

PERSONNEL MANAGEMENT SYSTEM	Chapter No. 22
<p>Effective Date: 04/01/2018</p> <p>Revised: 11/12/2023</p>	<p>Reference: Uniform Procedures (PPD) EAP Brochure LODD Manual AO 227 – Civil Leave AO 228 – Education Assistance AO 231 – FMLA AO 239 – Leaves of Absence Unpaid AO 270 – Outside Employment AO 279 – Work Periods OT Comp Time AO 355 – Bloodborne Pathogen Policy PMC 2.105.110 – Employee Grievances PMC 2.110– Legal Actions Brought Against City Officials and Employees</p>

22.1.1 SALARY PLAN

Personnel working in positions within the police department are represented by collective bargaining representatives except for the following positions:

1. Chief of Police (1)
2. Deputy Chief (1)
3. Executive Assistant (1)
4. Administrative Assistant II (1)
5. Records Manager (1)
6. Positions specifically excluded by agreement with collective bargaining groups

The representatives engage in collective bargaining with the City of Pasco to determine the wages and benefits for all members. Each represented employee has a salary plan defined in the corresponding current labor contract.

- Entry-level staff will join the agency at the base-level step on the established wage rate scale.
- Salary differentials within ranks, between ranks, merit pay, specialty skill pay, and other salary augmentations will be determined by Collective Bargaining Agreement (CBA) or City salary plan.
- [AO 279](#) – Work Periods, Overtime, and Comp Time govern compensatory time.
- Overtime must be authorized by a supervisor prior to being worked. Unauthorized overtime may result in denial of compensation. Affiliated employee's overtime will be governed by the CBA or AO 279 – Work Periods, Overtime, and Comp Time.

The six positions outlined above are not represented and are compensated through a salary plan developed by the City. This plan has a clearly defined salary program based on their position description.

22.1.2 LEAVE PROGRAM

A. Administrative Leave

In certain situations, employees can request approval for administrative leave from the Chief of Police. To initiate the process, employees must submit a request through the chain of command. After reviewing the request, management can either approve the leave and specify its duration or deny the request. Ultimately, the City Manager will make the final determination.

Examples of administrative leave include:

- Jury duty – [AO 227](#)
- Periods of bereavement – [AO 226](#)
- Military duty – [AO 239](#)
- Family medical leave – [AO 231](#)

B. Holiday/Sick/Vacation Leave

Employees of the Pasco Police Department are granted holiday leave, sick leave, and vacation. Each type of leave accrual rate and limitation rate is determined by the CBA or City policy, and established City holidays are governed by City policy.

C. Short-term Military Leave

Public employees follow [RCW 38.40.060](#).

D. Modified Duty

In the event an officer becomes sick or is unable to perform their essential job functions and is capable of returning to work in a modified duty assignment, the department may, if specific projects and/or tasks are available, allow the officer to return to work in a modified duty status ([RCW 51.32.090](#)) pursuant to the provisions of the applicable CBA or City Administrative Order.

A request for modified duty status will be made in writing and must be accompanied by the doctor's release to return to work, listing limitations, and an estimated date of return to full duty for the employee.

- Modified duty may be assigned to permit the employee to work within the department in a position that the employee is able to perform and that has been approved by the employee's primary caregiver.
- Determination of an employee's restriction from regular duty or eligibility for a modified duty assignment will be made upon examination and advice of a physician. The City's Safety Coordinator will coordinate a work plan with the assigned Sergeant.
 - a. Temporary modified duty positions are limited in number and variety. Therefore, Personnel injured in the line of duty shall be given preference in initial assignment to modified duty; and
 - b. Assignments may be changed at any time, upon the approval of the treating physician, if deemed in the best interest of the employee of the department.
- Modified duty assignments are strictly temporary and normally should not exceed six months in duration. After six months, personnel on temporary modified duty who are not capable of returning to their original duty assignment shall

- a. Present a request for extension of temporary modified duty, with supporting documentation that shows medical improvement to the Human Resources Department, or
 - b. Pursue other options as provided by employment provisions of city, federal, or state law.
- Officers on temporary modified duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of this agency and that form the basis for their temporary modified-duty assignment.
 - Depending upon the nature and extent of the injury/illness, an officer on temporary modified duty may be prohibited or restricted from wearing the departmental uniform, displaying department credentials, carrying the service weapon, or otherwise limited in employing police powers, as determined by the department representative.
 - Depending upon the nature and extent of the injury/illness, an officer on temporary modified duty may be required to wear full uniform prior to returning to full duty within the restrictions provided by the physician.
 - Temporary modified-duty assignments may be drawn from a range of technical and administrative areas.
 - As a condition of continued assignment to temporary modified-duty, officers are required to communicate with HR monthly updates on physical condition as determined by physician.
 - Complete City Duty Status form that provides detailed restrictions. This form will be required initially and at all follow-up appointments to ensure restrictions are reviewed to determine accommodations.

E. Leave Requests Defined

Long Term Request: Long-term vacation requests (40 or more consecutive hours off) should be submitted through chain of command at least 30 days before the dates requested.

Requests for long-term vacation shall be approved, provided proper shift and division staffing levels are maintained. The department training needs, special events, and bona fide emergencies, as determined by the Chief of Police or his designee, must also be considered prior to approval.

Every effort will be made to ensure that approved long-term vacations are not canceled. In no case will long-term vacations be canceled unless authorized by the Chief of Police.

Short Term Request: Short-term vacation requests (less than 40 consecutive hours off) should be submitted to the employee's supervisor at least **three days** in advance of the dates requested.

Requests for short-term vacations may be approved if they do not create a staffing shortage or conflict with operational or training obligations.

A request for short-term vacation by a Shift Supervisor that includes the regularly scheduled days off of the other Shift Supervisor for that work shift may be approved, except when it conflicts with operational or training obligations. Shift Supervisors working the same shift may not be on vacation at the same time.

Floating or Personal Holiday: The employee shall notify their supervisor at the earliest possible date, but not less than 14 calendar days prior to the date requested.

The employee's supervisor shall review the most current "Accrual Balance Report" to determine if the employee is entitled to use this benefit or if it is available for use. The Division Captain has final approval.

Days off Exchange or Shift Exchange: Employees may exchange days off when the exchange does not interfere with the best interest of the Police Department or result in overtime liability for the employer (the CBA adopts the 7(k) exception of the FLSA for these purposes). When an exchange results in an employee working hours that would qualify for overtime, the excess hours worked shall be excluded from the calculation of hours for which the employee would otherwise be entitled to overtime. Where employees trade hours, each employee will be credited as if he/she had worked his/her normal work schedule for that shift.

A request for exchange of shift or days off must be submitted 48 hours in advance of the day requested, excluding holidays and weekends.

F. Requirements and Responsibilities

Requirements for Approval or Denial

- Requests for long-term or short-term vacation shall be on a first-come-first-served basis. Employees may submit leave requests immediately following completion of the shift bidding process and publication of the annual shift schedule.
- Failure to submit a request in a timely manner may be a reason for denial.
- In no case shall there be more than two employees from the same work shift or section on vacation (short-term or long-term) at one time unless approved by the Chief of Police.
- The CBA sets vacation time accrual rates, maximum accumulation, and maximum annual usage. Employees may not take more vacation time than the amount shown as "End Balance" on the most current "Accrual Balance Report" prepared by Payroll.
- The Division Captain reviews vacation requests (approved or denied) for compliance with the provisions of this policy and the CBA.
- Supervisors and Division Captains are not to ask, but employees may provide information including mitigating or unusual circumstances in an effort to justify having their supervisor and Division Captain deviate from this policy.
- Short-term vacations and floating/personal holiday requests (even when submitted in a timely manner) that create short-staffed situations that would require the payment of overtime, interfere with operational or training obligations that would create difficulty for the department as determined by the Chief of Police or his designee, will be denied. Long-term vacation requests, as specified in this order, are not subject to the same denial criteria.
- Division Captains may overrule any approval or denial of vacation or floating/personal holiday use request by a shift supervisor for any failure to comply with this policy or the applicable CBA.

Employee Responsibility

- It is the employee's responsibility to make sure that vacation and floating/personal holiday requests are submitted to the employee's supervisor at the earliest possible date and no later than the time frames specified in this policy.
- Employees should check the most recent version of the Annual Shift or Division Work Schedule to determine if there is adequate staffing for the shift on the date(s) they intend to request leave.

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- Employees should check their leave balance to make certain they have sufficient accrued leave to cover the requested time off.

Supervisor Responsibility

- Supervisors should process all requests for vacation and floating/personal holiday use on the same date as they are received.
- Prior to approval, the supervisor receiving a vacation or floating/personal holiday use request should check the most recent version of the Annual Shift or Division Work Schedule to determine if there is adequate staffing for the shift on the date(s) requested.
- Supervisors must consider the timely submission of the request, the number of time-off requests already approved, staffing, operational or training obligations, and any other pertinent information when deciding to approve or deny a request.

Division Command Responsibility

- Division Command will ensure that supervisors under their command follow proper procedures when handling the approval or denial of leave requests.

Dispute Resolution Process

- Employees who disagree with the denial of a time-off request may ask for an administrative review by the Division Captain or the Chief of Police. If the administrative review does not resolve the issue, employees may file a grievance pursuant to the provisions of the Collective Bargaining Agreement.

22.1.3 BENEFITS PROGRAM

A. Retirement Program

Retirement System for Public Employees is governed by [RCW 41.40](#). Full-time and part-time employees of the Pasco Police Department belong to one of two state-operated retirement systems. Commissioned personnel belong to the [Law Enforcement Officers and Fire Fighters \(LEOFF\) retirement system](#). Other employees belong to the Public Employees Retirement System (PERS). Specific benefits and eligibility requirements are detailed on the [Washington State Department of Retirement Systems \(DRS\) website](#).

- Commissioned employees belong to the LEOFF 1 or LEOFF 2 retirement system, depending on their date of hire.

LEOFF 1: This retirement system applies to those employees hired prior to October 1, 1977. As of July 1, 2000, LEOFF 1 members no longer make contributions to their retirement fund.

LEOFF 2: This retirement system applies to those employees hired after October 1, 1977. Under LEOFF 2, the employee, employer, and the state contribute to the retirement.

- Non-commissioned employees of the department belong to the Public Employees Retirement System (PERS). In the PERS system, both employee and employer contribute to the plan.

PERS 1: Employees hired before October 1, 1977, belong to this system.

PERS 2: Employees hired after October 1, 1977, belong to this system.

PERS 3: After September 1, 2002, employees hired under the PERS 2 system may participate in the PERS 3 system.

B. Health Insurance Programs

Employees of the Pasco Police Department are provided health and welfare benefits as outlined in their respective Collective Bargaining Agreements and City policy. The City's self-insured health and welfare programs provide comprehensive medical, dental, and vision coverage administered by a contract administrator contracted by the City.

At the date of hire, the Human Resources Department provides employees a new hire orientation that reviews the benefit packages available, assists with employee sign-up, and provides booklets explaining the benefits package selected. After the initial sign-up and during the remaining year, employees should contact the Human Resources Department for benefit changes relating to a qualifying event such as marriage, birth of a dependent, divorce, etc., as well as changes in contact information such as address or telephone number.

C. Life and Long-Term Disability Insurance

Employees of the Pasco Police Department are provided Term Life Insurance as outlined in their respective CBA and City policy.

Employees may purchase additional term life insurance and optional long-term disability insurance at their own expense through payroll deduction.

D. Educational Benefits

The City of Pasco may reimburse employees for actual costs of books, tuition, and course fees while attending pre-approved courses of study directed at obtaining an Associate or Bachelor's Degree. Reimbursement is based on the applicable provisions of the CBA or AO 228 – Education Assistance. The employee must submit a written request to the Chief of Police, application packet, and have it approved prior to enrollment and attendance in order for an employee to be eligible for reimbursement. Requests for educational enrollment and reimbursement should include:

- Course list
- Reason for taking the course
- Approximate cost
- Course has to be work-related
- College or University
- Contract provision or Administrative Order governing the reimbursement

The Chief of Police reviews educational assistance and reimbursement requests and then includes the cost in the budget. Amounts to be reimbursed are subject to department allocated budget and the provisions of the applicable collective bargaining agreement or City Administrative Order. Once the budget is set, very few, if any changes can be made; interim changes will be considered by the Chief of Police and acted on only if funds are available.

Employees who wish to attend classes offered by schools, colleges, universities, or other training organizations must do so during non-work hours.

22.1.4 PERSONNEL SUPPORT SERVICE PROGRAM

In addition to the City's Employee Assistance Program (EAP), the Pasco Police Department offers the below programs specific to law enforcement.

1. Critical Incident Stress Management Response
2. Peer Support

The goals of the department in providing the programs listed above are:

- To provide an avenue that will aid employees in the resolution of crisis situations in their personal and professional environments.
- To provide information about the various physiological and psychological effects of stress on the individual through educational material and presentations.
- To increase participation and provide resources for support.

With the programs offered, the department projects the following benefits:

- Improvement of overall health and well-being
- Improved utilization of current resources.
- Higher retention of employees with decreasing costs of recruiting and training new employees.

A. Critical Incident Stress Management Response

During the course of performing regular duties, officers and employees may suddenly find themselves exposed to a situation that results in a severe emotional reaction that may interfere with their ability to function either at the scene or later. These types of situations are called "critical incidents" and may include one of the following:

- Officer-involved shooting or another life-threatening encounter.
- Serious injury or death of a co-worker.
- Response to a catastrophic event such as a major disaster with multiple victims.

B. Peer Support

Peers may be able to provide others with a different type of support by relating to certain situations. Peers may provide support for both personal and professional crises. Employees may be under personal stressors that influence their daily lives and work habits. Additionally, the situations and demands specific to law enforcement can cause effects from both acute and accumulated workplace stress.

The Pasco Police Department recognizes that these stressors can affect the abilities of its employees to provide proper and professional services to the community. The department also recognizes the value of the individuals it employs and wishes to offer various avenues of help, depending on the needs of the employee.

22.1.5 LINE OF DUTY DEATHS OR SERIOUS INJURY

The purpose of this policy is to ensure that an employee's family is given the proper support and emotional care following a line of duty death or serious injury. All members of the Pasco Police Department complete the Emergency Notification Information and Instructions form when they start

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working for the department. This form will be filled out during the FTO process for all new hires and turned in to the Chief of Police or designee. The forms will be confidential, sealed, and secured in the Chief of Police's administrative office. Members are encouraged to ensure the Emergency Notification Information and Instructions form is kept up to date when changes occur.

It is the policy of the Pasco Police Department to provide assistance to the immediate survivors of any member who dies or is seriously injured in the line of duty. The Chief of Police may institute certain parts of this policy for cases of an employee's non-work-related death. Funeral arrangements of a deceased employee are to be decided by the family. In such cases, the steps outlined in the Pasco Police Department Line of Duty Death Procedures Manual shall be followed in addition to the steps outlined in the officer's Emergency Notification Information and Instructions form.

22.1.6 EMPLOYEE APPEARANCE, CLOTHING, AND EQUIPMENT

Pasco Police Department employees performing law enforcement functions, are to follow the Uniforms and Duty Equipment Manual.

A. Uniforms Supplied or Allowance

Members of the Pasco Police Department receive uniforms and equipment and/or a specific monetary clothing allowance.

Issued uniform items vary depending on the employee's assignment and rank. All items are subject to review by the Chief of Police. Item changes will be based on the Chief's decisions and budgetary limitations.

Originally approved uniform items that are functional, usable, and in good repair are deemed as acceptable equipment unless appropriate written notification is made to withdraw the use of the equipment by the Chief of Police or designee.

Command Staff Clothing Allowance

Commissioned members of the command staff are eligible for reimbursement on the following professional business attire items:

- Business suits
- Dress pants
- Dress shirts
- Blouses
- Neckties
- Dress shoes

This clothing allowance is exclusively available to commissioned members holding positions within the command staff of the Pasco Police Department.

Command staff members may seek reimbursement for eligible clothing purchases, up to a maximum of \$650.00 per calendar year plus taxes and standard shipping. Command staff must submit receipts and a completed expense reimbursement form to the Administrative Assistant for processing.

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In addition to the clothing allowance, the department will continue to provide duty uniforms and essential equipment, as approved by the Chief of Police.

This policy will be subject to periodic review and may be amended or updated as necessary to reflect changes in departmental needs or budgetary considerations. Amendments to this policy require approval by the Chief of Police.

Maintenance, Repair, and Replacement

The City repairs or replaces clothing or equipment that is damaged due to normal service wear and tear. Repair required because of neglect or abuse by the employee may be the employee's responsibility.

The employer is responsible for the cleaning and laundering of city-supplied uniforms, as stated in the collective bargaining agreement.

Employees are responsible for keeping department-issued equipment in good working order and reporting equipment in need of repair or replacement immediately to the supervisor.

Non-Department Issued Items

The employee provides approved optional accessories to the uniform.

B. Grooming and Appearance

Employees of the department are required to follow these standards for grooming:

Commissioned Officers

Male Officers

- **Hair:** Male employees shall maintain their hair properly trimmed and at least moderately tapered. The hair shall not extend below the top of the shirt collar, cover any portion of the ear, and shall not interfere with the employee's vision. Sworn male employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear. Male employees shall not wear hair ornamentation. The employee's hair color and style shall in no way detract from an employee's uniform appearance.
- **Sideburns:** Sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall extend in a clean-shaven, horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion of the sideburn. Sideburns shall be trimmed and neat in a conservative appearance.
- **Moustaches:** Moustaches may extend laterally, but not more than one-half inch beyond the corner of the mouth and not more than ¼" below the corner of the mouth. The moustache will not extend below the upper lip and will be neatly and evenly trimmed.
- **Beards:** Beards will not be worn by commissioned officers. Exception may be approved for officers working in an undercover capacity if operationally necessary.

Female Officers

- **Hair:** Female employees shall arrange their hair, so it does not extend below the bottom edge of the shirt collar. It shall not interfere with the employee's vision and shall not be arranged in a

way that would be advantageous for a suspect to grab. Sworn female employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear. Non-conspicuous hair-control devices such as cloth-covered rubber bands (not to exceed one-quarter inch in diameter) and plain hairpins or clips may be used to comply with department standards. Hair-control devices shall not interfere with the prompt and proper placement of protective head and/or face gear. Hair-control devices shall either be black or consistent with the employee's hair color. Hair color and style shall in no way detract from an employee's uniform appearance.

- Makeup: Makeup will be worn at minimal levels and will adhere to standards of professional appearance and taste.

Ornamentation

A uniformed employee may wear one conservative ring on each hand (engagement and wedding ring when worn on the same finger count as one ring), a conservative wristwatch, a religious ornament worn underneath the uniform, one police or military killed-in-the-line-of-duty-remembrance bracelet and a medical alert necklace worn underneath the uniform or worn as a bracelet.

Uniformed employees shall not wear any other type of visible body ornamentation, including, but not limited to, earrings, nose studs, nose or eyebrow rings, tongue studs or rings, lip studs or rings, non-medical alert necklaces, bracelets, or large conspicuous rings. Jewelry or personal ornaments shall not be affixed to any part of the uniform or equipment.

Non-Commissioned Personnel

- Hair: personnel are generally not restricted in how their hair is worn, except that it will be clean, trimmed, and suitable for the work environment.
- Facial Hair: Same as uniformed males.
- Jewelry and Makeup: Jewelry and makeup must be worn at levels consistent with professional appearance and taste.

C. Piercings and Tattoos - Commissioned and Non-Commissioned Personnel

Body piercings that are visible at any time while on duty and/or in uniform are prohibited. Members are permitted to have tattoos/branding/scarification provided they conform to the following guidelines.

- No tattoos/branding/scarification are permitted on the neck, head, face, hands, fingers (tattooed wedding banding are allowed), or any chest area that would be visible in any authorized uniform or attire unless approved by the Chief of Police.
- The Chief of Police will be made aware of new employee tattoos/branding/scarification prior to hiring. The Chief can decide whether the pre-existing or new tattoos/branding/scarification may be visible while in uniform or require them to be covered. Acceptable forms of covering the exposed tattoos/branding/scarification are:
 - Uniform long-sleeve shirt
 - A department-approved tattoos/branding/scarification cover-up sleeve
 - A long-sleeved dress shirt if the employee is working as a detective.
- Tattoos/branding/scarification or body art displaying the following is prohibited at all times.
 - Racism

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- Sexism or sexually suggestive or explicit
 - Obscenity or profanity
 - Gang or drug-related
 - Undermining City or Department values
- Tattoos/branding/scarification and body art should be covered when a member is required to appear at the following:
 - All judicial or administrative court hearings
 - Some official City or departmental ceremonies and all public safety funerals
 - All public meetings or presentations, unless specifically waived by the command officer in the member's chain of command.
 - All City Council meetings or meetings with city officials.
 - All VIP or dignitary protection or escort details.
 - Body modifications to any area of the body that are visible while the member is in any authorized uniform or attire are prohibited. Body modifications include, but are not limited to:
 - Tongue splitting or bifurcation
 - The complete or transdermal implantation of any object(s)
 - Abnormal shaping of the ears, eyes, or nose
 - Abnormal filing of teeth

22.1.7 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) can help employees when facing issues that interfere with health, well-being, and productivity at home or work. The EAP program offers assessment and referral services to connect personnel to the most appropriate support provider.

Services include support for couples/relationships/parenting, crises support, anxiety and depression, alcohol and drug problems, grief and loss, work conflict, domestic violence, legal and financial, homeownership, and healthy living tips.

Employees may obtain counseling referrals and work/life support by calling the First Choice Health Employee Assistance Program or visiting the website.

Responsibility for the operation of the Employee Assistance Program rests with the Human Resource Manager or their designee. The program shall be administratively controlled by the Human Resources Division.

The Police Department recognizes that supervisors have an important role in helping employees identify when EAP may be a positive option and in supporting an employee that selects this option. New supervisors receive training regarding EAP and its effective use.

- All discussions between employee and counselor(s) are confidential. Exceptions may occur when governed by law.
- Participation in EAP is normally voluntary. Only the Chief of Police or designee may require a mandatory referral.

22.1.8 EMPLOYEE IDENTIFICATION

A. Uniformed Personnel

Uniformed officers, while on duty and in the performance of their official duties, must be reasonably identifiable. For purposes of this section, “reasonably identifiable” means that the officer’s uniform clearly displays the officer’s name or other information that members of the public can see, and the agency can use to identify the officer.

Officers will furnish their name and badge to any person requesting that information when they are on duty or holding themselves out to have an official capacity.

Officers making contact with the public via telephone should immediately identify themselves with title and name, followed by the reason for contact.

B. Non-Uniformed Personnel

Personnel engaged in a collective bargaining agreement will be identifiable in uniform specified in the agreement.

All non-uniformed personnel (including those not covered in a collective bargaining agreement) will have their department-issued photo identification card visible to the public and shall furnish their name and classification upon the public's request.

Non-uniformed personnel will furnish their name to any person requesting that information when they are on duty or holding themselves out to have an official capacity.

Non-uniformed personnel making contact with the public via telephone should immediately identify themselves with their name, followed by the reason for contact.

C. Volunteers/Explorers

Volunteers/Explorers will furnish their names to any person requesting that information when they are holding themselves out as a department representative.

Volunteers/Explorers making contact with the public via telephone should immediately identify themselves with their name, followed by the reason for contact.

22.1.9 MILITARY DEPLOYMENT AND REINTEGRATION

Employees who are members of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard will determine their training requirements for that year following shift bid. Employees shall notify their supervisor of their training requirements as soon as practical, both verbally and by providing a copy of their written orders. Employees who are members of the armed forces are authorized up to twenty-one (21) days of paid leave annually for the purpose of participating as a military reservist. Employees using time more than twenty-one (21) days will determine if they wish to use paid leave for time outside of the (21) calendar days provided or elect to be in an unpaid status. Written notice shall be provided to their supervisor and Human Resources Division. This is subject to [RCW 38.40.060](#) and contract language in current bargaining agreements.

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The Human Resources Manager or designee, along with Pasco Police Department will be responsible for establishing a deployment plan for employees who are members of the Armed Forces Reserve Component with activation orders exceeding 180 days, including pre-deployment, deployment, and post-deployment.

The deployment plan will include:

- Designating a Police Department point of contact (Division Captain or designee) for the deployed employee to facilitate information exchange, agency news or significant events.
- Providing for Human Resources Division (Human Resources Manager or designee) to send information on advancement or internal position opportunities via email for consideration during the deployed period.
- Providing a point of contact within the Police Department for the employee and their family to assist the family with coordination of benefits, pay or other related questions regarding employment while deployed.
- Transitioning to activation duty including an exit interview with the Chief of Police or designee. The interview should include an overview of expectations during the deployed period.
- Arranging for proper storage or collection of agency-owned equipment, weapons or assigned vehicle during the deployment period.
- Transitioning from activation back to their duty assignment, including an interview with the Chief of Police or designee. The interview should include confirming the date of return to duty and discussion of any factors or changes that will impact employment prior to starting the duty assignment.
- Arranging for initial and/or refresher training, weapons qualification, legal updates and obtaining required equipment for duty assignment.

The Human Resources Division shall abide by the provision of Federal and State laws to provide military leave and reinstatement for employees. The provisions of the laws are defined under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Washington State Law, [RCW 38.40.060](#). Employee benefits will only continue for those months in which the employee is in a continuous paid status.

22.1.10 BONDING/LIABILITY PROTECTION

All sworn positions are provided public liability protection while they are on duty. The city will indemnify and defend any employee against any claim or lawsuit and pay any sums that the employee shall be legally obligated to pay as a result of that employee's reasonable or lawful activities or omissions exercised within the scope of their duties and responsibilities as an employee of the Pasco Police Department. Please refer to [PMC 2.110](#)– Legal Actions Brought Against City Officials and Employees.

22.1.11 INFECTIOUS DISEASE: RISK OF EXPOSURE CLASSIFICATION

This policy pertains to specific job roles within the Pasco Police Department that involve tasks with potential exposure to blood and bodily fluids. The positions at a higher risk include the evidence technician and all sworn police personnel. These employees are susceptible to infections like HIV/HBV due to their work involving activities like handling instruments and materials that might contain such fluids.

To ensure a safe work environment and minimize disease risk, the Pasco Police Department follows [AO 355 – Bloodborne Pathogen Policy](#). This policy covers training, reporting, investigating, and documenting incidents of on-duty exposure to infectious materials.

For employees affected by work-related exposures, the City of Pasco covers costs for testing, sample collection, laboratory work, medical treatments, and follow-up. This coverage falls under worker compensation claims according to SIF 2 (excluding LEOFF 1), relieving exposed employees from any out-of-pocket costs.

Please refer to [Chapter 296-823 WAC](#).

22.2.1 PHYSICAL EXAMINATIONS

The Pasco Police Department does not require its employees to have annual physical examinations. If an employee wants an annual physical examination, the medical plan offered by the City does provide an annual physical. Non-represented employees are not provided physical examinations.

Per the Uniformed Collective Bargaining Agreement, when there is reasonable suspicion to believe that an employee cannot safely perform the job functions of their position, the employee may be required, at the City's request and expense, to take a physical examination for the purpose of determining whether or not the employee can perform the job functions of their position as a condition of continued employment. Physical examinations will be completed in a timely manner, whether on or off duty. The City shall be entitled to a physician's report stating the results of the examination. However, the report to the employer shall be limited to results concerning the employee's ability to perform their job functions.

The Pasco Police Department does not require periodic blood tests for the range master and range safety officers to determine the level of lead in their system. However, if excessive levels of lead or other contaminants are discovered, the City pays the entire cost of testing and will pay for any follow-up treatment.

22.2.2 PHYSICAL FITNESS

The Pasco Police Department encourages employees to remain physically fit. Physically fit employees are better able to perform their jobs and use less accrued sick leave.

Employees are encouraged to participate in the department's Fitness and Wellness program or use alternative forms of exercise at their own expense to enhance their physical fitness.

22.2.3 FITNESS and WELLNESS PROGRAM

A. Fitness

Pasco Police Department recognizes that an employee's current health status and future risk is impacted by lifestyle choices, including smoking, nutrition, weight, stress management, inactivity, etc. The fitness and wellness program were established to further educate and support Pasco Police Department employees. Employees are encouraged to participate in the voluntary program conducted/managed by a trained program coordinator which provides the following:

- Wellness tips
- Ongoing support and evaluation

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- Individual education and goal setting
- Individual health screening and fitness assessment

B. Wellness

Pasco Police Department provides wellness training and resources to agency personnel.

Recruits receive comprehensive family support and officer wellness orientation upon their return from the academy. This orientation equips them and their families with invaluable resources and information regarding emotional survival in law enforcement.

22.2.4 OFF-DUTY EMPLOYMENT

Outside agency employment is defined by [AO 270](#) – Outside Employment. Employees must submit a request for outside employment to the Chief of Police and City Manager for review and have it approved prior to the start of any work.

Outside employment is employment that does not involve the enforcement of laws or other police-related activities. Pasco Police Department does not permit extra-duty employment wherein the actual or potential use of law enforcement powers is anticipated.

The Pasco Police Department recognizes that employees may choose to work outside the department. Restrictions to outside agency employment include:

- Employees may not work in any place where it is known to them that illegal activities are conducted or any job that may be in conflict with their law enforcement duties.
- Employees may not work outside the agency to the extent that it affects their fitness for duty at the Pasco Police Department.

22.3.1 AGENCY ROLE: COLLECTIVE BARGAINING PROCESS

The Pasco Police Department recognizes the rights of its employees to form organized groups to negotiate Collective Bargaining Agreements with the City of Pasco.

- The Pasco Police Department assists the City of Pasco's bargaining team in an advisory capacity. The Chief of Police, or designee, serves on the team to provide information regarding department policies, procedures, and the impact of provisions in collective bargaining agreements. The City Manager has designated the Human Resource Manager as the principal negotiator.
- The City of Pasco is committed to negotiating in good faith with the authorized representatives of Pasco Police Department employees. The City of Pasco recognizes the Pasco Police Officers Association as the bargaining unit that represents the Uniformed Employees and the Non-Uniformed Employees of the Pasco Police Department.
- The City of Pasco and the Pasco Police Department are committed to abiding by the rules for collective bargaining as outlined in the collective bargaining agreement, [RCW 41.56](#), and related [Public Employment Relations Commission](#) (PERC) guidelines.
- The Pasco Police Department is committed to abiding by the negotiated collective bargaining agreement for each employee group, not only in its written form but also in its intent.

Communication is encouraged, and nothing in the Collective Bargaining Agreement or this policy is to prevent informal discussions on department issues when agreed to by both parties.

22.3.2 COLLECTIVE BARGAINING: RATIFICATION RESPONSIBILITIES

When the negotiated Collective Bargaining Agreement (CBA) is ratified, the City of Pasco and the authorized collective bargaining representative sign it. The Chief of Police, or designee, ensures the department meets the agreement's terms and conditions.

- The Chief of Police, or designee, obtains a written, signed copy of the CBA from Human Resources.
- Within 7 working days of receipt, the Chief of Police distributes the signed collective bargaining agreement to command and supervisory personnel and reviews all modifications at the next regularly scheduled command staff meeting.
- The Human Resources Division is responsible for disseminating the contract to bargaining unit personnel.
- Within 60 days of the signing of the agreement, the Deputy Chief reviews the agreement and compares it to existing department policies and procedures. The Deputy Chief rewrites the policies and procedures that are in conflict to bring them into compliance with the collective bargaining agreement.

22.4.1 AVAILABLE GRIEVANCE PROCEDURES

Pasco Police Department employees, depending on their job classification, have two separate grievance procedures for resolving issues.

Employees classified as temporary or regular part-time may use the grievance procedure established in the [PMC 2.105.110](#) to seek resolution of alleged grievances. Temporary employees are those hired to fill in for employee vacations or to work on specific projects. Regular part-time employees work less than forty (40) hours per week but hold regularly budgeted positions.

Regular full-time employees have representation as bargaining unit members. Employees are allowed representation at all steps of the grievance procedure in accordance with CBAs. They are considered Civil Service employees and are one of the following.

- A. Those employees not covered by collective bargaining agreements (CBA) may use the grievance procedure outlined in the Non-Uniformed CBA.
- B. Employees covered by collective bargaining agreements are required to use the grievance procedure in their respective agreements.
 - Uniformed personnel use Article V Grievance Procedure
 - Non-uniformed personnel use Article V Grievance Procedure

22.4.2 COORDINATION AND CONTROL OF GRIEVANCES

The Human Resources Division for the City is responsible for the coordination of all written grievances and assigns each grievance a control number. The City's Human Resources Division maintains the grievance files.

22.4.3 ANNUAL ANALYSIS OF GRIEVANCES

The Deputy Chief or designee conducts an annual audit of all grievances. The Deputy Chief sends a written report, including the total number of grievances and dispositions, to the Chief of Police. The report may also include recommendations for minimizing the number and types of grievances.