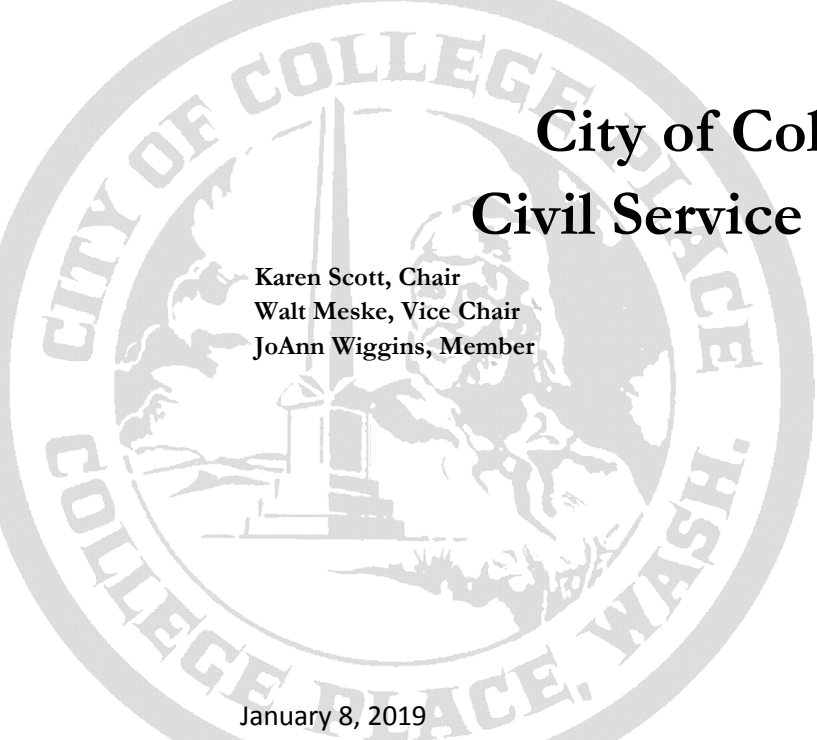
Karen Scott, Chair



Walt Meske, Vice Chair



JoAnn Wiggins, Commissioner



City of College Place Civil Service Commission

Karen Scott, Chair
Walt Meske, Vice Chair
JoAnn Wiggins, Member

Shawn Doering
Civil Service Secretary
sdoering@cpwa.us
509-394-8508

January 8, 2019

Chief Troy Tomaras
College Place Police Department
619 S College Ave
College Place, WA 99324

Dear Chief Tomaras,

On January 9, 2020, the Civil Service voted to extend the eligibility list approved on November 1, 2018 thru February 9, 2020. Below is the list of Certified Eligible applicants in alphabetical order:

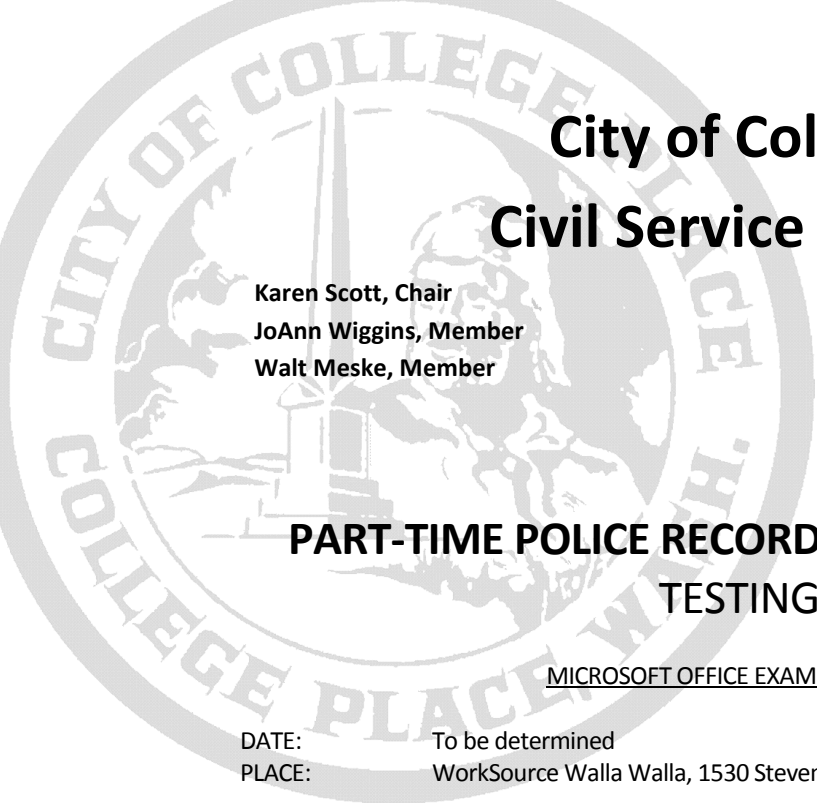
Name
Abernathy, Cassandra
Hardin, Stacie
Kinney, Amy

Respectfully,

Karen Scott, Chair

Walt Meske, Vice-Chair

JoAnn Wiggins, Commissioner



City of College Place

Civil Service Commission

Karen Scott, Chair
JoAnn Wiggins, Member
Walt Meske, Member

Shawn Doering
Civil Service Secretary
sdoering@cpwa.us
509-394-8508

PART-TIME POLICE RECORDS CLERK (16 HOURS/WEEK)

TESTING NOTICE

MICROSOFT OFFICE EXAMINATION (WORD & EXCEL)

DATE: To be determined
PLACE: WorkSource Walla Walla, 1530 Stevens St, Walla Walla

Applicants who pass the Microsoft Office Exam will be invited to take the Written Exam.

WRITTEN EXAMINATION

DATE: To be determined
TIME: To be determined
PLACE: College Place Fire Department, 629 S College Ave, College Place

Applicants who pass the Written Exam will be invited to an Oral Interview.

ORAL INTERVIEW

DATE: Scheduled individually
TIME: Scheduled individually
PLACE: College Place City Hall, 625 S College Ave, College Place

The Oral Interview Panel will consist of four member including one Sergeant from the CPPD and the CPPD Records Supervisor. The remaining two positions will be filled by City of College Place personnel or personnel from a similar agency.

Additional Information

- Each phase must be passed successfully before moving to the next phase.
- The test will consist of three parts, scored as follows:
 - Microsoft Office (Word & Excel) 70% minimum
 - Written Examination (Customer Service & Office Skills) 70% minimum
 - Oral Interview 70% minimum
 - Final civil service placing is based on 40% of the test scores and 60% of the oral interview scores; combined to create a minimum passing score of 70%.
- A score of 70% on the oral interview is required to become registered on the eligibility list. If eligible, Veterans Preference will be added to the final score of those candidates who submit the proper documentation, provided that the candidate scored a minimum of 70% in the combined written and oral

examinations. Applicants will be notified of their scores after the Civil Service Commission has certified the results.

4. Appointments are made from the eligibility list by submitting the names of the three highest-ranked candidates in alphabetical order, without grade or position, to the Chief of Police. The candidates will be interviewed and one will be selected for a conditional offer to fill the vacancy, subject to the satisfactory outcome of the following background investigations:
 - FBI fingerprint check
 - Polygraph examination
 - Criminal History check
 - Background investigation
 - Other background checks as deemed necessary to determine an applicant's fitness for employment.
5. All candidates shall come from the eligibility list.
6. Should a candidate decide not to continue the testing procedures, the candidate may withdraw at any point in the process.

The City of College Place is an Equal Opportunity Employer



City of College Place

Civil Service Commission

Karen Scott, Chair
Walt Meske, Vice Chair
JoAnn Wiggins, Member

Shawn Doering
Civil Service Secretary
sdoering@cpwa.us
509-394-8508

TESTING SCHEDULE

ENTRY-LEVEL POLICE OFFICER

ELIGIBILITY LIST UPDATE ONLY

NO OPEN POSITIONS AT THIS TIME

PHYSICAL ABILITY TEST

Administered by Public Safety Testing

WRITTEN EXAMINATION

Administered by Public Safety Testing

Applicants who have passed the Physical Ability Test and Written Examination through Public Safety Testing and have no disqualifiers will be admitted to an Oral Interview.

ORAL INTERVIEW

DATE: To Be Determined
PLACE: College Place City Hall, 625 S. College Avenue - College Place

The Oral Interview panel will consist of four members; at least one sergeant from the CPPD, at least one non-probationary CPPD patrol officer, and one civilian supervisor employed by the City of College Place. At the completion of the oral interview, final results of the combined examination will be sent to each applicant.

The following is the criteria for ENTRY-LEVEL POLICE OFFICERS for the City of College Place, Washington:

1. All steps in sequence must be met prior to being placed on the eligibility list.
2. All candidates shall come from the eligibility list.
3. Applicants for the position of police officers must:
 - a. Pass the physical and written test administered by Public Safety Testing before submitting an application;
 - b. Be a US Citizen or lawful permanent resident;
 - c. Be a minimum of 21 years of age at the time of hire;
 - d. At a minimum be a graduate of high school; some college-level education preferred; and
 - e. Have a valid Washington or Oregon driver's license depending on the candidate's state of residency or, if living outside of Washington or Oregon, be able to obtain a valid license in either state within 30 days of moving after acceptance of a final job offer.
4. The test will consist of three parts, scored as follows:
 - a. Physical Ability Test Pass/Fail

- b. Written Examination 70% minimum
 - c. Oral Interview 70% minimum
 - d. Final civil service placing is based on 40% of the written test scores and 60% of the oral interview scores; combined to create a minimum score of 70%
5. A score of 70% on the oral interview is required to become registered on the eligibility list. After completion of all oral interviews, the candidate will be assigned a number on the eligibility list. A Veterans Preference score will be added to the final score of those candidates who can produce a copy of their DD-214, provided that the candidate scored a minimum of 70% in the combined written and oral examination.
6. Appointments are made from the eligibility list by submitting the names of the three highest-ranked candidates in alphabetical order, without grade or position to the Chief of Police. Candidates will be interviewed by the Chief, and as the hiring authority, he will make a selection for a conditional offer to fill the vacancy, subject to the satisfactory outcome of the following background investigations:
- a. FBI fingerprint check
 - b. Polygraph examination
 - c. Criminal History check
 - d. Medical/physical examination
 - e. Drug screening
 - f. Background investigation
 - g. Psychological evaluation/examination
 - h. Other background checks as deemed necessary to determine an applicant's fitness for employment.

Each phase must be passed successfully before the appointment can be made.

7. All candidates named on the eligibility list must meet the minimum Law Enforcement and Fire Fighters Physical requirements before they can be considered for employment by the City of College Place. The physical examination will be given by a physician selected by the City of College Place, at our expense. This examination will be administered only when and if the candidate becomes a finalist for appointment.
8. Should a candidate decide not to continue the testing procedures, the candidate may withdraw at any point upon notification to the City.

The City of College Place is an Equal Opportunity Employer