

# **FRANKLIN COUNTY CIVIL SERVICE COMMISSION**

## **GENERAL RULES AND REGULATIONS**



**Adopted by the Franklin County Civil Service Commission  
June 8, 2021**

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# **GENERAL RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION**

## **FOR FRANKLIN COUNTY WASHINGTON**

Pursuant to the provisions of Chapter 41.14 RCW, the Franklin County Civil Service Commission hereby establishes and adopts the following rules and regulations pertaining to positions classified as Civil Service:

### **RULE I - DEFINITIONS**

#### Section 1- Definitions of Terms:

- (1) "Act" means the provisions of Chapter 41.14 RCW of the State of Washington.
- (2) "Applicant" is anyone who has filed an application to take a Civil Service Examination.
- (3) "Hiring Authority" means the Elected Official or Department Head who is vested with power and authority to select, appoint, or employ any employees subject to civil service.
- (4) "Appointment" includes all means of selecting, appointing, or employing any person to any office, place, position or employment subject to civil service.
- (5) "Commission" means the Civil Service Commission, and "Commissioner" means any one of the three members of such commission.
- (6) "County" means any county of the state, or any counties combined pursuant to Chapter 41.14.040 RCW for the purpose of carrying out the provisions of this chapter.
- (7) "Probationary Employee" shall mean an employee who is serving a probationary period.
- (8) "Provisional Employee" shall mean an employee filling a position without qualifying by Civil Service Examination, but appointed pursuant to the provisions of Chapter 41.14.060 RCW Section 7.
- (9) "Regular Employee" shall mean any employee in the classified service who has been regularly appointed after a probationary period.

### **RULE II - ORGANIZATION AND MEETINGS**

Section 1 - The Commission shall hold regular meetings at least once a month. Additional meetings may be required for the proper discharge of the Commission's duties. All meetings shall be held in accordance with RCW 42.30.

Section 2 - All meetings and/or hearings of the Commission shall be held in Franklin County, Washington.

Section 3 - A Chair shall be selected by the Commission and shall hold office for a term not to exceed three years, PROVIDED that nothing herein shall preclude any person from holding office as Chair for successive terms.

### **RULE III – POWERS AND DUTIES OF THE COMMISSION**

Section 1 – It shall be the duty of the Commission to make suitable rules and regulations, consistent with the provisions detailed in RCW 41.14.060.

Section 2 - The Commission or its designee shall provide practical examinations which shall consist only of subjects which will fairly determine the capacity of persons examined to perform duties of the position to which appointment is to be made.

Section 3 - The Commission shall investigate and report upon all matters regarding the enforcement and effect of the provisions of Chapter 41.14.060, and the rules and regulations prescribed hereunder.

Section 4 – The Commission shall determine appeals or complaints and conduct hearings and investigations in accordance with Chapter 41.14.060 and by the rules and regulations adopted by the commission.

Section 5 – When a vacant classified position is to be filled, the Commission or its designee shall certify to the hiring authority the names of the five persons highest on the eligible list for the class.

### **RULE IV - THE CHIEF EXAMINER**

Section 1 - The Chief Examiner shall be appointed by the Commission and shall serve as Secretary.

Section 2 - The Chief Examiner/Secretary or their designee shall perform duties as defined in the act and determined by the Commission. In addition, the Chief Examiner/Secretary or their designee, in cooperation with the hiring authority and subject to the approval of the Commission, shall prepare and maintain a list of qualified applicants for positions in the classified service. Such classifications shall be in accordance with Rule V.

Section 3 - The Chief Examiner/Secretary or their designee shall prepare the examination questions and tests for the applicants for all positions, except when administered by a contract testing agency. The Commission or its designee shall approve all questions and tests and may add to, modify, or withdraw any questions prior to testing.

Section 4 - The Chief Examiner/Secretary or their designee shall administer all physical agility and written examinations and shall personally supervise these examinations in accordance with the rules herein, unless administered by a contract testing agency. The Chief Examiner/Secretary or their designee shall administer all written and oral examinations for promotional purposes and shall ensure the examinations are administered in accordance with the rules herein where practical. The Chief Examiner/Secretary or their designee with the assistance of the commissioners or their designee shall score all written and oral examinations in a fair and impartial manner. The results of any examination shall not be disclosed without the express approval of the Commission and in compliance with any applicable public disclosure law.

## **RULE V - CLASSIFICATIONS OF POSITIONS**

Section 1 – Classified and unclassified positions shall be designated in accordance with RCW 41.14.070

### **Section 1 - Unclassified Service**

The positions authorized by these regulations shall include:

1. Commander-Law Enforcement Operations
2. Commander-Corrections Administrator
3. Captain (3)

### **Section 2 - Classified Service**

The positions authorized by these regulations shall include:

1. Lieutenant (Corrections)
2. Sergeant (Patrol, Corrections)
3. Corporals (Corrections)
4. Deputy Sheriff
5. Corrections Deputy
6. Sheriff's Support Specialists
7. Maintenance Technician
8. Commissary/Visitation Clerk

## **RULE VI – APPLICANT QUALIFICATIONS**

Section 1 - An applicant for a position in the Classified Service under Civil Service with the Franklin County must meet the following criteria, or have the ability to meet them at hire or the timeframe specified:

1. Be a citizen or lawful permanent resident of the United States.
2. Read and write the English language.
3. Be at least 21 years of age.
4. Have or obtain a valid driver's license. Law enforcement applicants must have or obtain a valid Washington State driver's license within 60 days of hire.
5. Have a high school diploma or equivalent.
6. Pass a Civil Service examination
7. Pass a physical agility examination if applying for the position of entry-level Sheriff's Deputy or Corrections Deputy.
8. Be of good moral character.
9. Pass all Franklin County Sheriff's Office background requirements, including but not limited to a comprehensive background investigation and polygraph examination.
10. Be eligible for coverage by the County's liability insurance carrier.

Section 2 - The burden shall be upon an applicant for any position under Civil Service to show that they possess the required qualifications.

Section 3 - The Commission may reject or reconsider an application whenever the applicant or eligible person is found to lack any of the minimum qualifications established in this rule..

**RULE VII - LIST OF ELIGIBLES, REQUISITIONS, APPOINTMENTS, AND BONA FIDE OCCUPATIONAL QUALIFICATION**

Section 1 - All appointments to and promotions in the Civil Service shall be made solely on merit, efficiency, and fitness, which shall be ascertained by open competitive examination and impartial investigation as set forth here. No person shall be reinstated or transferred, suspended or discharged from any such place, position or employment, contrary to the provisions of Chapter 41.14 RCW.

Section 2 - All candidates, who have taken and passed any of the examinations (whether electronic, written, oral, or physical) given by this Civil Service Commission or its designee, shall be placed on an appropriate eligibility list in order of their grade on the examination, and if applicable the Veterans' Scoring Criteria in accordance with RCW 41.04.010. In the event of a tie, candidates shall be ranked in order of the date the exam was completed.

Section 3 - When the Hiring Authority requests candidates for appointment or hire, the Chief Examiner/Secretary, with the approval of the Commission, shall provide the Hiring Authority the names of the top five candidates on the eligibility list for the first vacancy, and one name for each additional vacancy. Unless a bona fide occupational qualification is in place by the Hiring Authority, the Chief Examiner/Secretary or their designee shall provide names from a lateral list first for any position where a lateral list is certified prior to providing names from an entry-level list.

- a. If there are no candidates, not enough candidates, or no lateral and entry-level certified list the Hiring Authority may provisionally appoint a person to the position. The appointment shall expire after four months.
- b. The Hiring Authority may extend the provisional appointment beyond the four-month period, up to one year if the Commission continues to advertise and test for the position.
- c. If, after one year from the date of the initial provisional appointment, there are less than five persons on the eligibility list for the position, then the Hiring Authority may fill the position with any person or persons on the eligibility list.

Section 4 - Should the hiring authority require an employee with a bona fide occupational qualification (BFOQ) for the position, the hiring authority shall submit the request for the BFOQ to the Commission in writing if not already on file.

- a. The Commission or their designee shall forward a list of eligible candidates in accordance with Section 3 of this rule which fulfill the required qualification. This same procedure shall also be applicable to promotion.
- b. Should there not be enough BFOQ eligible candidates to send to the Hiring Authority the Commission or their designee shall continue to forward the names of the applicants with that BFOQ, and the Hiring Authority shall follow the same steps as in Section 3 of this rule.
- c. The BFOQ for the requested position shall remain in effect until the Hiring Authority submits in writing that the need has been filled.

Section 5 - The Commission has the discretion to credit a rating by two points for each full year of service for the following candidates:

1. Regular appointees, at the request of the candidate or Hiring Authority, who previously worked in the department, who voluntarily resigned while in good standing, and
2. Temporary appointees whose appointments have been separated for reasons unrelated to performance.

No such credits shall be given for any fractional part of a year served.

Section 6 – A current Franklin County Reserve Deputy applicant being considered for employment with the Franklin County Sheriff's Office as a Deputy Sheriff shall be eligible to receive an additional 10 points to their total score on the Deputy Sheriff examination to determine their position on the eligibility list, provided they:

- A. have successfully completed the Reserve Deputy PTO Program,
- B. have all required training,
- C. are classified as a Reserve Deputy with the Franklin County Sheriff's Office,
- D. have served a minimum of three years as a Reserve Deputy,
- E. have worked a minimum of 600 reserve hours, and
- F. are a reserve deputy in good standing.

Section 7 - A current Franklin County Corrections employee (Deputy, Corporal, Sergeant, and Lieutenant) within the Franklin County Sheriff's Office being considered for employment as a Deputy Sheriff shall be eligible to receive an additional 10 points to their total score in the Deputy Sheriff examination to determine their position on the eligibility list, provided they are an employee in good standing with the Franklin County Sheriff's Office, as determined by the Sheriff, or their designee.

Section 8 - No person whose overall entrance examination score, exclusive of veterans' scoring criteria, averages less than 70% of complete proficiency shall be registered as eligible.

Section 9 - The Commission may abolish any eligibility list at any time and re-announce the examination, if required, to meet staffing needs.

Section 10 – The names of candidates certified to this eligibility list shall remain on the list until either:

1. One year has passed from the date of examination, unless the candidate's name has already been given to the Hiring Authority for consideration. For promotional lists, candidates shall remain on the list for one year from the date the list was certified.
2. The candidate has been hired by another public safety organization,
3. At the candidate's request,
4. Upon written notification from the Hiring Authority requesting their removal. When a request has been received from the Hiring Authority, written or electronic notification shall be sent to the candidate informing them of their reason for removal.
5. The Commission abolishes a list.

Section 11 – At the request of the candidate, the Commission may review the reasons for the removal from an eligibility list of position and, upon a satisfactory showing, retain the name on the eligibility list.

## **RULE VIII - APPLICATIONS FOR EXAMINATIONS**

Section 1 –Notice/Postings shall be determined by the Chief Examiner/Secretary or their designee, except as otherwise specified by the Commission. Notice/Postings shall be provided in a manner reasonably designed to provide prompt notification to potential applicants, in accordance with state and federal law.

Section 2 - All applications for examination shall be on forms prescribed by the Commission or its designee.

Section 3 – Any falsification, misrepresentation, or omission of any facts made by any person in connection with application for examination shall be cause to exclude the person from the register of eligible applicants.

Section 4 - An applicant with an incomplete application shall, if at all possible, be notified of the needed changes before the examination.

Section 5 - All applications for employment and accompanying certificates shall remain on file with the Chief Examiner/Secretary for a period of time in accordance with state and federal records requirements.

## **RULE IX - NATURE OF EXAMINATION**

Section 1 - All examinations shall be practical and consist of subjects which fairly determine the capacity of those examined to perform the duties of the position to which appointment is to be made.

Section 2- The examinations may include tests of physical fitness, oral, written, assessment center or electronic examinations. The Commission may contract with a testing agency to administer testing to applicants. For examinations conducted by a testing agency, applicants shall follow that agency's rules.

Section 3 - Oral examinations may be given by a Board of Examiners experienced in law enforcement and/or personnel management under the supervision of the Chief Examiner/Secretary or their designee. The Chief Examiner/Secretary shall select the Board of Examiners with the approval of the Commission.

Section 2 - The Commission shall fix the relative weight of each examination subject prior to the examination, and the examinations shall be scored accordingly.

Section 3 - Applicants must be present and ready to take the examination at the time and place specified for the examination, late arrivals will not be admitted.

Section 4 - All instructions will be given before the examination begins.

Section 5 - The Chief Examiner/Secretary or their designee will make all necessary explanations to testers and will not explain any question to any individual applicant.

Section 6 - After an examination begins, no communication will be permitted among applicants.



Section 7 - During any examination, no applicant shall leave the room without permission of the Chief Examiner/Secretary or their designee. If an applicant leaves the room without permission before they have finished the examination, it will be collected and declared invalid.

Section 8 - The time allowed for examination(s) shall begin when all announcements, instructions, and explanations have been given and the information sheets are filled out.

Section 9 - The questions on each subject shall be answered within a specified time. At the expiration of the time all test materials will be returned to the Chief Examiner/Secretary or their designee.

Section 10 - Answers to the examination may be written in pencil or ink if being taken on a paper examination, and the applicant shall place all answers on the examination sheet or attached sheets.

Section 11 - Chief Examiner/Secretary or their designee will require the applicant to turn in all testing materials at the conclusion of the examination. If any applicant abandons the examination or fails to complete it within the time allowed, the Chief Examiner/Secretary or their designee will note that fact

### **RULE X – PROMOTIONAL EXAMINATIONS**

Section 1 - Whenever practicable, vacancies for corporal, sergeant, and lieutenant positions shall be filled by promotion from a lower position. Such promotions shall be by examination.

Section 2- Promotional examinations shall be conducted in the same general matter as outlined in Rule IX.

Section 3 - No employee or supervisor from the same division shall be allowed to participate in the exam administration process.

Section 3 – Candidate Responsibilities: Candidates shall appear at each part of the examination on time and be prepared to participate in the examination process. Except as authorized by the Chief Examiner/Secretary or their designee, a candidate may not assist another candidate or receive assistance during the examination from any person or source. A candidate shall follow all directions provided by the Chief Examiner/Secretary or their designee during the course of the examination. Failure of the candidate to comply with this section may result in disqualification of the candidate. Cheating on the examination will result in disqualification and notice will be sent to the hiring authority. The Commission may cancel or nullify all or any part of an examination if it finds that the examination has been compromised.

Section 4 – Notice to Candidates: The Chief Examiner/Secretary shall provide to candidates the examination results, including whether the candidate passed or failed all or part of the examination, the earned examination score, the final examination score, and ranking on the eligibility list. The Chief Examiner/Secretary shall correct clerical errors in the results of an examination or relative rankings when discovered during the life of the eligibility list. Such corrections shall not affect any appointment made from the register prior to the correction. Answer keys shall not be provided to any person other than the Commissioners, Chief Examiner/Secretary and persons authorized by the Chief Examiner/Secretary to score examinations.

Section 5 - An applicant who is dissatisfied with the scoring may appeal the matter to the Commission within ten days after receiving notice of the score, by serving written notice on the Chief Examiner/Secretary or their designee of a request for review. The Chief Examiner/Secretary, in conjunction with the Commission or its designee, shall re-examine the examination and all other portions of the examination and either approve or change the scoring as may appear just and proper. The score thus established shall be conclusive

Section 6 - In the event multiple applicants have the equivalent examination score, the applicants shall be ranked according to when completed application documentation was received by the Commission, and/or its designee. Should that ranking still result in a tie, the applicants shall be ranked according to date of hire within the Sheriff's Office.

#### Section 7 – Promotional Classifications and Eligibility Requirements:

**PATROL SERGEANTS:** Any Patrol Deputy in good standing who has completed probation and three years of service with the Sheriff's Office is eligible to take the Civil Service Examination for Sergeant. A Lateral Entry employee who is in good standing, has completed probation and two years of service with the Sheriff's Office is eligible to take the Civil Service Examination for Patrol Sergeant.

**CORRECTIONS LIEUTENANTS:** Any current or former Corrections Sergeant, Corrections Corporal, or Corrections Deputy in good standing who has completed three years of service with the Sheriff's Office is eligible to take the Civil Service Examination for Corrections Lieutenant.

**CORRECTIONS SERGEANTS:** Any Corrections Corporal or Corrections Deputy in good standing who has completed probation and one year of service with the Sheriff's Office is eligible to take the Civil Service Examination for Corrections Sergeant.

**CORRECTIONS CORPORALS:** Any Corrections Deputy in good standing who has completed probation and one year of service with the Sheriff's Office is eligible to take the Civil Service Examination for Corrections Corporal.

Section 8 – For the purposes of promotional examinations only, the following will be considered as equivalent to service in the Franklin County Sheriff's Office:

1. Educational Credit: College courses typically considered for equivalency service would include, but not be limited to: Police Science, Criminal Justice, Sociology, Political Science, and Psychology. Any other courses for equivalency purposes to be considered, will be at the discretion of the Sheriff. It is the responsibility of the employee to make a written request to the Sheriff for educational credit. Any official transcript should accompany this request.

- A. A college degree of four years is equivalent to two years of service.
- B. A college degree of two years is equivalent to one year of service.

2. Work Experience: Satisfactory service with another police agency or law enforcement agency, or related experience, may, at the discretion of the Sheriff, be substituted for Franklin County Sheriff's Office service.

## **RULE XI - EXAMINATIONS - HOW CONDUCTED**

Section 1 - For examinations administered by a testing provider, applicants shall be subject to and comply with the rules and procedures established by the provider, before and at the time of examination.

Section 2 - The following apply to examinations administered directly by the Commission or its designee:

A: Applicants must be present and ready to take the examination at the time and place specified for the examination. Late arrivals will not be admitted.

B: All instructions will be given before the examination begins.

C: The Chief Examiner/Secretary or their designee will make all necessary explanations to testers and will not explain any question to any individual applicant.

D: After an examination begins, no communication will be permitted among applicants.

E: During any examination, no applicant shall leave the room without permission of the Chief Examiner/Secretary or their designee. If an applicant leaves the room without permission before they have finished the examination, it will be collected and declared invalid.

F: The time allowed for examination(s) shall begin when all announcements, instructions, and explanations have been given and the information sheets are filled out.

G: The questions on each subject shall be answered within a specified time. At the expiration of the time all test materials will be returned to the Chief Examiner/Secretary or their designee.

H: Answers to the examination may be written in pencil or ink if being taken on a paper examination, and the applicant shall place all answers on the examination sheet or attached sheets.

I: Chief Examiner/Secretary or their designee will require the applicant to turn in all testing materials at the conclusion of the examination. If any applicant abandons the examination or fails to complete it within the time allowed, the Chief Examiner/Secretary or their designee will note that fact.

J: The Chief Examiner/Secretary or their designee, assisted by the Commission or its designee, shall score each examination. An applicant who is dissatisfied with the scoring may appeal the matter to the Commission within ten days after receiving notice of the score, by serving written notice on the Chief Examiner/Secretary or their designee of a request for review. The Chief Examiner/Secretary, in conjunction with the Commission or its designee, shall re-examine the examination and all other portions of the examination and either approve

or change the scoring as may appear just and proper. The score thus established shall be conclusive.

## **RULE XII - LATERAL ENTRY HIRING**

Section 1 – Lateral Entry hiring means the County is conducting open recruitment to hire trained and experienced commissioned law enforcement officers and correctional officers, as an alternative to entry-level personnel. For certification onto a lateral list, the following minimum qualifications must be met for each position:

### **A. Law Enforcement:**

- Certified by Washington State Criminal Justice Training Commission as a qualified peace officer,
- Successful completion of probationary period with a bona fide government law enforcement agency,
- At least 24 months total full-time, law enforcement officer experience,
- Employed as a full-time, commissioned law enforcement officer within the last 24 months, and
- Satisfaction of all other minimum qualifications required of entry level applicants.

### **Out of State Candidates**

- Graduation from a state certified law enforcement officer training academy and ability to obtain an equivalency certification in Washington State,
- Possess, or be able to obtain within two months of hire date, a Washington State driver's license,
- At least 24 months total full-time law enforcement officer experience,
- Successful completion of a probationary period with a bona fide government law enforcement agency,
- Employed as a full-time, commissioned law enforcement officer within the last 24 months, and
- Satisfaction of all other minimum qualifications required of entry level applicants.

### **B. Corrections:**

- Certified by Washington State Criminal Justice Training Commission as a qualified corrections officer,
- Successful completion of probationary period with a correctional facility,
- At least 12 months total full-time corrections officer experience,
- Employed as a full-time corrections officer within the last 24 months, and
- Satisfaction of all other minimum qualifications required of entry level applicants.

### **Out of State Candidates**

- Graduation from a state certified corrections officer training academy and ability to obtain an equivalency certification in Washington State,
- Possess, or be able to obtain, a Washington State driver's license within two months of hire date,

- At least 12 months total full time, corrections officer experience,
- Successful completion of a probationary period with a correctional facility, Employed as a full-time, corrections officer within the last 24 months, and
- Satisfaction of all other minimum qualifications required of entry level applicants.

Section 2 – For purposes of ranking, all lateral applicants will be ranked according to years of service in the respective field for which they are applying. In the event multiple applicants have the equivalent years of service, the applicants shall be ranked according to when completed application documentation was received by the Commission, and/or its designee. Lateral Entry applicants claiming veteran’s preference, will be given preference in accordance with RCW 73.16.010.

Section 3 – If a candidate or Hiring Authority is requesting an exception be made by the Civil Service Commission on their lateral entry qualifications, they must submit, in writing the request to the Commission along with any additional information the Commission should consider in evaluating the request.

### **RULE XIII - APPOINTMENTS - PROBATION**

Section 1 - The right of any person to appointment or promotion to any position in the Sheriff’s Office shall not be withheld because of their race, color, religion, national origin, age, sexual orientation, gender, disability, veteran status, political affiliation, or any other characteristic as identified by state or federal law, nor shall any person be dismissed, demoted, or reduced in grade for such reason.

Section 2 - No appointment, employment, or promotion in any position in the Classified Service shall be deemed complete until the successful completion of the probation period as determined by the Hiring Authority and governed by the applicable Collective Bargaining Agreement. In the probationary period, the Hiring Authority may terminate the employment of the person certified if the employee is found unfit or unsatisfactory for the position.

Section 3 – The Hiring Authority may assign an employee from the Classified Service to the Unclassified Service, which carries additional salary, duties and responsibilities. No permanent or vested rights, including one’s permanent Civil Service status, shall be acquired or lost by reason of such assignment. The assignment shall remain in effect at the discretion of the Hiring Authority. If an employee is re-allocated to the Classified Service, their position in Classified Service shall be equivalent to the position occupied before placement in the Unclassified Service.

### **RULE XIV - TENURE - SEPARATION - SUSPENSION**

Section 1 - The tenure of office of every regular employee shall be during good behavior and the satisfactory performance of duties.

Section 2 - No person in the classified Civil Service who has been regularly appointed or inducted into Civil Service under provisions of this act, shall be removed, suspended or demoted except for cause, and only upon written accusations by the Hiring Authority, or any citizens or taxpayer. A written statement of the accusation in general terms shall be served upon the accused and a duplicate filed with the Commission. Any person so removed, suspended, or demoted may, within ten days from the time of their removal, suspension, or demotion, file with the Commission a written request for an investigation. The Commission shall conduct an investigation, confined to the determination of the question of whether the removal, suspension, or demotion was made in good

faith and for cause. After the investigation the Commission may affirm the removal or, if it finds that removal, suspension, or demotion was not made in good faith and for cause, shall order the immediate reinstatement or reemployment of the employee in the office, place, position, or employment from which they were removed, suspended or demoted. The reinstatement shall, if the Commission so provides, be retroactive and entitle the employee to pay or compensation from the time of removal, suspension, or demotion. The Commission, in lieu of affirming a removal, may modify the order by directing a suspension without classification, grade, or pay. The findings of the Commission shall be certified in writing to the Hiring Authority, and the Hiring Authority shall enforce the Commission's decision.

Section 3 - All investigations made by the Commission pursuant to this section shall be by public hearing after reasonable notice to the accused of the time and place. At the hearing, the accused shall be permitted to appear in person and/or by counsel and to present their defense. If the Commission or a majority of the Commission concurs in the order of removal, suspension, or demotion, the employee may appeal to the Superior Court of the State of Washington.

Section 4 - Any person regularly appointed to the Classified Service may be removed, discharged, or suspended without pay; demoted or reduced in rank; or be deprived of leave or other special privileges for any of the following reasons:

- A. Any willful violation of the provisions of this act or the rules and regulations to be adopted here under.
- B. Incompetency, inefficiency, or inattention to or dereliction of duty.
- C. Dishonesty, intemperance, immoral conduct, insubordination, or discourteous treatment of the public or a fellow employee
- D. Any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the employee to properly conduct themselves.
- E. Dishonest, disgraceful, or prejudicial conduct.
- F. Mental or physical unfitness for the position that the employee holds.
- G. Wantonly offensive conduct or language toward the public or fellow officers and employees.
- H. Carelessness or negligence in the use of county property.
- I. Willful violation of any lawful and reasonable regulation, order, or direction made or given by a superior officer where such violation has amounted to insubordination or has resulted in loss or injury to the County or to the public.
- J. The promotion by any officer or employee of discord among fellow officers or employees.
- K. Any other act or failure to act which, in the judgment of the Civil Service Commission, is sufficient to show the offender to be an unsuitable and unfit person to be employed in the public service.

- L. False statement of material fact in application for the Civil Service position.

### **RULE XV - TRANSFER - REINSTATEMENT - LEAVE OF ABSENCE**

Section 1 - Any person who has received a regular appointment to any position and who has resigned without misconduct or inefficiency on their part, or is laid off because of curtailment of services or funds, or for any reason beyond their control within the last 24 months may be reinstated by the Hiring Authority to a position with the same or similar duties to those they previously performed, provided they have previously been certified by the Commission. Prior to reinstatement, the Commission or their designee may require the employee to pass a qualifying examination.

Section 2 - Leave of absence, without pay, may be granted by any appointing power to any person under civil service: PROVIDED, that such appointing power gives notice of the leave to the commission. All temporary employment caused by leaves of absence shall be made from an eligibility list of the classified civil service for that position.

Section 3 - No person holding any office, place, or position of employment in the Classified Service shall be required to contribute to any political fund or render any political service to any person or party whatsoever. No person shall be removed, reduced in grade or salary, or otherwise be prejudiced for refusing to do so. No public officer, whether elected or appointed shall discharge, promote, demote, or in any other manner change the official rank, employment, or compensation of any person under Civil Service or promise or threaten to do so for giving, withholding, or neglecting to make any contribution of money, service, or any other valuable thing for any political purposes.

### **RULE XVI - REPORTS TO BE MADE**

In order that the Commission may keep proper records of changes in the Classified Service, the Commission or its designee shall:

- A. Be made aware of every hire, transfer, promotion, and/or provisional appointment made by the hiring authority.
- B. Maintain a list of active employees in classified positions. The report shall include employee name, position, and hire date.
- C. Be made aware of every suspension or other disciplinary action made by the hiring authority or any officer or employee along with the reasons for the action.
- D. Be made aware of every separation from service, along with the reason for the separation.
- E. Be made aware of every position created or abolished in the hiring authority's office.
- F. Be made aware of every leave of absence, other than regular accumulated leave granted to a member of the Sheriff's Office.

- G. Be made aware of every refusal or neglect to accept an appointment under the hiring authority by a person who has been duly certified.

### **RULE XVII - PUBLICITY**

Section 1 - Pursuant to RCW 41.14.060, Section 1, these rules and regulations, and any amendments, shall be printed and made available to the public for free distribution.

Section 2 - A copy of these rules and regulations and any current amendments shall be made readily available to departments with Civil Service positions, and the Human Resources Department.

### **RULE XVIII - SEVERABILITY**

Section 1 - If any section, sentence, clause or phrase of these rules should be held invalid or unconstitutional, such holding shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of these rules

### **RULE XIX - AMENDMENTS**

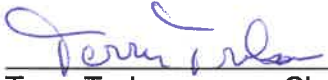
Section 1 - These rules and regulations may be amended, suspended, or changed from time to time by the Commission, as circumstances may require at any regular or special meeting of the Commission. The Commission shall submit a copy of the proposed amendment, suspension or change to the Hiring Authority.

This section intentionally left blank



**RULE XX - EFFECTIVE DATE**

Section 1 - These rules and regulations of the Franklin County Civil Service Commission for the Franklin County Sheriff's Office employees shall become effective June 8, 2021.



Terry Trulson      Chairman



Michelle Andres      Commissioner

APPROVED  
TELEPHONICALLY

Lee Barrow      Commissioner



Eric Wyant      Chief Examiner/Secretary



Approved to Form: Jennifer L. Johnson, Chief Civil DPA  
Franklin County Prosecutor's Office