

Thursday, August 8, 2024
College Place Civil Service Commission - Hybrid Meeting

12:00 P.M.

In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

Agenda: <https://go.boarddocs.com/wa/cocp/Board.nsf/goto?open&id=D64MLV5BD3AD>

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# 880 2494 0040 Phone controls: *6 - toggle mute/un-mute and *9 - raise hand

Link for public: <https://us06web.zoom.us/j/88024940040>

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Aug 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Subject :	1.02 Roll Call
Meeting :	Aug 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS
Access :	Public
Type :	Information, Procedural

Public Content

Commission Chair - Bill Kelly

Commission Vice Chair - Anthony Boyles

Commissioner JoAnn Wiggins

Human Resources Manager/Civil Service Secretary - Shawn Doering

Deputy City Clerk - Athen Reid

Subject :	1.03 Public Comment
Meeting :	Aug 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	1. OPENING ITEMS

Access : Public
Type : Procedural

2. CONSENT AGENDA

Subject : 2.01 Approve August 8, 2024 Agenda
Meeting : Aug 8, 2024 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information

File Attachments

[08_08_2024_CivilServiceAgenda.pdf \(106 KB\)](#)

Subject : 2.02 Approve July 11, 2024 Minutes
Meeting : Aug 8, 2024 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Minutes
Minutes : [View Minutes](#) for Jul 11, 2024 - College Place Civil
Service Commission - Hybrid Me

File Attachments

[07_11_2024_CivilServiceMeetingMinutes.pdf \(137 KB\)](#)

Subject : 2.03 Approve July 2024 Payroll
Meeting : Aug 8, 2024 - College Place Civil Service Commission
- Hybrid Meeting
Category : 2. CONSENT AGENDA
Access : Public
Type : Information

File Attachments

[07.2024 Payroll Certification.pdf \(117 KB\)](#)

Subject : 2.04 Approve Consent Agenda
Meeting : Aug 8, 2024 - 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 8, 2024, the minutes from July 11, 2024, and the July 2024 payroll.

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 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	Action
Fiscal Impact :	No
Recommended Action :	Motion to approve the Entry-level Police Officer testing process as presented.

Public Content

On 7/31/2024, 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. This will be our first update in 2024.

File Attachments

[PD Eligibility update request.pdf \(28 KB\)](#)
[9-2024 Entry-level PD Testing Information.pdf \(432 KB\)](#)

Subject :	3.02 Any Other Business for the Good of the Order
Meeting :	Aug 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	3. REGULAR AGENDA
Access :	Public
Type :	

4. CLOSING ITEMS

Subject :	4.01 Conclusion - Motion to conclude the meeting
Meeting :	Aug 8, 2024 - College Place Civil Service Commission - Hybrid Meeting
Category :	4. CLOSING ITEMS
Access :	Public

Type :

Procedural



Thursday, August 8, 2024
College Place Civil Service Commission - Hybrid Meeting

12:00 P.M.

In-Person at College Place City Hall, 625 S College Avenue, College Place Washington

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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 8, 2024 Agenda

2.02 Approve July 11, 2024 Minutes

2.03 Approve July 2024 Payroll

2.04 Approve Consent Agenda

3. REGULAR AGENDA

3.01 Entry-level Police Officer Testing

3.02 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 11, 2024)*Generated by Shawn Doering on Wednesday, July 10, 2024***1. OPENING ITEMS**

Procedural: 1.01 Call To Order

Commissioner Kelly called the meeting to order at 12:01 PM.

Information, Procedural: 1.02 Roll Call

PRESENT:

Commission Members	Anthony Boyle; Bill Kelly; JoAnn Wiggins
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Staff	Human Resources Manager, Civil Service Secretary, Shawn Doering Deputy City Clerk, Athen Reid
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MEMBERS EXCUSED:**MEMBERS ABSENT:**

Procedural: 1.03 Public Comment

None**2. CONSENT AGENDA**

Information: 2.01 Approve July 11, 2024 Agenda

Minutes: 2.02 Approve June 13, 2024 Minutes

Information: 2.03 Approve June 2024 Payroll

Action (Consent): 2.04 Approve Consent Agenda

Commissioner Wiggins made a motion to approve the consent agenda which included the agenda for July 11, 2024, the minutes from June 13, 2024 and the June 2024 payroll. Second by Commissioner Boyle and the motion passed 3-0.**3. REGULAR AGENDA**

Action, Discussion: 3.01 Elect Commission Chair and Vice-Chair for 2024

Commissioner Boyle made a motion to elect Bill Kelly as the Commission Chair. Second by Commissioner Wiggins and the motion passed 3-0.**Commissioner Wiggins made a motion to elect Anthony Boyle as the Commission Vice Chair. Second by Commissioner Kelly and the motion passed 3-0.**

Action: 3.02 Updated Firefighter Eligibility List

Commissioner Kelly made a motion to approve the Firefighter Eligibility List and certify the top three names to the Fire Chief. Second by Commissioner Boyle and the motion passed 3-0.

Informational: 3.03 2024 Virtual Civil Service Conference

All Commissioners requested to be registered for the 2024 Civil Service Conference.

Discussion: 3.04 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 12:11 PM. Second by Commissioner Boyle and, with no objection, the meeting concluded.

Approved:

Bill Kelly

Attest:

Shawn Doering, Civil Service Secretary

The foregoing minutes are the official record of the Civil Service Commission meeting that occurred July 11, 2024. 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
8/5/2024	Adams, Eric H	7/31/2024	Police Officer	186.5	\$ 8,536.19
8/5/2024	Barker, Kyle A	7/31/2024	Police Officer	202	\$ 7,623.06
8/5/2024	Barr, Marianne K	7/31/2024	Chief Clerk - PD	184.25	\$ 4,996.00
8/5/2024	Bartlett, Logan K	7/31/2024	Firefighter	278	\$ 7,503.21
8/5/2024	Bennett, George	7/31/2024	Police Officer	190.38	\$ 6,849.62
8/5/2024	Boose, John A	7/31/2024	Firefighter	206	\$ 8,533.27
8/5/2024	Bushkovskiy, Anton P	7/31/2024	Police Officer	190.75	\$ 6,445.53
8/5/2024	Cole, Tanner C	7/31/2024	Police Officer	193.5	\$ 9,007.04
8/5/2024	Dennis, Austin	7/31/2024	Police Officer	180	\$ 4,371.42
8/5/2024	Diaz, Salvador M	7/31/2024	Patrol Sergeant	199.65	\$ 9,612.85
8/5/2024	Downs, Emily A	7/31/2024	Firefighter	318	\$ 9,124.86
8/5/2024	Drury, Charles O	7/31/2024	Firefighter	252	\$ 7,083.53
8/5/2024	Erb, Brittney E	7/31/2024	Firefighter	292	\$ 8,050.92
8/5/2024	Evensen, Patrick J	7/31/2024	Firefighter	189	\$ 6,842.90
8/5/2024	Fortin, Brian R	7/31/2024	Detective	190	\$ 7,662.24
8/5/2024	Gonzalez-Cazares, Estela	7/31/2024	Police Officer	186.25	\$ 7,054.48
8/5/2024	Graham, Jayme L	7/31/2024	Part-time Records Clerk	20.75	\$ 485.34
8/5/2024	Harris, Tanner M	7/31/2024	Police Officer	210.5	\$ 8,842.29
8/5/2024	Kates, Courtney	7/31/2024	Police Officer	194.25	\$ 7,007.72
8/5/2024	Langlois, Joseph T	7/31/2024	Detective	198.5	\$ 8,139.69
8/5/2024	Nilsson, Trenton M	7/31/2024	Firefighter	376	\$ 11,024.18
8/5/2024	Nordman, Ronald A	7/31/2024	Special Enforcement Officer	180	\$ 5,522.50
8/5/2024	Rhodes, Brandon L	7/31/2024	Police Officer	197.14	\$ 8,511.31
8/5/2024	Schild, Andrew D	7/31/2024	Police Officer	184.38	\$ 7,361.89
8/5/2024	Schmick, Dylan E	7/31/2024	Patrol Sergeant	192.01	\$ 9,409.64
8/5/2024	St Clair, Andrea M	7/31/2024	Records Clerk	184	\$ 4,455.00
8/5/2024	Watkins, Daniel I	7/31/2024	Police Officer	185.75	\$ 8,818.10
8/5/2024	Williams, Troy J	7/31/2024	Firefighter	250	\$ 6,996.18

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, 2024.

Shawn Doering
Civil Service Secretary/Payroll Clerk

Bill Kelly
Commission Vice Chair

CITY OF COLLEGE PLACE

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

July 31, 2024

ELECTRONICALLY SENT, NOT MAILED

Dear Civil Service Commission,

With an anticipated new officer position in 2025, I respectfully petition in accordance with civil service rules, section 10, for authorization to conduct oral board interviews for entry level and lateral officer(s) to update our hiring list for potential candidates.

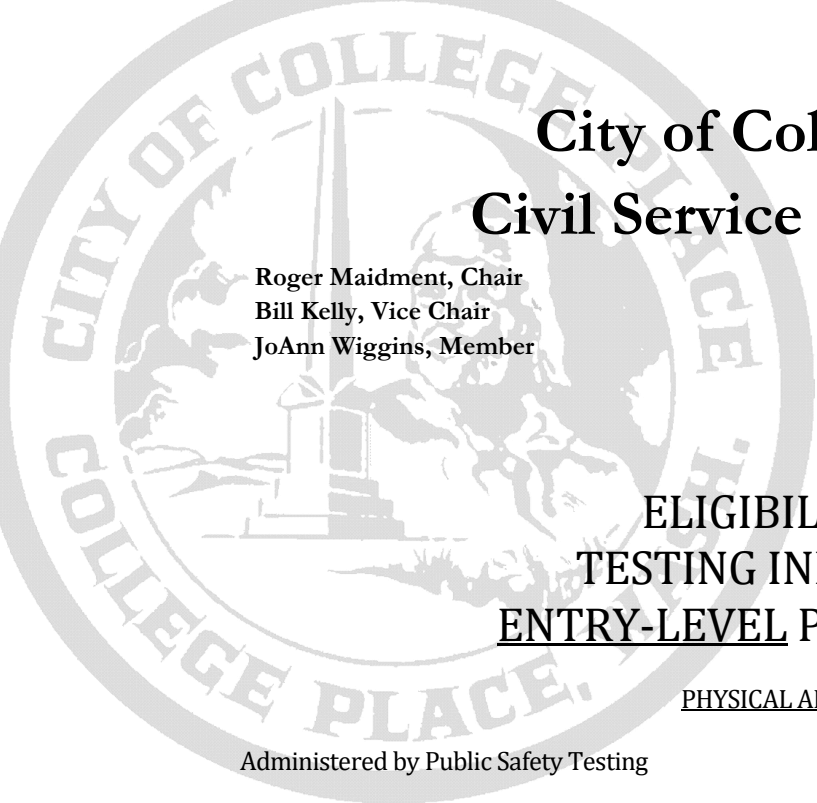
If you have any questions or concerns, please contact the Civil Service Secretary/Examiner Shawn Doering.

Sincerely,



Troy Tomaras
Chief of Police
College Place Police Department

CC: Shawn Doering, Human Resource Director



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: To Be Determined
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