

PERSONNEL MANAGEMENT SYSTEM	Chapter No. 22
<p>Effective Date: 04/01/2018</p> <p>Revised: 06/22/2021</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. Captains (2)
4. Administrative Assistant II (1)
5. Administrative Assistant I (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

Employees may request approval for administrative leave from the Chief of Police in certain situations. Employees who want to take administrative leave must make the initial request, in writing, to the Chief of Police. Upon reviewing the request for administrative leave, the Chief can either approve and determine the length of time or deny the request. The Pasco City Manager will make the final approval.

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. Light-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 light-duty assignment, the department may, if specific projects and/or tasks are available, allow the officer to return to work in an alternate duty status ([RCW 51.32.090](#)) pursuant to the provisions of the applicable CBA or City Administrative Order.

A request for alternate 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. The department has the option of limiting the number of alternate duty assignments.

- Light 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.
- Light duty assignments are temporary and contingent upon the medical prognosis of full physical recovery within a reasonable period of time.
- Determination of an employee's restriction from regular duty or eligibility for a light-duty assignment will be made upon examination and advice of a physician. The City's Safety Coordinator will coordinate a work plan with the Administrative Sergeant.
- Commissioned officers assigned to light duty will not perform light-duty assignments in uniform. Such officers will dress in appropriate business attire.
- While on light duty assignment, commissioned officers will not openly display their department credentials while outside department facilities. Commissioned officers on light duty assignment will not become actively involved in enforcement situations unless a threat to personal safety arises.

E. Leave Requests Defined

Long Term Request: Long-term vacation requests (40 or more consecutive hours off) must be submitted to the Shift Supervisor or Division Captain 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) must 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 in a written memorandum signed by both employees that are party to the exchange. Such requests must be made at least two days in advance of the day requested, excluding holidays and weekends.

F. Requirements and Responsibilities

Specific 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.

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- The CBA sets vacation time accrual rates, maximum accumulation, and maximum annual usage. Employees may not request or schedule the use of more vacation time than the amount shown as "End Balance" on the most current "Accrual Balance Report" prepared by Payroll.
- Any request for vacation that is denied shall have the reason for the denial written on the request form by the employee's supervisor.
- The Division Captain shall review all 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 shall 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.
- Employees shall check their leave balance to make certain they have sufficient accrued leave to cover the requested time off.

Supervisor Responsibility

- Supervisors shall 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 shall 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.
- Supervisors shall place all vacation or floating/personal holiday use requests in the Division Captain's mailbox before the end of the shift for review.

Division Captain Responsibility

- Division Captains shall make certain that supervisors under their command follow proper procedures when handling the approval or denial of leave requests.

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- Division Captains are responsible for processing all vacation or floating/personal holiday requests using the criteria set forth in this policy.
- Division Captains shall review and act on all vacation and floating/personal holiday use requests by the next duty day following receipt of the request.

Distribution and Storage of Time-off Requests

- Division Captains will return both copies of all approved and denied vacation or floating/personal holiday use request forms to the shift supervisor for distribution. The supervisor shall immediately return the yellow copy of all vacation or floating/personal holiday use request to the employee indicating approval or denial, including the reason for denial.
- The shift supervisor shall retain the original white copy of the approved vacation or floating/personal holiday use request until the pay period of use occurs. The supervisor must attach the original white copy to that employee's timesheet and forward it to the designated timesheet coordinator.

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

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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's 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, the Pasco Police Department offers the below programs specific to law enforcement.

1. Critical Incident Stress Management Response
2. Peer Support

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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 materials 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 other 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 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 Equipment procedures.

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 upon the employee assignment and rank. All items are subject to review by the Chief of Police. Item changes will be based on 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 use of the equipment by the Chief of Police or designee.

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 is the employee's responsibility.

The employer is responsible for the cleaning and laundering 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, particularly equipment that civil liability attaches.

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.
- **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)

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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, such as in a ponytail. 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 and 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 provided they conform to the following guidelines.

- No tattoos 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.

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- The Chief of Police will be made aware of new employee tattoos prior to hiring. The Chief can decide whether the pre-existing tattoo or any new tattoo may be visible while in uniform or require them to be covered. Acceptable forms of covering the exposed tattoo are:
 - Uniform long sleeve shirt
 - A department-approved tattoo cover up sleeve
 - A long sleeve dress shirt if the employee is working as a detective.
- Tattoos or body art displaying the following is prohibited at all times.
 - Racism
 - Sexism or sexually suggestive or explicit
 - Obscenity or profanity
 - Gang or drug-related
 - Undermining City or Department values
- Tattoos and body art will be covered at all times when a member is required to appear at the following:
 - All judicial or administrative court hearings
 - All official city or departmental ceremonies and 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
 - Branding or scarification

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.

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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

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 names 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.

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 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.

Volunteers/Explorers/Reserve Officers

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

Volunteers/Explorers/Reserve Officers 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

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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.

The Human Resources Manager or designee 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.
- Ensuring a process for communication with the deployed member is established by the Division Captain or designee.

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 which 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 2.54 – Legal Actions Brought Against City Officials and Employees.

22.1.11 INFECTIOUS DISEASE: RISK OF EXPOSURE CLASSIFICATION

The positions, job titles, and duties identified below list those specific classes of employees who perform tasks which are likely to expose them to blood and/or bodily fluids:

1. Evidence Technician
2. All Sworn Police Personnel

Employees of those classifications risk exposure to HIV/HBV and other infectious diseases through body fluid splash, sharps, and other instruments and materials used or handled and reasonably likely to be encountered in the performance of their duties. Such exposure can be reasonably anticipated by the nature of their specific job duties.

It is a policy of the Pasco Police Department to develop and ensure a safe work environment and instill work habits that provide maximum safety and minimize risk to infectious disease exposure. [AO 355](#) – Bloodborne Pathogen Policy is followed by the Department and outlines training, reporting, investigation, and documentation requirements resulting from on-duty exposure.

The City of Pasco will pay testing, sample collection, laboratory, medical treatments, and follow-up as a worker compensation claim under SIF-2 (excluding LEOFF 1). There will be no out-of-pocket cost to the exposed employee for on-the-job-related exposures.

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 such examination, provided. 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

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

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.

Chapter 22 Personnel Management System

- 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 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 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 collective bargaining agreement from the 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 CBA's. 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 agreement.
 - 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.