

Thursday, September 9, 2021  
College Place Civil Service Commission - Electronic Meeting

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](https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured)

Or you may call this number to listen: 1-669-900-9128 ID# 86579669388

## 1. OPENING ITEMS

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|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| Subject :  | 1.01 Call To Order                                                           |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category : | 1. OPENING ITEMS                                                             |
| Type :     | Procedural                                                                   |

## Public Content

|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| Subject :  | 1.02 Roll Call                                                               |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category : | 1. OPENING ITEMS                                                             |
| Type :     | Procedural                                                                   |

## Public Content

Commission ChairJoAnn Wiggins

Commissioner Bill Kelly

Commissioner RogerMaidment

Civil Service Secretary, Shawn Doering

City Clerk, Lisa Neissl

## 2. CONSENT AGENDA

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|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| Subject :  | 2.01 Approve Agenda for September 9, 2021                                    |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category : | 2. CONSENT AGENDA                                                            |
| Type :     | Information                                                                  |
| Subject :  | 2.02 Approve Minutes from August 12, 2021                                    |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |

Category : 2. CONSENT AGENDA  
Type : Information, Minutes

## File Attachments

[8\\_12\\_2021\\_CivilServiceMeetingMinutes.pdf \(109 KB\)](#)

Subject : 2.03 Approve Payroll from August 2021  
Meeting : Sep 9, 2021 - College Place Civil Service Commission  
- Electronic Meeting  
Category : 2. CONSENT AGENDA  
Type : Information

## Public Content

Frontline safety personnel received a one-time stipend of \$3,000 for their ongoing efforts to continue to serve the public while potentially putting themselves in harms way due to the pandemic. The American Rescue Plan Act allows funds to be used as "premium pay" to essential workers performing eligible work during the COVID19 public health emergency.

Subject : 2.04 Approve Consent Agenda  
Meeting : Sep 9, 2021 - College Place Civil Service Commission  
- Electronic Meeting  
Category : 2. CONSENT AGENDA  
Type : Action (Consent)  
Recommended Action : Motion to approve the consent agenda which includes the agenda for September 9, 2021, the minutes from August 12, 2021, and payroll from August 2021.

## Public Content

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.

### 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

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|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| Subject :  | 3.01 Resignation of Sergeant Alan Parker                                     |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category : | 3. REGULAR AGENDA                                                            |
| Type :     | Information                                                                  |

## Public Content

Sergeant Alan Parker accepted a position with the City of Kittitas and completed his last day with the City of College Place on August 31, 2021.

|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| Subject :  | 3.02 Sergeant Promotional Testing Information                                |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category : | 3. REGULAR AGENDA                                                            |
| Type :     | Information                                                                  |

## Public Content

Chief Troy Tomaras will give a presentation on the proposed testing process and answer any questions.

|                      |                                                                               |
|----------------------|-------------------------------------------------------------------------------|
| Subject :            | 3.03 Sergeant Promotional Testing Process Approval                            |
| Meeting :            | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting  |
| Category :           | 3. REGULAR AGENDA                                                             |
| Type :               | Action                                                                        |
| Recommended Action : | Motion to approve the 2021 Sergeant Promotional Testing Process as presented. |

## File Attachments

[2021 Promotional Testing - Sergeant.pdf \(729 KB\)](#)

|                      |                                                                              |
|----------------------|------------------------------------------------------------------------------|
| Subject :            | 3.04 Lieutenant Promotion - Temporary                                        |
| Meeting :            | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category :           | 3. REGULAR AGENDA                                                            |
| Type :               | Action (Consent)                                                             |
| Recommended Action : | Motion to approve promotion of Robert Benfield to the position of Lieutenant |

## Public Content

Pending the approval of College Place City Council, Chief Troy Tomarasis requesting approval from the Civil Service Commission to promote Robert Benfield to the position of Lieutenant.

Civil Service Rule 4.09.03:

**APPOINTMENTTEMPORARY.** A limited appointment other than from an eligible register for the purpose of performing work belonging in the classified service. A reduction of a regular employee is not a temporary appointment. Temporary appointment includes emergency appointment.

## Consent

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|                      |                                                                                                                 |
|----------------------|-----------------------------------------------------------------------------------------------------------------|
| Subject :            | 3.05 Entry-Level Police Officer Testing                                                                         |
| Meeting :            | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting                                    |
| Category :           | 3. REGULAR AGENDA                                                                                               |
| Type :               | Action (Consent)                                                                                                |
| Recommended Action : | Motion to approve the testing process to establish a new continuous Entry-level Police Officer Eligibility List |

## Public Content

On 9/8/2021, Police Chief Troy Tomaras submitted a letter to the Civil Service Commission requesting that testing be scheduled to update the continuous Entry-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

[2021 Entry-level PD Testing Information.pdf \(754 KB\)](#)  
[Civil Service board Request 9-8-2021.pdf \(396 KB\)](#)

## Consent

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|           |                                                                              |
|-----------|------------------------------------------------------------------------------|
| Subject : | 3.06 Lateral Police Officer Testing                                          |
| Meeting : | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |

|                      |                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------|
| Category :           | 3. REGULAR AGENDA                                                                                      |
| Type :               | Action (Consent)                                                                                       |
| 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 to move forward in establishing a new list.

### File Attachments

[2021 Lateral PD Testing Information.pdf \(640 KB\)](#)  
[Civil Service board Request 9-8-2021.pdf \(396 KB\)](#)

### 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 :  | 3.07 Any Business for the Good of the Order                                  |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category : | 3. REGULAR AGENDA                                                            |
| Type :     | Discussion                                                                   |

## 4. CLOSING ITEMS

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|            |                                                                              |
|------------|------------------------------------------------------------------------------|
| Subject :  | 4.01 Adjourn                                                                 |
| Meeting :  | Sep 9, 2021 - College Place Civil Service Commission<br>- Electronic Meeting |
| Category : | 4. CLOSING ITEMS                                                             |
| Type :     | Procedural                                                                   |

**College Place Civil Service Commission - Electronic Meeting (Thursday, August 12, 2021)**

Generated by Shawn Doering on Thursday, August 12, 2021

## 1. OPENING ITEMS

Procedural: 1.01 Call To Order

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

Procedural: 1.02 Roll Call

## PRESENT:

Commission  
Members

JoAnn Wiggins, Bill Kelly, Roger Maidment

Staff

Civil Service Secretary, Shawn Doering, Deputy Finance Director, DaShari Cinnamon

MEMBERS EXCUSED:

MEMBERS ABSENT:

## 2. CONSENT AGENDA

Action (Consent): 2.01 Approve Agenda for August 12, 2021

Action (Consent), Minutes: 2.02 Approve Minutes from July 8, 2021

Action (Consent): 2.03 Approve Payroll from July 2021

Action (Consent): 2.04 Approve Consent Agenda

**Commissioner Kelly motioned to approve the consent agenda which includes the agenda for August 12, 2021, the minutes from July 8, 2021, and payroll from July 2021. Second by Commissioner Kelly and the motion passed 3-0.**

## 3. REGULAR AGENDA

Discussion: 3.01 Sergeant Promotional Testing Update

**Civil Service Commissioners would like to know who approves the final testing product. Civil Service Secretary, Shawn Doering, will research and report back.**

Discussion: 3.02 Any Business for the Good of the Order

**None**

## 4. CLOSING ITEMS

Procedural: 4.01 Adjourn

**Commissioner Kelly motioned to adjourn the meeting at 12:11pm. Second by Commissioner Maidment and, with no objection, the meeting adjourned.**

Approved:

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JoAnn Wiggins

Attest:

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Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred August 12, 2021. Further detail may be obtained by reviewing the actual audio recording made during this session.



# 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](mailto:sdoering@cpwa.us)  
509-394-8508

### 2021 PROMOTIONAL TESTING INFORMATION POLICE SERGEANT

#### Introduction

The College Place Civil Service has prepared this information for promotional candidates who will participate in the 2021 Police Sergeant exam. The exam is designed on the basis of information obtained from a job analysis of the Police Sergeant position with the College Place Police Department. The exam consists of two components; a written multiple-choice exam and an Assessment Center practical exam. The City of College Place has contracted with Public Safety Testing (PST) to design the exams and assist with the testing process.

#### Requirements

To be eligible to participate in the Police Sergeant testing, candidates must have four (4) years of service as a Police Officer with the College Place Police Department at the time of the exam.

#### Examination Schedule

##### SUBMISSION OF CANDIDATE RESUME AND LETTER OF INTEREST

DATE: October 8, 2021  
TIME: 5:00pm  
PLACE: City of College Place  
Human Resources  
625 S College Ave  
College Place, WA 99324

Please hand deliver your information to the Human Resources office.

##### CANDIDATE WORKSHOP

DATE: September 27, 2021  
TIME: 1:00pm – 2:30pm  
PLACE: Zoom

Candidates will receive additional information about the testing process.

### WRITTEN EXAMINATION

DATE: October 19, 2021  
TIME: 10:00AM – 12:00PM  
PLACE: College Place Police Department Range Classroom

Everything you need for the exam will be provided. Please do not bring electronic devices such as cell phones or tablets to the exam. All personal items will be left outside of the testing room.

### ASSESSMENT CENTERS

DATE: October 20, 2021  
TIME: 8:00AM  
PLACE: To be determined

### **Make-Up Policy**

No make-up exams will be allowed.

Employees on active duty military status may be eligible to participate with the written exam remotely through an approved proctor. Participation in the assessment center may occur remotely through an online program such as ZOOM, Webex or other secure online tool approved by the City of College Place.

### **Written Exam Information**

The written exam will be worth 25% of the overall score.

### **Written Exam Source Material**

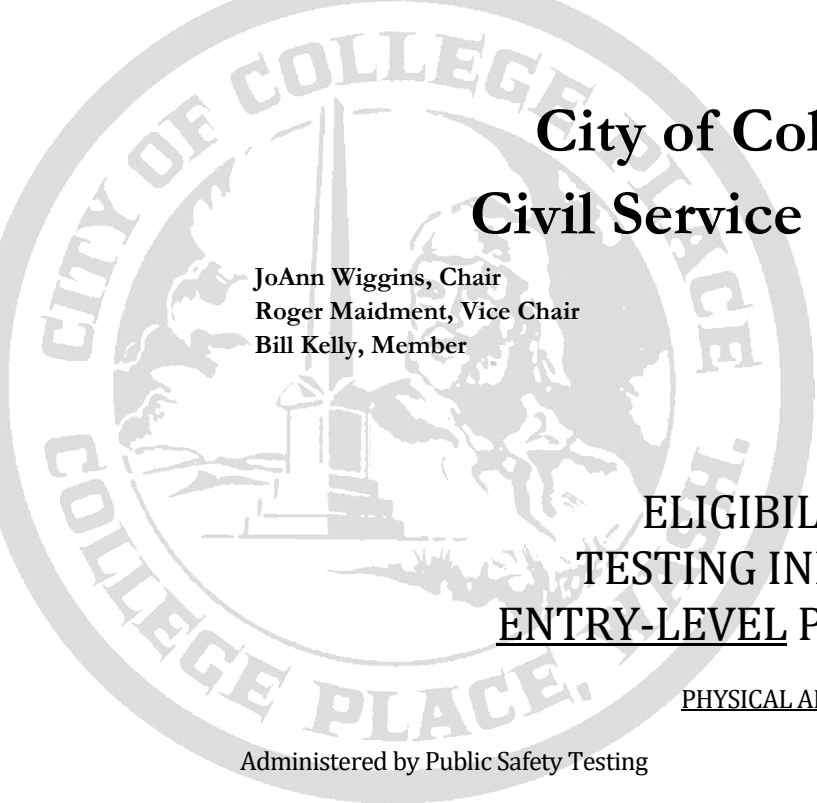
- The Leadership Challenge, Authors: Kouzes & Posner, Sixth Edition
- Managing Police Organizations, Paul Whisenand, Seventh Edition
- CPPD Lexipol Policies:
  - Preface – CPPD Mission, Vision, Values & Goals
  - 300 – Use of force
  - 306 – Officer Involved Shootings and Deaths
  - 308 – Vehicle Pursuits
  - 319 – Standards of Conduct
  - 320 – Information Technology Use
  - 328 – Major Incident Notification
  - 340 – Professional Standards
  - 402 – Biased Based Policing
  - 412 – Immigration Violations
  - 421 – Portable Audio/Video Recorders/Body Worn Cameras
  - 612 – Brady Material Disclosure
  - 1000 – Evaluation of employees
  - 1008 – Personnel Complaints
  - 1023 – Conflicting or illegal orders
  - 1027 – Employee Speech, Expression and Social Networking
  - 1030 – Anti-Retaliation

## **Assessment Centers**

Candidates will participate in four job simulations specific to the College Place Police Department. These assessment centers will be worth 75% of the overall score.

## **Post-Exam Information**

- A. Explanation of Scoring Process –The written portion of the exam will be worth 25% of the overall test score and the assessment centers will be worth 75% of the overall test score. There will not be a cutoff score, candidates will be placed on the eligibility list according to their final scores. The top three candidates will be placed on the certified eligibility list that will go to the Chief for final interviews. The Chief will select candidates from the certified eligibility list to fill open positions.
- B. Review and Appeal Information – Any objection to the manner in which the exam was administered must be made in writing immediately following the completion of the exam.
- C. Veteran's Preference – Candidate must submit DD214 or other equivalent documentation. If approved, points will be added to the final score.



# 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](mailto: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**

September 8, 2021

**ELECTRONICALLY SENT, NOT MAILED**

Dear Civil Service Commission,

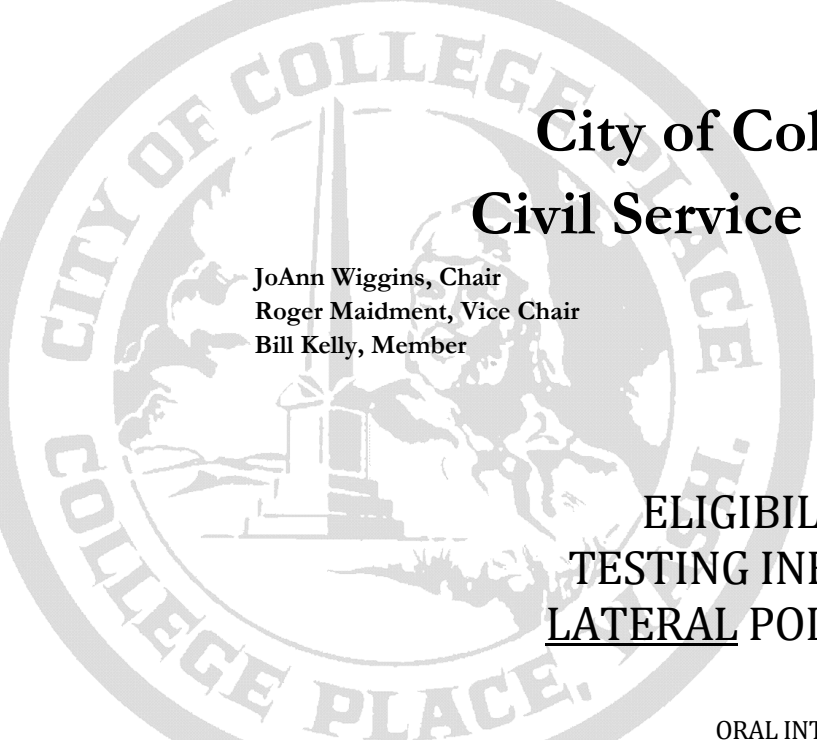
With a current vacancy and the anticipation of a future vacancy within the police department, I respectfully petition in accordance with civil service rule 4.2.2, for authorization to conduct oral board interviews for entry level and lateral officer(s) to fill a vacant police officer position.

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

## Civil Service Commission

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Roger Maidment, Vice Chair  
Bill Kelly, Member

Shawn Doering  
Civil Service Secretary  
[sdoering@cpwa.us](mailto: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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September 8, 2021

**ELECTRONICALLY SENT, NOT MAILED**

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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