

Thursday, January 12, 2023
College Place Civil Service Commission - Electronic Meeting

12:00 P.M.

In-Person component at the College Place Fire Department at 629 S College Avenue, College Place WA
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#876 4377 2487 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/84809659586>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Commission Chair RogerMaidment
Commissioner Bill Kelly
Commissioner JoAnn Wiggins
Civil Service Secretary, Shawn Doering
City Clerk, Sherri St. Clair

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for January 12, 2023
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Information
Subject :	2.02 Approve Minutes from December 8, 2022
Meeting :	Jan 12, 2023 - College Place Civil Service

	Commission - Electronic Meeting
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Information, Minutes
Minutes :	View Minutes for Dec 8, 2022 - College Place Civil Service Commission - Hybrid Me

File Attachments

[12_8_2022_CivilServiceMeetingMinutes.pdf \(138 KB\)](#)

Subject :	2.03 Approve December 2022 Payroll
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Information

Administrative File Attachments

[12.2022 Payroll Certification.pdf \(425 KB\)](#)

Subject :	2.04 Approve Consent Agenda
Meeting :	Jan 12, 2023 - 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 January 12, 2023, the minutes from December 8, 2022, and payroll from December 2022.

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

Subject :	3.01 Entry-Level Police Officer Testing
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action (Consent)
Recommended Action :	Motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List

Public Content

On 1/11/2023, 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.

File Attachments

[1.2023 Eligibility List Request-PD.pdf \(282 KB\)](#)
[2023 Entry-level PD Testing Information.pdf \(754 KB\)](#)

Consent

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Subject :	3.02 Lateral Police Officer Testing
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	3. REGULAR AGENDA
Access :	Public
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

[1.2023 Eligibility List Request-PD.pdf \(282 KB\)](#)
[2023 Lateral PD Testing Information.pdf \(641 KB\)](#)

Consent

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Subject :	3.03 Part-time Police Records Clerk
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Information

Public Content

The Part-time Police Records Clerk position has been filled by Jayme Graham. She will start on January 17, 2023.

Subject :	3.04 Any Business for the Good of the Order
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion

4. CLOSING ITEMS

Subject :	4.01 Adjourn
Meeting :	Jan 12, 2023 - College Place Civil Service Commission - Electronic Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Civil Service Commission - Hybrid Meeting (Thursday, December 8, 2022)*Generated by Shawn Doering on Thursday, December 8, 2022***1. OPENING ITEMS**Procedural: 1.01 Call To Order**Commissioner Kelly called the meeting to order at 12:00 PM.**Information, Procedural: 1.02 Roll Call

PRESENT:

Commission Members	Bill Kelly; JoAnn Wiggins
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Staff	Civil Service Secretary, Shawn Doering; City Clerk, Sherri St. Clair
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MEMBERS EXCUSED:

MEMBERS ABSENT: Roger Maidment

Procedural: 1.03 Public Comment**There was no public comment.****2. CONSENT AGENDA**Information: 2.01 Approve December 8, 2022 AgendaInformation, Minutes: 2.02 Approve October 13, 2022 MinutesInformation: 2.03 Approve October & November 2022 Payroll

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. 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.

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for December 8, 2022, the minutes from October 13, 2022, and the October & November 2022 payroll. Second by Commissioner Kelly and the motion passed 2-0.

3. REGULAR AGENDAInformation: 3.01 Part-time Police Records Clerk resignationDiscussion: 3.02 Any Other Business for the Good of the Order**4. CLOSING ITEMS**Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Wiggins made a motion to conclude the meeting at 12:06 PM. Second by Commissioner Kelly and, with no objection, the meeting concluded.

Approved:

Roger Maidment

Attest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred December 8, 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
1/5/2023	Bartlett, Logan K	12/31/2022	Firefighter	230	6,013.94
1/5/2023	Boose, John A	12/31/2022	Firefighter	170	6,105.74
1/5/2023	Downs, Emily A	12/31/2022	Firefighter	267	6,939.86
1/5/2023	Drury, Charles O	12/31/2022	Firefighter	242	6,753.70
1/5/2023	Erb, Brittney E	12/31/2022	Firefighter	230	6,013.94
1/5/2023	Evensen, Patrick J	12/31/2022	Firefighter	192	6,803.00
1/5/2023	Nilsson, Trenton M	12/31/2022	Firefighter	249	6,668.68
1/5/2023	Williams, Troy J	12/31/2022	Firefighter	252	7,388.74
1/5/2023	Barr, Marianne K	12/31/2022	Chief Clerk - PD	176	4,646.00
1/5/2023	Diaz, Salvador M	12/31/2022	Patrol Sergeant	247.76	11,442.08
1/5/2023	Schmick, Dylan E	12/31/2022	Patrol Sergeant	125	5,999.69
1/5/2023	Adams, Eric H	12/31/2022	Police Officer	172	8,057.88
1/5/2023	Barker, Kyle A	12/31/2022	Police Officer	194	7,280.46
1/5/2023	Boudrieau, Brandon T	12/31/2022	Probationary	175.5	6,228.52
1/5/2023	Bushkovskiy, Anton P	12/31/2022	Probationary	180	5,770.25
1/5/2023	Cole, Tanner C	12/31/2022	Police Officer	192	8,690.02
1/5/2023	Duede, Jimmy C	12/31/2022	Police Officer	186.5	8,036.76
1/5/2023	Fortin, Brian R	12/31/2022	Detective	172	7,351.58
1/5/2023	Harris, Tanner M	12/31/2022	Police Officer	245.63	10,250.47
1/5/2023	Langlois, Joseph T	12/31/2022	Police Officer	176.5	7,434.29
1/5/2023	Rhodes, Brandon L	12/31/2022	Police Officer	165.77	6,862.97
1/5/2023	Schild, Andrew D	12/31/2022	Police Officer	175.75	7,940.96
1/5/2023	Watkins, Daniel I	12/31/2022	Police Officer	176	8,306.24
1/5/2023	Nordman, Ronald A	12/31/2022	Special Enforcement Officer	163.01	4,779.34
1/5/2023	St Clair, Andrea M	12/31/2022	Records Clerk	176	3,908.00

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 December 31, 2022

Shawn Doering
Civil Service Secretary/Payroll Clerk

Roger Maidment
Commission Chair

CITY OF COLLEGE PLACE

POLICE DEPARTMENT

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

January 11, 2023

Dear Civil Service Commissioners,

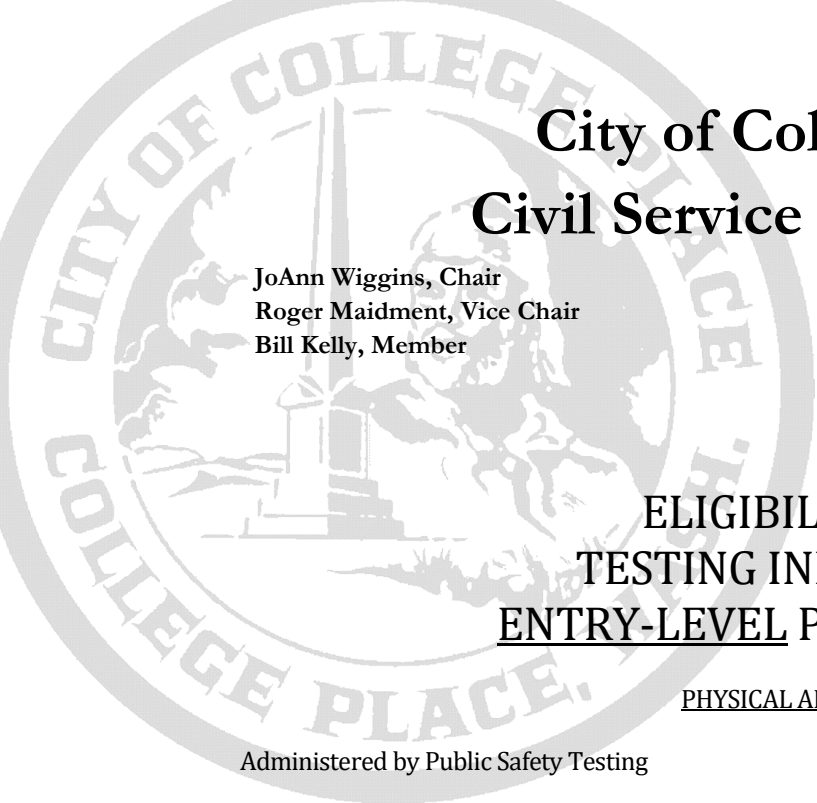
With a current vacancy and the anticipation of a future vacancy within the police department, I respectfully petition in accordance with the civil service rules to establish a new eligibility list and to add, merge or combine additional applicants to our current list. One list for entry level and one for lateral entry police officer candidates.

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

Sincerely,



Troy Tomaras
Chief of Police



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 Fire Department – 629 S College Ave, College Place

The interview panel will consist of a minimum of three members; one sergeant from the CPPD, one non-probationary CPPD officer, and one community member. If available, one additional community member or representative from a similar agency may be added to the panel.

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 being scheduled for an oral board interview;
 - 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. If eligible, Veterans Preference points will be added to the final score of those candidates who submit 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

POLICE DEPARTMENT

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

January 11, 2023

Dear Civil Service Commissioners,

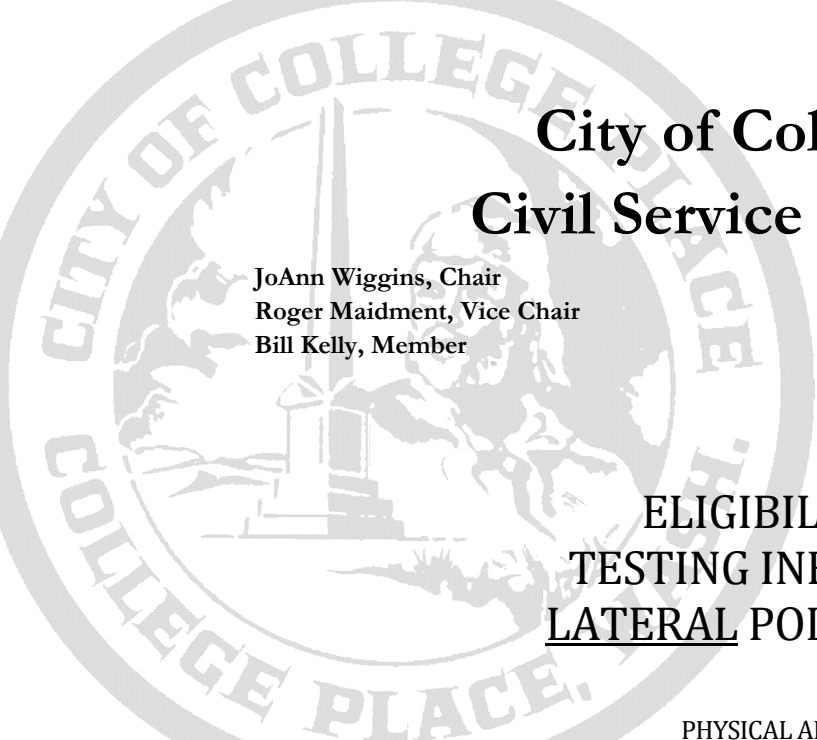
With a current vacancy and the anticipation of a future vacancy within the police department, I respectfully petition in accordance with the civil service rules to establish a new eligibility list and to add, merge or combine additional applicants to our current list. One list for entry level and one for lateral entry police officer candidates.

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

Sincerely,



Troy Tomaras
Chief of Police



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

PHYSICAL ABILITY TEST

Lateral applicants will be required to pass the physical ability test prior to being scheduled for an oral board interview.

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

ORAL INTERVIEW

DATE: To Be Determined
PLACE: College Place Fire Department, 629 S College Ave, College Place, WA

The interview panel will consist of a minimum of three members; one sergeant from the CPPD, one non-probationary CPPD officer, and one community member. If available, one additional community member or representative from a similar agency may be added to the panel.

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,
 - g. Complete the Personal History Statement form with no automatic disqualifiers and;
 - h. Pass the oral interview and physical ability test.

4. The test will consist of two parts, scored as follows:
 - a) Physical Ability Test Pass/Fail
 - b) Oral Interview 70% minimum
5. A score of 70% on the oral interview is required to become registered on the eligibility list. If eligible, Veterans Preference points will be added to the final score of those candidates who submit 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 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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