

Pasco Police Department Policy Manual

PROMOTION	Chapter No. 34
Effective Date: 04/01/2018	Reference:
Revised: 08/27/2021	Civil Service Rules & Regulations

34.1.1 AGENCY ROLE

The Civil Service Commission is granted the authority by the State of Washington to be the administrator of promotional opportunities for civil service positions within the Pasco Police Department. Promotional processes will be governed by the Civil Service Rules and Regulations and any applicable collective bargaining agreements. The Pasco Police Department acts as a resource to the Commission to ensure any promotional process identifies the skills, knowledge, and abilities necessary for the promotional opportunity. The Police Department also aids in the coordination and facilitation of the promotional process.

Design of Assessment Process: The Police Department will provide input and recommendations to the Civil Service Commission on the type of tests and/or processes that should be used to assess a candidate's abilities.

Candidate Selection: The Chief of Police shall retain the sole discretion to promote a candidate from the list of certified eligible candidates provided by the Secretary Chief Examiner or, in the case of non-civil service positions, the person or company selected to facilitate the assessment process.

The Chief of Police or Deputy Chief shall be responsible for coordinating the Department's role in any promotional process, excluding the position of Chief of Police.

34.1.2 PROMOTIONAL PROCESS DESCRIBED

The Civil Service Commission, in cooperation with the Police Department and Human Resources Division, may use various assessment tools to gauge a candidate's skills, knowledge, and abilities as compared to those identified as necessary for the rank the candidate is seeking.

Evaluation of Promotional Potential

Minimum qualifications are provided on the job announcements for promotion opportunities. All candidates must meet the minimum qualifications as specified on the job announcement. No other form of pre-promotional potential screening mechanism is used to screen candidates from eligibility.

Written Examinations

Promotion examinations are governed by Civil Service Commission Rule 8.

Assessment Centers

When utilized, assessment centers shall be structured to measure the characteristics directly related to the job or promotional position announcement.

Oral Interview

An oral interview may be utilized. If used, it shall include uniform questions for all candidates and the results will be recorded on a standardized form. The questions shall assess a defined set of personal attributes.

1. Employees applying for a promotion with prior experience to the Pasco Police Department that may qualify them for the promotion will be governed by Civil Service Rule 10.08.
2. Current copies of Civil Service rules are kept by the Office of the Chief of Police and the Pasco Civil Service Commission. Copies of the civil service rules and regulations are available upon request to the Civil Service Commission and Chief Examiner. The Civil Service Chief Examiner maintains custody of promotional materials in a secured facility.

Review and Appeal

Employees are permitted to review test results and scoring. They may also appeal adverse decisions concerning their eligibility for appointment to promotional vacancies. Procedures for review of testing material and appeal of adverse decisions are as follows:

1. All candidates are permitted to review their test packet and evaluations of assessors.
2. All candidates are permitted to review the written results of scored elements for the selection process.
3. Appeals are governed by Pasco Civil Service Rules and Regulations.

Reapplication

Employees failing to meet eligibility, or failing to be promoted, are permitted to reapply, retest, and be reevaluated the next time a promotional examination is conducted.

Lateral Participation

Lateral entry to promotional processes for the position of Captain or above within the Department is permitted when approved by the Chief of Police and City Manager.

Security of Materials

Promotional materials shall be secured by the Secretary Chief Examiner or Human Resources Manager (for exempt positions).

34.1.3 JOB RELATEDNESS

All procedures used in the promotional process of sworn personnel are to be job-related and non-discriminatory. The Deputy Chief works with the Civil Service Commission and Chief Examiner to follow [RCW 41.14.060](#).

34.1.4 ELIGIBILITY LISTS

The Chief of Police selects promotional candidates from a current eligibility list. Promotional lists for sworn personnel are governed by the Civil Service Commission Rule 9. All eligibility lists are created using examinations governed by Civil Service Commission Rule 8.

- Numerical weight is governed by Civil Service Rule 8.4

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- Names of successful candidates shall be ranked in order consistent with Rule 9.02.
- Any time-in-grade and/or time-in-rank eligibility requirements will be listed on the promotional announcement
- The nature of the promotion will determine the duration of the list. Promotional eligibility lists are valid for 12 months unless extended per Rule 9.5.
- The Chief of Police selects the candidate for specialty assignment/promotion from the eligibility list according to Rule 10.

34.1.5 PROBATIONARY STATUS

All newly promoted personnel, civilian and sworn, shall serve a probationary period of one year per Civil Service Rule 11. During this period, the individual will be monitored and evaluated by the immediate supervisor. This allows for effective adjustment of a new employee to the position. Unsatisfactory performance should be identified and corrected when noticed through counseling, training, or other appropriate personnel actions. The probationary period also allows for demotion or termination of employment of personnel who do not meet the required standards.