

## **AGENDA**

### **GIG HARBOR CIVIL SERVICE COMMISSION SPECIAL MEETING Friday, December 12, 2025 – 1:00 p.m.**

In Person:

Civic Center | Executive Conference Room

Online:

<https://us06web.zoom.us/j/88356037550?pwd=ajZXak55Z2JGRTIEcHdROVJBaUF1Zz09>

Call-in: (253) 215-8782

Meeting ID: 883 5603 7550

Passcode: 645548

- I. CALL TO ORDER/ROLL CALL**
- II. APPROVAL OF MINUTES – Thursday, October 30, 2025**
- III. 30-DAY EXTENSION OF ENTRY AND LATERAL/ EXCEPTIONAL  
CERTIFIED HIRING LISTS**
- IV. ADJOURN**


## MINUTES

### GIG HARBOR CIVIL SERVICE COMMISSION SPECIAL MEETING Thursday, October 30, 2025

In Person:  
Civic Center | Executive Conference Room

Online Via Zoom:  
<https://us06web.zoom.us/j/88356037550?pwd=ajZXak55Z2JGRTIEcHdROVJBaUF1Zz09>  
Call-in: (253) 215-8782      Meeting ID: 883 5603 7550      Passcode: 645548

- I. **CALL TO ORDER/ROLL CALL:** Chair Perry called the meeting to order at 12:04 p.m. Commissioners Perry, Steingraber, and Bleich were present in addition to Civil Service Secretary Costanti as staff.
- II. **APPROVAL OF MINUTES – Wednesday, September 3, 2025:** The minutes of Wednesday, September 3, 2025 were approved unanimously.
- III. **CERTIFICATION OF ENTRY AND LATERAL/EXCEPTIONAL HIRING LISTS:** Certification of entry and lateral/exceptional hiring lists were confirmed unanimously.
- IV. **ADJOURN:** The meeting was adjourned at 12:09 p.m.



Shannon Costanti  
HR Director/Civil Service Secretary & Chief Examiner



# Memo

**TO:** Civil Service Commissioners  
**FROM:** Shannon Costanti, Civil Service Secretary  
**SUBJECT:** Eligibility Removals through November 20, 2025  
**DATE:** November 20, 2025

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Please find below a detailed list of candidates that have been removed from the entry-level eligibility list through November 20, 2025:

| <b>NAME</b>    | <b>REASON</b> | <b>EFFECTIVE DATE</b> |
|----------------|---------------|-----------------------|
| Joshua Cofield | Background    | 11.20.2025            |



# Memo

**TO:** Civil Service Commissioners  
**FROM:** Shannon Costanti, Civil Service Secretary  
**SUBJECT:** Eligibility Removals through November 20, 2025  
**DATE:** November 20, 2025

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Please find below a detailed list of candidates that have been removed from the lateral/exceptional eligibility list through November 20, 2025:

| <b>NAME</b>      | <b>REASON</b> | <b>EFFECTIVE DATE</b> |
|------------------|---------------|-----------------------|
| Gary Harnett Jr. | Background    | 11.19.2025            |



December 2, 2025

Cali Hinzman  
[REDACTED]  
[REDACTED]  
[REDACTED]

Re: Confirmation of Appointment Letter – Lateral Police Officer

Dear Cali,

Thank you for your cooperation throughout the background investigation process. We have concluded our review, and this letter serves as confirmation of your appointment as a Lateral Probationary Police Officer for the City of Gig Harbor, effective Tuesday, January 20, 2026.

You are required to meet all requirements for a Lateral Probationary Police Officer, including serving and successfully completing a twelve (12) month probationary period and successfully completing our departmental Field Training Program. Your starting bi-weekly base salary will be \$4,088.46. Your vacation accrual rate will recognize nine full years of prior active service, with an additional 2 floating holidays per year (available after 90 days of employment). Your sick leave accrual rate will be 8 hours per month. Your benefits are expected to become effective March 1, 2026.

We're pleased to welcome you to the Gig Harbor Police Department. We are confident you will succeed with the police department team and that you will find your work with us to be challenging and rewarding.

Sincerely,

*Shannon M Costanti*

Shannon Costanti  
Human Resources Director

Accepted,

*Cali A. Hinzman*

\_\_\_\_\_  
Cali Hinzman

Cc: Civil Service Commission  
Human Resources



December 2, 2025

Dustin Hulbrook  
[REDACTED]

Re: Confirmation of Appointment Letter – Lateral Police Officer

Dear Dustin,

Thank you for your cooperation throughout the background investigation process. We have concluded our review, and this letter serves as confirmation of your appointment as a Lateral Probationary Police Officer for the City of Gig Harbor, effective Monday, December 15, 2025.

You are required to meet all requirements for a Lateral Probationary Police Officer, including serving and successfully completing a twelve (12) month probationary period and successfully completing our departmental Field Training Program. Your starting bi-weekly base salary will be \$3,708.35. Your vacation accrual rate will recognize one full year of prior active service, with an additional 2 floating holidays per year (available after 90 days of employment). Your sick leave accrual rate will be 8 hours per month. Your benefits are expected to become effective February 1, 2026.

We're pleased to welcome you to the Gig Harbor Police Department. We are confident you will succeed with the police department team and that you will find your work with us to be challenging and rewarding.

Sincerely,

Shannon Costanti  
Human Resources Director

Accepted,

Dustin Hulbrook

Cc: Civil Service Commission  
Human Resources



POLICE DEPARTMENT

Date: December 02, 2025

To: Shannon Costanti, Civil Service Secretary

From: Tray Federici, Chief of Police

Re: Request for Certified Sergeant Eligibility Lists

To support the ongoing promotional process within the police department, I am formally requesting the current certified eligibility list for the position of Police Sergeant.

Thank you.



**CIVIL SERVICE**

**GIG HARBOR POLICE DEPARTMENT  
SERGEANT CERTIFIED PROMOTIONAL ELIGIBILITY REGISTER**

**ESTABLISHED DECEMBER 3, 2025**

| <b>RANKING</b> | <b>CANDIDATE</b> |
|----------------|------------------|
| <b>1</b>       | Charles Dennis   |
| <b>2</b>       | Jasen Raphael    |
| <b>3</b>       | Patrick Sam      |

I do hereby certify this to be the top scoring eligibles available as outlined in the request for certification provided by Chief Federici on December 2, 2025. This certified list shall be in effect for 45 days from its date of issuance (January 20, 2025). Upon request, the Commission may extend such certification for additional 30-day periods. The appointing authority must file a request for any appointment from such certification with the Commission.

*Shannon M Costanti*

Shannon Costanti  
Civil Service Secretary

12.03.25

Date



POLICE DEPARTMENT

DATE: December 03, 2025  
TO: Shannon Costanti, Civil Service Secretary  
FROM: Tray Federici, Chief of Police  
RE: Extension of Entry and Lateral/Exceptional Hiring Lists

The current entry and lateral/exceptional police officer hiring lists will expire on December 15, 2025. There has not been a meeting of the Civil Service Commission since the certification of these lists. I am requesting an extension of both lists for an additional 30 days in order to complete the background and hiring process for candidates currently in process.

Thank you.



**CIVIL SERVICE**

**GIG HARBOR POLICE DEPARTMENT  
ENTRY LEVEL POLICE OFFICER  
CERTIFIED ELIGIBILITY REGISTER  
OCTOBER 30, 2025**

| <b>RANKING</b> | <b>CANDIDATE</b>       |
|----------------|------------------------|
| <b>1</b>       | Joshua Cofield         |
| <b>2</b>       | Kelly Palmore          |
| <b>3</b>       | Zach Guess             |
| <b>4</b>       | Nick Rodriguez         |
| <b>5</b>       | Giovanni Leon-Gonzalez |

I do hereby certify this to be the top scoring eligibles available as outlined in the request for certification provided by Chief Federici on October 16, 2025. This certified list shall be in effect for 45 days from its date of issuance (December 15, 2025). Upon request, the Commission may extend such certification for additional 30-day periods. The appointing authority must file a request for any appointment from such certification with the Commission.

*Shannon M Costanti*

Shannon Costanti  
Civil Service Secretary

10.17.25

Date



**CIVIL SERVICE**

**GIG HARBOR POLICE DEPARTMENT  
LATERAL/EXCEPTIONAL POLICE OFFICER  
CERTIFIED ELIGIBILITY REGISTER  
OCTOBER 30, 2025**

| <b>RANKING</b> | <b>CANDIDATE</b>  |
|----------------|-------------------|
| <b>1</b>       | Dustin Hulbrock   |
| <b>2</b>       | April Goff        |
| <b>3</b>       | Gary Hardnett Jr. |
| <b>4</b>       | Cali Hinzman      |

I do hereby certify this to be the top scoring eligibles available as outlined in the request for certification provided by Chief Federici on October 16, 2025. This certified list shall be in effect for 45 days from its date of issuance (December 15, 2025). Upon request, the Commission may extend such certification for additional 30-day periods. The appointing authority must file a request for any appointment from such certification with the Commission.

*Shannon M Costanti*

Shannon Costanti  
Civil Service Secretary

10.17.25

Date