



# **City of College Place Personnel Manual**



Adopted

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## **1.0 Employee Acknowledgement Form**

The employee manual describes important information about the City and its employment policies. I understand that I should consult my supervisor or the City Administrator regarding any questions not answered in the manual.

Since the information, policies, and benefits described here are subject to change, I acknowledge that revisions to the handbook may occur and that I am subject to whatever policy is in effect at the time a policy is called upon. All such changes will be communicated through official notices, and I am aware that revised information may supersede, modify, or eliminate existing policies. Only the Mayor of the City has the authority to adopt any revisions to the policies in this handbook.

I acknowledge that my employment is **at will** unless otherwise exempted by a collective bargaining agreement and that this manual is neither a contract of employment nor a legal document. I understand that this manual is not to be construed by myself, or any employee, as binding terms and conditions of employment.

The City of College Place has collective bargaining agreements with two labor organizations: Teamsters Local Union No. 839 and International Association of Firefighters Local #4203. If there is a difference between the policies in this manual and a collective bargaining agreement clause, the collective bargaining agreement provisions govern over union represented employees.

I acknowledge that I have been provided access to a copy of the manual and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it. I further understand that the information contained in this manual supersedes any previous manual or written policies or oral communications and agreements.

Furthermore, I acknowledge that I have read and understood the above paragraphs.

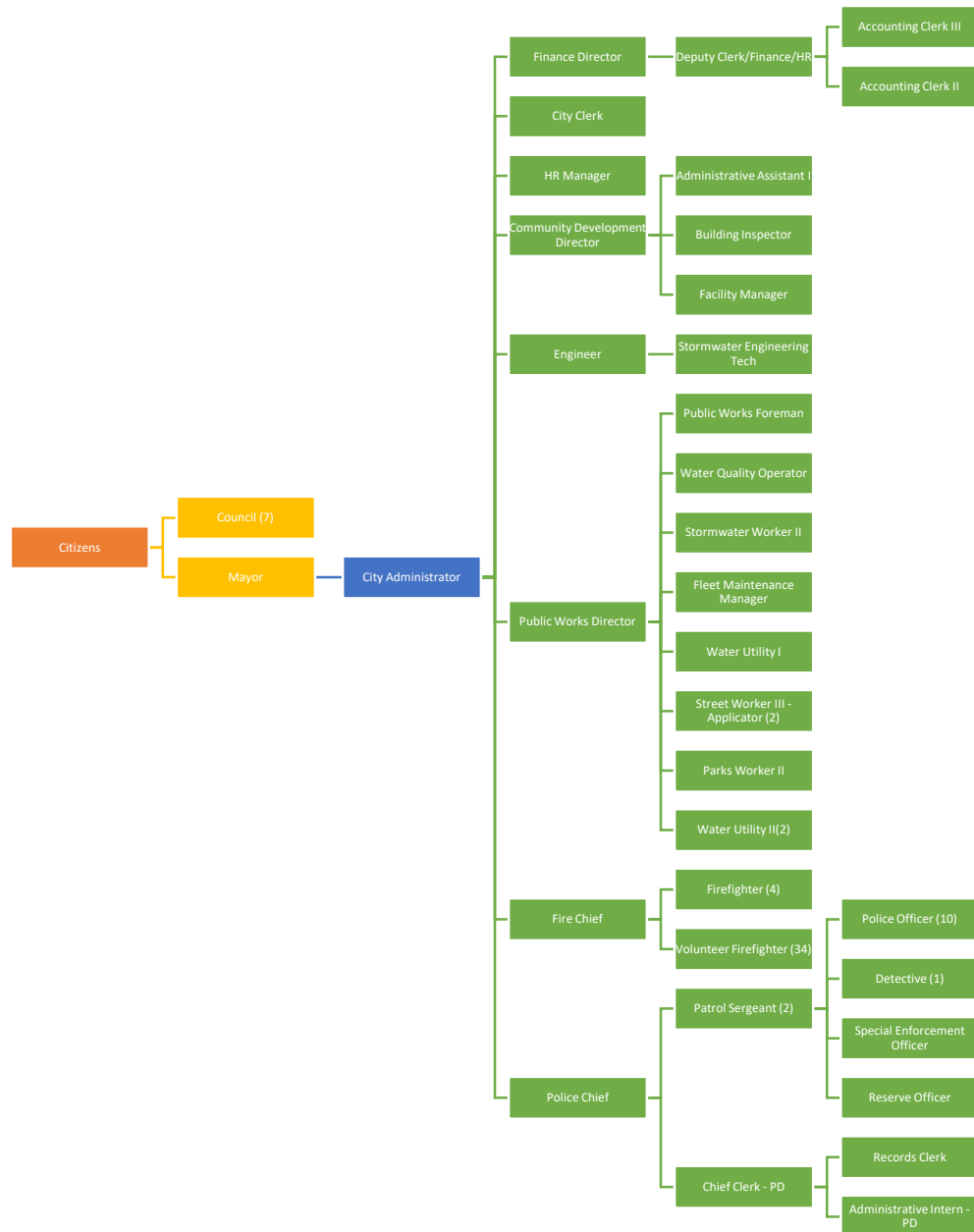
Please sign and date this acknowledgement and return it to the Human Resource Department for filing in your personnel record.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

## 2.0 Organizational Chart



## **Introduction**

### **3.01 Introductory Statement**

This manual is designed to acquaint you with the City and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees.

The personnel manual describes important information about the City, but no manual can answer every question regarding your employment. Consult your supervisor or the City Administrator regarding any questions not answered in the handbook.

As the City continues to grow and evolve, the need may arise, and the City reserves the right, to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur. Employees are subject to whatever policy is in effect at the time the event occurs. We encourage employee feedback.

As an employee of the City of College Place, you are engaged in an at-will employment relationship unless otherwise exempted by a collective bargaining agreement. This manual is neither a contract of employment nor a legal document. It is not to be construed by any employee as binding terms and conditions of employment.

The City of College Place has collective bargaining agreements with the Teamsters Local Union #839 and the International Association of Firefighters Local #4203. Represented employees covered under these agreements should be aware that if there is a difference between this manual and a collective bargaining agreement, the collective bargaining agreement provision governs those respective union members.

### **3.02 Introduction to the City of College Place**

The City of College Place is located in Walla Walla County, near the foothills of the Blue Mountains. The city encompasses 2.66 square miles adjacent to Walla Walla. The City was founded in 1892 and incorporated in 1946.

Today, the City of College Place has employees in four work locations:



College Place City Hall  
625 S College Ave  
College Place, WA 99324

College Place Fire Department  
629 S College Ave  
College Place, WA 99324

College Place City Shop  
218 SE 4<sup>th</sup> St  
College Place, WA 99324

College Place Police Department  
619 S. College Ave  
College Place, WA, 99324

### City Council Goals

*To maintain its comparative advantage as a municipal government, College Place pursues new revenue streams not from increasing property tax rates, but from increasing local valuation through new commercial and residential development.*

*The City values connection with its residents and to its heritage. The City strives for win-win outcomes in relationships and partnerships internally and externally. The City's residents value connection to each other, which the City fosters and grows.*

*A healthy and vital College Place requires new and renewing investments above and below ground. Residents expect and receive reliable and safe services from these investments.*

*The City uses transparent and accountable planning processes so residents understand how College Place grows and changes. Planning documents are clear with a vision for how to sustainably fund services while maintaining high levels of citizen satisfaction and add to the local population as well as the Urban Growth Area (UGA).*

*People of high character and capability power successful City operations. The City Council values its staff and sees Human Resources as its greatest asset; integrating infrastructure and people with systems and tools that are current and easy to use.*

### **3.03 Code of Ethics**

The successful operation and reputation of the City of College Place is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. The City is dependent upon our citizen's trust and we are dedicated to preserving that trust.

State ethics laws, found at RCW 42.52, consider each City employee to be a "public official" and provides, among other things, that:

- No public official shall use or attempt to use his/her position for financial gain or to avoid financial detriment.
- No public official shall solicit gifts.

- No public official shall attempt personal gain through the use of confidential information gained in his/her position.

These laws are enforced by the Washington State Executive Ethics Board (WSEEB). The Board typically uses a “but for” test when deciding whether a public official has violated the ethics laws, ex: But for the fact that the person is a public official would the person have received the gift or otherwise benefited financially? The WSEEB publishes a manual for public employees available on the internet.

The City will comply with these and all applicable laws and regulations and expects its department heads, supervisors, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation occurs where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with your Department Head, and/or City Administrator for advice and consultation. The Mayor will make the final decision if necessary.

Compliance with this policy of business ethics and conduct is the responsibility of every City employee. If you believe anyone has violated this code of ethics, you should report it to a supervisor immediately. Employees who violate the Code of Ethics or who create an equally detrimental impact on the City may be subject to disciplinary action up to and including termination.

### 3.04 Core Values

- **Open and Honest:** The City is transparent and fair in its dealings. It is plain spoken in its communication. The City is engaged with its citizens in two-way communication and desires an aware and informed citizenry. The municipality is accountable for its actions and choices.
- **Cooperation:** College Place works well with others and values mutually-beneficial outcomes for the City and its partners.
- **Respect:** The City fosters respect between its Council and staff, Citizens, neighbors, its natural resources and built environment, its resident businesses to bind College Place into a sustainable and prosperous community. The City honors its heritage.
- **Service:** The City exists to provide services to its constituents. It is an organized, learning organization that makes data-driven decisions. It's employees and Council are empathetic and humble.

- **Diversity:** The City recognizes differences between people and values these differences as an asset. College Place fosters an environment where individuals find safety, dignity, and acceptance.

### **3.05 Form of Government**

College Place is a non-charter code city. As such, it operates under the functions afforded to it by RCW 35A. The Mayor and seven council members are elected “at large”. The Mayor is the Chief Administrative Officer of the City, has the authority to hire, fire, and discipline City employees and preside over City Council meetings. The City Council is the policy making body of the City. They perform functions that include passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning and other land use regulations, and generally deciding on important issues that affect the City of College Place.

The Mayor appoints Department Heads to direct the activities of the respective operating departments. Department heads report to the City Administrator. The City Administrator in turn reports to the Mayor. The City Administrator oversees the day-to-day operations of city government.

The Mayor with the consent of City Council appoints members to various Boards and Commissions to assist in the operation of city government. The members of these Board and Commissions are volunteers and receive no compensation. These Boards & Commissions include:

**Civil Service Commission:** The Civil Service Commission is a three member body appointed by the Mayor to adopt rules consistent with state and local law regarding the recruitment, testing, and establishment of eligibility lists for hiring employees of the City’s Police and Fire Departments. The Commission meets monthly.

**Economic Development, Tourism, and Events Commission (EDTEC):** The commission will assist with the formation of economic development goals and strategies. They will also assist with business recruitment, retention, and expansion activities. This Commission meets monthly.

**Historic Preservation Commission:** The function of this Commission is to review and make recommendations on building and façade modifications within College Place’s historic district and to ensure that the character of historic College Place is preserved. This commission meets monthly.

**Planning Commission:** The Planning Commission is created to insure adequate provisions are made for the preparation of a comprehensive city plan for the guidance, direction, and control of the growth and development of the community.

The Commission may recommend designating land suitable for annexation and appropriate zoning for land parcels. This commission meets monthly.

**Park, Arbor, and Recreation Board:** The function of this board is to make recommendations to City Council for the operation, maintenance, and capital investment of the city's parks and parklets. The Park Board meets as needed.

### **3.06 City Departments**

#### Administrative Department

This department is led by the City Administrator who is tasked with overseeing the daily operation of City business. The following functions are executed by this department: building, clerk, communications, economic development, finance, planning, and records management. This department is operated out of City Hall.

#### Fire Department

This department is supervised by the Fire Chief. The Fire Department is responsible for the management of fire and emergency services.

#### Police Department

This department is supervised by the Police Chief. The Police Department is responsible for maintaining a safe environment through the enforcement of all ordinances of the City of College Place and all applicable federal and state statutes. Code enforcement and fair housing services are executed by this department as well. This department is operated out of the City Annex.

#### Public Works Department

This department is supervised by the Public Works Director. This department is responsible for the safety and maintenance of City infrastructure. The Public Works Department maintains and cares for all municipal buildings, public streets, alleys, sidewalks, gutters, drains, and trees and shrubs in parkways, storm sewers, lighting of public streets, parks, and the water distribution system. This department primarily operates out of the City Shop with Public Works administration housed at City Hall.

### **3.07 Definitions**

- **Administrative Leave:** Leave with or without pay that is initiated by the City when the conduct of an employee does not merit suspension or other disciplinary action.
- **Appeal:** Any difference, dispute, or complaint regarding the correct application or interpretation of the provision of the personnel policies and procedures. An appeal is related specifically to the personnel policies and procedures and is distinguished from a grievance, which applies to disputes over application or interpretation of collective bargaining agreements.
- **At-will Employee:** Unless specific rights are granted to an employee in a collective bargaining agreement, civil service rules, or elsewhere, an employee of the City may be terminated at any time, with or without cause, and with or without notice.
- **Cause:** Any action or inaction which is appropriate justification for disciplinary action.
- **City Business:** Includes work or job duties directly arising out of a work assignment or work duties that directly benefit the City and its operations.
- **Class/Classification:** Systematic arrangement of job titles into categories according to positions sharing similar job functions and/or responsibilities. A representative sample of the City's classification system includes classifications such as Management, Technical/Professional, and Skilled Trades.
- **Compensatory Time (Comp Time):** Authorized time off from work in lieu of payment for overtime worked.
- **Demotion:** The movement of an employee, either voluntarily or involuntarily, from one classification to another classification having a lower rate of pay.
- **Department Head:** An employee responsible for directing one or more City departments.
- **Disability:** (1) A physical or mental impairment that substantially limits one or more major life activities; (2) a record or history of such impairment; or (3) a perception of such impairment.

- **Disciplinary Action:** Utilization of personnel actions intended to correct conduct that does not support the orderly, efficient, and safe methods of delivering City services or performance that does not meet expectations.
- **Emergency:** A circumstance that, if not immediately addressed, may cause injury or damage to persons or property.
- **Employee Assistance Program:** A program designed to assist City employees and their family members to solve problems through professional counseling.
- **Essential Functions:** The fundamental duties of a position, the things a person holding the job absolutely must be able to do.
- **Exempt Employee:** An employee who does not receive overtime pay for all hours worked in excess of 40 hours per week as provided in the Fair Labor Standards Act (FLSA) because the employee works in a bona fide executive, administrative, professional, or other exempt capacity covered by the FLSA and Washington Minimum Wage Act.
- **Good Driving Record:** Less than two moving violations within the preceding three years; no reckless driving or driving while intoxicated violations within the preceding five years. Maximum of one motor vehicle accident within the preceding three (3) years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or pleaded guilty.
- **Grievance:** Any difference, dispute, or complaint regarding the correct application or interpretation of the terms of a collective bargaining agreement.
- **Immediate Family:** Includes the following: spouse; domestic partner; parent; child; brother or sister; mother or father-in-law; son or daughter-in-law; grandparent, grandchild. An individual is considered a relative whether related by blood, marriage, or adoption.
- **Intern:** A paid or unpaid temporary employee who desires on-the-job experience in a field related to their course of study or career objectives, assigned a project, or responsibilities designed to be a learning experience.
- **Lay-off:** Involuntary separation of an employee from a position because of lack of work or non-availability of funds.

- Light-duty: A temporary assignment of limited duties to an employee during recuperation from an illness or injury.
- Non-exempt Employee: An employee who receives overtime pay for hours worked beyond 40 hours in a standard work week in accordance with the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act. The amount of overtime pay is one and one-half times the regular rate of pay for actual hours worked.
- Overtime: Authorized time worked by an employee in excess of 40 hours per work week or for public safety employees, in excess of the maximum allowable under FLSA for the established work period.
- Regular Part-Time Employee: An employee hired in a budgeted, authorized position that has successfully completed a probationary period as defined in these policies and who works less than forty (40) hours a week on a regular year-round schedule.
- Probation Period: A trial period of employment during which an employee must demonstrate his or her ability and a capacity to perform the duties of the position to which he or she has been appointed. This period is six months in length unless stated in an employment agreement. A new employee may be terminated, without cause at any time during the initial probation period.
- Regular Full-Time Employee: An employee hired in a budgeted, authorized position that has successfully completed a trial period as defined in these policies and who regularly works a minimum of forty (40) hours a week on a regular year-round schedule.
- Represented Employee: An employee who is a member of a bargaining unit and represented by a bargaining agent in matters of wages, benefits, and working conditions.
- Resignation: Voluntary separation by an employee of his or her employment with the City.
- Salary Schedule: A schedule with salary ranges of pay for classifications in the services of the City.
- Separation: Resignation, termination, or layoff.

- Suspension: A temporary separation from duty, with or without pay, of an employee (1) for disciplinary purposes; (2) for the purpose of investigation of an accusation brought against an employee; or (3) where necessary to preserve employee safety or public confidence.
- Temporary/Seasonal Employee: An employee hired to work a fixed or flexible schedule of hours for a specified period of time, or an employee who is hired on an intermittent, seasonal, or as-needed basis.
- Termination: The involuntary cessation of an individual's employment
- Weapon: Any object, instrument, or incendiary device which is (1) designed in such a manner to inflict harm or injury on another person, or (2) used in a manner threatening harm or injury to another person.
- Volunteer: An individual who performs services for the City who receives no compensation other than expenses, reasonable benefits or a nominal fee and who is not employed by the City to perform the same type of services.

### **3.08 Elected Officials – Vision & Goals**

It is the expectation of the Mayor and City Council that team members strive toward the vision and goals set forth by the respective officials in office at the said time.

### **3.09 Workplace Priorities**

Working within city government can sometimes be very busy with multiple projects and competing priorities. The following prioritization governs the workplace within College Place city government.

1. Customer Service
2. Financial
3. Human Resources
4. Other Projects



## **4.0 Employment Policies**

### **4.01 Equal Employment Opportunity/Non-Discrimination**

The City of College Place is committed to hiring qualified personnel without regard to race, sex, religion, age, national origin, genetic information, veteran or military status, marital status, sexual orientation, gender identity, disability, or any other status protected by law. All employment decisions will be based on bona fide occupational qualifications and essential job functions of the position required for the effective delivery of City services. The City's hiring practices are intended to affirm and promote the concept of affirmative action and to seek to attain a work force which mirrors the representation of the community, including protected classes.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, transfer, promotion, compensation, reclassification, discipline, layoff, termination, and access to benefits and training.

The focus of this policy concerns matters relating to employment discrimination and to discrimination based on the above-mentioned protected groups or based on protected activities. An individual who feels he/she has experienced employment discrimination should file a timely complaint by following the steps identified below:

Any individual who feels he/she has experienced employment discrimination, including discrimination based on disability, under the provisions of Section 504 of the Rehabilitation Act of 1973 may communicate that complaint to the City Administrator, who is designated as the Equal Employment Opportunity Officer, Section 504 Coordinator, and the Americans with Disabilities Act Coordinator (Building & Community Development Associate) for the City of College Place, or to the Mayor. Employees may raise complaints without fear of reprisal.

Complaints may be filed verbally or in writing. It is highly encouraged a verbal complaint be filed in writing within five (5) days of the alleged complaint. A verbal complaint is considered an official complaint. The information provided should specifically state 1) the name and address of the person filing the complaint; 2) a description of the discrimination leading to the complaint; and 3) any other pertinent information that will help in the investigation process.

The City Administrator, or designee, will commence an immediate investigation of the complaint. Confidentiality will be maintained as far as practical. During an investigation process it is necessary to make the employee against whom a complaint has been filed

aware of such complaint. In addition, other employees and supervisors who are witnesses or who may have knowledge of the incident will be interviewed. In all cases the individual filing the complaint will be advised of the need to discuss the complaint with other individuals in the process of conducting an investigation.

A written record will be kept of the steps taken during the investigation process. To the extent possible, this information will be maintained in a confidential manner in the Administration Department.

A report will be made relative to the investigation within 15 working days or as soon as practical thereafter. At the conclusion of an investigation a decision will be made relative to what, if any, remedy should be made. The City Administrator will work with the Department Head to carry out the recommended remedy for such instances of discrimination, up to and including reversal of the action about which the complaint was based. As appropriate, the complainant will be informed of the results of the investigation.

The City of College Place prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of the City's retaliation standard, follow the complaint procedure outlined above.

All employees of the City of College Place are required to refrain from any conduct or practice which is in violation of this policy.

## **4.02 Harassment**

The City of College Place is committed to providing a work environment for all employees that is free from any type of discrimination on the basis of protected class. Discrimination is being subjected to different working conditions because of race, color, sex, religion, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, military or veteran's status, or protected group status as defined by federal, state, or local law. This includes harassment and intimidation. The City of College Place does not discriminate against employees who report in good faith alleged violations of state or federal laws, rules, or regulations.

Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to, the use of verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, or displays of objects and materials which create an offensive environment. Actions such as these are prohibited and, if repeated they are also unlawful. Sexual harassment is considered sex discrimination not only because of the sexual nature of the conduct to which the victim is subjected but also because of the harasser treats the victim differently based on the victim's sex. Unwelcome sexual

advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work environment.

Officials, employees, volunteers, or agents of the City may not engage in any conduct which would violate this policy. Candidates for employment, employees, volunteers, or agents of the City who wish to file a complaint of harassment are assured of confidentiality, to the extent possible, and freedom from retaliation by the City for doing so. Allegations of any type of harassment may be filed with the City Administrator, the Mayor, or any manager or supervisory employee with whom the person filing the complaint feels most comfortable.

The City encourages anyone wishing to file a harassment complaint to follow the complaint process in this policy before seeking external resolution options. Employees who believe they have been subjected to harassment should take affirmative actions to stop it immediately by telling the alleged harasser to stop the offensive conduct or by reporting it immediately to the City Administrator, the Mayor, or any manager or supervisory employee with whom the person feels comfortable.

Employees will be informed of the City's policy regarding harassment and the rights and procedures associated with filing and remedying complaints through written correspondence, employee orientations, and periodic in-house training.

### Complaint Process

The process of filing a harassment complaint by a candidate for employment, an employee, volunteer or agent of the City, is meant to provide a comfortable means of reporting unlawful incidents of harassment. If an individual feels he/she has experienced harassment in any form, a complaint may be filed by following the steps identified below.

As always, employees are encouraged to discuss potential harassment situations with their immediate supervisor; however, any employee or individual may file a harassment complaint by communicating directly with the City Administrator, the Mayor, or any manager or supervisory employee with whom the person filing the complaint feels most comfortable.

Complaints may be filed verbally or in writing. The information provided should specifically state the incident of harassment leading to the complaint and any other pertinent information that will assist in the investigation process. The person with whom the complaint was filed will take immediate and appropriate action. In all instances in which a harassment complaint is filed, the City Administrator will be notified.

The City Administrator, or designee, will begin an immediate investigation of the complaint. Confidentiality will be maintained as far as is practical. During an investigation process it is necessary to make the employee against whom a complaint has been filed aware of the complaint. In addition, other employees and supervisors who may have been witnesses to or who have knowledge of the incident will be interviewed. In all cases the individual filing the complaint will be advised of the need to discuss the complaint with other individuals. A written record will be kept of the complaint and the steps taken during the investigation process. To the extent possible, this information will be maintained in a confidential manner in the Administration Department.

A report will be made relative to the investigation generally within 15 working days or as quickly as is practical. At the conclusion of an investigation a decision will be made relative to what, if any, immediate, appropriate, and corrective action should be taken. As appropriate, the complainant will be informed of the results of the investigation. All employees are required to fully cooperate in carrying out this policy and to avoid acts of discrimination, harassment or intimidation on the basis of race, color, sex, religion, national origin, disability, age, genetic information, military or veteran's status, marital status, sexual preference, or gender status.

#### **4.03 Respectful Workplace**

The City strives to eliminate discrimination and to actively promote equality of opportunity for all employees. There is a strong commitment by the City to provide a work environment which is free from harassment and bullying and which is characterized by mutual respect. All employees and persons doing business with the City have the right to be treated with dignity. The City promotes an inclusive and supportive environment that respects and values every individual. Supervisors, managers, and co-workers are expected to nurture an environment where respectful, honest and open communication is encouraged. An employee is free to express opinions and concerns in a respectful manner without fear of reprisal for having done so. Managers are responsible for setting a good example of respectful communications for all and have a responsibility to take complaints seriously. They are expected to provide problem solving or mediation to assist employees in problem resolution. Employees are responsible for working through differences in the workplace in a respectful manner. If employees are unable to resolve issues directly with another party,

they should bring the issue to a manager or the City Administrator for support in a timely manner.

The City provides training in preventing harassment and bullying which includes practicing communication skills for working through differences in the workplace. Managers and the City Administrator are available to offer confidential advice, mediation, or a channel for complaints. If an employee has a complaint against his/her manager, the complaint should be addressed to a more senior manager or to the City Administrator.

As covered in sections 4.01 and 4.02, discrimination and harassment are illegal and will not be tolerated by the City. In addition to being illegal, they are not conducive to ensuring a respectful workplace. However, some types of behaviors, such as bullying, may not be illegal but are detrimental to a healthy and productive work environment.

#### **4.04 Disability Accommodation**

The City is committed to complying fully with the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act (ADAAA) of 2008, and Section 504 of the Rehabilitation Act of 1973, and to ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The City's hiring procedures provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. The City will afford reasonable accommodation to qualified applicants and employees with a known disability, unless to provide such accommodation creates an undue hardship on the operation of City business. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as equivalent job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all similarly situated employees on an equal basis.

This policy is neither exhaustive nor exclusive. The City is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADAAA and all other applicable federal, state, and local laws.

The Facility Manager has been designated as the ADA Coordinator responsible for coordinating the non-discrimination compliance requirements. The ADA Coordinator can

provide information regarding this policy, grievance procedures and the rights it provides.

#### Section 504 of the Rehabilitation Act of 1973

The City is committed to complying with the requirements of Section 504 of the Rehabilitation Act of 1973 which states in part, “no otherwise qualified disabled individual shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The law and regulation may be examined in the office of the Human Resources Specialist, who has been designated to coordinate the efforts of the City to comply with Section 504 regulations.

The City has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited under the provisions of Section 504.

### **4.05 Immigration Law Compliance**

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past one year, or if their previous I-9 is no longer retained or valid.

Employees with questions or who seek more information on immigration law issues are encouraged to contact the City Administrator. Employees are encouraged to raise questions or complaints about this section and may do so without fear of reprisal.

### **4.06 Tenure of Employees**

The tenure of employees covered by this policy shall be subject to good conduct, satisfactory work performance, and availability of funds.

### **4.07 Department Rules and Regulations**

Department Managers may create rules and regulations that are more specific to their department's operation.

## **4.08 Chain of Command Protocol**

From time to time, the City Administrator may be absent due to vacation, illness, or other related absence. If the absence is anticipated, the City Administrator typically advises staff and appoints an Acting City Administrator. However, there are times when an absence of the City Administrator may be unanticipated or short-term in nature, making the appointment of an Acting City Administrator unnecessary or impractical. As such, please be advised of the following chain-of command which will be effective during all absences of the City Administrator:

- Finance Director
- City Clerk
- Public Works Director
- Police Chief
- Fire Chief

The City Clerk, Administrative support staff, and appropriate Department Managers shall receive notice of the transition of authority as needed to provide for business continuity of the City.

## **4.09 Employee Issues**

Employees are encouraged to make recommendations or suggestions for the improvement of City services and internal operations. Non-represented employees may, in a non-disruptive manner, raise questions which affect salary, benefits, and working conditions. Employees should address such questions to their immediate supervisor and, if a satisfactory response is not received, may ask for a meeting with the appropriate department head to discuss the issue. In the event the issue is not resolved at the department level, it may be brought to the City Administrator for review and decision. If a satisfactory response is still not received, it may be brought to the Mayor for review and decision, which shall be final.

## **4.10 Reporting Improper Governmental Action**

In compliance with the Local Government Employee Whistleblower Protection Act, RCW 42.41.050, the City of College Place encourages employees to disclose any improper governmental action taken by City officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the City, with a process provided for speedy dispute resolution.

### **Key Definitions:**

**Improper Governmental Action:** any action by a municipal official or employee that is:

- 1) Undertaken in the performance of the official's or employee's official City duties, whether or not the action is within the scope of the employee's employment, **and**
- 2) Is in violation of any federal, state, or local law or rule; an abuse of authority, or substantial and specific danger to the public health or safety; or a gross waste of public funds.
- 3) "Improper governmental action" does not include personnel actions including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employments, performance evaluations, and reductions in pay, dismissals, suspensions, demotions, and violations of collective bargaining or civil service issues, alleged violations of labor agreements or reprimands. In addition, employees are not free to disclose matters which would affect a person's right to legally protected confidential communications, such as attorney-client privilege or executive session communications.

**Retaliatory Action:** any material adverse change in the terms and conditions of an employee's employment as defined in RCW 42.41.020(3), which is substantially motivated by the employee's decision to prepare or participate in a whistleblower complaint.

**Emergency:** a circumstance that if not immediately changed may cause damage to persons or property.

**Procedure for Reporting Improper Government Action:** City employees who become aware of improper government action should follow this procedure:

- 1) Bring the matter to the attention of their supervisor, if the supervisor is not involved in the matter, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
- 2) Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the City Administrator or Mayor. The complaint should be in writing, stating in detail the basis for the employee's belief that an improper action has occurred. If the improper action involves the City Administrator the employee should raise the issue with the Mayor. If it involves the Mayor the employee should contact the Chair of the City Council Finance Committee.
- 3) In the case of an emergency, where the employee believes that damage to persons' property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency responsible for investigating the improper action.



- 4) After an investigation is completed (usually within thirty (30) days of the employee's report), the employee will normally be advised of the results of the investigation; however, personnel actions taken as a result of the investigation may be kept confidential.

Employees involved in reporting improper governmental action or participation in the investigation may request that their identities be kept confidential. City officials and those involved in the investigation will honor this request to the extent possible under law, business necessity, and the needs of the investigation. Confidentiality however cannot be guaranteed.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation. "Good faith" includes a requirement that, except in an emergency, before an employee provides information of an improper governmental action to a person or an entity who is not a person listed above, the employee shall submit a written report to the local government. The employee is also charged with the responsibility to reasonably ascertain correctness of the information furnished and may be subject to disciplinary action, including but not limited to termination, for knowingly furnishing false information as determined by the appointing authority.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the City to determine whether an improper government action occurred, or that insufficient action was taken by the City to address the improper action or that for other reasons the improper action is likely to recur. Whistleblower actions can be reported to the Washington State Auditor's Office. Phone: 360-725-5352, Website: <http://www.sao.wa.gov/> and the Washington State Attorney General's Office. Phone: 800-233-3247 or Website: <http://www.atg.wa.gov/>.

### **Protection against Retaliation:**

It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper governmental action occurred. Employees who believe they have been retaliated against for reporting an improper governmental action should comply with the following procedures.

### **Procedure for Seeking Relief against Retaliation:**

- 1) Employees must provide a written complaint to the City Council within thirty (30) days of the occurrence of the alleged retaliatory action. The written charge shall specify the alleged retaliatory action and the relief requested.

- 2) The City Council may use whatever appropriate means it deems necessary to facilitate an investigation of the employee's written complaint of retaliation. A written response to the charge of retaliatory action and request for relief shall be provided within thirty (30) days of receipt of the written charge, unless the City Council determines additional time is needed to determine the validity of the allegations in the complaint.
- 3) After receiving the City's response, the employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and obtain relief according to law. The employee must deliver the request for hearing to the City Administrator within fifteen (15) days of receipt of the City's response to the retaliation charge.
- 4) Within five (5) working days of receipt of a request for hearing, the City shall apply to the Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge, at the following address:

Office of Administrative Hearings  
PO Box 42488  
Olympia, WA 98504-2488  
(360) 664-8717

At the hearing, the employee must prove that retaliation occurred by a preponderance of the evidence. The administrative law judge will issue a final decision not later than forty-five (45) days after the date of the request for hearing, unless an extension is granted. Violations of the Whistleblower policy and these procedures may result in appropriate disciplinary action, up to and including termination. The City will consider any recommendation provided by the administrative law judge that the retaliator be suspended, with or without pay, or terminated.

#### **4.11 Anti-Disruption Policy**

Any conduct in the workplace or while on City time that is disruptive to the normal operations of City business or invades the rights of others will not be tolerated. While on City time, employees are expected to adhere to professional and work-related matters and to treat each other and the public with respect. Other disruptive conduct includes but is not limited to discrimination, harassment, threats, insults, intimidation, ridicule, stereotyping, physical or verbal abuse, ignoring the rights of others, and displaying insensitivity to the beliefs and customs of others.

## **4.12 Working Relationships**

It shall be the responsibility of employees to perform the duties of their positions at a level of cooperation, efficiency, and economy acceptable to their department and the City. Department Heads and supervisors shall plan, organize, and direct the work of their units to achieve the objectives of the department, including the establishment of performance standards, which will be periodically evaluated.

- When work habits, production, or personal conduct of an employee needs improvement or change, supervisors should use the performance counseling cited in Chapter 13 to address the problem.
- If any question arises concerning the validity of a supervisor's order, employees shall complete the tasks assigned unless:
  - The health and/or safety of the employee, co-worker or other person is endangered or
  - The order is illegal or unethical.
- If the supervisor and employee are unable to informally resolve their disagreements, the formal grievance procedure may be used.

## **4.13 Administrative Guidelines**

The City Administrator and Mayor are authorized to issue additional administrative policies as may be necessary to carry into effect this Personnel Manual, except as otherwise provided by RCW and/or ordinance. The City Administrator and Mayor are authorized to approve supplementary departmental personnel guidelines not in conflict with these guidelines.

## **4.14 Job Descriptions**

A job description has been developed for each position of the City. The job description contains the minimum duties, essential functions, tasks, physical demands, occupational exposures, and required qualifications of the position. Duties unique to a particular job may be assigned in addition to those prescribed by a generic job description used for position classification and compensation.

## **4.15 At-Will Employer**

The City of College Place is an at-will employer, subject to State law provisions governing civil service employees in the Police and Fire Departments and labor union agreements. "At-will employer" means that the City of College Place or any City employee may terminate the employment relationship at any time for any reason with the understanding that neither has the obligation to base the decision on anything but their intent not to continue the employment relationship. No policies, procedures,

comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

#### **4.16 Personnel Manual Update**

The Mayor or designee reserves the right to edit this manual in the future. All edits must be approved by the Personnel Committee and City Council.

## **5.0 Recruitment**

### **5.01 Basic Employment Qualifications**

An applicant for full-time permanent employment with the City of College Place must:

- Have at least a high school diploma/G.E.D. Part-time, temporary, seasonal positions must meet the requirements under any federal and state labor laws including child labor laws where appropriate;
- Provide authorization for pre-employment background and criminal history checks;
- Be at least 18 years of age or meet special age requirements for the police department;
- Be of good moral character;
- Have a social security number;
- Be a citizen of the United States or possess a valid resident alien work card.

### **5.02 Job Postings**

Job posting are a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the City. In general, notices of all regular, part-time and full-time job openings are posted within City buildings in order to facilitate notifying employees of job openings. Job announcements for regular positions are posted on departmental bulletin boards, in City Hall, on professional organization websites, and on the Internet at [cpwa.us](http://cpwa.us) for the designated open application period.

Job postings normally remain open for at least two weeks. Each job posting notice will include the dates of the posting period, job title, salary range, department, location, job summary, essential duties, and qualifications (required skills and abilities). Employees will be eligible for consideration for those posted jobs for which they possess the required experience, skills, competencies, and qualifications. Generally, employees on probation or administrative leave will not be eligible to apply for internal position openings.

The City recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

When the selection process occurs during an internal applicant's work hours the applicant may participate in the process on City paid time. Internal applicants are

expected to inform their supervisor that they are participating in a selection process for a position within the City.

An internal applicant's supervisor may be contacted to verify performance, skills, and dependability. An internal applicant automatically gives permission to hiring staff to review his or her city personnel records. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Internal positions that are limited to interns, temporary and regular employees will be identified as such and not posted to the public. Applications will not be accepted from the public at large for these positions. Volunteers currently working at the City will not be eligible to apply for positions that are limited to current employees only.

Represented employees should refer to the respective collective bargaining agreements for further information on this subject matter.

### **5.03 Application**

All candidates for employment shall file an application form provided by the Human Resources Specialist. The form and content of such form shall be as prescribed by the City Administrator and/or Mayor.

### **5.04 Selection Process**

The selection process may consist of an evaluation of the candidate through personal interviews, performance, work samples, physical agility tests, written tests, references, medical examinations, or any combination thereof and in no way shall be affected or influenced by race, color, religion, disability, national origin, age, gender, sexual orientation, or veteran's status.

Selection techniques shall be impartial and shall relate to those areas which, in the opinion of the City Administrator and/or Mayor, will adequately and fairly indicate the ability and quality of candidates under consideration to execute the duties and responsibilities of the position to which they seek to be appointed as well as their overall fit into the workforce environment. The selection process will consist of hiring committees developed by the City Administrator and/or Mayor. If there is any type of relationship between a candidate and committee member, a new committee member will be found by the City Administrator and/or Mayor.

Upon completion of the selection process, the Mayor may make appointments from candidates based on the results of the testing and other relevant considerations. Such appointments will usually be upon the recommendation of the Department Head of the department in which the new appointee will be assigned and the City Administrator. All such appointments will only become effective after all necessary documents have been

signed by the appropriate City officials and the new employee. Some positions may also require criminal background checks.

Police and Fire Department recruitments shall be done in accordance with criteria set forth by the Civil Service Commission.

## **5.05 Background Investigation**

All Employees must possess a valid Washington driver's license and must comply with any operator's license restriction and/or requirements. An offer of employment may be contingent upon verification of an applicant's clear driving record.

With the applicant's consent, a background investigation shall be conducted by the City, a qualified police agency, or an investigator and may include any or all of the following:

- Records check for local, criminal, and traffic records, state and national checks for warrants and prison records, and fingerprinting for state and federal screening;
- Reference Interview;
- Past and present employer interviews;
- Examination of applicant's previous and current address;
- Interviews with acquaintances and neighbors;
- Family history;
- Applicant interviews;
- Credit report;
- Drug screening.

Information obtained will be treated confidentially and only those with a need to know will be made aware of the results.

To help ensure that employees are able to perform their duties safely, medical examinations may be required for some job classifications. After an offer of employment has been made to an applicant for a position in one of these job classifications, a health professional of the City's choice will perform a medical examination at the City's expense. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam and appropriate medical clearance.

Current employees may be required to take medical examinations to determine fitness for duty. This may be required by the recommendation of the department head and the approval of the City Administrator. Such examinations will be scheduled at reasonable times and intervals and performed at the City's expense.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially in the Administration Department. Access to this information will be limited to those who have a legitimate need to know. It is the policy of the City of College Place to comply with the spirit and intent of the Health Insurance Portability Accountability Act (HIPAA).

## **5.06 Ineligibility or Disqualification**

The Mayor may withdraw a candidate from consideration whose appointment is deemed to be contrary to the best interests of the City. Reasons for disqualification may include, but shall not be limited to the following:

1. Failure to meet any of the requirements established for the examination or position for which he/she applies including failure to meet deadlines of the application process.
2. Addiction to the use of drugs, alcohol or controlled substance.
3. Any addiction that could interfere with the public perception of the position.
4. Conviction of a felony or conviction of a misdemeanor involving behavior that is dishonest or immoral, deception, fraud, violence, or threats of violence.
5. Dismissal from any position for any cause which would be cause for dismissal by the City.
6. Resignation from any position to avoid dismissal.
7. Deception or fraud in content of the application.
8. Request by the applicant to be withdrawn from consideration,
9. Disqualification or unsuitability for employment as specified in any City or applicable department rule or regulation.

## **5.07 Veteran's Preference**

It is the intent of the City of College Place to honor veterans of the armed forces by providing preference in initial appointments to public sector jobs in Washington in accordance with provisions of State of Washington RCW 41.04.010 or their successors. An individual who qualifies for a veteran's employment preference is entitled to a preference with a public employer over other applicants for the same position who are not more qualified.

## **5.08 Employment Reference Checks and Verification**

To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful, it is the policy of the City of College Place to check the employment references of all applicants being considered for employment. The City will verify employment of current and former employees. Verification may include position, dates of employment and salary. Employment verifications are handled through the Administration Department.



Only Department Heads, City Administrator, and/or Mayor are authorized to respond to outside employer reference check inquiries regarding former employees. Inquiries regarding current or former employees will be given only when the City is provided a signed release from the employee. Responses to employment reference checks will be based on the respondent's good faith assessment of the employee's job performance.

At the request of a current or former employee, a supervisor may consider writing a letter of reference. If the supervisor is agreeable to providing the letter, he/she will do so only after consulting with the City Administrator.

## **5.09 Offer of Employment**

Successful candidates for the City Administrator and Police Chief positions shall be appointed by the Mayor and confirmed by the City Council. Other positions will be filled by appointment from the Mayor.

Applicants shall be notified they have ten (10) working days in which to reply to the City's offer of employment. If an applicant does not respond within the specified time frame, the offer shall be considered withdrawn. Unsuccessful applicants shall be notified within 48 hours after position is filled.

## **5.10 Temporary Appointments**

During an emergency or during any period of unusual workloads, the City Administrator or the Manager of any department may temporarily assign City personnel within any department or from one department to another department within the City. Requests for personnel shall be approved by both the Department Head for the department from which the person had been assigned and by the department to which the person is being assigned. Authorization for the assignment shall eliminate the need for approval of any Department Manager. Employees who have been temporarily assigned hereunder shall receive their normal hourly rate of pay and benefits. Department Heads shall administer and coordinate a program for training City employees to ensure maximum utilization of employees during periods of temporary assignment. Temporary appointments can last a maximum of six (6) months.

## **5.11 Employee in Process/Orientation**

All new regular full-time and part-time employees of the City will be scheduled to meet with the department head or designee on their first day of work for general orientation. The department head shall provide the following information to the new employee, including:

1. Work standards and regulations;
2. Hours of work, leave requests;
3. Duties of the position;
4. Safety rules and procedures, location of safety or protective equipment;

5. Tour of the work area, including location of equipment, supplies, etc.
6. Introduction to co-workers;
7. Schedule for lunch and breaks;
8. When and whom to report absence from work;

Each new regular employee shall also be provided with information on employee benefits, city policies and procedures and before performing job functions, will be required to complete a form acknowledging they have read and understand the City's personnel and procedures manual, and have read the procedures, rules and regulations of the department in which they are employed.

Before beginning work, each new employee will also make contact with the payroll administrator who will provide information on employee benefits and payroll procedures.

## **6.0 Employment Status and Records**

### **6.01 Employment Categories**

It is the intent of the City to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

#### **Non-exempt vs. Exempt**

Each employee is designated as either non-exempt or exempt under federal and state wage and hour laws. Non-exempt employees are paid only for hours worked or for hours charged to approved and available leave. They are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. Since exempt employees do not get paid on an hourly basis such staff can deviate from standard work hours upon permission of the City Administrator and/or Mayor. The following positions are exempt:

- City Administrator
- Finance Director
- Public Works Director
- Human Resources Specialist/Manager
- Planning Director
- City Clerk
- Facility Manager
- Engineer
- Police Chief
- Fire Chief

An employee's exempt or non-exempt classification may be changed only upon authorization of the Mayor and City Administrator and upon written notification by the City.

In addition to the above designation, each employee will belong to one of the following employment types:

#### **Regular Full-Time**

A regular full-time employee is a non-probationary employee who is regularly scheduled to work one of the City's full-time schedules. In general, the employee is eligible for the City's benefit package, subject to the terms, conditions, and limitations of each benefit plan.

### Regular Part-Time

A regular part-time employee is a non-probationary employee who is regularly scheduled to work less than a full-time work schedule. A regular part-time employee includes one who is scheduled no more than 20 hours per week.

### Probationary

A probationary employee is an employee whose performance is being evaluated to determine whether further employment in a specific position or with the City is appropriate. An employee who satisfactorily completes the probationary period will be notified of a change of employment status to a regular employee. In general, a probationary employee is eligible for most of the City's benefit package, subject to the terms, conditions, and limitations of each benefit program. The probation period for all job classifications shall be six months unless otherwise stated in an employment agreement.

### Temporary "Seasonal"

A Temporary or "Seasonal" employee is an employee who is hired in an on-call capacity, as an interim replacement, to temporarily supplement the work force, or to assist in the completion of a specific project. An employment assignment in this category is generally of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. While a Temporary employee receives all legally mandated benefits (such as workers' compensation insurance and Social Security), that employee is ineligible for other City benefit plans.

### Intern

The City provides internships to enrolled students in a secondary (high school) and post-secondary educational institution. Employees hired as an Intern are not eligible for City-provided benefits.

Paid interns are considered to be in an employment relationship with the City for purposes of Washington's laws protecting against unlawful employment practices. Employment protections to unpaid interns do not extend to violations of wage and hour, occupational safety and health, unemployment laws, and Washington's Family Leave Act.

## **6.02 Probationary Period**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine

whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits, overall performance, and compatibility between the employee and existing work force to determine eligibility for regular status with the City.

Employees work on a probationary basis for the first six months after their date of hire. Time served as a Temporary employee or an Intern will not be credited toward the completion of the probationary period. Significant absence(s), typically more than one full pay period, may extend a probationary period by the length of the absence(s). If the City determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period up to three additional months.

Employees on probation are not entitled to the full set of rights and privileges applicable to regular employees. Specific exclusions vary between employment categories. Probationary employees generally do not have the right to grieve termination. Employees on probation can be terminated at any time for any reason, or for no reason, with or without cause or notice. Similarly, employees on probation may resign at any time with or without notice. Upon satisfactory completion of the initial probationary period, employees enter "regular" employment status.

Employees who are promoted or transferred within the City must complete a secondary probationary period of six months with each reassignment to a new position. In cases of promotions or transfers within the City, an employee who, in the sole judgment of management, is not successful in the new position may be removed from that position at any time during the secondary probationary period. If this occurs, the employee may return to his/her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the City's needs. In the unlikely event that the former or comparable job is not available, the employee will be terminated. The employee will be placed on a recall list for the former or comparable position for 12 months. Benefits eligibility is not changed during the secondary probationary period that result from a promotion or transfer within the City.

Represented employees should refer to the respective collective bargaining agreements regarding this subject matter.

### **6.03 Employment of Relatives**

For the purposes of this section, "relatives" shall include spouses, children, brothers, sisters, half-brother and sisters, step-brothers and sisters, parents, step-parents, aunts, uncles, nephews, nieces, first cousins, grandparents, grandchildren, and spouses of those persons.

1. Relatives of elected City officials, Mayor, and City Administrator shall not be appointed to employment with the City.

2. Relatives of employees shall not be appointed, transferred, promoted, or demoted or work in any position where a relative would be in a supervisory chain of the current employee.
3. If two employees marry and are in the same chain of command, the City may select either employee at its discretion and require the selected employee to transfer or leave the organization. The City reserves the right to determine in all cases if a close enough familial relationship exists to prohibit a supervisory relationship. While the organization has no prohibition against hiring relatives of employees, close family members such as parents, children, spouses, siblings, or in-laws will not be hired into or transferred to positions where they directly or indirectly supervise or are supervised by another close family member.
4. The provisions of the Section 6.03 apply to seasonal employees.
5. Employees or relatives of employees are prohibited from contracting with the City for the provision of goods and services unless there are no other vendors available for the specific goods or services or the contract is approved by the City Council.

## **6.04 Continued Employment**

Continued employment with the City of College Place shall be subject to satisfactory work performance, necessity for the position and the availability of funds. Each regular employee shall have his/her performance evaluated annually by his/her supervisor and reviewed by the Department Head, or at a more frequent interval as deemed necessary by the City Administrator.

## **6.05 Transfer**

No regular employee shall be transferred to a vacant position for which they do not possess the minimum qualifications. Upon approval by the City Administrator and/or Mayor, the appointing authority may transfer an employee at any time from one position to another in a comparable grade/range. For the purpose of this section, a comparable grade/range is one with a comparable salary range, involving the performance of similar duties, and requiring substantially the same basic qualifications. The transfer of a regular employee from one department to another may only be made with the consent of the employee and the approval of the Department Managers concerned, unless the City Administrator and/or Mayor orders the transfer for purposes of economy and efficiency.

If within six (6) months of the effective date of a transfer, the transferred employee is found not suitable in the new position, or if that position is eliminated and the employee's performance in the original position had been satisfactory, the employee shall be transferred back to their original or a similar position, provided that position is still vacant.

Transfers shall not be used to effect a promotion, demotion, advancement or reduction, each of which may be accomplished only as provided in this Policy.

## **6.06 Promotion**

It is the policy of the City of College Place to encourage the advancement of personnel within City service. Promotional selection for vacancies shall be conducted as the needs of the City require. Regular employees who meet the requirements of the job opening shall be considered eligible to apply for advanced positions.

## **6.07 Resignation**

Resignation is a voluntary act by the employee to terminate employment with the City. Although advance notice is not required, the City requests at least two weeks written resignation notice (four weeks for department heads) from all employees. Absent mitigating circumstances, such as resigning while on a leave of absence, resignation with less than two weeks' notice may be construed as not resigning in good standing.

Employees responsible for City property, materials, email, electronic media, or written information issued to them or in their possession or control must return all City property including documents on or before their last day of work.

## **6.08 Layoff**

The City's goal is to assure that layoffs are handled consistently, equitably and in a manner that is dignified for the employees impacted, minimizes the City's financial and legal liabilities, and optimizes the continuing delivery of City services.

A layoff is defined as a reduction in hours or the termination of an employee due to the elimination of a position. Hours may be reduced or a position may be eliminated as part of a reorganization, elimination or contracting out of a program or service, lack of work or funds, or other reasons. Layoff may not be utilized as an alternative to a disciplinary termination or demotion of an employee.

### Procedures for Selection of Employees

In the event of a layoff, the Department Head, subject to review and approval by the Mayor, will identify the number of positions, by classification, to be affected.

Following identification of the positions to be affected, the Department Head will identify the employees who will be impacted. In selecting employees, the Department Head may consider any or all of the following factors, and will review the criteria with Human Resources.

- "Merit," defined as the employee's qualifications and demonstrated performance in current or related classifications and/or the employee's ability to perform effectively in the remaining position(s).

## Guidelines for Application of Merit Considerations

Assessment of merit should be based upon documented qualifications and performance as reflected in the employee's experience, education and performance records.

Assessments that are not supported by documented considerations such as these will be reviewed with the City Administrator.

In cases where merit is relatively equal:

- The ability to perform effectively in the position for which the employee is being considered should take precedence over performance in past assignments.

Please note that merit considerations are only for employee groups not represented by a labor bargaining unit. For, labor bargaining units seniority considerations as outlined in respective agreements shall control.

## Reassignment

Employees identified for layoff pursuant to the procedures above may be considered for reassignment to other positions according to the following options. Generally, the second option will be pursued only if the first option does not result in a position being available.

1. Vacant positions in the employee's current department.
2. Vacant positions in other City departments.

In all cases the employee must be qualified for the position in question. For the purposes of this section, qualified means meeting the qualifications listed on the classification specification and possessing any special qualifications required for performance of the particular position.

Positions to be filled by employees on notice of layoff or by employees being recalled are exempt from posting unless required by the collective bargaining agreement.

## Notification of Layoff

Employees identified for layoff will be provided fourteen calendar days' notice of layoff, pay in lieu of notice or a combination thereof. The notice will specify the employee's potential options and rights to reassignment. Employees requesting reassignment to a vacant position must notify the City in writing within five calendar days from notice of layoff.

## Recall

Employees whose hours are reduced, who are laid off, or demoted in lieu of layoff will be placed on recall lists for the classification from which laid off in order of seniority for a period of one year from the effective date of the layoff.



When a recall list is established, available positions will be offered to qualified former employees on the recall list prior to being posted and filled from other sources, with the exception of employees transferring from within the same classification. The determination as to whether a former employee on a recall list is qualified will be based on the criteria identified under the reassignment procedures.

Former employees who refuse or fail to respond to an offer of employment in their former classification within five calendar work days of the receipt of the offer or who the City is unable to contact due to failure to notify the City of their current address will forfeit their recall rights and be removed from the list.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## **6.09 Demotion**

The Mayor may demote an employee for any of the following reasons:

1. An employee's ability to perform his/her required duties falls below acceptable standards,
2. When his/her position is eliminated,
3. When an employee requests such demotion; and/or
4. For any other reasonable grounds approved by the Mayor.

No employee shall be demoted to a classification for which he/she does not possess the minimum qualifications. Written notice shall be given to an employee with the appropriate facts at least fourteen (14) days before the effective date of the demotion.

## **6.10 Termination**

Termination of employment is a normal part of personnel activity within an organization and a variety of reasons exist for ending the employment relationship.

An exit interview will normally be scheduled with a City Administrator at the time of employment termination. The exit interview will afford the employee an opportunity to discuss a variety of issues such as employee benefits, conversion privileges, or return of City-owned property. Suggestions, complaints, and questions may also be voiced during an exit interview.

A terminating employee will receive final pay in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid as part of the final paycheck. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Accrued paid leave may not be used to extend the date of termination. The effective date of termination will be the last day actually worked by the employee unless the employee terminates while on leave of absence. The date of termination for an employee on a leave of absence will be the date of notification.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## **6.11 Personnel Files**

The City maintains a personnel file for each employee. Personnel files are maintained by the Human Resource Specialist. The personnel file includes such information as the employee's job application, resume, and documentation of performance, salary increases, and other employment records. A personnel file must be kept for seven years after the date of retirement or termination.

Personnel files are the property of the City, and access to the information they contain is restricted. Only the employee, the employee's supervisor, City Administrator, Mayor of the City, and Human Resource Specialist who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Human Resource Specialist. With reasonable advance notice, employees may review their own personnel files in the City's offices and in the presence of an individual appointed by the City to maintain the files.

Employees will have the opportunity to review documentation filed within their employee file and will have the opportunity to sign off on such files. The signature of the employee will not be construed as agreement with the contents of the document, only recognition that the document exists and is being placed in the personnel file. An employee may include a written statement of explanation or rebuttal with any material placed in the file.

Information in the personnel files may be treated as exempt from public disclosure as provided in RCW 42.56. Information which cannot be treated as confidential under the law includes name, job title, salary, and dates of employment. Other information in the files may be subject to public disclosure by order of a court or tribunal of competent jurisdiction.

The City of College Place stores background screening information in access protected files. This file is not considered part of the employee's personnel file, so it is not available to employees for review

It is the responsibility of each employee to promptly notify the City of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, changes in status of driver's license, changes in job related professional licenses, conviction of a crime, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Human Resources Specialist.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## **6.12 HIPAA**

The City strives to protect the privacy of its employees' medical information to the greatest possible extent. To accomplish this, the City and its employees are required to follow these guidelines regarding the confidentiality of medical information:

- a. All medical information concerning employees will be maintained in separate, confidential medical files that are stored apart from regular personnel records. Only authorized employees will have access to such files, and access will be provided solely on a need-to know basis. Furthermore, such access shall be granted only in accordance with applicable law, which includes (but is not limited to) the Americans with Disabilities Act, the Occupational Safety and Health Act, the Family and Medical Leave Act, the Federal Rehabilitation Act, state workers' compensation law and state privacy laws.
- b. Employees are hereby notified that medical information concerning employees is absolutely confidential under State and Federal laws and may not be discussed at any time with any person under any circumstances. Exceptions are if an employee needs to do so in order to carry out his or her job duties, or if the person discussing the information is talking with the subject of the information at that person's invitation. The Human Resources Specialist is the Privacy Official. He/She is responsible for ensuring compliance with this policy. If an employee is concerned about a co-worker's possible medical condition or if there is a complaint regarding possible improper disclosure of confidential medical information, the employee should direct these concerns only to the Human Resource Specialist and no one else. The Privacy Official will document any complaint or inquiry.
- c. Any employee who is found to have discussed medical information about another employee in violation of this policy, or who is found to have released such information without authorization, will be subject to disciplinary action, up to and including immediate discharge from employment. In addition, employees who violate medical information confidentiality may be subject to civil and criminal liability under State and Federal laws. (For informational purposes, civil monetary penalties for each individual failure to comply is \$100/violation and is capped at \$25,000 for violations of the same provision. Federal criminal penalties for wrongful disclosure or receipt of individual identifiable health information can be \$50,000 - \$250,000 in fines and imprisonment from one (1) to ten (10) years.) However, in the event an employee voluntarily discloses information to an employee or other person in a social setting, such self-disclosure shall act as a waiver to any liability.

d. Employees are hereby notified that each individual employee has the following rights with regard to their personal and confidential medical information:

1. to request restrictions on uses and disclosures of such information;
2. to access, inspect or copy their own information from the City's records;
3. to request amendments to their own information;
4. to receive an accounting of all disclosures of such protected information made for purposes other than treatment, payment or healthcare operations and authorizations.

e. All access to medical records must be approved by the Human Resources Specialist. If an employee believes that this medical information confidentiality policy has been violated, he or she should contact the Human Resources Specialist. To appeal a decision made by the Human Resources Specialist, the employee should contact the City Administrator

f. Medical records will not be provided to outsiders, except when the City is properly served with a valid subpoena. When possible, the City will notify the employee of the proper service of a subpoena upon it, in order to enable the employee to seek to quash the subpoena. This policy of disclosure is subject to the Freedom of Information Act and any other Federal, State or local rules of law

### **6.13 Residency Requirement**

With the exception of the City Administrator, employees are not required to live within the city limits. Any employee who chooses to live outside the City must be responsive to specific departmental policies and the needs of the City for emergency callback. Please check your respective job description to see if you are essential or critical.

### **6.14 Unemployment Compensation**

City employees may qualify for State Unemployment Compensation after termination from City of College Place employment depending on the reason for termination and if certain qualifications are met. Employees who voluntarily quit are often not eligible for these benefits, but some exceptions exist, such as the geographic relocation of the employee's spouse. Gross misconduct is also grounds for denying these benefits. Check with the State Employment Security Department for additional information.

### **6.15 Anniversary Dates**

An employee's anniversary date shall be their date of hire. If promoted within two months of anniversary, performance review will be given six months after promotion takes effect with potential salary increase a year from date of promotion.

## **6.16 Forfeiture of Seniority**

An employee who resigns shall permanently forfeit all seniority rights upon resignation.

## **6.17 Exit Interview**

Whenever possible, the City shall conduct an exit interview for all retired, resigned, or dismissed City employees. The interview will be given by the City Administrator. It shall be scheduled whenever possible on the employee's last day. The City Administrator shall notify the department head of substantive or significant complaints or suggestions that the former employee presented in the interview.

## **6.18 Employment Relationship**

Employees and the City reserve the right to end the employment relationship, with or without cause, at any time. No one in the City has the authority to enter into any agreement contrary to this at-will relationship and it cannot be altered except when in writing and signed by the Mayor. Unless included in the terms of a collective bargaining agreement, the City is not bound by any oral promises concerning the length or terms of your employment.

## **7.0 Benefits**

### **7.01 Health Insurance**

The City's health insurance plans provide employees, their spouses and domestic partners (January 1, 2020), and their dependents access to medical, dental, and vision care insurance benefits. All regular and probationary employees are eligible to participate in a health insurance plan after a waiting period. Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the City of College Place and the insurance carrier.

Domestic partners are those individuals who meet the following criteria:

- At least 18 years old and mentally competent to consent to a contract.
- Not legally married to anyone.
- Not related by blood to a degree of closeness that would prohibit legal marriage in the state of Washington.
- Have entered into the domestic partner relationship voluntarily and without reservation.
- Are jointly responsible for each other's common welfare and shared financial obligations.
- Intend to continue the domestic partner relationship indefinitely, with the understanding that the relationship can be terminated at any time by either partner.

Employees enrolled in a health insurance plan can change plans or add dependents during the annual open enrollment period. The effective date for changes made during open enrollment is January 1st.

A change in employment status that would result in loss of eligibility to participate in the health insurance plan may qualify an employee or dependent for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Contact the Human Resource Specialist or refer to the Benefits Continuation (COBRA) section for more information.

Employees who retire from the City may choose to continue to participate in the City's health insurance plan. The premium is fully paid by the retiree.

Health insurance plan details will be provided in advance of enrollment to eligible employees. Any questions regarding the plans, coverage, cost and eligibility should be directed to the Human Resources Specialist. Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## 7.02 Life Insurance

Life insurance offers the employee and his/her family important financial protection. Additional life insurance coverage may also be purchased by the employee for themselves and their dependents if desired. Eligibility for additional life insurance may be subject to approval by the insurance carrier.

Contact the Human Resources Specialist for more information about life insurance benefits. Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## 7.03 Worker's Compensation Insurance

An employee who sustains a work-related injury or illness should inform his/her supervisor immediately and the Human Resources Specialist as soon as possible. Employees and their supervisor must complete an accident report in accordance with the City's Accident/Incident/Injury Reporting Policy. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

Neither the City nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

## 7.04 Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn vacation as described below. Represented employees should refer to their respective bargaining agreement for information on this matter.

<b>Years of Service</b>	<b>Annual Hours Earned</b>	<b>Hours Earned per Month</b>
Initial eligibility - 5	96 hours	8
5-9	120 hours	10
10+	160 hours	13.34

Staff with employment agreements that call out Administrative time instead of vacation time shall abide by the limits set in the respective employment agreement.

### USE OF VACATION

1. WHEN TO BE TAKEN: The time that an employee may use earned vacation leave and the amount to be taken at any one time requires prior approval by the Department Head with due regard for the wishes of the employee and particular regard for the needs of the City. Each department is responsible to schedule its employee's vacations without undue disruption of department operations. Leave requests shall be submitted at least two weeks prior to taking vacation leave.

2. LIMITATION ON USE: Paid vacation shall not exceed the amount of vacation time the employee has earned.

3. MAXIMUM ACCUMULATION: Employees will be allowed to accumulate up to 240 hours of vacation. No vacation hours will be accumulated beyond the 240 hours.

4. DOUBLE COMPENSATION PROHIBITED: Employees are prohibited from working for the City while taking vacation leave.

**If employees are asked to come into work while scheduled on vacation, the vacation time will not be used up. The employee can work with the department head to reschedule the vacation.**

#### Use of Vacation time for Unscheduled Absences

Employees who have an unexpected need to be absent from work should notify their direct supervisor at least a day before the start of their workday. The direct supervisor should also be contacted on each additional day of unexpected absence.

#### Payment at Separation

Upon termination of employment, employees will be paid for unused vacation time that has been accrued through the last day of work. Represented employees should refer to the respective collective bargaining agreement for further information regarding this subject matter.

### **7.05 Sick Leave**

Sick leave shall be requested only in cases of actual personal sickness or disability, medical or dental. The employee requesting sick leave shall notify his/her supervisor or Department Head at least one hour prior to time set for reporting to work. The supervisor must also be contacted on each additional day of absence. Sick leave with pay shall not be allowed unless the employee has accrued sick leave and his/her Department Head has approved such use.

#### Eligibility



Regular, introductory, and part-time employees (52 weeks per year) shall be eligible to accrue sick leave. All regular, full-time employees will have 48 hours of sick leave available for their immediate use following their date of hire. Temporary employees shall not earn sick leave.

### Earned Sick Leave

Regular full-time employees accrue sick leave benefits at the rate of eight (8) hours per month. Regular part-time employee will accrue sick leave benefits at the rate of one (1) hour per forty (40) hours worked. Employees will be allowed to accrue sick leave indefinitely.

### Sick Leave Cash Out

Employees are eligible to cash out up to forty (40) hours of sick leave once per year in November. Employees cashing out sick leave must maintain a balance of ninety six (96) hours after the cash out.

Sick leave cannot be converted into payment for health insurance upon separation or retirement. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. Employees who are retiring and have a minimum of ten (ten) years of service with the City may cash out a maximum of one hundred twenty (120) hours of their accrued sick leave.

### Allowable Uses of Sick Leave

Employees must notify their Supervisor when the following situations arise. Sick leave covers those situations in which an employee is absent from work due to:

- Employee's own health condition (illness, injury, physical, or mental disability, including disability due to pregnancy or childbirth);
- The need to care for the employee's immediate family members who are ill (Immediate family for sick leave defined under the Washington Family Care Act);
- Medical or dental appointments for the employee or an immediate family member who needs assistance to go to such appointments;
- Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others; or the use of over-the-counter medication.
- Use of a prescription drug that impairs job performance or safety;
- Additional leave beyond bereavement leave for a death in the immediate family may be authorized by the Mayor or his/her designee;
- Worker's Compensation pay differential: Employees on Worker's Compensation may use sick leave (or other accrued leave) for a maximum of six months to

bring their total monthly income to 100% of their regular salary. The status of the employee shall be reviewed at three and six months.

A doctor's certificate may be required when an employee is absent for a period in excess of three (3) days.

## **7.06 Holidays**

All regular, full-time employees receive one day holiday pay, based upon their regular work schedule, for the following recognized holidays:

New Year's Day	Veterans Day
Martin Luther King Jr. Day	Thanksgiving
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve ( Half Day)
Independence Day	Christmas
Labor Day	Day after Christmas

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. Pursuant to WAC 357-31-030, "When a holiday falls on an employee's regularly scheduled day off, the employer must provide that employee an in-lieu of holiday as follows:

- Designate the prior or the following work day as the holiday;
- Allow the employee to request an alternate work day to observe as a holiday.

The employer requires that the employee request an alternate day off within the same pay period as the holiday. If the holiday is not taken, it will be forfeited. An employee on vacation or sick leave during a holiday will not be charged vacation or sick leave for that day. A part-time employee will not receive a pro-rated benefit.

Employees who are required by their Department Head or by shift schedules to work on a recognized holiday, shall be paid holiday pay plus an amount equal to one and one-half times their hourly rate for time worked on that holiday. Union members should refer to their collective bargaining agreement for such information.

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with his/her Supervisor's approval, take the day off using paid time off or leave without pay. Paid holidays shall not be applicable for temporary, seasonal employees. Seasonal employees shall have the option to make up the hours within the week or take the unpaid holiday.

## **7.07 Leave Donation**

In the event an employee or member of an employee's immediate family suffers a serious illness that threatens to use all of the employee's sick leave, other City employees may voluntarily donate some of their accrued sick leave hours to that employee. Employees donating sick leave must maintain a minimum balance of 96 hours of sick leave for their use. All sick leave donations must be approved by the City Administrator.

Donations may only be made after the recipient has used up his/her sick leave, all his/her paid time off; and, when appropriate has made application for state industrial and/or long term disability coverage.

Donations shall be made on an as-needed basis. At the end of each pay period, the City payroll officer shall calculate the number of hours needed to constitute full-time employment for the recipient employee. Other employees may then donate hours to help cover, but not exceed, the number of hours needed for that specific pay period. If donations of sick leave cover the number of hours necessary for full-time employment, the recipient will be paid his/her salary. In the event donations do not cover the number of hours equivalent to full-time employment, the recipient employee will be paid hours at his/her own hourly rate for the number of donated sick hours he/she received and for any hours worked.

## **7.08 Retirement**

The City participates in the Washington Public Employees Retirement System (PERS) Plan 2 and 3. Employees who separate from service before vesting will forfeit all accrued benefits except for amounts contributed to their member or individual accounts, as provided by the applicable plan.

The City currently makes contributions toward the employee's retirement benefit. The mandated employer contribution is currently determined by actuarial review. Normal retirement age for employees depends on the reclassification and term of service of the employee, as well as the terms of the retirement plan or tier to which each employee belongs.

For more details, refer to the PERS handbook, the PERS website at [drs.wa.gov](https://drs.wa.gov), or other official sources of information.

## **7.09 Wellness Program**

The City is interested in the health and well-being of its employees and is committed to providing wellness opportunities that positively impact employee health and serve to educate employees about making choices that contribute to healthy lifestyles. The Wellness Committee develops educational materials and coordinates activities and events in accordance with its mission:

The Wellness Program educates, supports, and empowers staff, dependents, and retirees to improve and maintain their overall health and well-being through healthy lifestyle choices. The Wellness Committee offers wellness education through seminars, workshops, courses, and special events, including exercise and dietary programs.

The Wellness Committee is comprised of management or represented employees from all City departments. A variety of programs are offered to employees including fitness programs, cholesterol screening events, newsletters, and seminars. Please contact the Human Resources Specialist for more information.

## **7.10 Employee Assistance Program (EAP)**

The City recognizes that a variety of situations can affect the personal and professional lives of its employees. Through the Employee Assistance Program (EAP), City employees have access to the following kinds of professional services: family concerns; career changes; life crises related to death, divorce, illness, and other major events; personal pressures; alcohol and drug problems; relationship conflicts; financial and legal concerns; and parenting and childcare issues. All regular City employees, their dependents and/or household members may use the EAP which offers problem assessment, short-term counseling, and referral to appropriate community and private services. Please contact the Human Resources Specialist for more information about the EAP. If you do not feel comfortable contacting the Human Resources Specialist, the EAP can be contacted directly by calling 1-800-570-9315 or visiting [www.guidanceresources.com](http://www.guidanceresources.com).

The EAP is designed to safeguard each employee's privacy and rights. The City and EAP provider follow all requirements outlined in HIPAA. Without a signed authorization by the employee, no information related to an employee's participation in the program is available to the City. At no time is information related to an employee's participation entered into the personnel file.

There is no cost for an employee to consult with an EAP counselor. If more extensive counseling is necessary, the EAP counselor will outline available community and private services. Each employee is responsible for any costs associated with such referrals not covered by the existing health insurance plan.

## **7.11 Employee Retirement and Anniversary Recognition**

The City of College Place is committed to the recognition of all its employees for their service to the city. Therefore, the City has implemented an Employee Retirement and Anniversary Recognition Program.

### Policies

#### **A. Years of Service**

The City of College Place will recognize years of service anniversaries for all full-time and part-time employees at each 5-year milestone. A “Years of Service” pin and certificate signed by the Mayor and City Council will be presented to the employee during a City Council meeting. The employee’s supervisor will prepare a brief bio for the City Administrator to read during the presentation.

#### **B. Retirements**

Full-time and part-time employees who have 5 or more years of service and leave employment in good standing will be offered a reception. If the employee so chooses, the retirement reception will be held in the employee’s department open to all City of College Place employees and guests of the recipient. The employee’s department representative and the City Clerk will coordinate and announce the reception. A “Years of Service” certificate signed by the Mayor and City Council will be presented to the employee by the City Administrator or designee during the employee’s reception. The employee’s supervisor will prepare a brief bio for the City Administrator to read during the presentation.

## **7.12 Professional Memberships**

It is the policy of the City to encourage employees to become members of professional organizations and associations, when such membership will enhance or support their job performance and is deemed a benefit to the City. At the discretion of and approval by the Department Head and City Administrator, an employee may be reimbursed for costs associated with joining and maintaining membership while employed with the city in an approved work related professional organization.

## 7.13 Family & Medical Leave Act

The City of College Place will comply with all laws regulating leaves of absence, including the Family Medical Leave Act (FMLA) and the Washington State Family Leave Act (WAFLA). FMLA allows “eligible” employees to take off up to 12 work weeks in any 12-month period for the reasons listed below:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent with a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the functions of the employee’s position;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent (26 weeks).

An “eligible” employee is an employee who has been employed by the City of College Place for at least 12 months and worked least 1,250 hours in the preceding 12 months.

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day or a partial day, periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the work week or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill service member over a 12-month period). FMLA can be taken on an intermittent basis allowing the employee to work on a less than full-time schedule if required by a health care provider.

Spouses who are both employed by the City of College Place are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 work weeks (or 26 work weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave of birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

### Expression of Breast Milk

Female employees breastfeeding a child two (2) years old or younger are allowed a 30-minute unpaid break during each four-hour work period or major part of a four-hour work

period for expression of breast milk; the break should be taken by the employee approximately in the middle of the work period. If an employee takes the 30-minute break by adding time to a paid fifteen-minute rest period, fifteen minutes of the break will be paid; the remaining portion will not. With prior approval from her manager, an employee may choose to work before or after her normal shift to make up the amount of time used during the unpaid portion of the rest period. If the employee does not make up the unpaid time, the employee will not receive compensation for the breast milk expression time. Employees cannot be required to make up the unpaid time.

## **7.14 Jury and Witness Leave**

### Jury Duty

The City provides all employees leave with pay for the full period of jury duty service. Payment provided by the courts during period of paid jury duty leave must be turned over the City, excluding expense reimbursement such as mileage. You must provide your Supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your Supervisor with proof of jury service.

### Witness Duty

All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless you are a witness in a case involving the City.

## **7.15 Bereavement Leave**

The City provides regular, full-time employees with paid bereavement leave of up to three working days in the event of the death of an immediate family member. Additional bereavement leave of two days may be granted by the City Administrator or his/her designee. Sick leave may be used for the additional two days. An employee is not paid for any day off if the employee would not otherwise have been entitled to compensation for that day. Bereavement leave pay shall be that amount the employee would have earned had the employee worked his/her regular work schedule during the leave.

The City of College Place defines “immediate family” as the employee’s spouse, parent, child, sibling, mother-in-law, father-in-law, stepchild, grandparents, grandchildren, brother-in-law, sister-in-law, or grandparents of spouse.

## **7.16 Military Leave**

An employee who is a member of an organized unit of the United States military reserve or National Guard shall be granted leave with pay, in accordance with Federal and State Law, so that the employee may report for active duty, when called, or take part in active training duty in such manner and at such time as the employee may be ordered to active duty or active training duty. Any authorized leave in excess of the days permitted by Federal and State Law will be charged pursuant to other applicable federal and state laws or to leave without pay at the option of the employee.

## **7.17 Licenses & Certifications**

When a license or certification is required by the state or federal government to perform a job critical for city operations, the associated fees will be covered by the city within the respective department's budget. The City Administrator, in consultation with department heads, will determine what certifications are critical for city operations. Employees who obtain police certifications or CDL licensure due to the high cost must sign an agreement to work for the city for at least three (3) years. If the employee resigns employment before the three (3) year mark they must reimburse the city for the cost of the certification within one month of resigning.



## **8.0 Classification and Compensation**

### **8.01 Position Specifications**

The City makes every effort to create and maintain accurate specifications for all job classifications within the organization. Position specifications include a general summary, key distinguishing duties, essential functions, other functions, knowledge, skills/abilities required, minimum qualifications required for entry, licensing/special requirements, working conditions, classification history, classification status and FLSA status as exempt or non-exempt.

The City maintains position specifications to aid in orienting new employees to their jobs; identifying the requirements of each position; preparing position descriptions; determining hiring criteria; and setting performance expectations.

Existing classification specifications are reviewed and revised by the City Administrator and approved by the Mayor in order to ensure that they are accurate and up to date. Specifications may also be revised periodically to reflect any changes in duties, responsibilities or requirements. Employees should be included in the review process when changes are made. Employees should notify their supervisor if they think their specifications are no longer accurate.

Job classifications may be written for specific positions. The Department Head is responsible for developing and maintaining any individual job classifications within the department.

Employees should remember that classification specifications are general in nature and may cover several positions. Every task or duty on the specification is not necessarily performed by every position within that classification. Additional responsibilities may be assigned as necessary. Contact the City Administrator if you have any questions or concerns about your classification specification.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

### **8.02 Performance**

#### **Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's introductory period. Additional performance

evaluations will be conducted on a yearly basis to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

An employee that has received a “Fails to Meet Expectations” performance rating and has been placed on a Performance Improvement Plan shall have a performance evaluation after 90 days. A PIP is a document that may include, but is not limited to, levels of performance that must be achieved to obtain a “Meets Expectations” rating, current performance deficiencies, support that may be provided by the department or City, actions the employee must take to address the performance deficiencies, and a timeline for completion of the actions. If the employee’s performance does not improve, the employee will be subject to termination.

Supervisors are responsible for completing employee performance appraisals. Prior to presenting the appraisal to the employee, it must be submitted to the City Administrator for review and approval.

#### Performance Evaluation Appeal Process

The City believes that managers and supervisors are in the best position to evaluate an employee’s work performance and work behavior. For this reason, the City Administrator unless under the direct supervisory role, will not attempt to substitute its judgement for the supervisors unless an employee can demonstrate that the evaluation was arbitrary, capricious, illegally discriminatory, or not factually based on solid data. An employee who is dissatisfied with his or her performance appraisal should request a follow-up meeting with his/her supervisor to discuss the appraisal candidly, express any disagreements the employee may have with the review and provide additional information/documentation to support his/her case.

If the employee still disagrees with their appraisal after follow-up discussion with the supervisor, the employee may submit a formal, written appeal to the City Administrator within 10 working days of the follow-up meeting with the supervisor. The employee must have made a comment on the evaluation in order to file an appeal. The appeal must include: (1) a written memo stating the employee’s intent to appeal and listing the specific parts of the appraisal with which the employee disagrees, explaining the nature and extent of the disagreement; (2) a copy of the performance appraisal with the employee’s comments; and (3) any relevant supporting documentation.

The City Administrator will review and respond in writing to the employee within 10 working days.

The City Administrator’s response to appeals of an employee performance appraisal may include some or all of the following actions:

- a. Review the appraisal, appeal, and supporting documentation.
- b. Contact the employee to obtain clarification or additional information.
- c. Contact the Department Head to obtain clarification and additional information.
- d. Collect additional information from other relevant sources.
- e. Make a decision and inform the employee in writing with a copy to the supervisor.  
If applicable, take any necessary action to implement the decision.

The City Administrator will present a final recommendation to the Mayor for approval. The Mayor's decision shall be final.

In appeals against the review of department supervisors by the City Administrator, the appeal will progress to the Mayor.

An employee who receives a performance appraisal with an overall rating of "Fails to Meet Expectations" will be placed on a Performance Improvement Plan (PIP) for a minimum of 90 days

### **8.03 Pay Practices**

The City of College Place employee salaries are set by ordinance. Generally an employee is hired at Step I and moves up to the next step at each anniversary until the top step is reached.

#### Promotion

The employee's new step increase date will be based on the date of the promotion. An employee who is promoted will serve a probationary period in accordance with the Probationary Period Policy.

#### Transfer

An employee who is transferred to a classification in the same salary range as his/her current classification will remain at the same step in the salary range. Review dates will not be changed as a result of a transfer. Employees who are transferred will serve a probationary period in accordance with the Probationary Period Policy.

#### Reclassification

Reclassification occurs as a result of a change of duties, responsibilities and/or knowledge/skill/ability requirements of a position. The step increase of an employee holding a position that is reclassified to a classification in a higher salary level is handled in the same manner as a promoted employee.

### Reallocation

Reallocation occurs when the duties, responsibilities and/or knowledge/ skill/ability requirements of a classification remain the same but the classification is moved to a higher or lower salary level. The pay rate of an employee in this situation is generally handled like a reclassification. An exception occurs when the reallocation moves the classification to a lower salary level and the employee's pay rate is above the top step of the new range. In that instance, an employee's pay rate will be frozen until it falls within the new salary range. An employee whose classification is reallocated does not serve a probationary period. When extenuating circumstances exist, the City Administrator, with the Mayor's approval, may vary the approach described for reallocation.

### Demotion

When an employee is demoted for any reason, the pay rate will not be frozen. He/she will be placed on the step in the lower salary range that is closest to, but not higher than the employee's current pay rate. Pay rates outside of the range for the position to which the employee is demoted, will be reduced to the top step of the new salary range. In the case of a demotion, the employee may be required to serve a probationary period.

### Rehire

A rehired former employee will be treated exactly the same as a new hire.

### Recall from Layoff

A former employee who is recalled from a layoff list into the same classification within the time period specified under the Layoff Policy will be rehired at the former salary step.

### Training, Seminars and Conferences

The City is interested in ensuring that employees are knowledgeable and well trained in the skill sets necessary for their positions. The City develops and provides a variety of training programs. These programs are offered internally on a city-wide basis and are available to all regular and probationary employees with supervisory approval.

Outside training required by the City will be paid for by the City and time spent in required training will be considered time worked. The City may also pay the costs associated with attending outside seminars, training and conferences when the attendance will promote employee development and enhance technical skills. Pre-approval by the supervisor and City Administrator is required before the registration will

be paid and time away from work granted. Approval to attend outside training will not be given when a similar training program is available internally.

### Required Certifications

The City will pay for training and/or testing associated with certifications and professional licenses that must be maintained or upgraded solely as a continuing requirement for an employee's current position. In some cases paid time off may be granted to receive training or participate in examinations for the required certification; approval by the Department Head and City Administrator is required.

## **8.04 Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours.

Time worked in excess of 40 hours in a regular workweek is considered for each of the management groups as described below:

### Exempt Employees

These are salaried classifications exempt from overtime pay per FLSA exemption rules.

### Non-Exempt Employees

These are non-exempt classifications eligible for compensation in cash or compensatory time off for all time worked in excess of forty (40) hours in a regular workweek. All hours worked over forty (40) will be paid at the rate of one and one-half (1 ½) times the regular hourly rate.

For the purpose of overtime calculations, time worked will be interpreted in accordance with the Fair Labor Standard Act except that holidays will also be considered time worked. A non-exempt employee may only work overtime when it has been approved in advance by the Department Head, except in emergency situations. A non-exempt employee may also be scheduled and expected to work overtime on occasion.

Compensatory time may be taken in lieu of cash payment. A non-exempt employee may not accrue a balance of more than 60 hours of accrued compensatory time off. All unused accrued compensatory hours will be cashed out at the end of the year.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## **8.05 Volunteers and Interns**

The City occasionally has the need to accomplish a project of an identified workload requiring individuals who possess professional skills. Likewise, there are undergraduate or graduate students who possess such skills and are seeking opportunities to gain work experience. Interns may be approved for specific periods by the Mayor and receive pay for their service. Interns are not subject to the requirements for temporary or seasonal employees.

Volunteers who work for the city on a regular basis (greater than a one day volunteer event) must complete a volunteer application, or any other requirement (including background checks) required of the specific department and be approved by the City Administrator and the Mayor. Volunteers are not considered employees of the City. Volunteers receive only those benefits expressly conferred in writing or by law. Workers' Compensation insurance shall be provided to volunteers as authorized by the Mayor, and may be rescinded by the City Council at any time. Volunteers involved in work which may present hazards are required to record the date and timed of periods worked and turn those records in to the designated Department Head. The service of a volunteer may be discontinued at any time without cause. Volunteers must abide by all applicable rules, policies and practices of the City and are held to the same standard of performance as applies to regular employees.

No department will enter into any contract or agreement for the placement of any volunteer or intern until approved by the City Administrator.

## **8.06 Stand-by**

Employees on stand-by will be provided with a cell phone and are required to be available to report for duty within a reasonable amount of time. Employees shall be compensated while on stand-by. Stand-by assignments must be assigned or approved by the Department Head in order to be compensable; mere possession of a cell phone does not constitute a stand-by assignment.

## **8.07 Longevity**

The City of College Place does not offer longevity pay.

## **8.08 Compensatory Time**

An employee may elect to receive compensatory time at the rate of 1.5 for hours worked in excess of forty (40) hours in a workweek. Accrual of compensatory time shall

not exceed sixty (60) hours and unused compensatory time shall be paid at the end of each year. The foregoing section does not apply to FLSA exempt employees.

## **8.09 Compensation upon Termination**

When an employee's employment with the City is terminated, the employee will receive the following compensation on the next regularly scheduled payday:

- Regular wages for all hours worked up to the time of termination which has not already been paid
- Any overtime pay that is due
- A lump sum payment of any accrued but unused vacation and compensatory time below the ceiling limits

Any accrued sick leave shall not be paid to an employee upon termination.

## **8.10 Cost of Living Increases**

The City Council may, if the funds are available, choose to grant cost of living increases to City employees. When those increases are granted, they will not be dependent on the criteria set out for a step increase, but will be granted to all personnel without restriction. If the Salary Plan is changed to reflect the cost of living increases, a resolution will be passed by the City Council reflecting the amended Salary Plan. Usually, cost of living increases are considered by the City Council during the budget process.

## **9.0 Payroll**

### **9.01 Payroll Administration**

Accurately recording time worked and leave used is the responsibility of every employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

A non-exempt employee should accurately record the number of hours worked each day. Except in emergencies, overtime work should always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record, excluding the City Clerk or designee for official timekeeper duties, is strictly prohibited.

The employee is responsible for ensuring that their time record accurately reflects all the time recorded. Whenever practical, the employee is expected to sign or verify their timesheet. The Department Head or another employee deemed appropriate by the City Administrator will review and then verify the timesheet before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor should verify the accuracy of the changes and initial/date the change.

### **9.02 Paydays**

Employees are paid the 3<sup>rd</sup> working day of the month.

### **9.03 Pay Deductions**

The City makes certain deductions from an employee's earnings in accordance with state and federal law. Among these are applicable federal income taxes. The City also deducts Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City matches the amount of Social Security taxes paid by each employee.

The City offers programs and benefits beyond those required by law. An eligible employee may voluntarily authorize deductions from the paycheck to cover the costs of participation in these programs. An intern or temporary employee is not eligible to make voluntary deductions.



Court ordered wage withholdings or garnishments on an employee's wages will be processed in accordance with applicable law. Union fees are also deducted in accordance with any agreements.

If you have questions concerning deductions from your paycheck or how they were calculated, your supervisor, the Human Resources Specialist, or City Administrator can assist in having your questions answered.

#### **9.04 Paycheck Corrections**

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Human Resource Specialist so that corrections can be made as quickly as possible. It is the responsibility of the employee to notify the city of any errors noticed.

#### **9.05 Safe Harbor Policy for Exempt Employees**

The City's policy is to comply with applicable wage and hour laws and regulations. The improper pay deductions specified in Title 29 of the Code of Federal Regulations 541.602(a) may not be made from the pay of employees who are exempt from overtime under the Fair Labor Standards Act.

If an exempt employee believes that any deduction has been made from their pay that is inconsistent with his/her salaried status, the employee should immediately contact the City Administrator.

Any complaint will be resolved within a reasonable time given all the facts and circumstances. If an investigation reveals that an exempt employee was subjected to an improper deduction from pay, the employee will be reimbursed and the City will take whatever action it deems necessary to ensure compliance with the salary test in the future. For more information regarding this Safe Harbor Policy, please contact the City Administrator.

#### **9.06 Payroll Draws**

All full-time employees are permitted to take a draw up to, but not more than, half of their monthly take home pay. Draws are paid on the 15<sup>th</sup> of each month, or the day before if the 15<sup>th</sup> falls on a weekend or holiday.

## **9.07            Garnishments**

Personal debt and financial obligations are the responsibility of the employee and should not interfere with their employment or burden the City. The City incurs extra costs and unnecessary work when it is forced to comply with garnishment and/or assignment proceedings. All employees shall use their best efforts at all times to avoid any potential wage garnishment, assignment or similar proceedings.

Upon the receipt of a garnishment and/or wage assignment, the Finance Director or Human Resources Specialist shall apprise employee. Multiple wage garnishments and/or assignments at any one time may result in disciplinary actions.

## **9.08            Estate Payment**

In the event of the death of an active employee, compensation for hours already worked, annual leave, and compensatory leave, up to allowable limits payable to the employee must be paid as outlined in state law in the name of the deceased employee.

## **10.0 Personal Conduct**

### **10.01 Conflict of Interest**

Each employee has an obligation to conduct the City's business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes to conduct its business. The purpose of these guidelines is to provide general direction so that employees act appropriately and, if needed, can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential perceived conflict of interest occurs when an employee is in a position to influence a decision, or gains information that is not available to the public that may result in a personal gain for that employee, or for a relative, or business partner, as a result of the City's business dealings. Furthermore, any public official (which includes employees) is prohibited from hiring, appointing, employing, promoting, discharging, demoting, or supervising relatives or household members. For the purposes of these guidelines, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that disclosure be made to your supervisor as soon as possible regarding the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee, or relative, or business partner of an employee has a significant ownership in a firm with which the City does business, but also when an employee or relative receives any "kickback", bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City. In general, City employees may not accept any gift or any other thing with a monetary value. However, unsolicited gifts of limited value that can be shared among a larger group of employees are considered "de minimus" and are allowable under this policy.

Meals that are consumed in the presence of the provider and that are directly related to legitimate City business are allowable. However, City employees are generally expected to pay for their own meals.

Each employee is expected to report any actual or potential conflict of interest to his/her department head, who should immediately report it to the City Administrator.

## **10.02 Employee Participation in Political Activities**

Employee involvement in certain political activities is protected under the First Amendment. However, under state and federal law there are some restrictions with which each employee must comply. See RCW 41.06.250 and the Federal Hatch Act for more information.

The expression of personal political views while on the job during working hours is permitted only to the extent that it does not interfere with the performance of the employee's duties or performance of other employee's duties. Specific activities, such as fundraising, soliciting volunteer help on political campaigns, or disseminating partisan election material while on City time are prohibited.

## **10.03 Public Information**

Contacts from the media should be referred to the City Administrator or Mayor.

Once an employee has received approval to communicate with others on behalf of the City in the course of his/her work duties, the employee should remember he/she is representing the City and should ensure that any comments made reflect the City's position on the issue being discussed.

The City has an obligation to keep citizens informed about issues of public interest. Citizens will be provided information through a variety of sources such as the City newsletter, website, social media channels, press releases, etc. Citizen requests for information are subject to the provisions of the State of Washington's public records law. Questions regarding whether or not certain information should be provided in response to a citizen request should be referred to the City Clerk that will then make a determination whether or not it should be referred to the City Attorney.

Washington law provides that "every person has a right to inspect any public record of a public body in this state." "Public body" includes cities and counties and other public entities, such as the City of College Place. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspections. It is the intent of the City of College Place to be responsive to requests for public records. Employees are to forward all requests for public information to the City Clerk within 24 hours of receiving it. The City Clerk will then make a determination whether or not it should be referred to the City Attorney.

## **10.04 Personal Appearance Guidelines**

Members of the public judge a community not only by service, but also by the appearance of its personnel, equipment, and facilities. While on the job, neatness and professionalism in dress and good personal hygiene is expected of all employees. Employees should conform to professional community standards. Supervisors are to provide the necessary direction and remedial action if an employee's personal appearance and/or hygiene does not positively reflect the image of the City.

For employees not required to wear uniforms, dress should be appropriate to the department/area in which the employee works. The type of public and business contact and interaction should be taken into account in determining the appropriate level of dress for the day. Under all circumstances, clothing that is vulgar, obscene, sexually expressive and/or offensive, or depicts language and/or pictures to this effect, is prohibited.

Fridays are casual days. Employees will be allowed to wear a more casual attire, but must still be neat and professional.

Employees in departments that require employees to be in uniforms must adhere to department uniform regulations. Uniform clothing may be issued directly by the City or through a uniform allowance. All required clothing is to be kept neat and clean and replaced when necessary.

## **10.05 No Smoking**

Pursuant to [RCW 70.160](#), the City prohibits smoking in all City facilities, including City-owned buildings and vehicles. Smoking is prohibited within 25 feet of all entrances, exits, windows that open, and ventilation intakes of the foregoing locations. An employee may utilize breaks for smoking following the rule outlined above. Additional breaks are not permitted. The use of E-Cigarettes is prohibited in all City buildings and vehicles.

## **10.06 Drug & Alcohol Policy – [Resolution No. 18-027](#)**

### **Non-Federal Policy**

The City of College Place is committed to protecting the health, safety and well-being of its employees and all individuals who come into contact with our employees and workplace. In addition, we strive to create and maintain a productive and efficient work environment in which all employees have an opportunity to thrive and be successful.

Recognizing that drug and alcohol use and abuse can pose a serious threat to these goals, the City of College Place is committed to providing a drug and alcohol-free workplace for all of its employees. This policy is in accordance with Chapter 296-800 of the State Administrative Code (WAC) and with the federal Drug Free Workplace Act.

This policy applies to all employees of the City. Employees who are required to maintain a commercial driver's license (CDL) are also subject to the City's Drug and Alcohol Policy for DOT Employees.

### **Policy/Procedure**

The City of College Place strictly prohibits the following in the workplace, on City property (including in City vehicles) or on work time:

- the use, sale, distribution, dispensation, manufacture or possession of alcohol or drugs (including marijuana and other drugs included in Schedule I or II of the federal Controlled Substances Act) or drug paraphernalia;
- the unauthorized use or distribution of prescription drugs;
- the use of any legally obtained drug (prescriptions or over-the-counter medications) when such use may adversely affect an employee's job performance, their safety or the safety of others, or any combination thereof;
- reporting to work or working while under the influence of alcohol or drugs (including marijuana and other drugs included in Schedule I or II of the federal Controlled Substances Act). An employee will be deemed under the influence of a drug if the employee tests positive following a test conducted in accordance with this policy or when the employee acknowledges impairment.

### **Prescription medication**

The possession and use of medically prescribed or over-the-counter drugs during work hours is permissible, subject to certain conditions. The employee shall have no obligation to inform the City of such use unless, according to a warning notice or the input of a physician or pharmacist, the drug may cause a possible impairment that could prevent the employee from performing his or her job safely or effectively. In such cases, the employee should notify his or her supervisor or Human Resources so that a determination can be made as to whether it is in the best interests of the City and the employee that the employee work, not work or be reassigned during the period medication is used. Medical information will be handled in a confidential manner. Notwithstanding the above, the medical use of marijuana that causes drug or drug metabolites to be present in the body above minimum thresholds established by federal law constitutes prohibited conduct regardless of whether the marijuana was used under the guidance of a medical practitioner and regardless of whether the medical practitioner advised that such use will not adversely affect the employee's ability to safely and effectively perform job duties.

On occasion, alcohol may be served at City-sponsored events or at off-site conferences or other events an employee may attend as part of his/her job. This policy does not prohibit an employee from consuming alcohol at such events, provided that employees conduct themselves responsibly. Employees may be subject to discipline or discharge for unacceptable behavior, including behavior attributed to alcohol consumption.

### **Workplace drug related convictions**

The Drug Free Workplace Act of 1988 requires employees, as a condition of employment, to report any criminal convictions of drug-related activity in the workplace to the City no later than five (5) days following a conviction. Any such report should be directed to Human Resources. Employees convicted of workplace drug-related crimes may be subject to discipline up to and including termination.

### **Drug and alcohol testing**

The City of College Place asserts its right to test employees or applicants for alcohol and/or controlled substances to the extent allowed by law. This includes urine drug testing and evidential breath alcohol testing. Employee or applicant acceptance of testing, when required in accordance with this policy, is a mandatory condition of employment. Refusing to submit to such tests constitutes a violation of City policy and will result in termination of employment or, for an applicant, withdrawal of the job offer. The City of College Place reserves the right to test for drugs and/or alcohol as defined below:

**Pre-employment** – After receiving a conditional offer of employment, an applicant for a safety sensitive position must submit to, and successfully pass, a drug test.

**Post-accident** – An employee who is involved in an accident that causes significant property damage while driving a vehicle for City business, or who sustains or causes an injury that requires medical attention, will be required to submit to drug and alcohol testing, unless the circumstances surrounding the accident do not indicate a reasonable possibility that drug or alcohol use was a contributing factor.

**Reasonable Suspicion** – Reasonable suspicion is based on specific personal observations that a City of College Place Human Resource representative, physician, physician's assistant or advance registered nurse practitioner, or supervisor can describe and document (using a Reasonable Suspicion Testing and Documentation Form) regarding an employee's appearance, behavior, speech and breath odor.

**Random** – The City of College Place reserves the right to initiate, with a 60-day notice, the random testing of safety-sensitive employees.

The City of College Place will follow the collection and drug testing guidelines and standards issued by the U.S. Department of Health and Human Services and the U.S. Department of Transportation (DOT).

To ensure the accuracy and integrity of the program, the City of College Place also will follow these employee protection guidelines:

- For drug analysis, we will use a laboratory that has been certified by the Substance Abuse and Mental Health Services Administration (SAMHSA).
- A strict chain of custody will be used to ensure specimen integrity; a split specimen will also be collected.
- The process will ensure privacy and confidentiality of all test results.
- All positive drug test results will be confirmed by gas chromatography/mass spectrometry before they are reported to the City of College Place.
- All confirmed positive, invalid, substituted and adulterated results will receive medical review by a Medical Review Officer (MRO), who will give the employee an opportunity to provide possible medical explanations for the result.
- All negative test results will be reported to the Director of Human Resources or a Human Resources designee.

In addition, when the City has a reasonable suspicion that an employee is violating any aspect of this policy, the employee may be asked by the City of College Place to submit immediately to a search or inspection at any time (including breaks and the lunch period) while on City premises or in City property. Any refusal to consent to a search constitutes a violation of this policy and is grounds for disciplinary action, up to and including termination of employment.

## **Procedures for administering tests**

### **Drug screen**

1. Upon identifying an event that requires testing (pre-employment, post-accident or reasonable suspicion), the City of College Place Human Resources will provide the employee with a non-DOT Custody and Control Form indicating the reason for the test and the specific services to be performed.
2. The employee will report to a clinic or authorized collection site with the Custody and Control Form and photo identification within 90 minutes of notification. In the event of a post-accident or reasonable suspicion testing event, the employee will be transported to the collection site by a City of College Place supervisor or Human Resources representative.
3. Samples will be collected by personnel who have met DOT collector training requirements as specified by U.S. Department of Transportation (DOT) Regulations 49 CFR Part 40. Collectors will follow standard DOT collection procedures and use a non-DOT chain of custody form. A split sample collection is required.
4. Shy bladder collections – In the event that an employee is unable to provide an adequate specimen on the first attempt, he or she will be given 40 ounces of water over a 3-hour period. The employee may attempt to provide a sample at any time



within the 3-hour period. The employee must remain at the collection site until the collection is completed. If the employee is not able to provide an adequate specimen within 3 hours, the City of College Place Human Resources will be notified immediately, and they will then notify the Medical Review Officer (MRO) for an evaluation. In this instance, the employee shall have the option to undergo a medical evaluation for “shy bladder” at their expense. If no medical explanation is found for their inability to produce urine, it shall constitute a refusal to test and be considered a failed test.

5. Suspected substitution or adulteration collections – If the employee provides a sample and the collection temperature does not register on the collection cup, or the collector suspects that the specimen has been adulterated (for example, it has a blue color or chemical odor that is not consistent with urine, such as bleach or perfume), that collection will be completed, and a second sample will be collected under same-gender direct observation. Both samples will be submitted to the lab for analysis, and both results will require MRO review. If an employee refuses to provide a second sample under observation, the event will be deemed as a refusal to test.
6. The sample will be shipped via courier to a SAMHSA-certified lab.
7. Each sample will undergo a screening test and, if it demonstrates a positive response for any drug, it also will be subject to a confirmation test by gas chromatography/mass spectrometry (GC/MS).
8. All negative results will be reported by an authorized SAMHSA-certified lab directly to the City of College Place. All results reported from the laboratory as positive, invalid, substituted or adulterated results will be reported to the MRO for review. The MRO will contact the employee by telephone to give that individual an opportunity to provide a valid medical explanation for the positive result.
9. If the MRO accepts an employee's explanation and/or documentation as a valid, medically acceptable explanation, the result may be deemed “negative” and reported to Human Resources as such. All results for which the MRO determines that there is no valid, acceptable medical explanation will be deemed a “confirmed positive” and reported to Human Resources as a failed test. The MRO may require a re-collection under direct observation in the event of some invalid results.

## **Breath alcohol**

1. All alcohol tests will be conducted using an evidential breath testing device operated by a trained Breath Alcohol Technician who has met qualification and proficiency requirements.
2. The Breath Alcohol Technicians will use a non-DOT Alcohol Testing Form to record the test. The employer copy of the Alcohol Testing Form will be sent to the City of College Place Human Resources.
3. A breath alcohol result of  $\leq 0.019$  grams of alcohol/210 L of breath will be considered negative, and no further testing will be required for that incident.
4. A breath alcohol result of  $\geq 0.020$  grams of alcohol/210 L of breath will require a second, confirmatory test conducted no sooner than 15 minutes after the initial test. If the confirmation test result is  $\geq 0.020$  grams of alcohol/210 L of breath, the result will be considered positive and will be reported immediately to Human Resources.

5. If the result is positive, the employee will not be allowed to return to work, and arrangements must be made to provide transportation to the employee's home.

## **Confidentiality**

All information received by the employer through the program is confidential. Access to this information is limited to those who have a legitimate need to know.

## **Consequences**

An employee's refusal to do any of the following when required is considered non-compliance and may result in disciplinary action, up to and including termination of employment:

1. Take a drug or alcohol test.
2. Appear for testing.
3. Accept the EAP recommendations when required to use the EAP because of a positive drug test or due to violating a City rule pertaining to drugs or alcohol.
4. Comply with the conditions of the Last Chance Agreement.

**First verified positive test:** An employee may be terminated solely for a first-time confirmed positive drug or breath alcohol test. However, if not terminated, the employee will be given an opportunity for job retention through a Last Chance Agreement. This policy does not prohibit an employee from being terminated for reasons other than a confirmed positive test result. The availability of a Last Chance Agreement in a given situation, as well as the specific terms of that agreement, shall be subject to the City's discretion and approval.

**Second verified positive test:** If an employee has a confirmed positive drug screen or positive breath alcohol test for a second time, the employee will be terminated immediately.

## **Implementation details**

1. **Supervisor training.** The City of College Place will provide a supervisor training program to help supervisors recognize an employee with possible alcohol and/or drug problems. This program will train supervisors how to recognize specific performance or behavior criteria related to substance abuse and how to refer employees for assistance.
2. **Employee education.** The City of College Place will provide alcohol and drug awareness information for all employees. This will include the City of College Place policy on alcohol and drug abuse; the dangers of alcohol and drug abuse; and treatment and counseling services available through the Employee Assistance Program.
3. **Employee Assistance Program.** The City of College Place recognizes that alcohol and drug addiction can be successfully treated and is willing to help employees who

suffer from these problems while holding them responsible for their own recovery. The City of College Place maintains an Employee Assistance Program (EAP). Employees may also have access to professional services through the City's health insurance plans medical program (Regence) to aid them with any alcohol or drug problems. Employees who need help with drug and/or alcohol misuse or abuse are encouraged to use these resources.

Employees are strongly encouraged to seek help to address their drug or alcohol problems before such issues affect their performance or result in a positive drug or alcohol test. Seeking assistance after an employee has tested positive or demonstrated performance issues will not allow the employee to avoid the disciplinary consequences of his/her behavior. For employees seeking assistance for alcohol and/or drug problems, the EAP will be administered as follows:

- Employees seeking help on their own, or who are referred to the EAP by their supervisor, will be provided assistance on a confidential basis without jeopardizing their employment status.
- Employees who are offered a Last Chance Agreement in lieu of termination for a violation of this policy may be required to use the EAP and/or successfully complete a treatment program as a condition of continued employment. In such case, the employee may be required to authorize the EAP or treatment provider to disclose to the City information regarding compliance with the treatment program. A Last Chance Agreement may also include requirements for follow-up drug and alcohol testing for a period of two years as a condition of continued employment.

### **Effective date**

The City of College Place's Employee Drug and Alcohol Abuse Policy is effective immediately. Current employees with substance abuse problems are encouraged to obtain help through the Employee Assistance Program before the testing program takes effect.

### **DOT Regulated Employees (Federal)**

Federal regulations require that employers conduct alcohol and controlled substances testing of drivers who operate commercial motor vehicles, mechanics, and supervisors with a commercial driver's license who fill in. For the purpose of this policy, the employee will be referred to as "driver" and the employer will be referred to as "Employer." This policy provides guidelines for circumstances under which the Federal Motor Carrier Safety Administration (FMCSA) and the United States Department of Transportation (DOT) mandated testing must be conducted. Of course, all the details of every possible situation cannot be anticipated, so the Employer reserves the right to determine the appropriate application of this policy and general employment policies to any particular case.

Employees covered by this policy have been provided a copy of these FMCSA/DOT provisions and by signature verify that they have read and understand the policy.

**Drivers should note that in addition to the required DOT regulations, they are also subject to the Employer's drug and alcohol policy and all other policies and procedures applicable to all employees.** Throughout this policy, any provisions that are based on Employer's sole authority (vs. mandated by federal regulations) will be underlined.

The Employer expects all drivers to work drug- and alcohol-free at all times. If you have any questions about this policy, contact Shawn Doering, Human Resources Manager, 509-394-8508.

The following conditions and activities are expressly prohibited:

The manufacture, or sale, or use or possession of alcohol, any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on Employer premises or property, or during work time, or while representing the Employer in any work-related fashion.

Reporting for work having consumed alcohol or used illegal drugs or controlled substances at a time, or in such quantities, or in a manner that may impair work performance. For purposes of this policy, having any detectable level of an illegal or controlled drug, or alcohol with an alcohol concentration of .02 or greater, in one's system while covered by this policy will be considered to be a violation.

### **Alcohol and drug problems**

In some cases alcohol and drug abuse can be a result of chemical dependency that can be successfully treated with professional help. Drivers who are having problems with alcohol or drug use are encouraged to seek voluntary counseling and treatment. It is the *driver's* responsibility to seek help when needed, and to do so *before* substance abuse causes problems on the job, results in a positive drug or alcohol test or results in disciplinary action.

Drivers who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, and treatment requirements of 49 CFR Part 382 and 40, provided that:

- 1) The admission is in accordance with the Employer's written established voluntary self-identification policy;
- 2) The driver does not self-identify in order to avoid testing;
- 3) The driver makes the admission of alcohol misuse or controlled substances use before performing a safety-sensitive function;

- 4) The driver does not perform a safety-sensitive function until the Employer is satisfied that the driver has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

Normally, the Employer will:

- 1) Not take adverse action against a driver making a voluntary admission of alcohol misuse or controlled substances use provided that the admission occurs before the employee has been subject to disciplinary action or the use/misuse has affected job performance;
- 2) Allow the driver sufficient opportunity to seek an evaluation, education or treatment to establish control over the employee's drug or alcohol problem;

Permit the employee to return to safety sensitive duties **only** upon successful completion of an educational or treatment program, as determined by a substance abuse professional.

The following Substance Abuse Professional can provide help and referrals: EAP

## **Definitions**

**"Alcohol"** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

**"Alcohol concentration (or content), BAC"** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under 49 CFR Part 382.

**"Alcohol use"** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

**"Commercial motor-vehicle" (or "CMV")** means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Has a gross vehicle weight rating of 26,001 or more pounds; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

**"Controlled substances"** mean those substances identified in 49 CFR Part 40.85, as amended: marijuana, cocaine, opiates, amphetamines, and phencyclidine.

**"DOT Agency"** means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121, and 135; 49 CFR parts 199, 219, 382, and 655), in accordance with 49 CFR Part 40.

**"Driver"** means any person who operates a commercial motor vehicle. This includes, but is not limited to: full-time, regularly-employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

**"Drug"** has the meaning of any controlled substances, prescription, or over-the-counter medication.

**"EBT (or evidential breath testing device)"** means an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming with the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

**"Employer"** means an entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with 49 CFR Part 382. The term refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, as well as those individuals employed by the entity who take personnel actions resulting from violations of 49 CFR Part 382 and any applicable DOT agency regulations. Service agents are not employers.

**"Licensed medical practitioner"** means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

**"Medical Review Officer (MRO)"** means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

**"Performing (a safety-sensitive function)"** means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

**"Refuse to submit (to an alcohol or controlled substances test)"** means that a covered employee:

- Fails to show up for any test (except a pre-employment test) within a reasonable time after being directed to do so by the Employer. This includes the failure of an employee to appear for a test when called by a Consortium/Third Party Administrator);
- Fails to remain at the testing site until the testing process is complete; provided, that an applicant who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused a test. The testing process commences once the applicant has been provided the specimen collection cup;
- Fails to provide a urine specimen for any drug test or breath or saliva sample for an alcohol test required by 49 CFR Part 382, if the employee leaves after the testing process has commenced;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen;
- Fails to provide a sufficient amount of urine, breath or saliva when directed, unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure to provide;
- Fails or declines to take a second test the employer or collector has directed following a negative dilute result as required by 40.197(b);
- Fails to undergo an additional medical examination, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) concerning the evaluation as part of the "shy bladder" procedures in 49 CFR Part 40, subpart I; or fails to undergo a medical examination or evaluation as directed by the employer as part of the insufficient breath procedures outlined in 40.265(c);
- Fails to cooperate (e.g. refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector) or otherwise interferes with any part of the testing process;
- Fails to sign the certification at Step 2 of the alcohol testing form (ATF);
- Is reported by the MRO as having a verified adulterated or substituted test result;
- For an observed collection, fails to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process;
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
- Admits to the collector or MRO to having adulterated or substituted the specimen.

**"Safety-sensitive function"** means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- 1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- 2) All time inspecting equipment as required by FMCSA regulations or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- 3) All time spent at the driving controls of a commercial motor vehicle in operation;
- 4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);
- 5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- 6) All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

### **Prohibited conduct**

The following is considered prohibited conduct under this policy:

- 1) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- 2) No driver shall use alcohol while performing safety-sensitive functions.
- 3) No driver shall perform safety-sensitive functions within four hours after using alcohol.
- 4) No driver required to take a post-accident alcohol test under 49 CFR 382.303 shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- 5) No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test required by 49 CFR Part 382.
- 6) No driver shall report for duty, remain on duty or perform a safety-sensitive function when there is a quantifiable level of a controlled substance in the driver's body above the minimum thresholds established in 49 CFR Part 40. Although the personal use of marijuana is permitted under Washington law, federal law still prohibits the use and possession of marijuana. Employees must be aware that having a detectable level of marijuana in their body, regardless of whether their use was for recreational or medical purposes, constitutes prohibited conduct.
- 7) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drug except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle. Notwithstanding the above, the medical use of marijuana that causes



drug or drug metabolites to be present in the body above minimum thresholds established in 49 CFR Part 40 constitutes prohibited conduct regardless of whether the marijuana was used under the guidance of a medical practitioner and regardless of whether the medical practitioner advised that such use will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

- 8) The Employer shall not permit a driver to continue to perform safety sensitive functions if the Employer has actual knowledge of a driver violating any of the aforementioned prohibitions. Actual knowledge may be based on the Employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substances use, except as discussed in the Employer's voluntary self-identification program.

### **Prescription and other medications**

No driver may possess any prescription medication or report to work while using any prescription medication, except when he/she is under a doctor's care and the doctor has advised the driver that the substance does not affect his/her ability to safely operate a commercial motor vehicle. The use of any medication, whether prescription or over-the-counter, that could affect a driver's safe job performance is prohibited while working. The driver shall report to Shawn Doering, Human Resources Manager, 509-394-8508, the use of any prescribed medication and, without identifying the medication, shall provide a certificate from the driver's doctor that the use of the medication will not impair the ability to safely perform his/her duties. If, as a result of testing under this policy, the driver is found to have the presence of controlled substances in the body which is a result of the use of his/her legally prescribed medication that has not been reported, the driver shall be removed from service without pay until it is determined that the use of medication will not impair his/her ability to safely perform assigned duties. Notwithstanding the above, a driver may not possess or report to work while using marijuana under any circumstances, even if the marijuana was prescribed by a doctor.

### **Other related alcohol conduct**

A driver tested under the requirements of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be removed immediately from performing safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the test administration.

Depending on the circumstances, an employee who is removed from service due to an alcohol concentration of 0.02 or greater but less than 0.04 may be subject to discipline.

### **Controlled substances and alcohol testing**

Submission to the controlled substance and alcohol testing described in this policy is a condition of employment with the Employer for those drivers covered by DOT and FMCSA regulations. A refusal to submit (as described above) will constitute a violation of this policy and be grounds for termination of employment. A driver may be tested for controlled substances at any time during his/her work day, except pre-employment, and alcohol testing will be conducted just before, during or after performing safety sensitive functions.

Drivers will be subject to testing as follows:

**Pre-employment:** Drivers will be tested for controlled substances unless:

- 1) The driver participated in a DOT testing program within the past 30 days and;
- 2) While participating in that program, either:
  - a. Was tested for controlled substances within the past 6 months (from the date of application with the Employer), or
  - b. Participated in the random controlled substances testing program for the previous 12 months (from the date of application with the Employer); and
- 3) No prior employer of the driver of whom the employer has knowledge has records of a violation of DOT controlled substances regulations within the previous 6 months.

A driver/applicant who tests positive on a pre-employment test will not be hired, but may be eligible to reapply for employment with the Employer after one year from the date of the positive test. In addition, an applicant who tested positive on any DOT mandated pre-employment drug test after August 1, 2001, must provide documentation of his/her successful completion of DOT return-to-duty requirements (i.e., an evaluation by a substance abuse professional, education and/or treatment, and a negative DOT pre-employment test, all of which meet the requirements of 49 CFR Part 40). In the event a driver does reapply following a positive test, the driver/applicant will be responsible to pay for the pre-treatment evaluation, education and/or treatment, and the subsequent pre-employment test.

**Post-accident:** As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol if:

- 1) the driver was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life (fatality); or
- 2) the driver received a citation for a moving violation and the accident involved bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident; or
- 3) the driver received a citation for a moving violation and the accident involved one or more motor vehicles incurring disabling damage as a result of the accident, requiring

the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver may not consume alcohol for eight (8) hours following an accident that requires the DOT alcohol test. The alcohol test must be completed within two (2) hours of the accident; if not, the supervisor must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the accident. After eight (8) hours the attempt to test will be ceased, and the supervisor must again provide the reasons for the test not being administered.

A controlled substances test shall be administered as soon as practicable up to 32 hours following the accident. After 32 hours the attempt to test will be ceased, and the supervisor must provide the reasons for the test not being administered promptly. A driver must remain readily available for testing, or may be deemed by the Employer to have refused to submit to testing.

Nothing in this policy should be construed to require the delay of necessary medical attention for the injured.

In addition, any driver involved in any commercial motor vehicle accident involving an injury requiring immediate medical attention or any vehicle towed away because of disabling damage, will be required to submit to testing, even if the driver is not issued a citation. Testing will be to determine the presence, use, or any involvement with alcohol or drugs unless the Employer determines, in its discretion, that the accident could not have been caused by alcohol or drug use.

The driver will submit to an alcohol test within eight (8) hours and a controlled substances test within 32 hours of the accident. The Employer/driver must advise the collection site and alcohol testing personnel that the test being required is an Employer-required test, and not a mandated DOT test.

**Random:** The Employer is using a consortium/third party administrator to facilitate the random selection of drivers and notification to the employer of the driver(s) selected for testing. The consortium/third party administrator is:

A WorkSAFE Service, Inc.

1696 Capitol St NE

Salem OR 97301

(503) 391-9363

Drivers will be subject to random alcohol and controlled substance testing under the following program:

- 1) Random selection of drivers will be made by a scientifically valid method using a computer-based random number generator that is matched with drivers' social security numbers.
- 2) Each driver shall have an equal chance of being drawn each time selections are made.
- 3) Selections for testing are unannounced and reasonably spread throughout the calendar year.
- 4) Random selections are made to ensure testing for controlled substances is conducted at not less than the minimum annual 25% rate and alcohol is conducted at not less than the minimum annual 10% rate, or the rates as established by the FMCSA.
- 5) A driver shall only be tested for alcohol just before, during, or after performing safety-sensitive functions; however, he/she may be tested for controlled substances any time while performing work for the Employer.
- 6) Once a driver is notified of selection for random alcohol and/or controlled substances testing, he/she shall proceed to the test site immediately.

**Reasonable suspicion:** Drivers will be tested for alcohol and/or controlled substances whenever the employer has reasonable suspicion that the individual is under the influence of alcohol or a controlled substance. Reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the behavior, speech, appearance or body odors of the driver, including any indicators of the chronic and withdrawal effects of controlled substances. Drivers required to be tested under reasonable suspicion testing will be removed from performing safety-sensitive functions pending the outcome of the test result(s) and be transported to the testing facility by the Employer.

Reasonable suspicion drug testing is authorized when the supervisor's observation of the driver's behavior occurs any time during the workday. Reasonable suspicion alcohol testing is authorized only if the supervisor's observation of the driver's behavior has been made during, just preceding, or just after performing any safety-sensitive function.

The alcohol test must be completed within two (2) hours of the observation; if not, the Employer must document the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the observation. After eight (8) hours, the attempt to test will cease. If an alcohol test is not completed within the two (2) or eight (8) hour time periods, the employer shall prepare and maintain on file a record stating the reasons the test was not administered within the appropriate time frames.

The Employer shall not permit a driver to report for duty, remain on duty, perform, or continue to perform any safety-sensitive functions while the driver is impaired by alcohol, as shown by the behavioral, speech, or performance indicators of alcohol misuse, until:

- 1) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02 percent; or
- 2) The start of the driver's next regularly-scheduled duty period, but not less than twenty four (24) hours following the supervisor's determination that reasonable suspicion exists.

Supervisors and any Employer representative that may be expected to serve in a supervisory capacity, and who may be required to make a reasonable suspicion determination, must have received at least 60 minutes of training on the indications of probable drug use and an additional 60 minutes training on the indicators of probable alcohol misuse. Only those individuals who have received this training are qualified to make these decisions.

**Return-to-duty:** No driver found to be in violation of the Employer drug and alcohol policy will be permitted to return to duty involving safety-sensitive functions until the driver undergone an assessment with a Substance Abuse Professional as required by 49 CFR Part 40 and has a verified negative controlled substances test and/or an alcohol test with a result less than 0.02 alcohol concentration. All controlled substances return-to-duty tests will be conducted by same-gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

**Follow-up:** Any driver in need of assistance in resolving problems associated with alcohol misuse and/or controlled substances use as identified through the evaluation by the Substance Abuse Professional will, if still employed, be required to enter into a Last Chance Agreement as a condition of continued employment and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional. The Employer may perform follow-up testing for five years. All controlled substances return-to-duty tests will be conducted by same-gender direct observation. Refusing to permit an observed collection will constitute a refusal to test with the same consequences as testing positive.

### **Failure to cooperate**

Employees who are subject to this policy are expected to comply fully with any required testing. Failure to do so (including, for example, refusing to sign consent or refusing to test, obstructing the testing process, failing to make themselves available for a required test, failing to provide an adequate sample for testing, attempting to adulterate or substitute a specimen, or in any way tampering with a required test, failure to empty pockets or wash hands as requested by collection site personnel, refusing to permit an observed collection, possessing or wearing a prosthetic or other device that could be used to interfere with the collection process) will cause the driver to be immediately relieved from performing safety-sensitive functions, and will also be considered a violation of Employer policy that will subject the employee to discipline, up to and including termination of employment. The Employer also reserves the right to involve

law enforcement officials for any conduct that it believes might be in violation of state or federal law.

### **Testing procedures**

Urine specimen collection: Specimen collections will be conducted in accordance with the procedures of 49 CFR Part 40, as amended. The collection procedures are designed to ensure the security and integrity of the specimen provided by each covered employee, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to preserve the individual's privacy as much as possible consistent with ensuring an accurate result. Covered employees will be required to empty their pockets before providing the drug test specimen.

Under normal circumstances, the applicant or covered employee will be afforded complete privacy in the restroom for providing the urine sample. Certain situations do require the urine sample be provided under same-gender direct observation. Those situations include:

- The temperature on the original specimen was out of range; or
- The original specimen appeared to have been tampered with (i.e. unusual color, odor, foam, etc.); or
- The collector observes materials brought to the collection site or the individual's conduct clearly indicates an attempt to tamper with a specimen; or
- The laboratory reported to the MRO that a specimen is invalid, and the MRO reported to the Employer there was not an adequate medical explanation for the result; or The MRO reported to the Employer that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
- The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5mg/dL, and the MRO reported the specimen to the Employer as negative-dilute and a second collection must take place under direct observation; or
- All return-to-duty or follow-up drug tests.

When that occurs, the individual subjected to testing will be required to follow the observer's instructions to raise their clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if there is any type of prosthetic or other device that could be used to interfere with the collection process.

Refusing to permit an observed collection, or possessing or wearing a prosthetic or other device that could be used to interfere with the collection process, are considered a refusal to test and will constitute a verified positive drug test result.

**Laboratory analysis:** As required by 49 CFR Part 40, only a laboratory certified by the Department of Health and Human Services (DHHS) will be retained by the Employer to perform the analysis of the urine specimen for controlled substances. The initial screening test will be performed by immunoassay and will test for substances and at

cutoff levels required by 49 CFR Part 40, as amended. All specimens identified as positive on the initial screening test will be confirmed using gas chromatography/mass spectrometry techniques at cutoff levels required by 49 CFR Part 40, as amended.

**Breath alcohol:** Testing will be conducted by a qualified technician according to 49 CFR Part 40 procedures using a DOT-approved device. If an initial test indicates an alcohol concentration of less than 0.02, no further testing will be conducted. If the initial test result is 0.02 or greater, a confirmation test will be conducted by a Breath Alcohol Technician using an Evidential Breath Testing (EBT) device. Testing will be conducted in a manner that protects the confidentiality of the employee's testing information as well as the integrity of the testing process.

### **Medical review**

All controlled substances test results will be reviewed by a Medical Review Officer (MRO) before results are reported to the Employer. The MRO will attempt to contact the driver to discuss the test results before reporting positive results to the Employer.

The Employer Medical Review Officer is:

Dee J. McGonigle, M.D.

4545 Sand Point Way NE, #608

Seattle, Washington 98105

(206) 528-1930

### **Notification of results**

The Employer will notify the affected driver of any controlled substances test that is reported as positive by the MRO. The Employer will notify driver-applicants of the results of pre-employment controlled substances testing if the applicant requests that information in writing within 60 days after the Employer notifies the applicant that he/she has or has not been hired.

### **Analysis of split sample**

A urine sample will be split at the time of collection. Within 72 hours of the MRO notifying the driver of a verified positive controlled substances test, or an adulterated or substituted specimen, the driver may request the split sample to be tested. Only the MRO may authorize such testing, which may take place only at laboratories certified by the Department of Health and Human Services (DHHS). If the split sample test fails to reconfirm the presence of the drug or drug metabolite, the MRO shall cancel the test or take such steps as are directed by DOT regulations.

All applicants/drivers have a right to request testing of the split sample. The Employer will be responsible for the cost of testing the split sample.

### **Confidentiality**

Records required under this policy, including test results, will be maintained in a secure location with controlled access. Each driver shall, upon written request, be entitled to receive copies of his/her own records, and to have copies of his/her records made available to any subsequent employer. Information may also be disclosed to the relevant state or federal agencies, or in connection with judicial, administrative or related proceedings (e.g., grievances and arbitration) initiated by or on behalf of the driver, or where otherwise required by law.

### **Evaluation and referral**

DOT regulations require that any driver who violates the alcohol and controlled substances rules of 49 CFR Part 382 be advised of available evaluation resources and be evaluated by a Substance Abuse Professional. The driver must complete an appropriate education and/or treatment program before being eligible to return to safety sensitive duty.

Before returning to performing safety-sensitive functions for **any** DOT employer, a driver must be tested for controlled substances with a verified negative controlled substances test result and/or alcohol with a test result less than 0.02 alcohol concentration. The driver will be subject to follow-up testing of at least six tests in the first 12 months of returning to duty, and follow-up testing may continue for five years.

### **Information on effects and signs of alcohol and controlled substance use**

DOT regulations require employers to furnish information regarding the effects of alcohol and controlled substance use, as well as the signs and symptoms of such use. Included in an appendix to this policy are fact sheets regarding alcohol and various controlled substances. Any employee who suspects a co-worker has an alcohol or drug problem may refer the co-worker to contact information for the Substance Abuse Professional identified in this policy, the City's Employee Assistance Program, or to management.

Personnel responsible for supervising and managing employees subject to testing under this policy must attend at least two hours of training on alcohol and drug misuse symptoms and indicator used in making determinations for reasonable suspicion testing.

### **Consequences**

Under normal circumstances, employees violating this policy or federal regulations will be suspended from performing any safety-sensitive functions with a commercial motor vehicle and will be subject to disciplinary action up to and including termination of employment. Under some circumstances, however, the Employer may agree to return an employee to performing these functions following treatment and rehabilitation. When that occurs, the employee must pay the cost of any treatment. The Employer medical plan, if available to the employee, may cover a portion of the costs associated with the



pre-treatment evaluation and treatment. Uncovered costs of treatment are the employee's responsibility to pay.

When, at the Employer's discretion, an employee is returned to work, the driver will be required to enter into a Last Chance Agreement and to submit to unannounced follow-up testing for controlled substances and/or alcohol as directed by the Substance Abuse Professional in order to continue to perform safety-sensitive functions and operate a commercial motor vehicle requiring a CDL.

The Employer reserves the right to take disciplinary action up to and including termination for violation of the Employer drug and alcohol policy where and when deemed appropriate.

## **Certificate of receipt**

I hereby certify that on the date shown below, I received and read a copy of the City of College Place Drug and Alcohol Policy for Use With FMCSA/DOT-Regulated Employees, consisting of twenty-seven (27) pages including these Certificates of Receipt, and a copy of drug and alcohol awareness training materials. I understand and agree to comply with this policy, including any required alcohol or controlled substance testing.

---

EMPLOYEE - PRINT NAME

---

EMPLOYEE -SIGNATURE

DATED: \_\_\_\_\_

*(Original to be kept in employee personnel file.)*

## **10.07 Confidentiality**

You may have access to highly confidential and proprietary information, including information about our business plans and citizens. Our citizens trust us with confidential information. The unauthorized disclosure of confidential information would have a materially adverse effect on the integrity of the City and our relationships with our customers. No employee should disclose any information pertaining to the organization or customers without prior explicit approval of the City Administrator or Mayor.

Except in the ordinary course of performing duties on behalf of the City, no City records including without limitation, documents, files, records, computer files, or similar materials, may be removed from City premises without permission from the City Administrator. Additionally, the content of the organization records or information otherwise obtained in regard to business may not be disclosed to anyone, except where required for a business purpose or in response to a public records request.

## **10.08 Customer Service Standards**

We are committed to providing outstanding customer service for our citizens, visitors, and colleagues, which we believe will improve the quality of the experience for the customer and the work environment for everyone.

All employees and volunteer staff members shall provide customers with responsive, consistent, and effective services. We will deliver quality public service with respect for the needs of the College Place community, visitors, co-workers, and community partners. To achieve the provisions of quality service, employees, and volunteers shall:

- Provide services to the community in a fair and equitable manner with an emphasis on problem solving and a teamwork-based approach to resolving issues.
- Deliver services and programs in a sustainable manner that balances the needs of the community now with the needs of future generations.
- Promotes excellence in our organization.
- Carefully consider the knowledge and perspectives of customers and respond to their ideas and concerns in a respectful and collaborative manner.

## **10.09 Misrepresentation**

As an employee, you should consider how you represent the City in your transactions and interactions. You should be careful not to misrepresent the City policies, practices, or procedures, and you should not misrepresent your status and authority to enter into agreements. You should also avoid using the City's name, likeness, facilities, assets, or

other resources or using the authority of your position with the City for personal gain or private interests.

### **10.10 Off-Duty Conduct**

As a general rule, we regard your off-duty activities to be your own personal matter. However, certain types of off-duty activities are of concern because of the potential negative impact on the city's reputation. For that reason, if you engage in or are associated with illegal or other conduct that adversely affects the city, its employees, and/or image or your own ability or credibility to carry out your employment responsibilities, you may be subject to corrective action up to and including termination.

### **10.11 Gifts**

The City strives to treat all employees, citizens, and individuals conducting business with the City in a fair and equitable manner. An employee (and his relatives and significant others) may not receive any income or other material gain from anyone outside the City for services provided by the employee in the performance of his job with the City. Individual City employees are prohibited from accepting or agreeing to accept any gift, gratuity, favor, benefit or anything else of value from any person, organization, or other entity who has done business, is doing business, seeks to do business with the City or is regulated by the City. An employee who accepts the following will not be in violation of this policy:

- An award presented in recognition of public service;
- An occasional meal where public business is discussed;
- T-shirts, caps, and other promotional material;
- Any gift which would have been offered or given to the employee even if the employee were not a City employee;
- Any item under \$25 in value.

Employees may not give their supervisor or anyone else in City management any gift or other item of more than a minimal value. If offered, Department Heads may not accept such gifts or other items. Giving and accepting cards, food items (such as cakes or cookies) or token gifts for birthdays, holiday celebrations, bereavement, or similar events is not a violation of this policy. The City takes this policy very seriously and violations may result in disciplinary action up to and including termination of employment. If an employee receives a prohibited gift, the gift shall be immediately returned with a letter stating that City policy does not permit employees to accept such gifts.

## **10.12 Employee Indebtedness to the City**

City employees must promptly pay all debts owed to the city, including parking tickets, water bills, and taxes and fines, or face disciplinary action. Within 30 days of notification, all city employees must pay their debts, contest debts, or enter into a voluntary wage garnishment program under which the debts will be deducted from their paychecks during a period of up to six months. If applicable, payments may be delayed in cases where people have filed for bankruptcy.

## **10.13 City Logo Apparel**

City issued-logo apparel is suitable to be worn by city employees only. Logo apparel may be worn while off-duty, or on-duty where a uniform is not required or where approval has been granted by the department head. Employees who wear these items either at work or off-duty must realize that they clearly represent the City. When discarding City logo apparel, it should be destroyed in lieu of being donated or given to non-city employees or organizations. Employees engaged in inappropriate activities or behavior while in logo apparel, on-duty or off-duty, could be subject to corrective action, up to and including termination.

## **10.14 Work Area Housekeeping**

Good housekeeping is essential to safety in the work place. All employees should keep their work area clean, orderly, and free from loose and unnecessary items. The City is not responsible for any personal property lost, damaged, or stolen while being used by an employee in the performance of his/her duties.

## **10.15 Fraternization**

Relationships among employees that negatively impact the work place are prohibited. Employees in a supervisory capacity must maintain a professional relationship with subordinates, peers, and their supervisors. An employee holding a supervisory role is not permitted to pursue a romantic relationship with any employee who may report, either directly or indirectly, to them.

## **10.16 Purchase of Goods and Services**

Prior to purchasing any goods or services for the City, employees must secure permission from their department head. Purchases over \$200 must be authorized by the City Administrator through a purchase order. There are several ways to pay vendors. If the City has an account with the vendor, items may be charged to the account. If the

City does not have an account with the vendor, a city credit card may be used. For vendors that do not accept credit cards, an amount below \$50.00 may be requested from petty cash at City Hall. Regardless of how the item is purchased, a signed (by the employee and department head) itemized receipt must be submitted to accounts payable.

## **10.17 Equipment Issuance and Use**

Depending upon the situation, the City may issue equipment or property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, uniforms, cellular telephones, computers, and computer-related equipment. Employees are responsible for items formally issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. At the time of issuance, employees may be required to sign certain forms or other documentation evidencing their receipt of property and/or equipment, and their agreement to pay for any lost or unreturned property through payroll deduction. The City may take such action as it deems appropriate or necessary to recover and/or protect its property, including payroll deduction to cover the cost of lost, stolen or unreturned items.

Employees must notify their supervisor immediately if any vehicle, equipment, machine, tool, etc. appears to be damaged or defective, or is need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, or unsafe use or operation of equipment will likely result in disciplinary action, up to and including termination of employment.

## **11.0 Work Policies and Practices**

### **11.01 Attendance and Punctuality**

To maintain a safe and productive work environment, the City expects each employee to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when an employee cannot avoid being late to work or is unable to work as scheduled, the employee should notify the supervisor as soon as possible in advance of the anticipated tardiness or absence.

As a general City-wide guideline, the following procedures are recommended:

- An employee calling in sick should notify the supervisor as soon as possible but not later than 30 minutes before the regular reporting time.
- An employee should speak directly to the supervisor and include the reason for the absence and the expected duration.
- When the supervisor cannot be contacted by telephone, a message may be left with office support staff, another manager or next level of supervisor.
- An employee should call in each day they are unable to report for work.  
Exceptions are permitted at the discretion of the supervisor when it is clear those additional days off will be necessary.

If you are absent without notice for three (3) consecutive work days, you will be considered to have voluntarily abandoned your job and immediately discharged. For full-time employees, supervisors are required to notify the City Administrator of any absence in excess of two (2) weeks for anything other than approved vacation, compensatory, personal, or sick time. For part-time employees, supervisors are required to notify City Administrator of any absence in excess of two (2) weeks or when monthly required hours are not fulfilled, for any reason.

Absences in excess of six (6) occurrences, or three (3) occurrences in the case of twenty-four (24) hour fire personnel, within a rolling twelve (12) month period will require a physician's statement verifying your incapacity to report for work due to illness or other medical condition prior to any sick time being paid. For this purpose, an occurrence is defined as an uninterrupted, continuous absence from work. This requirement may be waived based on the attendance record of the employee, with the approval by both the department head and City Administrator. Additionally, any occurrence lasting more than three (3) days will require a physician's statement prior to returning to work. The City reserves the right to request that you provide a physician's statement at any time should it be suspected that you are abusing your sick leave benefit.

Should your attendance level (i.e. absences or tardiness) become unacceptable, you may be subject to formal corrective action, up to and including discharge. In addition, patterns of absenteeism such as before or after days off, holidays, etc., may be grounds for identifying abuse and may subject you to formal corrective action, whether or not any established guidelines are exceeded. Absences covered under FMLA are exempt.

The City cares about its employees and their wellbeing and believes it is in everyone's best interest to keep the lines of communication open during times of absence. In the event you report absent and are unable to speak directly with department management, your supervisor may contact you by phone during the shift of your absence. The purpose of this call is simply to check on your well-being and ascertain the extent and possible duration of your absence. This procedure allows for the efficient planning of work schedules.

## **11.02 Damage to Employee Personal Property**

The City is not responsible for employee loss or damage of personal property unless such property was being used for City use. Reimbursement shall not be granted if the negligence or wrongful conduct of the employee was a substantial contributing factor to the theft, damage, or destruction. An employee requesting reimbursement for lost or damaged personal item(s) will submit a receipt for the item being replaced and a City Incident Report to the supervisor.

## **11.03 Recycling and Waste Prevention**

The City of College Place supports environmental awareness by encouraging sustainability and recycling in its business practices. The City supports this goal through a commitment to purchase, use, and dispose of products and materials in a manner that will best utilize natural resources and minimize negative impact on the earth's environment.

The City Hall has central collection bins for recycling collection. The simple act of placing a can or plastic bottle in a recycling container is the first step in reducing demand on the earth's limited resources. The success of this program depends on an active participation by all employees. Each employee is encouraged to make a commitment to recycle and be part of the solution.

### Tips for Staff

- Recycle as much as you can.
- Reduce the amount of trash & recycling produced when possible.
- Avoid disposable items (cups, bottled water, etc.)



- Print on both sides of paper when possible.
- Only buy what you need.
- Send documents electronically to avoid paper use.
- Reuse if you can.

## **11.04 Business Travel Expenses**

The City will reimburse an employee for reasonable business travel expenses incurred while on assignment away from the normal work location. Each employee is expected to utilize providers (i.e. airlines and hotels) which result in the lowest cost to the City. Employees are encouraged to use a city-owned vehicle and to carpool when more than one person is traveling on City business.

When travel is necessary, the employee must complete the "Travel/Training Request Form" and submit it to his/her department head. Any purchase over \$500 must have an approved purchase order. The department head will approve and sign the form and forward it to the finance department for approval. After approval, the employee will make their travel arrangements, complete the "Per Diem Advance Addendum Form", and submit it to the finance department at least two weeks before travel. A check for the travel advance will be available two days prior to travel. If a reimbursement is needed after the travel, the employee will complete the "Reimbursement Addendum Form" and submit it to the finance department along with the "Travel/Training Request Form" and signed receipts. The reimbursement check will be available on the next accounts payable run.

When approved, per diem for meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City. Each employee is expected to limit expenses to reasonable and economical amounts.

An employee who is involved in an accident while traveling on business should promptly report the incident to the City Administrator. Vehicles owned, leased, or rented by the City may not be used for personal use without prior approval. To be eligible for reimbursement, the City Administrator must approve the rental of a vehicle for business travel prior to the rental occurring. Rental of a vehicle will only be approved if it is the least expensive form of transportation at the destination required to meet the business purposes of the trip.

### **Allowable Travel Expenses**

Allowed travel expenses include transportation, lodging, meals, and other related expenditures lawfully incurred by officers and employees of the City. City charge cards may be issued to officials and employees who will travel outside the City on city business. Credit cards are kept at city hall and must be checked out.

- i) Lodging will be paid at a cost deemed customary and reasonable as needed for multiple day training that will require more than eight (8) hours of work and travel combined.
  - a. If the travel requires the employee to leave prior to 7:00 AM, they shall receive the area per diem for breakfast.
  - b. If the travel causes the employee to not return home before 6:30 PM, they shall receive the area per diem for dinner.
- ii) For any travel that does not require overnight stay, the employee is should check out a City credit card for expenses. The employee is required to stay within the area per diem.
- iii) The City's per diem expense for meals will be in conformance with the State of Washington Office of Financial Management guidelines. Tips are not to exceed 15 percent.
- iv) City employees who use a private vehicle while on official business will be reimbursed at the mileage rate set annually by the State of Washington Office of Financial Management. Per Diem and mileage rate are available at: <http://www.ofm.wa.gov/resources/travel.asp>. Employees must have in their possession a valid driver's license and be insured to the State's minimum liability standards. Employees also must be the registered owner of the vehicle. Should more than one employee/official travel in the same personal vehicle on City business, only the individual owning the vehicle is entitled to reimbursement for transportation.

### Prohibited Travel Expenses

Unauthorized travel expenses include, but are not limited to, the following:

- i) Liquor and Marijuana,
- ii) Expense of a spouse or other persons not authorized to receive reimbursement under this policy;
- iii) Personal entertainment items;
- iv) Theft, loss or damage to personal property;
- v) Valet or laundry service;
- vi) Personal telephone calls.

Local meals may be reimbursed when a city employee is a scheduled speaker, presenter or attendee representing the City at a conference or meeting and is required to pay for a meal.

With prior approval, a family member or friend may accompany an employee on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, the employee is also permitted to

combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel or expenses incurred by the companion are the responsibility of the employee. In such cases city vehicles are not authorized.

Each employee should contact accounts payable for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

#### Non-Travel Food and Beverages

Authorization for the use of city funds for the purpose of providing meals and/or beverages for city staff retreats, city-sponsored training, or position interview panels that last more than four hours in a single day must be authorized by the City Administrator.

### **11.05 Outside Employment**

Holding a second job while you are working with the City is permissible. However, employment with the City must be primary and any secondary employment shall not conflict with work. If an employee is considering additional employment, he or she should discuss the additional employment with his or her department head and receive prior approval (if the department head is the involved employee, the department head shall discuss the matter with the Mayor and receive approval).

If, as an employee of the City, an employee participates in additional employment, it must not interfere with the proper and effective performance of his or her job with the City. An employee's outside employment must not be of a nature that adversely affects the image of the City, resulting in embarrassment, legitimate and reasonable criticism, or of such a type that may be construed by the public to be an official act of the City, or violates these policies in any way. In addition, City uniforms shall not be worn during outside employment.

Employees shall not work at any outside employment on the same calendar day that they failed to report for duty for their City job due to illness or injury. Any exception to this must be approved by the department head or the Mayor.

Outside employment that constitutes a conflict of interest is prohibited. An employee may not receive any income or material gain from an individual outside the City organization for materials produced or services rendered while performing their City job. An employee's private business may not be conducted during work hours. An employee may not use City equipment, materials, facilities or time in the conduct of outside employment. For further information, refer to the Conflict of Interest Policy.

## **11.06 Use of City Equipment, Supplies, and Telephones**

The City provides any supplies, uniforms, equipment, and materials necessary for you to perform your job. These items are intended to be used for City business purposes. Each employee is expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damage, or theft of City property should be reported at once.

The City's equipment, such as telephones, computers, facsimile and copy machines, is intended to be used for business purposes only. An employee may use the copy or facsimile machine for non-business purposes in an emergency and/or with the permission of the supervisor. Personal calls will be done on personal phones and away from employees at work.

### Telephone Usage

Although the City realizes there are times when an employee may need to use the telephone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. A standard the City encourages is to not make personal calls during work time. Each employee is therefore asked to make any personal calls on non-work time ex: breaks and meal periods where possible, and to ensure that friends and family members are aware of the City's policy. With prior approval of the supervisor, flexibility may be provided in special circumstances. Under no circumstances should personal long distance calls be permitted.

### Cellular Phone Usage

#### Use of Personal Cellular Phones:

While at work an employee is expected to exercise the same discretion in using personal cellular phones as is expected for the use of City phones. Phone calls and text messaging made on an employee's personal cell phone should be made on non-work time such as breaks and meal periods. As with land based telephones, with prior approval of the supervisor, flexibility may be provided in circumstances requiring immediate attention. Each employee is asked to ensure family and friends are aware of the City's policy on personal cell phone use. The City will not be liable for the damage or loss of personal cellular phones brought into the workplace. Use during work hours may subject your phone to the State of Washington Public Records Act.

## Personal Use of City-Provided Cellular Phones

Where business needs demand immediate access to an employee, the City may issue a business cellular phone to an employee for work related communications. The issuance of a cell phone is determined by the City Administrator. Such cellular phones are to be used for City related business reasons only, and phone records may be subject to audits. A limited exception to City provided cellular phone use for personal reasons may be made when an employee needs to notify a personal friend and/or family member of the need to work beyond the normal schedule or to coordinate work related scheduling. Personal use of a City-provided cellular phone in this limited circumstance will be considered “de minimus” compensation.

Because cellular phone usage may be distracting to co-workers, the employee should turn the cellular phone to the “non audio” setting when at the work station whenever practical.

An employee in possession of City equipment such as a cellular phone is expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, the employee must return the phone in good working order.

Employees must follow all laws regarding the use of a cellular telephone when using a city vehicle.

## **11.07 Workplace Monitoring**

Workplace monitoring may be conducted by the City to ensure quality control, employee safety, security, and customer satisfaction. Computers furnished to an employee are the property of the City. As such, computer usage and files may be monitored or accessed.

The City may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.

An employee may request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or due to an ongoing investigation.

## **11.08 Social Media**

The purpose of this policy is to provide guidelines and define individual and departmental responsibilities for the use of social media. Social media includes, but is not limited to, social networking sites such as Instagram, FaceBook, and Linked-In,

micro-blogging tools such as Twitter, and audiovisual sites such as YouTube. The social media policy can be accessed at:

[Social Media Policy - Resolution 17-002](#)

## **11.09 Life Threatening Illnesses in the Workplace**

An employee with a life threatening illness, such as cancer, heart disease, and AIDS, often wishes to continue normal pursuits, including work, to the extent allowed by their condition. The City supports these endeavors as long as the employee is able to maintain acceptable performance. As in the case of other disabilities, the City will make reasonable accommodation to allow a qualified employee with life threatening illness to perform the essential functions of the job.

Medical information on individual employees is treated confidentially. The City will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information.

Any employee with questions or concerns about life threatening illness is encouraged to contact the City Administrator or the City's Employee Assistance Program for information and referral to appropriate services and resources. It is the policy of the City of College Place to comply with the spirit and intent of the Health Insurance Portability Accountability Act (HIPAA).

## **11.10 Workplace Violence Prevention**

The City is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted a "Zero Tolerance" policy with respect to violence in the workplace. All violent behavior is considered inappropriate in the workplace, on both the part of the employee and any individual, and it will not be tolerated. Violence is strictly and specifically prohibited by the City of College Place.

Workplace violence is defined as any act of physical, verbal, or written aggression by an individual or by a group that occurs in the workplace or arises out of work activity that causes or could cause a reasonable person to be in fear of imminent bodily injury, or that causes or could cause the destruction of property. This definition will be construed to include the infliction of bodily injury or the attempt to inflict bodily injury; harmful physical contact or the attempt to make harmful physical contact; and the abuse or destruction of property or the attempt to abuse or destroy property. When the terms "violence" or "violent behavior" are used here, they are intended to include verbal

threats, written threats, and behaviors that intimidate or cause fear or alarm on the part of a reasonable person.

Carrying a deadly weapon while at the workplace is strictly and specifically prohibited. This prohibition does not apply to an employee authorized to carry weapons as part of their job responsibility, such as police officers. "Deadly weapon" means a device, instrument or object that is specifically designed for causing death or serious physical injury. This prohibition applies to each employee, other than a sworn police officer, including those who have a concealed weapon permit. This prohibition does not apply to pepper spray provided it is only used for personal defense; to protect oneself from bodily harm from an attacker.

All violent acts and threats are to be reported to a supervisor, even if the threat is retracted. It is not helpful to allow a violent or threatening individual to continue with his/her behavior, because the potential of that behavior deteriorating increases over time.

It is up to all employees to assist in the identification and resolution of threatening or violent behavior. Preventing and de-escalating violence is not solely a management responsibility. Taking retaliatory action against any person because that person reported a violent incident, furnished information, or participated in any manner in an investigation, is prohibited.

In all cases involving violence, the first priority of employees in dealing with the situation is to protect themselves, their co-workers and the public. Upon receipt of a report of workplace violence where an employee is the alleged perpetrator, the Police Chief and Mayor will immediately begin to investigate the report and take immediate corrective action, if appropriate. The City Administrator will be notified of any action taken as soon as possible. The City Administrator, or designee, will supervise the completion of the investigation of the incident. Where criminal wrongdoing is apparent, the matter will be reported to the Police Department.

The City cares about each and every employee but does not interfere in one's personal life. If an employee's personal activities hinder their job performance or the ability of other City employees to perform their job functions, then the City has the right to regulate, control or prohibit that behavior. With respect to domestic violence, the City may become involved and take action if or when the violent behavior or threat of violent behavior takes place while the employee is on the job. Incidents of domestic violence at work will be reported and investigated in the same manner as other violent incidents. At the request of an employee, the City may make provisions to shield or protect an employee from abuse while at work through prudent measures.

Managers will immediately forward any report of workplace violence to the City Administrator. The City Administrator, or designee, will conduct an internal investigation. If criminal behavior is discovered, the Police Department will be asked to investigate. During the internal investigation, confidentiality will be maintained to the extent possible. However, during an investigation, it is often necessary to make the employee or the customer against whom the allegation has been made aware of the complaint in order to ascertain the facts. In addition, other employees, supervisors and customers who may have witnessed or have knowledge of the incident will usually need to be interviewed. The City Administrator will keep a confidential written record of the steps taken during the investigation.

At the conclusion of the investigation, the City Administrator will determine the action or actions to be taken, if any. A written summary of the steps taken in the investigation and the results of the investigation will be made and kept in a confidential manner by the City Administrator. As appropriate, the reporting party will be informed of any actions to be taken as a result of the investigation.

The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the City Administrator before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Only sworn, credentialed police officers shall be entitled to use the firing range located on city property to the west of the Wastewater Treatment Plant.

## **11.11 Solicitations**

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of City or employee property. The following limitations apply:

1) Persons not employed by the City may not solicit, survey, petition, or distribute literature on City premises at any time. This prohibition includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. Individuals who wish to do business with employees of the City shall be referred to the City Administrator. Exceptions to this rule may be made in special circumstances if the City Administrator determines an exception would serve the best interests of the organization and its employees. An example of an exception might be the United Way campaign or a similar; community based non-profit fund raising effort.

2) Employees may not solicit others for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or



during meal or break periods. Employees who are on non-work time may not solicit other employees who are on work time.

## **11.12 Creative Works**

Many employees work in positions where innovations, improvements, inventions, discoveries, copyrightable work, or new ideas may be developed or conceived in the course of their employment. If these creative works are developed on City time or created through the use of City equipment and facilities, the employee is obligated to disclose these works and agree to assign all rights, title, and interest to the City, provided that they:

- Relate directly to the business of the City;
- Result from the employee's work with the City; or
- Involve the use of City equipment, supplies, facilities, confidential information or time.

Understand that the employee has no obligation to assign rights to creative works developed on their own time, without the use of City equipment, supplies, facilities, confidential information, or time.

## **11.13 Uniforms**

The City provides uniforms for certain personnel (Fire, Police, and Public Works) as a means of visual identification and in some cases employee safety. Uniforms are to be worn during schedule shifts and responses as regulated by departmental rules and properly maintained and in appropriate function.

## **11.14 Information Technology**

The City Administrator is responsible for establishing procedures, practices, and systems to protect City information systems from viruses, hardware failures, and data loss from network resources. It is the responsibility for all City personnel to follow the procedures established in the Information Technology User Policy.

City network servers are backed up every weeknight. Backup media are stored in secure locations away from the servers to reduce the risk that a catastrophe may destroy the server and the backup. No backup routines are established for individual workstations. In the event of a workstation failure, a workstation's operation system and standard software can be easily rebuilt or replaced. However, individual data files kept on the computer's hard drives cannot be restored. For this reason, City employees are encouraged to keep all data on network drives alone.

It should be noted that due to the Freedom of Information Act, all information available to an employee is potentially discoverable and will be made public upon request.

### **11.15 Open Door Policy**

All employee opinions are important for the improvement of city operations. If you ever feel you have not been treated fairly, bring your concerns to the attention of your supervisor, City Administrator, and/or the Mayor. If something is troubling you, take the following steps:

- Think your problem through
- Make notes about the root of the problem
- Talk with supervisor, City Administrator, and/or Mayor about possible solutions

### **11.16 Mail**

Employees should make every attempt not to have personal mail delivered to city workplace facilities. Any mail received which bears the city's address runs the risk of being opened by city mail staff or the respective department heads.

## **12.0 Work Schedules**

### **12.01 Working Hours**

The City's standard work week for City Hall is Monday through Thursday from 8 a.m. to 5 p.m. with a one-hour unpaid lunch period, and Friday from 7 a.m. to 4:30 p.m. with a half-hour unpaid lunch period. Due to the nature of the City's operation, different hours are necessary in some departments. Normal working hours for non-exempt employees vary per department. Department heads determine normal working hours. Exempt employees are expected to manage their time and workload and may deviate from said work hours. Work hours and/or schedules differ for Fire and Police employees to cover their 24-hour schedule. Part-time and temporary employees will work hours as specified by their department heads.

### **12.02 Rest and Meal Breaks**

The supervisor will advise the employee of the regular rest and meal period length and schedule. Rest periods of fifteen minutes after the first two and six hours of work day will be provided in accordance with state law. Since this time is counted and paid as time worked, employees should not be absent from their workstations beyond the allotted rest period time. Rest periods shall not interfere with, or be detrimental to, the public safety. Department heads are responsible for monitoring employee compliance with these provisions.

Meal periods are one hour in length and will be granted during work shifts of six hours or longer. After consultation with and approval by their Department Head employees may request a half hour meal break in lieu of working later from the City Administrator. An employee will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. An employee may not shorten the workday by foregoing a break period or the minimum meal period. Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

### **12.03 Alternative Regular Schedule**

Consistent with the operational needs of the City and upon approval of the City Administrator and Mayor, a department head may authorize alternative work schedules to allow non-represented employees to work other than the standard work day. Alternative work schedules are considered within an established period of work hours and may be implemented provided there is no appreciable disruption to department operations or service to the public during the established hours when City facilities are

open to the public. The City Administrator may terminate the alternative work schedule program by department or on an individual basis at any time.

## **13.0 Performance Management**

### **13.01 Performance Planning, Dialogue, and Development (PPDD)**

The City's approach to performance planning is driven by the desire to ensure that dialogue and feedback occur regularly about work, the workplace, customer service and employee needs and interests. Our organization's success depends on the continuous improvement of systems and processes and the hard work, cooperation, growth and development of the employees who manage and operate them. To that end, the foundation of the City's performance planning objectives is based on these components:

- Frequent and productive ongoing conversations between employees, work units and supervisors
- Work processes and systems which are the focus of improvement
- Respectful and collaborative planning and dialogue
- Ongoing coaching and two-way communication between supervisor and employee, and within the work unit as a whole
- Performance expectations that are mutually established and understood
- Written records where appropriate, such as agreements, changes and desired outcomes
- A work environment that encourages risk-taking and change for improved efficiency and effectiveness
- Acknowledgement that motivation originates from within a person

The overall purpose of PPDD is to create a continuous cycle for supporting and managing individual and team performance. The program components are designed to assist the supervisor and the employee in identifying job duties/responsibilities both individually and within the larger context of the work unit, department or City; encourage and recognize strengths; define expectations for which an employee will be held accountable; identify barriers to achieving expected performance levels and work toward resolution; identify opportunities for professional growth and discuss positive, purposeful approaches for meeting goals.

#### **Performance Discussion**

The desired outcomes of PPDD discussions between supervisors and employees include:

- Agree on plans and goals for the work unit
- Agree on plans and goals for the employee
- Agree on job expectations and work standards

- Meet standards effectively
- Meet employee's needs for meaningful, satisfying work
- Identify opportunities for employee growth and development
- Identify opportunities for growth and development as a team

These suggested areas may be discussed over the course of multiple meetings and may involve the supervisor and employee or the supervisor and work group. Supervisors, employees, and work units are encouraged to work together to develop a process that best fits their work and culture.

#### End-of-Probation Discussion

The End-of-Probation Discussion is intended to provide a formal meeting between the employee and supervisor at the end of the probationary period. To provide the employee an opportunity to meet the position requirements, the supervisor may extend the end-of-probation date. Extension of the probation period must be approved by the Department Head and the City Administrator prior to the scheduled end of the probationary period.

The probation period is six (6) months for new hires, transfers, and promotions.

#### Career Development Plan

A career development plan should be part of the PPDD discussion. This is an opportunity for the employee and supervisor to discuss and establish training opportunities that will assist the employee further in his/her knowledge, skills or abilities in either current or future positions with the City. The career development plan is created and owned by the employee, who has the opportunity to present it to their manager at any time but especially during a PPDD discussion.

#### Performance Improvement Plan

A Performance Improvement Plan addresses specific areas in which an employee is performing below established expectations and formally re-establishes performance expectations as well as needed improvements. A Performance Improvement Plan is not considered disciplinary action, but instead is a plan which provides clear direction and expectations designed to lead to the employee's success in the position. A supervisor initiating a Performance Improvement Plan will meet with the City Administrator for advice on constructing the Plan. Employees who are unwilling to participate in the development and implementation of a performance improvement plan will be disciplined up to and including termination.

## **13.02 Employee Performance & Conduct**

The City expects the highest standards of performance and conduct from each employee. The following is a set of standards that will serve as the basis for selection, evaluation and discipline of City employees. It should be regarded as a guide to ensure the effective delivery of municipal services.

### Performance Standards

- Achieves and maintains the level of knowledge, skill and ability required by the employee's job classification and job assignment.
- Is able to carry out assignments with the level of training and supervision appropriate to the employee's classification and qualifications.
- Maintains a positive work atmosphere by acting and communicating in a manner so as to get along with customers, clients, co-workers and management.
- Exercises appropriate judgment, decision-making and initiative, including selection of work techniques, procedures and priorities.
- Is attentive to job safety considerations and follows all required safety policies, procedures and techniques.
- Prepares written reports and communications which meet job requirements.
- Knows and follows all relevant City and departmental policies and procedures.
- Carries out work assignments in a diligent, cost effective, efficient and timely fashion.
- Produces acceptable "output" or quantity that is within established timelines.
- Expresses disagreements in an appropriate setting and in a manner that is constructive and not disruptive or harmful to the delivery of services. (Employees are entitled to their opinions, but should exercise care in selecting when and how to express or convey them and do so in a manner and place that is appropriate.)
- Maintains required levels of accuracy and quality.
- Develops and maintains satisfactory working relationships with others, including the public, as necessary to effectively carry out job responsibilities.
- Maintains necessary licenses, certifications or credentials required for the employee's classification and assignments. This includes possession of a valid driver's license and meeting City driving standards if, and as, required by the employee's duties and classification.
- Acts within proper authority.
- Is reasonably available for and accepts necessary work schedule changes.
- Meets standards of personal grooming, dress and appearance as required for effective performance of duties and appropriate to safety needs.
- Is reasonably available for required overtime work and emergency response.

## Attendance Standards

- All employees should be on time for their scheduled work shift or city meeting.
- Follow required procedures for requesting and reporting absences.

## Conduct Standards

To promote understanding of that which is considered unacceptable conduct, the City offers the examples listed below for the identification of types of improper conduct that may be the subject of corrective action, up to and including termination.

Prohibited behaviors include, but are not limited to:

- Falsification of official records or documents, including applications and pre-employment documents.
- Misrepresentation of qualifications for employment.
- Unauthorized absence from duty, including failure to return from leave, or taking of unauthorized or excessive breaks while on duty.
- Off-duty conduct, including outside employment, which discredits the City or impairs the employee's on-the-job effectiveness.
- Insubordination or refusal to follow instructions which pertain to the employee's work or City requirements which are issued by a supervisor or any other person in authority in the individual's chain of command.
- Maintaining or acting upon a conflict between job responsibilities and private (business, personal or financial) interests.
- Violation of reasonable and customary ethical standards including the exercise of influence in exchange for gifts, gratuities or other considerations. (Refer to the specific policy on this subject).
- Use of force, intimidation, abusive language or mannerisms, or other conduct that is unprofessional or inappropriate in a business setting.
- Willful violation of City or departmental rules or violation of state and federal laws.
- Discrimination or harassment based on race, sex or other protected classes in the exercise of employment responsibilities. (Refer to the Harassment Policy.)
- Illegal possession, sale or use of controlled substances while on duty. (Refer to the Substance Abuse Policy.)
- Reporting for duty or working with impaired effectiveness. (Refer to the Substance Abuse Policy.)
- Damage to, destruction of, or negligence in handling City property;
- Use of City time, property or equipment for personal purposes, subject to reasonable interpretation and enforcement. For example, the occasional making or receiving of personal phone calls would not be a violation of this standard; however, the use of a computer on or off duty time to carry on an outside business would be. Stopping at a restaurant in a City vehicle, if reasonably on



the way to or from meetings or field work assignment, would not be a violation; taking one to a doctor's appointment would be.

- Engaging in on-the-job political activity that is in conflict with state or federal law or City policy.
- Misuse or abuse of City or public funds, or theft or misappropriation of the property of others.
- Violation of City ordinances, or any rules, regulations and policies established by the City Council or its designee.
- Failure to report for duty ready, physically able and appropriately attired to work.
- Dishonesty or untruthfulness, by act or omission.
- Abuse of leave privileges or misrepresentation of reasons or necessity for leave or failure to return from leave.
- Unauthorized disclosure of confidential or privileged information.
- A plea of or finding of guilt, or conviction for official misconduct in office, or conviction of a crime that has a negative impact on an employee's ability to perform the job or which has a negative impact on the City as an employer;
- Failure to obtain and maintain licensure requirements lawfully required as a condition of employment in the position;
- Failure to satisfactorily complete any probationary period of employment;
- Conviction of a crime involving moral turpitude or infamous or disgraceful conduct;
- Failure to perform assigned work in an efficient and timely manner;
- Claim of sick leave under false pretenses or misuse/abuse of sick leave;
- Unauthorized absence from work;
- Non-compliance with, or disregard of, safety policies;
- Failure to report after leave of absence has expired or been revoked;
- Habitual tardiness or absence;
- Gambling on City property
- Disclosure of proprietary and/or protected information, such other persons' social security numbers, health information, *etc.*
- Any violation of the policies and procedures in this Handbook or as announced by management.

### **13.03      Problem Resolution**

The City encourages problem resolution and wants to facilitate a safe environment for mutual discussion of problems. Communication between an employee, co-workers and supervisors is important to maintain a harmonious, productive working relationship. This is especially true as it applies to employee problems. It is preferable that problems be resolved at the lowest level. Prior to the filing of a formal complaint, an employee is encouraged to seek resolution directly with the party involved or with the help of a

supervisor or City Administrator through the informal process described below. When that approach is unsuccessful or not appropriate, the Formal Resolution Process may be utilized.

### **Informal Resolution Process**

If you have a problem or conflict with another person, whenever possible try a direct and open problem solving approach. This may include some or all of the following steps:

- Go to the person with whom you have the problem. Privately describe the behavior(s) you find offensive.
- If that does not result in mutual agreement for resolving the matter, tell the other person that you still need to resolve the problem. Offer them the opportunity to go with you to the supervisor to discuss alternative ways to resolve the matter.
- Meet with your supervisor or the other person's supervisor, together if possible. Explain the problem. Ask that the supervisor speak to the person with whom you have the problem.
- Your supervisor may take action to resolve the conflict between the parties directly or he/she may suggest using another supervisor or another person who is acceptable to all parties concerned.
- If these steps don't resolve the problem, your supervisor will still need to ensure that work continues. They may make decisions that could affect you or the other person. This could involve specifying expectations, procedures or processes to be followed by you and/or the other person. If the supervisor believes the situation to be illegal or disruptive in any way, he/she may decide to start the investigation process.

### **Formal Resolution Process**

Although generally preferable, the Informal Resolution Process may not be appropriate to all situations. In cases of alleged illegal employment activity or where the problem is highly volatile or complex, this Formal Resolution Process may be the better option for resolving the problem. This process includes the following steps:

- As soon as possible, report the problem to your Department Head or City Administrator. In all cases you may also file a complaint directly with the Mayor.
- Your complaint may be made only in writing. Include in your complaint your name, the name of the person(s) against whom the complaint is being made, a description of the actions or behaviors which led to the complaint and any other information which you believe to be relevant.
- The person receiving the complaint will take immediate action to address your concerns. Written records of the process will be maintained. This may include an investigation which is explained below. Confidentiality will be maintained to the extent possible; however, during the investigation process it will be necessary to make the person against whom the complaint was filed aware of the complaint.

- You will be advised of the outcome and results of this process as soon as practical. Because disciplinary actions are considered confidential, you may be advised that the situation has been resolved, but you will not be provided information about what disciplinary action, if any, was taken.
- If there is an investigation related to the complaint, the affected parties will be advised of the outcome of the investigation.
- The City prohibits retaliation against any employee for filing a complaint or for assisting in a complaint investigation. If you believe that this standard has been violated, you should follow the process described in this Formal Resolution Process.

## **Investigation Process**

Some complaints are of such a serious or complex nature that a formal investigation is warranted. Situations involving illegal activity such as discrimination or harassment generally fall into this category.

The decision to begin an investigation may be made by the City Administrator and/or Mayor. All complaints regarding illegal employment activity will be reported to the City Administrator who will determine whether or not a formal investigation is justified. If an investigation is warranted, the City Administrator or designee will conduct the investigation.

When the City begins an investigation, the complainant will be advised of the need to discuss the complaint with other individuals including the individual(s) against whom the complaint is made. All parties to the complaint will be interviewed as well as other employees who may be witnesses or who may have knowledge which could be relevant to the complaint.

The investigator will keep records of the interviews conducted. Records may be handwritten interview notes, tape recordings or summaries. Interviewees may also provide written statements to the investigator. To the extent possible, records of interviews are considered confidential except that the investigator may ask the person interviewed to review the documentation or the person interviewed may ask to look at the interview notes from his/her interview.

The investigator will explain to each person interviewed the nature of the complaint, the investigation process and whether or not the person being interviewed is a party to the complaint or is being interviewed as a witness. The investigator will explain his/her role as the fact finder and may indicate who the ultimate decision maker will be.

Interviewees will not discuss the investigation with others; however, employees are entitled to discuss the matter with their union representative or attorney.

Upon request, represented employees are entitled to union representation during the interview if they reasonably believe the interview could lead to disciplinary action against them. The employee may not unduly delay the interview so that a specific union representative can be present. Unrepresented employees may also request that another person be present with them during the interview; however, the decision to allow another person to be present will be made at the discretion of the investigator. During the course of the investigation employees may be interviewed more than once for clarification or to respond to additional questions by the investigator. Employees are required to cooperate with the investigator and be truthful and forthcoming with their responses.

At the conclusion of the investigation, a report will be provided to the appropriate Department Head who will determine what action, if any, should be taken.

Except as required by a collective bargaining agreement or by law, the investigation report document is considered confidential. Parties to the complaint will be advised as to the outcome of the investigation.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

Results of the completed investigation and all documentation, including any corrective actions, will be kept by the Human Resources Department and retained as required by Washington State statute.

### **13.04        Corrective Action**

It is in the best interest of the employees and the City to ensure the fair treatment of each employee and that any corrective action or disciplinary action is prompt, uniform, and impartial. The purpose of corrective action or discipline is to correct the problem, prevent recurrence, and prepare the employee for continued satisfactory service in the future.

The City has the ability to use any of the following correction and disciplinary action techniques:

- Coaching: day-to-day support and direction to the employee regarding job techniques, required training, and expected results.
- Counseling: helping the employee understand that performance is below expectations and providing instruction on corrective measures as necessary. It is documented that the counseling took place but the counseling itself is not presented in written form.

- Oral warning: an official but verbal communication to an employee providing the first formal notice that performance or conduct improvements need to be made. Key elements of the discussion are documented but not included in the personnel file.
- Written warning/reprimand: written notice to the employee that significant improvement in job performance or conduct is required.
- Performance improvement plan
- Suspension: involuntary leave without pay coupled with formal notice of unsatisfactory performance or conduct.
- Delay or denial of step increase: notice that an annual salary increase will be delayed or denied unless steps are taken to improve performance or conduct.
- Demotion: reassignment of an employee to a lower level classification, with a reduction in title and pay, based on performance problems unique to the requirements of the higher classification.
- Discharge: involuntary termination of employment based on unsatisfactory performance or conduct.

In addition to each of the above disciplinary actions, other non-disciplinary actions may be appropriate as part, or in lieu, of a corrective action program. These include performance discussions, additional supervision or training, restructuring of job assignment(s), or other actions deemed as appropriate. Department heads are free to use their discretions in approaches to helping employees improve.

The specific level of discipline taken is dependent upon the severity of the problem and the number of occurrences. There may be circumstances when one or more steps in the disciplinary process are accelerated or bypassed.

The City recognizes that there are certain types of employee problems that are serious enough to justify a suspension, demotion or termination of employment.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Performance & Conduct Policy includes examples of problems that may result in immediate suspension, demotion or termination of employment. The problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger discipline less severe than termination.

By engaging in a corrective action program, it is hoped that most employee problems can be corrected at an early stage, benefiting both the employee and the City.

### Appeal of Disciplinary Actions

A disciplinary action imposed on an employee may be appealed when the disciplinary action imposed is a suspension, demotion or dismissal. Such an appeal should be made, in writing, to the City Administrator no later than 10 calendar days following notification of the disciplinary action. In reviewing the appeal, the City Administrator may choose to hear the matter personally or select a designee to review the matter. The City Administrator or designee will issue a written response to the appeal no later than 30 days after the completion of the review or as soon as practicable. The review will be completed in a reasonable amount of time.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## **14.0 Risk Management**

### **14.01 Health & Safety**

It is the City's policy to provide a safe and healthful place to work and to comply with all federal, state and local regulations pertaining to the health and safety of all employees. The City acknowledges its obligation to provide the safest possible working conditions for employees, and as a government service organization, to provide a safe environment for the public that uses our services.

The Administration Department under the coordination of the Risk and Safety Officer (Human Resources Specialist) has responsibility for implementing, administering, monitoring, and evaluating the Health and Safety Program.

The City firmly believes that accidents result in needless economic losses to both the employees and the City. The City also believes that accidents can be prevented. The control of all accidents in the City is a matter of primary importance exceeded by no other consideration. It is the City's intent to reduce injuries whenever possible, as well as the physical and economic suffering that accompanies accidents and injuries.

#### **Safety Officer**

The Risk and Safety Officer coordinates and guides the overall City Accident Prevention, Health and Safety Program.

#### **Safety Committees**

One important element of an effective Accident Prevention, Safety and Health Program is employee involvement. In recognition of this, the City has formed a Safety Committee to assist in developing and maintaining the essential elements of an accident free, safe and healthful work environment.

### **14.02 Ergonomics**

Ergonomics is the applied science of equipment design in order to reduce operator fatigue and discomfort. The City has developed an ergonomics program to minimize these types of injuries in the workplace. The primary elements of the ergonomics program are worksite and workstation evaluations and educating employees in ergonomic issues in the workplace. Components of the ergonomics policy include:

- Evaluating new employee's ergonomic needs and setting up workstations within one month of an employee's hire date.

- Reevaluating workstations on request and following up to resolve the issue. Each employee is encouraged to report to the Risk Manager all ergonomic concerns regarding workstations or equipment in use.
- Responding to non-workstation related ergonomic issues as identified by employees pertaining to their specific duties.
- Periodically providing education to employees on ergonomic issues.

### **14.03      Accident/Incident/Injury Reporting**

The City requires every employee to perform the duties of the position with the highest degree of safety at all times. Despite all efforts to work safely, accidents will occasionally occur. Prompt reporting of accidents is in the best interest of the City and the employee because prompt reporting will help to mitigate damage or processing delays after an accident. Each employee is expected to cooperate fully and assist in reporting and gathering accident information.

A City accident report should be completed whenever:

- An employee is involved in an accident that results in injury or damage to any person or property; or
- An employee is involved in an accident which may result in injury or damage to any person or property; or
- City property is lost, damaged or stolen; or
- An employee is injured on-the-job.

#### Medical Assistance

Employees should render first aid consistent with his/her first aid/CPR training or seek medical attention as soon as possible for any injured person. Render assistance if you are trained to do so, and possess a current first aid card.

#### Accident Reporting

An employee should report an accident to the supervisor immediately. As soon as possible after the accident, the employee and supervisor must complete a City accident report; attach extra pages and/or photos as necessary. Following completion of the City accident report form, and required signature sheet, the original report should immediately be sent to the Human Resources Department.

#### Injuries to Employees Requiring Outside Medical Treatment

Following an injured worker's treatment by an outside medical provider, the employee should immediately complete the "Report of Job Injury or Illness." The employee should



then sign where indicated and give the form to the supervisor. The supervisor is responsible for completing and signing the "Worker's Compensation Hand-Delivered Checklist" and returning the 801 form and the checklist to the Human Resources Department. The Human Resources Department should receive these forms within 48 hours of the accident occurring.

A reasonable effort will be made to obtain an employee's signature on the form. If the injured employee cannot sign the form within 24 hours, then the completed forms will be sent to Risk Management without the injured employee's signature.

Each employee and Department Head should report time lost from on-the-job injuries in the appropriate leave column on payroll sheets until notified by the City Clerk that the claim has been accepted, deferred or denied. Time off work that is not covered by worker's compensation should be reported as sick, vacation, or medical leave, whichever is applicable. For further clarification, contact the Human Resources Department.

An Incident Report form should be completed for all injuries even if no outside medical treatment is required. This information may be needed if the employee seeks treatment at a later date.

#### Accidents Involving Private Parties

Do not assume fault and never discuss who was at fault, as this may prejudice the City's right(s) of recovery from third party insurance companies. An employee may not express opinions as to who should pay for any costs. When completing an accident report, it is important to obtain all information regarding the accident. Pictures should be taken.

#### Claims against the City

Advise any person wishing to file a claim against the City to contact the Human Resources Specialist at 509-394-8508 for assistance. Do not suggest or imply that the City will pay for any accident. Do not recommend that anyone should file a claim for damages against the City.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## **14.04      Emergency Medical Plan**

The City has a sincere concern for the welfare and safety of its employees. Every City employee has an obligation to perform the duties of the position with the utmost care.

However, in the event an employee is injured or becomes ill, those co-workers providing emergency response will do so immediately and in a manner consistent with their levels of first aid training. College Place Fire & EMS personnel will provide appropriate medical care in an emergency situation.

### Major Emergency Medical Treatment

Call 911. Qualified medical personnel trained through a certified program should be summoned to provide assistance consistent with their training.

### Non-Life-Threatening Medical Treatment

An employee with an injury or illness that is not life threatening should be transported to the facility of the individual's choice.

### Injuries Not Requiring Outside Medical Treatment

Any superficial injury, such as a minor cut, bruise, strain, scratch, etc., should be reported immediately to the supervisor but no later than the end of shift on the day of injury.

### Emergency Assistance

The following should be permanently posted in a conspicuous place in each department:

- The name(s) of a qualified first aid person(s);
- The location of the first aid supplies;
- Contact information for emergency services

### Reporting

Injuries should be reported using the accident report.

### First Aid Kits

First aid kits are available in each department in close proximity and easy access to employees. Each department maintains and restocks the kit. Each kit should be equipped with supplies adequate for the number of employees and the type of exposure.

Vehicles used for the transportation of workers will carry a first aid kit. Any use of first aid supplies from a kit is to be immediately reported to the supervisor to assure

restocking. Kits should be checked quarterly by each department to ensure adequate supplies.

## **14.05 Temporary Modified Duty (Temporary Light Duty)**

### Work Related Illness or Injury

Whenever possible, an employee affected by a work-related illness or injury may be offered a Temporary Light Duty assignment within the restrictions provided by the employee's treating physician. The City Administrator oversees this program. Temporary Light Duty assignments may be made to any department in the City and will be paid at the employee's regular rate of pay.

### Non-Work Related Illness or Injury

Employees unable to perform their regular job duties due to a non-work-related illness or injury may be offered a Temporary Light Duty assignment based on the needs of the department. Such assignments will be made solely at the discretion of the Department Head and City Administrator, i.e. if there is no business need to create such an assignment, the employee will be expected to use available leave time.

Light Duty assignments are always temporary in nature. The Risk and Safety Officer will monitor light duty assignments and the medical status of an employee placed in a Temporary Light Duty position.

Represented employees should refer to the respective collective bargaining agreement for further information on this subject matter.

## **14.06 Use of Vehicles**

The Vehicle Use Procedure specifies standards for each employee who operates vehicles on City business.

Each employee is expected to operate equipment and vehicles used for City business in a safe, courteous and lawful manner. The following practices apply:

Each driver must have a current, valid driver's license for the type of vehicle operated. Washington statutes apply in determining whether or not out-of-state licenses are valid in Washington. An employee may operate a City owned vehicle only after obtaining prior supervisor authorization and training in the safe operation aspects of the specific vehicle. A training exception can be made for light passenger vehicles.

Applicable motor vehicle laws will be obeyed. A traffic or parking violation will be the responsibility of the driver.

Routinely, a City owned vehicle may only be driven by an employee. In a case of extreme necessity, the City Administrator may authorize a non-employee to drive a City owned vehicle. Routinely, passengers in a City owned vehicle will only be employees. A Department Head may authorize a non-employee to be driven as a passenger in a City owned vehicle. Seat belts will be worn at all times when the vehicle is in operation. Vehicle operations resulting in personal injury or property damage will be reported pursuant to the reporting procedures outlined in this policy.

A City owned vehicle is to be used for official use only. A City owned vehicle may not be taken home overnight except with the advance approval of the City Administrator. A City owned vehicle may be used for travel to meals when an employee is on business and driving to obtain the personal vehicle would result in unnecessary and wasteful expenditure of time and money.

A vehicle used on City business will be operated only in a safe operating condition. Deficiencies in City owned vehicles should be immediately reported to the City shop. Any vehicle found to be unsafe or defective may not be operated.

Involvement in a preventable accident while driving a City vehicle may be cause for disciplinary action, a change in driving assignments, and required participation in a driver training course as determined by the City Administrator.

Any employee performing work which requires the operation of a vehicle will notify the supervisor immediately upon receipt of a notice from the Washington Motor Vehicles Division that the employee's driver license is or will be expired, canceled, suspended or revoked, or if there is a change in the license class status.

The City Administrator will periodically check the motor vehicle records regarding employees authorized to drive on City business. Such record will be available, upon request, to the driver, the driver's supervisor and the Department Head.

### Driver Selection

Offers of employment to a prospective new employee will be conditioned upon satisfactory evidence of the ability to drive safely, obtained through a Motor Vehicle Division record check if the position requires that the employee drive. Out-of-state applicants may be required to furnish a copy of the driving record prior to an offer of employment being valid.

For an employee being considered for promotion or internal lateral transfer, a file review may be requested by the hiring supervisor to evaluate driver training received, reports of accidents, driving history, driving record, and any other relevant information.

Each driver may be considered qualified to drive on City business when in possession of a driver license of the proper class that is valid in Washington. A license that has expired or has been cancelled, suspended or revoked will be considered invalid for the purpose of permitting the employee to operate a City vehicle. A driver may be considered unqualified to drive if they:

- Have had more than three convictions for a Vehicle Code infraction, other than Title or Registration infractions, within the two year period prior to the date of conviction; or,
- Have had more than two preventable accidents within the two year period prior to the date of conviction; or,
- Have been convicted of a traffic crime or other crime involving the use of a motor vehicle within the five year period prior to the date of conviction ; or,
- Have a question of fitness to drive arise because of apparent illness, injury or impairment.

The Human Resources Department will maintain files on employee driving records. Supervisors will report changes in the status of the driver licenses of their staff to the Human Resources Department as such changes become known.

### Vehicle Accident Reporting

When an employee is involved in a motor vehicle accident, adhering to a uniform reporting policy of calling 911 is in the best interest of the City to help mitigate damages. The following procedure should be followed in the event of a vehicular accident.

In the event of a collision, always render assistance first. If you have current training and certification in basic first aid techniques and/or CPR, render first aid consistent with your training. Call 911 to report accidents and obtain emergency assistance.

Stay on the scene to give whatever help you can. Be sure to obtain the name(s), driver's license number(s), telephone number(s), address(es), insurance company and policy number(s) of other driver(s); license number(s) of other vehicle(s); as well as the name(s), address(es) and telephone number(s) of witness(es). Take photographs of the scene, damage and injuries whenever possible. Do not discuss who is to blame or who is liable. Offer help and gather information only.

For accidents involving College Place police personnel and vehicles, the Police Department's internal policies will apply.

A vehicular collision occurring on a public roadway that results in damage to the property of any one person, or involving any injury, must be reported to the DOL within 72 hours of the occurrence.

Insurance Company Name: Cities' Insurance Association of Washington (CIAW)  
Policy Number: Contact the Human Resources Department at (509)-394-8508  
Owner's Name: City of College Place, Washington

It is the responsibility of an employee driving a City vehicle to file this report in compliance with state law. A copy of the report should be sent to the Human Resources Department at the same time it is sent to the DOL. Any accident involving a City vehicle must be reported to the Washington DOL regardless of the estimated cost of the damage.

A completed City of College Place Damage Report form and all other information about an accident are to be sent to the Human Resources Department.

An employee who has a commercial driver's license will be subject to DOT regulations regarding drug and alcohol testing following an accident.

#### Safety Issues Related to Distracted Driving

It is against the law to use a hand-held cell phone or any electronic device while driving. It is also illegal to engage in any activity that interferes with the safe operation of a motor vehicle. An employee who is cited for a traffic violation resulting from the use of the cellular phone or distracted driving while driving a City vehicle will be responsible for any liability and/or fines that result from such action.

## **14.07      Liability**

The City incurs liability when its employee or agent is responsible for affecting the legally protected interests of a third party. There are a wide variety of ways in which this can happen ranging from damaging a citizen's automobile to violating someone's civil rights. Some funds which go to pay for losses come directly from the City's own funds. It is of the utmost importance that each City employee acts in a safe and lawful manner in the conduct of official duties.

## **14.08 Security and Building Access**

The City is interested in the personal safety of each employee and has taken steps to ensure safety while on City premises. Being able to distinguish a City employee from members of the public improves customer service. It also improves employee awareness of those persons who work in or visit City facilities and fosters a more secure environment. In the event of an emergency, proper identification also allows law enforcement personnel to identify you as an employee.

Employees of many city departments primarily work outside of city facilities. The following departments shall have the cited forms of identification:

- Fire- uniform
- Police – Badge and uniform
- Public Works – ID Card

Employees at City Hall will be assigned keycards to access facilities after hours. Keycards cannot be shared with non-staff members. Doors with keycard access must be closed after hours to restrict access. Employees may face progressive discipline for not adhering to these requirements.

## **14.09 Security Inspections**

The City provides lockers, desks, containers, automobiles, appliances, receptacles, and other spaces to employees for use in the performance of a job and for personal use. These items remain the property of the City and are subject to transfer, removal, search, or seizure by the City with or without notice. As such, employees should have no expectation of privacy when using any property or equipment owned by the City.

The City may search any City property (including computers and electronic devices) for any reason with or without a legal warrant. The City may retain any items found during such a search for use in any legal matter, disciplinary process, or for any other lawful purpose.

## **14.10 Emergency Closing**

Emergencies such as severe weather, fires, poor air quality, etc. can disrupt City operations. In extreme circumstances this may require the closing of a City work facility. If the event occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. An announcement will be made on the city's website and social media accounts.

When the decision to close is made AFTER the workday has begun, an employee in a non-public safety position will receive official notification from the immediate supervisor. In this situation, time off from scheduled work for the remainder of the workday will be paid. When the decision to close is made BEFORE the workday has begun, the employee may be authorized to make up the time at the discretion of the supervisor or use accrued vacation leave, compensatory time, or unpaid leave. This applies only to non-public safety positions.

In cases where extreme weather conditions make coming to work dangerous, employees may choose to not report to work. In such a case, the employee should provide timely notice to the supervisor. Non-exempt employees may either make up missed work time within the same work week (if work is available) or use compensatory time, vacation leave or unpaid leave. Making up time is permitted in this situation with the approval of the supervisor.

An employee in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive pay in accordance with federal and state wage and hour laws.

Represented employees should refer to the respective collective bargaining agreement for further information regarding this subject matter.

## **14.11        Evacuation Plan**

The safety of the public and each employee is of primary importance in the conduct of daily business. Evacuation of a City building will occur in the event of an emergency and will temporarily disrupt normal operations. This disruption is necessary to protect the safety of the employee and the public.

To assist the City in carrying out a safe and effective evacuation plan in the event of an emergency, each City employee is responsible for:

- Keeping aisles clear of obstructions at all times.
- Reporting emergencies by calling (9) 911
- Being familiar with the building evacuation plan.
- Providing or obtaining assistance for any person in the area who needs assistance.
- Being familiar and knowing the location of the first aid kit.
- Being familiar with the location of portable fire extinguishers in their work areas.
- Being familiar with bomb threat procedures.
- Knowing where fire alarm pull stations are located within the department.



In the event of a building evacuation, each employee should report to the designated meeting place for the building. The designated meeting places are:

City Hall: Fire Department

Fire Department: City Hall

Police Department: Fire Department

City Shop: City Hall

## **14.12 Legal Liability**

Employees shall comply with the laws and regulations that relate to the performance of their duties and shall perform their duties as reasonable and prudent persons. In accordance with, and to the extent required by, the provisions of RCW 4.96.041, the City shall provide and pay for the necessary expenses of legal defense to employees for actions filed against employees for acts or omissions found by the City to be within the scope of his or her official City duties.

## **14.13 Emergency Planning**

In addition to natural disasters, any public building has the potential to be impacted by upset customers, domestic violence that has carried over to the workplace, an armed or dangerous intruder, protestors, or even a terrorism event. The purpose of the policy is to protect the employees and other occupants of City facilities and to prevent additional exposure to the situation.

### Evaluation of Threat

Be aware of your surroundings and what is happening in the work areas near you. Threats can come from a phone call, a suspicious package, a person inside the building or a person outside the building. Your determination of what the threat is will determine what actions are most appropriate.

### Response to Immediate Risks

- Call 911 if you feel that anyone, including yourself is in danger. If possible, report the situation to your supervisor. If necessary, call 911 from a room a safe distance from the threat or from another building. If unable to call 911, depress the panic button located under the desk of the Utility Clerk and Accounts Payable Clerk.
- Fire alarms may be harmful. It is critical that you alert people quickly and quietly as to what and where the danger is so they can avoid it or move away from it. A fire alarm may panic the intruder or result in people moving into the danger zone.

Tell people you see while you evacuate quietly and safely. If known, tell people what locations to avoid.

- If the fire alarm sounds, evacuate the building.

### Response to Armed Intruder

- If communication is available, call 911 when it is safe to do so. Or, if available, press the panic button. If you can safely do so, evacuate. If you cannot safely evacuate, lock yourself in (and the intruder out of) the room you are in at the time of the threatening activity. Don't stay in an open area. Barricade yourself in the room with furniture or anything you can push against the door. Lock the window and close blinds or curtains. Stay away from windows. Turn all lights and audio equipment off and turn your cell phone to silent. You may be able to text messages about your situation, but be aware of backlighting from your cell phone. Try to stay calm and be as quiet as possible.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempt to exit.
- If for some reason, you are caught in an open area such as a hallway or lounge type area, you must decide what action to take.
  - You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
  - If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Once outside, don't run in a straight line. Use trees, vehicles, or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
  - If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
  - The last option you have, if caught in an open area in the building, may be to fight back. This is dangerous, but depending on your situation, this could be your last option.
  - If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
  - Once the police arrive, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons and once circumstances are evaluated by the police, they will give you further directions to follow.
- If the fire alarm does sound, evacuate. If you have received information of an armed and dangerous intruder, some evacuation routes may be dangerous and you may need to choose other routes. It may be impossible to follow any organized pre-plan. Isolated people will have to make the best of their situation. If

possible, choose a route of escape that is out of the line of sight of the intruder. Or, it may mean locking doors and staying low on the floor. It may mean calling 911 to let the authorities know where in the building you are (if the intruder is unlikely to intercept or hear the call). It may mean a sign or signal to the police from a window.

- Evacuation: If you are able, evacuate. If an intruder is known to be the danger, do not draw attention to the evacuation. Remind people to move quickly and quietly. They may pick up small personal necessities that are at hand (purse, medications, keys, glasses, coat, and umbrella). Evacuees may not be able to return.
- Watch Out as you leave: The task is to stay out of the intruder's view. If the intruder is thought to have the route in his view, direct people to other routes. Upon exiting, go to a safe location out of the line of view of the intruder. Try to locate a supervisor that is establishing an accounting of evacuees.
- Routes: Lead evacuees by any safe route to assembly areas. Routes must not expose evacuees to the view of the intruder. Routes along the building and moving sharply away at the corners may work best. Routes at an angle may reduce visibility from all but exterior rooms. Quickly turn corners or interpose landscape or structures between the route and building.
- Sweep: As you leave the area, if it is safe to do so, sweep the area for missed occupants. Be quiet, do not call out. If there is reason to believe a room or hall is exposed to the intruder's sight, stay out of it. Do not close doors as you leave. If safe to do so, leave all doors to unoccupied areas open. This may aid police view and access.
- Assembly Areas: Assembly area should be at least 300 feet from the building and not in a direct line of sight with the building being evacuated. Your assembly area due to an intruder will be different than your assembly area due to fire evacuation. In bad weather, assemble in the buildings near your evacuation site. Warn people to remain in the assembly area and not to move where they can see or be seen from the evacuated building. The police or fire department may expand the evacuation area.
- Accounting for people: Do not wait to take roll before alerting a supervisor or the police to any knowledge the group has concerning who the intruder is, where the intruder is, how the intruder is acting, how the intruder is armed, who the intruder has a hostage. Report that knowledge at once.
- Assisting emergency personnel: The police may need assistance from personnel that have working knowledge of the buildings, exists, escape routes, and mechanical systems. They may need telecommunications and utility personnel.
- Re-entry or release: Armed intruder emergencies may take more than an hour to resolve. Criminal investigations at the scene will follow. Re-entry to

areas that are not closed off for investigation should not be a problem once the emergency is over. Re-enter a building only when authorized to do so by emergency personnel or a member of the management team.

- If the armed individual is outside the building, take shelter inside the building. If you can safely do so, attempt to notify other surrounding buildings to alert their occupants to the possible danger outside.

### Response to Bomb Threat

- Until proven otherwise, all threats are to be treated as real. During working hours, the supervisor along with other management team members should evaluate the threat and consider actions/evacuation. This may be done in conjunction with the police if they are available. Attached is a bomb threat checklist. The threat may be specific or non-specific.
  - Specific Threat: In this case, the caller will provide a more detailed warning statement, which might describe the type and placement of the device, the reason or motive and/or other additional specific information.
  - Non-Specific Threat: In this instance, the caller may make a simple statement to the effect that a device has been placed. Generally, very little, if any, additional detail is conveyed before the caller terminates the conversation.
  - The non-specific threat is more common, but neither type of threat can be immediately discredited without investigation. Every threat has to be treated as real until proven otherwise. Depending on the evaluation by management, one of four possible alternatives should be pursued.
- If an evacuation is ordered, do not use a fire alarm. A search along paths of travel and around assembly areas must be conducted before ordering evacuation.
- Evacuation action options
  - Option One: Do nothing: It may be tempting to do nothing when a child or drunkard has made a threat, but if there is the slightest doubt another option must be considered.
  - Option Two: Search with partial evacuation: If the threat level is considered moderate, with no reason to believe explosion is imminent, a supervisor or member of the management team might consider partial evacuation retaining only essential staff and search teams.
  - Option Three: Search and evacuation: In this option, personnel remain at their workstations during initial search and are evacuated once the presence of a suspicious article is confirmed. Normally this option would be adopted in a low threat assessment scenario. Otherwise, the implication is that persons would be exposed to the effects of a device if it functioned.

- Option Four: Evacuate Immediately: When the risk is high or when search is precluded due to the extreme short notice of the threat, the supervisor or member of the management team has no option other than to evacuate as quickly and as safely as possible.
  - When evacuating, doors and windows should be left open and staff should remove all personal belongings (ex: handbags, briefcases). This will facilitate the identification of suspect objects.
  - If the decision to evacuate without a search is made, the following points must be considered:
    - Risk of injury: As a general rule, the easiest area in which to plant an object is in the shrubbery which is sometimes found outside a building, in adjoining parking lots, or in an area to which the public has the easiest access. Immediate evacuation through these areas might increase the risk of injury.
    - Panic: A sudden bomb threat evacuation may cause unpredictable behavior, leading to unnecessary risk of injury.
    - Re-occupation: Total and immediate evacuation, while risky, is the easy decision. After taking the easy way, the hard decision of when to return then needs to be made.
    - Do not allow anyone to enter a bomb threatened building unless it has been authorized by the police or a member of the management team.
- Search: The aim of the search is to identify any object which is not normally found in an area or location; for which an owner is not readily identifiable or which becomes suspect for any other reason (e.g. the object is similar to that described in the threat). In order to identify objects that are out of the ordinary, police personnel may require assistance when conducting a search.
- Suspicious object found: Search personnel should not touch or move a suspicious object but should advise the police immediately. Search of other areas should be continued to ensure that there are no other suspect objects. Be aware of secondary entrapment devices.

### Response to an Earthquake

- Drop, cover, and hold. Do not leave the building during an earthquake due to falling masonry and glass. Instead, take refuge under a desk or table or stand within a doorframe. After the quake, evacuate to the normal fire evacuation assembly areas. Be aware of hazards such as fallen live electrical wires or ruptured gas lines. Supervisors should take an accounting of their staff. Do not enter a structurally damaged building until instructed to do so by appropriate personnel. Be mindful of the possibility of aftershocks.

- Following an earthquake, many employees will want to check into the welfare of their homes and loved ones. If practical, employees must notify supervisors and obtain permission to leave work to tend to family needs. Once family needs have been met, employees should expect to return to work to meet the needs of the citizens of College Place.

#### Response to Hazardous Material/Suspicious Package

- If it is safe to do so, identify the hazardous material/suspicious package for correct response purposes. Dial 911 to report the location and, if known, the identity of the hazardous material released.
- Evacuate from the affected area. Assist injured or disabled personnel.
- Proceed to the normal fire evacuation assembly area for your department unless that area is potentially affected by the hazardous material/suspicious package.
- Do not allow any person to re-enter an area affected by hazardous material/suspicious package.
- Do not allow any person to eat or smoke until decontamination.

#### Response to an Explosion

- Call 911.
- Assess the situation. Be wary of fallen live wires, split flammable/corrosive liquids, the release of hazardous materials or flammable or toxic gases.
- Send someone to meet the emergency service personnel.
- Commence an immediate evacuation of people from the explosion-affected area.
- Rescue and evacuate injured personnel. Conduct a cursory search for trapped victims. Do not enter a building or allow anyone else to enter a building unless it is safe to do so.
- Provide first aid to the injured.
- Fight any small fires that may have been lit as a result of the explosion, but only if it is safe to do so and you are trained to do so.
- Cordon off the damaged/danger area and keep onlookers and media away.
- Assist the emergency services personnel upon their arrival.

#### Response to a Medical Emergency

- Quickly check the situation for danger and assess the person's condition.
- If you assess a situation as life threatening or if there is any doubt, call 911 or send someone to call 911.
- Alert people nearby and enlist their aid.
- If you are not first aid trained, send someone to first a first aid trained employee.
- Administer first aid up to the level of your training.

### Response to Civil Unrest

- If you become aware of a civil disorder, protest, or demonstration occurring inside or in the vicinity of the building, notify your supervisor or a member of the management team.
- Call 911 if appropriate.
- Attempt to restrict access to the building or confine the disaffected group to a specific area by locking doors, as appropriate.
- Depending on the event, secure records and other valuable property (if it is safe to do so).
- Withdraw staff from contact or confrontation with the group.
- Remain calm and do not antagonize the group.

### Response to Public Health Emergency

There are preventative measures that could be required to protect staff and/or the public in response to a pandemic health event such as a flu epidemic or similar communicable disease. The severity, stage, and scope of the pandemic or outbreak will dictate which measures will be implemented and which individual employees may be affected. Additionally, some City employees perform essential public safety, health, and administrative tasks that cannot be significantly modified. When the Mayor or his/her designee determines that a health emergency exists, any or all of the following measures may be taken. Actions will remain in effect unless or until they are repealed by the Mayor or his/her designee.

- **Social Distancing Measures:** Exposure to disease may be managed by required employees to go home or to wear masks if they must be at work. Employees may be dispersed or rescheduled to create greater physical distance between them. In making the decision about whether an employee will be allowed at the workplace, the City will consider whether the employee has household members who are ill and whether the employee can work effectively at home or on a modified schedule. In some situations, it could be necessary to medically screen employees before they start work to determine whether they are cleared for working on City premises.
- Under this policy, when employees are ill because of the pandemic, they will use their sick leave. Employees who are not ill but who are not allowed to work either on the City premises or at home due to the pandemic, will be paid and will not be required to use their vacation or sick leave.
- **Vaccination:** Under some circumstances, when directed by the appropriate county, state, and/or national officials mandatory vaccination of employees may be required by the City. In this event, only employees with proof of vaccination will be allowed to work on City premises.
- Employees who refuse to be vaccinated and, as a result, cannot work, will have their leave status determined by the City on a case by case basis.

## Disruptions to Work Resulting from Weather Conditions, Emergencies, or Natural or Manmade Disasters

- Responsibility: The City of College Place has a duty to protect the health and safety of its citizens and to restore public infrastructure as quickly as possible during an emergency or disaster. Therefore, it is crucial that employees report to work during these events. The City is also concerned about the safety and wellbeing of employees and needs employees to be ready and able to perform City work, thus, all employees should tend to their personal needs and the needs of their family then report to work.
- Reporting to work: Department Managers will establish a staffing plan and work schedule for essential functions during an emergency or disaster. Employees will normally be told in advanced whether they will be needed for essential functions and whether their normal schedule could be temporarily changed.
- Employees who are designated as essential should make every effort to get to the work site as planned. Employees who are unable to get to work must notify the designated department contact as soon as possible. The supervisor may allow eligible employees to work from home or other locations.

## Incident Debriefing

- Some people can be emotionally disturbed about remaining at work after any of these situations. Supervisors may allow sick leave or vacation time to be taken by people who are affected in that way. Supervisors need to anticipate continuing operations with limited staff.
- You can expect communications with the “outside world to be difficult after a number of events addressed in this policy. You can also expect the “outside world” to be attempting to contact City staff. Employees are encouraged to limit the use of City communication devices to essential City services during and immediately after any incident. Employees are also encouraged to have their own family emergency plan, including an out-of-state contact, so that family concerns may be less stressful.
- The services of the City’s Employee Assistance Program should be called upon when appropriate. Services are available to individual employees and their families, supervisors, and even on a group basis.
- After any incident similar to those mentioned in this policy, the management team and appropriate personnel will evaluate the actions taken by the employee(s) and will use the lessons learned to reinforce, revise, and/or retrain on emergency procedures as needed.



## 14.14 Hazard Communication

In order to protect employees from hazardous exposures to chemical materials and to comply with the Washington occupational Health Standard, Hazard Communication, this Program has been established for the City.

The purpose of the hazard communication program is to ensure that the employees of the City of College Place are knowledgeable about the hazardous materials in use. It is the intent of the City to protect our employees, our facilities, the environment, and the community from the hazardous effects of the materials in use. In order to achieve this purpose, the following procedures must be rigidly enforced at all levels of people working for the City. Department Managers are accountable for enforcing these procedures in their respective departments.

- Policy: No new chemical will be introduced until its Material Safety Data Sheet (MSDS) is received, reviewed, distributed, necessary precautions are in place, and all appropriate employees are trained as necessary.
- No employee is to begin any work without knowledge of the safe use of all chemicals with which he/she shall be working or could be exposed to in the event of a foreseeable emergency. This written program will be available for review by any interested employee.
- Container Labeling
  - Each Department Manager or designee will verify that every container of hazardous chemicals entering and used in their work area, including all bulk containers received for use (Primary Shipping Containers) meet the following criteria.
    - Containers will be clearly labeled as to the contents:
      - The product name must exactly match the name on the Material Safety Data Sheet (MSDS)
      - The label will list/explain the appropriate physical and health hazard warnings for the chemical(s) product(s)
      - The name and address of the manufacturer is also on the container's label.
    - Existing labels on incoming containers are not to be removed nor defaced unless the container is immediately marked with the required information.
    - Labels are legible, in English, and prominently displayed on the container.

### Material Safety Data Sheets (MSDS's):

MSDS books will be kept with the written Hazard Communication Program in the following locations: Administration Office of City Hall and Public Works Shop.

### Employee Orientation and Training:

Prior to beginning work, each new employee of the City will be given health and safety orientation, information and training. It will be the responsibility of the Department Manager or designee to ensure Hazard Communication training is conducted as part of this safety and health orientation and for documenting this training. The Hazard Communication training will consist of the following as a minimum:

- An overview of the requirements contained in the Washington Hazard Communications Rules.
- Location and availability of the City's written Hazard Communication Program and MSDS's.
- How to read labels and MSDS's to obtain appropriate hazard information.
- Chemicals they may be exposed to during their work.
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals.
- How to lessen or prevent exposure to these hazardous chemicals through work practices and personal protective equipment.
- Emergency safety procedures to follow if they are exposed to these chemicals.

After receiving the appropriate information and training, each employee will sign a form to verify that he/she has received the training, reviewed our written materials, and understands the policies on Hazard Communication. This form will be returned to the Administration Department for placement in the employee's personnel file.

### Hazard Evaluation

The City of College Place, in good faith, relies upon the hazard evaluations performed by its suppliers. The City uses this supplied information for the development of its Hazard Communication Program and relies upon this information to communicate hazard information to its employees.

## **14.15 Personal Protective Equipment**

Where the need for personal protective equipment is indicated on the MSDS's, the Department Head or designee shall obtain the appropriate equipment and ensure that employees are trained in the proper use of the equipment and are medically evaluated to ensure they can safely use the equipment. Employees who fail to use prescribed protective equipment may subject themselves to disciplinary action.

## **14.16 Heat & Cold-Related Illness**

Employees need to be aware of and are responsible for monitoring other environmental factors such as radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity, duration, and personal protective equipment worn by themselves and their co-workers. Employees are responsible for monitoring their own personal factors for heat-related illness, including ensuring they consume adequate water.

To prevent heat-related illness, take any of the following forms of prevention:

- Alternating heavy work with light work.
- Taking rest breaks that are adjusted for environmental factors.
- Frequent consumption of water (one cup every 15 minutes).
- Other steps deemed appropriate by supervisor.

To prevent cold-related illness, take any of the following forms of prevention:

- Wear cold-weather apparel such as coats, sweaters, or other alternatives determined by the department head.
- Use heat packs for active re-warming
- Taking rest breaks that are adjusted for environmental factors in a facility or a vehicle that has a heater

## **14.17 Vehicle Protocol**

Employees conducting city business which require a vehicle should use a municipal vehicle. Department Head approval is needed to utilize private vehicle to conduct city business and receive a reimbursement. Employees who use their personal vehicles for approved city purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Therefore, employees who operate personal vehicles for city business must maintain auto liability coverage as required by State law. Employees must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving.

## **14.18 Health and Wellness**

It shall be the continuing responsibility of each employee to maintain the standards of physical and mental health fitness required for performing his/her position. When the physical or mental health condition of an employee constitutes a hazard to persons or property or prevents the employee from effectively performing the assigned duties, the employee may be requested by the Department Head to submit to a health

examination. Employees may also be required to submit to an examination provided through the City's Employee Assistance Program and/or other providers qualified to determine an employee's fitness for duty, when requested by the Department Head and approved by the City Administrator. The employee will be paid for the time required for such examination which shall be conducted at no cost to the employee for the purpose of determining the employee's health conditions relative to City employment. Correction or treatment of conditions diagnosed during this examination shall be the responsibility of the employee. A Department Head may require an employee to take periodic special examinations to qualify for continued employment in his/her classification. The Department Head will not receive confidential medical information from the examination and will only receive the evaluator's assessment that the employee is fit for duty.

When an employee is no longer able to meet the standards of mental or health fitness required for performing the duties of his/her position due to an injury received on the job, it shall be the responsibility of management to assist the employee in obtaining other employment in the City for which he/she is qualified. Such assistance may include identifying outside training opportunities and/or providing on-the-job training, whenever possible, to fulfill this commitment. This assistance will be conducted in compliance with procedures established by the City Administrator.

#### **14.19      Identity Protection**

All employees are prohibited from publicly posting or disclosing material with an individual's social security number or other protected information. All material released through a public records request must have social security numbers redacted. The only times social security numbers should be disclosed is via internal verification or court order. Employees that handle documentation with social security or health information must first attend a State of Washington public records training

# City of College Place

## Job Description

**TITLE:** Police Chief

**REPORTS TO:** City Administrator

### **Position Summary:**

Direct and coordinate various departmental activities and programs within the city's Police Department which include crime prevention, records, patrol, investigations, detectives, code enforcement, animal control, crime free housing, specialty units, school resource programs, and a number of Department activities which provide the public safety foundation for the city. Work is reviewed through conferences, reports and effectiveness of Department activities and programs. Hiring for this position requires the approval of the City Council and the Mayor prior to hiring. Supervision is exercised over a staff of commissioned officers, professional and administrative employees.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Staff of Commissioned Officers and support staff including Police Records staff and interns.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Direct and manage police department operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Ensure that the philosophies and direction of the department are in accordance with its mission statement and code of ethics, and are effective in proactively addressing crime and meeting the changing needs of the community. Uphold the department's community based policing philosophy.
3. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to

employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.

4. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on and produce excellent quality results and customer service.

5. Produce an acceptable quantity and quality of work that is completed within established timelines.

6. Plan and coordinate efforts to obtain funding for additional personnel, programs and equipment through grants, levies, partnerships, or the tax base.

7. Review and analyze the effect of local, state and federal legislation changes on departmental plans, policies, operations and strategies. Prepare and coordinate responses and recommendations as appropriate.

8. Coordinate department activities with local, state and federal agencies in the apprehension and detention of wanted persons and other criminal justice matters.

9. Ensure the safety and quality of departmental operations. Oversee internal affairs investigation to address allegations of employee misconduct. Direct the resolution of inquiries, complaints, problems or emergencies. Oversee the maintenance and operation of public safety communications system, and of police equipment and property.

10. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

11. Represent the Police Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.

12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.

13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.

14. Participate in the City Emergency Management program including classes, training sessions and emergency events.

15. Follow standards as outlined in the Employee Handbook.

16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

17. Serves as a liaison to civic and special interest groups, local service organizations and other municipal agencies to coordinate activities and to arrange the use of City services and/or resources.

18. Performs other duties of a similar nature or level.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Bachelor's degree in criminal justice or a related field and seven or more years of progressively responsible police experience or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. Successful completion of State of Washington Police Academy or equivalent. State of Washington Executive Level Certification preferred.

#### **KNOWLEDGE REQUIRED:**

1. Technical and administrative phases of crime prevention, law enforcement, rules of evidence and related functions such as investigation, patrol, traffic control and safety, criminal identification, record-keeping and the care and custody of prisoners.
2. Modern principles, practices and methods of Police administration, organization and operations.
3. Rules, regulations, procedures of the Police Department including all associated labor contracts.
4. Municipal, state and federal criminal and related laws, ordinances and codes.
5. Powers and limitations of peace officers.
6. Behavior of criminals and the causes of underlying criminality.
7. Definitions and terminology of major crimes.
8. Current trends in law enforcement and recent court cases affecting police work.
9. Fundamental principles and modern practices of administration, including office management, personnel, purchasing, human resources, accounting controls and general budgetary and fiscal practices with special emphasis in the area of public safety.
10. Community policing philosophies.
11. Code Enforcement, Crime Free Housing, and Animal Control philosophies.

#### **SKILLS/ABILITIES REQUIRED**

1. Superior interpersonal skills required, with demonstrated ability to lead and motivate staff and assigned resources.

2. Excellent management and team building skills including strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management.
3. Strong oral and written communication skills with the ability to apply appropriate communication techniques to various audiences.
4. Strong negotiation and partnering skills.
5. Positive and progressive customer service attitude and skills required.
6. Proficient in the use of personal computers and other office equipment.
7. Exercise a high degree of independent judgment and conceptualize, influence and develop objectives, goals and guidelines for the Police Department.
8. Analyze complex Police problems and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
9. Direct and control Police services and operations.
10. Enforce federal, state, county and city laws and ordinances and assure effective Police protection of the citizens of College Place.
11. Initiate creative improvements, manage change and stimulate collaborative problem solving.
12. Communicate and present complex ideas and information relating to departmental issues.
13. Prepare technical and administrative reports and oral presentations.
14. Effectively, hire, manage, develop and evaluate personnel.
15. Use a variety of professional management and/or technical concepts to solve complex operational and/or administrative problems.
16. Maintain personal effectiveness and provide direction to departmental personnel in crisis situations
17. Work under pressure, meet deadlines and adjust to changing priorities.
18. Review statistical data and identify future trends; review and evaluate complex data, evaluate implications and make appropriate recommendations.
19. Analyze and review budgetary information to determine the impact on departmental programs and assigned projects.
20. Assist in labor negotiations as required.
21. Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.
22. Relate to others in a professional, courteous and respectful manner.
23. Maintain a work environment free of discrimination, harassment, and retaliation.
24. Proactively address potential employee issues.
25. Promote diversity and multi-cultural understanding in the workplace and the community.

### **WORKING CONDITIONS:**

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; can, on occasion, require physical and mental exposures and the demands of police officer class; daily operation of a motor vehicle on public roads.



## **LICENSE & OTHER REQUIREMENTS:**

This position is required to possess a valid driver's license and the ability to meet the City's driving standards. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

## **Classification History**

Created: 12/5/2017

FLSA: Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

<b>TITLE:</b> PUBLIC WORKS DIRECTOR <b>REPORTS TO:</b> City Administrator
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### **Position Summary:**

Direct and coordinate the various activities and programs within the Public Works Department which includes the city's utilities sewer, water, and drainage services, bridge, streets, and traffic signals, permit/plan review, and Local Improvement Districts. Responsibilities include directing the Water, Streets, Fleet Maintenance, Parks, and Stormwater Divisions, monitoring the Wastewater Treatment contract with CH2M, solid waste contract with Basin Disposal, and implementing and monitoring the City's Public Works Capital Improvement Program and Six Year Transportation Improvement Plan. Work is reviewed through conferences, reports and effectiveness of department activities and programs.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Streets, Parks, Fleet Maintenance, Water, and Stormwater operational staff.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Direct the identification and resolution of city issues, concerns, construction and maintenance needs related to public works activities and services.
2. Review, and participate in the review and approval of municipal engineering and public works plans, drawings and plats submitted by city engineers, developers and other engineers.
3. Identify federal, state and private research and development grants; determine the scope of work for which funds are needed and prepare proposals. Establish strategies to secure state, federal and private funding by utilizing budgeting revenues as matching funds for joint funding of projects.
4. Manage the long-term financial health of the city's utilities, bridges, streets, and traffic signals, including strategic, budgeting, capital plans, and recommended rates and charges.

5. Establish departmental goals, objectives and priorities; set goals and performance criteria for all divisions and program areas; monitor and measure attainment of objectives and goals and implement corrective actions when necessary.
6. Provide creative leadership and vision for the Public Works Department; analyze situations accurately and adopt effective courses of action. Delegate and monitor tasks and projects consistent with established departmental goals and objectives.
7. Direct the establishment and maintenance of effective departmental work policies and procedures consistent with city policies relating to personnel, contracting, budgeting, accounting, and other administrative matters. Participate in labor contract negotiations as required.
8. Develop a competent, well trained, properly structured and motivated staff capable of achieving departmental goals and commitments. Establish and communicate performance standards and provide staff with timely feedback, coaching and technical information to ensure a knowledgeable and skilled staff.
9. Maintain and initiate professional relationships to stay current with existing laws, standards and requirements and provide leadership on state and federal issues to provide city decision makers with accurate and updated information to assist them with policy issues under consideration.
10. Participate in state regulatory development and legislation development representing city, regional and state-wide utility concerns. Participate in utility/streets/building/public works regulation development and legislation on the national level.
11. Present proposed programs and projects at public meetings; make presentations to the City Council as necessary; represent the city on committees and boards relating to local and/or regional issues. Work in cooperative effort with city, state and federal agencies regarding various policies that affect the Public Works Department and the city overall.
12. Develop departmental budget proposal; present annual budget estimates and work programs; monitor and approve expenditures; approve consultant and contractor payments in accordance with contract guidelines; review financial and performance data; present departmental, division and program expenditure requests; seek and secure financial resources.
13. Provide technical expertise and respond to and answer questions; resolve conflicts; develop and revise departmental policies and procedures, ordinances and other materials relating to public works activities, programs and services. Maintain a focus on health and safety issues for all customers utilizing public works services.
14. Direct the maintenance of departmental records, files and documentation; oversee and participate in the preparation of reports including program and/or project status, utility rates/revenue, license/permit activity, budget/funding status, etc.
15. Review and approve various studies, reports, grant applications and recommendations. Analyze current community, state and/or federal issues and provide leadership direction and develop coordinated solutions.
16. Address a variety of personnel needs and issues, which include work flow, documentation of leave usage, adherence to payroll reporting standards,

- monitoring overtime, and conducting performance reviews of subordinate personnel.
17. Supervise, coordinate and participate in the training of employees and assure adherence to proper work methods, policies and safety precautions.
  18. Perform related work and special projects as assigned.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

High School Diploma. Five (5) years increasingly responsible public works experience; including three (3) years of experience in a senior management capacity. Equivalent combination of education and experience that would provide the necessary knowledge, skills and abilities to successfully perform the essential functions of the job. Bachelor's Degree in Public Administration, Utility Systems, or Engineering preferred.

#### **KNOWLEDGE REQUIRED:**

1. Applicable Federal, State and local laws, rules, ordinances, codes and regulations related to public works projects and activities.
2. City engineering principles and practices.
3. Federal, State and City programs, procedures and funding sources related to assigned programs, projects, activities and operations.
4. Modern principles and methods of management and planning, building and public works administration.
5. Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
6. Principles and practices of budget development and administration.
7. City organization, operations, policies and objectives.
8. Modern office practices, methods, procedures and equipment.
9. Record-keeping principles, procedures, and techniques.
10. Public speaking techniques.

#### **SKILLS/ABILITIES REQUIRED**

1. Plan, organize and direct the activities of the Public Works Department.
2. Train, supervise and evaluate assigned staff.
3. Analyze situations and adopt an effective course of action.
4. Direct the maintenance of reports and documents.
5. Prepare and present recommendations.
6. Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
7. Prepare, monitor and control budget.

8. Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
9. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.
10. Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
11. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
12. Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

### **WORKING CONDITIONS:**

Work is performed in an office or conference room setting as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. Occasional overnight travel is required. The incumbent is exposed to occasional inclement weather moving vehicles and machines, dust, and mud. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items up to 50 pounds. Work requires average physical agility and dexterity.

### **LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license as well as State of Washington CDL and driving record acceptable to our insurance provider. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

### **Classification History**

Created: 12/4/2017

FLSA: Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** CITY ENGINEER

**REPORTS TO:** City Administrator

### **Position Summary:**

The position is responsible for the overall management of professional and technical support staff involved in engineering activities related to capital improvement projects (CIP) including other department CIP, areas of development, capital project construction and traffic engineering projects. Manages projects, ensuring compliance with applicable state and federal regulations and codes, accepted engineering practices and City standards. Acts as the City Engineer and coordinates activities with other departments, outside agencies, developers, and consultants.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Engineering staff.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Assigns, directs, monitors and evaluates the work of professional, pre-professional, and technical engineering staff and participates in the hiring process.
2. Manages, develops, and completes a wide variety of engineering projects and programs involving streets, storm drains, traffic, grading, land development, structural, electrical and/or fire protection systems, mechanical systems, site development, sanitary sewer and water systems.
3. Develops, reviews, recommends and implements policies, procedures, goals, objectives, and priorities related to engineering standards and the Department's overall effectiveness.
4. Manages the capital improvement program by preparing long-range plans, budgeting and scheduling, advertising and awarding contracts, consulting, reviewing engineering and construction plans and specifications, preparing and reviewing

contract documents and specifications, meeting with consultants and contractors during the design and construction phase of projects.

5. Understands federal and state funding rules and regulation in order to secure, process and complete CIP.
6. Participates, oversees and approves the preparation of special studies, projects and reports.
7. Interprets construction codes and regulations and oversees the development and implementation of City standards and specifications; ensures compliance with regulations and reporting requirements; and makes technical engineering decisions and establishes and enforces engineering standards and criteria.
8. Advises, assists, and provides support to the City's management team with respect to engineering issues and problems, pending cases, and changing community circumstances that may affect, or be affected by, City/Department policies and procedures.
9. Confers with property owners, engineers, contractors, architects, or their representatives, and the general public concerning interpretation and application of City or department policies, rules and procedures.
10. Oversees the creation of project plans and project construction as developed by assigned engineering staff.
11. Resolves engineering problems with residents, engineers, contractors and construction companies by reviewing and analyzing problems, determining the economic feasibility of the solution, facilitating communication between parties, establishing solutions and distributing and necessary documents.
12. Oversees the engineering phase of the CIP plan review process by meeting with developers and engineers, coordinating and reviewing with departments, managing CIP plan review, and drafting letters and various correspondences during the review and construction phases.
13. Oversees and assigns current and proposed projects and work schedules for assigned staff.
14. Consults with internal and external staff providing professional advice and design services in the preparation of plans and related tasks.
15. Gathers and analyzes a variety of data concerning engineering, architectural, or mechanical projects and problems; prepares recommendations and comprehensive reports.
16. Makes presentations to the public, City Council, and commissions; conducts effective outreach to community organizations and citizens on neighborhood and community-wide engineering issues.
17. Confers with other City Departments and government agencies, community and business representatives to analyze public works needs, develop conceptual plans, coordinate activities and ensure compliance with applicable regulations and reporting requirements; serves as staff and technical adviser to various committees and commissions.

18. Administrative activities including development and monitoring of the department budget and administering programs for the professional development of engineering staff.
19. Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Bachelor's degree in civil engineering, or related field, and 10 years progressively responsible experience in professional engineering in both the private and public sector, including 5 years in a supervisory or management role, or an equivalent combination of civil engineering.

**KNOWLEDGE REQUIRED:**

1. City's standards and policies on construction plans and site maps;
2. Accepted design policies;
3. Construction sites and materials;
4. Principles and practices of organization and public administration;
5. Municipal budget preparation;
6. Principles of supervision, training and performance evaluation;
7. Modern office methods and procedures;
8. City, Federal, State, and government agency laws and regulations pertinent to the area of assignment;
9. Principles and practices of civil, electrical, fire protection, geotechnical, mechanical, sanitary sewer, mechanical, storm drain, water, structural, and traffic engineering as it applies to their position within the division, land surveying, and other engineering disciplines as may be appropriate;
10. Modern methods and techniques used in the design and construction of a wide variety of public work projects;
11. City's land survey standards and permit requirements;
12. Advanced knowledge of construction principles and methods relating to public infrastructure projects.
13. Advanced knowledge of the laws and regulations regarding the management of public engineering projects.
14. Advanced knowledge of public purchasing and contracting laws and regulations.

**SKILLS/ABILITIES REQUIRED**

1. Properly and accurately interpret engineering codes and standards.
2. Successfully prepare, administer and monitor the budget of a division.



3. Properly and effectively apply engineering theories and principles.
4. Effectively manage multiple projects simultaneously, including managing a diverse staff.
5. Demonstrate leadership behavior to employees.
6. Productively manage and participate on teams in order to produce high quality results.
7. Successfully establish and maintain effective working relationships with employees, contractors, public officials, other agencies and the general public.
8. Communicate effectively both verbally and in writing to various audiences.
9. Develop and deliver effective presentations that may contain technical information.
10. Properly and effectively use software programs and applications as required for position.
11. Regular, punctual attendance at assigned work location.

**WORKING CONDITIONS:**

Work is performed in an office or conference room setting as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. Occasional overnight travel is required. The incumbent is exposed to occasional inclement weather moving vehicles and machines, dust, and mud. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items up to 50 pounds. Work requires average physical agility and dexterity.

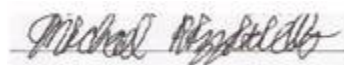
**LICENSE & OTHER REQUIREMENTS:**

Valid driver's license in the State of Washington and driving record acceptable to our insurance provider. Registration as a civil engineer (PE) in the State of Washington; Out of state applicants must have registration as a civil engineer (PE) in another state and must obtain Washington registration within 6 months of hire. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

**Classification History**

Created: 12/4/2017

FLSA: Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** FINANCE DIRECTOR

**REPORTS TO:** City Administrator

### **Position Summary:**

Manage, coordinate and provide consultative services on all issues relating to the financial, investment and accounting activities of the city. Responsibilities include financial planning, cash management, oversight of the accounting division, and revenue, bond, and investments administration. Work is reviewed through conferences, reports and by periodic state audits. Supervision is exercised over a staff of professional and administrative employees.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Finance Department staff.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Organize and direct Finance Division operations including, but not limited to accounting, budget, debt management, financial reporting, and treasury management.
2. Prepare and monitor the Finance Division budget.
3. Provide expertise for preparation of monitoring of the city-wide budget.
4. Monitor revenues and expenditures to ensure sound fiscal control, responsibility, and cost consciousness.
5. Provide expertise in formulation of the City's budget; monitor and report on budgets for the City to ensure appropriations will not be exceeded.
6. Assist in the development of new budget management techniques.
7. Provide accounting services and timely financial reports to management for decision-making purposes.
8. Prepare clear, concise, and timely financial reports and statements at least monthly.
9. Provide sound financial advice to managers.

10. Establish and maintain internal control procedures and ensure that standard accounting procedures are maintained.
11. Monitor and supervise the accumulation of costs and records in appropriate journals, ledgers and accounts including, but not limited to, utility billing, payroll, accounts payable, and accounts receivable.
12. Oversee, direct and assist in the preparation of the Comprehensive Annual Financial Report.
13. Prepare and explain financing alternatives including, but not limited to ensuring compliance with bond covenants, federal, state, and local requirements and impacts to the City, and taxpayers.
14. Direct debt and bond issuance activities; monitor the City's debt portfolio and debt capacity; and formulate and recommend policies and practices to ensure prudent management of the City's debt.
15. Prepare periodic analysis of the City's fiscal, debt, and regional economic data to determine and report the status of the City's financial position.
16. Represents the City to investors and municipal credit rating agencies.
17. Provides interface and accounting related information to auditors.
18. Responsible for managing records in accordance with state requirements.
19. Research, prepare, recommend, and administer rules, regulations, policies, and procedures.
20. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly; stay apprised of and implement best practices where appropriate.
21. Manage the development and implementation of department goals, objectives, and priorities that are in line with the City's Strategic Plan.
22. Deliver presentations to managers, boards, commissions, City Council, and the general public as needed.
23. Provide staff support to assigned boards and commissions.
24. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of local finance.
25. Act as an intermediary in resolving customer disputes and complaints.
26. Supervise, motivate, and provide direction and guidance to assigned staff; evaluate and review work performance for acceptability and conformance with department standards, goals and/or City competencies.
27. Mentor subordinates and recommend plan of succession.
28. Model and foster the City's core values by establishing and nurturing a work environment that will promote and maintain a high level of morale and productivity.
29. Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
30. Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities*

would be:

Bachelor's degree in business accounting or finance. Five (5) years of increasingly responsible financial or governmental accounting experience, including at least three (3) years of experience in a supervisory capacity. Equivalent combination of education and experience that will provide the necessary knowledge, skills, and abilities to be successful performing the essential functions of the job. Certified Public Accountant and Master's degree is desired. Municipal government financial experience is preferred.

#### **KNOWLEDGE REQUIRED:**

1. Applicable state, federal, and local laws, codes, and regulations.
2. Principles and practices of budget development and administration.
3. Generally Accepted Accounting Principles.
4. State of Washington Budgeting, Accounting and Reporting System.
5. Cash management, including sound investment practices.
6. Utility billing, payroll, accounts payable, and accounts receivable.
7. Internal financial control methods.
8. Financing techniques and requirements for short-term and long-term financing, including issuing bonds.
9. Records management requirements.
10. Principles of supervision, training, and performance evaluation.
11. Public speaking techniques.

#### **SKILLS/ABILITIES REQUIRED**

1. Manage and direct a comprehensive financial operation that includes clear, concise, and timely financial reports.
2. Provide sound financial advice.
3. Develop and implement division goals, objectives, and priorities.
4. Oversee preparation of the budget citywide and assist in the development of new budget management techniques.
5. Administer debt portfolio.
6. Analyze and assess programs, policies, and operational needs and allocate resources accordingly.
7. Train, supervise and evaluate assigned staff.
8. Read, interpret, apply and explain rules, regulation, policies and procedures.
9. Research and analyze data and develop, evaluate and present recommendations.
10. Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet critical time deadlines.

12. Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
13. Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
14. Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS:**

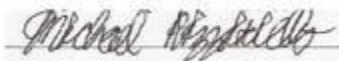
Work is performed primarily in an office or conference room setting as well as out-of-doors. Occasional overnight travel is required. Work requires some exertion such as crouching, bending, stooping and reaching; and lifting of light to moderately heavy items up to 50 pounds. Work requires average physical agility and dexterity.

**LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license and driving record acceptable to our insurance provider. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within half hour drive-time of 625 S. College Avenue, College Place.

**Classification History**

Created: 12/4/2017  
FLSA: Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Fire Chief

**REPORTS TO:** City Administrator

### **Position Summary:**

Direct and coordinate the various activities and programs within the Fire Department which include fire suppression, fire prevention, emergency medical and paramedic services, Department training and hazardous materials planning and response. Responsibilities include assuring the protection of life and property. Work is reviewed through conferences, reports and effectiveness of Department activities and programs.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Combination Fire Department consisting of professional firefighters and volunteers.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Plans, organizes, controls and directs the activities and personnel of the College Place Fire Department.
2. Supervises, motivates, and provides direction and guidance to assigned staff; evaluates and reviews work performance for acceptability and conformance with department standards, goals and/or City competencies; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
3. Prepares department annual operating budgets; controls and monitor expenses within budgets; ensures fiscal responsibility and cost consciousness, including managing the City's ambulance utility.
4. Directs utilization of rescue and emergency medical equipment and personnel, including ambulance services, in response to emergencies, which threaten destruction of property and/or injury or death to citizens of the community.

5. Researches, formulates and develops long- and short-range plans, goals and objectives for the Department; assesses progress and performance in achieving established goals.
6. Directs the investigations of all fires; assists and consults with law enforcement agencies and outside special investigators; assists in the charging or prosecution of offenders.
7. Develops and implements departmental policies, rules, regulations and general orders designed to prevent and minimize the loss of life and property in major emergency situations.
8. Plans and organizes Fire Department operations and activities with respect to equipment, apparatus and personnel to ensure maximum efficiency and effectiveness.
9. Ensures proper enforcement of adopted City and State Fire and Life Safety Codes; directs the inspection of buildings and other structures for fire and life safety hazards and code violations.
10. Deploys and directs personnel and resources to protect lives and property from natural and man-made disasters, including emergency medical equipment and , ambulance personnel.
11. Responds to major emergency incidents and assumes or delegates command; directs appropriate actions to protect life and property and control fire spread.
12. Analyzes staffing needs and apportions work among the divisions; defines reporting relationships and delegates authority as needed to accomplish Fire Department mission and strategic goals.
13. Directs and implements programs to confine, control and extinguish fires; provides oversight of the development and presentation of training programs and facilities to improve hazard response capabilities.
14. Directs the maintenance and repair of Fire Department equipment, apparatus and facilities; evaluates departmental requirements and recommends appropriate purchases of supplies and equipment.
15. Communicates with Council, Mayor, City Administrator, other City officials', community leaders and outside agencies to resolve problems, coordinate activities, exchange information and provide expertise.
16. Formulates, prepares, directs and implements plans for continual improvement of the Department in community risk reduction, fire suppression and emergency medical services; recommends laws, ordinances, and agreements; provides special analysis and reports concerning zoning, planning and community risk profiles.
17. Attends or participates in a variety of meetings, boards and committees; attends civic events and represents the Fire Department; provides information to civic groups regarding departmental functions and activities.
18. Analyzes, reviews and supervises the preparation of comprehensive reports and records related to personnel, property, and operations of the Department.
19. Advises City Administrator and Mayor of critical issues, decisions and actions.
20. Models and fosters the City's core values by establishing and nurturing a work environment that will promote and maintain a high level of morale and productivity.
21. Actively participates as a member of the City's Leadership Team, including participation on various task teams or committees as assigned, including representing the City on assigned inter-local boards or organizations.

22. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
23. Operates a variety of modern office equipment to include, but not limited to, printers, copiers, calculators, multi-line phone systems, scanners and fax machines, or other specialized equipment, and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities.
24. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Bachelor's degree in public administration or a related field and seven or more years of fire suppression experience including three or more years of supervisory responsibility or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. A driver's license valid in the State of Washington is also required.

### **KNOWLEDGE REQUIRED:**

1. Fire Department organization, operation, policies and procedures, including associated labor contracts.
2. Federal, state, county and local fire related laws, ordinances, codes and regulations.
3. Principles and practices of modern fire-fighting, fire prevention and fire suppression strategies and tactics; hazardous materials containment and response procedures.
4. Maintenance, repair, purchase and operation of a variety of fire suppression equipment and apparatus.
5. Principles and practices of administration, supervision and training.
6. City organization, operations, policies and objectives.
7. Modern office practices, procedures, equipment and software applications.
8. Budget preparation and control.
9. Incident Command System (ICS) use for 'all hazard' mitigation.
10. Fire suppression strategies, tactics and procedures.
11. Administrative principles and practices of municipal fire department administration, including program development, implementation and evaluation, project management and supervision of staff, either directly or through subordinate levels of supervision.
12. Record-keeping principles, procedures, and techniques.
13. Public speaking techniques.

### **SKILLS/ABILITIES REQUIRED**



1. Manage and direct fire suppression and emergency services operations.
2. Enforce federal, state and city fire codes, laws and ordinances.
3. Respond to major emergency situations and assume or delegate authority appropriately.
4. Physically participate in fire suppression and emergency activities as needed.
5. Exercise a high degree of independent judgment and conceptualize, influence and develop objectives, goals and guidelines for assigned department.
6. Initiate creative improvements, manage change and stimulate collaborative problem solving.
7. Communicate and present complex ideas and information relating to departmental issues.
8. Maintain personal effectiveness and provide direction to departmental personnel in crisis situations.
9. Effectively, hire, manage, develop and evaluate personnel.
10. Use a variety of professional management and/or technical concepts to solve complex problems.
11. Work under pressure, meet deadlines and adjust to changing priorities.
12. Review statistical data and identify future trends; review and evaluate complex data, evaluate implications and make appropriate recommendations.
13. Analyze and review budgetary information to determine the impact on departmental programs and assigned projects.
14. Assist with labor negotiations as required.
15. Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.
16. Relate to others in a professional, courteous and respectful manner.
17. Maintain a work environment free of discrimination, harassment, and retaliation.
18. Proactively address potential employee issues.
19. Promote diversity and multi-cultural understanding in the workplace and the community.
20. Superior interpersonal skills required, with demonstrated ability to lead and motivate staff and assigned resources.
21. Excellent management and team building skills including strategic planning, personnel management, problem analysis and decision making, adaptability/flexibility, stress tolerance and time management.
22. Strong oral and written communication skills with the ability to apply appropriate communication techniques to various audiences.
23. Strong negotiation and partnering skills.
24. Positive and progressive customer service attitude and skills required.
25. Proficient in the use of personal computers and other office equipment.

## **WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- Direction of emergency situations may be required along with participation in fire-fighting and/or emergency response work.
- While performing the duties of this job, the employee is frequently required to sit at a desk and deliver group presentations.
- Travel by various modes of transportation within the region is required.
- Field reviews are required.
- Attendance and participation at evening meetings may be required on a frequent basis.

### **LICENSE & OTHER REQUIREMENTS:**

This position is required to possess a valid driver's license and the ability to meet the City's driving standards. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

### **Classification History**

Created: 12/5/2017

FLSA: Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Building & Facilities Official

**REPORTS TO:** Planning Director

### **Position Summary:**

Plans, organizes, coordinates, oversees and performs plan reviews and field inspections of public and private construction projects; enforces and assures compliance with a variety of building codes and related City ordinances; supervises and evaluate the performance of assigned personnel.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Planning Director.

### **SUPERVISION EXERCISED:**

Building Inspector and facility maintenance contractors.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Authorize payments to contractors and consultants.
3. Provide technical, code and general information to the staff, public, construction industry and various design professional disciplines. Provide City's interpretation of the State Building Code and specialty codes and approve alternate methods of materials or construction. Consult with and advise contractors, builders and the public regarding building code requirements. Resolve problems in the interpretation, application and administration of the State Building Codes.
4. Ensure compliance of plans and specifications with State Building Codes, and applicable laws, rules and regulations. Ensure coordination of building, mechanical, plumbing and electrical plan reviews and inspections with City Departments for project acceptance, permit issuance and occupancy.
5. Direct State Building Code plan review and permitting function. Ensure all codes and regulations are met. Ensure correct computation, collection, and accounting of fees. Direct State Building Code inspection programs.

- 6 Evaluate revenues and expenditure for the Facilities Management Fund as well as Building Division budget and make recommendations for adjustments to revenues and/or expenditures.
7. Prepare reports and City Council agenda bills.
8. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
9. Administer the computerized permit system.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Represent the Building Division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Provide coworkers with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Perform and manage maintenance activities on city-owned facilities including janitorial services contract.
17. Perform information technology duties only when Intermountain Education Service District is unable to deal with immediate technology emergency.
18. Follow standards as outlined in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.
20. Prepare council room for scheduled and special meetings for Council, Planning Commission, and Historic Preservation Commission meetings.
21. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

High school diploma or GED, supplemented by two (2) years of college-level or trade-school course work in architecture, building technology, engineering, or closely related field. Five (5) years of increasingly responsible building inspection experience, including at least two (2) years of experience in a lead or supervisory capacity. Must be proficient with Microsoft Office Outlook, Excel and Word, with a working knowledge of PowerPoint. Equivalent combination of education and experience that will provide the necessary knowledge, skills, and abilities to be successful performing the essential functions of the job. Current ICC Certification as a Building Inspector, Official, or Plan Reviewer preferred.

**KNOWLEDGE REQUIRED:**

1. Building and construction technology including standard practices and methods of a wide variety of construction.
2. Federal, State and local building, housing, plumbing and mechanical codes, ordinances and regulations.
3. Field inspection techniques and procedures and plans examination and review procedures.
4. Report preparation and records maintenance procedures.
5. Oral and written communication skills.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Interpersonal skills using tact, patience and courtesy.
8. Basic architectural and engineering principles, techniques and practices.
9. Modern office practices, methods, procedures and equipment.
10. Technical aspects of field of specialty.

**SKILLS/ABILITIES REQUIRED**

1. Perform complex and technical review of construction plans to determine and ensure compliance with City, State and national construction codes, ordinances and regulations.
2. Perform a variety of inspections of construction sites, installation methods and materials to ensure compliance with Federal, State and City codes and ordinances, State and National codes and regulations and safety standards.
3. Plan, organize and coordinate field inspection and plan checking activities.
4. Ensure proper enforcement of building codes to protect lives and property.
5. Read, interpret, apply and explain rules, regulations, policies and procedures.
6. Coordinate and supervise projects.
7. Understand construction drawings and construction principles.
8. Analyze situations accurately and adopt an effective course of action.

9. Resolve conflicts in a positive manner.
10. Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
13. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
15. Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

#### **WORKING CONDITIONS:**

Regular focus on a computer; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional response to emergency conditions in off-hours; occasional attendance at meetings or activities outside of normal working hours; daily inspection of building sites with varying topography and exposure to outside temperatures; daily operation of a motor vehicle on public roads.

#### **LICENSE & OTHER REQUIREMENTS:**

This position is required to possess a valid driver's license and the ability to meet the City's driving standards. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

#### **Classification History**

Created: 12/27/2017

FLSA: Exempt, Non-Union

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Mike Rizzitiello – City Administrator

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Harvey Crowder – Mayor

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Larry Bohlman – Building & Facilities Official

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Jon Rickard – Planning Director

# City of College Place

## Job Description

**TITLE:** PLANNING DIRECTOR    **REPORTS TO:** City Administrator

### **Position Summary:**

To direct, manage, supervise and coordinate the activities and operations of the Planning Department including zoning, land use, community planning, sustainability, permitting, annexations, environmental review, historic preservation, and special projects; to ensure compliance with statutory requirements; to coordinate assigned activities with other divisions of the Department, and other departments and agencies.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Seasonal Interns.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Assume management responsibility for assigned services and activities of the Planning Department including short and long-range planning programs and projects; recommend and administer policies and procedures, manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs.
2. Monitor and evaluate the effectiveness of service delivery methods.
3. Plan, direct, coordinate, and review the Department's work plan; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to regularly identify and resolve problems.
4. Research, analyze, prepare and interpret studies and reports; make recommendations regarding annexations, land use management, community development, economic development, sustainability, environmental protection, housing, historical preservation, utilities, transportation, Geographic Information Systems, capital improvements and other related plans and/or policies.

5. Ensure compliance with statutory requirements relative to the Department and environmental issues; develop and review environmental impact statements and technical reports; recommend final actions on environmental issues.
6. Implement regulations, programs, strategies and action plans as dictated by the comprehensive plan and other functional planning documents.
7. Manage the preparation of grant proposals for additional funding from state, federal, and private sources; administer grants and ensure successful completion of work programs.
8. Evaluate situations to determine consultant requirements; select consultants and negotiate contracts; oversee and coordinate special projects; administer contracts for services according to established guidelines; assure that contracted services are provided efficiently and effectively.
9. Oversee and participate in the development and administration of the Department budget; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Represent the Department to other departments, and outside agencies; coordinate assigned activities with those of other divisions, departments and outside agencies and organizations.
11. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Coordinate department activities with those of other departments and offices to assure a consistent approach towards common projects and interests.
14. Respond to inquiries and counsel the public on problems, questions, and complaints regarding the comprehensive plan, zoning and other land use issues.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Five years of increasingly responsible public planning experience including three years of administrative and supervisory responsibility. Equivalent to a bachelor's degree from an accredited college with major course work in urban planning or a related field.

#### **KNOWLEDGE REQUIRED:**

1. Principles, operations, organization, policies and objectives of land use planning, economic development, code enforcement, plan review, geographic information systems, and development review processes.
2. Negotiation, mediation and facilitation skills, techniques and procedures.
3. Applicable laws, codes, regulations, policies, and enforcement procedures.
4. Group dynamics and methods of encouraging citizen participation.
5. City organization, operations, policies and objectives.
6. Budget preparation and control.
7. Principles and practices of program development and administration.



8. Methods and techniques of zoning, regulating and environmental management.
9. Principles and practices of capital facility, sustainability, transportation, human services, historic preservation, housing, and utility planning.
10. Pertinent federal, state and local laws, codes and regulations.

### **SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Oral and written communication skills.
3. Manage a comprehensive planning program.
4. Analyze and assess programs, policies and operational needs and make appropriate adjustments.
5. Identify and respond to sensitive community issues, concerns and needs.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
7. Evaluate, research, and write legislation as needed.
8. Read and interpret maps, property descriptions, charts, graphs and statistical data. Interpret engineering, architectural and landscape plans and designs.
9. Conduct formal and informal meetings and make presentations.
10. Operate office equipment including computers and supporting word processing and spreadsheet applications.
11. Operate Geographic Information Systems.
12. Prepare clear and concise administrative and technical reports.
13. Plan, organize, coordinate and control the City's development review, including discretionary land use applications and current planning.
14. Read, interpret, apply and explain rules, regulations, codes, policies, and procedures.
15. Initiate creative improvements and stimulate collaborative problem-solving.
16. Establish and maintain cooperative and effective working relationships with city officials, officials of other agencies, city employees and the general public.
17. Physical ability to perform the essential job functions.
18. Ability to meet timelines and schedules.

### **WORKING CONDITIONS:**

Work is performed in an office or conference room setting as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and facility and area tours. Occasional overnight travel is required. The incumbent is exposed to occasional inclement weather, moving vehicles and machines, dust, and mud. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items up to 50 pounds. Work requires average physical agility and dexterity.

### **LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license and driving record acceptable to our insurance provider.

## **Classification History**

Created: 2/1/2017

FLSA: Exempt, Non-Union

A handwritten signature in dark ink, appearing to read "Mike Rizzitiello", is written over a light gray horizontal line.

Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** City Clerk

**REPORTS TO:** City Administrator

### **Position Summary:**

Manage and coordinate the activities of the City Clerk's Office including serving as custodian of all records associated with the proceedings of the City Council, contracts, and all official documents; oversee the public disclosure process in coordination with all city departments. Duties include establishing processes, procedures and techniques for accurate maintenance of city records in accordance with all applicable city, state, and federal requirements; ensure that city records are researched, analyzed and processed for public disclosure in accordance with federal, state, and local laws and regulations; record, maintain, and attest to the official meetings of the City Council and various boards and commissions. Supervision is exercised over staff entrusted with the city's record keeping and archiving. Work is reviewed by conferences, reports and results obtained.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Interns.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Prepares City Council agenda and electronic packets, including coordinating and reviewing agenda documents and distribution; ensures City Council procedures have been maintained, and that legal notices and publication requirements have been met.
2. Attends regular and special City Council meetings; performs an accurate recording of the proceedings and preparation of the minutes, using proper legislative terminology; maintains City Council action database and related logs for Council information; and performs meeting follow-up activities including publication and filing of ordinances and resolutions for City Council.
3. Serves as custodian of official City records, public documents, and the City seal; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attest by signature to ordinances,

- resolutions, contracts, easements, deeds, bonds, or other documents requiring City certification; catalogs and files all City records.
4. Serves as technical advisor to the City Council and staff on parliamentary procedures and effective meeting techniques. Assures compliance on statutory procedures and public notification.
  5. Acts as the Public Records Officer for the City, directs the public records processes, coordinates compliance with public disclosure requests within all city departments, and ensures compliance with City administrative procedures, state, and federal laws. Evaluates and updates organization procedures as needed. Provides guidance to staff on public disclosure regulations.
  6. Maintains knowledge of new and revised legislation related to areas of responsibility and implements changes to College Place Municipal Code (CPMC) as may be required
  7. Ensures compliance with all relevant state and City legislation for handling, processing, and maintaining official records, legal and public notices, open meetings act, public disclosure, and records management.
  8. Maintains website content information relating to City Council meeting information, Public Records Requests and other City Clerk functions.
  9. Participates in planning for the next budget cycle, estimating future costs and recommending division budget requests.
  10. Coordinates City elections/ballot items with the County.
  11. Supports the vision, mission, values and goals of the City in serving our customers and fosters a positive environment by personally choosing behavior aligned with our values and rules of conduct.
  12. Composes and issues legal notices in compliance with State law.
  13. Directs plans, organizes and evaluates clerical services required to support the City's advisory boards and commissions; supervises application process, maintenance of membership rosters, preparation and maintenance of minutes, and facilitate regular training and educational opportunities.
  14. Assist with management of city events.
  15. Performs related duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Bachelor's degree in Business, Public Administration, Political Science or a related field. Three or more years' experience in local government administration or records management. An equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. Certified Municipal Clerk and/or Master's Municipal Clerk is desired. Municipal government experience is preferred.

## **KNOWLEDGE REQUIRED:**

1. Regulations, principles, and practices of maintaining and managing public records, elections, public meetings and legal notices.
2. Public disclosure laws.
3. Parliamentary procedures.
4. Records management systems, techniques, and technology.
5. Computer applications, and related equipment, to perform daily tasks and records management.
6. Oral and written communication skills.
7. Correct English usage, grammar, spelling, punctuation, and vocabulary.
8. Interpersonal skills using tact, patience, and courtesy.
9. City organization, operations, policies, and objectives.

## **SKILLS/ABILITIES REQUIRED**

1. Maintain confidentiality of politically sensitive materials and information.
2. Read, understand, interpret, apply and explain complex codes, rules, regulations, policies and procedures.
3. Establish and maintain effective working relationships with diverse populations, co-workers and other agencies and work cooperatively with others as a member of a service-oriented team.
4. Deal in a positive, courteous and professional manner with personnel of other agencies, public officials, city employees and the public utilizing tact, patience and courtesy.
5. Train, manage, evaluate and develop assigned personnel.
6. Think logically and communicate effectively via oral and written presentations.
7. Work independently from general guidelines and broad program objectives.
8. Synthesize complex requests into key terms for electronic records searching.
9. Perform responsible and complex technical and administrative work using independent judgment, initiative and discretion.
10. Present information to diverse groups.
11. Identify and utilize many sources of information for research purposes.
12. Effectively prioritize and organize multiple assigned tasks to individuals and work groups, meeting strict legal timelines and accuracy requirements.
13. Work safely and in compliance with federal and state laws, city policies and standards.
14. Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.
15. Relate to others in a professional, courteous and respectful manner.
16. Maintain a work environment free of discrimination, harassment, and retaliation.
17. Proactively address potential employee issues.

18. Promote diversity and multi-cultural understanding in the workplace and the community.

## **WORKING CONDITIONS:**

### Environment

The work is generally performed within an office environment, which may include an open cubicle office setting. Will require occasional trips to other city offices and other agency offices for business purposes, and in inclement weather. Lighting and temperatures are typically adequate, and there are is little to no hazardous or unpleasant conditions caused by noise, dust, etc. The noise level in the work environment is usually quiet to moderate. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

### Physical Demands

Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time. Operate a motor vehicle to visit various City and meeting sites. Must be able to read, write, and communicate clearly. Ability to lift, push, carry or pull materials and objects weighing up to 20 lbs. on occasion using proper lifting techniques. Operate standard equipment for assigned tasks. Good vision to read print and a computer screen. Ability to hear and speak to communicate in person, before groups, and over the telephone. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching.

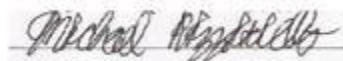
## **LICENSE & OTHER REQUIREMENTS:**

This position is required to possess a valid driver's license and the ability to meet the City's driving standards. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

## **Classification History**

Created: 12/5/2017

FLSA: Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Human Resource Manager

**REPORTS TO:** City Administrator

### **Position Summary:**

Direct the Human Resources function of the city and serve as advisor to the City Administrator, Mayor, City Council and staff on issues relative to labor relations, recruitment and selection, classification and compensation, benefits, and training and development.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Administrative Interns

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Direct and manage Human Resources Department operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's Senior Management Team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Provide direction to staff to ensure City goals and objectives are met. Assist Department Heads, City Administrator, and Mayor in hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance planning discussions. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreements and City policy.
3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
4. Provide technical assistance and interpretation to the City Administrator, Mayor, City Council, and various boards and commissions regarding issues affecting the human resources needs of the City. Attend meetings as necessary to address such concerns.

5. Direct and manage the City's Performance Management program. Counsel supervisors and employees in optimizing employee performance and improving workplace morale.
6. Direct the City's activities relating to Equal Employment Opportunity efforts. Act as staff liaison to the Human Rights Advisory Commission. Represent the City at hearings.
7. Develop labor relations strategy for approval of City Council, and manage labor relations function. Act as Chief negotiator for the City.
8. Provide direction and set standards for excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Represent the Human Resources Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Follow standards as outlined in the Employee Handbook.
14. Maintain and edit the City's Personnel Manual.
15. Act as the City's Risk and Safety Officer.
16. Process employee payroll.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Bachelor's degree in human resources management, industrial relations, business/public administration, or related field, and four (4) years progressively responsible experience in a Human Resource role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Preference may be given to candidates who hold PHR, SPHR, SHRM-CP or SHRM-SCP certifications.



**KNOWLEDGE REQUIRED:**

1. Practices and principles of organizational development.
2. Practices and principles of human resource management.
3. Laws and regulations governing human resources related functions.
4. Strategic planning methods with an emphasis on services related to human resources.
5. Practices and principles of public/business administration practices and decision-making.
6. Advanced knowledge of public purchasing and contracting laws and regulations.

**SKILLS/ABILITIES REQUIRED**

1. Conceptual analysis and policy/program development and implementation.
2. Successfully manage the operations and budget of a department.
3. Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
4. Effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
5. Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
6. Build consensus.
7. Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
8. Apply excellent internal and external customer service skills.
9. Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
10. Develop and deliver presentations and reports that may include technical information.
11. Use word processing, spreadsheet and other software applications as required for position.

**WORKING CONDITIONS:**

Regular focus on a computer screen; daily use of a keyboard or similar device; daily dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; operation of a motor vehicle on public roads.

**LICENSE & OTHER REQUIREMENTS:**

This position is required to possess a valid driver's license and the ability to meet the City's driving standards. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

## Classification History

Created: 12/6/2017

FLSA: Exempt, Non-Union

A handwritten signature in dark ink, appearing to read "Mike Rizzitiello", is written over a light blue horizontal line.

Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Human Resource Specialist

**REPORTS TO:** City Administrator

### **Position Summary:**

Direct the Human Resources function of the city and serve as advisor to the City Administrator, Mayor, City Council and staff on issues relative to labor relations, recruitment and selection, classification and compensation, benefits, and training and development.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Administrative Interns

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Direct and manage Human Resources Department operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's Senior Management Team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Provide direction to staff to ensure City goals and objectives are met. Assist Department Heads, City Administrator, and Mayor in hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance planning discussions. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreements and City policy.
3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
4. Provide technical assistance and interpretation to the City Administrator, Mayor, City Council, and various boards and commissions regarding issues affecting the human resources needs of the City. Attend meetings as necessary to address such concerns.

5. Direct and manage the City's Performance Management program. Counsel supervisors and employees in optimizing employee performance and improving workplace morale.
6. Direct the City's activities relating to Equal Employment Opportunity efforts. Act as staff liaison to the Human Rights Advisory Commission. Represent the City at hearings.
7. Develop labor relations strategy for approval of City Council, and manage labor relations function. Act as Chief negotiator for the City.
8. Provide direction and set standards for excellent internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Represent the Human Resources Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
12. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
13. Follow standards as outlined in the Employee Handbook.
14. Maintain and edit the City's Personnel Manual.
15. Act as the City's Risk and Safety Officer.
16. Process employee payroll.
17. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

High School diploma or GED and 3 years increasingly responsible administrative experience in human resources or closely related field; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

**KNOWLEDGE REQUIRED:**

1. Practices and principles of organizational development.
2. Practices and principles of human resource management.
3. Laws and regulations governing human resources related functions.
4. Strategic planning methods with an emphasis on services related to human resources.
5. Practices and principles of public/business administration practices and decision-making.
6. Advanced knowledge of public purchasing and contracting laws and regulations.

**SKILLS/ABILITIES REQUIRED**

1. Conceptual analysis and policy/program development and implementation.
2. Successfully manage the operations and budget of a department.
3. Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
4. Effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
5. Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
6. Build consensus.
7. Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
8. Apply excellent internal and external customer service skills.
9. Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
10. Develop and deliver presentations and reports that may include technical information.
11. Use word processing, spreadsheet and other software applications as required for position.

**WORKING CONDITIONS:**

Regular focus on a computer screen; daily use of a keyboard or similar device; daily dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; operation of a motor vehicle on public roads.

**LICENSE & OTHER REQUIREMENTS:**

This position is required to possess a valid driver's license and the ability to meet the City's driving standards. Position holder needs to follow adopted city personnel and safety policies. Position holder is considered an essential employee and should live within a half hour drive-time of 625 S. College Avenue, College Place.

## **Classification History**

Created: 12/6/2017

FLSA: Exempt, Non-Union

A handwritten signature in dark ink, appearing to read "Mike Rizzitiello", is written over a light blue horizontal line.

Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

## City of College Place Job Description

**TITLE:** Patrol Sergeant

**REPORTS TO:** Chief or designee

### **Position Summary:**

A Patrol Sergeant performs first-line supervision over patrol officers, along with oversight of their law enforcement responsibilities. Patrol Sergeant's act as liaison with the public and all other local, state, federal and public service agencies. Provides guidance and assistance to officers in accomplishing the goals and objectives of the department. Serves as on-scene incident commander for a full range of moderate to major incidents and/or events.

Sergeants perform all of the duties of police officer, with added supervisory obligations to include; responsibility of protecting life and property through enforcing statutes and laws. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. Duties normally consist of patrol and traffic activities in the City on an assigned shift in a patrol car or on foot; however, employees may be assigned special functions requiring prior law enforcement experience and may assume the supervisory duties of a higher-level classification for training purposes. Patrol Officer may also act as the School Resource Officer (SRO) and provide special security and law enforcement services to schools. Primary functions include:

- Police supervision.
- Incident command.
- Police patrol activities.
- Utilizing various proven methods to prevent crime.
- Investigating criminal activity, apprehending and arresting law breakers.
- Conducts traffic law enforcement and investigates collisions.
- Investigates, reports, and determines factors, takes enforcement when appropriate; and provides the information to appropriate authorities and recommends preventative measures.
- Helping those persons in need of a variety of different kinds of assistance.
- Testifies in court.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Chief of Police and/or designated supervisor.

**SUPERVISION EXERCISED:**

Supervision of patrol officers and/or designated employees.

**ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

Provides information, material, equipment, and direction to patrol officers in accomplishing the goals and objectives of the department.

Performs monthly, quarterly, semi-annual, and annual personnel reviews and evaluations; documenting deficiencies and recommending areas for improvement.

Provides on-scene supervision for field incidents.

Works cooperatively with other law enforcement agencies, courts, and prosecutor's office.

Provide training, instruction, and oversight on criminal investigations, and traffic law enforcement.

Maintain full range of schedules.

Monitors equipment, enforcement activity, crime trends, collision investigation reports, and case files of assigned personnel for accuracy and completeness.

Works independently with minimum supervision in the investigation(s) of violations of law or duties related to position.

Keep their chain of command apprised of situations, collisions, and other incidents that may be of concern to the district commander.

Maintains resources on rules, regulations, policies, and procedures, and provides interpretation to assigned personnel for proper compliance.

Prepares correspondence to public, local agencies, and others as necessary; forwarding as appropriate through their chain of command for approval and dissemination.

Serves as the initial point of contact of citizen complaints or issues involving department personnel, policies, or practices.

Performs other requested and/or assigned duties by command.

Supervise and respond to calls for service, the public's needs, and department assignments.



Observe and recall incidents and situations encountered while on duty.

Conduct and supervise the investigation of crimes and/or traffic collisions, enforcement and incidents.

Prepare and present reports and information as required.

Maintain relations with citizens and agencies in the community.

Accomplishment and adherence to mission, vision, values, goals, objectives, policies, rules, and regulations of the department.

Maintain records chronologically in accordance with department rules and procedures.

Works with Records Coordinator to organize, locate and archive all reports as required by the State Retention Schedule.

Notify Communications or a supervisor of their location when off duty as needed to establish availability for emergencies in accordance with rules of the Policy Manual.

Represent the College Place Police Department at events, schools, and other public gatherings.

Maintains vehicle, uniforms, tools, equipment, and work area in a clean and professional manner.

Committed to the departments operations plan, mission, vision, goals, and objectives.

Ensure compliance with the rules, regulations, directives, orders, and/or policies of the state of City of College Place and College Place Police Department.

Ensure employees adhere to a standard of conduct in the work environment that is respectful, courteous, non-offensive, and non-discriminatory.

Provide a workplace environment free from any form of harassment, discrimination, or retaliation. Clearly communicate to all subordinate officers and support staff that harassment, discrimination, and/or retaliation against any employee while in city offices, facilities, work sites, vehicles, any location reasonably regarded as an extension of the workplace, or while conducting state business is inappropriate, unacceptable, and forbidden. Respond to and report any incident of harassment or discrimination through the chain of command in a timely manner.

Demonstrate strong leadership skills; directing personnel activities under emergency, unusual, or stressful conditions.

Ability to testify in court regarding criminal arrests, investigations and infractions.

Pushing/pulling – for example, disabled vehicles, violators, cuffing resistant persons, operating vehicle controls, removing people from vehicles, forcing a jammed vehicle door open at collision scene, opening and closing patrol car door.

Climbing/jumping – for example, negotiating all terrains (icy, bumpy, graded, loose gravel, or dirt) at collision and investigation scenes, nuisance code, obstacles when in foot pursuit or providing assistance to someone, jumping onto hood of vehicle to safety; climbing over guardrails, fences or gates.

Squatting/kneeling – for example, retrieving evidence at crime scene, reading tape measure at collision scenes, checking vehicle equipment, rendering first aid, and picking up dropped items.

Bending/stooping – for example, operating, entering, and exiting vehicles quickly, applying bandages to injured person, accessing reference materials, and effecting physical arrests or restraining a person.

Twisting/turning – for example, exiting vehicle quickly to engage in foot pursuit, operating vehicle shield, conducting vehicle inventories, applying first aid to victim within a vehicle, picking up evidence at crime scenes, drawing weapons, arresting persons, reaching for handcuffs, or opening doors.

Handling/grasping – for example, operating vehicle controls, handling weapons, flashlight, ticket books, reports, telephones, radios, writing instruments, door handles, handcuffing, or collecting evidence.

Finger dexterity – for example, writing reports, pulling trigger of firearms with both hands, and drawing collision scene diagrams.

Smelling – for example, distinguishing odors of gasoline, propane, diesel, fertilizers, insecticides at collision scenes or spills; marijuana or odors associated with the manufacture of illegal drugs.

Feeling – for example, locating controls of vehicle or using firearms in the dark, locating a pulse during first aid, or determining if an engine is warm or cold at crime scenes.

Pushing/pulling – for example, obtaining items from vehicle, lifting objects, putting a spare tire onto lugs for motorists, and closing vehicle trunk.

Squatting/kneeling – for example, applying tire chains during inclement weather.

Bending/stooping – for example, retrieving evidence from crime scene, picking up dropped item, obtaining tread depth readings at collision scenes, removing spare tire from trunk, and reaching supplies on shelves.

Shoveling – for example, snow, sand, or clearing debris.

Hammering – for example, PK nail at collision scene.

Twisting/turning – for example, retrieving spare tire, accessing reference materials from shelf, or reaching for supplies in storeroom.

Handling/grasping – for example, handling rifle, shotgun, ballistic shield, tire-iron, jack, wrench, grasping tire pressure or tread depth gauges.

Reaching – for example, items from glove box, supplies in cabinets.

Machinery, tools, equipment, personal protective equipment:

Patrol vehicle, firearms (sidearm, shotgun, optional rifle) flashlight, taser, emergency equipment, handcuffs, ballistic vest, baton (asp), PBT, first aid equipment, speed monitoring devices, OC-10 spray, ballistic shield, flashlight, vehicle jack, lug wrench, jump pack, tire chains, mobile data terminal (MDT) computer terminal, radio and video device.

Protective equipment include: bloodborne pathogens protection (gloves, face shield, tyvek suit); HEPA filter mask, gas mask, ballistic vest, and riot helmet.

Office equipment include: laptop or desktop computer, copier, printer, shredder, calculator, telephone, fax machine, blackberry, or cell phone.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Obtain the rank of RCW Sergeant, and have the required supervisory abilities and attributes.
- Complete the State of Washington Supervisory Basic course and complete career level certification within one year of appointment set forth by the Washington State Criminal Justice Training Commission.
- Have good oral and written communication abilities.
- Able to plan, organize, and coordinate department functions, operations, and responsibilities; and project leadership necessary to successfully command.
- Reaching (overhead, outward) – for example, arresting or handcuffing, operation of vehicle controls, radios, handing objects to others, measuring collision scenes,

- obtaining items from vehicle interior, firing weapons (shotgun, rifle, pistol, taser); answering telephones, writing reports, opening doors, restraining resistant prisoner, and manual traffic control.
- Know and interpret federal and state laws, case laws, as well as departmental rules, regulations, policies and procedures, and training concerning assigned personnel and the public.
  - Know the uses, capabilities, and guidelines for required specialized police equipment.
  - Know when to assume command, recognizing stressful and/or dangerous situations and take appropriate action as necessary to address the situation.
  - Willingness and desire to supervise and assume responsibility over other people, and be able to effectively deal with diverse interpersonal relationships, corrective action, and personnel matters.
  - Possess the necessary traits and supervisory abilities to perform as a first-line supervisor.
  - Possess a valid Washington State Driver's license.
  - Lifting – for example:
    - 1) Lightweight objects (25 pounds or less), such as flashlight, ticket books, reports, and tape measures.
    - 2) Medium weight objects (25 to 100 pounds), such as debris in roadway.
    - 3) Heavy objects (100 – 250 pounds), such as during physical arrests, apprehending suspects, lifting bodies, removing obstructions from highway, carrying stretchers.
  - Sitting for long periods of time, including but not limited to the following; road closures, criminal investigations, and other emergency activities.
  - Standing for long periods of time while conducting the following task; traffic control, investigations, security functions, and contacting violators.
  - Maintaining balance for example, at grades or rough surface at collision scenes, on trestles or bridges.
  - Walking for long periods of time for example, making violator contacts, contacting the public, completing reports, obtaining information, and conducting investigations.
  - Walking on rough terrain at collision scenes, or searching for wanted persons.

- Running during a foot pursuit, rendering aid, or assisting fellow officers.
- Have the ability to communicate knowledgeably while making violator contacts, court testimony, contacting the public, and communicating on the car radio or phone.
- Hear- Possess the ability to hear the following; radio traffic, court testimony, violator contacts, contacting the public, hearing alarms, ascertaining where sound is coming from during building searches, apprehending criminals, and approaching traffic; and discrimination among environmental sounds as in building searches, apprehending criminals, and criminal investigation scenes.
- Vision – for example, close vision for reading reports and statutes in the English language, conducting sobriety tests, perceiving minute items of evidentiary value, or perceiving dangers; far vision for observing danger, reading license plates, identifying persons or vehicles, observing traffic, reading traffic control devices in the English language; side (peripheral) vision; for observing movement, such as violators, oncoming traffic perceiving danger; depth perception for discerning distances at collision scenes, distances between vehicles following too closely approaching traffic, or danger; night vision for observing person, objects, motion, and other characteristics in darkness, driving, operating vehicle controls, and contacting violators in the dark, glare recovery from oncoming headlights or signs, and perceiving danger in the dark; and color vision for discerning the color of hit-and-run vehicles, color of clothing of suspects of criminal activity, colors of buildings or homes to contact the public, and color of traffic control devices or signing

#### **KNOWLEDGE REQUIRED:**

Obtain the rank of RCW Sergeant, and have the required supervisory abilities and attributes.

Comply with state rules regarding first-line supervisory training as set forth by the department and the Washington State Criminal Justice Training Commission (CJTC).

Able to plan, organize, and coordinate detachment functions, operations, and responsibilities; and project leadership necessary to successfully command.

Have good oral and written communication abilities.

Know and interpret federal and state laws, case laws, as well as departmental rules, regulations, policies and procedures, and training concerning assigned personnel and the public.

Understand and follow applicable laws, regulations, and other standards to maintain a safe working environment.

Adhere to established safety policies and procedures; carefully observe and report potential hazards or breaches of security plans while in the work place.

Maintain and properly utilize personal protective equipment as required by training and or division/district policy/procedure.

Know when to assume command, recognizing stressful and/or dangerous situations and take appropriate action as necessary to address the situation.

Willingness and desire to supervise and assume responsibility over other people, and be able to effectively deal with diverse interpersonal relationships, corrective action, and personnel matters.

### **SKILLS/ABILITIES REQUIRED**

Application and enforcement of federal and state laws; along with departmental rules, regulations, policies, and procedures.

Responsible to commanding officers for the proper and efficient enforcement of all laws over which they have been given authority and for the efficient service of personnel under their supervision.

Accurate and timely dissemination of departmental information to all personnel under their supervision.

Conduct regularly scheduled detachment meetings; submitting a written report as required through the chain of command.

Keep commanding officers advised as to any conditions that may require action.

Willingly and faithfully perform lawful duties as ordered by agency commanding officers.

Accept and properly process all complaints reported by citizens involving agency personnel. As assigned, investigate and report on complaints.

Responsible for overseeing the work of personnel under their supervision and for extending aid and guidance to them as necessary for the proper understanding and efficient performance of their assigned duties.

Work with personnel under their supervision, paying particular attention to the personnel's care and operation of equipment, manner in handling the public, as well as initiative, judgment, attitude, industry, adherence to training, and morale.

Review performance records of each member under their supervision for the purpose of taking appropriate action to maintain productivity and efficiency.

Read, inspect, and approve reports as necessary submitted from personnel under their supervision; providing counsel when changes or improvements are needed.

Effectively and efficiently administer the affairs of their assigned area as required by their supervisor while following the proper chain of command.

As required, inspections shall be conducted on all personnel under their supervision, ensuring discrepancies are properly documented and successfully rectified.

As required, conduct investigations of any allegations or incidents involving department equipment. Also, immediately inform the chain of command of all available information and submit a complete investigative report.

Maintain the public's safety when dealing under stress and pressure situations and take a human life in self-defense or when necessary to protect the public.

Willingness to work with and serve all people in a wide variety of situations.

Communicate orally and in writing with a variety of people in different settings.

Recognize and appropriately respond to potentially dangerous or stressful situations.

Ability and willingness to learn and apply common sense in all situations to the best of their ability.

Ability to adjust to and perform well in rapidly changing situations.

Meet the physical demands of police work, including use of physical force, compatible with the psychological requirements of police work.

Knowledge of investigative procedures, evidential and departmental reporting requirements, and the use of proper arrest techniques.

Take decisive action and be self-reliant when patrolling and providing security.

Knowledge of departmental objectives, procedures, rules, regulations, city ordinances, federal and state law.

Use of specialized police equipment and instruments.

Use of police firearms and knowledge of safety procedures and legal controls.

Knowledge of locations of allied city, county, state and federal or emergency agencies in assigned geographical areas of responsibility.

### **WORKING CONDITIONS:**

Work is performed in office and outdoor settings, in all weather conditions, including extreme temperature, and exposed to various pollens, dusts, and insects.

Individual may be exposed to conditions and hazards associated with obstacles, heights, use of firearms, motor vehicle operation and maintenance, emergency response to fires, spills, or hazardous material, collisions involving power lines or flames.

Work may be performed alone in remote locations.

Individual may be exposed to hazards associated with law enforcement, such as physical altercations, use of force, and/or exposed as a target for other persons.

### **LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license and driving record acceptable to our insurance provider.

### **Classification History**

Created:

Grade:

FLSA:



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor



# City of College Place

## Job Description

**TITLE:** Building Inspector

**REPORTS TO:** Building Official

### **Position Summary:**

Plans, organizes, coordinates, oversees and performs plan reviews and field inspections of public and private construction projects; enforces and assures compliance with a variety of building codes and related City ordinances;.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Building Official.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Provide technical, code and general information to the staff, public, construction industry and various design professional disciplines. Provide City's interpretation of the State Building Code and specialty codes and approve alternate methods of materials or construction. Consult with and advise contractors, builders and the public regarding building code requirements. Resolve problems in the interpretation, application and administration of the State Building Codes.
2. Ensure compliance of plans and specifications with State Building Codes, and applicable laws, rules and regulations. Ensure coordination of building, mechanical, and plumbing reviews and inspections with City Departments for project acceptance, permit issuance and occupancy.
3. Produce an acceptable quantity and quality of work that is completed within established timelines.
4. Set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
5. Maintain safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.

6. Follow standards as outlined in the Employee Handbook.
7. Actively promote and support diversity in the workplace through staffing, promotions, training and career development.
8. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

High school diploma or GED, supplemented by two (2) years of college-level or trade-school course work in architecture, building technology, engineering, or closely related field. Five (5) years of increasingly responsible building inspection experience. Must be proficient with Microsoft Office Outlook, Excel and Word. Equivalent combination of education and experience that will provide the necessary knowledge, skills, and abilities to be successful performing the essential functions of the job. Current ICC Certification as a Building Inspector, Official, or Plan Reviewer preferred.

#### **KNOWLEDGE REQUIRED:**

1. Building and construction technology including standard practices and methods of a wide variety of construction.
2. Federal, State and local building, housing, plumbing and mechanical codes, ordinances and regulations.
3. Field inspection techniques and procedures and plans examination and review procedures.
4. Report preparation and records maintenance procedures.
5. Oral and written communication skills.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Interpersonal skills using tact, patience and courtesy.
8. Basic architectural and engineering principles, techniques and practices.
9. Modern office practices, methods, procedures and equipment.
10. Technical aspects of field of specialty.

#### **SKILLS/ABILITIES REQUIRED**

1. Perform complex and technical review of construction plans to determine and ensure compliance with City, State and national construction codes, ordinances and regulations.
2. Perform a variety of inspections of construction sites, installation methods and materials to ensure compliance with Federal, State and City codes and ordinances, State and National codes and regulations and safety standards.
3. Plan, organize and coordinate field inspection and plan checking activities.
4. Ensure proper enforcement of building codes to protect lives and property.
5. Read, interpret, apply and explain rules, regulations, policies and procedures.

6. Coordinate and supervise projects.
7. Understand construction drawings and construction principles.
8. Analyze situations accurately and adopt an effective course of action.
9. Resolve conflicts in a positive manner.
10. Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
13. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
15. Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

#### **WORKING CONDITIONS:**

Regular focus on a computer; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; daily inspection of building sites with varying topography and exposure to outside temperatures; daily operation of a motor vehicle on public roads.

#### **LICENSE & OTHER REQUIREMENTS:**

This position is required to possess a valid driver's license and the ability to meet the City's driving standards. Position holder needs to follow adopted city personnel and safety policies.

#### **Classification History**

Created: 12/27/2017

FLSA: Non-Exempt, Non-Union

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Mike Rizzitiello – City Administrator

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Harvey Crowder – Mayor

# City of College Place

## Job Description

**TITLE:** Records Supervisor

**REPORTS TO:** Chief of Police

### **Position Summary:**

This position will manage, supervise and coordinate administrative activities, processes and systems required by the Police Department. The chief clerk is appointed to his/her position by the chief of police. This is an upper level management position and is thus exempt from the local labor bargaining agreement between the City of College Place and Teamsters Local 839.

The person occupying this position is in charge of the records division of the department. Responsibilities include the training and supervision of those employees occupying the position of record clerks. This position, in addition to the above responsibilities, serves as the confidential secretary to the chief of police.

### **SUPERVISION RECEIVED:**

The chief clerk reports directly to the chief of police. The chief clerk is required to work in a confidential manner with the chief of police and frequently with the sergeant. This position also involves working contacts with the city's clerk(s), Finance Director, Human Resource Specialist and other city staff.

### **SUPERVISION EXERCISED:**

The person occupying this position is in charge of the records division of the department. Responsibilities include the training and supervision of those employees occupying the position of record clerks.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

- Typing personal correspondence for the Chief of Police.
- Knowledgeable with Microsoft office to include Word & Excel.
- Ability to pick up, carry and move boxes up to 25 pounds in weight.
- Ability to type, prepare and send professional correspondence.
- Work in an office environment and function within a team of people.
- Ability to walk up and down stairs

- Ability to sit and perform work related tasks from a desk.
- Ability to transcribe taped interviews from investigations.
- Ability to work occasional tasks and duties to support the agency outside a normal work week or work hours.
- Ability to work independently with little supervision.
- Ability to supervise, lead, instruct and guide subordinates.
- Serve as the Terminal Agency Coordinator (TAC) for the state Access computer system.
- Responsible for ensuring that all employees who operate the ACCESS system are certified.
- Responsible for completion of the Uniform Crime Reports (UCR) through NIBRS.
- Responsible for tracking purchases, paying bills and managing agency credit cards.
- Maintain a membership with the Washington State Law Enforcement Information and Records Association (LEIRA).
- Coordinate and review the completion of all police department time cards.
- Adequately order and stock all supplies for the police department.
- Schedule record clerks.
- Responsible for testing, interviewing, and recommending for hire all new records personnel.
- Responsible for all on-the-job training of records clerks.
- Responsible for employee evaluation (record clerks).
- Responsible for employee discipline (record clerks).
- Responsible for public record request and their dissemination.
- Responsible for ensuring all requests for police reports from other, authorized entities are fulfilled in a timely manner.
- Responsible for maintenance and tracking of police personnel training records.
- Completion of purchase orders for the department.
- Carry out all responsibilities of records clerk
- Responsible for maintaining, & keeping updated, the College Place Police Department's Law Enforcement Records Management System (LERMS) & Mobile portions of the county-wide computer system & reporting issues to New World/Tyler or Walla Walla Tech Services.
- Attend staff meetings and coordinate assigned tasks and duties assigned by Chief or designee.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Four (4) years' experience as a clerk with the College Place Police Department or five (5) years' experience as a clerk with record keeping responsibilities in another police agency. A two (2) year or higher degree in English, Communications, Police Science, Psychology, Sociology or Business Administration/Management may be substituted for one (1) year of experience in a foreign police agency. Extensive experience as an administrative secretary or assistant in an occupation other than police records/communications may also be substituted for one (1) year of experience as deemed appropriate by the chief of police.

- Must be a high school graduate or have obtained a general education diploma.
- Must possess a valid Washington or Oregon Driver's License.
- Must be a Notary Public commissioned in the State of Washington.
- Must maintain confidentiality.
- Must set priorities and handle multiple tasks efficiently.
- Must possess professional writing skills through knowledge of English Composition, spelling, punctuation and proofreading.
- Must deal effectively and diplomatically with the public while maintaining a calm disposition.
- Must have competencies with Microsoft Office to include Word, Excel.
- Ability to work independently with little supervision.
- Ability to work in office environment around uniformed officers.
- Ability to supervise, lead, instruct and guide subordinates.
- Must successfully pass a polygraph and investigative background of their person.

#### **KNOWLEDGE REQUIRED:**

1. Microsoft Office; Word, Excel and other programs.
2. Ability to type and complete correspondence.
3. Reading and comprehension of documents and reports.
4. Filing, organizing and processing of documents.
5. Recording data accurately.
6. Experience with budgeting and processing bills.

#### **SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Oral and written communication skills.
3. Manage a comprehensive planning program.
4. Analyze and assess programs, policies and operational needs and make appropriate adjustments.
5. Identify and respond to sensitive community issues, concerns and needs.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

7. Evaluate, research, and write legislation as needed.
8. Read and interpret maps, property descriptions, charts, graphs and statistical data.
9. Conduct formal and informal meetings and make presentations.
10. Operate office equipment including computers and supporting word processing and spreadsheet applications.
11. Operate Geographic Information Systems.
12. Prepare clear and concise administrative and technical reports.
13. Read, interpret, apply and explain rules, regulations, codes, policies, and procedures.
14. Initiate creative improvements and stimulate collaborative problem-solving.
15. Establish and maintain cooperative and effective working relationships with city officials, officials of other agencies, city employees and the general public.
16. Physical ability to perform the essential job functions.
17. Ability to meet timelines and schedules.

### **WORKING CONDITIONS:**

This position will primarily perform duties within an office environment. However, some work and filing may occur within a storage room and must be able to utilize stairs and lift small boxes. This position will assist with occasional community events away from the office to include working outdoors.

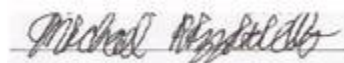
### **LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington or Oregon driver's license and driving record acceptable to our insurance provider.

### **Classification History**

Created: 12/14/2017

FLSA: Non-exempt



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Public Works Foreman

**REPORTS TO:** Public Works Director

### **Position Summary:**

This position works to fulfill the objectives of the Director which include directing, managing, supervising and coordinating the daily activities and operations of the Public Works Department.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Director.

### **SUPERVISION EXERCISED:**

Public Works Crew.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Scheduling of tasks to be completed.
2. Organizing crews and giving directions for task completion.
3. Supervising crews in the field.
4. Report to Public Works Director any and all personnel issues for necessary action.
5. Ensure safety compliance.
6. Responds to emergencies.
7. Determines materials and equipment needed to perform task and then procures same.
8. Responds to public complaints and/or concerns.

### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. High School Diploma or GED equivalent.
2. 10 years of experience in a public works department or related construction field.



3. 10 years of experience in the operation of heavy equipment such as a backhoe, dump truck, and/or grader.

**KNOWLEDGE REQUIRED:**

1. Working knowledge with the Manual of Traffic Control Devices (MUTCD).
2. Working knowledge of electrical systems.
3. Working knowledge of water distribution operation & maintenance.
4. Working knowledge of operation of pressure control valves.
5. Working knowledge of irrigation system design, installation, maintenance, and operation.
6. Working knowledge of facility maintenance.

**SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Ability to meet timelines and schedules.
3. Ability to communicate (written & oral) in English.
4. Safety compliance is a condition of employment.

**WORKING CONDITIONS:**

The incumbent is exposed to multiple work environment such as is listed below:

1. Ability to work from heights.
2. Ability to work in all climate conditions.
3. Ability to regularly walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee frequently works in an environment that is loud.

**LICENSE & OTHER REQUIREMENTS:**

1. Must possess a current Washington State Water Distribution Manager (WDM) II certification.
2. Must possess a valid Washington State driver's license with a Class A commercial driver's license (CDL) with the following endorsements:
  - a. Tank
  - b. Trailer
  - c. Air Brake Use.
3. Must possess a current Washington State Flagging and Traffic Control certification or obtain within 6 months.
4. Must possess a current first-aid and CPR card or obtain within 6 months.

**Classification History**

Created:

FLSA: Union, Non-exempt

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Fleet Manager

**REPORTS TO:** Public Works Director

### **Position Summary:**

This position exercises independent judgement in the accomplishment of the City's Equipment Rental & Replacement Division operation, determining the work required, best approach to achieve objectives, applicable guides and the selection of alternative considerations subject to the approval of the Public Works Director.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Director.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Scheduled "preventative" maintenance. Follow established "PM" guidelines to avoid downtime. This includes scheduling of oil changes, lubrication of chassis, cooling system service, batteries, tires, brakes, transmissions and differentials, all air, oil and fuel filters, and electrical systems (i.e. charging systems, lights, horn, gauges, etc.)
2. Unscheduled maintenance and repair of all City vehicles and stationary equipment (generators, etc.) on the Equipment Rental schedule, which includes Police, Fire, Building, Administration, and Public Works departments.
3. General inspection of all safety equipment.
4. Keep shop area clean and organized.
5. Maintain and update complete and accurate records of scheduled and unscheduled maintenance using manual and computer files.
6. Maintain and organize inventory and shop stock items (i.e. tools, equipment, lubricants, etc.).
7. Selects appropriate schools and training courses to further educational needs and maintain required certifications.

8. Works with the Public Works Director in the preparation of the annual Equipment Rental & Replacement budget and updating of the 6-year vehicle replacement schedule.
9. Works with the Public Works Director and other parties (Mayor, City Administrator, Police Chief, Fire Chief, etc.) when contemplating and setting of bids in the purchase of new equipment.
10. Inspects all new vehicles for compliance with specs.
11. Prepares monthly reports.
12. Determines the necessary equipment needed for the proper and efficient running of the division and then works toward the purchasing of that equipment.
13. Supervises employees assigned to assist with work in the Equipment Rental division.
14. Set up equipment familiarization program.
  1. Explain, in detail, all aspects of operator responsibilities from pre-inspection start-up to shut down.
  2. Hold annual meetings with all personnel working with and/or operating City vehicles.
  3. Explain “work request” slips and procedures.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Valid Driver’s License
2. Automotive, mechanical, and electrical experience is required. Adequate experience is determined by the Public Works Director.
3. Knowledge and experience of and with heavy equipment operation including hydraulics, pneumatics, diesel engines, and similar type equipment.
4. Working knowledge of fleet management skills (i.e. writing & understanding bid specs, rotation intervals to be based on depreciation, cost accounting, and purchasing.
5. Basic 1<sup>st</sup>-aid & CPR certificate or ability to obtain within 6 months.

#### **KNOWLEDGE REQUIRED:**

1. Principles, operations, organization, policies and objectives of all aspects of equipment maintenance and repair, operation, and training of said vehicles. .
2. Background with computer programs (Word, Excel, Vehicle Maintenance software, etc.)
3. City organization, operations, policies and objectives.
4. Budget preparation and control.
5. Pertinent federal, state and local laws, codes and regulations.

## **SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Oral and written communication skills.
3. Manage a comprehensive fleet of vehicles and stationary generators.
4. Analyze and assess programs, policies and operational needs and make appropriate adjustments.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
6. Operate office equipment including computers and supporting word processing and spreadsheet applications.
7. Prepare clear and concise administrative and technical reports.
8. Read, interpret, apply and explain rules, regulations, codes, policies, and procedures.
9. Initiate creative improvements and stimulate collaborative problem-solving.
10. Physical ability to perform the essential job functions.
11. Ability to meet timelines and schedules.

## **WORKING CONDITIONS:**

Work is performed in a variety of environments.

1. Frequently works near moving, mechanical parts.
2. Frequently working in an environment of fumes and airborne particles.
3. Frequently works in an environment that is loud.
4. Will work in all climate conditions.
5. Safety compliance is a condition of employment.
6. Frequently required to stoop, kneel, crouch, or crawl.
7. Must be able to walk, climb on ladders, and reach with hands and arms.
8. Must be able to use hands to finger, handle, or feel objects, tools, or controls.

## **LICENSE & OTHER REQUIREMENTS:**

1. Valid State of Washington driver's license and driving record acceptable to our insurance provider.
2. ACE certification.

## **Classification History**

Created: 11/1/2017

FLSA: Non-Exempt, Union

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Water Quality Operator

**REPORTS TO:** Public Works Foreman

### **Position Summary:**

This position exercises independent judgement in the accomplishment of maintaining the water quality of the City's water system. This position makes operational control in the use of chlorine disinfection, pump operation, cross-connection control implementation and operation, maintaining records, and creating reports. This position makes recommendations to the Public Works Foreman and Public Works Director in regards to water quality issues and practices.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Foreman.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Schedule "preventative" maintenance on all electrical equipment and motors in the operation of wells and pump stations. Follow established "PM" guidelines to avoid downtime. This includes scheduling of service work from outside contractors.
2. Maintenance of all interties and pressure regulating stations.
3. General inspection of all safety equipment.
4. Keeping all well sites, intertie vaults, and regulating stations clean and organized.
5. Maintain and update complete and accurate records of readings and maintenance using manual and computer files.
6. Maintain and organize inventory (i.e. tools, equipment, lubricants, etc.) for handling routing maintenance and emergencies.
7. Selects appropriate schools and training courses to further educational needs and maintain required certifications.
8. Operates the City's cross-connection program.

9. Ensures all required water quality tests are completed and reports are submitted to the Washington State Department of Health.
10. Inspects submitted plans (building, fire, and engineering) for compliance with cross-connection standards and specs.
11. Prepares monthly and annual reports.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Valid Driver's License (WA or OR)
2. Knowledge and experience with the operation of heavy equipment.
3. Basic 1<sup>st</sup>-aid & CPR certificate or ability to obtain within 6 months.

#### **KNOWLEDGE REQUIRED:**

1. Electrical experience is essential.
2. Background with computer programs (Word, Excel).
3. City organization, operations, policies and objectives.
4. Pertinent federal, state and local laws, codes and regulations.

#### **SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Oral and written communication skills.
3. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
4. Operate office equipment including computers and supporting word processing and spreadsheet applications.
5. Prepare clear and concise administrative and technical reports.
6. Read, interpret, apply and explain rules, regulations, codes, policies, and procedures.
7. Initiate creative improvements and stimulate collaborative problem-solving.
8. Physical ability to perform the essential job functions.
9. Ability to meet timelines and schedules.

#### **WORKING CONDITIONS:**

Work is performed in a variety of environments.

1. Frequently works near moving, mechanical parts.
2. Frequently working in an environment of fumes and airborne particles.
3. Frequently works in an environment that is loud.
4. Will work in all climate conditions.
5. Safety compliance is a condition of employment.
6. Frequently required to stoop, kneel, crouch, or crawl.
7. Must be able to walk, climb on ladders, and reach with hands and arms.
8. Must be able to use hands to finger, handle, or feel objects, tools, or controls.

9. Occasionally work is performed at high elevations, in trenches, and confined spaces.

**LICENSE & OTHER REQUIREMENTS:**

1. Valid State of Washington driver's license, with a Class A CDL endorsement, and driving record acceptable to our insurance provider.
2. Water Distribution Manager II certification (WA State).
3. Cross-Connection Control Specialist certification (WA State)

**Classification History**

Created: 11/1/2017

FLSA: Non-Exempt, Union

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** ACCOUNTING CLERK III

**REPORTS TO:** Finance Director

### **Position Summary:**

The Accounting Clerk III is primarily responsible for the independent processing of the City's accounts payable and all associated activities. This position requires the ability to accurately handle the receipt, balancing, and entry of large quantities of money and data.

Normal assignments are performed without further action or request. Special assignments are made in general detail with special requirements and due dates. Problems which require resolution by higher authority or which may involve policy are referred to the Finance Director. Work may be reviewed in general for compliance with directives, accuracy, suitability, and timely execution. The position is responsible for providing coverage for the Accounting Clerk II position should the need arise.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Finance Director.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Process City's accounts payable and all associated activities, including verifying invoices, ensuring proper approval for purchases, and monitoring purchase orders.
2. Assist Accounting Clerk II with utility billing problems and questions.
3. Assist with the auditing of utility account changes for accuracy.
4. Answer multiple phone line system and disperse calls to the proper department, or provide general information as needed.



5. As part of being cross trained with the Accountant II, may be responsible for day end audit, posting, and balancing of all utility receipts.
6. May be responsible for daily A/R receipt deposit preparation and the transportation of the deposit to the bank.
7. Developing miscellaneous forms and certificates as needed.
8. Sort and distribute daily mail.
9. Other incidental duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Position qualifications include an Associates degree and 4 years experience in a business office environment. Any equivalent combination of education and experience which provides the person with the knowledge and abilities required to perform the job may substitute for the above, at the discretion of the City.

#### **KNOWLEDGE REQUIRED:**

1. Principles, operations, organization, policies and objectives of land use planning, economic development, code enforcement, plan review, geographic information systems, and development review processes.
2. Negotiation, mediation and facilitation skills, techniques and procedures.
3. Applicable laws, codes, regulations, policies, and enforcement procedures.
4. Group dynamics and methods of encouraging citizen participation.
5. City organization, operations, policies and objectives.
6. Budget preparation and control.
7. Principles and practices of program development and administration.
8. Methods and techniques of zoning, regulating and environmental management.
9. Principles and practices of capital facility, sustainability, transportation, human services, historic preservation, housing, and utility planning.
10. Pertinent federal, state and local laws, codes and regulations.

#### **SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Oral and written communication skills.
3. Extensive computer experience is required, with emphasis on having working knowledge of common software programs, such as Excel, Word, Windows, etc.
4. Accurate and proficient use of a 10-key calculator/adding machine is mandatory.
5. Fax and other office machine skills are required.

6. Must be able to perform mathematical calculations, including addition, subtraction, multiplication and division.
7. Communication skills necessary to deal with co-workers and the public in a highly professional manner are essential.
8. Incumbent must possess the ability to read and interpret documents, to write routine reports and correspondence, and the ability to read and write the English language in a clear and concise manner.
9. Incumbent must possess the ability to handle large quantities of money accurately, and on a daily basis.
10. Must be bondable.
11. Versatility to enable the performance of a variety of tasks.
12. Confidentiality is required in handling certain aspects of this position.
13. Establish and maintain cooperative and effective working relationships with city officials, officials of other agencies, city employees and the general public.
14. Physical ability to perform the essential job functions.
15. Ability to meet timelines and schedules.

**WORKING CONDITIONS:**

Work is of an administrative nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use. Employee is frequently required to stand, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 lbs. The noise level in the work environment is usually quiet, but can be noisy, confusing, and stressful at times.

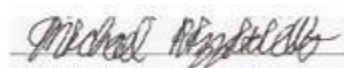
**LICENSE & OTHER REQUIREMENTS:**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge, skills typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise balance the workload.

**Classification History**

Created: 12/27/2017

FLSA: Non-Exempt, Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Water Utility Worker II

**REPORTS TO:** Public Works Foreman

### **Position Summary:**

This position performs routine maintenance and operation functions within the City's water system.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Foreman.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Perform Vehicle Inspections.
2. Mowing and Trimming.
3. Operate CDL and non-CDL required vehicles.
4. Keep accurate maintenance records.
5. Flush Fire Hydrants.
6. Exercise Valves.
7. Work on Water Service Crews.
8. Operate Heavy Equipment (Backhoes, Dump Trucks, etc.)
9. Facility Repairs.
10. Use on Power Hand Tools.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Basic 1<sup>st</sup>-aid & CPR certificate or ability to obtain within 6 months.
2. Washington State Approved Flagging and Traffic Control Certificate or ability to obtain within 6 months.
3. High School Diploma or GED equivalent.

**KNOWLEDGE REQUIRED:**

1. Background with computer programs (Word, Excel).
2. City organization, operations, policies and objectives.
3. Pertinent federal, state and local laws, codes and regulations.

**SKILLS/ABILITIES REQUIRED**

1. Work with crew.
2. Follow oral and written communication skills.
3. Read and communicate in English.
4. Physical ability to perform the essential job functions.
5. Ability to meet timelines and schedules.
6. Safety compliance is a condition of employment.

**WORKING CONDITIONS:**

Work is performed in a variety of environments.

1. Frequently works near moving, mechanical parts.
2. Frequently working in an environment of fumes and airborne particles.
3. Frequently works in an environment that is loud.
4. Will work in all climate conditions.
5. Frequently required to stoop, kneel, crouch, or crawl.
6. Must be able to walk, climb on ladders, reach with hands and arms.
7. Must be able to use hands to finger, handle, or feel objects, tools, or controls.
8. Occasionally work is performed at high elevations, in trenches, and confined spaces.
9. Ability to perform heavy manual labor is required. This position frequently requires the lifting of 50 pounds and, occasionally, 75 to 100+ pounds.

**LICENSE & OTHER REQUIREMENTS:**

1. Valid State of Washington or Oregon driver's license with Class A Commercial Driver's License with an air brake use, tank, and trailer endorsement.
2. Valid Water Distribution Manager Level I or higher certificate issued by the Washington State Department of Health or obtain within 18 months.

**Classification History**

Created: 11/1/2017

FLSA: Non-Exempt, Union

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Street Worker III - Applicator

**REPORTS TO:** Public Works Foreman

### **Position Summary:**

This position performs routine maintenance and operation functions within the City's Street system.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Foreman.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Perform Vehicle Inspections.
2. Mowing and Trimming.
3. Tree Trimming.
4. Street Sign Installation and Maintenance.
5. Barricade Maintenance.
6. Operate CDL and non-CDL required vehicles.
7. Keep accurate maintenance records.
8. Work with Concrete/Cement.
6. Patching and Paving.
7. Work on Street Service Crews.
8. Facility Repairs.
9. Use on Power Hand Tools.
10. Street Painting.
11. Weed Spraying.
12. Respond to Emergencies.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Basic 1<sup>st</sup>-aid & CPR certificate or ability to obtain within 6 months.
2. Washington State Approved Flagging and Traffic Control Certificate or ability to obtain within 6 months.
3. High School Diploma or GED equivalent.

**KNOWLEDGE REQUIRED:**

1. Background with computer programs (Word, Excel).
2. City organization, operations, policies and objectives.

**SKILLS/ABILITIES REQUIRED**

1. Work with crew.
2. Follow oral and written communication skills.
3. Read and communicate in English.
4. Physical ability to perform the essential job functions.
5. Ability to meet timelines and schedules.
6. Safety compliance is a condition of employment.

**WORKING CONDITIONS:**

Work is performed in a variety of environments.

1. Frequently works near moving, mechanical parts.
2. Frequently working in an environment of fumes and airborne particles.
3. Frequently works in an environment that is loud.
4. Will work in all climate conditions.
5. Frequently required to stoop, kneel, crouch, or crawl.
6. Must be able to walk, climb on ladders, reach with hands and arms.
7. Must be able to use hands to finger, handle, or feel objects, tools, or controls.
8. Occasionally work is performed at high elevations, in trenches, and confined spaces.
9. Ability to perform heavy labor is required. This position frequently requires lifting 50 pounds and, occasionally, 75 to 100+ pounds.

**LICENSE & OTHER REQUIREMENTS:**

1. Valid State of Washington or Oregon driver's license with Class A CDL endorsement with tank and trailer endorsements and the use of air brakes allowed.
2. Valid State of Washington Public Operator's Pesticide License or obtain within 6 months.

## **Classification History**

Created: 11/1/2017

FLSA: Non-Exempt, Union

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor



# City of College Place

## Job Description

**TITLE:** Street Worker II

**REPORTS TO:** Public Works Foreman

### **Position Summary:**

This position performs routine maintenance and operation functions within the City's Street system.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Foreman.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Perform Vehicle Inspections.
2. Mowing and Trimming.
3. Tree Trimming.
4. Street Sign Installation and Maintenance.
5. Operate CDL and non-CDL required vehicles.
6. Keep accurate maintenance records.
7. Work with Concrete/Cement.
6. Patching and Paving.
7. Work on Street Service Crews.
8. Facility Repairs.
9. Use on Power Hand Tools.
10. Street Painting.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Basic 1<sup>st</sup>-aid & CPR certificate or ability to obtain within 6 months.
2. Washington State Approved Flagging and Traffic Control Certificate or ability to obtain within 6 months.
3. High School Diploma or GED equivalent.

**KNOWLEDGE REQUIRED:**

1. Background with computer programs (Word, Excel).
2. City organization, operations, policies and objectives.

**SKILLS/ABILITIES REQUIRED**

1. Work with crew.
2. Follow oral and written communication skills.
3. Read and communicate in English.
4. Physical ability to perform the essential job functions.
5. Ability to meet timelines and schedules.
6. Safety compliance is a condition of employment.

**WORKING CONDITIONS:**

Work is performed in a variety of environments.

1. Frequently works near moving, mechanical parts.
2. Frequently working in an environment of fumes and airborne particles.
3. Frequently works in an environment that is loud.
4. Will work in all climate conditions.
5. Frequently required to stoop, kneel, crouch, or crawl.
6. Must be able to walk, climb on ladders, reach with hands and arms.
7. Must be able to use hands to finger, handle, or feel objects, tools, or controls.
8. Occasionally work is performed at high elevations, in trenches, and confined spaces.
9. Ability to perform heavy labor is required. This position frequently requires lifting 50 pounds and, occasionally, 75 to 100+ pounds.

**LICENSE & OTHER REQUIREMENTS:**

1. Valid State of Washington or Oregon driver's license with Class A CDL endorsement with tank and trailer endorsements and the use of air brakes allowed.

**Classification History**

Created: 11/1/2017

FLSA: Non-Exempt, Union

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Parks Worker II

**REPORTS TO:** Public Works Foreman

### **Position Summary:**

This position performs routine maintenance and operation functions within the City's park system.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Foreman.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Perform Vehicle Inspections.
2. Mowing and Trimming.
3. Tree Trimming.
4. Operate non-CDL required vehicles.
5. Keep accurate maintenance records.
6. Work with Concrete/Cement.
6. Facility Repairs.
7. Use of Power Hand Tools.
8. Painting.
9. Bathroom Maintenance.
10. Irrigation System Maintenance.
11. Snow & Ice Control.
12. Weed Spraying.
13. Respond to Emergencies.

### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities*

would be:

1. Basic 1<sup>st</sup>-aid & CPR certificate or ability to obtain within 6 months.
2. High School Diploma or GED equivalent.

**KNOWLEDGE REQUIRED:**

1. City organization, operations, policies and objectives.

**SKILLS/ABILITIES REQUIRED**

1. Work alone and with crew.
2. Follow oral and written communication skills.
3. Read and communicate in English.
4. Physical ability to perform the essential job functions.
5. Ability to meet timelines and schedules.
6. Safety compliance is a condition of employment.

**WORKING CONDITIONS:**

Work is performed in a variety of environments.

1. Frequently works near moving, mechanical parts.
2. Frequently working in an environment of fumes and airborne particles.
3. Frequently works in an environment that is loud.
4. Will work in all climate conditions.
5. Frequently required to stoop, kneel, crouch, or crawl.
6. Must be able to walk, climb on ladders, reach with hands and arms.
7. Must be able to use hands to finger, handle, or feel objects, tools, or controls.
8. Occasionally work is performed at high elevations, in trenches, and confined spaces.
9. Ability to perform heavy labor is required. This position frequently requires lifting 50 pounds and, occasionally, 75 to 100+ pounds.

**LICENSE & OTHER REQUIREMENTS:**

1. Valid State of Washington or Oregon driver's license with Class A CDL endorsement with tank and trailer endorsements and the use of air brakes allowed.

**Classification History**

Created: 11/1/2017

FLSA: Non-Exempt, Union

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Water Utility Worker I

**REPORTS TO:** Public Works Foreman

### **Position Summary:**

This position performs routine maintenance and operation functions within the City's water system.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Public Works Foreman.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Perform Vehicle Inspections.
2. Mowing and Trimming.
3. Operate non-CDL required vehicles.
4. Keep accurate maintenance records.
5. Flush Fire Hydrants.
6. Exercise Valves.
7. Work on Water Service Crews.
8. Facility Repairs.
9. Use on Power Hand Tools.

### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Basic 1<sup>st</sup>-aid & CPR certificate or ability to obtain within 6 months.
2. Washington State Approved Flagging and Traffic Control Certificate or ability to obtain within 6 months.
3. High School Diploma or GED equivalent.

**KNOWLEDGE REQUIRED:**

1. Background with computer programs (Word, Excel).
2. City organization, operations, policies and objectives.

**SKILLS/ABILITIES REQUIRED**

1. Work with crew.
2. Follow oral and written communication skills.
3. Read and communicate in English.
4. Physical ability to perform the essential job functions.
5. Ability to meet timelines and schedules.
6. Safety compliance is a condition of employment.

**WORKING CONDITIONS:**

Work is performed in a variety of environments.

1. Frequently works near moving, mechanical parts.
2. Frequently working in an environment of fumes and airborne particles.
3. Frequently works in an environment that is loud.
4. Will work in all climate conditions.
5. Frequently required to stoop, kneel, crouch, or crawl.
6. Must be able to walk, climb on ladders, reach with hands and arms.
7. Must be able to use hands to finger, handle, or feel objects, tools, or controls.
8. Occasionally work is performed at high elevations, in trenches, and confined spaces.
9. Ability to perform heavy labor is required. This position frequently requires lifting 50 pounds and, occasionally, 75 to 100+ pounds.

**LICENSE & OTHER REQUIREMENTS:**

1. Valid State of Washington or Oregon driver's license.

**Classification History**

Created: 11/1/2017

FLSA: Non-Exempt, Union

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Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** ACCOUNTING CLERK II

**REPORTS TO:** Finance Director

### **Position Summary:**

The incumbent works under the general direction of the Finance Director. The duties of this position vary, and may include the independent accomplishment of the utility billing processes, handling customer inquiries, accounts payable, cashier, and community development duties. This position requires the ability to accurately handle the receipt, balancing, and entry of large quantities of money and data.

Normal assignments are performed without further action or request. Special assignments are made in general detail with special requirements and due dates. Work may be reviewed in general for compliance with directives, accuracy, suitability, and timely execution. The position is responsible for providing coverage for the Accounting Clerk III position should the need arise.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Finance Director.

### **SUPERVISION EXERCISED:**

None.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Receipting money for a wide variety of payments.
2. Handle utility billing problems and questions.
3. Greet the public and guide them to the appropriate department.
4. Answer multiple phone line system and disperse calls to the proper department.
5. Provide general information as needed.



6. As part of being cross trained with the Accounting Clerk III, may be responsible for day end audit, posting, and balancing of all utility receipts.
7. As part of being cross trained with the Accounting Clerk III, may be responsible for daily utility receipt deposit preparation and the transportation of the deposit to the bank.
8. Developing miscellaneous forms and certificates as needed.
9. Provide graphs, charts, and presentation material development assistance to Finance Director as needed, including budget and annual report documents.
10. Perform all duties associated with the monthly billing for water and sewer.
11. Order office and other miscellaneous supplies for Finance and Administration departments.
12. Sort and distribute daily mail.
13. Assist other Finance or Administration personnel with work or occasional projects when needed.
14. Perform functions to assist the City Clerk, such as records retention, publication of public notices, ordinances, and the codification process of the College Place Municipal Code.
15. Other incidental duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

High School diploma, 2 years of college level business coursework in accounting and/or office procedures, and 2 years' experience in a business office environment.

**SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Oral and written communication skills.
3. Extensive computer experience is required, with emphasis on having working knowledge of common software programs, such as Excel, Word, Windows, etc.
4. Accurate and proficient use of a 10-key calculator/adding machine is mandatory.
5. Fax and other office machine skills are required.
6. Must be able to perform mathematical calculations, including addition, subtraction, multiplication and division.

7. Communication skills necessary to deal with co-workers and the public in a highly professional manner are essential.
8. Ability to read and interpret documents and to write routine reports and correspondence.
9. Ability to read and write the English language in a clear and concise manner. The ability to speak and write effectively is essential for dealing with the public and co-workers.
10. Ability to handle large quantities of money accurately, and on a daily basis. Must be bondable.
11. Versatility to enable the performance of a variety of tasks. Confidentiality is required in handling certain aspects of this position.
12. Read, interpret, apply and explain rules, regulations, codes, policies, and procedures.
13. Initiate creative improvements and stimulate collaborative problem-solving.
14. Establish and maintain cooperative and effective working relationships with city officials, officials of other agencies, city employees and the general public.
15. Physical ability to perform the essential job functions.
16. Ability to meet timelines and schedules.

#### **WORKING CONDITIONS:**

Work is of an administrative nature and typically performed indoors, with prolonged sitting and fine manipulation skills required for computer use. Employee is frequently required to stand, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 lbs. The noise level in the work environment is usually quiet, but can be noisy, confusing, and stressful at times.

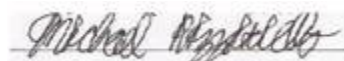
#### **LICENSE & OTHER REQUIREMENTS:**

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge, skills typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise balance the workload.

#### **Classification History**

Created: 12/22/2017

FLSA: Non-Exempt, Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Police Records Clerk

**REPORTS TO:** Records Supervisor

### **Position Summary:**

This position will assist with managing and coordinating administrative activities, processes and systems required by the Police Department. The Police Records clerk is appointed to his/her position by the chief of police and reports to the Records Supervisor. This position is a member of the local labor bargaining agreement between the City of College Place and Teamsters Local 839.

The person occupying this position is responsible for providing clerical and case management support to the officers in the field. Record clerks occupy a very important position within the department as they are most often the first person within the agency to receive and respond to requests for assistance. Lasting impressions are made by how record clerks deal with all individuals, particularly those under a great deal of stress.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Police Department Records Supervisor.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

- Must be able to work with the public via phone or in person, during stressful situations. Must be able to resolve requests for assistance or information in a calm and professional manner.
- Merging officer's case reports, supplemental reports, arrest reports and PC reports in the Law Enforcement Records Management System (LERMS).
- Issuing Concealed Pistol Licenses – which includes running all background checks.

- Running background checks for Pistol Transfers for citizens living inside City Limits; must be completed within 10 days of receiving the form from the FFL.
- Fingerprinting for CPLs and other non-criminal reasons.
- All monetary transactions involving the police department are done through the records clerks. This includes concealed pistol licenses, dog licenses, bike license, report fees, fingerprint fees, and other miscellaneous transactions.
- In addition to merging the officer's reports, is also responsible for all of the data entry i.e., citations, warrants, stolen vehicles, restraining orders and other miscellaneous transactions.
- Conduct visa clearance checks.
- Completes specific job tasks or assignments delegated by the chief clerk.
- Typing personal correspondence for the Chief of Police.
- Knowledgeable with Microsoft office to include Word & Excel.
- Ability to pick up, carry and move boxes up to 25 pounds in weight.
- Ability to type, prepare and send professional correspondence.
- Work in an office environment and function within a team of people.
- Ability to walk up and down stairs
- Ability to sit and perform work related tasks from a desk.
- Ability to transcribe taped interviews from investigations.
- Ability to work occasional tasks and duties to support the agency outside a normal work week or work hours.
- Ability to work independently with little supervision.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Must be a high school graduate or have obtained a general education diploma.
- Must possess a valid Washington or Oregon Driver's License.
- Must set priorities and handle multiple tasks efficiently.
- Must be able to work with the public via phone or in person, during stressful situations. Must be able to resolve requests for assistance or information in a calm and professional manner.
- Must possess professional writing skills through knowledge of English Composition, spelling, punctuation and proofreading.
- Must deal effectively and diplomatically with the public while maintaining a calm disposition.
- Must have competencies with Microsoft Office to include Word, Excel.
- Ability to work independently with little supervision.
- Must have ability to work in an office environment around uniformed officers.

- Must successfully pass a polygraph and investigative background of their person.

### **KNOWLEDGE REQUIRED:**

1. Microsoft Office; Word, Excel and other programs.
2. Ability to type and complete correspondence.
3. Reading and comprehension of documents and reports.
4. Filing, organizing and processing of documents.
5. Recording data accurately.

### **SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Oral and written communication skills.
3. Manage a comprehensive planning program.
4. Analyze and assess programs, policies and operational needs and make appropriate adjustments.
5. Identify and respond to sensitive community issues, concerns and needs.
6. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
7. Read and interpret maps, property descriptions, charts, graphs and statistical data.
8. Operate office equipment including computers and supporting word processing and spreadsheet applications.
9. Operate Geographic Information Systems.
10. Prepare clear and concise administrative and technical reports.
11. Read, interpret, apply and explain rules, regulations, codes, policies, and procedures.
12. Initiate creative improvements and stimulate collaborative problem-solving.
13. Establish and maintain cooperative and effective working relationships with city officials, officials of other agencies, city employees and the general public.
14. Physical ability to perform the essential job functions.
15. Ability to meet timelines and schedules.

### **WORKING CONDITIONS:**

This position will primarily perform duties within an office environment. However, some work and filing may occur within a storage room and must be able to utilize stairs and lift small boxes. This position will assist with occasional community events away from the office to include working outdoors.

### **LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington or Oregon driver's license and driving record acceptable to our insurance provider.

### **Classification History**

Created: 12/14/2017  
FLSA: Union, Non-exempt

A handwritten signature in black ink, appearing to read "Mike Rizzitiello", written over a horizontal line.

Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

# City of College Place

## Job Description

**TITLE:** Administrative Assistant I

**REPORTS TO:** Planning Director

**Position Summary:** The Administrative Assistant supports the Community Development, Engineering, and Public Works Departments.

**SUPERVISION RECEIVED:** Serves under the direction of the Planning Director.

**SUPERVISION EXERCISED:** None.

### **ESSENTIAL FUNCTIONS:**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. The Administrative Assistants responsibilities include preparing reports, maintaining appropriate filing systems and tracking projects.
2. Provides primary data entry into the permitting program, coordinates permit processing across departments, issues and closeout permits.
3. Provides administrative assistance in areas of meeting minutes, scanning, mailing preparation, archiving, travel arrangements, and community outreach support.
4. Coordinate department activities with those of other departments and offices to assure a consistent approach towards common projects and interests.
5. Excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.
6. Order supplies, prepare purchase orders, and associated receiving.
7. Prepares monthly newsletter items for the Community Development, Engineering, and Public Works Departments.
8. Maintains website content information for the Community Development, Engineering, and Public Works Departments.
9. Attends regular and special Planning Commission, Historic Preservation Commission and other committee/commission meetings as assigned; performs an accurate recording of the proceedings and reparation of the minutes, using proper legislative terminology; and assists in the preparation and maintenance of associated packets;
10. Supports the vision, mission, values and goals of the City in serving our customers and fosters a positive environment by personally choosing behavior aligned with our values and rules of conduct.
11. Assist with preparation of special city events.

12. Requires the ability to accurately handle the receipt, balancing, and entry of large quantities of money and data.
13. As part of being cross trained with the Utility Clerk, receipt of utility payments.
14. Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Proven administrative or assistant experience. Knowledge of office management systems and procedures. Excellent time management skills and ability to multi-task and prioritize work. Attention to detail and problem solving skills. Excellent written and verbal communication skills. Strong organizational and planning skills. Proficient in MS Office. At least 5 years of experience in the field or in a related area. High school diploma or equivalent; college degree preferred.

#### **KNOWLEDGE REQUIRED:**

1. Records management systems, techniques, and technology.
2. Computer applications, and related equipment, to perform daily tasks.
3. Oral and written communication skills.
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Interpersonal skills using tact, patience, and courtesy.

#### **SKILLS/ABILITIES REQUIRED**

1. Work independently with little direction.
2. Maintain confidentiality of politically sensitive materials and information.
3. Establish and maintain effective working relationships with diverse populations, co-workers and other agencies and work cooperatively with others as a member of a service-oriented team.
4. Deal in a positive, courteous and professional manner with personnel of other agencies, public officials, city employees and the public utilizing tact, patience and courtesy.
5. Work independently from general guidelines and broad program objectives.
6. Perform administrative work using independent judgment, initiative and discretion.
7. Identify and utilize many sources of information for research purposes.
8. Work safely and in compliance with federal and state laws, city policies and standards.
9. Establish and maintain cooperative and effective working relationships with co-workers, supervisors, other city staff, and the public.
10. Relate to others in a professional, courteous and respectful manner.
11. Maintain a work environment free of discrimination, harassment, and retaliation.
12. Promote diversity and multi-cultural understanding in the workplace and the community.



13. Ability to meet timelines and schedules.

**WORKING CONDITIONS:**

Environment

The work is generally performed within an office environment, which may include an open cubicle office setting. Will require occasional trips to other city offices and other agency offices for business purposes, and in inclement weather. Lighting and temperatures are typically adequate, and there are is little to no hazardous or unpleasant conditions caused by noise, dust, etc. The noise level in the work environment is usually quiet to moderate. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands

Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time. Operate a motor vehicle to visit various City and meeting sites. Must be able to read, write, and communicate clearly. Ability to lift, push, carry or pull materials and objects weighing up to 20 lbs. on occasion using proper lifting techniques. Operate standard equipment for assigned tasks. Good vision to read print and a computer screen. Ability to hear and speak to communicate in person, before groups, and over the telephone. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching.

**LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license and driving record acceptable to our insurance provider.

**Classification History**

Created: January 1, 2018  
FLSA: Union, Non-Exempt

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Mike Rizzitiello – City Administrator

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Harvey Crowder – Mayor

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Jon Rickard – Planning Director

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Union Representative

## City of College Place Job Description

**TITLE:** Police Officer

**REPORTS TO:** Patrol Sergeant

### **Position Summary:**

A police officer is charged with the responsibility of protecting life and property through enforcing statutes and laws. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. Duties normally consist of patrol and traffic activities in the City on an assigned shift in a patrol car or on foot; however, employees may be assigned special functions requiring prior law enforcement experience and may assume the supervisory duties of a higher-level classification for training purposes. Patrol Officer may also act as the School Resource Officer (SRO) and provide special security and law enforcement services to schools. Primary functions include:

- Police patrol activities.
- Utilizing various proven methods to prevent crime.
- Investigating criminal activity, apprehending and arresting law breakers.
- Conducts traffic law enforcement and investigates collisions.
- Investigates, reports, and determines factors, takes enforcement when appropriate; and provides the information to appropriate authorities and recommends preventative measures.
- Helping those persons in need of a variety of different kinds of assistance.
- Testifies in court.

### **SUPERVISION RECEIVED:**

Serves under the direction of the Chief of Police and/or designated supervisor.

### **SUPERVISION EXERCISED:**

Temporary supervisory duties as job requires or designated.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

Works independently with minimum supervision in the investigation(s) of violations of law or duties related to position.

Respond to calls for service, the public's needs, and department assignments.

Observe and recall incidents and situations encountered while on duty.

Investigate crimes and/or traffic collisions, enforcement and incidents.

Prepare and present reports and information as required.

Maintain relations with citizens and agencies in the community.

Accomplishment and adherence to mission, vision, values, goals, objectives, policies, rules, and regulations of the department.

Maintain records chronologically in accordance with department rules and procedures.

Works with Records Coordinator to organize, locate and archive all reports as required by the State Retention Schedule.

Notify Communications or a supervisor of their location when off duty as needed to establish availability for emergencies in accordance with rules of the Policy Manual.

Represent the College Place Police Department at events, schools, and other public gatherings.

Maintains vehicle, uniforms, tools, equipment, and work area in a clean and professional manner.

Ability to testify in court regarding criminal arrests, investigations and infractions.

Pushing/pulling – for example, disabled vehicles, violators, cuffing resistant persons, operating vehicle controls, removing people from vehicles, forcing a jammed vehicle door open at collision scene, opening and closing patrol car door.

Climbing/jumping – for example, negotiating all terrains (icy, bumpy, graded, loose gravel, or dirt) at collision and investigation scenes, nuisance code, obstacles when in foot pursuit or providing assistance to someone, jumping onto hood of vehicle to safety; climbing over guardrails, fences or gates.

Squatting/kneeling – for example, retrieving evidence at crime scene, reading tape measure at collision scenes, checking vehicle equipment, rendering first aid, and picking up dropped items.

Bending/stooping – for example, operating, entering, and exiting vehicles quickly, applying bandages to injured person, accessing reference materials, and effecting physical arrests or restraining a person.

Twisting/turning – for example, exiting vehicle quickly to engage in foot pursuit, operating vehicle shield, conducting vehicle inventories, applying first aid to victim within a vehicle, picking up evidence at crime scenes, drawing weapons, arresting persons, reaching for handcuffs, or opening doors.

Handling/grasping – for example, operating vehicle controls, handling weapons, flashlight, ticket books, reports, telephones, radios, writing instruments, door handles, handcuffing, or collecting evidence.

Finger dexterity – for example, writing reports, pulling trigger of firearms with both hands, and drawing collision scene diagrams.

Smelling – for example, distinguishing odors of gasoline, propane, diesel, fertilizers, insecticides at collision scenes or spills; marijuana or odors associated with the manufacture of illegal drugs.

Feeling – for example, locating controls of vehicle or using firearms in the dark, locating a pulse during first aid, or determining if an engine is warm or cold at crime scenes.

Pushing/pulling – for example, obtaining items from vehicle, lifting objects, putting a spare tire onto lugs for motorists, and closing vehicle trunk.

Squatting/kneeling – for example, applying tire chains during inclement weather.

Bending/stooping – for example, retrieving evidence from crime scene, picking up dropped item, obtaining tread depth readings at collision scenes, removing spare tire from trunk, and reaching supplies on shelves.

Shoveling – for example, snow, sand, or clearing debris.

Hammering – for example, PK nail at collision scene.

Twisting/turning – for example, retrieving spare tire, accessing reference materials from shelf, or reaching for supplies in storeroom.

Handling/grasping – for example, handling rifle, shotgun, ballistic shield, tire-iron, jack, wrench, grasping tire pressure or tread depth gauges.

Reaching – for example, items from glove box, supplies in cabinets.

Machinery, tools, equipment, personal protective equipment:

Patrol vehicle, firearms (sidearm, shotgun, optional rifle) flashlight, taser, emergency equipment, handcuffs, ballistic vest, baton (asp), PBT, first aid equipment, speed monitoring devices, OC-10 spray, ballistic shield, flashlight, vehicle jack, lug wrench,

jump pack, tire chains, mobile data terminal (MDT) computer terminal, radio and video device.

Protective equipment include: bloodborne pathogens protection (gloves, face shield, tyvek suit); HEPA filter mask, gas mask, ballistic vest, and riot helmet.

Office equipment include: laptop or desktop computer, copier, printer, shredder, calculator, telephone, fax machine, blackberry, or cell phone.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Must be a high school graduate or have obtained a general education diploma.
- Must be 21 years of age.
- Complete applicant testing phase to include passing polygraph, background, psychological evaluation and medical screening.
- Possess a valid un-restricted Washington Driver's license.
- Complete the State of Washington Basic Law Enforcement Academy through the Criminal Justice Training Commission and serve one-year probationary period before receiving permanent status as a police officer.
- Reaching (overhead, outward) – for example, arresting or handcuffing, operation of vehicle controls, radios, handing objects to others, measuring collision scenes, obtaining items from vehicle interior, firing weapons (shotgun, rifle, pistol, taser); answering telephones, writing reports, opening doors, restraining resistant prisoner, and manual traffic control.
- Lifting – for example:
  - 1) Lightweight objects (25 pounds or less), such as flashlight, ticket books, reports, and tape measures.
  - 2) Medium weight objects (25 to 100 pounds), such as debris in roadway.
  - 3) Heavy objects (100 – 250 pounds), such as during physical arrests, apprehending suspects, lifting bodies, removing obstructions from highway, carrying stretchers.
- Sitting for long periods of time, including but not limited to the following; road closures, criminal investigations, and other emergency activities.

- Standing for long periods of time while conducting the following task; traffic control, investigations, security functions, and contacting violators.
- Maintaining balance for example, at grades or rough surface at collision scenes, on trestles or bridges.
- Walking for long periods of time for example, making violator contacts, contacting the public, completing reports, obtaining information, and conducting investigations.
- Walking on rough terrain at collision scenes, or searching for wanted persons.
- Running during a foot pursuit, rendering aid, or assisting fellow officers.
- Have the ability to communicate knowledgeably while making violator contacts, court testimony, contacting the public, and communicating on the car radio or phone.
- Hear- Possess the ability to hear the following; radio traffic, court testimony, violator contacts, contacting the public, hearing alarms, ascertaining where sound is coming from during building searches, apprehending criminals, and approaching traffic; and discrimination among environmental sounds as in building searches, apprehending criminals, and criminal investigation scenes.
- Vision – for example, close vision for reading reports and statutes in the English language, conducting sobriety tests, perceiving minute items of evidentiary value, or perceiving dangers; far vision for observing danger, reading license plates, identifying persons or vehicles, observing traffic, reading traffic control devices in the English language; side (peripheral) vision; for observing movement, such as violators, oncoming traffic perceiving danger; depth perception for discerning distances at collision scenes, distances between vehicles following too closely approaching traffic, or danger; night vision for observing person, objects, motion, and other characteristics in darkness, driving, operating vehicle controls, and contacting violators in the dark, glare recovery from oncoming headlights or signs, and perceiving danger in the dark; and color vision for discerning the color of hit-and-run vehicles, color of clothing of suspects of criminal activity, colors of buildings or homes to contact the public, and color of traffic control devices or signing

#### **KNOWLEDGE REQUIRED:**

Complete the State of Washington Basic Law Enforcement Academy through the Criminal Justice Training Commission and serve one-year probationary period before receiving permanent status as a police officer.

Understand and follow applicable laws, regulations, and other standards to maintain a safe working environment.

Adhere to established safety policies and procedures; carefully observe and report potential hazards or breaches of security plans while in the work place.

Maintain and properly utilize personal protective equipment as required by training and or division/district policy/procedure.

### **SKILLS/ABILITIES REQUIRED**

Maintain the public's safety when dealing under stress and pressure situations and take a human life in self-defense or when necessary to protect the public.

Willingness to work with and serve all people in a wide variety of situations.

Communicate orally and in writing with a variety of people in different settings.

Recognize and appropriately respond to potentially dangerous or stressful situations.

Ability and willingness to learn and apply common sense in all situations to the best of their ability.

Ability to adjust to and perform well in rapidly changing situations.

Meet the physical demands of police work, including use of physical force, compatible with the psychological requirements of police work.

Knowledge of investigative procedures, evidential and departmental reporting requirements, and the use of proper arrest techniques.

Take decisive action and be self-reliant when patrolling and providing security.

Knowledge of departmental objectives, procedures, rules, regulations, city ordinances, federal and state law.

Use of specialized police equipment and instruments.

Use of police firearms and knowledge of safety procedures and legal controls.

Knowledge of locations of allied city, county, state and federal or emergency agencies in assigned geographical areas of responsibility.

### **WORKING CONDITIONS:**

Work is performed in office and outdoor settings, in all weather conditions, including extreme temperature, and exposed to various pollens, dusts, and insects.

Individual may be exposed to conditions and hazards associated with obstacles, heights, use of firearms, motor vehicle operation and maintenance, emergency response to fires, spills, or hazardous material, collisions involving power lines or flames.

Work may be performed alone in remote locations.

Individual may be exposed to hazards associated with law enforcement, such as physical altercations, use of force, and/or exposed as a target for other persons.

### **LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license and driving record acceptable to our insurance provider.

### **Classification History**

Created:

Grade:

FLSA:



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor



# City of College Place

## Job Description

<b>TITLE:</b> School Resource Officer <b>REPORTS TO:</b> Police Department
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### **Position Summary:**

A Police Officer is charged with the responsibility of protecting life and property through enforcing statutes and laws. Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members. Duties normally consist of patrol and traffic activities in the City on an assigned shift in a patrol car or on foot. However, employees may be assigned special functions such as supervisory duties of a higher-level classification for critical incidents, temporary assignment or training purposes. Patrol Officers may also act as the School Resource Officer (SRO) and provide special security and law enforcement services to schools:

### **SUPERVISION RECEIVED:**

Serves under the direction of a Sergeant.

### **SUPERVISION EXERCISED:**

None

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

Duties of the College Place Police Department (CPPD) School Resource Officer (SRO). While on duty, the SRO shall perform the following duties:

1. Conduct criminal investigations of violations of the law on School District property as assigned by CPPD. When the SRO is conducting an on campus criminal investigative interview in which a student is suspect, a member of the school administration or their designee will be present.
2. Make arrests and referrals of criminal law violators.
3. Provide law enforcement input into school-based security and assist in maintaining the peace on District property.

4. Secure, handle and preserve evidence.
5. Recover District property through working with other police agencies.
6. Provide counseling to students and/or parents on the request of the Principal, or his/her designee.
7. Make referrals to social agencies as appropriate. This does not relieve other mandatory reporting of their responsibilities.
8. Speak to classes on the law, including search and seizure, criminal law, motor vehicle law, and other topics (as approved by the CPPD when assigned to speak by the Principal or his/her designee.
9. Act as a resource person in the area of law enforcement education at the request of the Principal or his/her designee.
10. Coordinate with other CPPD Youth Services providers to ensure consistency and continuity of services.
11. Perform other duties as mutually agreed upon by the Superintendent or designee and the SRO, so long as the performance of such duties are legitimately and reasonably related to the SRO program as described in this Agreement, and so long as such duties are consistent with local, State, and Federal law and the policies and procedures of the CPPD and the DISTRICT.
12. Wear the official Class A or Class B police uniform of the CPPD: however, civilian attire may be worn on such occasions as may be mutually agreed upon by the Principal, CPPD supervisor of the SRO, and the SRO. The CPPD uniform jumpsuit will not be authorized without consent of the CPPD Chief or designee.
13. Follow and conform to all School District policies and procedures that do not conflict with the policies and procedures of the CPPD. The parties to this Agreement shall abide by all rules, regulations, and procedures as outlined in the Civil Rights Act.
14. Maintain a "Quarterly Activities Report" or other such report regarding his/her activities, as required by the DISTRICT and CPPD. These reports will be due on the 5th day of each month.
15. Attend all CPPD approved training as required to maintain law enforcement qualifications and certifications as outlined by the CPPD supervisor for the SROs. Every effort will be made to provide this training with the least amount of disruption to school activities and/or events.

**MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Officers must be a fully commissioned police officer who has successfully completed the Basic Law Enforcement Academy and Field Training Program and is currently employed by the College Place Police Department. In the event a qualified person in agreement with the SRO contract has not been identified, applications may go outside the department.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

1. Incumbent must possess a thorough knowledge of police and law enforcement processes and techniques.
2. Must have the ability to use a variety of computer hardware and software applications.
3. Knowledge of accepted rules, regulations, and procedures regarding emergency situations and medical procedures and techniques.
4. Possess the ability to analyze a variety of complex situations and make quick logical decisions.
5. Have strong verbal and written communication skills.
6. Must possess strong interpersonal skills, excellent telephone etiquette, and the use of discretion in all contacts and the capacity for mentoring and teamwork.
7. Must be able to multi-task, work independently and be a self-starter.
8. Must be able to work with members of the school district, its representatives and agents.
9. Ability to work with young adults and ensure appropriate boundaries and levels of discretion.

**WORKING CONDITIONS:**

1. The SRO will be assigned to his/her school on a full-time basis of eight (8) hours on those days and during those hours that school is in session. Notification shall be made to administrative designee when physically leaving the building. The normal shift will be from 7:00 AM to 3:00 PM. The SRO is not required to be on school grounds during "snow days." The SRO shall provide/assist with Patrol duties within the city of College Place when such events occur.
2. Upon approval, the SRO will be entitled to use leave days per their Collective Bargaining agreement.

3. The SRO may be temporarily reassigned only during the period of a law enforcement emergency as such may be determined to exist by the Chief of Police of CPPD. If the emergency extends beyond one school day, the Superintendent or designee will be contacted to discuss alternative ways to fulfill the SRO Contract.

**The Police Department or the SRO will provide the following support services:**

1. Provide coordination on the development, implementation, and evaluation of security programs in the school assigned.
2. Coordinate with school administrators, staff, law enforcement agencies, and courts to promote order on the school campuses.
3. Coordinate Crime Prevention activities at their assigned school.
4. Participate as a member of the School Safety Committee.
5. Coordinate with the Principal or his designee and the CPPD SRO supervisor, the scheduling of the SRO at extracurricular activities, including such after-school security activities for which reimbursement is due, pursuant to Article III below. Additional CPPD personnel for afterschool security activities may be requested through the "Extra-Duty Employment" coordinator at CPPD.
6. Make presentations to civic groups as requested.
7. Provide information on all offense reports taken by the School Resource Officer to the School Administration, upon request (consistent with RCW 24.17).
8. Receive and dispatch complaints via telephone, "walk-ins," and radio.
9. Maintain and file Uniform Crime Reporting (UCR) records and/or Incident Based Reporting (IBR) records according to Washington State law.
10. Process all police reports.
11. Maintain copies of reports generated by Officers in compliance with State and Federal Laws.
12. Maintain Criminal Justice Standards, as required by law.
13. The CPPD will provide the SRO with a take-home patrol automobile as required and all other necessary or appropriate police equipment.

**LICENSE & OTHER REQUIREMENTS:**

Washington State Peace Officer Certification

**Classification History**

Created: 7/25/2017

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Mike Rizzitiello-City Administrator

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Harvey Crowder – Mayor

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Police Chief

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Union Representative

# *Personnel*

## **Job Description**

### **Firefighter/EMT - Paid**

Effective:  
Revised:  
Section: 500-014

#### **Reference:**

#### **Purpose:**

To establish a uniform, unbiased system of administration throughout the Fire Department.

#### **Scope:**

The policies, procedures, SOG's (Standard Operating Guidelines) and all other guidance documents adopted by the College Place City Council shall pertain to all members of the Fire Department, whether paid, volunteer, temporary or any other type of classification.

#### **Responsibility:**

Employees occupying these positions shall perform primarily as emergency responders with the Fire Department. They shall fight fires, perform EMS duties and other related work in responding to emergency calls for the protection of life and property; perform specialized duties in connection with the operation of vehicles and equipment in route to/from and at the scene of an incident.

Routine duties are performed with a degree of independence within established Departmental regulations and policies, but under the authority of the Fire Chief. Working assignments and directions shall come from the Operations Lieutenant, except during emergency incidents where they shall work as part of the Incident Command structure.

The Firefighter/EMT (paid) position shall be a non-exempt position as defined by section 240 of the Fair Labor Standards Act. The normal work period shall be either a 14-day or 27 day period pursuant to section 207(k) of the Fair Labor Standards Act. Work hours shall be determined by the Fire Chief and may vary to meet the requirements of the position and needs of the Department. A typical work schedule shall be between 45 and 53 hours per week. Overtime will be paid for hours worked in excess of the assigned work period, when approved by the Fire Chief.

This position requires active response to fire and medical incidents within the Department and physical fitness is a requirement. The Firefighter/EMT shall be able to pass and maintain the same physical ability requirements as recruit candidates for this position. This level of fitness must be maintained throughout the time of employment with the Fire Department. The Fire Chief has the right to request the physical agility test be passed annually to assess continued performance abilities.

#### **EXAMPLE OF DUTIES**

1. Provide for adequate staffing of the Station by responding to all fire and medical incidents when on duty to help ensure the protection of life and property in the City.
2. Administer emergency medical care and treatment when needed.
3. Perform weekly inspections of all Department facilities, checking for needed repairs or maintenance and making any repairs he/she is capable of.
4. Maintain accurate records of all inspections and repairs to Department facilities.
5. Perform and/or assist in annual hose, ladder and pump testing.
6. Maintain accurate records of all hose and ladder tests.
7. Maintain inventories of all Department radio, hose, fire apparatus, emergency medical, and personal protective equipment.
8. Issue and maintain records of all protective clothing and equipment to other members of the department.
9. Maintain accurate records of all fire extinguishers owned by the Department and schedule yearly maintenance and testing.
10. Maintain an inventory of all SCBA bottles owned by the Department and schedule the testing of such bottles according to manufacturer's recommendations and WAC's.
11. Prepare and present reports about Department equipment when requested by the Fire Chief.
12. Become familiar with and have a good working knowledge of all Department apparatus and equipment, including pumping operations of all apparatus.
13. Make sure that all apparatus and equipment is cleaned and returned to service as soon as possible after an incident.
14. Work to maintain clean and orderly conditions in and around all Department facilities.
15. Maintain all Department facilities both interior and exterior (i.e. laundry, lawns, weed control, minor repairs) as directed by the Fire Chief.
16. Perform daily and weekly interior maintenance on the Station (i.e. clean, dust, vacuum, wash windows).

17. Be familiar with the Department's Policy and Procedures Manual.
18. Actively participate in prescribed fire training courses and perform related work as required.
19. Assist with fire prevention and public education activities.
20. Assist with vehicle maintenance when needed.
21. May respond to emergency fire and medical incidents after normal working hours as directed by the Fire Chief.
22. Perform additional job assignments as directed by the Fire Chief.

### **KNOWLEDGE, ABILITY AND SKILLS**

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of the Fire Department.
2. Must have at least two years firefighting experience as a member of a paid or volunteer fire department.
3. Basic knowledge of tools and their proper usage.
4. Ability to read, write and fluently speak the English language.
5. Ability to prepare clear and concise written reports or correspondence.
6. Must have a working knowledge of computers and how to use them.

### **LICENSES AND CERTIFICATIONS**

1. Shall have a High School diploma or GED.
2. Shall possess a valid State driver's license.
3. Shall obtain and maintain a Washington State approved Emergency Vehicle Incident Prevention Program (EVIP) certificate.
4. Shall maintain a Washington State Emergency Medical Technician certification and remain current on all continuing education requirements.
5. Shall obtain and maintain certification for Wildland Firefighter 2 per National Wildfire Coordinating Group Standards.

### **RESIDENCY REQUIREMENTS**

Persons occupying this position shall have the option of residency within or out of the City; however he/she must reside within a 10-minute response time of the station.



## City of College Place Job Description

**TITLE:** Engineering Intern

**REPORTS TO:** City Engineer

**GRADE:** Part-Time

**SALARY RANGE:** \$15.00 an hour

### **Position Summary:**

Performs basic surveying, GIS mapping, and construction inspection of existing utilities and utility construction projects. Assists in surveying and inspecting utility reconstruction work; collects data for existing utility system and inputs into GIS database.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Engineer.

### **SUPERVISION EXERCISED:**

None.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Collects and processes background information; builds GIS database and performs GIS database input for existing utility systems.
2. Assists in updating the City's GIS database for hydraulic modeling of utility systems.
3. Assists in inspecting contractors' work for compliance with plans and specifications.
4. Updates databases on computer for cost estimating, sewers, contract documentation, and related information.
5. Delivers news releases and letters to areas that will be affected by contract work.
6. Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

- A. High School education or GED and one (1) or more years of college courses in engineering, construction materials, inspection, and testing; or three (3) months or more of similar work experience.
- B. Knowledge of mathematics.
- C. Knowledge of basic engineering techniques.
- D. Knowledge of GIS and AutoCAD mapping techniques and ability to use computer spreadsheet and word processing software.

**KNOWLEDGE REQUIRED:**

- 1. Basic drafting techniques.
- 2. GIS and AutoCAD mapping.
- 3. Reading maps and plans and responding to requests for information.
- 4. Performing tests, measurements, and calculations accurately.
- 5. Recording data accurately.

**SKILLS/ABILITIES REQUIRED**

- 1. Perform job duties both in an office setting and in a field setting.
- 2. Perform tasks under adverse weather conditions.
- 3. Understand and follow detailed written and oral instructions.
- 4. Sufficiently read record drawings and as-built plans for historical data on utility systems.
- 5. Inspect manholes and accurately report physical information and conditions or deficiencies.

**WORKING CONDITIONS:**

Ability to work in varying climates. Job requires work in all weather conditions, as well as inside office work. Works around traffic and in and around heavy construction zones. Ability to lift 50-pound manhole lid.

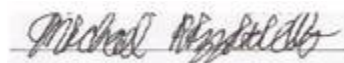
**LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license.

**Classification History**

Created: 4/24/2017

FLSA: Non-Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

## **City of College Place Job Description**

**TITLE:** Farmers Market Coordinator

**REPORTS TO:** City Administrator

**GRADE:** Part-Time

**SALARY RANGE:** \$12.00 an hour

### **Position Summary:**

The Farmers Market Coordinator, under the general direction of the City Administrator will coordinate details of the operation of the College Place Farmers' Market. This is a new part-time, hourly position (\$12/hour/8 hours a week) that will run from early July thru late October. Weekly hours will vary with the exception of being present on Thursdays (July 27<sup>th</sup> to October 26<sup>th</sup>) from 4 PM to 8 PM. Farmers, produce vendors, food trucks, artisans, and crafters shall have the opportunity to vend at the College Place Farmers Market. The market will be in the parking lot of College Place City Hall (625 S. College Ave) from 5 PM to 8 PM on Thursday evenings.

### **SUPERVISION RECEIVED:**

Serves under the direction of the City Administrator.

### **SUPERVISION EXERCISED:**

Assigns vendor spots.

### **ESSENTIAL FUNCTIONS**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Vendor relations
  - A. Manage vendor enrollment and paperwork
  - B. Assign vendor spots
  - C. Promote market to potential vendors
2. Market Management
  - A. Manage 14 Thursday Market days during the season
  - B. Work with vendors, volunteers, and shoppers to ensure a fun and safe environment
  - C. Setup and breakdown a few tents with tables, and street signs
  - D. Recruit, train, and schedule volunteers
3. Communications
  - A. Manage weekly communications with vendors and volunteers

- B. Create content for social media, website, and press releases
  - C. Maintain lists of current and potential vendors, volunteers, and newsletter Subscribers
- 4. External Relations
  - A. Work with the Walla Walla County Health Department
  - B. Work with other City of College Place departments such as Administration, Fire, Police, and Public Works
  - C. Work with Walla Walla University
- 5. Other Duties
  - A. Assume other duties as assigned from time to time by the City Administrator

### **MINIMUM QUALIFICATIONS:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Successful applicant must be a student currently enrolled in a college program.

#### **Training:**

Physical requirements-Must stand, walk, talk, and hear. Must be able to climb a ladder, crawl beneath things, and negotiate building sites on varied terrain in all kinds of weather. Must have the dexterity to type, file, write, and other tasks that require the hands.

### **KNOWLEDGE REQUIRED:**

1. Correct English usage, grammar, spelling, punctuation and vocabulary.
2. Oral and written communication skills.
3. Public speaking techniques.
4. City organization, operations, policies and objectives.
5. Interpersonal skills using tact, patience and courtesy.

### **SKILLS/ABILITIES REQUIRED**

1. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
2. Conduct formal and informal meetings and make presentations.
3. Operate office equipment including computers and supporting word processing and spreadsheet applications.
4. Prepare clear and concise administrative reports.
5. Analyze situations accurately and adopt an effective course of action.
6. Initiate creative improvements and stimulate collaborative problem-solving.
7. Establish and maintain cooperative and effective working relationships with market vendors, City employees and the general public.
8. Physical ability to perform the essential job functions.

9. Demonstrated ability to positively and effectively interact with diverse individuals to accomplish a common goal.
10. Ability to meet timelines and schedules.

**WORKING CONDITIONS:**

Work is performed in an office or conference room setting as well as out-of-doors. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

**LICENSE & OTHER REQUIREMENTS:**

Valid State of Washington driver's license.

**Classification History**

Created: 4/21/2017

FLSA: Non-Exempt, Non-Union



Mike Rizzitiello-City Administrator

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Harvey Crowder - Mayor

**CITY OF COLLEGE  
PLACE  
\*\*\*  
POLICIES AND PROCEDURES**

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**TECHNOLOGY USAGE  
RESOURCE POLICY**

**EFFECTIVE DATE:  
LAST REVISED: 10/10/2017**

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Mike Rizzitiello, City Administrator

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Harvey Crowder, Mayor

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## **I. INTRODUCTION**

The City of College Place manages information technology security with an emphasis on confidentiality, integrity, and availability. Ensuring confidentiality means keeping all data private from unauthorized individuals or systems. Integrity is the assurance that only appropriate individuals can modify existing data. Finally, availability is achieved with infrastructure that provides reliable accessibility and performance.

The most effective control point for an organization's security is its network, system, and application administrators, who are not only responsible for implementation and operation of the technology but who also, are in day-to-day contact with users and partners/affiliates.

This document details the City of College Place's policy on security awareness and compliance as it relates to network, system and application administrators. This policy applies to all resources that are owned, leased, or used by the City. This policy addresses specific staff responsibilities required in the Cardholder Data Environment (CDE) as defined by the PCI Security Standards Council.

For the purposes of this policy, employees include contractors, part-time, temporary, seasonal, as well as full-time staff.

This policy has been developed in an effort to support the City's business objectives and as a way to reduce losses associated with intentional or accidental information disclosure, modification, destruction, or denial of service. All administrators are responsible for knowing and complying with all components of this policy. Questions about the policy should be directed to the City Administrator.

**This policy references IT staff throughout. The Intermountain Education Service District (IMESD) serves as the IT Contractor for the City of College Place, Washington. The IMESD has IT staff available 24/7 but staffs city facilities on Tuesdays and Thursdays. To report an IT issue either click on the lifesaver ring on the desktop screen, email [helpdesk.it@imesd.k12.or.us](mailto:helpdesk.it@imesd.k12.or.us) or 541.966.3110.**

## **II. POLICY**

### **A. Acceptable Use / Allowed Services Policy**

#### **A.1 Overview**

This policy component outlines acceptable use of City of College Place computing resources, including resources that are owned, leased, or used by the City. Such resources are provided by the City to assist in the conduct of organizational business. Employees are responsible for ensuring that these computing resources are used in an effective, ethical, and legal manner and that any limited personal use does not negatively impact systems or job productivity. Inappropriate use exposes the City to risks including virus attacks, compromise of network systems and services, additional cost, and legal issues. These rules are in place to protect the City and its employees, as well as its residents, contractors, vendors, and agents.

#### **A.2 Policy**

##### **A.2.1 General Use and Ownership**

**A.2.1.1:** All information technology resources, including but not limited to computer equipment, software, operating systems, storage media, and network accounts providing email, network browsing, and file transfer, are the property of the City of College Place. These systems are to be used for business purposes in serving the interests of the City, and of the City's residents in the course of normal operations.

**A.2.1.2:** Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Employees who have questions about what personal use might be considered

appropriate should contact their supervisors. It is the supervisor's responsibility to contact the IT Director to make an informed decision on any new issues.

**A.2.1.3:** Supervisors have management authority and responsibility to ensure the appropriate use of employee work time and resources; limited personal use of City resources may be revoked or limited at any time at the discretion of the employee's supervisor.

**A.2.1.4:** Employees who wish to express personal opinions not related to City business duties in Internet newsgroups, chat rooms, or other broadcast methods should use their own personal user accounts on non-City systems for this purpose.

**A.2.1.5:** There should be no expectation of privacy when using the City's network. The City of College Place reserves the right to access, retrieve, read and disclose any data, messages or files stored on City of College Place-funded systems. The City of College Place reserves the right to monitor use of these systems to prevent abuse, enforce other policies, and access information. Access may occur in, but is not limited to, situations indicating: (1) impropriety, (2) violation of City of College Place policy, (3) legal requirements, (4) suspected criminal activities, (5) breach of system security, or (6) a need to locate substantive information or monitor employee conduct. The contents of these systems may be disclosed by City of College Place Management within or outside of the City of College Place without employee permission. Furthermore, all communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. The City of College Place has unlimited access to protect the security of these systems or the City of College Place's property rights. The City reserves the right to access and monitor all messages and files on City computing resources, and such data may be reviewed at any time to determine whether an employee's usage complies with the intent of this policy.

**A.2.1.6:** All messages created, sent, or retrieved using City of College Place network computing resources, including email, are the property of the City and may be a public record under the Washington public records law subject to public inspection under RCW 42.56.

**A.2.1.7:** Recognizing that technology processes are constantly changing, for any current or future technology-related issues not explicitly covered by this policy, employees should act in the spirit of this policy. Any questions should be directed to the IT Director.

## **A.2.2 Acceptable Use**

The following activities are examples of acceptable or encouraged uses of City of College Place computing resources:

**A.2.2.1:** Computing, communications, and information exchanges directly relating to the mission, charter, and work tasks of the City of College Place.

**A.2.2.2:** Announcements of City of College Place procedures, meetings, policies, services, or activities.

**A.2.2.3:** Use for advisory, standards, research, analysis, and professional society or development activities related to the user's City of College Place job duties.

**A.2.2.4:** Use in applying for or administering grants or contracts for the City of College Place.

**A.2.2.5:** Personal use of computing resources limited to situations that would be analogous to receiving an occasional quick personal telephone call.

## **A.2.3 Unacceptable Use**

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a computer if that computer is disrupting production services, and law enforcement staff may need special access to facilitate crime investigation).

Under no circumstances is a City of College Place employee authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing City of College Place-owned resources.

The lists below are by no means exhaustive, but they attempt to provide a framework for activities that fall into the category of unacceptable use. The following are examples of activities that are strictly prohibited:

**A.2.3.1:** Engaging in any activity that interferes in any way with official City business.

**A.2.3.2:** Engaging in any activity that incurs any incremental expense to the City for non-City business.

**A.2.3.3:** Transmitting or accessing sexually-oriented, obscene, discriminatory, harassing, gambling-related, defamatory, false, inaccurate, abusive, profane, pornographic, threatening, racially offensive, or otherwise improperly biased upon the basis of discriminatory or illegal material.

**A.2.3.4:** Engaging in any activity that degrades network performance or otherwise consumes City computer resources for non-City business.

**A.2.3.5:** Using file sharing or peer-to-peer applications (e.g., Morpheus, Kazaa, etc.).

**A.2.3.6:** Using Internet-based file sharing or storage applications to store City data (e.g., Xdrive, Backpack, etc.) unless in approved application such as the city's Dropbox account.

**A.2.3.7:** Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the copying, installation, use, or distribution of unlicensed software.

**A.2.3.8:** Exporting software, technical information, encryption software, or technology in violation of international or regional export control laws. Employees should consult their supervisor prior to exporting any material in question.

**A.2.3.9:** Intentionally introducing malicious programs into the network or a server (e.g., viruses, worms, Trojan horses, email bombs, etc.).

**A.2.3.10:** Installing or using software not approved by the IT staff or otherwise violating the City Software Policy.

**A.2.3.11:** Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, intentionally accessing data of which the employee is not an intended recipient or logging in to a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service, and forging routing information for malicious purposes.

**A.2.3.12:** Engaging in any activity intended to be retaliatory toward another employee, management, a vendor, a resident, or any outside party.

**A.2.3.13:** Port scanning or security scanning of City of College Place systems, vendor systems, or of any third-party systems.

**A.2.3.14:** Executing any form of network monitoring that will intercept data not intended for the employee's computer.

**A.2.3.15:** Using City of College Place resources for business purposes not related to the City (e.g., home businesses, work for outside companies, etc.).

**A.2.3.16:** Accessing a computer, computer network, or computer system or any part thereof without authorization or accessing such a system in a manner that exceeds authorization.

**A.2.3.17:** Accessing a computer system in violation of Section RCW 9A.90 "Computer crime."

**A.2.3.18:** Accessing or providing access to a computer system within the CDE unless authorized to do so in order to support a business process or while performing support or administrative duties in support of the computer systems and/or networking devices within the CDE environment.

## **B. Staff Awareness**

### **B.1 Overview**

Security awareness is necessary for employees and administrators to understand the importance of the City's IT security policies. City users must be educated on what security policies exist in the organization, why they exist, and how they are enforced.

### **B.2 Policy**

City of College Place employees and administrators must understand and be aware of the IT security risks to the organization from external and internal threats.

### **B.3 Requirements**

**B.3.1:** Users must review and sign the Information Technology Policy.

**B.3.3:** Users must be educated on new security policies and policy changes annually.

**B.3.4:** Policies must be stored in a central location (e.g., the City's Intranet) and made available for users to review.

## **C. Account Administration**

### **C.1 Overview**

User accounts, which permit specific system and network access to specific individuals, are an important control point in the overall security model of an organization. If the number and owners of active accounts are not monitored closely, security risk to the organization greatly increases.

The key to effective, secure account administration is adherence to a strict set of policies that describe who is permitted to have accounts, who authorizes accounts, and when accounts expire.

### **C.2 Policy**

Accounts at the City of College Place shall be granted only to individuals meeting criteria and through the approval procedures detailed in the following table.

Table 1: City of College Place Account Administration

<b>Classification</b>	<b>Approval procedures for granting account</b>	<b>Account Implementation</b>	<b>Account expiration</b>
City of College Place Employee	City of College Place Supervisor grants permission	City of College Place IT Staff or Contractor	Immediately upon termination of employment, instructions from supervisor, or change of role or employment status which no longer requires account
City of College Place Vendor or Consultant	City of College Place Staff Sponsor grants permission	City of College Place Staff or Contractor	Termination of vendor agreement, instructions from project sponsor or project manager, or 120 days from start date or renewal
Contract/Temporary/Fixed-Term Employee	City of College Place Supervisor grants permission	City of College Place IT Staff	Termination of contract or instructions from supervisor

### **C.3 Requirements**

**C.3.1:** Accounts may be granted only to individuals with a verified business need to access City of College Place resources.

**C.3.2:** Accounts must never be shared.

**C.3.3:** Accounts must be granted with the minimum level of access and on the minimum number of systems required for the user to complete his required business tasks.

**C.3.4:** Accounts must never be issued to a party whose identity and authorization cannot be positively verified.

**C.3.5:** Accounts must only be issued when authorization for the accounts can be verified.

**C.3.6:** Abuse of accounts or violation of this policy may result in immediate account termination.

**C.3.7:** Accounts must be authorized and issued in a planned, thoughtful way to ensure procedural correctness. Accounts must never be authorized or issued under the pressure of time or outside of proper procedure.

**C.3.8:** Accounts must adhere to the Passwords policy section of this document.

**C.3.9:** Accounts determined to be idle or unused by otherwise active employees, vendors, contractors, or consultants for a period of six months must be disabled and the direct supervisor of the account holder notified.

**C.3.10:** All non-console administrative account access must be encrypted for both internal and remote access.

**C.3.11:** The Human Resources Specialist is responsible for notifying the IT staff of terminations of all permanent, temporary, and seasonal City employees in a regular and timely manner so that their accounts can be disabled in accordance with this policy.

## **D. Personnel Background Screening**

### **D.1 Overview**

Personnel with administrator-level access to City of College Place Police Department computer systems often have unlimited access to view and/or modify the information contained in those systems. As such, the criminal backgrounds of these personnel are relevant to any decision to grant them administrator-level system access.

### **D.2 Policy**

All City of College Place employees, as well as vendors and consultants, must pass a fingerprint-based criminal background record check before being permitted access to any City of College Place Police Department computer systems (whether servers, networking equipment, or client workstations) at an administrator-equivalent level. In cases where a criminal history is found, access will be permitted or denied by decision of the individual's supervisor or sponsor in consultation with the IT staff, HR Specialist, Police Department, and City Attorney as appropriate.

### **D.3 Requirements**

**D.3.1:** Any employee, vendor, or consultant of the City of College Place requiring administrator-level access to any City of College Place Police Department computer system must be fingerprinted by the City of College Place Police Department. Fingerprints and other necessary personal information from this individual must be analyzed by appropriate law enforcement agencies to assess the criminal background of the individual. Sufficient information on the results of this background check must be provided to the individual's supervisor or sponsor to allow an informed decision on appropriate computer system access.

## **E. Physical Security**

### **E.1 Overview**

There are several types of physical security risks inherent in the City of College Place's environment. Direct, physical access to a server provides multiple opportunities for an attacker to circumvent system and network access controls. Unattended or unaudited physical network access presents a number of opportunities for unauthorized information access and exposure. Additionally, environmental concerns such as excessive heat and moisture can damage or destroy systems and data.

## **E.2 Policy**

City of College Place network and systems administrators are responsible for creating appropriate safeguards to limit physical access to all City of College Place servers as a way to protect them from unauthorized use or theft. Administrators are also responsible for putting environmental controls in place to reduce the risk of damage or loss of data and resources.

## **E.3 Requirements**

**E.3.1:** A UPS (uninterruptible power supply) must be installed in case of power failure along with associated software that alerts the administrator via phone, pager, or email when the power in the UPS is almost depleted.

**E.3.2:** An environmental control system must be set up to monitor temperature and humidity levels that could cause damage to equipment. This system must be configured to alert the administrator via phone, pager, or email.

**E.3.3:** Facility additions or changes must be evaluated to verify they satisfy local building regulations, limiting physical access to resources as well as reducing the risk of damage or loss to City of College Place resources.

**E.3.4:** Sensitive areas and systems must be physically secured and access permitted only to authorized individuals. Access to sensitive areas must be logged.

**E.3.5:** Access to sensitive areas and systems may be granted only to authorized personnel, all of whom must demonstrate they understand the City's security policies as they apply to physical resources. Access will be revoked upon inappropriate use, security breach, or employee termination.

**E.3.6:** Unauthorized personnel are not allowed entry to City of College Place offices, communications and utility facilities, data centers, etc. Non-City of College Place parties performing maintenance on facilities must be escorted and/or monitored by City of College Place staff.

**E.3.7:** Unused/inactive network connections in unsupervised areas will remain in a disabled state. Areas such as public conference rooms and community access areas should have network connections disabled when not in use. Activation of disabled ports must be approved and performed by the IT Department.

**E.3.8:** Community access terminals, such as kiosks, will be isolated from the City of College Place internal network. Network access granted to the terminals should only remain active during periods of supervision by City of College Place staff, i.e., business hours.

**E.3.9:** Regular auditing of public access terminals and connections will be performed to ensure connection integrity. All unauthorized system changes must be documented. Connectivity to the compromised environment will be deactivated until the environment can be restored to a known good state.

**E.3.10:** In the event of a disaster, the Walla Walla County Emergency Management Plan must be followed.

## **F. Backups**

### **F.1 Overview**

Files are backed up digitally on our virtual servers on a regular basis primarily so they can be restored in case of a disk failure, accidental deletion, or intentional deletion during a security incident. Users should not rely on the backup system to recover files after they are intentionally deleted (although in most cases the backup system should be able to recover them).

### **F.2 Policy**

Backups must be vigilantly performed and tested by administrators according to the guidelines set forth below. If at any time an administrator responsible for backups according to the guidelines below cannot adequately perform their duties in this regard for any reason, they must notify the IT staff.

## **F.3 Requirements**

**F.3.1:** All critical data and operating system files on servers should be backed up (at least for incremental changes) on a daily basis.

**F.3.2:** Full system backups should be performed at least every four weeks.

**F.3.3:** Firewalls and network equipment configurations should be backed up on a weekly basis and prior to and following major changes made to that equipment.

**F.3.4:** Critical data should be backed up in such a manner that it can be restored in full up to 90 days following the day it was backed up. Critical operating system data should be backed up in such a manner that it can be restored in full up to 30 days following the day it was backed up.

**F.3.5:** Digital backups sets should be verified quarterly to verify restoration capability. Backup sets and tapes that fail restoration checks should have additional sets tested and verified.

**F.3.6:** Deviations from these requirements may be allowed where the law or other City of College Place policy requires that data not be backed up or archived as described above.

## **G. Remote Access**

### **G.1 Overview**

The purpose of this section of the policy is to define standards for connecting to the City of College Place's network from remote locations. These standards are designed to minimize the potential exposure to the City from damages that may result from unauthorized use of City resources. Damages may include the loss of sensitive or City confidential data, damage to public image, or damage to critical City of College Place internal systems. Remote access implementations that are covered by this policy include, but are not limited to, Citrix, VPN, Remote Desktop, dial-in or cable modems, and other leased-line services.

### **G.2 Policy**

Only individuals with specific business need may be granted remote access to the City of College Place network. Requests for remote access by non-employees must be approved by the IT staff following completion and submission of a Remote Access Request Approval form.

It is the responsibility of City of College Place employees, contractors, vendors, and agents with remote access privileges to the City network to ensure that their remote access connection is given the same consideration as the user's on-site connection to the City network.

### **G.3 Requirements**

**G.3.1:** Microsoft Remote Desktop Gateway (RDG) is the preferred connection type for remote access

**G.3.2:** In cases where Microsoft Remote Desktop Gateway (RDG) is not sufficient, an exception must be made and the requester must fill out the Remote Access Request Approval form.

**G.3.3:** Secure remote access must be strictly controlled.

**G.3.4:** At no time may remote login information be shared with anyone.

**G.3.5:** All remote access achieved through public connections (such as cyber-cafes and public access terminals) must utilize encryption to protect all data during transmission. No unencrypted communication channels will be permitted across public networks.

**G.3.6:** City of College Place employees and contractors with remote access privileges must ensure that their City-owned or personal computer or workstation that is remotely connected to the City network is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

**G.3.7:** Nonstandard remote access modes, hardware, or configurations must be approved by the City of College Place IT staff

**G.3.8:** All computers, including personal computers that are connected to City of College Place networks via remote access channels must use antivirus software in accordance with the Virus Protection policy section of this document.

**G.3.10:** All remote access with designated time limits will only be available during the specified times. Any changes to the scope of remote access time require the approval of the City of College Place IT Department.

**G.3.11:** Any violations of these guidelines may result in the termination of the remote access channel, and the City may pursue legal remedies if access is used inappropriately.

**G.3.12:** Two-factor authentication is required for anyone accessing the Police Department servers/computers remotely from a non- trusted network. A non-trusted network is any network not part of the City of College Place Network infrastructure.

**G.3.13:** All remote access by vendors to the CDE will be enabled only when and while necessary and will be monitored during use.

**G.3.14:** Microsoft Remote Access Gateway cannot be used to host an application that facilitates access to systems within the CDE with the purpose to allow for the entry, display or reporting of any Credit Card data.

## **H. Change Management**

### **H.1 Overview**

This section defines when the change management process should be initiated at the City of College Place, and provides guidelines on the tools to be used and the steps necessary to complete the change process.

### **H.2 Policy**

**H.2.1:** Any programmatic or architecture change to the production environment should be considered a change to be tracked by the change management process.

**H.2.2:** The IT ticketing system is to be used as the City of College Place's IT incident, problem, and change tracking system.

**H.2.3:** A change request can be initiated in a variety of ways; two of the most likely scenarios are user requests and IT requests.

#### **H.2.4 Change Submission Process**

The classification of the change will ultimately determine how the proposed change is entered into the IT Ticketing System. Pre-approved changes are generally maintenance items that are needed to support the ongoing operation of the system, and are of low risk. All other changes tend to be higher risk or involve the implementation of a new system or functionality. Regardless of the classification, the following steps should be followed:

**H.2.4.1:** Definition of the scope of the proposed change.

**H.2.4.2:** Peer review of proposed change to ensure accuracy.

**H.2.4.3:** Assessment of risk.

**H.2.4.4:** Thorough pre- and post- change testing.



## **I. Authentication**

### **I.1 Overview**

As the front line of protection for user accounts, passwords are an important aspect of IT security. A poorly chosen password may result in the unexpected compromise of elements of the City of College Place's network. As such, all City of College Place employees, contractors, and vendors with access to City of College Place systems are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. City of College Place administrators are responsible for promoting the creation and use of secure passwords by users.

### **I.2 Policy**

**I.2.1:** All accounts, including ones with major applications such as Revize, Bias, etc., must have a password.

**I.2.2:** Mobile devices (e.g., laptops, , palm devices) must be password protected.

**I.2.3:** All system-level passwords (e.g., root, enable, administrator, application administration accounts, etc.), including major application and database administrative passwords, must be changed on at least a quarterly basis.

**I.2.4:** All system-level passwords (e.g., root, enable, administrator, application administration accounts, etc.), including major application and database administrative passwords, must be changed when an administrator is no longer employed by the City.

**I.2.5:** All user-level passwords (e.g., email, web, desktop computer, etc.) on systems that allow the user to independently change the password must be changed at least every 120 days.

**I.2.6:** User accounts that have system-level privileges must have a unique password from all other accounts held by that user.

**I.2.7:** Passwords must not be included in unencrypted email messages.

**I.2.8:** System-level passwords must be documented and stored in a secure manner.

**I.2.9:** Users may be held responsible for system access made using their user accounts.

**I.2.10:** All user-level and system-level passwords must conform to the requirements described below.

### **I.3 Requirements**

#### **I.3.1 General Password Construction Standards**

Passwords are used for various purposes at the City of College Place. Some of the more common uses include user-level accounts, web accounts, email accounts, screen saver protection, voicemail, application access, and local router logins.

Acceptable passwords have the following characteristics:

Actual requirements:

- The password can not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least eight characters in length
- Contain characters from three of the following four categories:
- English uppercase characters (A through Z)
- English lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, #, %)

#### **I.3.2 Password Protection Standards**

**I.3.2.1:** Users must not have the same password for City of College Place accounts as for non-City of College Place accounts (e.g., personal ISP account, benefits, etc.).

**I.3.2.2:** Users must not share City of College Place passwords with anyone. All passwords are to be treated as sensitive, confidential information.

**I.3.2.3:** Users must not use the "Remember Password" feature of applications (e.g., web applications).

**I.3.2.4:** Users should not write passwords down and store them anywhere in their work areas. If passwords must be written down to aid memory, the passwords must be stored and treated as sensitive information (similar to a user's Social Security number, credit card number, bank ATM PIN number, etc.). Users must not store unencrypted passwords in a file on any computer system (including PDAs or similar devices).

**I.3.2.5:** If an account or password is suspected to have been compromised, the incident must be reported to the IT Staff and the password changed.

**I.3.2.6:** City of College Place administrators or their delegates must perform password cracking or guessing on a periodic or random basis. If a password is guessed or cracked, the user will be required to change it.

## **J. Elevated Privileges**

### **J.1 Overview**

The principle of least privilege is the goal to give users only the access and privileges they need to perform their job duties. This section of policy defines the standards for requesting elevated privileges, how elevated privileges are granted, and what the elevated privileges can be used for.

### **J.2 Policy**

**J.2.1:** The IT staff reviews and grants requests for elevated privileges.

**J.2.2:** On Microsoft systems, Administrators should have two accounts, one account configured with user-level access and one account configured with elevated privileges. Administrators should only use the account with elevated privileges when necessary, i.e., not for day-to-day use.

**J.2.3:** On Microsoft systems the "run as" command can be used for elevated privileges.

**J.2.4:** Elevated privileges must only be used to conduct the task represented in the request. Elevated privileges are not to be used for any other purpose

## **K. Asset Management / Software Policy**

### **K.1 Overview**

This section defines standards for life cycle management of hardware and software at the City of College Place. Asset management provides a road map for the selection, acquisition, implementation, and upkeep. Sound asset management practices benefit the City by facilitating support, lowering costs, and ensuring maximum reliability and security. This section is based on two existing City policies, the Technology Acquisition policy and the City Software policy.

### **K.2 Policy**

#### **K.2.1 General Use and Ownership**

**K.2.1.1:** All computing resources owned or leased by the City of College Place, including but not limited to computer hardware, software, and peripheral devices, are the property of the City of College Place. These systems are to be used for business purposes in serving the interests of the City, and of the City's residents in the course of normal operations.

**K.2.1.2:** All software applications installed on City computing resources are subject to certain criteria, including, but not limited to, whether the application fulfills a business need required by the City, whether a comparable application fulfilling the same business need is already in use at the City, and the application's compatibility with current City technical standards.

**K.2.1.3:** All purchased software installed on City computing resources must be owned by the City, and must have accompanying documentation proving City ownership before the software can be installed. Privately owned software cannot be installed on City computing resources, regardless of the license terms and conditions.

**K.2.1.4:** All software developed by the City must conform to the City's Software Application Security Policy.

**K.2.1.5:** All PA-DSS certified software within the CDE must be administrated to meet the

software documentation provided by the software vendor.

**K.2.1.6:** All software installed on systems that operate within the CDE must be approved and installed by IT to ensure the security and integrity of the CDE is maintained.

### **K.2.2 Unacceptable Use**

The following activities are, in general, are prohibited with regard to City computing resources. This list is not meant to cover all prohibited activities, but it attempts to provide a framework for activities that fall into the category of unacceptable use related to this policy.

**K.2.2.1:** Unauthorized downloading, installation or use of any software, including but not limited to demo (evaluation), beta, freeware, and shareware software.

**K.2.2.2:** Installation or use of any software not legally owned and acquired by the City.

**K.2.2.3:** Installation or use of any software that degrades network performance or otherwise consumes City computer resources for non-City business.

### **K.2.3 Software Purchasing**

The IT Department will set the standard for enterprise-wide software, including, but not limited to, network operating systems, workstation operating systems, office productivity suites, database formats, Internet browsers, web development, and email.

### **K.2.4 Software Installation**

**K.2.4.1:** All software installations will be done either by authorized IT Department staff or other City staff authorized by IT to perform installations. This includes, but is not limited to, shrink-wrapped, downloaded, and vendor-supplied software, open source or free software, software accompanying peripheral devices (including drivers), and software upgrades for applications already installed. The presence of administrative rights on a City computer does not imply approval to install software.

**K.2.4.2:** Software that was not obtained by the IT Department on behalf of the user must be accompanied by a valid license and proof of ownership.

**K.2.4.3:** Software that has no City-related business need (e.g., screensavers not native to Windows, MP3 players, personal applications, and games) will not be installed on City computing resources.

**K.2.4.4:** Privately owned software will not be installed on City computer resources regardless of license terms and conditions, time of usage, or purpose.

### **K.2.5 Software Licensing**

The City and its employees must acquire, reproduce, distribute, transmit, and use computer software in compliance with software copyright laws and maintain only legal software on the City's computing resources.

### **K.2.6 Auditing**

The City reserves the right to monitor use of City computing resources to enforce this policy. Any software that is deemed to pose an immediate security risk, or that is otherwise harmful to the computer or other City computing resources, will be uninstalled or disabled upon discovery.

### **K.2.6 Disciplinary Action**

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## **L. Hardware Disposal**

### **L.1 Overview**

When equipment is retired after reaching end-of-life, or if it is replaced because of failure, it is extremely important that it be disposed of in a secure manner to avoid disclosing City of College Place data unknowingly to parties that come into possession of the equipment in the future.

Before any City-owned or managed hard disk or system containing a hard disk is transferred, donated, or disposed of, it must be sanitized by reformatting the hard drive in a secure manner or by using an approved wipeout utility. Diskettes and other magnetic storage media that contain any City of College Place data or software must be sanitized when they are no longer needed. Portable media may be reused after overwriting or demagnetizing, or it may be destroyed. Simply deleting a file is not sufficient to prevent someone from undeleting the file later.

## **L.2 Requirements**

**L.2.1:** IT administrators must use an approved sanitization program on all systems before they are sent out for donation or disposal.

**L.2.2:** Hard disks of server systems should be wiped of all information and software in a secure manner, or removed and physically destroyed by crushing, drilling, or incinerating.

**L.2.3:** Portable media, such as tapes, floppy disks, and CD-ROMs, may be destroyed by crushing, incinerating, shredding, or melting. If it is to be reused, portable media must be erased using a secure program such as Norton Utilities' WIPEINFO before being reused by other parties.

**L.2.4:** Damaged storage devices containing very sensitive data may require a risk assessment to determine whether the item must be destroyed, repaired, or discarded.

## **M. Information Sensitivity**

### **M.1 Overview**

This section of the policy is intended to help City of College Place employees determine appropriate methods of handling electronic representations of sensitive information. The definition of what is not to be disclosed to the public is determined by Washington's Open Records Law (RCW 42.56) and other applicable city, state, and federal law.

It should be noted that the sensitivity level definitions were created as requirements and to emphasize common sense steps that employees can take to protect sensitive City of College Place information (e.g., sensitive City of College Place information should not be left unattended in conference rooms). of information should be addressed to the City Attorney. Questions about these requirements should be addressed to IT staff.

### **M.2 Requirements**

**M.2.1:** Credit card data, specifically the full 16-digit credit card number, the card verification code or value, the Personal Identification Number (PIN), the PIN verification value data elements, the card-validation code or value (the three-digit or four-digit number printed on the front or back of the card), must not be stored electronically at the city of College Place, which includes, but is not limited to voice mail, voice recordings, emails, email attachments, application logs, database, data files or scanned images.

## **N. Email Handling / Restrictions**

### **N.1 Overview**

This section establishes the City of College Place's terms of the use of email for electronic communications. The use of email at the City of College Place is intended as a business tool. It serves as a fast, efficient way to communicate, and it can be used as an appropriate substitute for face-to-face meetings, telephone calls, or internal memorandums. Email should be treated like any other company record.

#### **N1.1 Email Administration**

City of College Place network, system and application administrators are responsible for creating and maintaining an infrastructure that can support the safe and successful delivery of email within the organization and to residents, partners, and others via the Internet.

#### **N.1.2 Email Archiving**

City of College Place administrators will retain and archive all email as part of regular nightly network backups. The archive will reside on the City's backup media with access limited to the administrator staff.

This archive may be reviewed at any time to ensure that users are complying with all company policies. Executive and security management will create a plan for conducting this review and outline appropriate remedies for violators.

## **O. Virus Protection**

### **O.1 Overview**

Viruses, worms, and Trojan horses are designed to infect, control, and damage computers and networks. Viruses can spread from a disk, over the network, via email, or in a file, and they can do anything to a system from changing or deleting files to attacking other systems. The purpose of this virus protection policy is to minimize the risk of these types of threats to City of College Place workstations, laptops, and servers.

### **O.2 Policy**

Virus protection software must be installed and maintained on all systems connected to the City of College Place network. City email systems must be configured to scan and filter the content of messages to prevent the spread of viruses, worms, Trojan horses, or other executable items that could pose a threat to the security of systems and networks.

### **O.3 Requirements**

**O.3.1:** Virus protection software and associated updates must be installed and maintained on all systems.

**O.3.2:** Virus protection software must be configured to scan for viruses in real time.

**O.3.3:** Files or macros attached to an email from an unknown, suspicious, or untrustworthy source must never be opened. These attachments must be deleted immediately, and then “double deleted” by emptying the Trash.

**O.3.4:** Files must never be downloaded from unknown or suspicious sources.

**O.3.5:** Direct workstation disk sharing with read/write access must never be done unless there is an absolute business requirement to do so.

**O.3.6:** Removable storage media from unknown sources must always be scanned for viruses before being used.

## **P. Wireless Communication**

### **P.1 Overview**

All wireless data communication devices (e.g. personal computers, cellular phones, PDAs, etc.) connected to any of the City of College Place's internal networks are subject to the following restrictions on wireless communication. This includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to the City's networks do not fall under the purview of this policy.

### **P.2 Policy**

Wireless networking devices are permitted to carry City of College Place data if and only if they utilize encryption in accordance with the Encryption policy section of this document. Unauthorized installation of wireless access points or devices is prohibited. Integrating wireless networking into the CDE is prohibited unless explicitly approved by the IT staff. All wireless network installations must be performed by or in coordination with IT staff.

### **P.3 Requirements**

**P.3.1:** All wireless networks must use secure protocols. For 802.11b/802.11a/802.11g wireless networks, use of an encryption key rotation protocol, such as TKIP, is required when standardized by industry.

**P.3.2:** Wireless networks must be configured to perform some form of user and/or device

authentication before providing network access to provide reasonable assurance that a connecting user/device is legitimate.

**P.3.3:** The use of WEP is prohibited.

**P.3.4:** All vendor default passwords must be changed immediately upon implementation of the wireless network.

## **Q. Networking Device Security**

### **Q.1 Overview**

This section of the policy describes a required minimum security configuration for all routers, switches, and hubs connecting to the City of College Place network.

### **Q.2 Policy**

Every router, switch, hub, and firewall must meet the following configuration standards:

**Q.2.1:** The administrative/enable password on the device must be kept in a secure, encrypted form.

**Q.2.2:** The following must be disallowed:

- IP directed broadcasts
- Unnecessary services and daemons
- All source routing
- All non-secure or unencrypted web services
- All unused management consoles

**Q.2.3:** Unused interfaces/ports serving public or insecure areas must remain in a disabled state.

**Q.2.4:** Access rules must be added as business needs arise.

**Q.2.5:** Access to City resources must be isolated from access provided to non-City entities (e.g., public access kiosks).

**Q.2.6:** Reverse path verification should be enabled at network edge.

**Q.2.7:** Network time synchronization among devices must be enabled to coordinate events.

**Q.2.8:** Event logging to a central server must be configured.

**Q.2.9:** Restrictions must be placed on active management consoles.

**Q.2.10:** The device must be included in the City's enterprise management system with a designated point of contact.

**Q.2.11:** Core network devices must be monitored and the administrator must be notified of problems via phone, pager, or email.

**Q.2.12:** Device configuration backups must be secured on a central server.

**Q.2.13:** Every router, switch, hub, and firewall must have the following statement posted in clear view:

- "ATTENTION This system is for the use of authorized personnel for official purposes. Unauthorized access is prohibited. Users of this system should have no expectation of privacy in its use. All access to this system is subject to monitoring and recording by security personnel. Evidence of possible abuse or criminal activity using this system may be provided to appropriate officials. Use of this system implies consent to all of the conditions stated above."

**Q.2.14:** Firewalls in the CDE must limit inbound and outbound traffic to that which is necessary for the CDE and prohibit direct public connections for inbound and outbound traffic between the Internet and the CDE and only allow approved internet access for critical credit card processing.

## **R. Server Security.**

### **R.1 Overview**

No amount of policy or security technology will be effective if the City of College Place's servers are

insecure. This section of the policy establishes standards for the base configuration of internal server equipment that is owned and/or operated by the City. Effective implementation of this policy will minimize unauthorized access to City of College Place proprietary information and technology.

## **R.2 Policy**

All internal servers deployed at the City of College Place must be owned by an operational group that is responsible for system administration. Approved server configuration guides must be established and maintained by the operational group, based on business needs and approved by the City Information Technology Department.

**R.2.1:** Servers must be registered in a City of College Place server inventory. At a minimum, the following information must be recorded:

- **R.2.1.1:** Primary and backup server contact(s) and location(s)
- **R.2.1.2:** Hardware description and operating system/version
- **R.2.1.3:** Main functions and applications, if applicable

**R.2.2:** Information in the City of College Place server inventory must be kept up to date; documentation auditing must be conducted periodically to ensure that documentation is current.

**R.2.3:** Configuration changes for production servers must follow the appropriate change management procedures.

**R.2.4:** Operating system configuration should be in accordance with approved City of College Place requirements.

**R.2.5:** Only designated administrators may add servers to the network or services to servers.

**R.2.6:** Services and applications that will not be used must be disabled where practical.

**R.2.7:** Access to services must be logged and/or protected through access-control methods, if possible.

**R.2.8:** The standard security principle of providing the least required access to perform a function must be used.

**R.2.9:** Administrator/root access must not be used when a nonprivileged account will do.

**R.2.10:** Servers must be physically located in an access-controlled environment. Servers are specifically prohibited from being operated in uncontrolled areas (e.g., cubicles, conference rooms, or public access areas).

**R.2.11:** Critical server services must be monitored and the administrator must be notified of problems via phone, pager, or email.

**R.2.12:** All security-related events on critical or sensitive systems must be logged and audit trails saved in accordance with the Backups section of this document.

**R.2.13:** Security-related events must be reported to IT staff, who will review logs and report incidents to others as necessary. Corrective measures will be prescribed as needed.

**R.2.14:** Audits of server security must be performed on at least a yearly basis using industry-recognized security assessment tools and practices.

## **S. Database Administration**

### **S.1 Overview**

This section of the policy specifies requirements for securely storing and retrieving database user names and passwords (i.e., database credentials) for use by a program that will access a database running on the City of College Place network.

Computer programs running on the City's network often require the use of one of the many internal database servers. In order to access one of these databases, a program must authenticate to the database by presenting acceptable credentials. The database privileges that the credentials are meant to restrict can be compromised when the credentials are improperly stored.

### **S.2 Policy**

In order to maintain the security of the City's internal databases, access by software programs must be granted only after authentication with credentials. The credentials used for this authentication must not reside

in the main, executing body of the program's source code in clear text. Database credentials must not be stored in a location that can be accessed through a web server.

## **S.3 Requirements**

### **S.3.1 Storage of Database User Names and Passwords**

**S.3.1.1:** Database user names and passwords may be stored in a file separate from the executing body of the program's code. This file must not be world readable.

**S.3.1.2:** Database credentials may reside on the database server. In this case, a hash number identifying the credentials may be stored in the executing body of the program's code.

**S.3.1.3:** Database credentials may be stored as part of an authentication server.

**S.3.1.4:** Database credentials may not reside in the documents tree of a web server.

**S.3.1.5:** For databases containing City of College Place Protected data, pass-through authentication must not allow access to the database based solely upon a remote user's authentication on the remote host.

**S.3.1.6:** Passwords or passphrases used to access a database must adhere to the authentication standards outlined in this document.

### **S.3.2 Retrieval of Database User Names and Passwords**

**S.3.2.1:** If stored in a file that is not source code, then database user names and passwords must be read from the file immediately prior to use. Immediately following database authentication, the memory containing the user name and password must be released or cleared.

**S.3.2.2:** The scope into which database credentials may be stored must be physically separated from the other areas of application code, e.g., the credentials must be in a separate source file. The file that contains the credentials must contain no other code but the credentials (i.e., the user name and password) and any functions, routines, or methods that will be used to access the credentials.

**S.3.2.3:** For languages that execute from source code, the credentials' source file must not reside in the same browseable or executable file directory tree in which the executing body of code resides.

### **S.3.3 Access to Database User Names and Passwords**

**S.3.3.1:** Every program or every collection of programs implementing a single business function must have unique database credentials. Sharing of credentials between programs is not allowed.

**S.3.3.2:** Database passwords used by programs are system-level passwords as defined in the Authentication section of this document.

**S.3.3.3:** Developer groups must have a process in place to ensure that database passwords are controlled and changed in accordance with the Authentication section of this document. This process must include a method for restricting knowledge of database passwords to a need-to-know basis.

## **T. Ongoing Vigilance**

### **T.1 Overview**

The overall security of the City of College Place, its assets, and ultimately each employee's position requires daily attention from every member of the staff. The most important thing network and systems administrators can do for the City's computer security is to encourage all users to remain vigilant and aware of security issues.

### **T.2 Policy**

All users of City of College Place computing resources are responsible for being alert to possible system security compromises. Administrators are responsible for assisting and instructing users to follow established security policies and to be vigilant with regard to suspicious events. Administrators are also responsible for monitoring security aspects of the City's systems on a regular basis.



## **T.3 Requirements**

### **T.3.1 User Responsibilities**

In the City of College Place environment, users should consider the following as examples of suspicious activities:

- T.3.1.1:** Anyone asking for their own password or authentication credentials
- T.3.1.2:** Unexpected email attachments from outside the City of College Place, especially generic messages or attachments with unfamiliar file types
- T.3.1.3:** Solicitations by people or programs to install or activate new functionality on their computers (e.g., “Download and install now?” pop-up boxes and the like should not be used without authorization from the IT Department)
- T.3.1.4:** Strange files or programs on their computer or a server
- T.3.1.5:** Unusual or inconsistent log entries
- T.3.1.6:** Unexpected application or server failure
- T.3.1.7:** Unexpected, significant changes in performance, response time, or usability

### **T.3.2 Administrator Responsibilities**

Likewise, administrators must take responsibility for monitoring various aspects of the system on a regular basis, including:

- T.3.2.1:** Reviewing firewall, intrusion detection system, operating system, and application security logs at least weekly.
- T.3.2.2:** Reviewing performance monitoring trends with regard to security at least twice a month, looking for abnormal bandwidth, disk, or processor use.
- T.3.2.3:** “Prowling around” for suspicious system behavior or unexpected files/accounts at least once a month.
- T.3.2.4:** Comparing actual software and operating system patch levels to documented patch levels at least once a quarter.
- T.3.2.5:** Validating that user accounts and permissions match documented (and actual) requirements at least semiannually.

## **U. Documentation**

### **U.1 Overview**

Documentation is one of the most critical ingredients in security. It provides a baseline for identifying changes and a tool for debugging problems. As a necessary tool for building a secure network environment, it should be a high priority.

### **U2 Policy**

At a minimum, the following information must be available for each system and network device:

- Make, model, and serial number
- Technical specifications (processor, memory, disk, network interfaces, etc.)
- Applications in use (OS, network servers, security applications)
- Application versions and patch levels
- Vendor support agreement contact information

IT staff must maintain a logical network diagram that is clear, easy to read, and up to date. Every network device must be identified on the diagram, including LAN and WAN components. The diagram must include as much relevant detail (IP addresses, host names, etc.) as possible without overcrowding the diagram. Additional information may be stored in spreadsheets or similar form.

All network equipment, servers, network cables, and similar components must be physically labeled with relevant details (e.g., host name, IP address, network interface port, etc.) so as to uniquely identify them.

## **V. Managing Software Patches and Upgrades**

### **V.1 Overview**

Because software vendors release so many security-related patches and upgrades, it is essential that they be addressed in a timely, professional manner to ensure the overall security of the computing environment. It is the IT Staff responsibility to apply available patches to all systems.

### **V.2 Policy**

All systems must be patched to current levels. The City's network, system and application administrators are responsible for daily monitoring of patch and upgrade announcements from all vendors whose software products are in use in the organization. Administrators must meet as needed to prioritize patches and upgrades, placing those with significant security impact at the top of the list. All security-related patches and upgrades must be reviewed within 72 hours, and critical patches must be applied within 10 days of release from the vendor. All other patches and upgrades must be applied as soon as practical, not to exceed 30 days from the date of release from the vendor. The City's policy exception process must be followed for systems or applications that cannot meet these requirements.

### **V.3 Requirements**

- W.3.1:** Patches must be reviewed within 72 hours.
- V.3.2:** Critical patches must be applied within 10 days.
- V.3.3:** Non-critical patches must be applied within 30 days.
- V.3.4:** Only patches from verified, known, reputable sources may be applied to systems.
- V.3.5:** All new systems must be at current patch levels prior to being added to the City network.
- V.3.6:** Network, system and application administrators must keep a log of patch applications.
- V.3.7:** Regular auditing and validation of patch compliance must be conducted to ensure proper policy compliance and system integrity.

## **W. External Connections**

### **W.1 Overview**

External connections between the City of College Place network and those of third parties are sometimes necessary to facilitate effective business communications between organizations. It is possible to deploy them in such a way that they present only a minimum amount of security risk to the organization, but care must be taken to ensure this is the case.

### **W.2 Policy**

All external connections to the City of College Place network shall be implemented on a case-by-case basis and must be approved by the IT staff. No external connections are allowed on even an ad hoc or temporary basis without approval from the IT staff after careful consideration of the security impact.

### **W.3 Requirements**

- W.3.1:** When approved, access through external connections should be limited to only those resources that are absolutely necessary to meet the business need.
- W.3.2:** Third parties must notify the City of College Place of employment status changes of personnel who utilize the external connection. Adequate steps should be taken by both the City of College Place and the third party to revoke any access to unauthorized personnel.
- W.3.3:** The City of College Place should always place external connections on the outside of a City- owned and operated firewall, never relying on the firewall of the connecting party to protect the City.
- W.3.4:** All external connections made over public networks must adhere to the Encryption policy section of this document.
- W.3.5:** External connections should be approved for a limited (possibly renewable) time period,

such as six months or a year, so their purpose and necessity can be re-evaluated on a regular basis.

## **X. Auditing**

### **X.1 Overview**

This provides the authority for members of the City of College Place IT staff to conduct a security audit on any system at the City.

Audits may be conducted to:

- Ensure integrity, confidentiality, and availability of information and resources.
- Investigate possible security incidents to ensure conformity to City of College Place security policies. Monitor user or system activity where appropriate.
- Meet regulatory or contractual obligations.

This section of the policy covers all computer and communication devices owned, leased, or operated by the City. This section also covers any computer and communications devices that are present on City of College Place premises, or connected via a VPN, but which may not be owned or operated by the City.

### **X.2 Policy**

Audit activity must be approved by the City's IT staff. When approved, and for the purpose of performing an audit, any access and information needed will be provided to members of the City of College Place's IT staff. All information resulting from an audit must be handled securely, confidentially and on a need-to-know basis.

Access for auditing purposes may include the following unless otherwise prohibited by law or other City policy:

- X.2.1:** User-level and/or system-level access to any computing or communications device.
- X.2.2:** Access to information (electronic, hardcopy, etc.) that may be produced, transmitted, or stored on City of College Place equipment or premises.
- X.2.3:** Access to work areas (labs, offices, cubicles, storage areas, etc.).
- X.2.4:** Access to interactively monitor and log traffic on City of College Place networks.
- X.2.5:** Access to all security-related events on critical or sensitive systems and devices.

Additional information:

- X.2.6:** Auditors will work to minimize the impact on production systems and networks.
- X.2.7:** Administrators and users must require proper documentation and identification prior to providing any access requested by auditors. Additionally, audit team members should offer proper documentation and identification when approaching an administrator or user.
- X.2.8:** Internal and external audits will be conducting as needed and on a regular schedule as per the city's annual work plan.
- X.2.9:** The presence of wireless access points will be tested for by using a wireless analyzer a or by deploying a wireless IDS/IPS to identify all wireless devices in use on a quarterly basis for the CDE and annually for the non-CDE.
- X.2.10:** Internal and external network vulnerability scans will be run at least quarterly and after any significant change in the network (such as new system component installations, changes in network topology, firewall rule modifications, product upgrades).

## **Y. Non-City-Owned Equipment**

### **Y.1 Overview**

When equipment that the City does not own is attached to the City network, it must be secure to the same degree that City-owned equipment is secure and adhere to this policy. This protects both the equipment owner and the City from a security breach resulting from previous misconfiguration or violation.

### **Y.2 Policy**

All non-City-owned equipment must conform to the same requirements as City-owned equipment, as outlined in this policy, while connected to the network by any means.

### **Y.3 Requirements**

**Z.3.1:** Non-City-owned equipment must comply with the requirements in all relevant sections of this policy including, but not limited to, the following: Acceptable Use/Allowed Services, Remote Access, Virus Protection, Server Security, and Managing Patches and Upgrades.

## **Z. Mobile Devices**

### **Z.1 Overview**

Data that leaves City facilities on mobile devices (laptops, tablets, PDAs, phones) or removable media (CDs, DVDs, USB “thumb drives,” etc.) is at elevated risk of compromise. It is critical that City employees take extra security measures to ensure that data on mobile devices and removable media is secure. This protects the privacy and security of the City, its employees, and its residents.

### **Z.2 Policy**

No City of College Place Protected information may be removed from City facilities on mobile devices or removable media without adequate security controls.

### **Z.3 Requirements**

**Z.3.1:** Protected or otherwise sensitive information must be encrypted using an encryption program approved by the IT staff before it can be removed from City facilities on a mobile device or removable media.

**Z.3.2:** All City mobile devices containing protected information or operating within the CDE must have their full hard disks or storage media encrypted using a disk or partition-level application approved by the IT department.

**Z.3.2:** All portable devices containing any City information should be configured to use a password-protected screensaver that activates after a period of inactivity.

## **III. DISCIPLINARY ACTION**

Violation of this policy may result in disciplinary action, up to and including termination of employment.

## **IV. CONSTRUCTION AND INTERPRETATION**

Employees who have questions concerning possible conflict between their interests and those of the City, or the interpretation and application of any of these rules, should direct their inquiries to the IT staff. The IT staff may refer the matter to the City Administrator for final resolution.

## **V. EXCEPTIONS/CHANGE**

This policy supersedes all previous policies covering the same or similar topics. Any exception to this policy may be granted only by the City Administrator. This policy may be reviewed and changed at any time.

## **VI. REVIEW AND REVISION**

This policy supersedes all previous policies covering the same or similar topics. At a minimum, this policy will be reviewed in its entirety on an annual basis by the City of College Place IT staff and updated as necessary. The policy review committee should include management stakeholders, cross-functional department members, and end-user representatives. Any revisions to this policy must be approved by the City Council. It is the policy review committee’s responsibility to communicate any policy changes to the City of College Place IT staff.

## Appendix A: Glossary

**Cardholder Data Environment (CDE):** A computer system or networked group of IT systems that processes, stores, and/or transmits cardholder data or sensitive payment authentication data. A CDE also includes any component that directly connects to or supports this network.

**Community Access Terminal:** Computer terminals that allow the public access to the internet.

**File Sharing Application:** A method of distributing electronically stored information such as computer programs and digital media.

**IP:** An Internet Protocol Address is a numerical label assigned to each device connected to a computer network that uses the Internet Protocol for communication. An IP address serves two principal functions: host or network interface identification and location addressing.

**IT Director:** The staff in charge of the operation, maintenance, and security of the City's Information Technology system. The City has a contract with Intermountain Education Service District to provide IT services so they serve in this role.

**LAN:** A group of computers and associated devices that share a common communications line or wireless link to a server.

**Malicious Program:** Any software that gives partial to full control of your computer to do whatever the malware creator wants. Malware can be a virus, worm, Trojan, adware, spyware, root kit, etc.

**OS:** Operating system of a computer.

**PA-DSS:** The Payment Application Data Security Standard is the global security standard created by the Payment Card Industry Security Standards Council.

**PCI Security Standards:** The Payment Card Industry Security Standard is an information security standard for organizations that handle branded credit cards from the major card schemes.

**PDA:** A personal digital assistant or handheld computer.

**Peer-to-Peer Application:** Computing or networking is a distributed application architecture that partitions tasks or workloads between peers. Peers are equally privileged, equipotent participants in the application. An example of Peer-to-Peer is Kazaa. Data consumption programs such as Pandora are not Peer-to-Peer.

**RCW:** Revised Codes of Washington State. The codebook for state rules and regulations.

**Remote Desktop Gateway (RDG):** A role service that enables authorized remote users to connect to resources on an internal corporate or private network, from any Internet-connected device that can run the Remote Desktop Connection (RDC) client.

**Uninterruptible Power Supply (UPS):** An electrical apparatus that provides emergency power to a load when the input power source or mains power fails.

**USB:** Universal Serial Bus is an industry standard that defines cable, connectors, and communications protocols for connection, communication, and power supply between computers and devices.

**VPN:** A virtual private network extends a private network across a public network, and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network.

**WAN:** A wide area network is a telecommunications network or computer network that extends over a large geographical distance.

**WEP:** Wired equivalent privacy is a security algorithm for IEEE 802.11 wireless networks.