

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 :	Feb 20, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural
Subject :	1.02 Public Comment
Meeting :	Feb 20, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for February 20, 2020
Meeting :	Feb 20, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[2_13_2020_CivilServiceAgenda.pdf \(87 KB\)](#)

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 January 9, 2019
Meeting :	Feb 20, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[1_9_2020_CivilServiceMeetingMinutes.pdf \(59 KB\)](#)

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 : 2.03 Approve Civil Service Payroll for January 2020

Meeting : Feb 20, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

File Attachments

[1 - 2020 Payroll Certification.pdf \(192 KB\)](#)

Consent

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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 : Feb 20, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

Recommended Action : Motion to approve consent agenda that includes the agenda for February 13, 2020, the minutes from January 9, 2020, and payroll for January 2020.

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 Police Records Clerk Recruitment
Meeting :	Feb 20, 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. Last month Civil Service Commissioners approved extending the list for 30 days. We reached out to the eligible candidates, but no one was interested. At this time there is not an Eligibility List for this position. The testing process for this position has been limited to a Microsoft Office testing and the Oral Board Interview.

File Attachments

[Part-time Police Records Clerk Testing schedule & information - 2020.pdf \(509 KB\)](#)

Subject :	3.02 Approve testing process to create a Lateral Police Officer Eligibility List
Meeting :	Feb 20, 2020 - College Place Civil Service Commission
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to approve the testing process to create a Lateral Police Officer Eligibility List

Public Content

It is important for 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. We do not currently have a Lateral Police Officer Eligibility List, but would like to establish one.

File Attachments

[2020 Lateral PD Testing Information.pdf \(518 KB\)](#)

4. CLOSING ITEMS

Subject :	4.01 Adjourn
Meeting :	Feb 20, 2020 - College Place Civil Service Commission
Category :	4. CLOSING ITEMS
Type :	Procedural



**Thursday, February 13, 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 February 13, 2020
- 2.02 Approve Minutes from January 9, 2019
- 2.03 Approve Civil Service Payroll for January 2020
- 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. Regular Agenda

- 3.01 Police Records Clerk Recruitment
- 3.02 Approve testing process to create a Lateral Police Officer Eligibility List

4. CLOSING ITEMS

- 4.01 Adjourn

PRESENT: Commissioners Karen Scott (Chair), JoAnn Wiggins
Civil Service Secretary Shawn Doering
Staff

ABSENT:

College Place Civil Service Commission (Thursday, January 9, 2020)

Generated by Shawn Doering on Wednesday, February 12, 2020

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Commissioner Scott called the meeting to order at 12:03pm.

Procedural: 1.02 Public Comment

There was no public comment.

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for January 9, 2020

Action (Consent): 2.02 Approve Minutes from December 12, 2019

Action (Consent): 2.03 Approve Civil Service payroll for December 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 Wiggins made a motion to approve the consent agenda that includes the agenda for January 9, 2020, the minutes from December 12, 2019, and payroll for December 2019. Second by Commissioner Scott, the motion passed 2-0.

3. Regular Agenda

Action, Information: 3.01 Request to extend the Police Records Clerk Eligibility List

Commissioner Wiggins made a motion to approve extending the Police Records Clerk Eligibility List for 30 days from today. Second by Commissioner Scott, the motion passed 2-0.

Action: 3.02 Tentative - Update Certified Police Records Clerk List

Commissioner Wiggins made a motion to approve the updated list of Certified Eligible Candidates. Second by Commissioner Scott, the motion passed 2-0.

Action: 3.03 Tentative - Police Records Clerk Recruitment

Commissioner Wiggins made a motion to approve the Police Records Clerk Testing Process and granted approval to proceed with the testing process if none of the candidates on the extended list were interested in the position. Second by Commissioner Scott, the motion passed 2-0.

Action: 3.04 Approve testing process to update the continuous Entry-Level Police Officer Eligibility List

Commissioner Wiggins made a motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List. Second by Commissioner Scott, the motion passed 2-0.

4. CLOSING ITEMS

Procedural: 4.01 Adjourn

Commissioner Scott made a motion to adjourn the meeting at 12:16pm. 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 January 9, 2020.

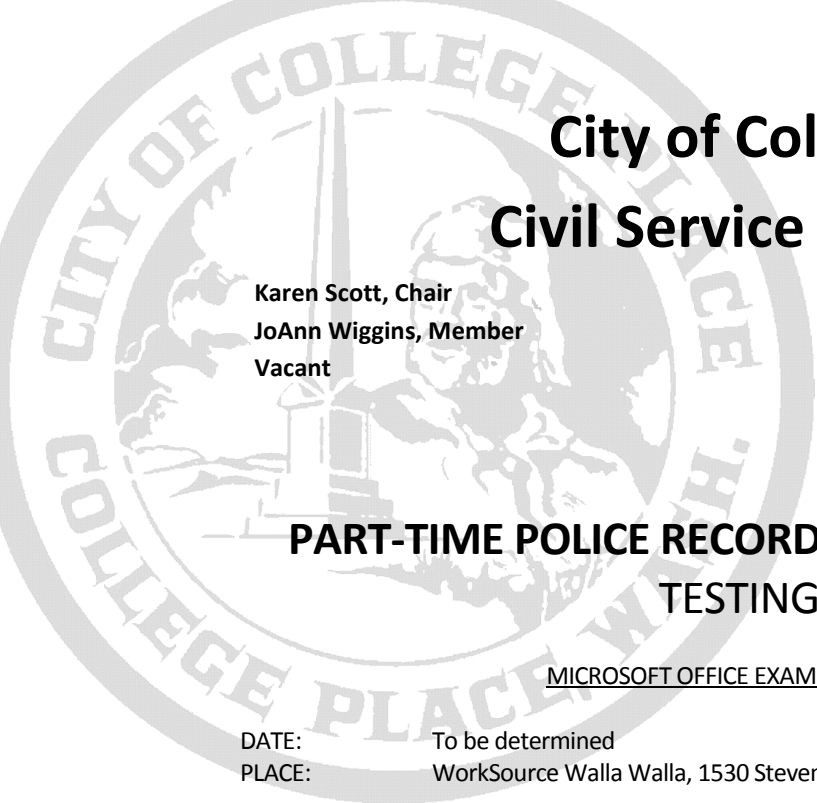
Civil Service Employee Payroll

Pay Date	Employee	Paid Thru	Position	Hours	Gross Pay
2/5/2020	Boose, John A	1/31/2020	Firefighter	201	7,283.19
2/5/2020	Drury, Charles O	1/31/2020	Firefighter	228	6,039.94
2/5/2020	Evensen, Patrick J	1/31/2020	Firefighter	271	6,593.13
2/5/2020	Williams, Troy J	1/31/2020	Firefighter	252	5,763.82
2/5/2020	Barr, Marianne K	1/31/2020	Chief Clerk - PD	190.5	4,717.29
2/5/2020	Benfield, Robert D	1/31/2020	Patrol Sergeant	185.5	6,689.00
2/5/2020	Parker, Alan J	1/31/2020	Patrol Sergeant	186.75	6,689.00
2/5/2020	Adams, Eric H	1/31/2020	Probationary	184	4,571.00
2/5/2020	Cole, Tanner C	1/31/2020	Police Officer	172	6,181.70
2/5/2020	Diaz, Salvador M	1/31/2020	Police Officer	180	6,822.80
2/5/2020	Duede, Jimmy C	1/31/2020	Police Officer	180	6,678.60
2/5/2020	Fortin, Brian R	1/31/2020	Detective	197	6,847.05
2/5/2020	Harris, Tanner M	1/31/2020	Police Officer	182	7,072.40
2/5/2020	Langlois, Joseph T	1/31/2020	Police Officer	190.75	6,102.89
2/5/2020	Schild, Andrew D	1/31/2020	Police Officer	180	6,375.80
2/5/2020	Schmick, Dylan E	1/31/2020	Police Officer	171.75	6,314.00
2/5/2020	Torrescano, Brandon L	1/31/2020	Probationary	184	4,531.00
2/5/2020	Watkins, Daniel I	1/31/2020	Police Officer	177	6,683.96
2/5/2020	Brink, Brielle M	1/31/2020	Records Clerk	187.5	3,752.32
2/5/2020	Nordman, Ronald A	1/31/2020	Special Enforcement Officer	198	4,583.24

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 January 31, 2020

Shawn Doering
Civil Service Secretary/Payroll Clerk

Karen Scott
Commission Chair



City of College Place

Civil Service Commission

Karen Scott, Chair
JoAnn Wiggins, Member
Vacant

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 receive an invitation to an Oral Interview.

ORAL INTERVIEW

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

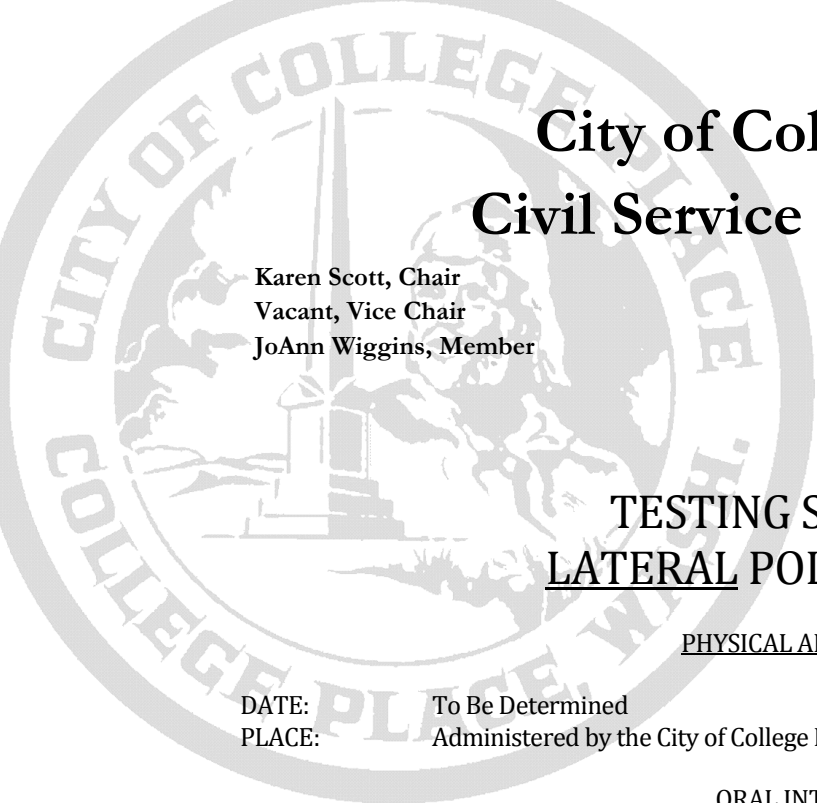
The Oral Interview Panel will consist of four member including one Sergeant from the CPPD and the CPPD Records Supervisor. The remaining two positions will be filled by City of College Place personnel or personnel from a similar agency.

Additional Information

1. Each phase must be passed successfully before moving to the next phase.
2. The test will consist of two parts, scored as follows:
 - Microsoft Office (Word & Excel) 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%.
3. 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
Vacant, Vice Chair
JoAnn Wiggins, Member

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

TESTING SCHEDULE

LATERAL POLICE OFFICER

PHYSICAL ABILITY TEST

DATE: To Be Determined
PLACE: Administered by the City of College Place

ORAL INTERVIEW

DATE: To Be Determined
PLACE: College Place City Hall, 625 S. College Ave, College Place, WA

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.

The following is the criteria for LATERAL 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 Lateral Police Officer must:
 - a. Be a US Citizen or lawful permanent resident;
 - b. Be a minimum of 21 years of age at the time of hire;
 - c. At a minimum, be a high school graduate;
 - d. 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;
 - e. Have successfully graduated from a Washington State Police Academy or, if currently employed as a police officer in another state, be eligible to complete the Equivalency Academy with the Washington State Criminal Justice Training Commission;
 - f. Be currently employed as a commissioned police officer for a minimum of two years, and;
 - g. Pass the physical ability test and oral interview.
4. The test will consist of two parts, scored as follows:

a. Physical Ability Test	Pass/Fail
c. Oral Interview	70% minimum
5. A score of 70% on the oral interview is required to become registered 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% on the 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.

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