



**Civil Service Commission**

# CIVIL SERVICE RULES



**Police Department**

**REVISED JULY 2023**

***Supersedes 10/10, 5/10, 4/09, 10/07, 8/13, 6/15, 10/15, 8/17, 2/18, 2/23, 5/23***

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## **CITY OF RENTON**

### **POLICE CIVIL SERVICE RULES**

#### **RULE 1 - AUTHORITY AND PURPOSE**

##### **1.01 RULES PRESCRIBED**

In accordance with the provisions of RCW 41.12 of the laws of the State of Washington, the Civil Service Commission of the City of Renton, a non-charter code city in said state, hereby adopts the following rules and regulations for carrying out the purposes of RCW 41.12, and City ordinance, and which shall have the force and effect of law.

##### **1.02 PURPOSE**

These Rules are prescribed for the purpose of carrying out the provisions of the law, assuring the continuance of the civil service system, promoting efficiency in the dispatch of public business, selecting, and promoting employees on the basis of merit, and assuring fair and impartial treatment for all classified civil service employees.

##### **1.03 EMPLOYMENT PRACTICES**

No person in the classified civil service or seeking admission thereto shall be appointed, reduced, or removed, or any way favored or discriminated against in their employment or opportunity for employment due to any of the reasons as prescribed in RCW 49.60.180

##### **1.04 SEVERABILITY**

If any rule, section, paragraph, sentence, clause, or phrase of these Rules is declared unconstitutional, illegal, or void for any reason, such decision shall not affect the validity of the remaining portion of these Rules. The Commission hereby declares that it would have prescribed and adopted these Rules and each rule, section, paragraph, sentence, clause, and phrase hereof irrespective of the fact that any one or more rules, sections, paragraphs, sentences, clauses, or phrases be declared unconstitutional, illegal, or void.

##### **1.05 RELATION TO COLLECTIVE BARGAINING AGREEMENTS**

The commission notes that in the event of a conflict between civil service rules and a valid collective bargaining agreement, the latter is to prevail.

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**Rule 2**

**RULE 2 - DEFINITIONS**

Unless otherwise required by the context, words used in these Rules shall be understood to have the following special meanings:

- 2.01 ACTUAL SERVICE means time under civil service appointment engaged in the performance of the duties of a position or positions including absences with pay and successfully completed probationary time.
- 2.02 ALLOCATE means to locate or place a position in the appropriate class on the basis of similarity of duties and responsibilities or required qualifications.
- 2.03 APPLICANT means a person who has filed an application to take a civil service examination.
- 2.04 APPLICANTS FOR PROMOTION from within the Renton Police Departments shall be those individuals certified by the Chief (or designee) to the Chief Examiner as having the required minimum qualifications necessary to take a promotional examination.
- 2.05 APPOINTING AUTHORITY means the person, board or commission having authority to make appointments to and separations from a position.
- 2.06 APPOINTMENT - PROVISIONAL means the appointment of a person to a position in the absence of an appropriate eligibility list for the class.
- 2.07 APPOINTMENT - REGULAR means the tendering of an offer and acceptance of same by a person on an eligibility list, either on a regular or temporary basis.
- 2.08 BREAK IN SERVICE means any interruption in continuous service, except for absences on approved leave or absences to serve in the armed forces of the United States. Re-employment does not make the service continuous.
- 2.09 BUSINESS DAYS means calendar days exclusive of Saturdays, Sundays, and legal holidays.
- 2.10 CANDIDATE means a person who has completed a civil service examination or is in the process of doing so.
- 2.11 CERTIFY means that a person or name is verified to the appointing authority as being tested and found eligible for appointment.
- 2.12 CHAIRMAN means person of either sex and is synonymous with chairperson.

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### Rule 2

- 2.13 CLASS means a group of positions sufficiently similar in respect of duties and responsibilities so that the same title may be applied to each position, the same qualifications may be required and approximately the same salary range may be applied with equity.
- 2.14 CLASSIFIED CIVIL SERVICE means all offices and positions in the service of the city under civil service.
- 2.15 COMMISSION means the Renton Civil Service Commission.
- 2.16 CONTINUOUS SERVICE means employment without interruption except for absences on approved leave or absences to serve in the armed forces of the United States.
- 2.17 CITY means the City of Renton.
- 2.18 DEMOTION means the reassignment of an employee from a higher to a lower class because of incapacity, nonfeasance, misfeasance, or malfeasance of office.
- 2.19 DEPARTMENT means a major, functional unit of the government of the City of Renton.
- 2.20 DISCHARGE means termination, separation, dismissal, or removal from service for cause.
- 2.21 ELIGIBILITY LIST means a register or list of names of successful examinees for a given class from which certification may be made to fill vacancies in such class.
- 2.22 EXAMINATION means the process of testing the fitness and qualifications of applicants for positions in a specific class.
- 2.23 LATERAL ENTRY means transfer of a uniformed police officer from another jurisdiction to probation level from a qualified agency or organization recognized by the Criminal Justice Training Commission.
- 2.24 LAYOFF means separation from a regular position due to lack of funds, lack of work, or abolishment of the position.
- 2.25 OPEN EXAMINATION means an examination open to the public and not limited to applicants from among regular employees in the Police Department.
- 2.26 POSITION means any group of duties and responsibilities in the classified civil service of the department requiring the full or part-time employment of one person.
- 2.27 PROBATION OR PROBATIONARY means the status of an employee during a trial period following an appointment. This trial period is a working test during which an employee is



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required to demonstrate by performance of the duties, fitness for the position to which the person has been certified and appointed.

- 2.28 PROBATIONER means an employee who has probationary status.
- 2.29 REDUCTION means the reassignment of an employee from a higher to a lower class in lieu of layoff or for other reasons not associated with demotion. Such reduction may be at the employee's request with the concurrence of the appointing authority and the Commission.
- 2.30 REGULAR means continuing for an indefinite period. In reference to employment status, it means the employee has successfully completed a probationary period for a specific class.
- 2.31 REINSTATEMENT means reappointment after a break in service due to a layoff to a position in a class in which status was formerly held.
- 2.32 REINSTATEMENT REGISTER means a list of names of persons laid off from regular positions arranged in order of their right to reinstatement.
- 2.33 RULE OF THREE means the appointing authority/Chief has the option of selecting a candidate for promotion to fill a vacancy from the three names standing highest on an eligibility list for the classification.
- 2.34 RULE OF FIVE means the appointing authority/Chief has the option of selecting a candidate for Cadet, entry level or lateral to fill a vacancy from the top five of names on an eligibility list.
- 2.35 SENIORITY means the total amount of continuous service in a position or positions of a specific class. For purposes of layoff in a lower class, seniority in such class shall include any service in a higher class.
- 2.36 SEPARATION means leaving a position and includes resignation, discharge, and layoff.
- 2.37 TEMPORARY means employment on a basis other than regular or probationary.
- 2.38 TRANSFER refers to the change of an employee from one position to a similar position in the same class within the department, without examination.
- 2.39 VETERANS' CREDIT means preference in examinations based on military service, as provided and defined by Laws of the State of Washington

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**Rule 3**

**RULE 3 - ADMINISTRATION**

The Police Civil Service Commission is established under the authority of RCW 35A.11.020 and according to Renton Municipal Code

**3.01 APPOINTMENT AND MEMBERS**

The Civil Service Commission shall consist of five (5) members, who shall be appointed by the Mayor. No person shall be appointed a member of such Commission unless that person is a lawful permanent resident or citizen of the United States, and a resident of the City for at least one (1) year immediately preceding such appointment.

**3.02 TERMS/VACANCIES**

The term of office of such Commissioners shall be for six (6) years. The members of the commission serving at the time of this Chapter shall serve the remaining portions of their terms. Any member of such Commission may be removed from office for incompetence, incompatibility or dereliction of duty, or malfeasance of office, or other good cause; provided, however, that no member of the Commission shall be removed until charges have been preferred, in writing, due notice and a full hearing had before the remaining members of the Commission. The members of such Commission shall devote due time and attention to the performance of the duties hereinafter specified and imposed upon them. Should any member of the Commission resign from office or be removed from office, then the Mayor shall appoint a successor to that position for the remainder of the unexpired term.

**3.03 CHAIR**

The position of Chair shall rotate every year. Should the Chair resign or be removed from the position prior to the expiration of their term, the Vice-Chair shall be appointed to the position of Chair to serve the remaining term.

The chair shall preside at all meetings of the Commission and act as spokesperson for the Commission.

**3.04 ELECTION OF VICE-CHAIR**

The Vice-Chair will be the Commissioner that will serve as the next Chair. In the absence of the Chair, the Vice-Chair shall preside over the meeting. Serving as the Vice-Chair is not a mandatory obligation in order to serve on the Commission.

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At the regular meeting in December of each year, the Commission shall elect one of its members as Vice-Chair to serve for a term of one year. Commissioners will be required to serve on the Commission at least 12 months (measured from the date of appointment) in order to be eligible to serve as a Vice-Chair.

**3.05 SECRETARY/CHIEF EXAMINER**

The Secretary/Chief Examiner shall be appointed by the Commission as a result of a competitive examination, which examination may be open to all qualified citizens of the city or promotional and limited to persons already in the service of the city as the Commission may decide. The Secretary/Chief Examiner shall carry out the following responsibilities in addition to acting as secretary of the Commission:

- a. Be the general manager of the Civil Service department responsible to the Commission.
- b. Keep the minutes and other records of the Commission and certify to the same when required.
- c. Administer and enforce the provisions of these Rules.
- d. Make recommendations to the Commission relative to matters of policy and for necessary amendments to these Rules.
- e. Report to the Commission from time to time as directed concerning the details of the work to be performed.
- f. Prepare the budget for the Commission, approve accounts, and generally administer the expenditure of funds appropriated for the operation of the Commission.
- g. Prepare for testing in an orderly fashion, including the following duties:
  1. Determine the examinations to be conducted.
  2. Order or prepare appropriate tests.
  3. Prepare and post job announcements publicizing examinations.
  4. Make arrangements for the examinations, making recommendations or select experts/special examiners to evaluate applicants for appointment.

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5. Delegate duties where necessary and supervise the work of all persons involved in processing paperwork and conducting examinations.
  6. Review all questions relating to the eligibility of applicants, except the minimum requirements for those who have served in the Police Departments as certified by the chief (or designee).
  7. Grade, or have graded all written examination papers and establish a list of successful candidates.
  8. Prepare a complete report of each examination for submittal to the Commission together with a report on all appeals/petitions from the Secretary/Chief Examiner's rulings or appeals/petitions from any part of the examination.
- h. Certify in the name of the Commission payrolls or accounts in accordance with the state laws.
  - i. Perform all other functions necessary for the proper implementation of these Rules and the provisions of the state law and city laws and ordinances relating to Civil Service and such additional duties as may be assigned from time to time by the Commission.

**3.06 SECRETARY PRO TEM**

In the absence of the Secretary/Chief Examiner, the Commission shall appoint a secretary pro tem to act as secretary to the Commission until the return of the Secretary/Chief Examiner.

**3.07 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. In all fairness to employees of the Police Department under purview of these rules, amendments or changes to these rules will be discussed in an open regular or special meeting at least one meeting prior to adoption, whenever practical.

**3.08 EFFECTIVE DATE OF RULES**

All Rules and Amendments shall become effective immediately upon their adoption by the Commission unless some later date is specified therein.

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***Rule 3***

3.09 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.

**RULE 4 - MEETINGS OF THE COMMISSION**

4.01 REGULAR MEETINGS

Regular meetings shall be held monthly at 4:15 p.m. on the fourth Tuesday of each month unless it shall be a holiday and then meetings shall be held the next business day, or on a date designated by the Commission.

Per Engrossed Substitute House Bill 1329, the Commission is required to have a physical location for their meeting. In addition, a virtual option will be provided at all meetings.

4.02 ADJOURNED REGULAR MEETINGS

The Commission may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes.

4.03 SPECIAL MEETINGS

A special meeting may be ordered at any time by the chairman or by any three Commissioners by delivering notification by mail or email to each member of the Commission, the Police Chief and represented bargaining unit(s). Notification of said meeting, shall be posted on the City of Renton website calendar not less than twenty-four hours prior to the meeting.

From time to time, it is not possible for a Commissioner to attend a special meeting. In limited instances, the City would benefit by a Commissioner's participation by means of remote communication. The Commission recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and used only to approve a proposed job announcement. The meeting is subject to the Open Public Meeting Act and Civil Service Rule 4.04. Attendance by remote communication may occur as follows:

- a. A Commissioner may attend a special meeting via remote communication in limited instances when the Commissioner cannot attend in person. Qualifying limited instances include (a) occasions when an agenda item is time sensitive and remote access is needed for a quorum and (b) when it is important for all Commissioners to be involved in a decision, but a Commissioner is unable to physically be present.

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- b. A Commissioner planning to attend via remote communication must provide notice to the Secretary/Chief Examiner as soon as possible after receiving notice of the special meeting. The notice must advise the Commissioner's intent to attend via remote communication and the reason(s) why the Commissioner cannot attend the meeting in person.
- c. A Commissioner may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory meeting equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Commissioner's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Commissioner to pose and answer questions from time to time.
- d. During any meeting that a Commissioner is attending via remote communication, the Commission Chair or designee shall state for the record that a particular Commissioner is attending via remote communication and the reasons for such attendance.
- e. Commissioners attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
- f. Commissioners attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.

#### **4.04 PLACE OF MEETINGS**

All meetings shall be held in a conference room located in Renton City Hall unless the notice of a special meeting or the order of adjournment of a regular or adjourned meeting specifies some other place, or unless the Commission determines at a prior meeting to meet at some other place.

#### **4.05 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 chairman of the Commission.

#### **4.06 PUBLIC MEETINGS**

All meetings of the Commission shall be open and public, and all persons shall be permitted to attend any meetings of the Commission except as otherwise provided in Rule 4.07. These

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**Rule 4**

meetings, other than executive sessions, shall be recorded on a recording device, and kept according to the time limits of the state law or for one year from the date of the meeting, whichever is longer, and are available for duplication at the expense of the requesting party.

- a. The Commission shall comply with the Open Public Meetings Act (OPMA) and the Public Records Act (collectively the "Acts"). In accordance with RCW 42.30.205, RCW 42.56.150, and RCW 42.56.152, members are required to complete OPMA and Public Records Act training within 90 days of their appointment. These trainings will be conducted during the Commission's inaugural meeting.
- b. Thereafter, the Commission will receive refresher sessions on the Acts every two years. Upon completion of the trainings, members shall submit a Certificate of Completion to the City Clerk Division documenting attendance of initial training and subsequent trainings for public officers.

**4.07 EXECUTIVE SESSIONS**

In accordance with RCW 42.30.110, the Commission may hold executive sessions to consider the employment or dismissal of a police officer or employee or to hear complaints or charges brought against the officer or employee by another police officer, person, or employee, unless the officer or employee requests a public hearing. The Commission also may exclude witnesses and others as provided in Rule 5.09.

**4.08 RULES OF ORDER**

Except as otherwise provided herein, Robert's Rules of Order - Newly Revised shall guide the Commission in its proceedings.

**4.09 QUORUM**

Three members of the Commission shall constitute a quorum, and the concurrence of three members shall be required for any action.

**4.10 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.



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4.11 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 the votes of the Commissioners except when the action is unanimous. When requested, a Commissioner's dissent or approval with reasons shall be recorded. 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 secretary or the secretary pro tem, shall be open to public inspection.

Public Addressing Commission:

- a. There will be a public comment period on the regular agenda of the Commission, any time limits on comments will be clearly identified on the published agenda.
- b. Any person whose conduct disrupts a Commission meeting from going forward may be barred from that meeting by the Presiding Officer.
- c. Disruptive conduct that continues after a notice and warning from the Presiding Officer may result in the removal of the individual from that meeting, or a clearing of the room, or the meeting may be adjourned.
- d. An individual may not return for the remainder of the disrupted meeting unless permission is granted by a majority vote of the Commission quorum in attendance.

4.12 ATTENDANCE REQUIREMENTS

Commission members are expected to attend all Commission meetings within a calendar year. Occasional absence is excused with notification submitted to the City staff and Chairperson. Two unexcused absences from Commission meetings in a calendar year may result in the Commission submitting a removal recommendation to the Mayor. The Commission will vote on all absences to determine if they are excused or unexcused following the roll call portion of their meeting.

- a. If the cause of absence is not of an excusable and temporary nature, including, but not limited to, illness, vacation or work necessity, staff shall work with the Chairperson to contact the member and remind the member that attendance is a key responsibility of membership. A Commissioner who does not attend and does not provide advance notice of their absence may be presumed to have an unexcused absence; the absence may be excused by the Commission at a later meeting.

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- b. Members who have more than two unexcused absences in a calendar year may be removed by action of the Mayor.

**RULE 5 - HEARINGS**

5.01 RIGHT TO A HEARING

- c. Any regular employee who is removed, suspended, demoted, or discharged may appeal/petition for a hearing before the Commission.
- d. Any regular employee who is adversely affected by an alleged violation of Civil Service laws or rules or City policy may appeal/petition for a hearing before the Commission.
- e. Any regular employee who alleges to be otherwise adversely affected by an action or decision of the Secretary/Chief Examiner or of the Commission may petition for a hearing before the Commission.

5.02 PETITION FOR HEARING

A petition shall be in writing, signed by the petitioner giving the mailing address of the petitioner. The petition shall contain a brief description of the facts giving rise to the appeal/petition and a concise statement of the reason for the appeal/petition. A hearing on the merits may be denied if the petition fails to state specific facts and reasons or if, in the opinion of the Commission, the facts or reasons stated, if true, would not entitle the petitioner to any relief; but such denial shall be without prejudice to the filing of an amended petition if the time for requesting has not expired.

5.03 TIME WITHIN WHICH PETITIONS MUST BE FILED

- a. Unless otherwise provided in these Rules, a petition for hearing before the Commission must be filed with the Civil Service Examiner/Secretary within the following time limits:
  - 1. In a removal, suspension, demotion, or discharge matter, ten (10) business days after the removal, suspension, or demotion.
  - 2. In a petition concerning any ruling of the Secretary/Chief Examiner concerning any aspect of an examination, five (5) business days after notice of such ruling or, if no notice of ruling is given, five (5) business days after receipt by the Commission of the report of examination under Rule 8.
  - 3. In all other matters, not later than five (5) business days after the action complained of.

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- b. The Secretary/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 a delay.

5.04 METHODS OF FILING AND SERVICE

- a. Filing. All notices, documents, or other papers filed with the Commission shall be deemed filed upon actual receipt by the Civil Service Secretary/Examiner.
- b. Service.
  - 1. All notices, documents, or other papers served by the Commission or a party shall be served upon all counsel of record and any party not represented by counsel. Service shall be by personal service, by registered or certified mail, or by regular mail. Written acknowledgment of the method of service shall be attached for all service.
  - 2. Service is deemed when complete when personally served or, for service by registered, certified, or regular mail, when deposited in the U.S. Mail system if properly stamped and addressed.
  - 3. A petitioner is responsible for notifying the Commission and all parties of any change in mailing address. Failure to so notify shall constitute a waiver of service and notice.

5.05 EXHAUSTION OF ADMINISTRATIVE REMEDIES

- a. The Secretary/Chief Examiner may (when not inconsistent with the terms of a collective bargaining agreement) direct a petitioner to exhaust available administrative procedures before scheduling the matter for hearing before the Commission.
- b. If the petitioner exhausts the available administrative procedures and continues to believe that cause has not been shown, the petitioner may within ten (10) business days after the final step of the procedure request the Secretary/Chief Examiner to return the appeal/petition to the Commission for hearing.

5.06 AUTHORITY OF SECRETARY/CHIEF EXAMINER

The Secretary/Chief Examiner shall have the authority to make orders of preliminary matters, including motions for discovery and to compel discovery, continuance, protective orders, and other similar matters. Such orders may be appealed to the Commission. The Secretary/Chief

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Examiner may also conduct pre-hearing settlement conferences (in order to encourage resolution of contested matters) and issue subpoenas for dispositions and for hearings.

5.07 HEARING SCHEDULING AND NOTICE

- a. Upon receipt of a petition the Commission shall determine whether the matter will be heard. Any requested hearing will take place within a 30 day time limit, unless a clearly identifiable emergency situation merits a reduction in time.
- b. The Commission shall set the matter for hearing and shall give the petitioner at least five (5) 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/chief.

5.08 RIGHTS OF PETITIONER

When a hearing is granted the petitioner shall be entitled to:

- a. Be represented by counsel at the hearing.
- b. Testify under oath.
- c. Subpoena witnesses to testify.
- d. Cross-examine all witnesses appearing against the petitioner.
- e. Impeach any witness before the Commission.
- f. Present such affidavits, exhibits and other evidence, as the Commission deems pertinent to the inquiry.
- g. Argue the case.

The appointing authority/chief, the Secretary/Chief Examiner, and any other person whom the Commission finds to have an interest in the matter shall be entitled to the same privileges. The petitioner shall attend the hearing unless excused by the Commission.

5.09 DISCOVERY

- a. Parties to a proceeding are required to provide to each other reasonable access to and discovery of all relevant information concerning the matter before the Commission. Any

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questions concerning relevance or access shall be resolved by order of the Secretary/Chief Examiner.

- b. Upon the failure of any party to comply with an order of the Secretary/Chief Examiner compelling discovery, the Secretary/Chief Examiner shall schedule the matter before the Commission for review and determination of appropriate sanctions.

**5.10 SUBPOENAS**

- a. Upon application of any party or their representative, the Secretary/Chief Examiner shall issue to such party subpoenas requiring the attendance and testimony of witnesses or the production of evidence. The party requesting the subpoena is responsible for having the subpoena properly served. Requests for subpoenas for attendance shall be submitted to the Secretary/Chief Examiner at least five (5) business days prior to the hearing.
- b. Every subpoena shall identify the Commission and the title of the proceedings, if any, and shall instruct the person to whom it is directed to attend, at a specified time and place, and give testimony or produce designated books, documents, or things under that person's control.

**5.11 PRE-HEARING SUBMITTALS**

Hearing briefs, if any, must be filed with the Commission at least three (3) business days prior to any hearing. Documentary evidence, if any, must be filed with the Commission at least three (3) business days prior to any hearing; provided that any documentary evidence not available until the hearing may be provided at the hearing.

**5.12 FAILURE OF PETITIONER TO APPEAR**

In all hearings on the petition, the failure of the petitioner to appear in person or by counsel at the time and place set for hearing without good cause being given to the Commission in advance shall be deemed a withdrawal of the petition and consent to the action or ruling from which the appeal/petition was made.

**5.13 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. The rules of privilege and of 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.

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5.14 EXCLUSION OF WITNESSES

The Commission may, at its discretion, exclude witnesses not under examination. The following cannot be excluded: the Secretary/Chief Examiner, the petitioner, the appointing authority/chief, and counsel. When hearing testimony of scandalous or indecent conduct, all persons not having a direct interest in the hearing shall be excluded.

5.15 TESTIMONY OF PETITIONER

In all hearings, the petitioner may be allowed to testify and may be cross-examined as to any matter relevant to the hearing.

5.16 BURDEN OF PROOF

In discharge, demotion or reduction hearings, the burden of proof shall be on the appointing authority/chief that its action was for cause. In all other types of hearings, unless in conflict with state or federal law, the burden of proof shall be on the petitioner.

5.17 FINDINGS AND DECISION

Formal findings of fact are not required.

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 clerical errors, such decision shall be final and conclusive, subject only to judicial review.

5.18 REPORT OF HEARINGS

Hearings will be recorded by a stenographic reporter or recording device.

5.19 TRANSCRIPTS OF HEARINGS

A transcript of the hearing will, upon request, be furnished to the petitioner or appointing authority/chief at the requesting party's expense.

**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 set forth in Rule 20.

Class specifications shall be prepared and maintained by the Secretary/Chief Examiner and the chief for all classes in city Police Service. Electronic copies of class specifications shall be made available on the City of Renton Human Resources website. Such specifications or true copies thereof, shall be open to public inspection and available for public distribution. Each 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 minimum requirements not otherwise provided in these Rules for applicants for positions in the class. Copies of new or revised class specifications shall be distributed to the Police Department administration, bargaining unit and incumbent(s).

6.02 REVIEW AND APPEALS

- a. If the appointing authority/chief or any employee is affected by any classification action, they may request the Commission and Secretary/Chief Examiner to review such action. The request shall be made in writing within thirty (30) days of notification of the action.
- b. After notification of the results of a review, the employee or appointing authority/chief so affected may appeal/petition to the Commission. Such appeal/petition shall be made not later than ten (10) business days after date of notification of results of review and shall be made in accordance with Rule 5.

6.03 EFFECT OF CLASSIFICATION CHANGES ON INCUMBENT

- a. Whenever a position is reclassified from one class to a higher class, the incumbent shall not continue in the same position, except temporarily, without gaining eligibility for the new class by examination and receipt of an appointment in accordance with these Rules.
- b. Whenever a position is reclassified from one class to a lower class, the regular incumbent may, with the concurrence of the appointing authority and the



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Commission, elect to take a voluntary reduction to the lower class or, at the employee's option and with the concurrence of the appointing authority and the Commission, may remain in the reclassified position for a temporary period as limited by the Commission only until transfer can be made to another position in the class in which the employee has regular standing.

- b. Whenever the title of a class is changed without a material change in duties or responsibilities, the incumbent shall have the same status in the retitled class as held in the former class.

**Rule 7 - APPLICATIONS AND APPLICANTS**

7.01 QUALIFICATIONS OF APPLICANTS

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

- a. An applicant must be a citizen of the United States of America or a lawful permanent resident who can read and write the English language. RCW 41.12.070.
- b. Unless otherwise provided in these Rules, no person will be admitted to an examination for Police Officer who is less than 21 years of age at the time of examination.
- c. An applicant must submit a completed application form prescribed by the Commission giving fully, truthfully, and accurately all information required. A certification as to the truth and completeness of the information contained in the application and applicant's signature shall be required on each application.
- d. An applicant must have successfully graduated from high school at a state-accredited school or have earned a GED certificate.
- e. If veterans' credit is claimed, copies of the appropriate documents must accompany the application.
- f. An applicant must produce evidence of education, training, experience, or any requirement of the state for a class specification, as directed by the Secretary/Chief Examiner.
- g. Additional requirements for entry level and lateral applicants may also be listed in the job classification. An applicant must meet the requirements specified in these Rules and in the job classification as of the closing day of the official application deadline.

7.02 FILING TIME FOR APPLICATION

- a. Applications must be received in the Human Resources and Risk Management Department no later than 11:59 p.m. on the due date as identified in the official job announcement.

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- b. Applications will be subject to amendment no later than 11:59 p.m. on 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 date or time recorded on the application shall be conclusive.
- d. The time for submitting applications may be extended or reopened by the Secretary/Chief Examiner as ordered by the Commission and as the needs of the service require, provided notice is immediately posted in a job announcement on the City of Renton Human Resources website.

7.03 NON-ACCEPTANCE OF APPLICANT

The Secretary/Chief Examiner, subject to the right of any person aggrieved to appeal/petition to the Commission as provided in Rule 5, may refuse to accept an application or to examine an applicant or may withhold or remove the name of any person from the eligibility list who:

- a. Does not meet the requirements set forth in these Rules or in the job announcement.
- b. Is deemed by competent medical authority to be physically or mentally unfit to perform the duties of the position.
- c. Has been convicted of a felony involving moral turpitude.
- d. Has made any materially false statement or who has attempted any deception or fraud in connection with this or any other civil service examination.
- e. Refuses to furnish all information required to complete the application.
- f. 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 their 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.
- g. Has been discharged from the armed forces under dishonorable conditions.

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7.04 NOTICE OF NON-ACCEPTANCE

The person against whom action is taken under Rule 7.03 shall be notified promptly of the reasons. Oral notice at the time of submitting the application shall be sufficient except where written notice is requested. Written notice mailed to the address shown on the application shall be effective on mailing.

7.05 APPEALS/PETITIONS

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

7.06 ADMISSION TO EXAMINATION PENDING APPEAL

The Secretary/Chief Examiner may admit to the examination any person whose application was not accepted, pending final disposition of the appeal/petition; the admission will be without prejudice.

7.07 AMENDMENT OF APPLICATIONS

The Secretary/Chief Examiner may permit any applicant, whether or not the application has been accepted, to amend the application or to file an amended application prior to the closing date and time for acceptance of applications.

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**RULE 8 - COMPETITIVE & PROMOTIONAL EXAMINATIONS**

8.01 ORDERING EXAMINATIONS

The Secretary/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. Examinations for promotion shall be practical in character and shall embrace such subjects as will test the technical, supervisory or managerial qualifications of the applicants for the position involved.

8.02 PERIODIC EXAMINING PROGRAMS

Notwithstanding anything to the contrary in these Rules, a periodic examining program may be ordered and administered by the Secretary/Chief Examiner with the approval of the Commission for entrance, lateral and promotional examinations to establish eligibility lists.

8.03 NOTICE OF EXAMINATION

A written notice of each examination shall be posted and advertised by the Secretary/Chief Examiner.

8.04 APPLICATION REQUIREMENTS

To participate in a promotional examination, an application and all pertinent information requested in the job announcement must be submitted to the Secretary/Chief Examiner by the date listed on the job announcement.

8.05 TIME AND PLACE OF EXAMINATIONS

Whenever applicants are required to appear for an examination, the time and place shall be designated in the official announcement. The Secretary/Chief Examiner, may at their discretion, have an examination given in more than one session and/or more than one place, either within or outside the City of Renton.

8.06 POSTPONEMENT OR CANCELATION OF EXAMINATIONS

The administration of an examination or any part thereof may be postponed or cancelled at any time by the examiner. Applicants will be notified by email, mail, or phone, or posted at the exam site (if necessary).

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8.07 LATE APPLICANTS

Whenever applicants are required to assemble for a test and the examination has started, no applicant will be admitted after the designated time.

8.08 FAILURE TO PASS ENTRANCE EXAMINATION:

- a. Any candidate who has failed the oral board interview for cadet, entry level, or lateral police officer shall not be entitled to re-submit an application from 90 days of the date they failed the oral board.
- b. Any candidate who has been removed from an eligibility list may re-submit an application after one (1) year from removal on the list if they would like to be re-considered for the position again.
- c. Any candidate whose name has expired from the eligibility list may re-submit an application as soon after their name has expired from the list.

8.09 PARTS AND WEIGHTS

Cadet, Entry, Lateral, Non-commissioned and Promotion examinations shall consist of one or more parts to which a raw score, rank order, percentage weight or pass/fail method shall be assigned. One or more of the following options shall be utilized in scoring an examination.

- a. A raw score (actual number of questions answered correctly) shall be the final indicator of an examination.
- b. A rank order list shall be the final result of an assessment center examination. The order shall be determined by the number of points earned through consensus scoring. Assessors shall have the flexibility to recommend participants for promotion and inclusion on the eligibility list in addition to failing participants as unqualified for promotion.
- c. A percentage weight shall be determined by multiplying the weight assigned to one or more parts of an examination and the sum of the resulting products shall be called the weighted average.
- d. A pass/fail interview with no points or weight assigned shall be utilized, whereby a majority agreement is required to place an applicant on an eligibility list.

8.10 PASSING GRADES

- a. A final minimum passing score required or the number of candidates deemed eligible shall be determined by the Commission prior to any examination.

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- b. Where an examination consists of two or more parts, the Commission may set a minimum score to be required in any part of the examination. Any applicant who fails to attain such minimum score shall be considered as having failed in the entire exam and shall not be entitled to take the balance of the exam. The minimum score required and the part of the exam to which it is applicable shall be stated in the official bulletin or announced at the time of the examination.

**8.11 SELECTION PROCESS**

The selection process used to screen, rank and select candidates for positions shall be job related for the position and fairly assess the candidates for the qualifications, knowledge, abilities, skills and temperament needed to successfully perform the job.

**8.12 EXAMINATION COMPONENTS**

Applicants for Police department positions shall be required to participate in a competitive examination for placement on a class eligibility list. Examinations and components may vary for specific positions and may consist of one or more of the following:

- a. Written examination to determine skill level, aptitude or reasoning.
- b. Physical skill/agility test to determine fitness level.
- c. Assessment center to evaluate technical, supervisory and/or management skills.
- d. Work sample/simulation exercise to evaluate technical skill.
- e. Tactical component to evaluate technical knowledge and ability.
- f. Oral board test to evaluate skill, experience and overall qualifications.

**8.13 ETHICAL STANDARDS IN EXAMS**

Applicants for Police Department positions are obligated to abide by ethical standards during the entire examination process. Examples of violating ethical standards in exams include the act of plagiarism, cheating, fabrication, collusion, and procuring writing or editing services.

**8.14 VETERANS' SCORING CRITERIA**

In all competitive examinations for entrance into the City service, a percentage credit of the final earned score in such examinations shall be given to all persons passing the examination who have

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served in the armed forces of the United States as defined in RCW 41.04.005 and 41.04.010; proof of such service to be filed with the Secretary/Chief Examiner upon initial application. If a candidate is on an active eligibility list and has not yet utilized their veterans' credit; credit may be claimed upon release from active military service. The candidate needs to request the credit and provide appropriate documentation to the Secretary/Chief Examiner.

The veteran's credit will be applied in accordance with the following:

- (a) Ten percent to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing score of a competitive examination until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;
- (b) Five percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing rating of a competitive examination until the veteran's first appointment. The percentage shall not be utilized in promotional examinations;
- (c) Five percent to a veteran who was called to active military service from employment with the City of Renton. The percentage shall be added to promotional examinations until the first promotion only;
- (d) All veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

**8.15 PROMOTIONAL EXAMINATIONS/FREQUENCY OF/ADVANCE NOTICE**

Promotional examinations (unless otherwise determined by the Commission for good cause) will be given every two years. Promotional eligibility lists may not be extended beyond the expiration date. Promotional examinations shall be open to members of the City of Renton Police Department who have been employed three (3) consecutive years or more, and who have held their present rank for one (1) year or more subsequent to their regular appointment or would reach eligibility status by the date in which the promotional examination is administered and an eligibility list is established and meet the minimum job requirements as contained in the position classification description. Advance notice of not less than sixty (60) days prior to an impending examination shall be posted to provide sufficient time for test preparation.

Applicants for promotional examinations must meet the requirements specified in these Rules and in the job classification.



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**8.16 EFFECTIVE DATE OF LISTS**

An eligibility list shall become effective on the date it is approved by the Secretary/Chief Examiner as being accurate, complete, and legally prepared (see 10.05). This includes promotional eligibility lists. The Secretary/Chief Examiner shall submit the eligibility list to the Commission for certification at the next regular Commission meeting. Selection to fill positions covered by eligibility lists may be made at any time after approval by the Secretary/Chief Examiner, provided all appeals/petitions have been addressed.

**8.17 INSPECTION OF RATING STANDARDS AND SCORING KEY**

- a. Applicants shall be allowed a period of five (5) business days following each segment of an examination to review any rating standards and scoring keys by which the applicant has been rated.
- b. Applicants shall be allowed a period of five (5) business days following the posting of an eligibility list in which each may request the opportunity, in writing, to inspect their scored answer sheets, evaluator/assessor comments or any rating standards and scoring keys by which the applicant has been rated during any part of the examination.

**8.18 PROMOTIONAL EXAMINATION APPEAL/PETITION OR PROTEST**

The accuracy of an answer is always based on those sources identified in the test. It is not a valid basis for challenging the accuracy of an answer to prove that other sources support a different answer to the test question. Appeals/Petitions will be rejected if:

- 1) Proof exists that other sources may support a different answer;
- 2) When the correct answer remains the best available answer; or
- 3) The reference page number is incorrect.

Appeals/Petitions will be upheld if:

- 1) The keyed answer is clearly incorrect;
- 2) Other answers are equally correct; or
- 3) A typographical or other error in the question significantly alters the meaning of the question and invalidates the correct answer.

- a. Any examination protest against the scope, content, or practicality of any part of an examination or as described in 8.18, or the applicant believes an error has been made in the application of the written test, scoring key, or in the rating given on any part of the examination, or that any other error has been made shall be filed in writing with the secretary/ chief examiner within five (5) business days immediately following the five (5) business day inspection period. Each protest shall state where it is believed the error has been made and give specific authoritative references or opinions of recognized experts where such exist.

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- b. All protests filed in accordance with this rule shall be considered by the examiner and any proper corrections made. If authorized corrections are applicable to other examinees, the corrections shall be made on all examination papers affected.

**8.19 REPORT OF EXAMINATION**

After the expiration of the five (5) business day inspection period as provided in Rule 8.18 and the appeal/petition or protest period as provided in Rule 8.19, the Secretary/Chief Examiner shall submit a report on each examination to the Commission and Police Administration and bargaining unit(s).

**8.20 APPEAL/PETITION TO COMMISSION**

Any person aggrieved may appeal/petition to the Commission from the ruling of the Secretary/Chief Examiner pursuant to Rule 5 within five (5) business days after notice of such ruling. No correction made by the Secretary/Chief Examiner under Rule 8.20 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/Chief Examiner upon discovery at any time during the life of the eligibility 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 8.20) containing 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, all protests in connection with the examination and disposition of such protests, and the names of the examiners.
- b. Names and scores of all applicants in each part of the examination shall be retained in official Commission files.

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8.23 OTHER RECORDS OF EXAMINATION

All original records prepared or received in connection with any examination shall be retained for a period during the life of the list after the date of promulgation of the eligibility list. Such records may then be destroyed if no longer required for administrative purposes.

8.24 EXAMINATIONS TO BE IMPARTIAL

All examinations shall be fair and impartial. As far as practicable, written examinations shall be conducted so 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 AND BACKGROUND STANDARDS FOR EMPLOYMENT**

9.01 MEDICAL STANDARDS

The Civil Service Commission shall validate and adopt basic standards required for entrance into the police service.

9.02 MEETING THE MEDICAL STANDARDS

The Secretary/Chief Examiner shall require each candidate to meet the general medical standards of the city as specified in these Rules:

- a. Police Officers must meet medical standards as set forth by the appointing authority, and receive a favorable evaluation from a licensed psychologist and successful completion of polygraph testing.
- b. Other employees under the jurisdiction of the Civil Service Commission must pass those tests necessary to determine that the applicant is physically and mentally capable of discharging the duties of the position.
- c. Before the Police department refers an eligible candidate for a medical evaluation, a conditional offer of employment must be made.

9.03 FAILURE TO MEET MEDICAL STANDARDS

Candidates who fail to meet the applicable medical standards shall not be employed.

A candidate who has failed to meet the applicable medical standards may present new or additional medical evidence within ten (10) business days after notification of disqualification relating to the case in order to be reconsidered for appointment within the duration of the eligibility list. The evidence and request for reconsideration must be in writing; the burden of proof shall be on the candidate; the Commission shall consider the evidence and render a decision. The decision shall be final.

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9.04 MEETING THE BACKGROUND STANDARDS

Candidates considered for police positions are subject to a stringent background investigation. The results of such investigation must reveal that a candidate meets standards considered reasonable for employment.

9.05 SPECIAL MEDICAL RE-EVALUATION

With the approval of the Commission, the Secretary/Chief Examiner or the appointing authority/chief may require a medical or psychological 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.

9.06 PARTIALLY OR FULLY INCAPACITATED EMPLOYEES

Whenever, upon reevaluation, an employee who has previously qualified is found to be unable to perform the duties of the 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 reassignment to another position for which the employee has the qualifications. Any voluntary reduction or reassignment under this Rule must be with the approval of the Civil Service Commission. Any such reassignment shall not constitute a promotion.
- b. The appointing authority/chief 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 the employee is qualified, subject to the employee's right to appeal/petition as provided in these Rules.
- c. If there is not a suitable position in which the employee can perform satisfactorily, the appointing authority/chief may discharge the employee, subject to the employee's rights of appeal/petition as provided in these Rules; said discharge to be without prejudice as to reemployment should the condition improve, or the employee may be retired on disability as provided by the applicable retirement program.

Any layoffs resulting from the restoration, reduction, or reassignment of an employee under this Rule will be in accordance with the provisions of the Rule for layoff.

**RULE 10 - ELIGIBILITY LISTS**

**10.01 ELIGIBILITY LISTS CREATED**

The Secretary/Chief Examiner shall promulgate eligibility lists resulting from examinations as provided in Rule 8.

**10.02 ORDER OF NAMES ON ELIGIBILITY LISTS**

The names of applicants who pass an examination shall be entered upon the eligibility list for the class in order of their grades, including veterans' scoring or other applicable credits, or as otherwise provided in 10.03. For promotional eligibility lists, the names of applicants who pass an examination shall be entered upon the eligibility list for the class in order of their grades.

**10.03 TIE SCORES – ENTRANCE AND PROMOTIONAL**

Whenever two or more applicants in an examination have the same final grade, priority shall be then determined by the highest grade on the most heavily weighted part of the examination. If a tie still exists priority shall be determined by the highest grade on the next most heavily weighted part, and so on for as many parts as the examination contains. If a tie still exists, then the applicant having the greater service credit, if applicable, shall determine the order.) If this provision does not apply then the eligible will be treated as equal by the appointing authority when a vacancy exists.

**10.04 DISCLOSURE OF NAMES OF PERSONS ON ELIGIBILITY LISTS**

The eligibility list, including the names of all those who passed the examination, shall be open to public inspection.

**10.05 DURATION OF ELIGIBILITY LISTS**

Eligibility lists for, entry level and lateral police officer, and police services specialist shall be continuous.

Eligibility lists for entry level and lateral police officers, and all non-commissioned opportunities shall be in effect for one (1) year from the date of certification of the eligibility list. Before the expiration of an eligibility list, the Commission may extend the period of eligibility for one year at

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a time for all eligible who are available for employment. An extended eligibility list shall be terminated automatically upon approval of an eligibility list from a new examination for the class.

Promotional eligibility lists shall be in effect for two years from date of approval and may not be extended

**10.06 REJECTION OF CANDIDATE - DROPPED FROM LIST**

The name of any person may be removed from an entrance or lateral eligibility list for any of the reasons in Rule 7.03, or the following:

- a. Is addicted to the use of intoxicating liquors or narcotics or habit-forming drugs;
- b. Is addicted to gambling;
- c. Refuses to execute any oath as prescribed by law;
- d. Has assisted in preparing, conducting or scoring any examination for which the candidate applies or who has in any other manner secured confidential information concerning such examination which might give an unfair advantage over other applicants in the examination;
- e. Fails to be present for or fails to pass the medical examination prescribed by the Commission (see Rule 9);
- f. Fails to pass the background investigation as evidenced by information received from past/present employers, references, etc.; or
- g. Fails to receive a favorable psychological evaluation prescribed by a licensed psychologist appointed by the Commission.

**10.07 EFFECT OF APPEALS/PETITIONS**

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

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10.08 REMOVAL OF NAMES FROM LISTS

Entrance/Lateral: The secretary/chief examiner may remove the name of any eligible from an entrance or lateral list if the eligible fails to respond to a notice of employment, declines an appointment without reason satisfactory to the secretary/chief examiner, cannot be located, or fails to pass a portion of the selection process not scored or used to establish rank on a list, such as the medical examination (rule 9.03) or background investigation. In the case of such removal, the secretary/chief examiner shall notify the eligible in writing at their last known address.

Promotional: The names of eligibles on promotional lists that resign from the City shall automatically be removed from promotional lists.



**RULE 11 - CERTIFICATION AND APPOINTMENT**

**11.01 CERTIFICATION FROM ELIGIBILITY LIST**

Whenever an appointing authority wishes to fill a vacancy, a request for certification shall be submitted to the Secretary/Chief Examiner. Upon receipt of the request, the Secretary/Chief Examiner shall certify to the appointing authority/chief, the names of five persons standing highest on a cadet, entrance, or lateral eligibility list. If two or more vacancies are to be filled an additional name shall be certified for each additional position.

In a promotional appointment the names of the three persons highest on the appropriate eligibility list in shall be certified upon request. If two or more vacancies are to be filled, an additional name shall be certified for each additional position.

**11.02 PRIORITY OF LISTS**

When a reinstatement list exists for the class in which a vacancy exists, it shall be exhausted before any certification can be made from an eligibility list.

**11.03 WITHHOLDING NAMES FROM CERTIFICATION OR REMOVING NAMES FROM ELIGIBILITY LISTS**

The names of a candidate may be withheld from certification or removed from an eligibility list when the candidate:

- a. Expresses unwillingness or inability to accept appointment or refuses offer of an appointment without adequate explanation;
- b. Fails to respond within ten (10) business days after the mailing of written inquiry regarding availability for regular employment or request to appear for interview regarding such employment;
- c. Fails to be present for duty at the time agreed upon after having accepted an appointment;
- d. Cannot be reached in time for appointment when immediate temporary employment is required, but this shall apply to only such immediate temporary employment;

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**RULE 11**

- e. Fails to present a license, registration, certificate, or any credential required; the name of any such candidate may be restored for certification when the particular requirement has been met;
- f. Fails to maintain a record of current address with the Commission as evidenced by the return of a properly addressed, unclaimed letter, or other evidence;
- g. Is not qualified to perform the duties of the class based upon a finding by the Commission;
- h. Willfully violates any of the provisions of these Rules or any applicable law; or
- i. Is not qualified for any reason enumerated in Rules 7.03 and 9.02.

**11.04 RESTORATION TO CERTIFICATION**

When the name of a person has been withheld from an eligibility list or from certification or has been removed from the list, it may be restored to its original position by the Secretary/Chief Examiner or by the Commission on successful appeal/petition by the appellant taken within ten (10) business days after notice of the decision, but only under the following circumstances:

- a. Where the withholding or removal was because the person accepted a regular appointment with the city and where the person is still in city service; or where the person has been separated there from without fault or delinquency on the employee's part and the good of the city and justice to the employee requires that the employee be restored to the eligibility 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 availability to appear for interview, or to present a good and valid reason for such unwillingness, inability or failure, and where the employee now certifies to the Secretary/Chief Examiner a willingness to accept appointment; or
- c. Where the withholding or removal was for a reason stated in Rules 7.03 and 9.02 and such reason no longer exists.

**11.05 EFFECT OF REMOVAL, WITHHOLDING OR RESTORATION**

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

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Should any person whose name is removed or withheld file an appeal/petition of this removal or withholding within the stipulated time allowed for filing of such appeals/petitions, no regular appointment shall be made from those names under the name removed pending the disposition of the appeal/petition, unless the appeal/petition cannot be concluded within sixty (60) days.

The acceptance or refusal by a candidate of temporary appointment shall not affect their certification from the eligibility list for regular employment.

**11.06 APPOINTMENT OF CANDIDATES**

In filling vacancies by appointment from an eligibility list, the person(s) certified in accordance with these Rules shall be appointed, except as noted in Rule 10.07.



**RULE 12 - PROBATION**

**12.01 PROBATIONARY PERIOD**

After each regular/probationary appointment from an eligibility list, an employee shall serve a complete period of probation before appointment or promotion is complete.

Employees who are reduced in rank are not required to serve an additional period of probation if they satisfactorily completed probation in the previous position.

**12.02 LENGTH OF PROBATIONARY PERIOD**

The period of probation for all classifications upon entry shall be one year of employment except entry level Police Officer, which shall be eighteen (18) months. There shall be no credit granted toward satisfaction of the entry probationary period for any time not worked due to disability leave or other leaves of absence. During the probationary period the appointing authority may terminate the employment of the person certified.

A promoted employee shall serve a one-year probation period. If the appointing authority deems the person unfit or unsatisfactory for service in the position, the employee shall be returned to the classification from which they were promoted. An employee may appeal/petition such action to the Commission.

**12.03 INTERRUPTION OF PROBATIONARY PERIOD**

Whenever the probationary period of an employee in a position in one class is interrupted due to appointment to a position in another class and the employee subsequently returns to a position in the first class during the second probationary period, the 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 appointment. If the position is made permanent, it must be filled by appointment on a regular 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 regular status from such appointment. A temporary appointment may continue only so long as the facts exist justifying a temporary appointment. The Commission may review positions occupied by temporary appointees.

**13.02 PROVISIONAL APPOINTMENTS**

A provisional appointment without examination may be made when there is no appropriate eligibility list or persons on the list are not available or cannot be contacted and when the appointing authority/chief certifies and supports with adequate facts that an emergency exists. The provisional appointment must be approved by the Commission and the provisional appointee must meet the requirements and file application for examination for the class. The appointment may continue only until such time as the position can be filled from an eligibility list. No person shall receive more than one provisional appointment or serve more than four (4) months as a provisional appointee in any one fiscal year.

An emergency exists when:

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

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***RULE 14***

**RULE 14 - ASSIGNMENTS, TRANSFERS AND REASSIGNMENTS**

14.01 ASSIGNMENTS

The assignment of a candidate to a position, or of an employee from one position to another position within the class and department for which the individual has been certified by the Secretary/Chief Examiner pursuant to these Rules, is a matter of departmental administration, except as provided in Rule 17.

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***RULE 15***

**RULE 15 - LEAVES OF ABSENCE**

15.01 LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay from regular duties for the purpose of recovering from a prolonged illness, an injury, pregnancy, child bearing, education or training, or assisting another public agency, may be granted by the appointing authority/chief for one year when such leave is in the best interest of the city.

15.02 MILITARY LEAVES OF ABSENCE

Military leaves of absence shall be granted by the appointing authority/chief in accordance with provisions of the laws of the State of Washington.

15.03 FAMILY AND MEDICAL LEAVES OF ABSENCE

It shall be the policy of the Commission to adhere to Federal and State statutes and City policy which provide for family and medical leave (FMLA).

15.04 EXPIRATION OR TERMINATION OF LEAVES OF ABSENCE

The appointing authority/chief 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/petition 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. The employee shall be returned to the same class of position as occupied when the leave of absence was granted. 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. Disciplinary action may not be taken by the appointing authority/chief prior to a Commission decision if an appeal/petition has been filed.

15.05 REPORTS OF LEAVES OF ABSENCE

All leaves of absence granted shall be reported to the Commission promptly and in writing.



**RENTON POLICE CIVIL SERVICE RULES**  
**RULE 16**

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

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

A regular employee may be discharged from city service or demoted or deprived of vacation or other privileges or suspended without pay only after notification in writing of the reasons for such action for any of the following reasons:

- a. Incompetency, inefficiency, or inattention to or dereliction of duty.
- b. Dishonesty, intemperance, insubordination, discourteous treatment of the public or 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 conduct himself/herself properly; or any willful violation of the provisions of these Rules and Regulations.
- c. Physical or emotional unfitness for the position which the employee holds.
- d. Use of intoxicating liquors, narcotics, or any other habit-forming drug or liquid or preparation to such an extent that the use thereof interferes with the efficiency or physical fitness of the employee, or which precludes the employee from performing properly the functions and duties of his position under Civil Service.
- e. Conviction of a felony or a misdemeanor involving moral turpitude.
- f. Directly or indirectly receiving or soliciting political contribution or campaigning for any party or municipal political purpose while on duty or in uniform.
- g. Use of police equipment for personal business or pleasure.

16.02 CONDITIONS OF DISCHARGE, DEMOTION, SUSPENSION AND OTHER DISCIPLINARY ACTIONS

A regular employee may be discharged from city service or demoted, or suspended without pay, or deprived of vacation or other privileges only after notification 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 (10) business days from the date of service of the notice in which to reply in writing, and request a hearing before the

**RENTON POLICE CIVIL SERVICE RULES**  
***RULE 16***

Commission. Such notice of disciplinary action shall state the time allowed for answer and for requesting a hearing before the Commission. A copy of the notice and a copy of the reply, if any, must be filed in duplicate with the Commission. The appointing authority/chief shall submit evidence to the Commission showing the employee has been served with the notice of disciplinary action, either personally or by certified or registered mail, addressed to their last known address and the date of such service.

**16.03 PREDISCIPLINARY HEARING**

The appointing authority shall provide and arrange for a predisciplinary hearing prior to demotion, suspension, or discharge of a subordinate.

**16.04 HEARING ON REASONS FOR DISCIPLINARY ACTION**

If the regular employee is to be removed, suspended, demoted or discharged or otherwise disciplined pursuant to Rules 16.02 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, whenever a timely request for a hearing has been filed.

**16.05 CRIMINAL ACTS**

Where the facts alleged in the notice of disciplinary action constitute a crime and the employee has requested a hearing under Rule 16.04 within the time allowed in Rule 5, the employee may at any time, up to one day before the date of the hearing, request a continuance of the civil service hearing for a reasonable period to determine whether a criminal charge will be filed or until after termination of the criminal case.

**16.06 DECISION**

After receiving evidence presented in hearings on disciplinary actions:

- a. The Commission may affirm the disciplinary action;
- b. If the Commission finds the disciplinary action was made for political, religious or racial reasons, or not in good faith for cause, or the reasons are otherwise not sufficient to justify such action, the Commission shall order immediate reinstatement of the employee without any loss of pay;
- c. The findings of the Commission shall be certified in writing to the appointing authority/chief and shall be enforced by said officials.

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**RULE 16**

**16.07 PROBATIONARY PERIOD FOLLOWING FIRST APPOINTMENT**

An employee who has not yet completed their first probationary period may be discharged in accordance with Rule 12.02 by the chief. The action requires a written notice to the employee and a copy to the Commission specifying the grounds and the particular facts on which the discharge is based.

**16.08 PROBATIONARY PERIOD FOLLOWING SECOND APPOINTMENT**

A regular status employee, who is promoted and is serving a period of probation as a result of the promotion, shall have the right to a hearing before the Commission if discharged. A regular status employee may be demoted with no hearing rights before the Commission to a position in the class from which the employee was promoted. If no vacancy exists in the classification most recently held, a vacancy may be created either by layoff or reduction.

**16.09 CONSENT OF COMMISSION**

In the case of a probationary employee, the consent of the Commission must be secured for a discharge or demotion under Rule 16.06 and/or 16.07. The Commission shall consent if it believes the grounds 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 the answer alleges fraud or discrimination as above stated and the employee 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 the employee reinstated and, unless said order otherwise provides, it shall be effective as of the date of the discharge or demotion.

No consent need be secured for the discharge or demotion of a temporary employee.

**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 the probationary period. The consent of the Commission must also be requested by the appointing authority/chief within such time, but the fact that the action of the Commission is delayed by reasons of a request for hearing

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***RULE 16***

or otherwise until after the expiration of the probationary period shall not invalidate the discharge or demotion.

**16.11 RESIGNATIONS**

Resignations of any employee from the service shall be made in writing and shall be directed to the appointing authority/chief. A resignation shall be effective on the date designated 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/chief, may be withdrawn only with the consent of the appointing authority/chief 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 notified the Commission that such resignation was not voluntary and demands a hearing within ten (10) business days after the filing with the Secretary/Chief Examiner of a report showing such resignation.

**16.12 CHARGES FILED BY A CITIZEN**

When complaints or allegations of misconduct are forwarded to the Civil Service Commission against the department or any member in the classified civil service, the Commission shall refer such complaint or allegation to the Chief of the department. All complaints against the agency or its employees will be investigated. Civil Service Rules and Regulations, Department General Orders OR Department Operating Procedures, and the Agreement between the City of Renton and the Renton Police Guild govern the investigation and resolution process.

**RENTON POLICE CIVIL SERVICE RULES**  
***RULE 17***

**RULE 17 - LAYOFFS AND REINSTATEMENT REGISTER**

17.01 LAYOFFS

The chief may lay off or reduce an employee when necessary due to the lack of funds, lack of work, or abolishment of the position.

17.02 EMPLOYMENT STATUS AND ORDER OF LAYOFF

Whenever it becomes absolutely necessary through lack of finances or for any other reasonable and just cause to reduce the number of employees of this unit, such reductions shall be carried out in the following order:

1. Temporary appointees
  - a. civilian personnel
  - b. commissioned officers
2. Probationers (first appointment)
  - a. civilian personnel
  - b. commissioned officers
3. Regular Employees in order of length of service; in the classification selected for elimination with the one with the least service being laid off first.

17.03 LAYOFF OUT OF ORDER

The chief may lay off out of the regular order, upon showing of necessity, in the interest of efficient operation of the department after giving any employee or employees affected, an opportunity to be heard.

17.04 REDUCTION IN LIEU OF LAYOFF

At the time of any layoff, certified employees shall be given an opportunity to accept reduction to the next lower class in the department; provided, that any employee so reduced shall be entitled to credit for any previous regular service in the lower class and to any other service credit.

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17.05 TRANSFER IN LIEU OF LAYOFF

Transfer in lieu of layoff may be made to a different position within the department upon showing that the transferee is capable of satisfactorily performing the duties of the position and that a certified employee or probationer is not displaced.

17.06 REINSTATEMENT LIST

The names of persons laid off or reduced in accordance with these Rules shall be entered upon a reinstatement list in inverse order of layoff. Lists from different times for the same class of position shall be combined into a single list. Such list shall be used by the chief when a vacancy arises in the same or lower class of position before certification is made from an eligibility list. When a vacancy occurs, the chief shall appoint the person highest on the reinstatement list who is available, who was laid off from a position in the department.

After six (6) months in a laid-off status a physical examination is a prerequisite for re-employment. A reinstated employee shall serve a period of probation as defined in 12.02 if the employee has been laid off for a period of two and one-half years or more.

17.07 NAME DROPPED

Names of persons laid off or reduced in lieu of layoff shall be carried on a reinstatement list for two years. Names of persons subsequently appointed to regular positions of the same level as the position from which the individual was originally laid off, shall be dropped from the list.

17.08 RESTORATION TO REINSTATEMENT LIST (FOR POLICE ONLY)

The name of any person who has been appointed to a regular position from a reinstatement list and subsequently is separated from the service without delinquency or fault on his part shall be restored to the reinstatement list. This restoration shall have the effect of extending the time the employee's name is carried on the reinstatement list.

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***RULE 18***

**RULE 18 - REPORTS REQUIRED**

**18.01 REPORTS FROM THE APPOINTING AUTHORITY/CHIEF**

The appointing authority/chief shall report immediately to the Secretary/Chief Examiner in detail the following:

- a. Appointment
- b. Suspension
- c. Separation
- d. Reinstatement
- e. Layoff
- f. Demotion
- g. Reduction
- h. Refusal or failure to accept an appointment on the part of a candidate certified for appointment

**18.02 OTHER REPORTS**

The Secretary/Chief Examiner may require such other information as necessary for the proper administration of the Civil Service system.

**RULE 19 - PERFORMANCE EVALUATION**

19.01 PERFORMANCE EVALUATION

The chief or their designee shall evaluate the comparative efficiency and performance of each employee during the employee's probation period following an appointment or a promotion in relation to standards for efficient performance of the work. The chief shall maintain a file of the evaluations and make them available for inspection by the Secretary/Chief Examiner or the Commission when requested and make the file available for examination by the employee when reasonably requested.



**RENTON POLICE CIVIL SERVICE RULES**  
***RULE 20***

**RULE 20 - CLASS SPECIFICATIONS FOR THE POLICE SERVICE**

As prescribed in Rule 6 - Classifications of all fully paid, uniformed and non-uniformed employees of the Renton Police Department shall be established on the basis of duties performed, level of responsibility, authority assigned, and qualifications required. Medical and physical requirements for all classes in the police service shall be as prescribed in Rule 9 and Rule 10.

- 20.01     POLICE OFFICER
- 20.02     POLICE SERGEANT
- 20.03     POLICE COMMANDER
- 20.04     POLICE MANAGER
- 20.05     POLICE SERVICES SPECIALIST
- 20.06     COMMUNITY ENGAGEMENT COORDINATOR
- 20.07     EVIDENCE TECHNICIAN
- 20.08     ANIMAL CONTROL OFFICER
- 20.09     PARKING ENFORCEMENT OFFICER
- 20.10     POLICE ADMINISTRATIVE SPECIALIST
- 20.11     ADMINISTRATIVE ASSISTANT
- 20.12     POLICE SERVICES SPECIALIST LEAD
- 20.13     POLICE SERVICES SPECIALIST SUPERVISOR
- 20.14     ELECTRONIC HOME DETENTION COORDINATOR
- 20.15     DOMESTIC VIOLENCE VICTIM ADVOCATE
- 20.16     CRIME ANALYST
- 20.17     COMMUNICATIONS AND COMMUNITY ENGAGEMENT MANAGER

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***RULE 20***

20.18      DESIGNATION OF DEPUTY POLICE CHIEF

Effective December 18, 2012, the Deputy Police Chief is not considered a Civil Service classified position. The rank of Deputy Chief is an appointment by the Police Chief from the rank of Commander. The incumbent would maintain the civil service rank of Commander.