

Thursday, August 10, 2023
College Place Civil Service Commission - Hybrid 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#846 3854 4115 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/84638544115>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Aug 10, 2023 - College Place Civil Service Commission - Hybrid 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, Sherri St. Clair

Subject :	1.03 Public Comment
Meeting :	Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS

Access : Public
Type : Procedural

Public Content

Commission meetings are primarily structured to permit Commission Members to arrive at the decisions necessary to make recommendations to the City Council.

Meeting Protocol for Public Comment:

When submitting public comments, include the following information regardless of the manner you are using: (Note that there are deadlines for written comments to be included in the meeting documents.)

- Your Name
- Your Address

Written Public comments may be provided by submitting comment to Clerk@cpwa.us no later than 3:00 PM the Wednesday before the meeting. (If typewritten, no less than 11 pt font).

Verbal Public Comments may be made during the meeting:

- In-person at the meeting location - provided at the beginning of each agenda.
- Telephone comment - Call 1-669-900-9128, entering the meeting ID (provided at beginning of agenda) and raise your hand (*9 to raise hand, *6 to mute/un-mute) when comments are requested.
- Virtual comment - Join using the Zoom Attendee link (provided at beginning of agenda) and raise your hand when comments are requested.

Once recognized, you will have five minutes to speak on any subject that is under the control of the Commission.

2. CONSENT AGENDA

Subject : 2.01 Approve August 10, 2023 Agenda
Meeting : Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Action (Consent)

File Attachments

[08_10_2023_CivilServiceAgenda.pdf \(98 KB\)](#)

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 July 13, 2023 Minutes
Meeting : Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Action (Consent), Minutes

Minutes : [View Minutes](#) for Jul 13, 2023 - College Place Civil Service Commission - Hybrid Me

File Attachments

[07_13_2023_CivilServiceMeetingMinutes.pdf \(98 KB\)](#)

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 July 2023 Payroll
Meeting : Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Action (Consent), Information

Administrative File Attachments

[07.2023 Payroll Certification.pdf \(124 KB\)](#)

Consent

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Subject : 2.04 Approve Consent Agenda
Meeting : Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Action (Consent)
Recommended Action : Motion to approve the consent agenda which includes the agenda for August 10, 2023, the minutes from July 13, 2023, and the July 2023 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

Subject :	3.01 Entry-level Police Officer Testing
Meeting :	Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List as presented

Public Content

On 8/4/2023, 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

[PD Recruitment Request.pdf \(28 KB\)](#)

[9-2023 Entry-level PD Testing Information.pdf \(431 KB\)](#)

Subject :	3.02 Lateral Police Officer Testing
Meeting :	Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Recommended Action :	Motion to approve the testing process to update the continuous Entry-level Police Officer Eligibility List

Public Content

On 8/4/2023, 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 testat least two times per yearto ensure we have a current list ready in the event we have a position open up.

File Attachments

[PD Recruitment Request.pdf \(28 KB\)](#)

[9-2023 Lateral PD Testing Information.pdf \(402 KB\)](#)

Subject :	3.03 Any Other Business for the Good of the Order
Meeting :	Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Discussion

4. CLOSING ITEMS

Subject :	4.01 Conclusion - Motion to conclude the meeting
Meeting :	Aug 10, 2023 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public
Type :	Procedural



Thursday, August 10, 2023
College Place Civil Service Commission - Hybrid 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
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1. OPENING ITEMS

1.01 Call To Order

1.02 Roll Call

1.03 Public Comment

2. CONSENT AGENDA

2.01 Approve August 10, 2023 Agenda

2.02 Approve July 13, 2023 Minutes

2.03 Approve August 2023 Payroll

2.04 Approve Consent Agenda

3. REGULAR AGENDA

3.01 Entry-level Police Officer Testing

3.02 Lateral Police Officer Testing

3.03 Any Other Business for the Good of the Order

4. CLOSING ITEMS

4.01 Conclusion - Motion to conclude the meeting

College Place Civil Service Commission - Hybrid Meeting (Thursday, July 13, 2023)*Generated by Shawn Doering on Thursday, July 13, 2023***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

Commissioner Maidment called the meeting to order at 12:00 PM.

Information, Procedural: 1.02 Roll Call

PRESENT:Commission
MembersRoger Maidment;
Bill Kelly;
JoAnn Wiggins

Staff

Deputy Finance Director, DaShari Schmick
City Clerk, Sherri St. Clair**MEMBERS EXCUSED:****MEMBERS ABSENT:**

Procedural: 1.03 Public Comment

None**2. CONSENT AGENDA**

Action (Consent): 2.01 Approve July 13, 2023 Agenda

Action (Consent), Minutes: 2.02 Approve June 15, 2023 Minutes

Action (Consent), Information: 2.03 Approve June 2023 Payroll

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which includes the agenda for July 13, 2023, the minutes from June 15, 2023, and payroll from June 2023. Second by Commissioner Kelly and the motion passed 3-0.**3. REGULAR AGENDA**

Discussion: 3.01 Any Other Business for the Good of the Order

None**4. CLOSING ITEMS**

Procedural: 4.01 Conclusion - Motion to conclude the meeting

Commissioner Wiggins made a motion to conclude the meeting at 12:02 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 July 13, 2023. 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
8/3/2023	Bartlett, Logan K	7/31/2023	Firefighter	249	5,999.56
8/3/2023	Boose, John A	7/31/2023	Firefighter	193	7,325.31
8/3/2023	Downs, Emily A	7/31/2023	Firefighter	257.5	6,743.65
8/3/2023	Drury, Charles O	7/31/2023	Firefighter	295	8,608.25
8/3/2023	Erb, Brittney E	7/31/2023	Firefighter	267	5,784.58
8/3/2023	Evensen, Patrick J	7/31/2023	Firefighter	183	6,414.62
8/3/2023	Nilsson, Trenton M	7/31/2023	Firefighter	228	5,677.09
8/3/2023	Williams, Troy J	7/31/2023	Firefighter	266	6,954.71
8/3/2023	Barr, Marianne K	7/31/2023	Chief Clerk - PD	168	4,832.00
8/3/2023	Diaz, Salvador M	7/31/2023	Patrol Sergeant	186.25	9,616.99
8/3/2023	Schmick, Dylan E	7/31/2023	Patrol Sergeant	145	6,735.98
8/3/2023	Adams, Eric H	7/31/2023	Police Officer	182	7,703.59
8/3/2023	Barker, Kyle A	7/31/2023	Police Officer	171	6,221.88
8/3/2023	Bennett, George	7/31/2023	Police Officer	170	5,295.00
8/3/2023	Boudrieau, Brandon T	7/31/2023	Probationary	160	6,701.77
8/3/2023	Bushkovskiy, Anton P	7/31/2023	Probationary	193.5	6,940.10
8/3/2023	Cole, Tanner C	7/31/2023	Police Officer	189	8,233.08
8/3/2023	Dennis, Austin	7/31/2023	Police Officer	180.5	5,388.21
8/3/2023	Fortin, Brian R	7/31/2023	Detective	175	7,539.24
8/3/2023	Harris, Tanner M	7/31/2023	Police Officer	179.5	8,382.13
8/3/2023	Langlois, Joseph T	7/31/2023	Police Officer	170	7,464.59
8/3/2023	Rhodes, Brandon L	7/31/2023	Police Officer	171.13	7,797.67
8/3/2023	Schild, Andrew D	7/31/2023	Police Officer	189.5	8,113.46
8/3/2023	Watkins, Daniel I	7/31/2023	Police Officer	180.25	7,836.63
8/3/2023	Graham, Jayme L	7/31/2023	Part-time Records Clerk	58.5	1,313.91
8/3/2023	Nordman, Ronald A	7/31/2023	Special Enforcement Officer	162	4,876.00
8/3/2023	St Clair, Andrea M	7/31/2023	Records Clerk	168	4,185.00

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 July 31, 2023

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

August 4, 2023

Dear Civil Service Commissioners,

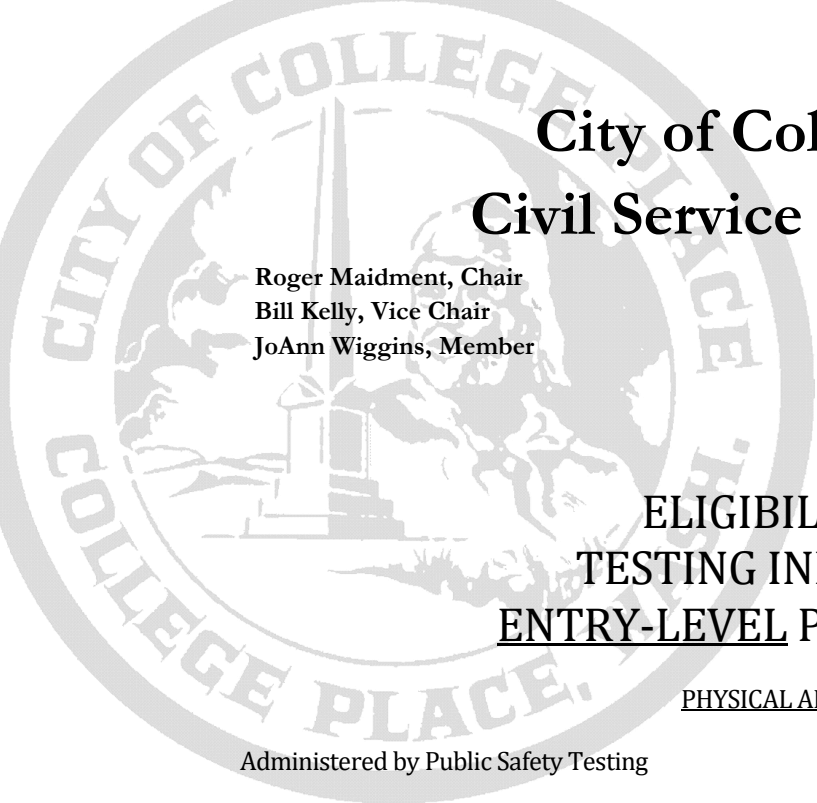
With the anticipation of future vacancies within the police department, I respectfully petition in accordance with the civil service rules to establish a new eligibility list and to add, merge or combine additional applicants to our current list. One list for entry level and one for lateral entry police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

Roger Maidment, Chair
Bill Kelly, Vice Chair
JoAnn Wiggins, 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. If necessary, the Civil Service may limit the number of interviews. If a cap is placed on the number of interviews those scoring the highest on the written exam will be selected to interview.

ORAL INTERVIEW

DATE: September 18-20, 2023
PLACE: City of College Place – 625 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 a CPPD Detective. 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
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August 4, 2023

Dear Civil Service Commissioners,

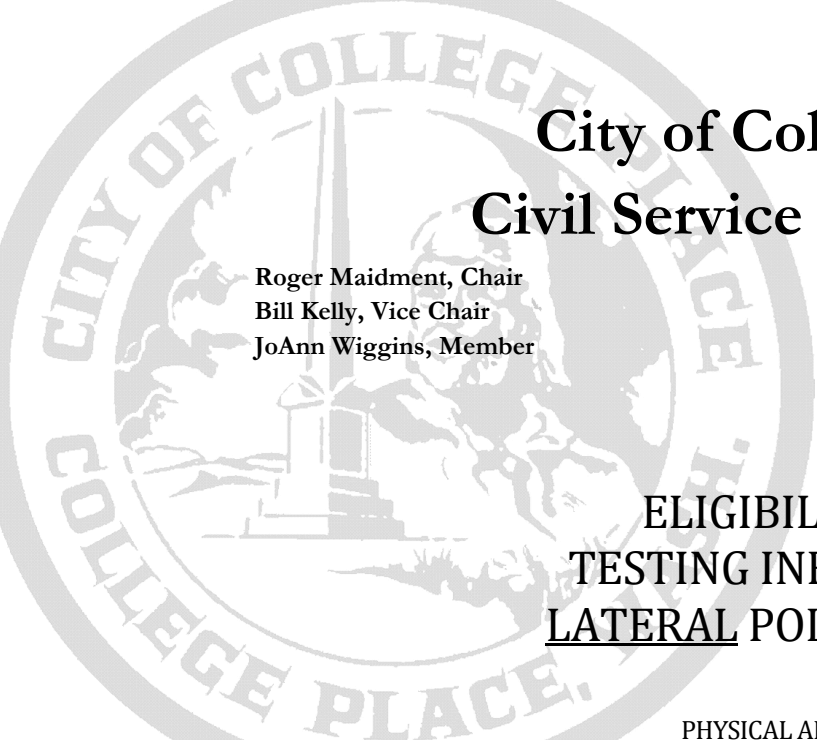
With the anticipation of future vacancies within the police department, I respectfully petition in accordance with the civil service rules to establish a new eligibility list and to add, merge or combine additional applicants to our current list. One list for entry level and one for lateral entry police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

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

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

ELIGIBILITY LIST TESTING INFORMATION LATERAL POLICE OFFICER

PHYSICAL ABILITY TEST

Lateral applicants are 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: September 18-20, 2023
PLACE: City of College Place – 625 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 a CPPD Detective. 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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