

Thursday, February 10, 2022  
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#859 3763 9549

Link for public: <https://us06web.zoom.us/j/81521901885>

## 1. OPENING ITEMS

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|            |                                                                            |
|------------|----------------------------------------------------------------------------|
| Subject :  | 1.01 Call To Order                                                         |
| Meeting :  | Feb 10, 2022 - College Place Civil Service Commission - Electronic Meeting |
| Category : | 1. OPENING ITEMS                                                           |
| Access :   | Public                                                                     |
| Type :     | Procedural                                                                 |

## Public Content

|            |                                                                            |
|------------|----------------------------------------------------------------------------|
| Subject :  | 1.02 Roll Call                                                             |
| Meeting :  | Feb 10, 2022 - College Place Civil Service Commission - Electronic Meeting |
| Category : | 1. OPENING ITEMS                                                           |
| Access :   | Public                                                                     |
| Type :     | Information, Procedural                                                    |

## Public Content

Commission Chair RogerMaidment

Commissioner Bill Kelly

Commissioner JoAnn Wiggins

Civil Service Secretary, Shawn Doering

City Clerk, Lisa Neissl

## 2. CONSENT AGENDA

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|            |                                                                            |
|------------|----------------------------------------------------------------------------|
| Subject :  | 2.01 Approve Agenda for February 10, 2022                                  |
| Meeting :  | Feb 10, 2022 - College Place Civil Service Commission - Electronic Meeting |
| Category : | 2. CONSENT AGENDA                                                          |
| Access :   | Public                                                                     |

|            |                                                                                                    |
|------------|----------------------------------------------------------------------------------------------------|
| Type :     | Information                                                                                        |
| Subject :  | 2.02 Approve Minutes from January 13, 2022                                                         |
| Meeting :  | Feb 10, 2022 - College Place Civil Service Commission - Electronic Meeting                         |
| Category : | 2. CONSENT AGENDA                                                                                  |
| Access :   | Public                                                                                             |
| Type :     | Information, Minutes                                                                               |
| Minutes :  | <a href="#">View Minutes</a> for Jan 13, 2022 - College Place Civil Service Commission - Electroni |

## File Attachments

### [1\\_13\\_2022\\_CivilServiceMeetingMinutes.pdf \(84 KB\)](#)

|            |                                                                            |
|------------|----------------------------------------------------------------------------|
| Subject :  | 2.03 Approve Payroll from January 2022                                     |
| Meeting :  | Feb 10, 2022 - College Place Civil Service Commission - Electronic Meeting |
| Category : | 2. CONSENT AGENDA                                                          |
| Access :   | Public                                                                     |
| Type :     | Information                                                                |

## Administrative File Attachments

### [01.2022 Payroll Certification.pdf \(424 KB\)](#)

|                      |                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject :            | 2.04 Approve Consent Agenda                                                                                                                            |
| Meeting :            | Feb 10, 2022 - College Place Civil Service Commission - Electronic Meeting                                                                             |
| Category :           | 2. CONSENT AGENDA                                                                                                                                      |
| Access :             | Public                                                                                                                                                 |
| Type :               | Action (Consent)                                                                                                                                       |
| Recommended Action : | Motion to approve the consent agenda which includes the agenda for February 10, 2022, the minutes from January 13, 2022, and the January 2022 payroll. |

## 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 Lateral Police Officer Testing                                                                        |
| Meeting :            | Feb 10, 2022 - College Place Civil Service<br>Commission - Electronic Meeting                              |
| Category :           | 3. REGULAR AGENDA                                                                                          |
| Access :             | Public                                                                                                     |
| Type :               | Action                                                                                                     |
| Recommended Action : | Motion to approve the testing process to update the<br>continuous Lateral Police Officer Eligibility List. |

## Public Content

All names on the Lateral Police Officer Eligibility List have been exhausted.

### File Attachments

[2022 Lateral PD Testing Information.pdf \(640 KB\)](#)

|            |                                                                               |
|------------|-------------------------------------------------------------------------------|
| Subject :  | 3.02 Any Other Business for the Good of the Order                             |
| Meeting :  | Feb 10, 2022 - College Place Civil Service<br>Commission - Electronic Meeting |
| Category : | 3. REGULAR AGENDA                                                             |
| Access :   | Public                                                                        |
| Type :     | Discussion                                                                    |

### 4. CLOSING ITEMS

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|            |                                                                               |
|------------|-------------------------------------------------------------------------------|
| Subject :  | 4.01 Adjourn                                                                  |
| Meeting :  | Feb 10, 2022 - College Place Civil Service<br>Commission - Electronic Meeting |
| Category : | 4. CLOSING ITEMS                                                              |
| Access :   | Public                                                                        |
| Type :     | Procedural                                                                    |

**College Place Civil Service Commission - Electronic Meeting (Thursday, January 13, 2022)***Generated by Shawn Doering on Thursday, January 13, 2022***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

**Chair Wiggins called the meeting to order at 12:00pm**

Procedural: 1.02 Roll Call

**PRESENT:**

|                       |                                                 |
|-----------------------|-------------------------------------------------|
| Commission<br>Members | JoAnn Wiggins;<br>Roger Maidment;<br>Bill Kelly |
|-----------------------|-------------------------------------------------|

|       |                                                                       |
|-------|-----------------------------------------------------------------------|
| Staff | Civil Service Secretary, Shawn Doering;<br>City Clerk, Lisa R. Neissl |
|-------|-----------------------------------------------------------------------|

**MEMBERS EXCUSED:****MEMBERS ABSENT:****2. CONSENT AGENDA**

Information: 2.01 Approve Agenda for January 13, 2022

Information, Minutes: 2.02 Approve Minutes from December 30, 2021

Information: 2.03 Approve Payroll from December 2021

Action (Consent): 2.04 Approve Consent Agenda

**Commissioner Maidment made a motion to approve the consent agenda which includes the agenda for January 13, 2022, the minutes from December 30, 2021, and the December 2021 payroll. Second by Commissioner Kelly and the motion passed 3-0.****3. REGULAR AGENDA**

Action: 3.01 Election of Commission Chair

**Commissioner Wiggins made a motion to elect Commissioner Maidment to the position of Commission Chair and Commissioner Kelly to the position of Commission Vice Chair for the 2022 term. Second by Commissioner Kelly and the motion passed 3-0.**

Discussion: 3.02 Any Other Business for the Good of the Order

**4. CLOSING ITEMS**

Procedural: 4.01 Adjourn

**Commissioner Maidment motioned to adjourn the meeting at 12:04pm. Second by Commissioner Wiggins 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 Special Civil Service Commission meeting that occurred January 13, 2022. Further detail may be obtained by reviewing the actual audio recording made during this session.

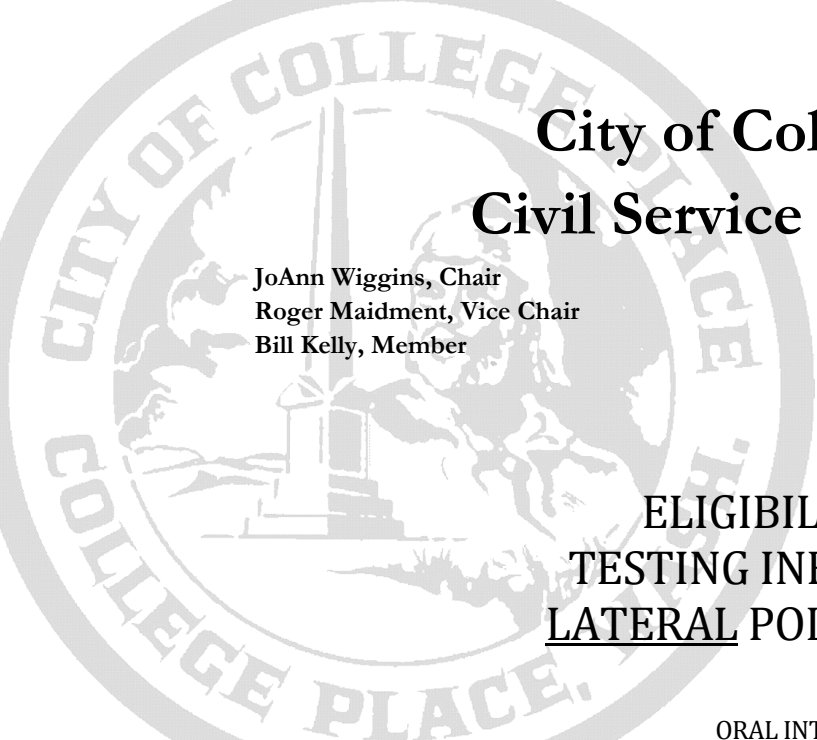
## Civil Service Employee Payroll

| Pay Date | Employee           | Paid Thru | Position                       | Hours  | Gross Pay |
|----------|--------------------|-----------|--------------------------------|--------|-----------|
| 2/3/2022 | Boose, John A      | 1/31/2022 | Firefighter                    | 200    | 7,452.80  |
| 2/3/2022 | Downs, Emily A     | 1/31/2022 | Firefighter                    | 256    | 6,983.26  |
| 2/3/2022 | Drury, Charles O   | 1/31/2022 | Firefighter                    | 242    | 7,012.26  |
| 2/3/2022 | Evensen, Patrick J | 1/31/2022 | Firefighter                    | 248    | 9,664.49  |
| 2/3/2022 | Williams, Troy J   | 1/31/2022 | Firefighter                    | 319    | 6,799.30  |
| 2/3/2022 | Brink, Brielle M   | 1/31/2022 | Part-time Police Records Clerk | 7.25   | 156.53    |
| 2/3/2022 | Benfield, Robert D | 1/31/2022 | Police Lieutenant              | 168    | 7,996.00  |
| 2/3/2022 | Barr, Marianne K   | 1/31/2022 | Chief Clerk - PD               | 168    | 4,646.00  |
| 2/3/2022 | Diaz, Salvador M   | 1/31/2022 | Patrol Sergeant                | 200    | 8,897.40  |
| 2/3/2022 | Schmick, Dylan E   | 1/31/2022 | Patrol Sergeant                | 175    | 8,440.05  |
| 2/3/2022 | Adams, Eric H      | 1/31/2022 | Police Officer                 | 172    | 7,281.74  |
| 2/3/2022 | Cole, Tanner C     | 1/31/2022 | Police Officer                 | 178.75 | 7,858.80  |
| 2/3/2022 | Duede, Jimmy C     | 1/31/2022 | Police Officer                 | 190    | 7,667.80  |
| 2/3/2022 | Fortin, Brian R    | 1/31/2022 | Detective                      | 192.5  | 8,171.78  |
| 2/3/2022 | Harris, Tanner M   | 1/31/2022 | Police Officer                 | 182.5  | 7,779.65  |
| 2/3/2022 | Jackson, Joshua    | 1/31/2022 | Police Officer                 | 60     | 7,227.00  |
| 2/3/2022 | Langlois, Joseph T | 1/31/2022 | Police Officer                 | 168    | 6,611.00  |
| 2/3/2022 | Rhodes, Brandon L  | 1/31/2022 | Police Officer                 | 191.75 | 12,301.23 |
| 2/3/2022 | Schild, Andrew D   | 1/31/2022 | Police Officer                 | 160    | 7,343.80  |
| 2/3/2022 | Watkins, Daniel I  | 1/31/2022 | Police Officer                 | 172.5  | 7,812.90  |
| 2/3/2022 | Nordman, Ronald A  | 1/31/2022 | Special Enforcement Officer    | 160    | 4,848.80  |
| 2/3/2022 | Paffile, Tonya R   | 1/31/2022 | Accounting Clerk III           | 24.5   | 2,494.70  |
| 2/3/2022 | St Clair, Andrea M | 1/31/2022 | Records Clerk                  | 168    | 3,751.00  |

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, 2022

Shawn Doering  
Civil Service Secretary/Payroll Clerk

Roger Maidment  
Commission Chair



# 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 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 Lieutenant from the CPPD, one Sergeant from the CPPD, one non-probationary CPPD patrol officer, 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.

**The City of College Place is an Equal Opportunity Employer**