

CITY OF GRANDVIEW

CIVIL SERVICE

RULES AND REGULATIONS

Last Revised November 6, 2000

**GRANDVIEW CIVIL SERVICE RULES
TABLE OF CONTENTS**

<u>RULE</u>		<u>PAGE</u>
1	GENERAL PROVISIONS	1
2	ADMINISTRATION, MEETINGS, AND OPERATIONS	1
3	SECRETARY-CHIEF EXAMINER	6
4	DEFINITIONS	8
5	HEARINGS	13
6	CLASSIFICATION	16
7	APPLICATIONS AND APPLICANTS	19
8	COMPETITIVE EXAMINATIONS	23
9	MEDICAL STANDARDS FOR EMPLOYMENT	28
10	ELIGIBLE LISTS	31
11	CERTIFICATION AND APPOINTMENT	32
12	PROBATION	34
13	TEMPORARY AND PROVISIONAL APPOINTMENTS	35
14	ASSIGNMENTS, TRANSFERS, AND REASSIGNMENTS	36
15	LEAVES OF ABSENCE	37
16	DISCHARGE, DEMOTION, SUSPENSION, OTHER DISCIPLINARY ACTIONS, AND RESIGNATION	37
17	LAYOFFS AND RE-EMPLOYMENT LISTS	41
18	PERFORMANCE EVALUATION	44
19	EMPLOYEE DEVELOPMENT	46
20	REPORTS REQUIRED	47
21	CLASS SPECIFICATIONS FOR THE UNIFORMED POLICE SERVICE	48

RULES ADOPTED BY THE GRANDVIEW CIVIL SERVICE COMMISSION ON 12/3/87
REVISED AS NOTED

**THE CITY OF GRANDVIEW
CIVIL SERVICE RULES**

RULE 1 - GENERAL PROVISIONS

1.01. AUTHORITY AND APPLICATION

In accordance with the provisions of Chapter 2.56 of the Grandview Municipal Code, the Civil Service Commission of the City of Grandview, a non-charter code city in Washington State, hereby adopts the following rules and regulations. These rules are promulgated pursuant to the authority granted by Chapter 41.08 RCW, Civil Service for City Firemen and Chapter 41.12 RCW, Civil Service for City Police. These rules are applicable to proceedings before the Civil Service Commission and should be read in conjunction with the specific provisions of RCW 41.08 and RCW 41.12. (Revised 6/7/94)

1.02. SCOPE AND PURPOSE

These rules govern the continuing administration of the Civil Service System of the City of Grandview. The purpose of these rules is to assure that the Civil Service System in Grandview is administered in accordance with state law and the Municipal Code of Grandview, and that all proceedings before the Commission are conducted in an orderly, fair and timely manner. (Revised 6/7/94)

1.03. PRESUMPTION OF VALIDITY

The Civil Service System implemented by these rules substantially accomplishes the purpose of RCW 41.08 and RCW 41.12. Variation from state models are based on local conditions and are intended to maintain the purposes of civil service systems: merit selection, tenure, and an independent civil service commission. These rules are presumed to be valid and shall be upheld unless in direct conflict with the purposes of RCW 41.08 or RCW 41.12. (Revised 6/7/94)

1.04. SEVERABILITY

If any provision of these rules or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provision or application, and to this end, any section or word is declared to be severable. (Revised 6/7/94)

RULE 2 - ADMINISTRATION, MEETINGS AND OPERATIONS

2.01 ELECTION OF CHAIRMAN

At the first regular meeting in January of each year, the Commission shall elect one of its members as Chairman and another member to serve as Vice Chairman for a term of one year. Should a Chairman and/or Vice Chairman resign or be removed from the position prior to the expiration of his/her term, the Commission, upon appointment of a new member, shall proceed to the election of a

new Chairman and/or Vice Chairman to fill the unexpired term. (Revised 6/7/94)

2.02. DUTIES OF CHAIRMAN

The Chairman or Vice Chairman, in the Chairs' absence, shall preside at all meetings of the Commission and act as spokesman for the Commission. (Revised 6/7/94)

2.03 RULES OF ORDER

Roberts Rules of Order shall be final authority on all questions of procedure and parliamentary law not otherwise provided by these rules. However, with the concurrence of two commissioners such rules may be waived or modified. (Revised 6/7/94)

2.04 COMMISSIONERS--CHALLENGE

Any challenge to a Commissioner's sitting at a hearing shall be made by an interested party prior to the commencement of a hearing. The challenged Commissioners shall review and rule on the challenge prior to proceeding with the hearing. Failure to timely raise a challenge shall constitute a waiver of the challenge by the party unless, in the exercise of reasonable diligence, a basis for challenge is unknown by a party prior to commencement of a hearing.

2.05 COMMISSIONERS--CHALLENGE--NECESSITY

If, as a result of disqualification(s) pursuant to Rule 2.04, there is no longer a lawfully constituted quorum available, then by reason of necessity, the disqualified Commissioner(s) shall return and proceed with the hearing. (Revised 6/7/94)

2.06 OFFICE ADDRESS AND HOURS

The office address of the Civil Service Commission is 207 West Second Street, Grandview, Washington 98930. The regular office hours of the Commission Secretary shall be 9 a.m. to 5 p.m., Monday through Friday. (Revised 6/7/94)

2.07 COMMISSION--MEETINGS--QUORUM--ADJOURNMENT

In the necessary conduct of its work, the Commission shall meet on the first Tuesday of each month, at 12 noon, in the City Council Chambers at City Hall, unless there is no pending business requiring Commission action. (Revised 6/7/94 & 9/5/95 & 2/2/99)

All Commission meetings or hearings, regular or special, shall be open and public, and all persons shall be permitted to attend any meeting of the Commission, except as otherwise provided in Rule 2.07.03. (Revised 6/7/94)

2.07.01 SPECIAL MEETINGS

A special meeting may be ordered at any time by the Chairman or by any two

commissioners. Notice of special meetings shall be provided (as required by the Open Public Meetings Act Chapter 42.30.080 RCW, as amended) by delivering personally or by mail, twenty-four hours prior to the meeting, written notice to each member of the Commission, and all news media which has on file a written request to be notified. (Revised 6/7/94)

2.07.02 HEARINGS

The Commission shall conduct hearings as required. Notice of hearings shall be provided as required by these rules. (Revised 6/7/94)

- a. **Continuances.** Any hearing being held, noticed, or ordered to be held may by order of continuance be continued or recontinued to any subsequent meeting in the same manner as set forth in Chapter 42.30.090 RCW. (Revised 6/7/94)

2.07.03 EXECUTIVE SESSION

The Commission may hold executive sessions to consider the employment or dismissal of a public officer or employee or to hear complaints or charges brought against such officer or employee by another public officer, person, or employee unless such officer or employee requests a public hearing, as authorized by the Open Public Meetings Act (Chapter 42.30.110 RCW, as amended). (Revised 6/7/94)

2.07.04 QUORUM

Two members of the Commission shall constitute a quorum. No action of the Commission shall be effective unless two members concur therein. (Revised 6/7/94)

2.07.05 ADJOURNMENT

The members of the Commission may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned regular meeting is a regular meeting and the adjourned special meeting is a special meeting for all purposes. When an order of adjournment of a meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified by rule for regular meetings. (Revised 6/7/94)

If all members are absent from any regular or adjourned regular meeting the Secretary of the Commission may declare the meeting adjourned to a stated time and place. Notice is given in the same manner as provided in Chapter 42.30.080 RCW, as amended. (Revised 6/7/94)

2.07.06 CANCELLATION OF MEETING

Regular scheduled meetings may be canceled in the event of known illness of the Secretary or members of the board, lack of a quorum, inclement weather or for lack of an agenda. If it is known that a meeting will be canceled, a notice will be placed on the official bulletin board twenty-four hours in advance of the canceled meeting. (Revised 6/7/94)

2.07.07 EMERGENCY MEETINGS

If, by reason of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the Commission Chairman. (Revised 6/7/94)

2.08 PUBLIC RECORDS

Public records of the Commission shall be available for inspection and copying during the regular office hours of the Commission staff. No fee will be charged for inspection of public records. Inspection will be permitted during office hours in a space provided by the Commission Secretary, under supervision, and must be accomplished without excessive interference with the essential functions of the Commission Secretary. Copies will be made available at actual cost or as provided by City ordinance.

2.09 AMENDMENTS OF RULES

The Commission may amend these Rules or adopt new Rules by majority vote of the Commission at any regular or special meeting of the Commission. (Revised 2/7/94)

2.10 EFFECTIVE DATE OF RULES

All Rules and amendments shall become effective immediately upon their adoption by the Commission and filing with the City Clerk. All rules and amendments will be reviewed by the City Attorney. The City Council will be made aware of all rules and amendments in accordance with Section 2.56.030 Grandview Municipal Code. (Revised 6/7/94)

2.11 COPIES OF RULES

A copy of these Rules and a copy of all subsequent Rules or amendments shall be sent as soon as practicable after adoption to each affected department of the City. A copy shall be maintained in the office of the Commission for public inspection, and copies shall be available for free public distribution as required by State Law. (Revised 6/7/94)

2.12 RECORD OF PROCEEDINGS

The Commission shall keep a record of its proceedings. The record of the Commission shall not include a written verbatim report of proceedings unless ordered. The Commission may retain a court reporter to record all or part of a proceeding. In addition, a party to a proceeding, at his/her own expense, may have a court reporter record all or part of a proceeding. On appeal or review, costs of

transcription may be recovered by the Commission, or a prevailing party, at the discretion of the reviewing court or the Commission. Upon appeal or review, transcription and certification of a record of proceedings shall be arranged by the Secretary. (Revised 6/7/94)

2.12.01 MINUTES

The Secretary-Chief Examiner, or the Secretary pro tem, shall record in the minutes, the time and place of each meeting, the names of the Commissioners present, all official acts of the Commission, and votes of the Commissioner's dissent or approval with his reasons. The minutes shall be written and presented for correction and approval at the next regular meeting. The minutes or a true copy thereof certified by the Chairman or Vice Chairman and by the Secretary-Chief Examiner, or the Secretary-Chief Examiner pro tem, shall be open to public inspection. (Revised 6/7/94)

2.13 COMMUNICATIONS

Communications and requests to the Commission insofar as practicable shall be in writing. The substance of each request and the action of the Commission thereon shall be noted in the minutes. (Revised 6/7/94)

2.14 REPORTS--APPLICANTS, ELIGIBLES, EMPLOYEES

2.14.01 APPLICANTS, ELIGIBLES, EMPLOYEES

Each applicant, eligible and employee shall keep the Commission informed, by written notice to the Secretary, of current address and telephone number, and shall report any change of name through marriage or otherwise. (Revised 6/7/94)

2.14.02 ELIGIBLES

Each eligible shall keep the Secretary informed, in writing, regarding availability and any refusal to accept appointment or promotion and the reasons therefor. (Revised 6/7/94)

2.15 REPORTS--DEPARTMENT HEADS

A department head shall immediately report to the Secretary in such detail and on such forms as the Secretary may prescribe:

2.15.01 Every appointment, transfer, promotion, demotion, reduction, layoff, reinstatement, suspension, leave of absence without pay, return to duty, assignment, change of position within a class or within an assignment title, change of title, change of compensation;

2.15.02 Every separation from the service with the reasons therefor;

- 2.15.03** Every refusal or failure to accept appointment by a person whose name has been certified. (Revised 6/7/94)

RULE 3. SECRETARY-CHIEF EXAMINER

3.01 SECRETARY-CHIEF EXAMINER, SECRETARY-CHIEF EXAMINER PRO TEM, AND TEMPORARY SECRETARY-CHIEF EXAMINER--- APPOINTMENT

The Secretary-Chief Examiner (hereinafter, "Secretary") shall be the City Clerk. In the absence of the City Clerk the Deputy City Clerk shall be designated Secretary-Chief Examiner Pro Tem. If it is determined by the Commission that a conflict of interest or appearance of fairness exists, or in the absence of both the City Clerk and Deputy City Clerk, a "Temporary Secretary-Chief Examiner" shall be appointed by the Commission to serve during that time. The Secretary Pro Tem and the Temporary Secretary shall have the same authority and responsibilities of the Secretary.

3.02 SECRETARY--AUTHORITY

In addition to acting as Secretary of the Commission, the Secretary shall: (Revised 6/7/94)

- 3.02.01** Be the executive officer and manager of the Civil Service Department, responsible to the Commission, and shall direct the activities of all personnel including their appointments and removals; (Revised 6/7/94)
- 3.02.02** Delegate duties where necessary and supervise the work of all persons employed in the Department, including the preparation, conduct, and scoring of examinations, and maintenance of the classification plan; (Revised 6/7/94)
- 3.02.03** Keep the minutes and other records of the Commission, and certify to the same when required; (Revised 6/7/94)
- 3.02.04** Report to the Commission from time to time as directed concerning the details of the work of the Department; (Revised 6/7/94)
- 3.02.05** Prepare the budget for the Commission, approve accounts, and administer generally the expenditure of funds appropriated for the operation of the Commission to include certifications as required by and in accordance with state law; (Revised 6/7/94)
- 3.02.06** Classify all positions in the classified civil service, maintain a schematic list of all classes in the classification plan, and prepare and maintain specifications for each class; (Revised 6/7/94)
- 3.02.07** Conduct all examinations and:

- a. Prepare and post bulletins announcing examinations; (Revised 6/7/94)
- b. Determine which examinations shall be conducted; (Revised 6/7/94)
- c. Determine the minimum qualifications of applicants, the subjects to be covered in each examination, methods of testing, and the relative weights to be given to the various parts of the examination; (Revised 6/7/94)
- d. Plan and/or prepare the questions to be used in each examination, together with the standards or key answers; (Revised 6/7/94)
- e. Make arrangements for and supervise the conduct of the examinations, appointing such experts, special examiners, and other persons as the Secretary may deem necessary; (Revised 6/7/94)
- f. Pass upon all questions relating to the eligibility of applicants, the examination, extensions of time and all questions arising during the course of an examination; (Revised 6/7/94)
- g. Grade the examinations, check the qualifications of the applicants, apply veterans= scoring criteria status or other credit as determined by the Civil Service Rules, and establish passing grades; (Revised 9/5/00)
- h. Prepare a complete report of each examination for submission to the Commission, together with a report on all appeals from rulings or appeals from any part of the examination. (Revised 6/7/94)

3.02.08 Administer the provisions of these Rules, establishing such administrative controls as may be necessary; (Revised 6/7/94)

3.02.09 Make recommendations relative to matters of policy and for necessary amendments to these Rules; (Revised 6/7/94)

3.02.10 Conduct investigations and inspections as the Commission deems necessary and report findings to the Commission; (Revised 6/7/94)

3.02.11 Perform all other functions necessary for the proper carrying out of these Rules and the provisions of Federal, State, and City laws

relating to the Civil Service System, and such additional duties as may be assigned to the Secretary from time to time by the Commission; (Revised 6/7/94)

~~3.03. **SECRETARY PRO TEM** (Added to 3.01 above)~~

3.04 REVIEW OF AND APPEAL FROM ACTIONS OR DECISIONS OF THE SECRETARY (Revised 12/13/94)

3.04.01 The Commission on its own motion may review or modify any action or decision of the Secretary.

3.04.02 Any person adversely affected by any action or decision of the Secretary may request the Commission to revise or modify such action or decision. Such request shall be in writing setting forth with reasonable certainty the action objected to, the grounds supporting the request, and the relief sought, and must be made within ten (10) days from the date of notice of such action unless established otherwise in these rules. The Commission shall thereupon, if in its opinion good cause is shown, conduct a hearing thereon.

RULE 4 - DEFINITIONS (Revised 12/13/94)

The following words and phrases shall have the meanings hereinafter described unless the context in which they are included clearly indicates otherwise.

4.01. ACTUAL SERVICE. Time in which a given employee has been engaged under Civil Service appointment in the performance of the duties of a position or positions and shall include absences with pay.

4.02. ALLOCATION. To locate or place a position in the appropriate class on the basis of duties and responsibilities or required qualifications.

4.03. APPLICANT. Anyone who has filed an application to take a Civil Service examination.

4.04. APPOINTING AUTHORITY. The person or persons authorized to hire, promote or discharge employees.

4.05. APPOINTMENT

4.05.01 APPOINTMENT--PROVISIONAL. A limited appointment of:

(a) a certified or non-certified person to a classified position which is not vacant, but is currently unfilled due to an authorized leave of absence;

- (b) a non-certified person to a classified position for which there is no current eligible register.

4.05.02 **APPOINTMENT--REGULAR.** The appointment of a certified eligible person.

4.05.03 **APPOINTMENT--TEMPORARY.** A limited appointment other than from an eligible register for the purpose of performing work belonging in the classified service. A reduction of a regular employee is not a temporary appointment. Temporary appointment includes emergency appointment.

4.06 **ASSIGNMENT.** An employee may be assigned to a position which carries additional salary and additional limited responsibilities and is within the scope of the specification for the class from which assignment is made.

4.07. **BREAK IN SERVICE.** A separation from Civil Service status with a loss of accumulated service credit as occasioned by a "quit," "resignation," "discharge" or "retirement."

4.08. **BUSINESS DAYS.** Calendar days exclusive of Saturdays, Sundays, and legal holidays.

4.09. **CANDIDATE.** A person who has completed, or is in the process of completing, a Civil Service examination.

4.10. **CERTIFICATION.** [Certified Eligible List] A list of names from an eligible register transmitted by the Civil Service Secretary-Chief Examiner to an appointing authority from which such appointing authority may fill a vacancy.

4.11 **CERTIFY.** Verification to the appointing authority that a list of names of candidates for employment has been selected from the list of persons tested and found eligible for employment.

4.12 **CITY.** The City of Grandview.

4.13 **CIVIL SERVICE EMPLOYEE.** Any employee who has Civil Service status.

4.14 **CIVIL SERVICE REGISTER.** See Eligible Register.

4.15 **CLASS.** A position or group of positions designated by the Commission as having similarity in duties and responsibilities, by reason of which the same examination may be used for each position in the group.

4.16 **CLASS SERIES.** Two or more classes which are similar as to line of work but which differ as to degree of responsibility and difficulty and which have been

arranged in a ladder of steps in a normal line of promotion, such as [Police Officer, Police Sergeant, Police Lieutenant].

- 4.17 CLASS SPECIFICATION.** A description of the essential characteristics of a class and the factors and conditions that separate it from other classes, written in terms of duties, responsibilities and qualifications.
- 4.18 CLASSIFIED CIVIL SERVICE.** All offices and positions in the service of the City under Civil Service.
- 4.18 COMMISSION.** The Grandview Civil Service Commission. "Commissioner" means any one member of said Commission.
- 4.19 CONTINUOUS SERVICE.** Employment without interruption, except for absences on approved leave or absences to serve in the Armed Forces of the United States.
- 4.20 COUNTY.** Yakima County.
- 4.21 DEMOTION.** Removal of an employee, for cause, from a higher to a lower class of employment or salary step within a class.
- 4.22 DEPARTMENT.** Any department of the City subject to Civil Service as established by ordinance. The legal head of any such department is the "Department Head," or Department Head's designee.
- 4.23 DISCHARGE.** Termination, separation, dismissal, or removal from service for cause.
- 4.24 ELIGIBLE.** Anyone qualified for a given class by reason of having passed an appropriate Civil Service examination.
- 4.25 ELIGIBLE LIST.** A register or list of names of persons who have passed a Civil Service examination for a specific class from which certification may be made to fill vacancies in that class; also, "Register of Eligibles".
- 4.26 EMPLOYEE.** Anyone holding a position in the Classified Civil Service of the City.
- 4.26.01 EMPLOYEE--REGULAR.** Any employee who has been appointed from a certification and who has satisfactorily served the full probationary period.
- 4.26.02 EMPLOYEE--TEMPORARY.** Any employee appointed to fill an emergency, temporary or short-term need, or to fill a position for which no register is available.
- 4.26.03 EMPLOYEE--EXEMPT.** Any employee in a position of

employment which is not subject to Civil Service rules and regulations, and in which one serves at the discretion of the appointing authority.

4.26.04 **EMPLOYEE--PROBATIONARY.** A person appointed from a certification who has not yet completed the specified trial period of employment.

4.26.05 **EMPLOYEE--PROVISIONAL.** Any employee appointed provisionally to a position.

Note: A regular employee is the only employee with rights under Rule ----

4.27 **EXAMINATION.** The process of testing the fitness and qualifications of applicants for positions in a specific class.

4.27.01 **EXAMINATION--OPEN [or ENTRANCE].** An examination open to any member of the public meeting the requirements as stated in the official bulletin announcing the examination.

4.27.02 **EXAMINATION--PROMOTIONAL.** An examination limited to employees meeting the requirements stated in the official bulletin announcing the examination.

4.28. **EXAMINATION NOTICE or EXAMINATION BULLETIN.** An examination announcement containing basic information about the class of position, the requirements for filing, how to apply, and the other pertinent information. The examination announcement shall be posted on the City Official Bulletin Board and in Police Department and in other suitable locations.

4.29 **FINAL EXAMINATION SCORE.** Total of earned exam score plus additional veterans= scoring criteria status or service credit points for which an applicant is eligible. (Revised 9/5/00)

4.30 **LAYOFF.** The interruption of service and pay of any regular or temporary employee because of lack of work or funds, except that the term shall also apply to the separation of temporary employees who have completed the stipulated period of employment.

4.31 **OFFICIAL BULLETIN BOARD.** The bulletin board located in the lobby of the Grandview City Hall upon which all official notices of the Commission shall be posted.

4.32 **OFFICIAL NEWSPAPER.** The newspaper designated as official by the City of Grandview.

- 4.33 PERFORMANCE RATING.** The rating given an employee on his work performance by his department head.
- 4.34 POSITION.** Any group of duties and responsibilities in the classified Civil Service of the City which one person is required to perform as full or part-time employment, and which is included in the City budget.
- 4.34.1 POSITION--REGULAR.** A position included in the official annual budget that is neither specified as seasonal employment, nor limited for a period of less than the budget year; also any such position established during a given budget year, unless the Department Head certifies to the Civil Service Commission that such position will not be continued in the succeeding year's budget.
- 4.34.2 POSITION--REGULAR PART-TIME.** Employment in a regular position for work on a basis of less than eight hours a day or less than forty hours a week, but on a regular schedule.
- 4.35 PROBATION OR PROBATIONARY.** The status of an employee during a trial period following an appointment from an eligible list. This trial period is part of the examination process and is a working test during which an employee is required to demonstrate, by actual performance of the duties, his fitness for the position to which the employee has been certified and appointed.
- 4.36 PROMOTION.** The appointment of an employee to a higher class or to a position of higher skill or responsibility level. Any change in employment other than by a temporary or provisional appointment (1) from a lower class to any position in any higher class in the same promotional series of classes as determined by the Commission, or (2) to a position which although an entrance position is of higher skill and/or responsibility, shall constitute a promotion.
- 4.37 QUIT.** Any voluntary separation of an employee from the City service without acceptance of a resignation by the appointing authority.
- 4.38 REDUCTION.** The removal of an employee from a higher class to a lower class of employment for reasons other than cause. Such reduction may be at the employee's request with the concurrence of the appointing authority and the Commission.
- 4.39 REGISTER.** A list of candidates for employment who have passed an employment examination, whose names may be chosen and certified by the Commission for submission to the appointing authority for consideration for employment. See 4.25, "Eligible List."
- 4.40 REINSTATEMENT.** Reappointment of a regular employee to a position in a class in which the employee was a regular employee.

- 4.41 REINSTATEMENT LIST.** A list of names of persons who were regular employees in a given class and who were laid off and are entitled to reinstatement in such class. A reinstatement register may also include former employees on disability retirement who are capable mentally and physically for reinstatement.
- 4.42 RESIGNATION.** A written request by an employee for separation from a class or from the City Civil Service. To be valid, such request must show written approval of the appointing authority.
- 4.43 RETENTION CREDIT.** The employee's service credit in a given class or position and any higher position in a series or any other credit used by the Commission to determine order of lay-off.
- 4.44 RETIREMENT.** The termination of employment for service or disability pursuant to applicable retirement laws.
- 4.45 SECRETARY.** Secretary-Chief Examiner as defined in Chapter 3.
- 4.46 SUSPENSION.** Temporary removal of an employee from employment with or without pay, for cause, or pending determination of charges against the employee which could result in demotion or discharge.
- 4.47 VETERANS' SCORING CRITERIA STATUS.** A scoring criteria status is the addition of a certain percentage to the A passing mark, grade or rating received in a competitive examination by a veteran as defined in RCW 41.04.005 and RCW 41.04.010. (SEE ATTACHMENT) (Revised 9/5/00)

RULE 5 - HEARINGS

5.01 RIGHT TO A HEARING

Any person entitled to a hearing before the Commission under State Law or these Rules, or adversely affected by any action or decision of the Secretary and Chief Examiner, or of the Commission made without notice to and opportunity for such person to be heard, may petition for a hearing before the Commission.

5.02 PETITION FOR HEARING

Such a petition shall be in writing, signed by the petitioner, giving his mailing address, the ruling from which he appeals, and in plain language and in detail the facts and the reasons upon which his case is based. Any grounds or objections not specifically stated in such a request shall be deemed waived.

5.03 TIME WITHIN WHICH PETITION MUST BE FILED

- (a) Unless otherwise provided in these Rules, a petition for hearing before the

Commission must be filed within the following time limits:

1. In a discharge or reduction matter, thirty days after mailing of notice of discharge or reduction;
 2. In an appeal from any ruling of the Secretary and Chief Examiner concerning any aspect of an examination, five business days after notice of such ruling, or if no notice of ruling is given, five business days after receipt by the Commission of the Report of Examination under Rule 8;
 3. In all other matters not later than ten business days after the ruling or order complained of.
- (b) The Secretary and Chief Examiner or the Commission may extend the time for filing a petition where good cause for the delay is shown and it is shown that other parties are not likely to suffer substantial hardship from such a delay.

5.04 HEARING BOARD OR OFFICER

On receiving a petition which complies with the foregoing rule, the Commission shall determine whether the matter will be heard before the entire Commission or one or more named members of the Commission or a hearing board or officer appointed by the Commission and shall make such appointments as may be necessary.

The term "Hearing Board" shall mean any board, commissioner or other person named or appointed under this Rule to hear any appeal.

5.05 NOTICE

The Commission or the Hearing Board shall set the matter for hearing and shall give the petitioner at least five business days' notice in writing of the date and place of such hearing. In discharge or reduction hearings similar notice shall be given to the appointing authority and department head.

5.06 RIGHTS OF PETITIONER

When a hearing is granted, the petitioner shall attend, unless excused by the Commission, by the Secretary and Chief Examiner or by the Hearing Board, and shall be entitled to:

- (a) Be represented by counsel at such hearing;
- (b) Testify under oath;
- (c) Subpoena witnesses to testify for him;
- (d) Cross-examine all witnesses appearing against him and all employees of the Commission whose actions are in question or who have investigated any of the

matters involved in the case and whose reports are offered in evidence before the Commission or Hearing Board;

- (e) Impeach any witness before the Commission or Hearing Board;
- (f) Present such affidavits, exhibits, and other evidence as the Commission or Hearing Board deems pertinent to the inquiry;
- (g) Argue his case.

The appointing authority and department head, the Secretary and Chief Examiner or other members of the Commission staff, and any other person whom the Commission or Hearing Board finds to be interested in the matter shall be entitled to the same privileges.

5.07 FAILURE OF PETITIONER TO APPEAR

In the case of hearings on the discharge or reduction of an employee, the failure of the petitioning employee to appear in person or by counsel at the time and place set for hearing without good cause therefore being given to the Commission or to the Hearing Board in advance shall be deemed a withdrawal of this petition and consent to the action or ruling from which the appeal was taken.

In hearings other than on discharge or reduction, appearance of the petitioner may be excused by the Secretary and Chief Examiner or by the Commission or Hearing Board.

5.08. EVIDENCE

Hearings shall be informal and need not be conducted according to technical rules relating to evidence and witnesses. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions. Hearsay evidence may be admitted for any purpose but shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. The rules of privilege and official or judicial notice shall be effective to the same extent as in civil actions. Irrelevant and repetitious evidence shall be excluded. Oral evidence shall be taken only under oath or affirmation.

5.09. EXCLUSION OF WITNESSES

The Commission or the Hearing Board may at its discretion exclude witnesses not under examination, except the Secretary and Chief Examiner, the petitioner or person to be discharged or reduced, the appointing authority and department head, and counsel. When hearing testimony of scandalous or indecent conduct, all persons not having a direct interest in the hearing may be excluded.

5.10. TESTIMONY OF PETITIONER

In discharge or reduction hearings, the petitioning employee may be required to testify and may be cross-examined as to any matter relevant to the hearing. In any other type of hearing, the petitioner, if he is not required to testify in his own behalf, may be called and examined as if under cross-examination.

5.11. BURDEN OF PROOF

In discharge or reduction hearings, the burden of proof shall be on the appointing authority and department head. In all other types of hearing the burden of proof shall be on the petitioner.

5.12. DELIBERATION

The Commission may deliberate in closed (executive) session when taking a disciplinary case under advisement. Deliberations by the Commission shall otherwise be subject to Chapter 42.30 R.C.W. No person other than the Secretary and Chief Examiner and legal counsel to the Commission shall be present during deliberation. No person shall attempt to convey any information or opinion to the Commission concerning any matter on appeal, other than in open hearing.

5.13. FINDINGS AND DECISION

Formal findings of fact are not required. If such hearing is not before the full Commission, written findings shall be submitted to the Commission for its approval. If the Commission accepts such findings, it need not read the record of the hearing; if it declines to accept such findings, it must read the record or hold a hearing *de novo*, after which it may adopt the findings made by the Hearing Board or make its own findings.

The Commission shall announce its decision as soon as possible after the hearing and enter the same in its minutes.

Unless the decision provides otherwise, it shall be effective immediately. Notice of the decision shall be mailed promptly to the petitioner and to any interested party. Except for the correction of any clerical error, such decision shall be final and conclusive.

5.14. REPORT OF HEARINGS

Hearings may be conducted without a stenographic reporter or phonographic recording machine unless some person interested in the hearing requests, at least one full business day before the day set for the hearing, that such hearing be reported or recorded and pays the cost or fee for such reporting or recording as estimated by the Secretary and Chief Examiner.

5.15. TRANSCRIPTS OF HEARINGS

When hearings are reported or recorded by employees of the Commission, a transcript of the testimony shall be furnished to any person requesting the same on the payment of costs for preparation of each copy of such a transcript.

When hearings are reported or recorded by independent contractors, transcript shall be available to any person on paying to the contractor the usual and reasonable charge for such service.

RULE 6 - CLASSIFICATION

6.01 CLASSIFICATION PLAN

Recommendations for new class specifications and revisions of existing class specifications shall be considered by the Commission at a regular Commission meeting and, if approved, shall be as set forth in Rules 21 and 22.

Class specifications shall be prepared and maintained by Secretary and Chief Examiner for all classes in City service. Such specifications, or true copies thereof, shall be open to public inspection and available for free public distribution. Each such specification shall describe the class generally distinguish it from other classes, and give examples of typical duties assigned to positions in the class. It shall also contain a statement of those minimum requirements, not otherwise provided in these Rules, for applicants for positions in the class.

The Secretary and Chief Examiner may recommend to the Commission such changes in the specifications as are necessary to meet the needs of the service.

6.02 CLASSIFICATION OF POSITIONS

Each position in the classified service shall be classified by the Secretary and Chief Examiner and allocated to the appropriate class in accordance with the character, difficulty, and responsibility of its assigned duties. Positions shall be allocated to the same class when their duties are sufficiently similar that:

- (a) The same descriptive title may be used to designate each position in the class;
- (b) The same level of education, experience, knowledge, ability and other qualifications may be required of incumbents;
- (c) Similar tests of fitness may be used to select incumbents;
- (d) The same schedule of compensation will apply with equity under substantially the same employment conditions.

The determination of the proper class allocation of a position shall be based on consideration of the character of work represented by the entire specification of such class, instead of on separate parts or a single provision of the specification.

All classes involving the same character of work but differing as to level of difficulty and responsibility shall be assembled into the same class series.

6.03 ADMINISTRATION OF POSITION CLASSIFICATION

The Secretary and Chief Examiner shall make position classification studies of individual positions or groups of positions whenever he deems it necessary, whenever the duties or responsibilities of existing positions have undergone significant changes, whenever he is notified that new positions are to be created, or may do so upon request of an appointing authority or department head or an affected employee.

Separate records of each position in the classified civil service shall be maintained in the following manner:

- (a) Each position record shall include a notation of the creating authority of the position, the name of each successive incumbent, all classification actions relating to it, its organizational and physical location in a department, and a current description of its duties.
- (b) A personnel record shall be kept for each employee. Such a record shall carry the incumbent's full name, date of birth, sex, date of each appointment and examination grade and number and title of eligible list, all periods of service, leaves of absence and such other information as shall be required from time to time by the Commission. Such record shall be kept with the record of the position occupied by the incumbent.
- (c) It shall be the duty of each appointing authority or department head to supply to the Commission, in writing, all necessary information to enable the Commission to maintain such records described in (a) and (b) above, and including any significant change in the duties of the position.
- (d) The Secretary and Chief Examiner shall report any classified action to the department head concerned, to the Mayor, to the City Council, and if the position is occupied at the time action is taken, to the incumbent of the position.

6.04 REVIEW AND APPEALS

- (a) Any employee, appointing authority or department head affected by any classification action may request the Commission and Secretary and Chief Examiner to review such action. Such request shall be made in writing within 30 days of notification of such action.
- (b) After notification of the results of such review, the employee, appointing authority, or department head affected may appeal therefrom to the Commission. Such appeal shall be made not later than five business days after date of notification of results of review and shall be made in accordance with Rule 5.

6.05 EFFECT OF CLASSIFICATION CHARGES ON INCUMBENT

- (a) Whenever a position is reclassified from one class to a higher class, or from one series to another series, the incumbent shall not continue in the position, except for a

reasonable adjustment period approved by the Commission, unless he gains eligibility for the new class and received an appointment thereto in accordance with these Rules.

- (b) Whenever a position is reclassified from one class to a lower class the incumbent may elect to retain the position in the lower class. If the incumbent declines to retain the position in the lower class, a layoff list shall be created and the position filled by reduction in lieu of layoff in accordance with the provisions of the Rule for layoff. Any person reduced involuntarily to fill a position reclassified downward shall be placed on a re-employment list in accordance with the provisions of the Rule for re-employment. If the position cannot be filled by reduction in lieu of layoff, it shall be filled by certification from an appropriate eligible list for the lower class.
- (c) Whenever the title of a class is changed without a change in duties or responsibilities, the incumbent shall have the same status in the retitled class as he held in the former class.

RULE 7 - APPLICATIONS AND APPLICANTS

7.01 QUALIFICATIONS OF APPLICANTS - NON LATERAL ENTRY

In order to apply for examination, at the time of filing application:

- (a) An applicant must be a citizen of the U.S., must be eligible to be a registered voter on the date of filing the application, and must be able to read and write the English language; (Revised 2/6/91)
- (b) Applicants for City positions, other than the uniformed Police and Fire Services, shall be at least 18 years of age at time of advertising examination for the class.

Applicants for clerk/dispatcher and entrance-level Patrolman examinations shall be at least 21 years of age at the time of advertising examination for the class.

Applicants for entrance-level Fireman examinations shall be at least 21 years of age at time of advertising examination for the class.

Experience credit may be granted at the rate of one year experience per year of attained age over 45. No experience credit allowable past age of 55.

The Secretary and Chief Examiner may set minimum or maximum age limits subject to the approval of the Commission, for classes not otherwise specified in these Rules.

The Commission may waive the maximum age limits, as established in class specifications, for regular employees applying for examination for another class in their own department.

- (c) An applicant must meet all requirements of sex, height, weight, physical condition and proportions, health, personality, and character, any other requirements specified in the official bulletin announcing the examination as set forth in this and other applicable Rules including those containing class specifications;
- (d) An applicant must file a completed application form prescribed by the Commission, giving fully, truthfully, and accurately all information contained in the application and the applicant's signature shall be required on each application.

7.02 QUALIFICATIONS OF APPLICANTS - LATERAL ENTRY

Lateral Entry will be used as a method of hiring trained and experienced police personnel as an alternative option to the entry level examination process which predominately attracts untrained and inexperienced personnel to law enforcement. The lateral entry process is supplementary and not a replacement to the entry level examination process. Minimum qualifications for a lateral entry applicant are:

- (a) Must have successfully completed the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy/Corrections Officers Academy and hold current certification prior to hire date, depending on classification applied for. (Revised 9/5/00)
- (b) Must have completed his/her probationary period inclusive with one year of regular service a bona fide law enforcement agency; i.e. City, County. (Revised 9/5/00)
- (c) Minimum educational requirements are high school or G.E.D. graduate.
- (d) Must be a U.S. citizen and a minimum of 21 years of age prior to hire date.
- (e) Must not have been out of law enforcement employment for more than 18 months prior to application date.
- (f) Must possess a valid Washington State Motor Vehicle Operator's License with no adverse driving record or history of operator license revocation as determined by the Police Chief. Any history regarding violations of reckless driving, driving while under the influence of intoxicating liquor or drugs, or negligent driving shall be grounds for immediate disqualification.
- (g) Must be clear of any criminal history.

Minimum components of Lateral Entry examinations are:

- (a) Physical Agility (Revised 9/5/00)
- (b) Oral Board

7.03 FILING TIME FOR APPLICATIONS

- (a) No application will be accepted for an examination until an examination for the class has been announced, except that any person accepting a provisional appointment pending examination must, before commencing work, file an application with the Commission as provided in Rule 13. Applications must be received at the offices of the Commission not later than 5:00 p.m., of the last day for filing as posted on the official bulletin board of the Commission.
- (b) Applications will be subject to amendment not later than 5:00 p.m., the last day for filing. The burden of proof of meeting requirements shall lie with the applicant.
- (c) In case of any dispute as to the time of filing, the Commission's official time recorded on the application shall be conclusive.
- (d) The time for filing applications may be extended or reopened by the Secretary and Chief Examiner as the needs of the service require, provided notice is immediately posted on the official bulletin board.
- (e) Examination Fee: A \$20.00 non-refundable fee is required at the time the application is submitted. Proof of indigence may be cause to waive the requirement for examination fee. (Added 11/6/00)

7.04 NON-ACCEPTANCE OF APPLICANT

The Secretary and Chief Examiner, subject to the right of any person aggrieved to appeal to the Commission as provided in Rule 5, may refuse to accept an application or to examine an applicant, or may withhold the name of a person from the eligible list or an eligible from certification, or the Commission, after notice, may remove the name of an eligible from the eligible list who:

- (a) Does not meet the requirements set forth in these Rules or in the bulletin announcing the examination;
- (b) Is physically or mentally unfit to perform the duties of the position which he seeks;
- (c) Is addicted to the use of intoxicating liquors or narcotics or habit-forming drugs;
- (d) Has been dismissed or has resigned in lieu of discharge from any position, public or private, for any cause which would be a cause for dismissal from City service; or whose record of employment has not been satisfactory in the City service, or with any other employer;
- (e) Has abandoned any position in the City service or been absent from duty without leave of absence duly granted;
- (f) Has made any material false statement or who has attempted any deception or fraud

in connection with this or any other civil service examination;

- (g) Refuses to execute any oath as prescribed by law;
- (h) Fails to present himself for fingerprinting as required by the Commission;
- (i) Has assisted in preparing, conducting, or scoring the examination for which he applies or who has in any other manner secured confidential information concerning such examination which might give him an unfair advantage over other applicants in the examination;
- (j) Fails to present himself for or fails to pass any of the following pre-employment tests:
 - 1. Physical agility (Cooper Test)
 - 2. Interview with the Chief of Police
 - 3. Polygraph examination
 - 4. Psychological examination
 - 5. Extensive background investigation
 - 6. Drug screening
 - 7. Medical and physical standards prescribed by the Commission (see Rule 9);
(Revised 9/5/00)
- (k) Refuses to furnish all information required to complete the application;
- (l) Who is knowingly a member of any organization which is included in the official list of subversive organizations, or who is knowingly a member of any organization which to his knowledge now advocates the overthrow of the Government of the United States or of this State by force or violence or other unlawful means, or who now advocates the support of a foreign government against the United States in the event of hostilities;
- (m) Who has been discharged from the armed forces under conditions other than honorable.
- (n) Is related to any existing employee of the City. For the purposes of this rule "related" shall be deemed to mean: husband and wife, brother and sister, mother and father, sons and daughters-in-law, nieces and nephews, and uncles and aunts. (Revised 5/3/82)

7.05 NOTICE OF NON-ACCEPTANCE

The person against whom action is taken under Rule 7.04 shall be notified promptly of the reasons therefor. Oral notice at time of filing the application shall be sufficient.

Written notice mailed, postage prepaid, to the address shown on the application shall be effective on mailing.

7.06 APPEALS

Any person aggrieved by any ruling of the Secretary and Chief Examiner concerning an examination or the eligibility or disqualification of applicants, or the withholding of names from certification, may appeal to the Commission in writing within five business days, after notice of such ruling, as provided in Rule 5.

7.07 ADMISSION TO EXAMINATION PENDING APPEAL

The Secretary and Chief Examiner may, at his discretion, admit to the examination any person whose application was not accepted, pending final disposition of his appeal, such admission to be without prejudice.

7.08 AMENDMENT OF APPLICATIONS

The Secretary and Chief Examiner may permit any applicant, whether or not his application has been accepted, to amend his application or to file an amended application.

7.09 APPLICATION NOT RETURNED

All applications when completed and filed become the property of the Commission and thereafter *may* not be returned to the applicant.

RULE 8 - COMPETITIVE EXAMINATIONS

8.01 ORDERING EXAMINATIONS

The Secretary and Chief Examiner shall order an examination whenever necessary. Such order shall specify the class for which the examination is ordered. The order shall be reported to the Commission and be subject to its review. All examinations may be reviewed by the Civil Service Board.

8.02 CONTINUOUS OR PERIODIC EXAMINING PROGRAMS

Notwithstanding anything to the contrary in these Rules, a continuous or periodic examining program may be ordered and administered by the Secretary and Chief Examiner with the approval of the Commission for any class of positions to establish an eligible list. Filing will be open, applications received and the examinations administered in such a program according to the needs of the City service. The names of qualified eligibles resulting from such examinations shall be entered on the eligible list and certifications for appointments shall be made in the same manner as from any eligible list. Names of eligibles from successive examinations in the same program shall be entered on the eligible list for the class at the appropriate places as determined by final grades and without regard to priority of examination. Names may be withheld from certification or removed from such eligible lists in the same manner and for the same reasons as from any eligible list. (Revised 9/11/84)

8.03 NOTICE OF EXAMINATIONS

A written notice of each examination shall be published in the official publication as designated by the City of Grandview and posted on the official bulletin board at least one week prior to the date of the examination. Additional notice, such as paid advertising or publicity, shall be given when the Secretary and Chief Examiner deems it necessary in order to have a sufficient number of qualified applicants.

8.04 COMPETITIVE EXAMINATIONS

All examinations shall be competitive. An examination shall be deemed to be competitive when applicants are tested as to their relative qualifications and abilities or when applicants are scored against a fixed standard.

8.05 CHARACTER OF EXAMINATIONS

All examinations shall consist of one or more parts carrying a specific numerical or percentage weight, as stated in the official announcement of the examination or as announced at the time of the examination. All examinations shall be practical and fair and shall be designed to qualify and rank applicants in terms of their relative fitness to perform the duties of the class for which the examination was ordered.

8.06 METHOD OF TESTING

The qualification and fitness of applicants shall be determined either individually or in a group or groups by one or more of the following methods:

- (a) Written tests;
- (b) Oral tests of knowledge or ability;
- (c) Interviews covering general qualifications, education, training, and/or experience;
- (d) Performance tests (working tests);
- (e) Physical tests of strength, stamina, agility, or dexterity;
- (f) Evaluation of education, training, experience, or other qualification as shown by the application, or by other information submitted, or by the record;
- (g) Questionnaires submitted to references;
- (h) Any other appropriate measure of fitness.

8.07 TIME AND PLACE OF EXAMINATIONS

Whenever applicants are required to appear for an examination, the time and place shall be designated in the official bulletin or the applicants shall be notified in person, by mail or by telephone. The Secretary and Chief Examiner, when he finds that the good of the service requires it, may at his discretion have an examination given in more than one session and/or at more than one place, either within or outside the City of Grandview.

8.08 POSTPONEMENT OR CANCELLATION OF EXAMINATIONS

The administration of an examination, or any part thereof, may be postponed or canceled at any time. Notice of such postponement or cancellation shall be posted on the official bulletin board and mailed or telephoned to the applicants. In an emergency where time does not permit such notice, an examination may be postponed or canceled or the place of examination changed by posting a notice on the official bulletin board as soon as possible and in a conspicuous location at the place and time originally set for the examination.

8.09 LATE APPLICANTS

Whenever applicants are required to assemble for a test, no applicant will be admitted after the designated time except at the discretion of the Secretary and Chief Examiner or at the discretion of someone authorized by him.

8.10 INABILITY TO APPEAR

If an applicant is unable to appear at the time or place designated, the Secretary and Chief Examiner may at his discretion arrange to give him the examination at another time or place if the Secretary and Chief Examiner finds:

- (a) That substantial and sufficient reasons exist for the inability to appear;
- (b) That no fraud will be perpetrated; and
- (c) That no person taking the examination will be materially prejudiced or assisted in passing the examination by reason of such special privilege.

If such examination is administered it will be conditional on the signing of an affidavit by the applicant to the effect that he has no prior knowledge of the examination content.

8.11 PARTS AND WEIGHTS

- (a) Each examination shall embrace one or more parts to which percentage weights shall be assigned, which weights shall total 100%. Each part shall be graded independently. This grade shall be multiplied by the percentage weight assigned to such part and the sum of the resulting products shall be called the weighted average.
- (b) The percentage, if any, for veterans' scoring criteria status, shall be added to the weighted average except that such scoring criteria status shall not be added unless the

weighted average is at least equal to the passing grade determined for the examination. (Revised 9/5/00)

- (c) The result shall be the final or total score which shall be used in determining the order in which the names of applicants appear on the eligible list from a competitive examination.

8.12 PASSING GRADES

- (a) A final score of at least 70%, excluding veterans' scoring criteria status, if any shall be required for passing in any examination. (Revised 9/5/00)
- (b) Where an examination consists of two or more parts, the Secretary and Chief Examiner may set a minimum score to be required in any part of such examination, and any applicant who fails to attain such minimum score shall be considered as having failed in the entire examination and shall not be entitled to take the balance of the examination. The minimum score required and the part of the examination to which it is applicable shall be stated in the official bulletin or announced at the time of the examination.
- (c) An applicant whose score is so low in one or more parts having a weight sufficiently great to make it impossible for him to attain a passing grade in the entire examination, shall be considered as having failed in the entire examination and shall not be entitled to take the balance of the examination, or if taken, the balance of the examination shall not be scored.

8.13 VETERANS' SCORING CRITERIA STATUS (Revised 9/5/00)

A scoring criteria status is the addition of a certain percentage to the A passing mark, grade or rating≅ received in a competitive examination by a veteran as defined in RCW 41.04.005 and RCW 41.04.010. The percentage, which varies with the category of veteran, is based A upon a possible rating of 100 points as perfect.≅ A base requirement of each category is that the person has received from any branch of the armed forces an honorable discharge or a discharge for physical reasons with an honorable record. The three categories of veterans to which the scoring criteria status applies are:

1. *Veterans who served during a period of war or in an armed conflict and do not receive military retirement.* Veterans in this category are entitled to a 10 percent scoring criteria added to passing mark, grade, or rating of competitive exams until their first appointment. It may not be used in a promotional exam.
2. *Veterans who did not serve during a period of war or who are receiving military retirement.* Veterans in this category, which includes any veteran not covered by the first category, are entitled to a 5 percent scoring criteria added to passing mark, grade, or rating of competitive exams until their first appointment. It may not be used in a promotional exam.

3. *Veterans who were called to active military service for one or more years from employment with a city or county.* Veterans in this category are entitled to a 5 percent scoring criteria added to first promotional examinations only. Veterans in this category could also qualify in any of the above two categories when seeking initial employment with another agency covered by RCW 41.04.010.

8.14 KEY COPY INSPECTION

Following the administration of a written examination, the Secretary and Chief Examiner may provide a key copy inspection period, not exceeding three business days, during which time any candidate competing in a specific examination may inspect a copy of the questions and the key answers and other factors to be considered in scoring that specific test. The Secretary and Chief Examiner must notify all candidates of the dates and place of inspection. During such inspection, candidates shall not be allowed to remove the copies of any of the test questions or answers from the inspection room where all protests must be completed. Candidates may bring reference material to the inspection room for the purpose of preparing protests. There shall be no key copy inspection of copyrighted or standardized tests.

8.15 PROTESTS AGAINST KEY ANSWERS

During the key copy inspection period the applicant may file a protest against any part of the written test, citing the question or questions against which the protest is directed and his reasons for protesting. Each protest shall be in writing and on forms provided by the Commission, shall give specific facts and reasons to support the protest and shall include authoritative references or opinions of recognized experts where such exist. Upon receipt of such protests a review of each protested question shall be made by the Secretary and Chief Examiner. Any errors, improprieties, or ambiguities disclosed shall be corrected. In case of an ambiguity in a question the Secretary and Chief Examiner may eliminate the question entirely or may allow more than one answer as correct. After the necessary and proper corrections have been made, the answer key, as corrected, shall become the basis for a scoring key upon which the applicants' papers are finally scored. An applicant who has not filed a protest during the key copy inspection period shall not be entitled to protest against the written test except on the grounds of specific error in the application of the scoring key to the scoring on his paper.

8.16 PROMULGATION AND NOTIFICATION OF TEST RESULTS

After all the parts of an examination have been completed and scored, the Secretary and Chief Examiner shall promulgate an eligible list, and an applicant shall be notified:

- (a) When passing, of his total score, including veterans' scoring criteria status and relative standing where applicable, and the days during which he may inspect his papers; or (Revised 9/5/00)
- (b) When failing, of his failure to achieve the passing grade, and the days during which he may inspect his papers.

8.17 INSPECTION OF RATING STANDARDS AND SCORING KEY

The applicants shall be allowed a period of three business days, following mailing date of notification of examination results, in which each may inspect his scored answer sheets and any rating standards and scoring keys by which he has been rated during any part of the examination, except that:

- (a) Copyrighted or standardized tests shall not be subject to review;
- (b) In those examinations in which a key copy inspection period was provided the test materials made available during such key copy inspection period shall not be subject to review.

During such inspection the applicant shall not be allowed to remove copies of any of the test questions or answers from the inspection room where all protests must be completed. (See Rule 8.14.)

8.18 PROTESTS AGAINST RATINGS TO THE SECRETARY AND CHIEF EXAMINER

If the applicant believes an error has been made in the application of the written test scoring key, or in the rating given him on any part of the examination, or that any other error has been made, he may, during the final three day period referred to in Rule 8.17., make a protest in writing stating specifically where he believes error has been made; provided, however, that if there has been a key copy inspection period no protest may be made against the written questions and key answers which could have been during the key copy inspection period. Each protest shall be in writing and on forms provided by the Commission. Each protest shall give specific facts and reasons to support the protest and shall include authoritative references or opinions of recognized experts where such exist. No protest may be made after the three-day period. Upon receipt of a written protest or request for re-scoring or re-rating, a review of the protest shall be made by the Secretary and Chief Examiner who shall pass on all such protests or requests and make any necessary corrections in grades and ratings.

8.19 REPORT OF EXAMINATION

After the expiration of the three-day period provided for in Rule 8.17. and 8.18. and after the Secretary and Chief Examiner has passed on all protests and has corrected any errors, he shall submit a complete report on each examination to the Commission, including a report on all protests in connection with the examination and the disposition of such protests.

8.20 APPEAL TO COMMISSION

Any person aggrieved may appeal to the Commission from the ruling of the Secretary and Chief Examiner pursuant to Rule 3, within three business days after notice of such ruling. No correction made by the Secretary and Chief Examiner under Rule 8.19. or by the Commission shall affect any appointment made from a certification made prior to the correction.

8.21 CORRECTION OF CLERICAL ERRORS

Any clerical error may be corrected by the Secretary and Chief Examiner upon discovery at any time during the life of the eligible list, but no such correction shall affect an appointment made from a certification made prior to the correction.

8.22 PERMANENT RECORD OF EXAMINATION

The Commission shall preserve the following as a permanent record of each examination:

- (a) The Report of Examination (as provided in Rule 8.19.) containing the names and scores of all applicants on each part of the examination, and in the total examination;
- (b) A summary or narrative statement of the examination showing the method of testing used or the general nature of the examination, the weights of the various parts, the time and place each part was given, the minimum scores required, if any, and the names of the examiners.

8.23 RECORD OF ORAL EXAMINATION

The Secretary and Chief Examiner shall make and preserve a record of oral tests or interviews used in examinations. Such records shall show the rating standards used and the formula or method used for translating ratings into a numerical score. Individual test records of candidates shall be preserved for a reasonable time as a record of oral grades achieved.

8.24 OTHER RECORDS OF EXAMINATION

Applications for examination shall be retained for at least five years. All other original records prepared or received in connection with any examination shall be retained for a period of at least two years after the date of promulgation of the eligible list. Such records may then be destroyed, if permanent photographic reproductions are retained.

8.25. EXAMINATIONS TO BE IMPARTIAL

All examinations shall be fair and impartial. So far as practicable written examinations shall be so conducted that the identity of applicants will not be known to the examiners or other persons scoring the answers. So far as practicable different parts of an examination shall be scored separately without the examiners or other persons scoring a part of the examination knowing the applicants' scores in the other parts of the examination. No person shall reveal before the completion of an examination any information about such examination except in the official bulletin or by announcement to all applicants or candidates equally.

RULE 9 - MEDICAL STANDARDS FOR EMPLOYMENT

9.01 PURPOSES OF MEDICAL STANDARDS

The Secretary and Chief Examiner, with the approval of the Commission, shall establish general medical standards for City employment, specific medical standards for particular classes or series of classes, and shall specify the physical standards required to meet the demands of duties of classes of positions in order to: (Revised 6/7/94)

- (a) Ensure that each employee is physically able to perform the duties of his position to their full extent with minimum hazard to himself or others. (Revised 6/7/94)
- (b) Select employees who can be expected to remain in good health for a reasonable period of service. (Revised 6/7/94)
- (c) Provide an adequate basis for the most effective utilization of the physical capacities of employees. (Revised 6/7/94)
- (d) Employ persons who are acceptable for participation in the respective retirement programs. (Revised 6/7/94)

Specific medical and physical standards for particular classes or series of classes shall be established by the Commission in Rules 22, 23, et seq. Such standards shall be based on bonafied occupational qualifications. (Revised 6/7/94)

9.02 MEETING THE MEDICAL STANDARDS

The Secretary and Chief Examiner shall require that each eligible in an examination who is to be employed for sixty days or longer meet the general standards for the class in which he is being appointed before his appointment is made complete. (Revised 6/7/94)

The Secretary and Chief Examiner shall require a complete medical examination by a licensed examining physician. The results of such examination shall be reported on forms authorized by the Commission. The Commission may require that the cost of such examination be paid by the City. (Revised 6/7/94)

The examination may include x-rays, laboratory tests, special medical reports, or any other tests or evidence in order to ensure that each eligible appointed meets the medical standards. Whenever practicable, the medical examination shall be given and the standards shall be met before the eligible is employed. Any appointment before an eligible meets the medical standards must be considered as contingent on his meeting the medical and physical standards. (Revised 6/7/94)

Those eligibles who have non-progressive physical limitations which would not constitute a hazard to themselves or others or impair their work performance, but who otherwise meet all medical standards may be employed, with the approval of the Commission, in those positions for which they meet the physical demands. (Revised 6/7/94)

9.03 FAILURE TO MEET MEDICAL STANDARDS

Eligibles who fail to meet the applicable medical standards of the City, as determined by the

Secretary and Chief Examiner and responsible department head, shall not be employed. (Revised 6/7/94)

An eligible who has failed to meet the applicable medical standards may present new and additional medical evidence related to his case in order to be reconsidered for appointment within the duration of the eligible list. The Secretary and Chief Examiner may require any eligible to be re-examined at any time prior to his appointment, during his probationary period, or at the time of re-employment. (Revised 6/7/94)

An eligible in an examination who has been disqualified due to failure to meet the medical standards may within ten business days after notification of disqualification, request a review of his case upon presentation of written medical reports or other medical evidence to the Commission. (Revised 6/7/94)

9.04 PERIODIC MEDICAL RE-EVALUATION

A department head, with the approval of the Commission after a public hearing, may establish the requirement of a periodic medical re-evaluation for all employees of a class within his department when it is necessary to protect the health, safety, and welfare of the employees or the public. Such re-evaluation may be concerned only with the physical conditions related to the satisfactory performance of the required duties or with protecting the health, safety, and welfare of the employees or the public. (Revised 12/13/94)

9.05 SPECIAL MEDICAL RE-EVALUATION

With the approval of the Commission, the Secretary and Chief Examiner or the appointing authority or department head may require, or an employee may request, a reasonable medical re-evaluation of the employee at any time. Such re-evaluation shall be concerned only with the medical conditions related to the satisfactory performance of the required duties or with protecting the health, safety, and welfare of the employee or the public. (Revised 12/13/94)

9.06 PARTIALLY OR FULLY INCAPACITATED EMPLOYEES

Whenever, upon re-evaluation, an employee who has previously qualified is found to be unable to perform the duties of his position satisfactorily, due to a medical incapacity of a continuing nature.

- (a) The employee may submit a request to the appointing authority or department head for voluntary reduction or re-assignment to another position for which he has the qualifications. Any voluntary reduction or re-assignment under this Rule must be with the approval of the Civil Service Commission. Any such re-assignment shall not constitute a promotion.
- (b) The appointing authority or department head may reassign the employee to another position for which the employee is qualified; or may reduce the employee to a lower level position for which he is qualified, subject to the employee's right of appeal as provided in these Rules;

- (c) If there is no suitable position in which the employee can perform satisfactorily, the appointing authority or department head may discharge the employee, subject to the employee's right of appeal as provided in these Rules, said discharge to be without prejudice as to re-employment should this condition improve, or the employee may be retired on disability as provided by the applicable R.C.W.

Any layoffs resulting from the restoration, reduction, or re-assignment of an employee under this Rule will be in accordance with the provisions of the Rule for layoff. (Revised 12/13/94)

RULE 10 - ELIGIBLE LISTS

10.01 ELIGIBLE LISTS CREATED

The Secretary and Chief Examiner shall promulgate eligible lists resulting from examinations as provided for in Rule 8.

10.02 ORDER OF NAMES OF ELIGIBLE LISTS

The names of applicants who pass an examination, shall be entered upon the eligible list for the class in order of standing in a competitive examination, including a veterans= scoring criteria status or other applicable credits, and without preference as to priority of time of examination. (Revised 9/5/00)

10.03 TIE SCORES

Whenever two or more applicants in a competitive examination have the same final grade, priority shall be determined by highest grade on the most heavily-weighted part of the examination.

10.04 DISCLOSURE OF NAMES OF ELIGIBLES

The eligible list including the names and final scores of all those who passed the examination, shall be open to public inspection.

10.05 DURATION OF ELIGIBLE LISTS

An eligible list shall be in effect for one (1) year from date of promulgation. Before the expiration of an eligible list, the Commission may extend the period of eligibility for one (1) year at a time for all eligibles who are still within the required age limits and who are available for employment. (Revised 10/12/95)

Any eligible list which has been extended shall be determined automatically upon promulgation of an eligible list from a new examination for the class.

An eligible who has been in the active service of the armed forces of the United States during part or all of the effective period of an eligible list shall be entitled to extended eligibility with the Commission within 90 days from termination of such service. Such extended eligibility shall be

equal to the period to which he was entitled at the time of entering such service. (Revised 9/11/84)

10.06 CANVASS OF ELIGIBLE LISTS

Whenever he believes the needs of the service require, the Secretary and Chief Examiner shall ascertain the availability for employment under certain specified employment conditions of persons whose names appear on an eligible list. If the number of names on the eligible list falls to a level of 3 or less names, the Commission may instruct the Secretary and Chief Examiner to promulgate a new eligible list. (Revised 9/11/84)

10.07 REJECTION OF ELIGIBLE - DROPPED FROM LIST

The name of any person may be withheld from certification or removed from the eligible list for any of the reasons in Rule 7.04.

10.08 EFFECT OF APPEALS

No appeal shall affect the eligible list or an appointment made from a certification made during the pendency of the appeal. When the appeal is terminated, the Secretary and Chief Examiner shall add the name of the appellant to the eligible list at the appropriate place if it has been determined that he is entitled to be on the eligible list.

RULE 11 - CERTIFICATION AND APPOINTMENT

11.01 CERTIFICATION FROM ELIGIBLE LIST

Upon the request for certification of names to fill a vacancy, the Secretary and Chief Examiner shall certify to the appointing authority or department head not more than the names of the top three names on the eligible list in accordance with Rule 11.08. willing to accept the position. In the absence of an appropriate eligible list he may authorize provisional appointment, not to exceed four months. No person shall receive more than one provisional appointment or serve more than four months as a provisional appointee in any one fiscal year.

11.02 PRIORITY OF LISTS

When a re-employment list exists for the class in which a vacancy exists, it shall be exhausted before any certification can be made from an eligible list.

11.03 CERTIFICATION FROM LIST FOR ANOTHER CLASS

Where no eligible list is in existence for a class, certification may be made from a list created for another class of the same or higher rank in the same or in a related class series, if the duties of the class for which the examination was given include substantially all of the duties of the position to be filled; provided that the Secretary and Chief Examiner finds that the use of the list is for the best interest of the City and that the necessary skills and knowledges were adequately tested in the examination.

11.04 SELECTIVE CERTIFICATION

Where a single list has been established without regard to age, residence, sex, or some other particular qualification not tested in the examination and the appointing authority requests certification for a position, the duties of which require the particular qualification, and states the facts and reasons for such request, the Secretary and Chief Examiner may certify the highest eligible with that qualification.

11.05 WITHHOLDING NAMES FROM CERTIFICATION OR REMOVING NAMES FROM ELIGIBLE LISTS

The name of an eligible may be withheld from certification or removed from an eligible list when:

- (a) He expresses unwillingness or inability to accept appointment or refuses offer or an appointment without adequate explanation;
- (b) He fails to respond within five business days next succeeding the mailing of written inquiry regarding availability for permanent employment or request to appear for interview regarding such employment;
- (c) He fails to present himself for duty at the time agreed upon after having accepted an appointment;
- (d) He cannot be reached in time for appointment when immediate temporary employment is required, but this shall apply only to such immediate temporary employment;
- (e) He has accepted temporary appointment from the list and is so employed at time of certification for other temporary employment, but this shall apply only to appointment to temporary positions;
- (f) He fails to present the license, registration, certificate, or any other credential required; the name of any such eligible may be restored for certification when the particular requirement has been met;
- (g) He fails to maintain a record of his current address with the Commission as evidenced by the return of a properly-addressed unclaimed letter, or other evidence;
- (h) His name has been certified three times to the same appointing authority or department head without receiving appointment;
- (i) Upon a finding by the Commission that the eligible is not qualified to perform the duties of the class;
- (j) He willfully violates any of the provisions of these Rules or any applicable law;

- (k) Or for any reason enumerated in Rule 7.04.

11.06 RESTORATION TO CERTIFICATION

When the name of a person has been withheld from an eligible list or from certification or has been removed from the list, it may be restored thereto by the Secretary and Chief Examiner or by the Commission on appeal taken within five business days after notice of the decision, only under the following circumstances:

- (a) Where the withholding or removal was because of acceptance of a permanent appointment and where the person is still in City service or has been separated therefrom without fault of delinquency on his part, and the good of the City and justice to the employee require that he be restored to the eligible list to be eligible for certification.
- (b) Where the withholding or removal was because of the unwillingness or inability of the employee to accept an appointment, or failure to respond to inquiry as to his availability, to appear for interview, or to present himself for duty, and the applicant presents a good and valid reason for such unwillingness, inability or failure and certifies to the Secretary and Chief Examiner that he is now willing and able to accept appointment;
- (c) Where the withholding or removal was for a reason stated in Rule 7.04., and such reason no longer exists.

11.07 EFFECT OF REMOVAL, WITHHOLDING, OR RESTORATION

The removal or withholding of a name shall automatically advance all of the names below it on the eligible list.

Restoration of the name of an eligible or the addition of the name of a veteran under these Rules shall not affect an appointment from any certification made before such name was restored or added.

The acceptance or refusal by an eligible of temporary appointment shall not affect his certification from the eligible list for permanent employment.

11.08 APPOINTMENT OF ELIGIBLES

When a vacancy exists, not more than the top three names on the eligibility list shall be certified for appointment. The appointing authority shall then appoint the candidate deemed best qualified for the position.

RULE 12 - PROBATION

12.01 PROBATIONARY PERIOD

After each permanent appointment from an eligible list an employee shall serve a complete period of probation before appointment or promotion is complete.

No new probationary period results from a transfer, or reduction of an employee who previously completed a probationary period.

12.02 LENGTH OF PROBATIONARY PERIOD

The period of probation shall be twelve (12) calendar months from the date of appointment to a permanent position. If an employee is absent from duty for a prolonged period while on approved leave during a probationary period, and the appointing authority or department head does not have a reasonable opportunity to evaluate the performance of the employee, the appointing authority or department head may, with the approval of the Commission, calculate the probationary period on the basis of twelve (12) calendar months of actual service, exclusive of the time away on leave. (Revised 9/5/00)

If the appointing authority or department head feels the performance of the employee could not be thoroughly evaluated, an additional six calendar months may be requested by the appointing authority or department head, and authorized only by the approval of the Civil Service Board.

12.03 INTERRUPTION OF PROBATIONARY PERIOD

Whenever the probationary period of an employee in a position in one class is interrupted due to his appointment to a position in another class and the employee subsequently returns to a position in the first class during the second probationary period, his probationary period for the first appointment shall continue until completed.

RULE 13 - TEMPORARY AND PROVISIONAL APPOINTMENTS

13.01 TEMPORARY APPOINTMENTS

A person may be employed in a temporary position only for the duration of the temporary work. If the position is made permanent it must be filled by appointment on a permanent basis in accordance with Rule 11. A person given a temporary appointment may not be transferred or changed to any other position except on a temporary basis and shall never attain permanent status from such appointment. Such temporary employment may continue only so long as the facts justifying a temporary appointment exist.

13.02 PROVISIONAL APPOINTMENTS

A provisional appointment without examination may be made when there is no appropriate eligible list, or persons on the list are not available or cannot be contacted, and when an appointing authority or department head certifies and supports with adequate facts that an emergency exists. Such provisional appointment must be approved by the Commission, the provisional appointee must meet the requirements for and file an application for examination for the class and such appointment may continue only until such time as the position can be filled from an eligible list. No person shall

receive more than one provisional appointment or serve more than four months as a provisional appointee in any one fiscal year.

An emergency exists when:

- (a) Life, health, or property is in jeopardy;
- (b) The immediate employment of a currently available applicant is imperative because of extreme recruitment difficulties;
- (c) The work program of a City department will be impaired if the position is left vacant and the work cannot be deferred or reassigned;
- (d) A vacancy will result in failure to perform legally required functions or to meet deadlines imposed by law.

RULE 14 - ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS

14.01 ASSIGNMENTS

The assignment of an eligible to a position, or of an employee from one position to another position, within the class and department for which he has been certified by the Secretary and Chief Examiner pursuant to these Rules, is a matter of departmental administration, except as provided in Rule 16, but such assignment or reassignment must be reported to the Commission promptly and in writing.

14.02 TRANSFERS

On the request of the department heads, the Secretary and Chief Examiner may authorize the transfer of an employee for a limited period of time from one position to another similar position of the same class in another department, and permanently if with the consent of the employee concerned and approval by the Commission.

14.03 WHEN REFUSED OR REVOKED

The Secretary and Chief Examiner shall refuse to authorize the transfer or reassignment of an employee, may revoke a previous authorization, or may order the assignment of an employee changed, if upon investigation he finds that the assignment transfer, or reassignment is proposed or made:

- (a) with the intent of forcing or causing an employee to resign;
- (b) because of political, racial or religious discrimination, organized labor membership, or other improper influence;
- (c) in violation of these Rules, or

(d) to inflict undue hardship on the employee.

14.04 DECISION AND APPEAL

The Secretary and Chief Examiner shall file his decision pursuant to Rule 14.03. with the Commission and after its approval, he shall send a copy to each department head and employee involved. A department head or employee aggrieved may appeal to the Commission in accordance with Rule 5.

RULE 15 - LEAVES OF ABSENCE

15.01 LEAVES OF ABSENCE

Leaves of absence from regular duties either with pay or without pay, for such purposes as recovery from prolonged illness or injury, or to restore health, or for military service, maternity, education or training, or assisting another public agency, or pending an investigation, or for disciplinary reasons, may be granted by the appointing authority or department head when such leave is in the best interest of the City and upon prompt notice to the Commission in writing.

15.02 MILITARY LEAVE OF ABSENCE

Military leave of absence shall be granted by the appointing authority or department head in accordance with the provisions of the applicable sections of the State Law.

15.03 MATERNITY LEAVE OF ABSENCE

Maternity leave shall be based on consideration of the health and welfare of the individual employee in relation to the physical demands of the particular position, and on consideration of the possible risk to the City for liability due to accident.

15.04 EXPIRATION OR TERMINATION OF LEAVES OF ABSENCE

The appointing authority or department head may terminate any leave of absence by written notice to the employee concerned whenever the conditions or reasons justifying the leave no longer exist, unless upon appeal of the employee to the Commission it is found that the termination is not justified. Upon termination or expiration of leave, the employee shall return to duty forthwith. The employees shall be returned to the same class of position as he occupied when the leave of absence was granted or he may be returned to such other position as may be authorized by these Rules. An employee who fails to return to duty upon termination or expiration of leave shall be considered as absent without leave and subject to disciplinary action. No such disciplinary action may be taken by the appointing authority or department head prior to a Commission decision if an appeal has been filed.

RULE 16 - DISCHARGE, DEMOTION, SUSPENSION, OTHER DISCIPLINARY ACTIONS, AND RESIGNATIONS

16.01 CAUSES FOR DISCHARGE, DEMOTION, SUSPENSION, AND OTHER DISCIPLINARY ACTIONS

An employee may be discharged or suspended without pay from the City service or demoted or deprived of vacation or other privileges for any of the following reasons:

- (a) Who is physically or mentally unfit to perform the duties of the position which he holds;
- (b) Who is addicted to the use of intoxicating liquors, narcotics or habit-forming drugs;
- (c) Who is addicted to gambling or immoral practices or habits;
- (d) Who is guilty of conduct not compatible with City employment, whether or not it amounts to a crime;
- (e) Who has been convicted of a crime;
- (f) For incompetency, inefficiency or inattention to or dereliction of duty;
- (g) For dishonesty, insubordination, discourteous treatment of the public, or of a fellow employee, or any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the employee to properly conduct himself; or any willful violation of the provisions of the applicable State Laws or these Rules;
- (h) For any willful or inexcusable failure to pay any just debt or obligation;
- (i) For indirectly or directly receiving or soliciting political contributions for any party or political purpose;
- (j) For improper or unauthorized use of City equipment.
- (k) Failure to complete, within probation period, the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy/ Corrections Officers Academy, depending on classification. (Revised 9/5/00)
- (l) For marriage to another existing employee of the City whenever, in the opinion of the Civil Service Commission, there is a "Business Necessity" to do so. A "Business Necessity" for the purpose of this rule shall be defined as a need to avoid business related conflicts of interest or to avoid the reality or appearance of influence or favor or, where a situation by such hiring could create a situation of actual or reasonably foreseeable conflict between the employers' interest and the interest of the employees. (Revised 5/3/82)

16.02 CONDITIONS OF DISCHARGE, DEMOTION, SUSPENSION, AND OTHER

DISCIPLINARY ACTIONS

A permanent employee may be discharged from City service, or demoted, or suspended without pay, or deprived of vacation or other privileges, only after he has been notified, in writing, of the reasons for such action. Such notice shall state the specific grounds and the particular facts upon which the disciplinary action is based, and the employee shall be allowed ten business days from date the service of notice in which to reply thereto in writing and request a hearing before the Commission. Such notice of disciplinary action shall state the time allowed for answer and for requesting a hearing before the Commission. A copy of such notice and a copy of the reply, if any, must be filed in duplicate with the Commission. The appointing authority or department head shall submit to the Commission evidence showing that the employee has been served with the notice of disciplinary action, either personally or by certified or registered mail addressed to his last known address, and the date of such service.

16.03 HEARING ON REASONS FOR DISCIPLINARY ACTION

If the permanent employee to be discharged, demoted, suspended or otherwise disciplined pursuant to Rule 16.02. so requests, the Commission shall proceed in accordance with Rule 5. A public hearing pursuant to Rule 5 shall be held by the Commission or by the Hearing Board.

16.04 CRIMINAL ACTS

Where the facts alleged in the notice of disciplinary action constitute a crime, and the employee has requested a hearing under Rule 16.03. within the time allowed in Rule 5, he may, at any time, at least one day before the date of the hearing, request a continuation of his civil service hearing for a reasonable period to determine whether a criminal charge will be filed or until after termination of the criminal case. Such a request must be accompanied by a waiver of salary for the period of the continuance, in case the employee is later reinstated.

16.05 INSUFFICIENT FACTS

The Commission may find in an appropriate case, without a hearing, that the specific facts alleged in the notice of disciplinary action, if true, are not sufficient under all the circumstances to justify the action.

16.06 DECISION

After receiving evidence presented in hearings on disciplinary actions:

- (a) The Commission may affirm the disciplinary action; or
- (b) If the Commission finds that the disciplinary action was made for political, religious, or racial reasons, or not in good faith or cause, or that the reasons are otherwise not sufficient to justify such action, the Commission shall order immediate reinstatement of the employee without any loss of pay; or

- (c) The Commission, in lieu of affirming the disciplinary action, may modify the disciplinary action by directing a suspension without pay for a given period, and a subsequent restoration to duty, or a demotion in classification or pay.

The findings of the Commission shall be certified in writing to the appointing authority or department head, and shall be forthwith enforced by such official.

16.07 PROBATIONARY PERIOD FOLLOWING FIRST APPOINTMENT

An employee who has not yet completed his first probationary period may be discharged or demoted in accordance with Rule 16.09. by the appointing authority by written notice, served on the employee and a copy filed with the Commission, specifying the grounds and the particular facts on which the discharge or demotion is based. Such an employee shall be entitled to answer, explain, or deny the charges in writing within ten business days but shall not be entitled to a hearing, except in a case of fraud or of discrimination because of political or religious opinions, racial extraction, or union affiliation.

16.08 PROBATIONARY PERIOD FOLLOWING SECOND APPOINTMENT

Nothing in Rule 16.07, or elsewhere in these Rules, shall be construed to permit the discharge from City service without a hearing of an employee during his probationary period in a second appointment, where before such appointment he had completed his probationary period in another class. "Second" refers to any appointment of a permanent employee which starts a new period of probation under Rule 12.

Such an employee shall be considered a permanent employee for such purposes and under such circumstances may be discharged from City service only pursuant to preceding applicable sections of this Rule, with the right to a hearing if requested.

During his probationary period in the second appointment such an employee may be demoted, pursuant to Rule 16.07., without a hearing, to a position in the class in which he was last employed before such second appointment. In the event of such demotion and if no vacancy exists in the class and department in which he served the first appointment, a vacancy may be created by layoff or reduction in accordance with Rule 17.

16.09 CONSENT OF COMMISSION

In the case of a probationary employee the consent of the Commission must be secured to a discharge or demotion under Rule 16.07. The Commission shall consent if it believes that the ground and facts alleged, if true, justify the discharge or demotion of a probationer and that no fraud or discrimination because of political or religious opinions, racial extraction, or union affiliation exists.

If the Commission has consented prior to the filing of an answer by the employee and such answer alleges fraud, or discrimination as above stated, and requests a hearing, the Commission shall immediately set aside its consent. The hearing shall be limited to the question of fraud or

discrimination. After such hearing the Commission may consent to the discharge or demotion or may order such employee reinstated, and unless such order otherwise provides, it shall be effective as of the date of the discharge or demotion.

16.10 TIME FOR DISCHARGE OF PROBATIONER

To be effective, the written notice of discharge or demotion of a probationary employee must be served and become effective before midnight of the last day of his probationary period. The consent of the Commission must also be requested by the appointing authority or department head within such time, but the fact that the action of the Commission is delayed, by reason of a request for hearing or otherwise, until after the expiration of the probationary period shall not invalidate the discharge or demotion.

16.11 RESIGNATIONS

Resignations shall be in writing and shall be directed to the appointing authority or department head. A resignation shall be effective on the date designated therein, and if no date is designated it shall be effective immediately. A resignation, once it has become effective or has been accepted by the appointing authority or department head, may not be withdrawn without the consent of the appointing authority or department head and the Commission.

A resignation claimed to have been obtained by duress or fraud may be treated by the Commission as a notice of discharge, provided the employee notifies the Commission that such resignation was not voluntary and demands a hearing of a report showing such resignation.

16.12 CHARGES FILED BY A CITIZEN

When written charges are filed by any citizen or taxpayer of the City against any person in the classified civil service, pursuant to applicable State Law, the Commission shall refer such charges to the appointing authority or department head for investigation and such action as he deems necessary.

The person against whom charges are filed may file an answer to such charges. No hearing on such charges shall be held, unless the appointing authority or department head discharges or demotes such employee for the reasons stated in the charges and the employee requests a hearing in accordance with the Rules applicable thereto, or unless the Commission finds that the charges, if true, reflect on the integrity of the civil service system or show serious violations of the civil service provisions of the law or Rules and that a public hearing is desirable to restore confidence in the civil service system or to secure compliance with the civil service provisions.

RULE 17 - LAYOFFS AND RE-EMPLOYMENT LISTS

17.01 LAYOFFS

The department head may lay off or reduce an employee when necessary:

- (a) For reasons of economy or lack of work, or

- (b) Where there are more employees than positions in any class within the department.

17.02 EMPLOYMENT STATUS AND ORDER OF LAYOFF

Layoffs and reductions shall be made by class of position and by department. In each class of position in which there is to be layoff or reduction, employees shall be laid off according to employment status in the following order: provisional, temporary, probationary, permanent.

Provisional and temporary employees shall be laid off according to the needs of the service as determined by the department head.

Probationary employees shall be laid off or reduced in inverse order of seniority in the class in the department.

Permanent employees shall be laid off or reduced as provided in 17.03. following.

17.03 ORDER OF LAYOFF

In case there are two or more permanent employees in the class from which layoff or reduction is to be made, such employees shall be laid off or reduced on the basis of the last performance rating in the class, provided it has been on file at least thirty days prior to the layoff, as follows:

First, all employees having ratings of "Unsatisfactory";

Second, all employees having ratings of "Fair";

Third, all employees having ratings of "Satisfactory";

Fourth, all employees having ratings of "Good";

Fifth, all employees having ratings of "Excellent".

Employees within each category shall be laid off in inverse order of seniority in the class in the department.

In any case where there is no performance evaluation in the class from which layoff is to be made which has been on file for thirty days, the last prior rating on file shall be used regardless of the position it covers.

17.04 TIES IN PERFORMANCE RATING AND SENIORITY

In case two or more persons have the same performance rating and seniority for layoff in a class in a department and the persons were appointed from the same eligible to the class from which the layoff is to be made, the person whose name was lower on said eligible list shall be laid off first. If the appointments were not from the same eligible list, then that person who was appointed from the later eligible list shall be laid off first.

17.05 EXCEPTION TO ORDER OF LAYOFF

Where the department head deems it to be for the best interests of the City, he may retain an employee who has special qualifications despite the order of the layoff, if the Commission determines:

- (a) such action is for the best interests of the City;
- (b) the employee retained has such special qualifications;
- (c) the employee laid off does not have such special qualifications; and
- (d) such special qualifications are important in the performance of the work of the department.

17.06 REDUCTION

The department head may, if he deems it for the best interests of the City, and with the approval of the Commission, make reductions in lieu of layoffs in higher classes and thereby cause layoffs only in the lower classes. Such reductions shall be made in the same manner and subject to the same restrictions as provided for under Rule 17.02., 17.03., and 17.04.

17.07 VOLUNTARY REDUCTION IN LIEU OF LAYOFF

An employee who anticipates being laid off, or who is so laid off, may, not later than ten business days after notice of such layoff, request a reduction to a lower class in lieu of layoff. On receiving notice that such a request has been approved by the Commission, the department head must make such reduction, effective immediately thus causing layoff only in the lower class.

17.08 RE-EMPLOYMENT LIST

The names of persons laid off or reduced in accordance with these Rules shall be entered upon a re-employment list in inverse order of layoff. Lists from different departments or at different times for the same class of position shall be combined into a single list. Such list shall be used by every department head when a vacancy arises in the same or lower class of position, before certification is made from an eligible list. When a vacancy occurs the department head shall appoint the person highest on the re-employment list who is available who was laid off from a position in that department. If no one was laid off from the department in which the appointment is to be made, then the department head shall appoint the person highest on such list among those laid off from other departments.

17.09 NAME DROPPED

Names of persons laid off or reduced in lieu of layoff shall be carried on a re-employment list for one year, except that the names of persons appointed to permanent positions of the same level as that from which laid off shall, upon such appointment, be dropped from the list. Persons reduced or

re-employed in a lower class or re-employed on a temporary basis shall be continued on the list for the higher class for two years.

17.10 RESTORATION TO RE-EMPLOYMENT LIST

The name of any person who has been appointed to a permanent position from a re-employment list and subsequently is separated from the service without delinquency or fault on his part shall be restored to the re-employment list. This restoration shall have the effect of extending the time the employee's name is carried on the re-employment list for two years from the date of latest separation.

17.11 HEARING

Any employee who is laid off may request a hearing before this Commission in accordance with Rule 5.

RULE 18 - PERFORMANCE EVALUATION

18.01 PERFORMANCE EVALUATION

Each department head shall evaluate the comparative efficiency and performance of each employee in his department in relation to standards for efficient performance of the work. Such evaluation shall be recorded in the form of a rating of forms prescribed by the Commission and a copy of each rating shall be sent to the Secretary and Chief Examiner in accordance with these Rules.

The Secretary and Chief Examiner shall record these reported ratings in the personnel files maintained for the classified civil service.

18.02 RATINGS

Ratings of efficiency and performance shall be made, and concurrently reported to the Secretary and Chief Examiner as provided in Rule 18.01. above, for permanent employees at least annually at such date as may be agreed upon by the department head and the Secretary and Chief Examiner; and for probationers two times during the probationary period, the last to be at least 30 days before the end of the probationary period. A revised rating may be submitted by the department head at any time during the year upon evidence of changed work habits or performance on the part of an employee.

When an employee terminates employment, his most recent rating on file shall be the rating of record, and no additional rating need be made unless his performance has changed to unsatisfactory.

18.03 MINIMUM SERVICE FOR WHICH A RATING IS REQUIRED

No rating based on less than ten days' service need be made unless the employee's performance is unsatisfactory.

18.04 RATING STANDARDS

Overall ratings shall be expressed by the following terms, in accordance with the following definitions:

5 - Excellent: Total work performance is definitely superior and well above the standards of performance required for the position.

4 - Good: The work performance is consistently above the requirements of the position.

3 - Satisfactory: The work performance is consistent with the requirements of the position.

2 - Fair: Total work performance is below the standards of performance required for the position. This will indicate that serious effort is needed to improve performance.

1 - Unsatisfactory: Work performance is inadequate and definitely inferior to the standards of performance required for the position.

Any evaluation score less than three requires improvement. Evaluation will consist of the following categories:

1. Gets to work on time.
2. Avoids unauthorized absence.
3. Reasonable personal appearance and dress.
4. Ability to get along with fellow workers and the public.
5. Ability to follow instructions.
6. Work performance.
7. Reasonable care of equipment.
8. Willingness and ability to learn.

18.05 SELF-EVALUATION

During the actual performance review sessions conducted by the department head, the ratee, or person being evaluated, will complete his/her own performance evaluation on forms prescribed by the Commission. A copy of the completed rating form will be delivered to the department head.

18.06 COPY DELIVERED TO THE EMPLOYEE AND REVIEW

Whenever a rating is made, the department head shall deliver a true and complete copy of the full report to the employee being rated. The employee may review his rating at any time with any of the persons who have signed the report or who have assisted in making the rating.

18.07 SPECIAL REPORTS

The Commission at any time may require a full report or additional reports giving specific reasons together with facts for any rating.

18.08 APPROVAL OF REPORTS

The report of the overall rating submitted by the department head, together with any special reports, when approved by the Secretary and Chief Examiner shall constitute the Commission's findings and record of the employee's efficiency of performance and shall be final and conclusive, unless the employee requests reconsideration, or appeals within the time and in the manner specified in Rule 18.09. and 18.11.

18.09 RECONSIDERATION OF RATINGS

Within ten business days after the delivery to him of a copy of his performance report, the employee may file a written request with his department head for reconsideration of any specified item or items of the report, including the overall rating. The department head, within ten business days from the date the request for review is filed, shall either approve the rating as originally prepared or direct a new rating to be prepared and shall notify the employee of his decision.

18.10 CONCILIATION BY THE SECRETARY AND CHIEF EXAMINER

Within ten business days after notice of the decision of the department head or after expiration of the ten-day period, if the department head has not acted within that period as provided by Rule 18.09., the employee may file, on a form prescribed by the Commission, a written request to the Secretary and Chief Examiner to act as conciliator in the matter. No request to the Secretary and Chief Examiner to act as conciliator shall be made from any rating unless the employee shall have first exhausted his departmental remedy as specified in Rule 18.09. No request to the Secretary and Chief Examiner for conciliation shall be made from any rating other than one of "Unsatisfactory", nor from any probationary rating, but such employee may file with the Commission an answer or other statement which shall be made a part of his civil service personnel record.

18.11 PROCEDURE OF APPEALS

Where an employee requests conciliation of his rating under Rule 18.10., the Secretary and Chief Examiner shall attempt an adjustment between the two parties without recourse to formal proceedings. If such conciliation cannot be made, and the rating is "Unsatisfactory", the employee may request a hearing in accordance with the provisions of Rule 5.

18.12 RECORDS

In all departments, the records, reports, and other data relating to employee performance shall be open at all times to the inspection of the Commission and the Secretary and Chief Examiner.

18.13 INVESTIGATIONS

In all matters relating to employee performance, the Secretary and Chief Examiner shall make investigations from time to time and shall make such suggestions to appointing authorities as may be necessary for the carrying out of the spirit and intent of this rule.

RULE 19 - EMPLOYMENT DEVELOPMENT

19.01 GENERAL TRAINING ACTIVITIES

The Commission and the Secretary and Chief Examiner shall encourage and promote training opportunities for employees and supervisors to the end that services they render to the City may be made more effective. The Secretary and Chief Examiner shall assist department heads in meeting training needs of their departments, and in cooperation with appointing authorities or department heads, shall encourage the development of departmental and interdepartmental training programs designed to meet immediate City-wide personnel needs, and to prepare employees for promotion to positions of greater responsibility.

19.02 ORIENTATION OF NEW EMPLOYEES

The Secretary and Chief Examiner may provide departments with visual, oral, written, or other training aids to familiarize new employees with their obligations and rights, and to inform them about the general function of City government. Also, he may assist in the development of departmental orientation programs.

19.03 TIME OF TRAINING PERIODS

Training programs may be conducted either during or after regular working hours or both. Attendance by employees at training sessions conducted after regular working hours, however, shall be voluntary, unless arrangements for such training include the granting of an equal amount of compensatory time off.

19.04 CREDIT FOR TRAINING

When an employee submits a record to the Commission indicating the successful completion of an extension, correspondence or other established training course, the Secretary and Chief Examiner shall note such facts on the employee's record. The successful completion of such training may be given credit in ratings of training for examination.

19.05 STANDARDS FOR REIMBURSEMENT OF TUITION OF FEES

The Secretary and Chief Examiner may, in the interests of meeting City-wide staffing needs, approve, or recommend, in cooperation with the Mayor and the City Council, standards for tuition refund or the reimbursement of fees for course work that is related to the requirements of the career service.

RULE 20 - REPORTS REQUIRED

20.01 REPORTS FROM APPOINTING AUTHORITIES OR DEPARTMENT HEADS

Each appointing authority or department head shall report immediately to the Secretary and Chief Examiner, in such detail and on such forms as the Secretary and Chief Examiner may prescribe;

Every appointment, suspension, separation, reinstatement, layoff, transfer, demotion, reduction, reassignment, absence, the refusal or failure to accept an appointment on the part of an eligible certified for appointment, and changes of duties or of compensation.

20.02 OTHER REPORTS

The Secretary and Chief Examiner may require such other information as he believes necessary for the proper administration of the civil service system.

RULE 21 - CLASS SPECIFICATIONS FOR THE UNIFORMED POLICE SERVICE

As prescribed basically in Rule 6 - Classification, the positions of all full-paid uniformed employees of the Grandview Police Department shall be allocated to the classes established herein on the basis of duties performed, level of responsibility and authority assigned, and qualifications required.

21.01 MEDICAL AND PHYSICAL REQUIREMENTS

Medical and Physical Requirements for all classes in the uniformed Police Service shall be as prescribed in Rule 21.01. herein following.

21.02 CLERK-DISPATCHER

Class specification No. 21.02. describe the duties, responsibilities, and qualifications for the Class of Clerk-Dispatcher herein following.

21.02 PATROLMAN

Class Specifications No. 21.03. describes the duties, responsibilities, and qualifications for the Class of Police Patrolman herein following.

21.04 POLICE SERGEANT

Class Specification No. 21.04. describes the duties, responsibilities, and qualifications for the Class of Police Sergeant herein following.

21.05 POLICE CAPTAIN

Class Specification No. 21.05. describes the duties, responsibilities, and qualifications for the Class of Police Captain herein following.

21.06 ASSISTANT POLICE CHIEF

Class Specification No. 21.06. describes the duties, responsibilities, and qualifications for the Class of Assistant Police Chief herein following.

21.07 POLICE CHIEF

Class Specification No. 21.07 describes the duties, responsibilities, and qualifications for the Class of Police Chief herein following.

RULE 21.01 - PHYSICAL REQUIREMENTS FOR UNIFORMED POLICE AND FIRE SERVICE

MEDICAL AND PHYSICAL REQUIREMENTS

Each applicant for a position other than promotional under Civil Service, the duties of which involve law enforcement or fire fighting activities shall pass a careful medical and physical examination before appointment thereto. Such medical and physical examination shall comply with the minimum medical and health standards as provided by the Washington State Law Enforcement and Fire Fighters Retirement System Act, R.C.W. 41.26; as they existed on January 1, 1979. (Amended July 17, 1984)

JOB DESCRIPTION

CLERK-DISPATCHER

Nature of Work

This is moderately difficult and varied clerical work. An employee in this class is responsible for the accurate execution of communication and clerical duties, including public contact, requiring the application of judgment based on increasing familiarity with the operations, communication equipment and records of the police department. Decisions are made generally in accordance with established precedents or departmental policies.

Duties

- A. Interviews persons seeking information; interprets departmental policies and regulations; deals with the irate public and other citizens over the telephone and counter furnishing information or assisting in the making of required reports, necessitating a knowledge of the laws of the State of Washington, Ordinances of the City of Grandview and policies and regulations of the Grandview Police Department.
- B. Types statements, reports of arrests, casualty, larceny, burglary, robbery, bad checks, etc.; and letters or correspondence from rough drafts or instructions, frequently requiring independent judgment.
- C. Types a variety of material accurately, including responsibility for calling the attention of supervisor to apparent errors in content.
- D. Maintains records and prepares special statistical tabulations.
- E. Maintains departmental files, account records and a variety of other office records.
- F. Carries on routine correspondence involving standardized replies to common problems.
- G. Dispatches wreckers, ambulances and other vehicles, requiring a working knowledge of the City. Transmits orders of an administrative superior to subordinate employees and follows up on progress.
- H. Operates radio dispatching equipment as necessary. Monitors and dispatches Police & Fire. Handles emergencies.
- I. Reviews completeness of a variety of applications such as for examinations, licenses, permits, etc., and assists the public in preparing applications.
- J. Performs other work as required such as feeding and checking prisoners, cleaning and dusting if necessary, general maintenance of office area and accept and receipt for monies collected for fines and other miscellaneous bails, City utility billings, reports, etc.
- K. Answers emergency telephones.
- L. Greets the public and assists them with their directions, help or problems.
- M. Keep jail clean and neat.
- N. Supervises jail.
- O. Booking and logging of prisoners.
- P. Operates computer.
- Q. Monitors alarms.
- R. Supervise community service workers.
- S. Fingerprint job applicants, prisoners.

Knowledge, Abilities, and Skills

- ! Working knowledge of modern office practices and procedures and of business English, spelling and arithmetic.
- ! Skill in operating a typewriter, in filing and maintaining other office records and operating common office machines.
- ! Good judgment in making decisions in accordance with regulations, rules, policies, laws and ordinances.
- ! Ability to understand and follow moderately complex oral and written instructions.
- ! Ability to maintain and prepare complex reports, records and files.
- ! Ability to operate computer.
- ! Ability to remain calm in stressful situations.
- ! Typing skills.
- ! Clerical aptitude and good general intelligence.
- ! Ability to establish and maintain harmonious and effective working relationships with other employees and the public.
- ! Completion of Washington State Criminal Justice Training Commission Corrections Officers Academy within probation period.

Special Requirements

All applicants for examination for this class must be citizens of the United States; able to read and write the English language; of an age suitable for the position applied for as determined by the Civil Service Commission; in ordinary good health; of good moral character and of temperate and industrious habits; possess an education equivalent to a high school diploma and possess typing ability; must possess a valid, unrestricted Washington Driver's License at time of employment; must have no felony convictions or misdemeanor convictions involving theft, larceny, moral turpitude, controlled substances, driving while under influence of alcohol and/or drugs, hit and run or reckless driving. Evidence of any other violation of criminal or traffic statute or ordinance which in the opinion of the Commission renders the applicant unfit as a law enforcement dispatcher shall be caused to deny an application or remove an individual from further consideration.

Desirable Experience and Training

In addition to the above minimum requirements, it is highly desirable that applicants possess some educational training in office practice, and related business subjects; and at least one year's experience in clerical office work involving public contact. Knowledge and experience in radio communication is very desirable. Have some knowledge of radio equipment, radio operations, radio logs, radio repairs, and radio symbols.

Fluency, verbal and written, in Spanish and English is preferred, but not required.

POLICE PATROLMAN

Spec. No. 21.03.

(Rule 21)

DISTINGUISHING FEATURES OF WORK

This is general-duty police work involving the protection of life and property, enforcement of laws and ordinances, maintenance of order, and presentation and investigation of crimes.

Work is performed according to departmental regulations and procedures prescribed by superior officers and normally consists of routine patrol, traffic regulation, and crime prevention and investigation activities within a designated area on an assigned shift in patrol cars, on motorcycles or on foot. Work involves a substantial element of personal danger and employees must be able to act without direct supervision and to exercise independent discretion in meeting emergencies. All assignments in this class involve responsibility for recognizing the social importance of police functions, for tactful and courteous treatment of the public, and for conscientious and efficient performance of duties under little direct supervision. Employees may be assigned to work on special assignments which call upon specialized abilities and knowledges usually attained through experience as a uniformed patrolman. Assignments and general and special instructions are received from superior officers who review work by personal inspection, check of reports, and general appraisal of the effectiveness of the employee and the entire police service.

EXAMPLES OF WORK PERFORMED (illustrative only)

Patrols a designated area of the City on foot, on a motorcycle, or in an automobile to preserve law and order, to prevent and discover the commission of crime and to enforce traffic and parking regulations; answers calls and complaints, taking the necessary police actions.

Conducts preliminary investigations at the scene of crime, administers first aid, gathers evidence, obtains witnesses, makes arrests and takes prisoners, suspects or witnesses to headquarters for questioning or booking; testifies in court.

Directs traffic at intersections.

Reports automobile accidents, interviews witnesses, takes information, and makes detailed reports.

Interviews persons with complaints and inquiries and attempts to make proper disposition or refers them to proper authorities.

When assigned to detective duties, ascertains information or secures evidence for the arrest of persons alleged to have committed a crime; searches crime scenes for and preserves physical evidence; locates and interrogates witnesses; takes statements from witnesses, victims, and suspects; investigates and follows up clues and searches for and apprehends violators, assists in the preparation of cases for court; prepares case summaries and informs prosecuting authority of

the body of evidence available and of persons who may qualify as witnesses; testifies concerning results of his investigation; maintains surveillance over known agitators and suspected narcotic peddlers and other suspected criminals; arranges for technical assistance, such as that provided by specialists in identification, ballistics, laboratory analysis, or toxicology; prepares progress interrogation and other reports concerning investigations in process, and prepares final written reports; check pawnshops, secondhand stores and junk shops for stolen property; investigates complaints of bad checks; investigates reports of, and attempts to locate missing persons; makes specialized vice investigations and apprehends violators.

When assigned, inspects businesses requiring City licenses for operation, investigates persons applying for licenses.

When assigned, acts as jailer or bailiff; operates ambulance or motor patrol wagon, or serves warrants.

When assigned, receives complaints by telephone and dispatches patrol cars by radio.

Gives advice on laws and ordinances and general information to the public.

Drives a vehicle.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Good general intelligence and emotional stability.

Keen sense of observation and good memory.

Knowledge of first aid principles and ability to learn proper application readily. During probationary period, first aid certificate should be earned.

Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

Ability to analyze situations quickly, calmly, and objectively, and to determine the proper course of action.

Ability to understand and carry out oral and written instructions.

Ability to write and speak effectively. Fluency, verbal and written, in Spanish and English is preferred, but not required.

Ability to learn quickly and interpret and apply effectively modern approved principles, practices, and procedures of police work including principles of crime investigation, techniques of interrogation, and identification and preservation of evidence, applicable Federal and State laws

and City ordinances, and regulations and procedures of the Grandview Police Department.

Ability to develop skill in the use of firearms.

Ability to develop a touch typing skill of twenty (20) words per minute within the probationary period at the employee's time and expense.

Completion of the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy within probation period.

MINIMUM REQUIREMENTS (for admission to the examination)

Must be a citizen of the United States.

Must possess a valid, unrestricted Washington State Driver's License at the time of employment.

Must be at least 21 years of age.

Must possess a certificate of high school completion.

Must meet medical and physical requirements as prescribed in Rule 21.01.

Must be a good moral character and of temperate and industrious habits.

Must be of good health, with weight proportionate to height.

Must have no felony convictions or misdemeanor convictions involving theft, larceny, moral turpitude, controlled substances, driving under the influence of alcohol and/or drugs, hit and run or reckless driving. Evidence of any other violation of criminal or traffic statute or ordinance which in the opinion of the Commission renders the applicant unfit as a law enforcement officer shall be cause to deny an application or remove an individual from further consideration.

Must be willing to work weekends, holidays, and rotating shifts.

Must be approved for employment after a thorough background investigation.

Must sign a pre-employment contract for the reimbursement of hiring and training expenses.
(Amended Dec. 16, 1985)

**BINDING CONTRACT FOR REIMBURSEMENT OF HIRING
AND TRAINING EXPENSES**

WHEREAS, the Applicant identified below acknowledges that the City of Grandview will incur substantial expense in the process of training the undersigned to be a commissioned police officer, and

WHEREAS, it is acknowledged by the undersigned that these expenditures are expected to be recaptured through services by Applicant with the City police force after completion of said training and the City will suffer substantial detriment if the undersigned should take employment elsewhere during the period of time for two years following completion of all required training,

NOW THEREFORE, it is hereby agreed as follows:

WITNESSETH:

1. **Reimbursement Obligation.** I, _____, hereafter "the Applicant", in consideration of the agreement by the City of Grandview Police Department, hereinafter "the Department", to provide me with formal police training through the Criminal Justice Training Commission Police Academy, to be followed upon successful completion thereof by a period of approximately nine weeks of field training under the supervision of experienced Grandview police officers, do hereby agree that in the event my employment with the Department ceases due to any cause other than "termination" as defined below, within 24 months of the commencement of full-time service as a police officer subsequent to completion of the period of field training, I will reimburse the Department for all expenses incurred in connection with my hiring and training.
2. **Definition of "Termination".** "Termination" as used in this agreement shall mean any discontinuance of the Applicant's employment initiated by the Department and shall also include discontinuance of employment due to injury or illness resulting in the Applicant's permanent inability to perform the normal duties of the position held by the Applicant at the time of commencement of such injury or illness.
3. **Calculation of Reimbursement Obligation.** The reimbursement obligation shall consist of the sum of all amounts expended by the Department in connection with hiring and training the Applicant, including but not limited to the following:
 - a. Cost of medical and polygraph examinations, background investigation and other entrance check expenses in the approximate amount of **\$600.00**.
 - b. Cost of Police Academy training including salary and benefits paid to the applicant during training along with all costs expended for replacement officers if any in the approximate amount of **\$9,400.00**.

- c. Expenses of providing field training, which due to the difficulty of estimation and actual computation are hereby agreed to be \$_____.

Estimated Total Cost **\$10,000.00**

It is agreed that the amounts itemized above (other than the stipulated amount of expenses of field training) are estimates only. I agree that my actual reimbursement obligation will be determined by the Department based upon actual expenditures and/or reasonable estimates thereof in the event actual expenditures cannot be documented through a reasonable effort.

- 4. **Credit for Continuous Employment.** Credit for service rendered will be given against the reimbursement obligation at the rate of one-twelfth of the total reimbursement obligation for each nine weeks of continuous full-time employment subsequent to completion of the field training period. Any absence from work due to illness, injury, or other cause for a period greater than two weeks shall be excluded from the period of service for which credit will be given.
- 5. **Terms of Repayment.** Complete payment of the reimbursement obligation shall be made within 36 months of cessation of employment in monthly installments of no less than one-thirty sixth of the total reimbursement obligation, commencing on the first day of the month following the month during which cessation of employment occurs, and payable on or before the first of each each month thereafter. The Applicant agrees that in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the reimbursement obligation then remaining unpaid shall immediately become due and payable. The Applicant further agrees that in the event the Department incurs legal fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this Agreement, the Applicant will pay such expenses in addition to the portion of the reimbursement obligation then due.
- 6. **Acknowledgment of Receipt/Waiver of Right to Independent Legal Advice.** I understand that I have the right to have this document examined by an attorney of my choosing and to discuss its terms with my attorney prior to signing it.

Sign initials in one of the boxes below as applicable:

/____/ I fully understand the nature and terms of the binding obligation created pursuant to this contract and have chosen to waive my right to consult an attorney.

/____/ I have consulted an attorney regarding this Agreement and have received his/her explanation of its terms as evidenced by the attorney's signature below.

If you have checked the box preceding this paragraph, have your attorney sign here:

Attorney of Applicant

Date: _____

Dated this _____ day of _____, _____.

Applicant

Chief of Police, Grandview, WA

STATE OF WASHINGTON)
) ss:
COUNTY OF YAKIMA)

On this day personally appeared before me _____, to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he/she signed the same as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this _____ day of _____, _____.

NOTARY PUBLIC in and for the
State of Washington, residing at

My commission expires _____

POLICE SERGEANT

Spec. No. 21.04.
(Rule 21)

DISTINGUISHING FEATURES OF WORK

This is supervisory police work in directing a squad or detail of patrolmen in the performance of their duties on an assigned shift or specialized non-supervisory police work of comparable responsibility.

Work normally involves supervision of and responsibility for the work assigned to a squad or detail of patrolmen. Such assignments typically include patrol duty, traffic regulation, and crime investigation and prevention. When limited supervision is exercised, employees are expected to use a relatively high degree of police knowledges and skills in specialized activities. All work is performed in accordance with departmental rules and regulations. Employees are given specific work instructions by ranking officers on new assignments, but work independently in performing regular duties. Work is reviewed by inspection and through oral and written reports to superiors.

EXAMPLES OF WORK (illustrative only)

Inspects equipment, appearance, and persons of subordinates; assigns patrolmen to their patrol area; patrols assigned district to check patrolmen in the performance of their duties and gives advice and assistance when necessary.

Assigns patrolmen to traffic posts; supervises traffic officers; assigns special traffic details, and personally supervises control of traffic in emergency situations.

When designated as traffic sergeant, also has charge of school junior safety patrols, supervising members while they are on crossing patrol, cooperating with the Washington State Patrol, and participating in awards of certificates of service; participates in safety education programs for civic groups, school groups, etc.; observes and advises at the School Traffic Court; is responsible for the bicycle safety and licensing function; and is responsible for the maintenance of City police and motor equipment.

When supervising detective personnel, visits scenes of crimes, searches for and preserves evidence; investigates clues; apprehends and arrest violators, interviews suspects, prisoners, complaints, and witnesses to obtain information about crimes, prepares reports, and testifies in court; assigns detectives to cases and reviews and approves their reports.

Checks and reviews reports of daily activities and other reports of patrolmen.

Instructs subordinate officers in departmental policies, procedures, rules and regulations, and in the use and care of firearms.

Inspects all public dance halls, checking for required license or permit, observing conduct of

patrons, and noting and reporting any irregularities;

Takes part in personnel transactions, making recommendations on disciplinary action, appointments, promotions, transfers, etc., and handles such matters as sick leave reports, work and time records, completion of required performance ratings, and schedules vacation and relief work.

Sees that subordinates do their assigned work, while endeavoring to develop those subordinates into more willing and effective workers by exercising the necessary leadership skills in making work assignments, giving instructions and correcting errors, maintaining communication between subordinates and higher supervision, and devoting attention to the development of his own supervisory skills.

Drives a vehicle.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of the "Police Sergeant's Manual."

Working knowledge of modern police methods and procedures.

Working knowledge of pertinent federal and State Laws and City ordinances.

Working knowledge of first aid principles and skill in their application. Is holder of current first aid certificate.

Knowledge of the principles of crime and accident investigation, the techniques of interrogation, and of the identification and preservation of evidence.

Some knowledge of the techniques of crime prevention.

Some knowledge of the techniques of criminal identification.

Ability to understand and execute oral and written directions and to prepare clear and comprehensive written reports.

Ability to assign, instruct and review the work of subordinates, entailing responsibility for leadership and development of subordinates in an effective working relationship, and handling of personnel transactions, work and time records, etc., instructing and directing subordinates, and planning and coordinating their work.

Ability to analyze situations quickly and objectively, and to determine quick, effective and reasonable courses of action with due regard to surroundings, hazards and circumstances.

Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

Ability to obtain information through interview and interrogation.

Ability to speak effectively.

Ability to react quickly and calmly in emergencies.

Ability to work long hours and to withstand the physical strain of police work.

Skill in the use and care of firearms.

Good general intelligence and emotional stability.

MINIMUM REQUIREMENTS (for admission to the examination)

All applicants for examination for this class must be citizens of the United States, electors of the State of Washington; able to read and write the English language; possess education equivalent to a four-year high school course; be of good moral character and of temperate and industrious habits; not less than 25 years of age at time of advertising examination for the class; not less than 5 feet 8 inches in height and weigh not less than 165 pounds; must be of good health with weight proportionate to height, be of regular build and erect carriage; possess a good personality and be of a temperament and disposition suitable for law-enforcement duties, and able to meet the medical and physical requirements prescribed in Rule 21.01., and two years of law enforcement experience in the armed forces or in a governmental law enforcement agency.

Possession of a valid State of Washington Motor Vehicle Operator's

License is required for appointment.

RULE 22 - CLASS SPECIFICATIONS FOR THE UNIFORMED FIRE SERVICE

As prescribed basically in Rule 6 - Classification, the positions of all full-paid uniformed employees of the Grandview Fire Department shall be allocated to the classes established herein on the basis of duties performed, level of responsibility and authority assigned, and qualifications required.

22.01 MEDICAL AND PHYSICAL REQUIREMENTS

Medical and Physical Requirements for all classes in the uniformed Fire Service shall be as prescribed in Rule 21.01.

22.02 FIREMAN

Class Specification No. 22.02. describes the duties, responsibilities, and qualifications for the Class of Fireman herein following.

22.03 FIRE CAPTAIN

Class Specification No. 22.03. describes the duties, responsibilities, and qualifications for the Class of Fire Captain herein following.

22.04 ASSISTANT FIRE CHIEF

Class Specification No. 22.04. describes the duties, responsibilities, and qualifications for the Class of Assistant Fire Chief herein following.

22.05 FIRE CHIEF

Class Specification No. 22.05. describes the duties, responsibilities, and qualifications for the Class of Fire Chief herein following.

22.06 CODE ENFORCEMENT OFFICER

Class Specification No. 22.06 describes the duties, responsibilities, and qualifications for the Class of Code Enforcement Officer herein following.

FIREMAN

Spec. No. 22.02.
(Rule 22)

DISTINGUISHING FEATURES OF WORK

This is general duty fire fighting work in combating, extinguishing, and preventing fires, and in the maintenance of Fire Department equipment, apparatus and quarters.

An employee in this class is primarily responsible for the protection of life and property through fire fighting activities usually performed under close supervision. Work includes performance of hazardous tasks under emergency conditions which may require strenuous exertion under such handicaps as smoke and cramped surroundings. Regular duties include a substantial amount of routine work in cleaning, maintenance and repair of property and equipment. Employees may be assigned to the operation of motor equipment in responding to alarms or inspection. All work is performed in accordance with well-established routine under immediate supervision of fire officer.

EXAMPLES OF WORK (illustrative only)

Responds to fire alarms with a company, lays and connects hose, holds nozzles and directs water streams, raises and climbs ladders, uses chemical extinguishers, bars, hooks, lines and other equipment.

Drives pump and ladder trucks; operates pumps, aerial ladders and other auxiliary fire apparatus.

Ventilates burning buildings by opening windows and sky lights or cutting holes in roofs and floors; prevents the spread of fire and protects property from damage by water.

Removes persons from danger, holds life nets, and administers first aid, using resuscitator when necessary.

Performs salvage operations such as throwing salvage covers, sweeping water, and removing debris.

Participates in fire drills and attends classes in fire fighting and first aid.

Performs general maintenance work in the upkeep of fire property, cleans and washes walls, windows and floors, cares for, maintains and tests apparatus and equipment, makes minor repairs to station and maintains grounds, washes, hangs and dries hose, and performs other manual tasks as necessary.

On desk watch, gives out locations or alarms received by signal system; relays instructions, orders, and information received by telephone or radio; posts entries in records.

When assigned to fire inspection, inspects buildings, checking fire escapes, exits and general compliance with City fire prevention ordinances; inspects fire hydrants; stands watch at special public assemblies.

Lubricates, refuels, and makes minor repairs to fire automotive equipment, and checks batteries and tires.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to learn a wide variety of fire fighting duties and methods including the inspection and operation of fire fighting apparatus, equipment, and tools. Qualification on a designated course of fire fighter's training may be required as a condition of probation.

Ability to acquire readily a knowledge of the street system and physical layout of the City.

Ability to climb ladders and work at considerable heights.

Ability and strength to do prolonged and arduous work under adverse conditions.

Ability to understand and follow oral and written instructions.

Aptitude for mechanical work, and good general intelligence.

Good physical condition, strength and agility as evidenced by strenuous physical tests.

MINIMUM REQUIREMENTS (for admission to the examination)

All applicants for examination for this class must be citizens of the United States, electors of the State of Washington; able to read and write the English language; possess education equivalent to a four-year high school course; be of good moral character and of temperate and industrious habits; not less than 21 years of age at time of advertising examination for the class; not less than 5 feet 6 inches in height and able to meet medical, weight, and other physical requirements prescribed in Rule 21.01.; must look well in uniform, be of regular build and erect carriage; must be of good health with weight proportionate to height, be of regular build and erect carriage; possess a good personality and be of a temperament and disposition suitable for fire fighting duties.

Possession of a valid State of Washington Motor Vehicle operator's License is required for appointment.

FIRE CAPTAIN

Spec. No. 22.03.
(Rule 22)

DISTINGUISHING FEATURES OF WORK

This is supervisory and skilled fire fighting work in directing the activities of a fire company in fire fighting and in the maintenance of station, apparatus and equipment.

Under the general regulations of the department and direction of a superior officer, a Fire Captain has direct command over a number of firefighters in a fire company and has responsibility for the discipline of the men and for the proper maintenance of apparatus and equipment at a fire station.

At a fire, he is responsible for the effective combating of the fire and the safety of his men, until relieved of command by a superior officer. He exercises direct supervision of the men of his company including entering burning buildings with his men to direct their work, which may entail considerable physical exertion and potential hazard to health and safety. Work is subject to inspection and observation by higher ranking fire officers.

EXAMPLES OF WORK (illustrative only)

Responds to fire alarms in assigned district, determines routes to be taken, determines what equipment and apparatus are necessary, makes decisions as to methods of combating fires, directs fire fighting work until relieved by a superior officer.

Supervises and participates in laying hose lines, directing streams, placing ladders, ventilating buildings, rescuing persons, placing salvage covers, and cleaning up premises after fire has been extinguished.

Sees that all station equipment is returned to proper place after a fire has been extinguished and that all equipment is in good working order at all times.

Supervises the cleaning of quarters, equipment, and apparatus at a station; conducts roll call, inspects personnel, and maintains discipline; instructs and drills men; completes required performance ratings, initiates and recommends disciplinary actions; transmits orders and information to men.

Supervises the inspection of business establishments, churches, schools, and other buildings for fire and safety hazards; supervises maintenance of inspection records and preparation of reports.

Investigates and reports on the causes of fires, in the absence of a superior officer.

Makes out fire reports, personnel records, requisitions and other forms and reports to the Fire Chief regarding alarms, supplies and other matters pertaining to his company.

Sees that subordinates do their assigned work, while endeavoring to develop those subordinates

into more willing and effective workers by exercising the necessary leadership skills in making work assignments, giving instructions and correcting errors, maintaining communication between subordinates and higher supervision, and devoting attention to the development of his own supervisory skills.

Drives vehicle.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of modern fire fighting principles, practices and procedures.

Working knowledge of and skill in the operation and maintenance of the various types of apparatus and equipment used in fire fighting activities together with ability to supervise the effective use of such equipment and apparatus.

Working knowledge of the Grandview Fire Department's rules and regulations.

Working knowledge of first aid principles, and skill in their application.

Working knowledge of fire prevention methods and of City ordinances relating to fire prevention.

Considerable knowledge of the principles and practices involved in instructing and training members of a fire station, together with ability to apply principles to specific training problems.

Some knowledge of the location of streets, fire alarm boxes and hydrants in the City.

Ability to speak and write effectively.

Ability to prepare clean and concise reports.

Ability to lead men effectively, maintain discipline, promote harmony, exercise sound judgment, and cooperate with other officers and men.

MINIMUM REQUIREMENTS (for admission to the examination)

All applicants for examination for this class must be citizens of the United States, electors of the State of Washington; able to read and write the English language; possess education equivalent to a four-year high school course; be of good moral character and of temperate and industrious habits; not less than 23 years of age at time of advertising examination for the class; not less than 5 feet 6 inches in height and able to meet medical, weight and other physical requirements prescribed in Rule 21.01.; must be of good health with weight proportionate to height, be of regular build and erect carriage; possess a good personality and be of a temperament and disposition suitable for fire fighting duties; have two years experience in fire fighting work in a

governmental fire fighting unit or in the armed forces.

Possession of a valid State of Washington Motor Vehicle Operator's License is required for appointment.

ASSISTANT FIRE CHIEF

Spec. No. 22.04
(Rule 22)

DISTINGUISHING FEATURES OF WORK

This is responsible technical supervisory and administrative work as the principal assistant to the Fire Chief.

Work involves assisting the Fire Chief by assuming direct general administrative and technical supervisory charge of delegated functions of the Fire Department, substituting for or representing the Fire Chief when circumstances require, and participating in the formulation of departmental policies. Employee has considerable independent responsibility for carrying forward the work of the Fire Department in accordance with the plans, policies and objectives of the Fire Chief. Work is subject to review through conference, inspections and appraisal of the operations of assigned functions.

EXAMPLES OF WORK (illustrative only)

Assists in carrying out all operations of the Fire Department and assumes the duties of the Fire Chief in his absence.

Assists the Fire Chief in formulating budgetary control, personnel, training and communication requirements.

Responds to all fire alarms and special calls whether day or night and, upon arrival, operates under orders of the Fire Chief or assumes command in his absence.

Makes periodic personal surveys of Fire Department properties and reports to the Fire Chief with recommended actions.

Assembles and correlates data and prepares routine and special reports needed for control of operations.

Determines the necessary fire company response to fire alarms at given locations, make reassignments as changing building conditions warrant and determines the location of fire alarm boxes.

Gives advice and makes decisions on unusual and difficult problems encountered by subordinate officers.

Acts on authority delegated by the Fire Chief, initiating personnel transactions and making decisions on matters of disciplinary action, appointments, promotions, transfers and discharges, administering training programs and reviewing results; makes decisions and recommendations on matters of staffing and organization and recommends on related classification problems; makes

decisions on such matters as sick leave reports, work and time records, performance evaluation ratings, and scheduling vacation and relief work.

Sees that subordinate supervisors do their assigned work, coordinates the work of subordinates and supervisors and relates it to the work of all departmental units, guides subordinate supervisors in developing the effectiveness and ability of assigned subordinates, and maintains communication between subordinates and higher supervision, while endeavoring to develop improved supervisory skills both in subordinate supervisors and himself.

Conducts field investigations of all activities of the Fire Department and reports on conditions and needs of the service to the Fire Chief.

Prepares complete and comprehensive reports of inspections, research or investigation concerning operating practices.

Drives a vehicle.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the rules and regulations of the department and the laws and ordinances pertaining to fire fighting and fire prevention.

Extensive knowledge of the geography of the City, location of water mains, hydrants, and major fire hazards.

Extensive knowledge of the City water system as related to fire protection and hydraulics, and of the chemistry of fires.

Thorough knowledge of first aid principles and skill in their application.

Considerable knowledge of the sources and use of current information about developments of fire fighting and fire prevention techniques.

Considerable knowledge of the principles of municipal fire department administration.

Ability to plan, evaluate, assign and coordinate activities performed by fire department units.

Ability to determine and appraise principal fire hazards.

Ability to lead men and give orders effectively and to analyze situations quickly and correctly and to adopt effective courses of action with due regard to surrounding hazards and circumstances.

Ability to command the respect of officers and men and to maintain discipline and high morale.

Ability to speak and write effectively and to prepare technical and administrative reports.

Ability to establish and maintain effective and cooperative working relationships with subordinates, other City officials, and the general public.

Good general intelligence and emotional stability.

MINIMUM REQUIREMENTS (for admission to the examination)

All applicants for examination for this class must be citizens of the United States, electors of the State of Washington; able to read and write the English language; possess education equivalent to a four-year high school course; be of good moral character and of temperate and industrious habits; not less than 27 years of age at time of advertising examination for the class; not less than 5 feet 6 inches in height and able to meet medical, weight, and other physical requirements prescribed in Rule 21.02.; must be of good health with weight proportionate to weight, be of regular build and erect carriage; possess a good personality and be of temperament and disposition suitable for fire fighting duties, and four years of fire fighting experience in a governmental fire department.

Possession of a valid State of Washington Motor Vehicle Operator's License is required for appointment.

FIRE CHIEF

DISTINGUISHING FEATURES OF WORK

This is administrative and technical work in the direction of all employees and activities of the Fire Department.

This is an important administrative position, involving responsibility for planning, organizing and directing an emergency organization specifically concerned with preventing and minimizing the loss of life and property by fire. Work involves the efficient operation of the Fire Department through control of all activities by planning, directing, supervising and coordinating the functions of personnel engaged in fire fighting, fire inspections, training, maintaining and repairing fire equipment, apparatus and alarm systems and station upkeep. Work requires that this employee be continually available to take active command of extinguishing major fires. The employee consults with the Mayor in determining plans and policies to be observed in the conduct of Fire Department operations and except for general administrative directions, he works independently in supervising all technical operations and in seeing that desired work results are achieved. Work is reviewed through discussions on problems to be met and by written activity reports.

EXAMPLES OF WORK (illustrative only)

Plans departmental operation with respect to equipment, apparatus and personnel; supervises the implementation of such plans.

Keeps informed as to personnel property and operations of the department through reports and personal observation, taking required action based on such thorough reports and personal observation, taking required action based on such information to improve departmental operations.

Prepares and/or reviews performance evaluation ratings.

Assigns personnel and equipment to such duties and uses as the position requires; evaluates the need for and recommends the purchase of new apparatus and supplies.

Responds to alarms and personally directs activities at the scene of larger fires.

Supervises the inspection of buildings and other properties for fire hazards and enforces fire prevention ordinances.

Directs the operation of departmental in-service training activities.

Controls the expenditure of departmental appropriations and prepares annual budget estimates of needs.

Directs the maintenance and repair of Fire Department buildings, equipment and apparatus.

Attends civic club meetings, churches, schools and other places of public gathering to explain the activities and functions of the Fire Department and to establish favorable public relations.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of modern fire fighting methods and equipment of modern fire prevention methods, and of applicable fire fighting practices and techniques.

Thorough knowledge of the rules and regulations of the department and of the laws and ordinances pertaining to fire fighting and fire prevention.

Thorough knowledge of the geography of the City, location of water mains, hydrants, and major fire hazards.

Thorough knowledge of the City water system as related to fire protection and hydraulics and of the chemistry of fires.

Thorough knowledge of first aid principles and skill in their application.

Thorough knowledge of the sources and use of current information about developments in fire fighting and fire prevention techniques.

Thorough knowledge of the modern principles, practices and methods of municipal fire department administration.

Ability to plan, initiate and carry out long-term programs in fire department administration, training and fire prevention.

Ability to plan, evaluate, assign and coordinate activities performed by fire department units.

Ability to determine and appraise principal fire hazards.

Ability to lead men and give orders effectively and to analyze situations quickly and correctly and to adopt effective courses of action with due regard to surrounding hazards and circumstances.

Ability to command the respect of officers and men and to maintain discipline and high morale.

Ability to speak and write effectively and to prepare technical and administrative reports.

Ability to establish and maintain effective and cooperative working relationships with subordinates, other City officials, and the general public.

Good general intelligence and emotional stability.

MINIMUM REQUIREMENTS (for admission to the examination)

All applicants for examination for this class must be citizens of the United States; able to read and write the English language; possess education equivalent to a four-year high school course; be of good moral character and of temperate and industrious habits; not less than 27 years of age at time of advertising examination for the class; able to meet medical, weight and other physical requirements prescribed in Rule 21.01; and six years of fire fighting experience in a governmental fire department.

Possession of a valid State of Washington Motor Vehicle Operator's License is required for appointment.

CODE ENFORCEMENT OFFICER

Spec. No. 22.06
(Rule 22)

DISTINGUISHING FEATURES OF WORK

This position involves technical, supervisory and administrative work for the Fire Chief.

Work involves assisting the Fire Chief by assuming direct general administrative and technical supervisory charge of delegated functions of the Fire/Building Department. Position also requires substituting for or representing the Fire Chief in relationship to specific duties or responsibilities as outlined. Employee has considerable independent responsibility for carrying forward the work of the Fire/Building Department in accordance with the plans, policies and objectives of the Fire Chief. Decisions are made in accordance with the laws of the State of Washington, ordinances of the City of Grandview and established precedents or departmental policies.

EXAMPLES OF WORK (illustrative only)

Conducts building inspections throughout the City.

Reviews building plans prior to and during construction.

Reviews building permits prior to the signing and issuance of the permit.

Assembles and correlates data and prepares routine and special report as required.

Conducts fire inspections in buildings that have public access or serve the public throughout the City of Grandview as outlined and report any deficiencies to the Fire Chief.

Conducts fire prevention educational programs in the schools and for civic club meetings, churches and other places of public gathering as requested by the Fire Chief.

Maintains department files, account records and a variety of other office records.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the rules and regulations of the department and the laws and ordinances of the City and State.

Working knowledge of modern office practices and procedures and of business English, spelling and arithmetic.

Skill in operating a typewriter, in filing and maintaining office records and operating common office machines.

Ability to speak and write effectively and to prepare technical and administrative reports.

Ability to read, understand and follow moderately complex oral and written instructions.

Good judgment in making decisions in accordance with regulations, rules, policies, laws and ordinances.

Ability to establish and maintain effective working relationships with other City employees and the general public.

Ability to conduct routine correspondence involving standardized replies to common problems.

Possession of a Red Cross First Aid Card and Cardio Pulmonary Resuscitation training.

MINIMUM REQUIREMENTS (for admission to the examination)

All applicants for this class must be citizens of the United States; able to read and write the English language; possess education equivalent to a four-year high school course; be of good moral character and industrious habits; and not less than 21 years of age. Must be of a temperament and disposition suitable for working with the public.

Possession of a valid State of Washington motor vehicle operator's license is required. (Adopted April 11, 1983)

GRANDVIEW CIVIL SERVICE RULES

INDEX

	<u>RULE</u>
Absence, With and Without Pay	15.00
Age Restrictions	7.01
Amendment of Applications	7.07
Appeals	5, 6, 7, 8, 9, 16, 18.00
From Classification Action	6.04
From Discharge and Disciplinary Action	16.02
From Examination Grade	8.20
From Medical Disqualification	9.03
From Performance Evaluation Rating	18.11
From Rejection of Application or Withhold from Certification	7.05
From Ruling of Secretary and Chief Examiner	5.01
Time Limit on Petition for Hearing	5.03
Applications and Applicants	7, 8.00
Admission to Examination Pending Appeal	7.06
Amendment of Applications	7.07
Appeals	7.05
Applications Not Returned	7.08
Filing Time for Applications	7.02
Late Applicants	8.09
Non-Acceptance of Applicant	7.03
Notice of Non-Acceptance	7.04
Qualification of Applicants	7.01
Appointments - From Eligible List	11.08
Provisional (Emergency)	13.02
Re-employment Lists	17.08, 17.09, 17.10, 17.11
Temporary Eligible Appointments	13.01
Assignments of Employees	14.00
Certification	10, 11.00
Appointment of Eligibles	11.08
Effect of Appeals	10.08
Effect of Removal, Withholding or Restoration	11.07
From Eligible List	11.01
From List for Another Class	11.03
Priority of Lists	11.02
Restoration to Certification	11.06
Selective	11.04
Withholding Names from or Removing Names from Eligible List	11.05

Charges Against Employee by Citizen		16.12	
Citizenship Required		7.01	
Class Specifications	21, 22.00		
Uniformed Fire Service		22.00	
Fireman			22.02
Fire Captain		22.03	
Assistant Fire Chief		22.04	
Fire Chief		22.05	
Code Enforcement Officer		22.06	
Uniformed Fire Medical and Physical Requirements	22.01		
Uniformed Police Service		21.00	
Dispatcher		21.02	
Patrolman			21.03
Police Sergeant		21.04	
Police Captain		21.05	
Assistant Police Chief		21.06	
Police Chief		21.07	
Uniformed Police Medical & Physical Requirements		21.01	
Classification		6.00	
Administration of		6.03	
Effect of Changes on Incumbent		6.05	
Of Positions		6.02	
Plan			6.01
Reviews and Appeals		6.04	
Communications to Commission		4.10	
Continuous Examining Program		8.02	
Criminal Acts as Basis for Discharge or Reduction	16.01, 16.04		
Declination of Appointment		11.05	
Definition of Terms		2.00	
Demotion, Discharge, Disciplinary Actions	16.00		
Causes For		16.01	
Charges Filed by a Citizen		16.12	
Conditions of		16.02	
Consent of Commission		16.09	
Criminal Acts		16.04	
Decision			16.06
During First Probationary Period		16.07	
During Second Probationary Period		16.08	
Hearing on Reasons For		16.03	
Insufficient Facts		16.05	
Time for Discharge of Probationer		16.10	
Discharge (See Demotion)		16.00	
Disciplinary Actions (See Demotion)	16.00		
Discrimination			1.03
Dropping Names From Eligible Lists	7.03, 10.03		

Dropping Names from Re-employment Lists		17.09	
Efficiency Ratings			
(See Performance Evaluation Ratings)		18.02	
Election of Chairman		3.01	
Eligible Lists	10, 11.00		
Canvass of		10.06	
Created			10.01
Disclosure of Names of Eligibles		10.04	
Duration & Termination of		10.05	
Effect of Appeals		10.08	
Order of Names On		10.02	
Priority of		11.02	
Rejection of Eligible, Dropped from List	10.07		
Tie Scores		10.03	
Emergency (Provisional) Appointments		13.02	
Employee Development		19.00	
Credit for Training		19.04	
General Training Activities		19.01	
Orientation of New Employees		19.02	
Standards for Reimbursement of Tuition or Fees	19.05		
Time of Training Periods		19.03	
Employment Practices		1.03	
Examinations	7, 8, 10.00		
Admission to Pending Appeal		7.06	
Appeal from Examination Grade		8.20	
Character of		8.05	
Competitive		8.04	
Continuous or Periodic		8.02	
Correction of Clerical Errors		8.21	
Filing Periods and Extensions		7.02	
Impartial			8.25
Inability to Appear For		8.10	
Inspection, Key Copy, Rating Standard and Scoring Key	8.14, 8.17		
Late Applicants		8.09	
Method of Testing		8.06	
Notice of			8.03
Ordering of		8.01	
Parts and Weights		8.11	
Passing Grades			8.12
Postponement or Cancellation		8.08	
Promulgation and Notification of Test Results	8.16		
Protests	8.15, 8.18		
Records	8.22, 8.23, 8.24		
Report of			8.19

Tie Scores	10.03	
Time and Place		8.07
Veterans' Credit	8.13	
Fingerprinting	7.03	
Hearings		5.00
Burden of Proof	5.11	
Evidence		5.08
Exclusion of Witnesses	5.09	
Failure of Petitioner to Appear	5.07	
Findings and Decision	5.12	
Hearing Board	5.04	
Notice	5.05	
Petition For	5.02	
Report of		5.13
Rights of Petitioner	5.06	
Right to Hearing	5.01	
Testimony of Petitioner	5.10	
Time of Filing	5.03	
Transcripts of	5.14	
Incapacitated Employee	9.06	
Inspection of Examination Papers	8.17	
Key Copy Inspection	8.14	
Meetings		4.00