

PERSONNEL MANAGEMENT SYSTEM	Chapter No. 22
Effective Date: 04/01/2018 Revised Date: 11/26/2018	Reference: EAP Brochure LODD Manual AO 227 – Civil Leave AO 228 – Education Assistance AO 231 – FMLA AO 239 – Leaves of Absence Unpaid AO 270 – Outside Employment AO 279 – Work Periods OT Comp Time AO 355 – Bloodborne Pathogen Policy PMC 2.42.160 – Employee Grievances PMC 2.54 – Legal Actions Brought Against City Officials and Employees

22.1.1 SALARY PLAN

A. Salary

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

- Chief of Police (1)
- Deputy Chief (1)
- Captains (2)
- Administrative Assistant to the Chief's office (1)
- Administrative Assistant to the Support Operations Division (1)
- Positions specifically excluded by agreement with collective bargaining groups

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

Entry-level staff will join the agency at the base-level step on the established wage rate scale.

Salary differentials within ranks, between ranks, merit pay, specialty skill pay, and other salary augmentations will be determined by collective bargaining agreement or city salary plan.

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

B. Overtime

Overtime must be authorized by a supervisor prior to being worked. Unauthorized overtime may result in denial of compensation. Affiliated employee's overtime will be governed by the Collective Bargaining Agreement or AO 279 – Work Periods, Overtime, and Comp Time.

- Once authorized, employees shall submit an Overtime Approval Slip that is forwarded to a supervisor.
- A supervisor will authorize the overtime by initialing the slip
- The approved overtime slip will be forwarded to a Division Captain for final approval. The Captain will initial the form.
- Once approved by a Division Captain, the overtime will be added to the employee's time card.

C. Compensatory Time

AO 279 – Work Periods, Overtime, and Comp Time governs compensatory time.

22.1.2 LEAVE PROGRAM

A. Administrative Leave

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

Examples of administrative leave include:

- Jury duty – AO 227
- Periods of bereavement – AO 226
- Military duty – AO 239
- Training or education – AO 239
- Family medical leave – AO 231

B. Holiday/Sick/Vacation Leave

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

C. Short-term Military Leave

Public employees follow [RCW 38.40.060](#).

D. Light-Duty

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

A request for alternate duty status will be made in writing and must be accompanied by the doctor's release to return to work, listing limitations, and an estimated date of return to full duty for the employee. The department has the option of limiting the number of alternate duty assignments.

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

E. Leave Requests Defined

Long Term Request

Long-term vacation requests (40 or more consecutive hours off) must be submitted to the Shift Supervisor or Division Captain at least 30 days in advance of the dates requested.

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

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

Short Term Request

Short-term vacation requests (less than 40 consecutive hours off) must be submitted to the employee's supervisor at least 3 days in advance of the dates requested.

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

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

Floating or Personal Holiday

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

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

Days off Exchange or Shift Exchange

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

A request for exchange of shift or days off must be in written memorandum signed by both employees that are party to the exchange. Such requests must be made at least 2 days in advance of the day requested, excluding holidays and weekends.

Specific Requirements for Approval or Denial

1. Requests for long-term or short-term vacation shall be on a first come first served basis. Employees may submit leave requests immediately following completion of the shift bidding process and publication of the annual shift schedule.
2. Failure to submit a request in a timely manner may be reason for denial.
3. In no case shall there be more than two employees from the same work shift or section on vacation (short-term or long-term) at one time unless approved by the Chief of Police.
4. The Collective Bargaining Agreement sets vacation time accrual rates, maximum accumulation and maximum annual usage. Employees may not request or

schedule the use of more vacation time than the amount shown as “End Balance” on the most current “Leave Hours Balance Report” prepared by Payroll.

5. Any request for vacation that is denied shall have the reason for the denial written on the request form by the employee’s supervisor.
6. The Division Captain shall review all vacation requests (approved or denied) for compliance with the provisions of this policy and the Collective Bargaining Agreement.
7. Supervisors and Division Captains are not to ask, but employees may provide information including mitigating or unusual circumstances in an effort to justify having their supervisor and Division Captain deviate from this policy.
8. Short-term vacations and floating/personal holiday requests (even when submitted in a timely manner) that create short-staffed situations that would require the payment of overtime, interfere with operational or training obligations that would create difficulty for the department as determined by the Chief of Police or his designee will be denied. Long-term vacation requests, as specified in this order, are not subject to these same denial criteria.
9. Division Captains may overrule any approval or denial of vacation or floating/personal holiday use request by a shift supervisor for any failure to comply with this policy or the applicable Collective Bargaining Agreement.

Employee Responsibility

1. It is the responsibility of the individual employee to make certain that vacation and floating/personal holiday use requests are submitted to the employee’s supervisor at the earliest possible date and not later than the time frames specified in this policy.
2. Employees shall check the most recent version of the Annual Shift or Division Work Schedule to determine if there is adequate staffing for the shift on the Date(s) they intend to request leave time.
3. Employees shall check their leave balance to make certain they have sufficient accrued leave to cover the requested time off.

Supervisor Responsibility

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

and any other pertinent information when making the decision to approve or deny a request.

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

Division Captain Responsibility

1. Division Captains shall make certain that supervisors under their command follow proper procedures when handling the approval or denial of leave requests.
2. Division Captains are responsible for processing all vacation or floating/personal holiday requests using the criteria set forth in this policy.
3. Division Captains shall review and act on all vacation and floating/personal holiday use requests by the next duty day following receipt of the request.

Distribution and Storage of Time-off Requests

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

Dispute Resolution Process

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

22.1.3 BENEFITS PROGRAM

A. Retirement Program

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

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

1. LEOFF 1: This retirement system applies to those employees hired prior to October 1, 1977. As of July 1, 2000, LEOFF 1 members no longer make contributions to their retirement fund.
2. LEOFF 2: This retirement system applies to those employees hired after October 1, 1977. Under LEOFF 2, the employee, employer and the state contribute to the retirement.

Non-commissioned employees of the department belong to the Public Employees Retirement System (PERS).

1. PERS 1: Employees hired before October 1, 1977 belong to this system.
2. PERS 2: Employees hired after October 1, 1977 belong to this system.
3. PERS 3: After September 1, 2002 employees hired under the PERS 2 system may participate in the PERS 3 system.

In the PERS system, both employee and employer contribute to the plan.

B. Health Insurance Programs

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

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

C. Life And Long Term Disability Insurance

Employees of the Pasco Police Department are provided Term Life Insurance as outlined in their respective collective bargaining agreements and city policy.

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

D. Liability Protection Program

The City will indemnify and defend any employee against any claim or law suit and pay any sums which the employee shall be legally obligated to pay as a result of that employee's reasonable or lawful activities or omissions exercised within their scope of their duties and responsibilities as an employee of the Pasco Police Department. Please refer to PMC 2.54 – Legal Actions Brought Against City Officials and Employees.

E. Educational Benefits

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

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

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

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

22.1.4 PERSONNEL SUPPORT SERVICE PROGRAM

Peer Support

Purpose: There is a need for employees to have support for both personal and professional crisis situations and general work stressors. Employees may be under personal stressors which influence their daily lives and work habits. Additionally, the situations and demands specific to law enforcement can cause effects from both acute and accumulated work place stress.

The Pasco Police Department recognizes that these stressors can affect the abilities of its employees to provide proper and professional services to the community. The department also recognizes the value of the individuals it employs and wishes to provide various avenues of help depending on the needs of the employee. To this end this policy outlines two programs available to staff under varying circumstances. The two programs are:

1. Critical Incident Stress Management Response
2. Peer Support Team Program

Goals

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

1. To provide an avenue that will aid employees in the resolution of crisis situations in their personal and professional environments.
2. To provide information about the various physiological and psychological effects of stress on the individual through educational materials and presentations.
3. To act as a liaison between the staff and employee and provide resources for support.

Projected Benefits

Through the use of the stress management programs offered, the department projects the following benefits:

1. Higher retention of employees with decreasing costs of recruiting and training new employees.
2. Provide an avenue for employees to know what support resources are available to them.
3. Improved utilization of current resources.

Program Descriptions

Critical Incident Stress Management Response

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

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

On Scene Critical Incident Procedures

The following procedures should be followed when an employee of the department is involved in a critical incident:

1. Demonstrate an attitude of personal concern for the employee(s) involved. This is an important element of physical and mental first aid. Supervisors and employees who respond to the scene and find it appropriate should express their concern for the wellbeing of the employee involved.

2. Employees involved should be given a break from the scene as soon as is practical. A supervisor, peer support team member or personal friend will accompany the employee from the scene to the station. The person who accompanies the employee will remain with them until properly relieved.
3. If the employee deems it necessary they may contact an attorney to provide them with legal assistance and advice. The employee may contact their family or significant others. The employee can request that someone they designate make this contact for them.
4. The employee will be given the date and time of the critical incident debriefing. (See next section).
5. If desired, the peer team coordinator will arrange transportation home for the employee. Peer counselors will also provide the employee and their family with information about possible responses to stressful incidents.

Activating the Critical Incident Stress Management Team

Any member of the department may request the on scene supervisor notify the peer support team member. After assessing the situation, the peer support team member will recommend to the affected division commander what response is most appropriate. If it is determined by the division commander that a critical incident debriefing is needed, the peer team member will make contact with the Critical Incident Stress Management (CISM) team.

The team member will explain the circumstances to the CISM incident coordinator. A time and date for a debriefing should be agreed upon and all members of the department directly involved in the incident will be made aware of the meeting. The debriefing will be scheduled within 72 hours of the incident. Attendance at the debriefing is mandatory for all Pasco Police Department employees involved in the incident, except when an employee is injured or is receiving individual psychological evaluation. The department will pay expenses of psychological counseling resulting from a critical incident.

Only those employees involved in the incident will attend the debriefing. If other employees, not directly involved in the incident, are having strong emotional reactions to the situation, a separate needs assessment can be made by the peer team coordinator or employee's supervisor for additional services to be provided to the employee.

The critical incident debriefing will be held away from the work site when possible. The purpose of the debriefing is to provide a safe, non-judgmental environment for all involved to discuss the event and what effect the event may have had on them. All discussion that takes place during the debriefing is to be held in confidence by the participants.

Peer Support Team

The field of law enforcement has its own unique stressors. Employees are frequently hesitant to talk about their problems with "outsiders" who may not understand their perspective. Attempting to deal with the stress alone can lead to more pressure and additional problems. The peer support team is available to provide an opportunity for trained employees to help their fellow employees deal with a variety of personal and professional problems.

The peer-counseling program has four goals:

1. To help employees through temporary crises.
2. To develop an awareness among employees that they are not alone and that others care about them;
3. To develop a referral system which can provide, in more serious cases, appropriate professional care;
4. To be a component of the larger early intervention program which can assist in defusing a problem before it becomes a crisis situation.

Employees may be referred to a peer counselor by a co-worker or supervisor, but participation in peer counseling is voluntary. An employee may contact the peer counselor for assistance without notifying his/her supervisor. Employees are permitted to contact peer counselors outside of their assigned branch (for privacy or other reasons).

Due to the personal nature of the peer counseling process, peer counselors currently engaged with a particular employee in that capacity are specifically prohibited from acting as a guild representative for that employee. Peer counselors responding to scenes in that capacity may not act as guild representatives at those scenes.

Confidentiality

Peer support team members are trained to provide counseling to any employee of the Pasco Police Department. In accordance with [RCW 5.60.060 \(6\)\(a\)](#) communications between a sworn police officer and a peer counselor, who has been trained and is designated by the Chief of Police, is considered privileged communication. The law does not provide such a privilege for communications between peer counselors and other civilian or corrections staff persons. However, it will be the policy of the department to honor these individual confidences as well.

The exception to the above issue of confidentiality is in the following cases:

1. The employee admits to current and continuing physical abuse of a child or domestic partner.
2. The employee threatens physical harm to himself or herself or another person.
3. The employee admits to having committed a crime as defined by law.

If, as a result of a peer counseling session, a team member becomes aware of any of the above situations, they will immediately notify the peer team coordinator. The team coordinator will notify the employee's division captain for further action.

The peer counseling program is a totally voluntary program administered by the department. The program consists of designated employees to serve as peer group counselors (also known as peer counselors).

Acting in an individual or one-on-one capacity, team members provide employees with emotional support during and after times of personal or professional crisis. Peer counselors serve as peer support at work, on scene, and/or after a critical incident, as defined by team policy. Peer counselors provide training and education on mitigating the effects of stress and critical incidents on one's ability to function on the job or in their personal life.

Selection of Members

The process for selection of members to the peer support team will be a selection process established by the Chief of Police.

Team Membership Duration

Team members will serve as peer counselors at the direction and duration set by the Chief of Police.

Training of Team Members

All members assigned to the peer support team will receive an initial training course providing the basics of peer counseling techniques.

Referrals

Supervisor Referrals: All supervisors are responsible for monitoring their employees' behavior for signs of potential or actual misconduct. Behavioral signs to be aware of include such things as repeated tardiness or absences, excessive drinking, sudden changes in behavior or mood, unreasonable aggressiveness or irritability, etc. Whenever a supervisor observes or suspects at-risk behavior, the supervisor will notify the Internal Affairs Unit. This notification should preferably be done in writing via memo but it also may be made verbally.

Peer Referrals: Peers are also responsible for reporting at-risk behavioral signs. It is important to point out that the early reporting of at-risk behaviors may help an at-risk employee avoid serious misconduct by allowing for early intervention. Peers may report at-risk behavior by contacting any supervisor.

Citizen Referrals: Citizens, including family members, may report at-risk behavior to the department. Any employee who receives such information should report it to their supervisor or the Internal Affairs Unit.

Performance Evaluations: Performance Evaluations will be monitored for any documentation of at-risk behaviors. Performance evaluations should also be monitored for signs of declining performance over multiple rating periods.

22.1.5 LINE OF DUTY DEATHS OR SERIOUS INJURY

The purpose of this policy is to ensure that an employee's family is given the proper support and emotional care following a line of duty death or serious injury. All members of the Police Department complete an Emergency Notification Information and Instructions form when they start working for the department. This form will be filled out during the PTO process for all new-hires. Completed forms will be turned in to the Chief of Police or designee. The forms will be confidential, sealed and secured in the Chief of Police's administrative office. Members are

encouraged to ensure the Emergency Notification Information and Instructions form is kept up to date when changes occur.

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

22.1.6 EMPLOYEE APPEARANCE, CLOTHING AND EQUIPMENT

Uniforms Supplied or Allowance

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

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

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

Maintenance, Repair, and Replacement

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

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

Employees are responsible for keeping department issued equipment in good working order and for reporting equipment in need of repair or replacement immediately to the supervisor, particularly equipment which civil liability attaches.

Non-Department Issued Items

The employee provides approved optional accessories to the uniform.

Grooming and Appearance

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

Commissioned Officers

1. Male Officers

- Hair: Male employees shall maintain their hair properly trimmed and at least moderately tapered. The hair shall not extend below the top of the shirt collar, cover any portion of the ear, and shall not interfere with the employee's vision. Sworn male employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear. Male employees shall not wear hair ornamentation.
- Sideburns: Sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall extend in a clean-shaven, horizontal line. The flare (terminal portion of the sideburn) shall not exceed the width of the main portion of the sideburn. Sideburns shall be trimmed and neat in a conservative appearance.
- Moustaches: Moustaches may extend laterally, but not more than one-half inch beyond the corner of the mouth and not more than $\frac{1}{4}$ " below the corner of the mouth. The moustache will not extend below the upper lip and will be neatly and evenly trimmed.
- Beards: Beards will not be worn by commissioned officers.

2. Female Officers

- Hair: Female employees shall arrange their hair so it does not extend below the bottom edge of the shirt collar. It shall not interfere with the employee's vision and shall **not** be arranged in a way that would be advantageous for a suspect to grab, such as in a ponytail. Sworn female employees shall ensure that their hair does not interfere with the proper wearing of the uniform hat or the prompt and proper placement of protective head and/or face gear. Non-conspicuous hair-control devices such as cloth-covered rubber bands (not to exceed one-quarter inch in diameter) and plain hairpins or clips may be used to comply with department standards. Hair-control devices shall not interfere with the prompt and proper placement of protective head and/or face gear. Hair-control devices shall either be black or consistent with the employee's hair color and shall in no way detract from an employee's uniform appearance.
- Makeup: Makeup will be worn at minimal levels and will adhere to standards of professional appearance and taste.

3. ORNAMENTATION

A uniformed employee may wear one conservative ring on each hand (engagement and wedding ring when worn on the same finger count as one ring), a conservative wristwatch, a religious ornament worn underneath the uniform, one Police or Military, Killed In The Line Of Duty remembrance bracelet and a medical alert necklace worn underneath the uniform or worn as a bracelet.

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

Non-Commissioned Personnel

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

Piercings and Tattoos

Commissioned and Non-Commissioned Personnel

1. Body piercings which are visible at any time while on duty and/or in uniform are prohibited.
2. Members are permitted to have tattoos provided they conform to the following guidelines;
 - Tattoos may not be visible while the member is in uniform
 - Any current employee, as of 06/9/2017, that currently have visible forearm tattoos is exempted from having to cover those forearm tattoos while in uniform. However, no new and/or additional tattoos are permitted that would be visible while in uniform.
 - The Chief of Police will be made aware of new employee tattoos prior to hiring. The Chief will make a determination if the pre-existing tattoos may be visible while in uniform or require them to be covered.
3. Tattoos or body art, VISIBLE OR NOT, displaying the following is prohibited at all times:
 - Racism
 - Sexism or sexually suggestive or explicit
 - Obscenity or profanity
 - Gang or drug related
 - Undermining to City or Department values
4. No tattoos are permitted on the neck, head, face, hands, fingers, or any area of the chest that would be visible in any authorized uniform or attire.
5. Body modifications to any area of the body that are visible while the member is in any authorized uniform or attire are prohibited. Body modifications include, but are not limited, to:
 - Tongue splitting or bifurcation

- The complete or trans-dermal implantation of any object(s)
- Abnormal shaping of the ears, eyes, or nose
- Abnormal filing of teeth
- Branding or scarification

Uniforms Per Classification

Civilian Clothing

1. As specified by the collective bargaining agreement, commissioned officers normally assigned to the investigative services division wear civilian clothing. Clothing allowance for civilian clothing is governed by collective bargaining agreement.
2. Police Service Specialist (Records Clerk) positions are provided their uniform articles and shoes as specified in the collective bargaining agreement.

Uniformed Employees

Standard Police Officer Uniform Items:

- (1) Baton and holder – upon completion of required training
- (3) Badges - 1 shirt, 1 flat with wallet case, 1 hat
- (1) Pant belt and (1) gun belt
- (1) Uniform all-weather jacket w/cloth badge
- (1) Handgun – semi-automatic pistol – must complete required training and meet minimum standards
- (3) Magazines
- (1) Flashlight
- (1-2) Handcuffs - maximum of 2 hinged or chain
- (1-2) Handcuff Holders - one double duty or two single duty cases
- (1) Hat and rain cover
- (1) Holsters - one duty
- (1) Magazine pouch

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- (4) Belt keepers
- (1) Flashlight ring
- (1) Key holder
- (1) Name tag - silver with black lettering
- (3) Navy blue pants
- (1) Radio holder
- Service stripe - 1 stripe for every 3 years in full time law enforcement service displayed on left arm of long sleeve shirts (blue stripe with white outline)
- (3) short sleeve, (3) long sleeve
- (1 pair) black boots or black shoes
- (1) Navy blue tie
- (1) Tie bar
- (1) Ballistic Vest Level II threat protection.
- (1) Approved department baseball hat
- (1) OC Spray and holder
- (1) Approved ECD
- (1) Disposable glove belt holder
- (1 pair) cut resistant gloves

Items issued per assignment are as follows:

Bike Officer

Standard Police Officer uniform items, plus:

1. Bike Style Shirt
2. BDU pants – navy
3. Short sleeve knit shirts – navy with approved police identifiers
4. Shoes - 1 pair black athletic style shoes

5. Optional uniform items: Nylon web gear, finger-less padded gloves, and collapsible baton.

Chief, Deputy Chief and Captains

Standard Police Officer uniform items plus:

1. Badges are gold with appropriate rank
2. Insignia - Jackets have gold cloth insignia – Captain 2 bars; Deputy Chief 2 stars; Chief 3 stars
3. Leather gear has brass
4. Longevity stripes are blue with gold outline for shirts

Issued Dress uniform includes:

1. Dress Jacket, navy with gold stripe (1 long & 1 short)
 - Deputy Chief & Captain - 2 stripes; Chief - 3 stripes
2. Dress Shirt - white long sleeve
3. Dress Pants navy
4. Insignia – Captains - brass double bar for shirt collar
 - Deputy Chief – brass 2 stars for shirt collar
 - Chief - brass 3 stars for shirt collar

Detectives

1. Standard Police Officer uniform plus:
2. Badges - 1 Detective badge with clip on holder
3. Coat – black plain clothes style with hidden police flaps
4. Holster – plain clothes belt type
5. Single Magazine Pouch – plain clothes belt type
6. OC spray pouch for small OC canister

SWAT Team

As specified by approval of Chief of Police based on need

K-9 Officer

As specified by approval of Chief of Police based on need

Police Officers

Standard Police Officer uniform items plus:
Approved BLEA (Basic Law Enforcement Academy) mandatory uniform and items if they need to go through the academy.

Records Personnel

Newly employed records personnel are provided uniforms and shoes for duty use. The authorized records uniform consists of the following combination of items:

1. Polo shirts, long or short sleeve, department logo
2. Black pants, long or short
3. Black leather shoes
4. Black leather belt
5. Black cardigan sweater (optional)

Refer to collective bargaining agreement for any additional questions.

Department issued hats

1. Navy Blue cloth dress hat with hat badge. Mandatory with Formal Class "A" uniform. Optional for patrol use.
2. Baseball-style hat will be dark blue with the department approved logo on the front. "POLICE" will be clearly displayed on the front. Baseball style hats may be wore for training and for extended periods of inclement weather. They will not be worn indoors or on a regular basis.
3. Watch Cap – Optional equipment: Shall be dark blue or black with City of Pasco logo and "POLICE". They may be worn during extreme cold inclement weather. They will not be worn indoors or on a regular basis

Department issued uniform shirt

1. Patches- Two insignia shoulder patches. The top of each patch should be worn 3/4" below the shoulder seam and centered on the epaulet.
2. Stripes- Service stripes should be worn 1" above the left cuff on long sleeve shirts, with the outside edge of the stripe aligned with the crease. Each service stripe signifies three years full time law enforcement experience. Service Stripes will be 1 ½ inch diagonal. Officers will display blue with white border, Command staff will display blue with gold border.

3. Stars -Service stars may be worn on Full Dress Jacket. One service star signifies five years law enforcement experience. Service stars will be placed around the cuff of the left sleeve of Full Dress Jackets. Officers will display silver stars. Sergeants and Command staff will display gold stars.

Sergeant stripes and collar rank insignias

1. On short sleeve shirts the patch should be centered between the bottom point of the insignia shoulder patch and the bottom of the sleeve.
2. On long sleeve shirts the patch should be worn 1/4" from the bottom point of the insignia shoulder patch.
3. Collar rank insignias will be worn when sleeves are covered by authorized uniform items that do not have rank displayed.
 - A. Crew neck T-shirts: will be worn with open collar uniform shirts (officer supplied).
 - B. Long Sleeve Shirts: Officers will wear a black or navy blue crew neck T-shirt if no tie is worn.
 - C. Short Sleeve Shirts: Officers will wear a white crew neck T-shirt.

Official department shield

Worn centered on the left crease with the bottom point of the badge at the top of the left shirt pocket.

Mourning Band (solid black)

A morning band may be worn on the official shield when:

1. A law enforcement officer is killed in the line of duty in Washington State.
2. Attending a funeral or memorial event of a law enforcement line of duty death.
3. On May 15th 00:00 to 24:00 for National Peace Officers' Memorial Day
4. Authorized by the Chief of Police.

Department issued items

1. Department issued nametag is to be worn centered on the right shirt crease and be no more than 1/8" above the top of the right shirt pocket. Nametags will be displayed with the officer's first initial and last name. The nametag will be silver in color with black lettering for Sergeants and Officers. Captains, Deputy Chief and the Chief of Police will have a gold nametag with black lettering.
2. Department issued black leather gear (holster, handcuff case, radio holder, etc.).

3. Department issued cargo pants for training or special events as approved by the division commander.
4. Department issued cargo shorts. Only bike patrol officers may wear the cargo shorts. Only short-sleeved shirts will be worn with shorts. Shoes must be 3/4 boots, or officer purchased black athletic shoes (with black logos). No combat boots, patent leather or suede shoes or chukka boots. Socks must be black in color (no stripes or patterns).
5. Department issued black leather shoes or boots.
 - **SHOES** shall be center laced style, plain tip toe capable of holding a shine. It shall be black with a smooth finish.
 - **BOOTS** shall be center laced side-laced or zipped type. It shall be black with a plain tip toe capable of holding a shine. The heels shall not exceed one inch. Shoes and boots shall be clean and dyed black when they appear worn or scuffed and replaced when worn out.
6. Department issued tie & tie bar are to be worn with long sleeve shirt only. Members assigned to patrol may elect to not wear the tie. If they do, they will leave the top button open of the long sleeve shirt with a dark navy or black crewneck shirt.

Socks shall be solid black or navy blue without design.

Formal uniform consists of the following items

1. Blue dress hat with hat badge
2. Long sleeve shirt with tie and tie bar
3. Dress pants
4. Black shoes or boots
5. Short dress jacket (Ike style)

The following are optional clothing items that may be worn

1. Specialty pins (bar) or Awards - the pins should be worn above the nametag, centered on the right crease and spaced approximately 1/8" apart.
 - For standard patrol uniforms no more than two specialty pins (excluding the U.S. Flag) may be worn. In addition, the pins must represent a current assignment or status. No pins of previous specialty assignments may be worn.

- For dress uniforms during formal/special events, all current and previous specialty pins may be worn.

Department issued specialty pins for daily wear

- P.T.O. pin worn by PTO's and PTO Sergeants
 - K-9 pin by current canine officers
 - SWAT by currently assigned SWAT officers
 - FBI NA graduate
 - Special award bar (Valor, Meritorious or Life Saving)
 - U.S. flag pin not to exceed 1" wide x ½" high (officer purchased) may be worn daily. It shall be 1/8" above the officer name tag or daily specialty pins.
2. Navy blue turtleneck may be worn with long sleeve shirt instead of a tie. No visible monograms are allowed on the turtleneck style undershirt. (Officer Purchase)
 3. Whistle and chain worn from right epaulet button and carried in right shirt pocket. (Officer Purchase)
 4. Department issued all-season jacket and liner.
 5. Black leather gloves. Department issued for patrol.
 6. Officer purchased open top magazine case may be worn in lieu of Department issued closed top case.
 7. Reflective Safety Vest: The Department is equipping employees and volunteers with reflective safety vests and requires the use of these vests when Department employees or volunteers are working in the roadway and involved in any of the following activities:
 - Directing traffic/lane closures
 - Investigating traffic collisions
 - Clearing roadway obstructions
 - Or directed by a supervisor

Employees shall wear reflective safety vests while working in the roadway. However, a vest is not required when an officer conducts a traffic stop.

Federal legislation requires law enforcement personnel to wear reflective vests when working in or on all roadways. To decrease the risk of injury, the use of these vests applies to any and all roadways.

TACTICS. Federal regulations do not intend nor does the Department require Department personnel to alter sound tactics by the deployment of a vest during exigent or unplanned incidents. Officer safety is not to be compromised for regulations that are designed and intended to minimize traffic-related injuries involving those who must perform their work in the roadway.

Volunteers, explorers and reserve officers are required to adhere to this policy.

8. T-Shirts/Polo Shirts: T-shirts or polo shirts for training will be long or short sleeved in dark blue or black. The front will bear a stenciled badge and the back will display "POLICE" in lettering. T-shirts may be obtained through the Departments Quartermaster. They will not be worn for patrol.

Specialty assignments within the patrol division are authorized to wear an alternate uniform specifically designed for the job function and authorized by the Chief of Police.

Administrative Uniform

Officers assigned to primarily office duty may be authorized by their commanding officer to wear the administrative uniform. The administrative uniform consists of:

1. Standard uniform shirt with silver (sergeant/officer) or gold (command officer) department issued buttons on both pockets and both epaulets.
2. Plain black trouser belt with silver (sergeant/officer) or brass (command officer) buckle.
3. Department issued firearm
4. Handcuff case and mag pouch.
5. High gloss dress shoes maybe worn

The department Administrative Sergeant maintains records of all issued uniform items and equipment.

22.1.7 EMPLOYEE ASSISTANCE PROGRAM

Purpose

The purpose of this policy is to outline a departmental response to employees whose job performance alters or deteriorates noticeably. It is the Department's intent to provide assistance to employees exhibiting below standard, unusual or less than professional job performance attributable to trauma or personal stresses rather than negligence, lack of knowledge or illegal behavior. Personal stresses or concerns may include, but not be limited to: health, marital status, family, financial, substance abuse, emotional stress and other personal matters. The Employee Assistance Program (EAP) is a professional service that provides counseling in the

areas listed above in addition to critical incident debriefing. Employees may obtain counselor service by calling 509-579-0585.

Definition

Counselor – For the purpose of this policy a "counselor" may be a licensed psychologist or psychiatrist, a peer counselor, a police chaplain or a physician.

Confidentiality

All discussions between employee and counselor(s) are confidential. Exceptions may occur when governed by law.

Referrals

Participation in EAP is normally voluntary. Only the Chief of Police or designee may require a mandatory referral.

Responsibility and Organization

Responsibility for the operation of the Employee Assistance Program rests with the **Human Resource Manager or their designee**. The program shall be administratively controlled by the Human Resources Division. The program should assist in the psychological needs of employees.

Supervisory Role

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

22.1.8 EMPLOYEE IDENTIFICATION

Uniformed Personnel

Except when impractical or unfeasible, or where the identity is obvious, officers shall present themselves by displaying their official badge or department issued photo identification card before taking police action.

Officers will furnish their name and badge to any person requesting that information when they are on-duty or while holding themselves out as having an official capacity. Such information may be withheld if necessary for the lawful performance of police duties with authorization from a supervisor.

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

Non-Uniformed Personnel

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

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

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

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

Volunteers/Explorers/Reserve Officers

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

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

22.1.9 MILITARY DEPLOYMENT AND REINTEGRATION

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

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

The deployment plan will include:

- A. Designating a Police Department point of contact (Division Captain or designee) for the deployed employee to facilitate information exchange, agency news or significant events.
- B. Providing for Human Resources Division (Human Resources Manager or designee) to send information on advancement or internal position opportunities via email for consideration during the deployed period.
- C. Providing a point of contact within the Police Department for the employee and their family to assist the family with coordination of benefits, pay or other related questions regarding employment while deployed.

- D. Transitioning to activation duty including an exit interview with the Chief of Police or designee. The interview should include an overview of expectations during the deployed period.
- E. Arranging for proper storage or collection of agency owned equipment, weapons or assigned vehicle during the deployment period.
- F. Transitioning from activation back to their duty assignment, including an interview with the Chief of Police or designee. The interview should include confirming the date of return to duty and discussion of any factors or changes that will impact employment prior to starting the duty assignment.
- G. Arranging for initial and/or refresher training, weapons qualification, legal updates and obtaining required equipment for duty assignment.
- H. Ensuring a process for communication with the deployed member is established by the Division Captain or designee.

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

21.1.10 INFECTIOUS DISEASE: RISK OF EXPOSURE CLASSIFICATION

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

- 1. Evidence Technician
- 2. All Sworn Police Personnel

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

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

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

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

22.2.1 PHYSICAL EXAMINATIONS

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

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

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

22.2.2 PHYSICAL FITNESS

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

Employees are encouraged to use alternative forms of exercise at their own expense to enhance their physical fitness.

22.2.4 OFF-DUTY EMPLOYMENT

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

Outside employment is employment that does not involve enforcement of laws or other police related activities.

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

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

22.3.1 AGENCY ROLE: COLLECTIVE BARGAINING PROCESS

The Pasco Police Department recognizes the rights of its employees to form organized groups to negotiate collective bargaining agreements with the City of Pasco.

- A. The Pasco Police Department assists the City of Pasco's bargaining team in an advisory capacity. The Chief of Police, or designee, serves on the team to provide information regarding department policies, procedures and the impact of provisions in collective bargaining agreements. The City Manager has designated the Human Resource Manager as the principal negotiator.
- B. The City of Pasco is committed to negotiate in good faith with the authorized representatives of Pasco Police Department employees. The City of Pasco recognizes the Pasco Police Officers Association as the bargaining unit that represents the Uniformed Employees and the Non-Uniformed Employees of the Pasco Police Department.
- C. The City of Pasco and the Pasco Police Department are committed to abiding by the rules for collective bargaining as outlined in the collective bargaining agreement, [RCW 41.56](#), and related [Public Employment Relations Commission \(PERC\)](#) guidelines.
- D. The department is committed to abide by the negotiated collective bargaining agreement for each employee group, not only in its written form but also its intent. Communication is encouraged and nothing in the Collective Bargaining Agreement or this policy is to prevent informal discussions on department issues when agreed to by both parties.

22.3.2 COLLECTIVE BARGAINING: RATIFICATION RESPONSIBILITIES

When the negotiated collective bargaining agreement is ratified, the City of Pasco and the authorized collective bargaining representative sign it. The Chief of Police, or designee, insures the department meets the agreement's terms and conditions.

The Chief of Police, or designee, obtains a written, signed copy of the collective bargaining agreement from the Personnel Office.

Within 7 working days of receipt, the Chief of Police distributes the signed collective bargaining agreement to command and supervisory personnel and reviews all modifications at the next regularly scheduled command staff meeting.

The Human Resources Division is responsible for disseminating contract to bargaining unit personnel.

Within 60 days of the signing of the agreement, the Deputy Chief reviews the agreement and compares it to existing department policies and procedures. The Deputy Chief rewrites the policies and procedures that are in conflict to bring them into compliance with the collective bargaining agreement.

22.4.1 AVAILABLE GRIEVANCE PROCEDURES

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

Employees classified as temporary or regular part-time may use the grievance procedure established in the PMC 2.42.160 to seek resolution of alleged grievances. Temporary employees are those hired to fill in for employee vacations or to work on specific projects. Regular part-time employees work less than forty (40) hours per week but hold regularly budgeted positions.

Regular full-time employees have representation as a bargaining unit member. They are considered Civil Service employees and are one of the following.

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

22.4.2 COORDINATION AND CONTROL OF GRIEVANCES

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

22.4.3 ANNUAL ANALYSIS OF GRIEVANCES

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