

Thursday, August 13, 2020
College Place Civil Service Commission

12:00 P.M.

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID#966 3003 1810

1. OPENING ITEMS

Subject :	1.01 Call to Order
Meeting :	Aug 13, 2020 - College Place Civil Service Commission
Category :	1. OPENING ITEMS
Type :	Procedural

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for August 13, 2020
Meeting :	Aug 13, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

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 July 2, 2020
Meeting :	Aug 13, 2020 - College Place Civil Service Commission
Category :	2. CONSENT AGENDA
Type :	Action (Consent)

File Attachments

[7_2_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 June and
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July 2020

Meeting : Aug 13, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

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 : Aug 13, 2020 - College Place Civil Service Commission

Category : 2. CONSENT AGENDA

Type : Action (Consent)

Recommended Action : Motion to approve the consent agenda that includes the agenda for August 13, 2020, the minutes from July 2, 2020, and payroll for June and July 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 Entry-Level Police Officer Testing

Meeting : Aug 13, 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

On 7/22/2020, Police Chief Troy Tomaras submitted a letter to the Civil Service Commission requesting that testing be scheduled to update the continuousEntry-Level Police Officer Eligibility List. The list is updated as needed, but we try to test at least two times per year to ensure we have a current list ready in the event we have a position open up. Due to COVID-19 we opted to skip testing earlier in the year. We now have a position open and need to move forward with testing to update the list.

File Attachments

[8_13_2020_PD_Chief_EntryListUpdateRequest.pdf \(293 KB\)](#)

[8-2020 Entry-level PD Testing Information.pdf \(754 KB\)](#)

Subject :	3.02 Lateral Police Officer Testing
Meeting :	Aug 13, 2020 - College Place Civil Service Commission
Category :	3. Regular Agenda
Type :	Action
Recommended Action :	Motion to approve the testing process to update the continuous Lateral Police Officer Eligibility List

Public Content

All names on the Lateral Police Officer Eligibility List have been exhausted. The testing process needs to be approved, so we can move forward to establish an eligibility list. There is currently one police officer position open.

File Attachments

[8-2020 Lateral PD Testing Information.pdf \(640 KB\)](#)

4. CLOSING ITEMS

Subject :	4.01 Any Business for the Good of the Order
Meeting :	Aug 13, 2020 - College Place Civil Service Commission
Category :	4. CLOSING ITEMS
Type :	Discussion
Subject :	4.02 Adjourn
Meeting :	Aug 13, 2020 - College Place Civil Service Commission
Category :	4. CLOSING ITEMS
Type :	Action, Procedural
Recommended Action :	Motion to adjourn the meeting

PRESENT:	Commissioners	JoAnn Wiggins (Chair), Roger Maidment (Vice-Chair), Bill Kelly
	Civil Service Secretary	Shawn Doering
	Staff	Lisa Neissl

ABSENT:

College Place Civil Service Commission Special Meeting (Thursday, July 2, 2020)

Generated by Shawn Doering on Thursday, July 2, 2020

1. OPENING ITEMS

Procedural: 1.01 Call to Order

Commissioner Wiggins called the meeting to order at 12:03pm

2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for July 2, 2020

Action (Consent): 2.02 Approve Minutes from June 4, 2020

Action (Consent): 2.03 Approve Civil Service Payroll for May 2020

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 Kelly made a motion to approve the consent agenda that includes the agenda for July 2, 2020, the minutes from June 4, 2020, and payroll for May 2020. Second by Commissioner Maidment, the motion passed 3-0.

3. Regular Agenda

Action: 3.01 Firefighter Eligibility List

Commissioner Kelly made a motion to certify the Firefighter Eligibility List and forward the certified list of the top three candidates to Chief Winter. Second by Commissioner Wiggins , the motion passed 3-0.

Action: 3.02 Cancel July 9, 2020, Civil Service Commission meeting

Commissioner Maidment made a motion to cancel the next regular meeting scheduled on July 9, 2020. Second by Commissioner Wiggins, the motion passed 3-0.

4. Reports

Board Docs Discussion

5. CLOSING ITEMS

Procedural: 5.01 Adjourn

Commissioner Maidment made a motion to adjourn the meeting.

The meeting was adjourned at 12:10pm.

Approved:

Commission Chair

Attest:

Commissioner

The foregoing minutes are the official record of the Civil Service meeting that occurred July 2, 2020.

CITY OF COLLEGE PLACE

POLICE DEPARTMENT

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

July 22, 2020

Dear Civil Service Commission,

I respectfully petition for authorization to update the entry-level list of qualified applicants. Currently, the police department has a vacancy with funding to fill the position.

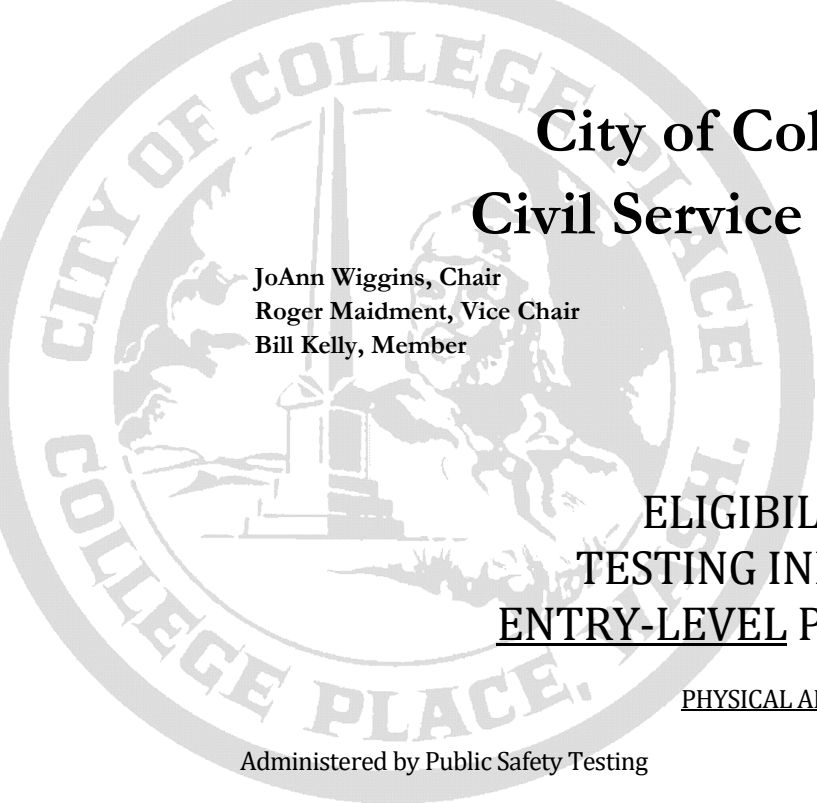
If you have questions or concerns, please contact the Civil Service Secretary/Examiner Shawn Doering.

Sincerely,

A handwritten signature in black ink that reads "Troy Tomaras". The signature is fluid and cursive, with the first name "Troy" and last name "Tomaras" clearly distinguishable.

Troy Tomaras
Chief of Police
College Place Police Department

CC: Shawn Doering, Human Resource Specialist



City of College Place

Civil Service Commission

JoAnn Wiggins, Chair
Roger Maidment, Vice Chair
Bill Kelly, Member

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

ELIGIBILITY LIST TESTING INFORMATION ENTRY-LEVEL POLICE OFFICER

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; one sergeant from the CPPD, one non-probationary CPPD patrol officer, one civilian supervisor employed by the City of College Place, and if available, one member of the Diversity and Inclusion Advisory Board (DAB). If a member of the DAB is unavailable, the fourth position will be filled with an alternate panelist.

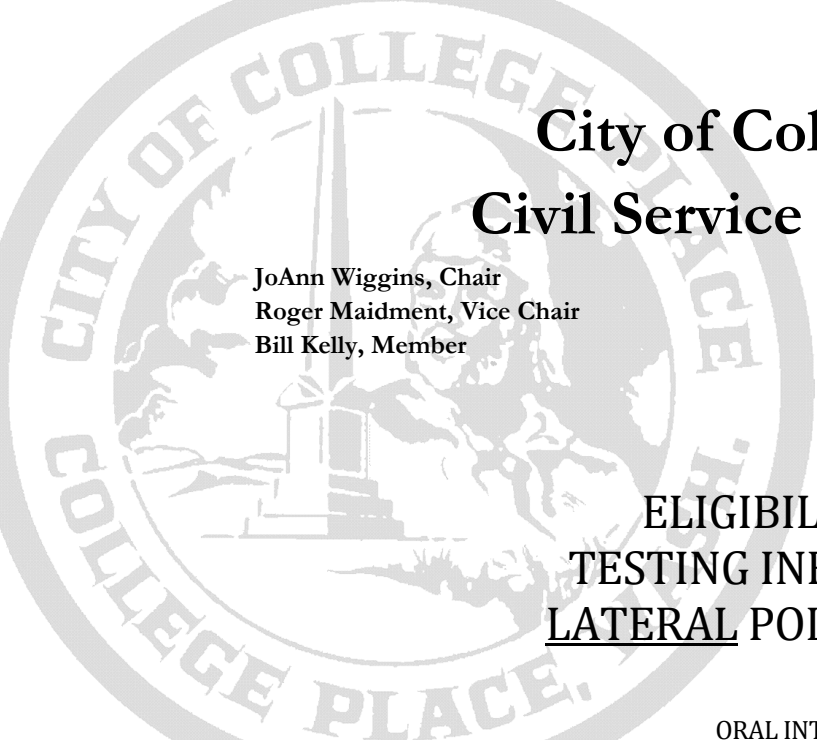
The following is the criteria for an ENTRY-LEVEL POLICE OFFICER for the City of College Place, Washington:

1. All steps 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 Officer 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, have a high school diploma; 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 score is based on 40% of the written test score 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. A Veterans Preference points 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



City of College Place

Civil Service Commission

JoAnn Wiggins, Chair
Roger Maidment, Vice Chair
Bill Kelly, Member

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

ELIGIBILITY LIST TESTING INFORMATION LATERAL POLICE OFFICER

ORAL INTERVIEW

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

PHYSICAL ABILITY TEST

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

The oral interview panel will consist of four members; one sergeant from the CPPD, one non-probationary CPPD patrol officer, one civilian supervisor employed by the City of College Place, and if available, one member of the Diversity and Inclusion Advisory Board (DAB). If a member of the DAB is unavailable, the fourth position will be filled with an alternate panelist.

The following is the criteria for a LATERAL POLICE OFFICER for the City of College Place, Washington:

1. All steps must be met prior to being placed on the eligibility list.
2. All candidates shall come from the Lateral 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. Have a high school diploma;
 - 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 the Washington State Basic Law Enforcement 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 oral interview and physical ability test.
4. The test will consist of two parts, scored as follows:
 - a. Oral Interview 70% minimum

b. Physical Ability Test Pass/Fail

5. A score of 70% on the oral interview is required to become registered on the eligibility list. Veterans Preference points 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 Lateral 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 Lateral 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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