



**White Salmon Special City Council Meeting  
A G E N D A**

**January 27, 2022 – 5:00 PM**

**Via Zoom Teleconference**

**Meeting ID: 813 6070 5469 Passcode: 377598**

**Call in Numbers:**

**669-900-6833**

**929-205-6099**

**301-715-8592**

**346-248-7799**

**253-215-8782**

**312-626-6799**

**We ask that the audience call in instead of videoing in or turn off your camera, so video does not show during the meeting to prevent disruption. Thank you**

**I. Call to Order and Roll Call**

**II. Business Items**

**A. Collectively Bargained Agreement, Police Department**

**1. Presentation and Discussion**

**2. Action**

**III. Adjournment**

**File Attachments for Item:**

A. Collectively Bargained Agreement, Police Department

1. Presentation and Discussion

2. Action



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## AGENDA MEMO

Needs Legal Review: Yes  
Council Meeting Date: January 27, 2022  
Agenda Item: Collectively Bargained Agreement, Local 1533-W AFSCME AFL-CIO – Police Officers, Sergeants, Limited and Non-Commissioned Employees  
Presented By: Jan Brending, Clerk Treasurer

### **ACTION REQUIRED:**

Authorization for the Mayor to sign the 2022-2025 Collectively Bargained Agreement with Local 1533-W AFSCME AFL-CIO – Police Officers, Sergeants, Limited and Non-Commissioned Employees.

### **PROPOSED MOTION:**

Move to accept the 2022-2025 Collectively Bargained Agreement with Local 1533-W AFSCME AFL-CIO – Police Officers, Sergeants, Limited and Non-Commissioned Employees and authorize the Mayor to sign the agreement.

### **Explanation of issue:**

The City of White Salmon has two union agreements: one with the police department and one with the other municipal employees. This agenda memo summarizes the changes made to the agreement through negotiations.

1. The agreement is for the years 2022-2025.
2. The agreement incorporates the Memorandum of Understanding regarding the “Janus” decision regarding employee participation in the bargaining unit: Page 5 – Article 1 Recognitions, Page 10 – Article 5 Union Membership/Applicability of Personnel Policies.
3. Definitions of “Regular Full-Time Employees” and “Regular Part-Time Employee” updated per Memorandum of Understanding previously approved.
4. Section 12.2 Time Worked provides that annual leave will be considered time worked for overtime purposes. (page 23)
5. Section 12.5 changes the number of vacation hours that can be accrued and carried over each year from 80 to 120 hours. (page 23)
6. Section 12.5 changes when entry level police officers may start using vacation leave. (page 23)
7. Section 12.5 E changes the wording for the minimum of vacation time that must be taken each year. (page 24)
8. Section 12.10 adds June 19 as a paid holiday for limited and non-commissioned employees (page 25)
9. Section 12.11 provides for two floating holidays for Police Officers and Sergeants. There is no actual change in 12.10 B (the wording has reverted back to the original wording).
10. Article 13 – Sick Leave clarifies that sick leave shall be taken per White Salmon Personnel Policy 4.12. (page 25)
11. The agreement adds Article 19 Washington Family and Medical Leave Program stating the city participates in this program and that all premiums are paid by the City. This was previously approved by a Memorandum of Understanding under the previous agreement. (page 30)
12. The agreement adds Article 20 Washington Long-term Care Program stating the City participates in the State Long-term Care Program (Washington Cares Fund) and that all required premiums are paid by the employee. (page 30)

13. The agreement provides that travel expenses are reimbursed per the City's Travel Policy. (page 33-35)
14. Article 23.5 Meal Periods for Limited and Commissioned Employees is changed to provide an alternate meal period of 30 minutes. (page 38)
15. Article 26.6 Time Worked is changed to include Vacation Leave for Police Officers and Sergeants. (page 39)
16. Article 27.3 C is corrected to refer to the Police Department and not the Public Works Department. (page 41)
17. The agreement provides for a 5% cost of living adjustment for 2022 and then follows the CPI process previously established by Memorandum of Understanding. The 2022 cost of living adjustment is effective January 1, 2022. (page 42)
18. Article 28.5 Holiday Compensation Pay: Police Officers and Sergeants is changed to provide 168 hours of pay per year due to the addition of June 19, Juneteenth as a paid holiday for other employees. (page 42)
19. Article 31 – Training Officer Premium is added which provides for police officers and training who are performing training responsibilities will receive a 5% premium based on their base rate of pay for the hours worked preparing and doing the actual training. (page 43)
20. The agreement does away with Article 31, Longevity Pay. (page 43)
21. The agreement includes a salary matrix (Appendix A) that provides for 10 steps per each Range.
22. The agreement includes adjusting the range for several job positions (see attached document and job descriptions). Any position that is adjusted is effective January 1, 2022 except for the promotion of the current Police Clerk to the position of Police Office Manager which is effective April 1, 2021.
23. The agreement includes all job descriptions (Appendix B) which have minor adjustments.

**Budget:**

The 2022 budget includes funding for the 5% cost of living increase and agreed upon adjustments to specific job positions except for the costs associated with the promotion of the police clerk to police office manager. The 2021 costs will need to be added to the 2022 budget since the agreement was not signed until 2022.

**Recommendation by Staff:**

Staff recommends acceptance of the collectively bargained agreement with the Police Officers, Sergeants, Limited and Non-Commissioned Employees

~~2018~~ — ~~2020~~ 2022 - 2025

**COLLECTIVELY  
BARGAINED AGREEMENT**

**BETWEEN**

**CITY OF WHITE SALMON**

**AND**

**COUNCIL 2  
WASHINGTON STATE COUNCIL OF COUNTY  
AND CITY EMPLOYEES**

**REPRESENTING**

**LOCAL 1533-W  
AFSCME AFL-CIO  
POLICE OFFICERS, SERGEANTS, LIMITED  
AND NON-COMMISSIONED EMPLOYEES**

**EFFECTIVE  
JANUARY 1, ~~2018-2022~~ — DECEMBER 31,  
2020-2025**

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**APPENDIX "A" - SALARY MATRIX**

**APPENDIX "B" – JOB DESCRIPTIONS**



## **PREAMBLE**

This Agreement entered into by the City of White Salmon hereinafter referred to as the Employer, and the Washington State Council of County and City Employees, Council 2, representing Local 1533-W, affiliated with American Federation of State, County, and Municipal Employees AFSCME, AFL-CIO, hereinafter referred to as the Union, has as its resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

## **ARTICLE 1 – RECOGNITION**

1.1 The Employer recognizes the Union as the exclusive bargaining representative for police officers, sergeants, limited and non-commissioned Employees including those police officers, sergeants, limited and non-commissioned Employees who have declined to join the Union. Excluded from the bargaining unit are all municipal employees, the Chief of Police, Supervisors, Confidential Employees, and Temporary ~~employees~~Employees, for the purpose of establishing wages, benefits, hours and other conditions of employment for all employees.

## **ARTICLE 2 – NON-DISCRIMINATION**

2.1 It is mutually agreed that there shall be no discrimination because of lawful union activity, union membership, race, color, religion, sex, age, marital status, sexual orientation, national origin, genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008), that does not prevent proper performance of the job (bona fide occupational qualification). The Union and Employer representatives shall work cooperatively to carry out these principles. Employees who believe they have been discriminated against shall use the Grievance Procedure in this CBA prior to seeking relief through EEOC, WSHRC and court proceedings, not excluding consultation with EEOC or WSHRC.

## **ARTICLE 3 – PRODUCTIVITY**

3.1 It is mutually agreed that the Employer, and the Union, shall work together individually and collectively to meet the production requirements of the police department, to provide the public with efficient and courteous service, to encourage good attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency in the police departments.

## **ARTICLE 4 – DEFINITIONS**

**4.1 Definitions:** The following definitions apply throughout the CBA as described herein, unless the context indicates another meaning:

**A) Anniversary Date:** Original entry date into City services as adjusted by leave without pay or break in service.

**B) Call Out Time:** A time when an employee is called to perform non-scheduled work.

**C) Dismissal:** The termination of employment of a regular employee pursuant to Article 11 – Discipline and Work Rules.

**D) Immediate Family:**

1. a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de factor parent, regardless of age or dependency status;
2. a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child;
3. a spouse;
4. a registered domestic partner;
5. a grandparent;
6. a grandchild;
7. a sibling; or
8. any other person (not described above) who is a resident of the employee's household or dependent on the employee for medical care.

This definition relates to sick leave, not medical coverage.

**E) Limited and Non-Commissioned Employee:** A full-time Employee who has limited authority, as defined by RCW 10.93.020 (2), to apprehend or detect persons committing infractions such a traffic violations or criminal laws relating to limited subject areas; and/or performs other duty within the department not normally performed by a

general authority Washington peace officer. Employees hired under this job classification do not perform shift work on a scheduled basis.

- F) On-Call Time:** The period of time when an employee is required to wait with restricted activity in anticipation of being called out to work.
- G) Overtime:** Work hours authorized to count towards [Overtime], as specified with in this agreement, and/or actual work performed in excess of forty (40) hours of actual work in scheduled workweek. Work hours authorized and/or actual work hours that exceed the minimum forty (40) hours threshold of actual work performed in a scheduled workweek is payable at the time and one-half (1 1/2) rate.
- H) Position:** A group of and responsibilities normally assigned to an employee.
- I) Probationary Employee:** An individual working for pay during the first twelve (12) months of employment immediately following completion of the academy (for the new officers) or from the date of hire (for lateral transfers) unless the probationary period is extended, consistent with paragraph I of this Article. A probationary employee is subject to being terminated without just cause and without any recourse to the collective bargaining agreement grievance procedure and the Civil Service Commission and its rules and regulations.
- J) Probationary Period:** A trial period of employment during which an employee may be terminated without just cause and without any recourse to the collective bargaining agreement grievance procedure and the Civil Service Commission and its rules and regulations. The probationary period for entry level police officers shall be from date of hire and proceeds for twelve months after the successful completion of the academy, lateral officer's probationary period shall be from date of hire for a period of twelve (12) months unless extended by the Employer for reasonable cause or by agreement. In no event shall the probationary period of any regular employee continue for more than twenty-four (24) months from the date of hire or successful completion of the academy.
- K) Regular Employee:** A regular employee of the Employer does not include probationary employees or temporary employees.
- L) Temporary Employee:** An employee, either full time or part time, who is employed by the City to fill a position temporarily until such time as the position can be permanently filled or is no longer needed. In no circumstances can the position be filled for more than one (1) calendar year. These employees are not covered by the CBA.

**M) Anniversary Date:** Original date of hire into the Employer's services, adjusted for leaves without pay, and/or breaks in service.

**N) (1) Bona Fide Emergency:** Inclusive of but not limited to life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances not related to natural disasters and/or disorders, and Acts of God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.

**(2) Staffing Level Emergency:** In the event there is vacant shift for any reason, each member of the bargaining unit shall be called and offered the shift. If members are not available to cover said shift, the Police Chief shall be allowed to cover the shift. If time or circumstances do not allow for a member to be called, the Police Chief will be allowed to cover the shift. The membership understands and recognizes there will be times of staffing level emergencies and will allow non-members to cover a shift in such times as long as a pattern does not exist where overtime opportunities are not being afforded to members of the unit.

The Chief of Police shall determine when a staffing level emergency exists and the schedule will be back to normal as soon as time and circumstances allow. If a vacancy exists within the schedule with less than a 24 hour notice, the Police Chief shall be allowed to cover the vacant shift.

**O) Dismissal:** The termination of employment of a regular full-time, regular part-time employee pursuant to Article 11 – Discipline / Work Rules.

**P) Employees:** All references to employee in this CBA include both sexes. Whenever the male gender is used, it shall be construed to include both male and female employees.

**Q) Employer:** The City of White Salmon.

**U) Employer's Appointing Authority:** The Mayor or City Administrator.

**R) Past Practice:** A customary way of doing things not written into the collective bargaining agreement; and the collective bargaining agreement language has not been renegotiated. Past practices can only be established by a longstanding, consistent, and accepted practice by both parties. Under no circumstances can a past practices be established by union member supervisors without the written consent of the Department Head allowing the practice.

**S) Police Officers and Sergeants:** Is a general authority Washington peace officer as defined by RCW 10.93.020 (3); which means any full-

time, fully compensated and elected, appointed, or employed officer of a general authority Washington law enforcement agency who is commissioned to enforce the criminal laws of the state of Washington generally.

- T) Promotion/Transfer:** If the six month (6) probationary period of an employee who has been promoted/transferred to a new classification is found to be unacceptable, the employee shall have the right to return to the position from which the employee was promoted/transferred. Any employee who is promoted/transferred to a higher classification shall be placed at the minimum salary for that class unless that minimum is lower than or the same as the employee's salary at the time of the promotion/transfer.
- W) Regular Full-Time Employees:** An employee who performs bargaining unit work on a full-time basis (thirty-two [32] or more hours per week) based on the work period and hours assigned by the Chief. Only Regular Full-Time Employees are entitled to the terms and benefits of the CBA.
- X) Regular Part-Time Employee:** Employees who perform bargaining unit work on a scheduled basis for an indefinite period of time and who have a normal work schedule of more than twenty (20) hours but less than ~~forty~~ thirty-two (40/32) hours per week. ~~Said employees are entitled to receive only base pay for the position.~~ Said employees are subject to the City of White Salmon's Personnel Policies. Regular Part-Time Employees are not subject to the CBA.
- Y) Regular Seasonal Employees:** Employees hired to work in a regular position more than three (3) months but less than six (6) months. Seasonal employees are not subject to the provisions of this CBA.
- Z) Resignation:** The voluntary action by an employee of terminating their employment.
- AA) Seniority (Definition Only):** Seniority for regular full-time employees and regular part-time employees shall consist of continuous service of an employee, that period of time beginning from their date of hire. No employee shall have seniority established prior to satisfactory completion of the probation period. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one (1) year of lay off.
- AB) Union:** Council 2, Washington State Council of County and City Employees, Local 1533-W, American Federation of State, County, and Municipal Employees, AFL-CIO.

## **ARTICLE 5 – UNION MEMBERSHIP**

- 5.1 Joining the Union:** All employees in this bargaining unit have the right to voluntarily join the Union. The Union as the Exclusive Bargaining Representative agrees to carry out its responsibilities under RCW 41.45.080.
- 5.2 Questions About Union Membership:** If an Employee has questions about Union membership, the City will remain neutral and direct the Employee to discuss the topic with a Union Staff Representative. The Union's Staff Representative shall address the Employee's inquiry as soon as possible.
- 5.3 Signed Dues Deduction Authorization:** Current union members and those who choose to join the Union and pay monthly dues via signed payroll deduction authorization will have their dues deducted from the wages of the Employee who have authorized such deductions. The signed payroll deduction authorization may be submitted electronically or by paper writing, and must be presented to the City Clerk-Treasurer. The deduction shall begin in the payroll period after submission of the dues deduction authorization card or as soon as administratively possible if not submitted with enough time to make the next payroll period.
- 5.4 Amounts Deducted:** The amounts to be deducted shall be certified to the Employer by Council 2 and the aggregate deductions shall be remitted to Council 2, Washington State Council of County and City Employees, AFL-CIO, P.O. Box 750, Everett, WA 98206-0750, together with an itemized statement including the employee name, department, hours worked, monthly base wage and the amount of union dues to deducted, after such deductions are made. If an employee terminates their employment on or before the 15<sup>th</sup> of the month, dues will not be deducted for that month; if the termination is after the 15<sup>th</sup>, dues will be deducted. The Employer shall honor the terms and conditions of each employee's authorization for payroll deduction. The Employer shall continue to deduct and remit union dues and fees to the Union until such time as the Union notifies the Employer that the payroll deduction authorization has been properly terminated in compliance with the terms of the authorization for payroll deduction executed by the employee. The City is not a party to the authorization for payroll deduction as that is between the employee and the Union.
- 5.5 Applicability of Personnel Policy:** If the CBA does not specifically address the details of any given topic and the Personnel Policies do address the details then the City of White Salmon's Personnel Policy shall apply to bargaining unit members. If the CBA briefly but not in detail identifies a topic and the Personnel Policies have more detailed provisions, then the Personnel Policies shall prevail. If the CBA has specific details not contained in the Personnel Policies, then the CBA provisions shall prevail.

The Personnel Policies referred to in this Section are those the City has adopted by way of official City Council action. New Personnel Policies will be sent for review and comment to the Union representative prior to adoption.

**5.6 Indemnification and Hold Harmless:** The Union agrees to indemnify the Employer and save the Employer harmless from and against any and all claims, against the Employer arising out of administration of this Article which includes the amounts of Union dues and fees deducted from employee's wages in accordance with the employee's authorizations furnished to the City by the Union, including reimbursement for any legal fees or expenses incurred in connection with such action. The Employer will promptly notify the Union in writing of any claim, demand, suit or other form of liability asserted against it relating to its implementation of this Article.

~~**Union Membership:** All employees in the bargaining unit shall, within thirty (30) days after hiring, as a condition of employment, become members of the Union, provided that exceptions to membership shall be subject to the provisions of RCW 41.56.122(1).~~

~~**5.2 Payroll Deductions:** The City agrees to deduct Union fees, dues and other assessments by the Union against its members within the bargaining unit from the pay of employees who authorized the City to do so, which authorization shall be in writing and signed by each person authorizing such deductions, and filed with the City. The City shall transmit to the Washington State Council of County and City Employees (W.S.C.C.C.E.), P.O. Box 750, Everett, WA 98206-0750, the aggregate of such deductions, together with an itemized statement, on or before the 20<sup>th</sup> day of each month following the month for which deductions are made. The Union agrees to indemnify the Employer and save the Employer harmless from and against any and all claims, against the Employer arising out of administration of this Article, including the amounts of Union Dues deducted from earnings.~~

~~**5.3 Applicability of Personnel Policy:** If the CBA does not specifically address the details of any given topic and the Personnel Policies do address the details then the City of White Salmon's Personnel Policy shall apply to bargaining unit members. If the CBA briefly but not in detail identifies a topic and the Personnel Policies have more detailed provisions then the Personnel Policies shall prevail. If the CBA has specific details not contained in the Personnel Policies, then the CBA provisions shall prevail. The Personnel Policies referred to in this Section are those which the City has adopted by way of official City Council action. New Personnel Policies will be sent for review and comments to the Union representative prior to adoption.~~

~~**5.4 Applicability of CBA Articles:** The terms and provision of this contract provides policies for two fundamentally different employee classifications; Police Officers and Sergeants & Limited and Non Commissioned~~

~~Employees. The articles within this agreement shall apply to both employment classifications unless specified otherwise.~~

## **ARTICLE 6 – MANAGEMENT RIGHTS**

- 6.1 Core Management Rights:** The Union agrees that the Employer has core management rights which are controlled by the Employer. The Employer has the exclusive right to make and implement those decisions without negotiations about the decision(s) and the effect(s). Those core management rights include but are not limited to the following:
- A) The right to hire, transfer, promote, and/or lay-off employees;
  - B) The right to adopt, change and/or discontinue operations, practices, and/or the work of employees;
  - C) The right to establish and/or modify job classifications and descriptions;
  - D) The right to adopt and/or modify work rules, procedures, policies and/or directives;
  - E) The right to discipline employees;
  - F) The right to adopt, modify and/or make any and all budgetary determinations;
  - G) The right to determine and/or change the hours of work in accordance with the CBA;
  - H) The right to make and enforce reasonable safety rules and regulations;
  - I) The right to implement new equipment and procedures;
  - J) The right to determine and declare when an emergency exists and the actions necessary to deal with the emergency. Emergency is inclusive of but not limited to life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances not related to natural disasters and/or disorders, and Acts of God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.
  - K) The right to establish and implement a reserve police officer program and to determine the scope as well as functions of the reserve program inclusive of performing bargaining unit work subject to the following provisions. The purposes of having a reserve police officer program is to have reserve police officers available to supplement the existing regular police force under circumstances when regular police officers are unavailable due to sickness, vacation leave, municipal activities and



events requiring additional police personnel as determined by the Chief of Police, City Administrator or Mayor or when there is a bona fide emergency. Normally, a regular full-time police officer will be on duty when reserve officers are working. The Chief can assign reserve police officers to work shifts when regular full-time police officers are unavailable due to the working conditions that regular full-time police officers shall not work full back-to-back shifts, nor shall they have less than eight (8) hours off between shifts.

L) The right to establish and implement drug and alcohol policies and procedures;

**6.2 Cooperation:** The Union agrees to give full cooperation in carrying out the functions vested in the Employer for the conduct of its business and the efficient management and operation, and the prevention of violations by its members of the provisions of the CBA or the rules and regulations herein agreed to.

**6.3 Past Practice:** The Employer may change, alter or terminate past practices subject to the Employer providing the Union thirty (30) calendar days written notice of the proposed change during which time the Employer, if the Union so requests, will meet with the Union to negotiate the effects of its decision to change past practice for a period not to exceed the thirty (30) calendar days, after which time the Employer is free to proceed with the change to past practices. In the event of a bona fide emergency as defined herein, the Employer has the right to change past practices giving as much notice as is practicable under these circumstances and an opportunity to negotiate the effects with the Union; all of which shall occur within adequate time to permit the Employer to respond to the emergency.

## **ARTICLE 7 – LABOR MANAGEMENT COMMITTEE**

### **7.2 Communications:**

**Labor/Management Committee:** In the interests of greater communications and for the purpose of developing a more harmonious work environment, the parties agree to the creation of a joint Union/Employer Committee, to consist of no more than four (4) members appointed by the Union with the W.S.C.C.C.E. Staff Representative and no more than four (4) members appointed by the Employer with the Mayor. A designated representative shall serve as a chairman and shall preside at the meetings.

**7.3 Agreements:** Tentative Agreements reached between the parties to this agreement are subject to review by the W.S.C.C.C.E. Staff Representative and the City's management representative. If approved and/or modified then the changes shall be effective upon signature by the parties and their representatives.

- 7.4 Scheduling:** Meetings may be scheduled at a mutually agreeable time, but not later than fifteen (15) working days from the date the request for a meeting is made. Such request shall be in writing and contain the item(s) and/or topic(s) at issue.
- 7.5 Agenda:** Prior to the meeting, a written agenda shall be prepared by the party requesting the meeting and may be supplemented by additions made by the other party. The party requesting the meeting shall furnish the other party with a copy of the final agenda three (3) working days prior to the date of the meeting.
- 7.6 Scope:** The agenda shall be limited to items which are of a group, rather than individual, interest and/or concern.
- 7.7 Minutes:** Minutes will be taken by a person designated by the Chairperson. Minutes shall consist of the topics/items discussed and disposition of each. Disposition of matters covered in a labor management meeting shall not conflict, add to, or otherwise modify the terms and conditions of this basic Agreement. Copies of the minutes shall be signed jointly by an Employer designee and a member designated by the Union who participated in the meeting. These minutes shall be available for signatures within five (5) working days after such meetings.
- 7.8 Pay Status:** Employees participating in such meetings as representatives of the Union shall receive their regular salary from the Employer.
- 7.9 Timelines:** The Employer will discuss proposed changes in employees working conditions with representatives of the Union. Such discussions should be fourteen (14) days in advance of the implementation dates, in order that reasonable alternative proposals can be considered.
- 7.10 Resolution:** The Committee may not intervene in, add to, or delete from the Collective Bargaining Agreement nor may it involve itself in any grievance which has been reduced to writing at Step 1 of the grievance procedure. The Committee shall be a means of resolving potential conflicts, communicating short and long term projects and goals of both the Employer and the Union, and for the general sharing of information.

## **ARTICLE 8 – EMPLOYEE RIGHTS**

- 8.1 Personal and Private Life:** The private and personal life and activities of the employee, unless representing a conflict of interest, unless detrimental to the employee's work performance or to the programs administered by the Employer, are not legitimate grounds or cause for disciplinary, discriminatory or other comparable actions initiated by the Employer.
- 8.2 Written and Signed Complaints:** In the event of charges or complaints made to Management against any employee, except where there is clear

and immediate danger to person(s) or property, no Management disciplinary action shall be initiated in response to such charge or complaint until the employee has been apprised of the allegation and has had reasonable opportunity to respond, in which instance the employee shall be informed of the identity of the person or party making such charges or allegations except in the case of harassment or other similar cases where the accuser's identity must be kept confidential. The parties respect the individual's right to confront their accuser except as provided above, but if the accuser's identity is provided, there shall be no retaliation by the employee or any of the employee's representatives in regards to charges or complaints. If there is retaliation, the employee will be subject to termination/discharge. If Management determines to bring disciplinary action against an employee for any reason, the employee shall be apprised of rights of appeal and representation, as provided by Local 1533-W and the grievance procedure.

- 8.3 Personnel File Review:** Each employee or a designated representative (with written authorization from the employee) shall have access to the employee's personnel file for the purpose of grievances and disciplinary actions or other purposes. All information that becomes a matter of record and is inserted into the employee's personnel file shall be brought to the attention of the employee at the time of insertion. The employee shall have ample opportunity to review and submit explanatory notes and comments as outlined in RCW 49.12.250 (2). A copy of any entry will be given to the employee.
- 8.4 Representational Rights:** Each employee, a designated representative (with written authorization from the employee), and management to include and limited to Mayor, City Administrator, appropriate Department Head, immediate supervisor and legal counsel shall have access to the employee's personnel file for the purpose of grievances and disciplinary actions or other proper purposes. Material placed into an employee's file, shall be brought to the attention of the employee and signed by the employee signifying that they have read it. The employee shall be given the opportunity to attach their comments. A copy of any entry pertaining to job competence or conduct will be given to the employee.
- 8.5 Weingarten Representation:** Employees shall have the right to have union representation at any meeting between Management and the employee if said meeting is called for disciplinary consideration adversely affecting their conditions of employment.
- 8.6 Safe and Healthful Working Conditions:** The Employer and employee(s) will cooperate in the endeavor to maintain safe and healthful working conditions. The Employer agrees that no employee should work or be directed to work in a manner or under conditions that do not at least comply with minimum accepted safety practices or standards as established by the Washington State Division of Safety. Said practices and standards shall

include a regular schedule of compliance with the State of Washington for Accident Prevention training for all employees.

- 8.7 Grievance Rights:** Any employee within the bargaining unit, who believes they have a grievance, may seek their remedy by the grievance procedure provided in the CBA herein. A grievance is defined as a dispute regarding the interpretation, application or implementation of the specific terms and conditions of this CBA.
- 8.8 Changes to Work Rules:** Employees shall be made aware in writing of new or changes to existing work rules, a minimum (emergencies excepted) of ten (10) calendar days prior to the effective date of the change.

### **ARTICLE 9 – PAV POLICY (Personally assigned Vehicle)**

- 9.1** Each officer within the CBA will be assigned a PAV (Personally Assigned Vehicle). It is the right of the officer to take said assigned vehicle to and from their residence as long as the officer lives within 15 miles of the city limits, and the vehicle is used for official department business.

In the event of an exhausted fleet of vehicles as determined by the Chief of Police, officer seniority will determine who is assigned a PAV. This policy is not indented to mandate the city to purchase police vehicles due to an exhausted fleet”.

The provisions in this article do not apply to limited or non-commissioned employees.

### **ARTICLE 10 – NEPOTISM**

#### **10.1 Employment of Relatives (Nepotism):**

- A)** Employee’s immediate family members and those living together as domestic partners will not be employed by the City under any of the following circumstances:
1. Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
  2. Where one party would be responsible for auditing the work of the other; or
  3. Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interests of the City.
- B)** No relatives closer than fourth degree as defined in RCW 11.02.005(5) as now codified or hereafter amended, shall be employed within the same department of the City. Departments are defined as those

approved by the City Council and as shown in the current organizational chart of the City.

- C) If two employees marry, become immediate family members or begin living together as domestic partners, and as a result, the circumstances prohibited by Section (a) or (b) exist, only one of the employees will be permitted to stay employed with the City. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become immediate family members, or begin sharing living quarters with each other. If no decision has been made during this time, the most recently hired employee will be terminated.

## 10.2 Definitions/Nepotism: [For Purpose of This Article Only]

- A) Immediate Family: An employee's immediate family includes the employees spouse, child, parent, siblings, mothers and fathers-in-law, sons and daughters-in-law, grandparents, and step relatives of the same degree listed above.

## **ARTICLE 11 – DISCIPLINE/WORK RULES**

11.1 **Causes:** The Employer may reprimand, suspend without pay, discharge, or terminate an employee for the following causes, but not limited thereto:

- A) Using or working with the presence of intoxicants or drugs in an Employee's blood, breath and/or urine.
- B) Disobedience to a lawful directive, reasonable directive and/or instruction by any immediate supervisor.
- C) Incompetence;
- D) Inability to comply with or support goals of the Employer relating to its missions, services, amount and/or quality of work.
- E) Negligent or deliberate damage and/or destruction of Employer's, another employee's or the public's property.
- F) Neglect of duty.
- G) Refusal to comply with policies and rules of the Employer.
- H) Disorderly conduct.
- I) Sleeping on duty.
- J) Giving or taking of a bribe of any nature.

- K)** Failure to report for duty without a bona fide reason.
- L)** Continued and/or pattern absenteeism for any reason except on an approved leave of absence.
- M)** Borrowing, taking, or theft or unauthorized use of tools, equipment, or other property of the Employer for private or personal use.
- N)** Misuse of sick leave policies.
- O)** Violation of No Strike Clause.
- P)** Failure to promptly report to the supervisor on the job injuries or accidents involving employees, equipment, property, visitors, and/or the public.
- Q)** Reporting late for work (tardiness).
- R)** Any other causes reflected in PERC, arbitration and case law, as well as Civil Service Rules and Regulations.
- S)** Falsification of reports and/or deception of any kind.
- T)** Unauthorized use of equipment.
- U)** Recklessness. A police department employee is reckless or acts recklessly when he or she knows of and disregards a substantial risk that a wrongful act may occur and his or her disregard of substantial risk is a gross deviation from conduct that a reasonable employee would exercise in the same situation.
- V)** Failure to report for work at the end of an approved leave of absence period or using a leave of absence for reasons other than those for which it was granted.
- W)** Failure to report to work after a layoff.

**11.2 Scope:** The disciplinary actions which the Department Head may take against an employee include:

- A)** Oral reprimand
- B)** Written reprimand
- C)** Suspension from work without pay
- D)** Demotion where applicable
- E)** Discharge or termination

Which disciplinary action is taken depends upon the seriousness of the affected employee's conduct as determined by the Employer. The above-enumerated disciplinary actions may be implemented without regard to the order indicated hereinabove.

### **11.3 Termination or Suspension Without Pay for Cause:**

11.3.1 The Employer may suspend without pay, discharge or terminate an employee for cause. The specified charges shall be made available to the employee in writing and notice shall be given to the Union at the time action is taken unless Section 11.4 is applicable.

11.3.2 In the event the Employer preliminarily determines that an employee may be suspended without pay or discharged/terminated, the Employer will provide the employee with *Loudermill* protections. These protections include issuance by the Employer of a written notice of the alleged misconducts and/or violations with the facts to the employee and the Union inclusive of a date, time and location for a pre-disciplinary action meeting (*Loudermill*) and the right to representation.

11.3.3 The purpose of the pre-disciplinary action meeting is to provide the employee with an opportunity to explain their side of the facts and alleged misconducts and/or violations before the Employer takes disciplinary action. The Employer will issue a written decision with regard to which, if any, disciplinary actions will be implemented within a reasonable time after the pre-disciplinary action meeting. The timing of issuance of the written decision is dependent on the complexity of the misconducts and/or violations as well as whether further investigation is necessary.

11.3.4 In the case of a parallel criminal investigation, during the internal affairs investigation the employee will be required to answer all questions involving conduct, fitness and/or job performance matters under investigation. Prior to any questioning, the employee will be notified in writing and acknowledge receipt of the *Garrity* Warning following:

“You are about to be questioned as part of an internal affairs investigation being conducted by the Department. You are hereby ordered to answer the questions truthfully which are put to you which relate to your conduct, your fitness, and/or job performance and to fully cooperate with this investigation. Your failure to cooperate with this investigation can be the subject of separate disciplinary investigation and action in and

of itself, including dismissal. The statements you make or evidence gained as a result of this required cooperation may be used for administrative disciplinary purposes but will not be used or introduced into evidence in any criminal proceeding.”

11.3.5 An employee may not be suspended without pay for more than thirty (30) working days.

11.3.6 If a suspension without pay is for five (5) days or less, then the record of the suspension shall remain in the personnel file for three (3) years, unless otherwise specified by law, and will be removed after the three (3), years have elapsed after final determination of the disciplinary action, if the employee makes a written request for removal, except if there is a similar violation within the three (3) years, in which case all records shall remain in the personnel file until such time three (3) consecutive years have passed without an incident and requested by the employee for removal. If a suspension without pay is for more than five (5) days then the records pertaining to the suspension without pay shall remain in the personnel file permanently.

11.3.7 Discharge / Termination shall remain in the personnel file permanently.

**11.4 Immediate Suspension With Pay:** When circumstances are such that retention of the employee will likely result in disruption of City programs, damage to or loss of City property or be injurious to the City employee, fellow employees or the services provided by the City, the Employer may suspend with pay the employee immediately. This will be coordinated with Section 11.9 below.

**11.5 Notification and Representation:** The limitations relating to notification of disciplinary action are only for employee notification purposes and shall not affect the validity of disciplinary action taken by the Employer.

**11.6 Additional Just Rules:** The Employer may prepare, issue and enforce additional rules and safety regulations not specially outlined above, necessary for safe, orderly and efficient operations.

**11.7 Work Rule Changes:** When existing work rules are changed or new rules are established, they shall be posted prominently on bulletin boards for a period of ten (10) working days before becoming effective, except for work rules of an emergency nature. Changed or new rules will be submitted to the union representative for review and comments prior to implementation.

**11.8 Rules and Compliance:** Employees shall comply with all existing, new or changed rules which are implemented in accordance with this agreement.



Notice of new or changed rules shall be given in accordance with 11.7 of this Article.

A) Employer will enforce rules uniformly.

**11.9 Suspension with Pay:** At the discretion of the Employer, an employee may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform their duties. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense. If the charges are unfounded, the employee will be restored to duty and provided a letter of exoneration.

**11.10 Written Reprimand:** Written reprimands shall be removed from the employee's personnel file at the employee's written request after three (3) years if no similar violations have occurred. If there are similar violations then both reprimands shall remain in the personnel file for an additional three (3) years.

## **ARTICLE 12 – ANNUAL LEAVE AND HOLIDAYS**

**12.1 Accrual:** Annual leave allowance shall be earned annually based on the following schedule:

### **Police Officers and Sergeants:**

- A) Ninety Six (96) hours if completed service is from date of hire-DOH but less than twenty-four (24) months.
- B) One Hundred and Twenty (120) hours if completed service is at least twenty five (25) months but less than sixty (60) months.
- C) One Hundred and Sixty Eight (168) hours if completed service is at least sixty one (61) months but less than One Hundred and Eight (108) months.
- D) One Hundred and Ninety Two (192) hours if completed service is at least One Hundred and Nine (109) months and over.

### **Accrual chart to match A-C above:**

Sub-part	Months of Completed Service	Monthly Accrual Rate In <u>Hours</u>	Yearly Rate in Hours Per Year
A	DOH less than 24	8.00	96.00
B	At least 25 but less than 60	10.00	120.00

C	At least 61 but less than 108	14.00	168.00
D	At least 109 and over	16.00	192.00

The calculation and accumulation (for payroll purposes) of annual leave hours in sub-parts A) thru D) and the corresponding chart above shall be determined by the Clerk/Treasurer.

**Limited and Non-Commissioned Employees:**

- A) Eighty (80) hours if completed service is at least 6 months but less than 60 months.
- B) One Hundred Twenty (120) hours if completed service is at least 5 years but less than 10 years (at least 60 months, but less than 120 months).
- C) Four Weeks (160 hours) if completed service is at least 10 years but less than 18 years (at least 120 months, but less than 216 months).
- D) Five weeks (200 hours) if completed service is at least 19 years and over. (at least 228 months or over)

**Accrual chart to match A-D above:**

Sub-part	Months of Completed Service	Monthly Accrual Rate In <u>Hours</u>	Yearly Rate in Hours Per Year
A	At least 6 but less than 60	6.67	80.00
B	At least 60 but less than 120	10.00	120.00
C	At least 120 but less than 216	13.33	160.00
D	At least 228 and over	16.67	200.00

Annual leave accruals are based on eight (8)-hour work days (forty (40)-hour work week).

An example of the calculation and accumulation (for payroll purposes) of total annual leave hours in sub-parts **A) thru D)** and the corresponding chart above is as follows: 40 hours x 2 weeks = 80 annual hours divided by 12 months = 6.67 hours accrued per month; 40 hours x 3 weeks = 120 annual hours divided by 12 months = 10 hours accrued per month; 40 hours x 4 weeks = 160 annual hours divided by 12 months = 13.33 hours accrued per month; and 40 hours x 5 weeks = 200 annual hours divided by 12 months = 16.67 hours accrued per month.

**12.2 Time Worked:**

**Police Officers and Sergeants:** Annual leave with pay will be given to all full-time employee during each vacation base year in accordance with other provisions of this section. Annual Leave shall be considered time worked for overtime purposes.

**Limited and Non-Commissioned Employees:** Annual leave with pay will be given to all ~~full-time~~full-time employees during each vacation base year in accordance with other provisions of this section. Annual leave shall not be counted as time worked for overtime purposes.

**12.3 Hourly Rate:** Full time employees shall be paid for annual leave at their basic straight time hourly rate or straight time equivalent without overtime or other premium of any kind as of the time the vacation is taken.

**12.4 Accumulation:** Unused annual leave will be accumulated, however the amount of such accumulated leave carried over to the succeeding calendar year will be limited to eighty-one-hundred twenty (80120) hours, at the discretion of the employee. The Employee shall notify the Supervisor in writing, by December 10<sup>th</sup>, of annual leave to be carried over to the following year.

**12.5 Use:**

**Police Officers and Sergeants:**

**A)** Annual leave will be figured on an annual basis from January 1 to December 31.

**B) Entry level police officers** - shall start accumulating annual leave at date of hire (DOH) as specified in 12.1 of this Article. However, no annual leave can be used prior to the completion of the employee's probationary period or at the end of 12 months whichever comes first. The employer is not obligated to buy out accumulated leave from employees who unsuccessful complete their probationary period, for any reason, or resign prior to the completion of their probationary period.

**C) Lateral police officers** – shall start accumulating annual leave at DOH and shall be eligible to utilize his/her accumulated leave after six (6) months with the approval of the Chief of Police. The Chief of Police, after taking the lateral police officer experience into consideration, may place the new lateral police officer in A, B or C accumulative scale as specified in 12.1 of this Article and at the chief of police discretion. The employer is not obligated to buy out any unused accumulated leave from employees who's employment is terminated during his/her one (1) year probationary period.

**Limited and Non-Commissioned Employees:**

D) Vacation time will be figured on an annual basis from January 1 to December 31. An employee with more than six (6) months service will be permitted vacation on a prorated basis, according to the number of months worked at the end of the calendar year. An employee shall have performed a minimum of six (6) months' work full time, and not part time, before such employee shall be eligible for vacation as aforementioned.

E) Employees shall be required to take a minimum ~~of five (5) consecutive working days of vacations~~ 40 hours of vacation time per year. An employee may buy back vacation time at the end of the year subject to approval by the Mayor or the City Administrator.

Whenever a paid holiday falls on an Employees Scheduled day off, the proceeding last scheduled work day or the first succeeding scheduled work day shall be observed as the holiday at the discretion of the Employee.

**12.6 Illness:** Employees who become ill while on approved vacation time utilize sick leave for the period of illness subject to the provisions of Article 13 - Sick Leave provided the employee, immediately upon becoming ill, notifies their immediate supervisor. Upon return to work, the employee may be required by the Employer to present a written doctor's certificate stating the extent and length of the illness.

**12.7 Termination:** An employee, whose services are being terminated for any reason other than for cause, shall be granted payment for any vacation earned and not already taken during the year in which termination occurred.

**12.8 Cumulative Use:** Vacation shall be taken by the employees subject to prior approval by the Chief.

**12.9 Preference:** Employees shall post vacation preference on or before December 1 of each preceding year. Selections from such preferences shall be made on a seniority basis of employment in determining the time of vacation selections for the first requested segment of vacation leave only, when more than one (1) requested segment of vacation leave is selected by the employee. "Segment" shall be defined as a group of consecutive days requested for vacation, i.e. one week, two weeks, etc... The employer shall determine the number of employees on vacation leave at any one time.

**12.10 Holidays for Limited and Non-Commissioned Employees:** The following days shall be recognized and observed as paid holidays:

- |                        |                        |
|------------------------|------------------------|
| January 1              | New Year's Day         |
| 3rd Monday in January  | Martin Luther King Day |
| 3rd Monday in February | President's Day        |

Last Monday in May	Memorial Day
<u>June 19</u>	<u>Juneteenth</u>
July 4	Independence Day
1st Monday in September	Labor Day
November 11	Veteran's Day
4th Thursday in November	Thanksgiving Day
4th Friday in November	<u>Day after Thanksgiving</u> <u>Native American</u>
<u>Heritage Day</u>	
December 25	Christmas Day

**A) Rest Day Holidays:** Whenever a paid holiday falls on an Employees Scheduled day off, the proceeding last scheduled work day or the first succeeding scheduled work day shall be observed as the holiday at the discretion of the Employee.

**B) ~~Floating Holidays~~Floating Holidays:** Each employee shall receive ~~two~~ two (2) Floating Holidays per calendar year. ~~Floating Holidays~~ Floating Holidays must be used within the calendar year they are accumulated; and cannot be carried over to next calendar year. The ~~Floating Holiday~~ Floating Holidays may be selected at the employee's discretion subject to approval by the supervisor. Floating Holidays shall not count as time worked. [Goes back to original with adding wording "Floating Holidays shall not county as time worked."]

**C) Worked Holidays:** If an employee works on a paid holiday, they shall receive Holiday Pay of two and one-half (2 1/2) times their regular hourly wage for each hour worked on such Holidays.

**12.11 Floating Holidays for Police Officers and Sergeants:** Each employee shall receive two (2) Floating Holidays per calendar year. Floating Holidays must be used within the calendar year they are accumulated; and cannot be carried over to the next calendar year. The Floating Holidays hours may be selected at the employee's discretion subject to approval by the supervisor. Floating Holidays Personal Leave shall not count as time worked.

## **ARTICLE 13 – SICK LEAVE**

**13.1 Earned:** Sick leave is earned at the rate of eight (8) hours per month; accumulation being limited to one thousand (1,000) hours.

**13.2 Usage:** Sick leave may be taken ~~for any of the following reasons~~ per City of White Salmon Personnel Policy 4.12:

~~A) Illness or injury or temporary disability (such as pregnancy) which incapacitates the employee to the extent that they are unable to perform~~

~~their work. After the first three (3) consecutive day's sick leave, a doctor's certificate of illness may be required by the Employer. If the employer observes a pattern of sick leave usage then three (3) consecutive days is not required before the Employer can request a doctor's certificate. An employee shall provide a doctor's note to the employee's immediate supervisor upon returning to work.~~

~~B) Health care appointments for employees or their immediate family.~~

~~C) Quarantine of employee due to exposure to a contagious disease.~~

**DA) On The Job Injuries:** Any employee receiving sick leave with pay, who is eligible for time loss payments under the Workman's Compensation Law may be paid full salary (workman's compensation plus sick leave, but in no event more than 100% [*no double-dipping*] of the Employee's regular daily pay) and on receipt of time loss payment shall endorse such payments to the City to restore a portion of their used sick leave based upon the following formula:

1. Time loss payment divided by the employee's regular sick hourly rate of pay equals hours of leave to be restored.

**13.3 Number of Hours:** Employees may only use the actual number of hours sick leave accumulated.

**13.4 Payment:** An employee shall receive payment for accumulated sick leave in accordance with the following conditions and limitations:

The Employer shall buyout 25% of accumulated sick leave for retirement and 25% for death. Employees would be capped at 1000 hours of sick leave buyout for death.

**13.5 Notification:** Any employee who for any reason must take sick leave shall not give fewer than two (2) hours, notification to his/her immediate supervisor by verbal phone communication.

**13.6 Partial Work Day:** Part day sick leave shall commence at the time the employee logs out of service and shall end at the time the employee logs into service.

**13.7 Substituted:** At the employee's option, annual leave may be used as sick leave.

**13.8 Sick/Annual Leave Sharing Program for Catastrophic Illness:** A leave contribution program is established to permit employees to transfer a specified amount of annual or sick leave to another employee of the City of White Salmon. The recipient employee must; have an extraordinary or serious illness or injury; have depleted or shortly will deplete all leave

reserves (annual leave, and sick leave,); have diligently attempted to accrue sick leave, and not be eligible for industrial insurance benefits. The donating employee may not request a transferred amount that would result in their leave balance falling below ten (10) days. Unused leave is returned to donating employees on a pro rata basis. This provision shall be administered by the Clerk Treasurer/staff.

## **ARTICLE 14 – OTHER LEAVES**

### **14.1 Leave of Absence With Pay:** Leave of absence with pay may be granted for the following reasons:

**A) Bereavement Leave:** When it is necessary for a regular, full time employee to have time off for the death of a member of the immediate family as defined in section 4.1 F (Bereavement Leave shall include brother and sister in-laws), the employee shall be paid for the necessary time of absence to a maximum of three (3) consecutive days. However, additional time off may be granted up to a maximum of five (5) days, to be applied to accrued unused leave, upon the approval of the Police Chief.

**A)B) Court Leave:** All regular employees, submitting the proper documentation, shall be given court leave for the purpose of serving as a member of a jury or subpoenaed witness in Federal, State, County, or City Court so long as such subpoena does not relate to an employee's personal circumstances. This type of leave will not be charged against any other leave accrued and there will be no deduction in regular compensation for absence. Compensation for court leave shall be limited to up to eight (8) hours and there shall be no overtime. Upon dismissal from jury duty or subpoenaed status, the employee shall report back to work to fulfill their obligations subject to approval by management. All fees received for jury duty will be forfeited by the employee to the employer except those received for payment of mileage and related travel expenses.

**C) Military Leave:** A regular employee who is an active member of any organized reserve of the Armed Forces of the United States, shall be entitled to and granted a military leave of absence from his employment for a period not exceeding twenty one (21) days during each year beginning October 1<sup>st</sup> and ending the following September 30<sup>th</sup>. Such leave shall be granted in order that the employee shall be able to participate in his mandatory active training duty. Such military leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges or pay. Verification of military orders may be required. The employee shall, in advance, provide an official copy of his military orders, if available.

Regardless of their status, any employee who voluntarily, or upon demand, leaves a position other than temporary to enter active duty in the armed forces of the United States, or the Washington National Guard, shall be placed on military leave without pay and shall be entitled to be restored to their former position, or one of like seniority, status and pay provided they apply for re-employment within ninety (90) days of their discharge or separation, and present proof of honorable discharge or separation. This provision is subject to statutory provisions and will be administered consistent with statutory requirements.

**D) Special Meetings/Training and Education Leave:** Whenever it is deemed by the Mayor, City Administrator and Department Head to be in the best interest of the City, an employee may be granted time off with or without pay to attend professional, technical institutes, conferences, special educational training, or job related education leave as determined by the Mayor, City Administrator and Department Head. Directly appropriate to the employee's position. A written request for education leave may be made by a regular employee as far in advance as possible, stating all pertinent details including length of time requested. A written reply to grant or deny the request will be made by the Mayor, City Administrator and Department Head within thirty (30) days whenever possible. Processing requests will follow chain of command. For example, the request will first be submitted to the Department Head and then to the City Administrator.

**E) Union Leave:**

1. The Employee representing the Union, not exceeding one (1) in number, shall be granted leave from duty without any loss of pay for actual time spent for meetings between the City and the Union for the purpose of negotiating wages, hours and working conditions and the terms of a contract, or for processing grievances when such meetings take place at a time during which any such members are scheduled to be on duty. Actual time spent for meetings shall be limited to time spent in meeting and travel time. No Union member shall conduct any Union business on Employer time, unless authorized by the Employer. Union leave time shall not create an overtime liability for the City.
2. One authorized representative as designated by the Union may be granted leave from duty without pay for union business, such as attending labor conventions and educational conferences, provided that notices of such leave shall be requested subject to approval at least one (1) week prior thereto by the Department Head, and provided further that the total leave for the bargaining unit for the purpose set forth in this section shall not exceed five (5) days in any calendar year.



**14.2 Authorized Leave of Absence - Without Pay:** Authorized leave of absence without pay shall not interrupt prior or continuous employment; however, the employee shall not be credited with earned annual and sick leave during such absence. Anniversary dates for the accrual of additional annual leave and for step increases shall be adjusted for periods when employees are on authorized leave of absence or leave without pay status.

**A)** Requests for leave of absence without pay may be granted by the Mayor or City Administrator for a period not to exceed six (6) months. The employee shall submit a written request for leave without pay, to the Mayor or City Administrator stating the reason for the request and expected length of the absence.

**B)** An employee on authorized leave of absence without pay may elect to continue to participate in the City's medical and life insurance plan. Full premium costs of the coverage shall include both Employer and employee shares to be paid solely by the employee. Such payment shall be made in advance for each month or portion thereof for which the employee is absent.

## **ARTICLE 15 – STATE INDUSTRIAL INSURANCE**

**15.1** The City of White Salmon will share the cost of all employees' coverage under the State Industrial Insurance Act.

## **ARTICLE 16 – MEDICAL BENEFITS**

**16.1 Medical, Dental, & Vision Insurance:**

16.1.1 The Employer will pay the complete premium towards health insurance for the employee only. The Employer will pay eighty percent (80%) towards the health insurance premiums for spouse and dependents. For purposes of this section, health insurance includes medical, dental, and vision insurance as made available by the Employer. Each employee shall pay their twenty percent (20%) contribution toward the insurance premiums per month by payroll deduction.

16.1.2 The Employer will pay sixty-five (65) dollars towards the Life Flight Plan for each employee per year with a maximum increase up to eight-five (85) dollars.

**16.2 Life & Disability Insurance:** The City shall pay for a Life Insurance plan for regular employees in the face amount of twenty five thousand dollars (\$25,000) per employee and a short-term disability policy at the cost of one hundred dollars (\$100.00) per employee per year. All employees are required to participate in the Life & Disability Insurance program.

## **ARTICLE 17 – RETIREMENT SYSTEMS**

17.1 The City is under the Law Enforcement Officers and Fire Fighters Retirement System, for uniformed personnel, and Employer/Employee contributions shall be in accordance with the LEOFF laws.

## **ARTICLE 18 – UNEMPLOYMENT COMPENSATION**

18.1 The City is a participant under the State Insured Unemployment Compensation Plan.

## **ARTICLE 19 – WASHINGTON FAMILY AND MEDICAL LEAVE PROGRAM**

The City participates in the State Family and Medical Leave Program. All premiums are paid by the City of White Salmon.

## **ARTICLE 20 – WASHINGTON LONG-TERM CARE PROGRAM**

The City participates in the State Long-term Care Program (Washington Cares Fund). All required premiums are paid by the Employee and deducted from employee's payroll per state requirements.

## **ARTICLE ~~19-21~~ – SENIORITY**

**1921.1 Definition:** Seniority according to this Agreement shall consist of the continuous service of an employee since the last date of hire with the City. No employee may have seniority established prior to satisfactory completion of the probation period. The employee's earned seniority shall not be lost because of absence due to illness, authorized leave of absence, or temporary lay-off. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one year of lay-off.

**1921.2 Consideration:** Seniority will be considered in the selection of employees who are assigned by the Department Head and City Administrator to work out of classification except when the City Administrator is cross-training employees. Out of class pay is not applicable in situations when the City Administrator is cross-training employees.

**1921.3 Applicable:** Seniority shall prevail in requests for vacations.

## **ARTICLE 20-22 – JOB POSTING, PROMOTIONS**

**2022.1**      **Job Posting:** The Employer will be the sole determiner as to the need or necessity to fill any vacancy or new position.

- A) If Employer determines that it needs to fill a vacancy or new position, said opening shall be posted for seven (7) calendar days, with copies to be posted within the affected department and or the central employee notice bulletin board in the City. A copy of the announcement will also be mailed to the Union, 307 N. 3<sup>RD</sup> STREET, Suite 4 and Yakima, WA 98901 and employees on layoff status.
- B) All employees covered by this Agreement are eligible to apply for any posted position. Applications must be completed and submitted to the Personnel office on or before the closing date.
- C) The Employer also has the right to publish the vacancy or new position in the local newspaper and other media.
- D) The Mayor or City Administrator shall have the right to make a selection from the City or outside applicants based on references, prior work experience, education, skills and abilities. With regard to City applicants the Mayor or City Administrator may consider ability, past performance, experience, seniority and competence.
- E) This section shall not apply to temporary employees.
- F) Nature and Type of Examinations: An examination for a position may be written, verbal, a measure of physical fitness, or any performance test related to police functions, or any combination thereof. Examinations shall consist of material that tests fairly and equally the capacity and fitness of an applicant to perform effectively the duties of the position for which the examination is given. The necessity for an examination and the type thereof shall be determined by the department head subject to determinations by the City Administrator with the advice of others including the Mayor. In cases where a physical examination is deemed advisable for the position, the Employer shall pay the cost.
- G) Civil Service Rules and Regulations: If the Employer determines that there is a need or necessity to fill a vacancy, Civil Service Rules will be adhered to so long as they do not conflict with the provisions set forth above.

**2022.2**      **Promotions:** Insofar as practical, employees within the City of White Salmon will be considered prior to outside hires. Promotions to a higher job classification shall be according to seniority and ability.

- A) An employee who is promoted within the City of White Salmon who fails to satisfactorily complete the six (6) month work performance probation period, may revert to their former position. If the employee should decide they do not want the job, during the first six (6) months, the employee shall revert to their former classification without prejudice.
- B) Any employee, who is promoted to a position in a class with a higher pay range, shall receive either the entrance pay step for the higher class or the next step which constitutes an increase over the salary received prior to the promotion.
- C) In the event of a question as to qualifications of an employee/outside applicant applying for a position, subject to Civil Service Rules and Regulations; provided that the final determination as to qualifications of said employee/outside applicant shall be the decision of the City Administrator and Chief.

**ARTICLE 21-23 – LAY-OFF AND RECALL**

**2123.1**      **Order of Layoff:** Layoff, although not limited to the following, shall ordinarily be for lack of work, lack of funds and/or reorganization as determined by the Mayor or City Administrator. If the Employer determines that layoffs are necessary, the employees will be laid off based on seniority within the job classification. The Employer will determine order of lay-off base on classification, seniority and need of the department.

**Police Officers and Sergeants:**

A) If the Sergeant classification is selected by the Employer for layoff then the least senior Sergeant can bump down into the Police Officer’s classification and the least senior Police Officer will be laid off, so long as the Sergeant had more seniority than the least senior Police Officer.

**Limited and Non-Commission Employees:**

- A) Intermittent/Temporary employees, inclusive of student, casual, seasonal, and project workers except where the Employer determines that seasonal workers are performing work for which current employees are not qualified or seasonal work; except in the case of project workers who have been hired partially or wholly under federal, state and/or local grants, as determined by the City Administrator; except in the case of workers who have certifications that current city employees do not have, as determined by the City Administrator.
- B) Probationary employees, except when the City Administrator determines that a probationary employee(s) has/have certifications, training, education and qualifications which the City needs to provide the

necessary services. In that case, probationary employees will be kept during the layoff.

C) In the event of further reductions in force, employees with the least seniority will be laid off.

**2423.2 Recall Status:** Employees who are laid off shall be placed on recall status for a period of twelve (12) months. If there is a recall, employees who are still on recall status shall be recalled in the inverse order of their layoff.

**2423.3 Employees Recalled:** When an employee is recalled, the Employer will send a certified letter to the employee, advising the employee of the recall. It is the employee's sole responsibility to keep the Employer informed of the employee's latest address and contact information. An employee interested in returning to work must respond within five (5) working days after receiving the letter, either by written communication to the Employer or by personal notification.

**2423.4 Lay Off Status:** Employees on lay-off status who have been recalled to the classification from which they have been laid off and have refused, shall be removed from recall status.

**2423.5 Benefits and Accruals During Lay Off:** Benefits shall not accrue during lay-off. Employees recalled who accept the recall within one (1) year from the date of the layoff shall have previously accrued seniority and sick leave prior to layoff restored. Recalled employees shall not be required to serve a six (6) month probationary period unless they are required to undergo certification requirements.

## **ARTICLE 22-24 – TRAVEL EXPENSES**

**2224.1 Reimbursement:** The City of White Salmon will provide the employees with a city credit card for traveling expenses. If the employer is unable to provide a city credit card the employer will reimburse employees for actual expenses incurred while traveling on City business. To be eligible for reimbursement the employee must submit an itemized receipt and meet the cost limitations as specified in 22.7 in the City's Travel Policy.

24.2 Travel expenditures will be allowed, and if necessary reimbursed, based on the City's adopted Travel Policy. The City's Travel Policy is subject to negotiations.

~~A) Lodging: All lodging will be booked through the Department Head Office a minimum of two (2) weeks prior to departure. A standard of the amount authorized by the Office of Financial Management, State of Washington shall be allowed. However, additional amounts may be approved in advance by the City Council.~~

~~**B) Food:** A standard of the amount authorized by the Office of Financial Management, State of Washington shall be allowed. However, additional amounts shall be approved in advance by the City Council.~~

~~1. If a meal is furnished at a function for which the City representative is attending on behalf of the City, then the amount allowed for the meal furnished will be deducted from the daily meal allowance.~~

~~2. No receipt shall be required for food in such cases as described in 22.1 (B) 1.~~

~~**C) Mileage:** When available, a City vehicle shall be used for City business.~~

~~1. If a City vehicle is not available, and the employee uses their private vehicle, mileage shall be paid at the state current rate.~~

~~2. Any other travel arrangements, for example airfare, bus fare, or train fare, shall require prior approval by the City Council.~~

~~3. Those expenditures approved in advance by the City Council may exceed the above limits.~~

~~**D) Time Worked:** Time spent traveling to and from training seminars for the driver which crosses over the employee's normal work schedule as well as time spent at training seminars will be paid by the City at the straight time rate only. The number of hours paid will be counted as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week.~~

~~**E) Time spent traveling by passengers to attend or return from training seminars will not be paid for their travel time. Passengers will be paid straight time rate only for the hours spent at the training seminars. The number of hours paid will be counted as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week.**~~

~~**22.2 Fees:** Registration fees for meetings, conferences, or conventions shall be paid by the City if prior approval is granted by Chief and City Administrator.~~

~~**22.3 Exclusions:** Alcoholic beverages shall be excluded from any reimbursement.~~

~~**22.4 Reimbursable Calls:** Telephone calls on City cellular or regular phones shall be for City business only. Receipts shall be required showing the City business being conducted prior to being eligible for reimbursement. The City reserves the right to establish and implement a communications policy addressing all manner of City communications~~

~~including but not limited to cellular phones, computers, internet usage, social media, etc.~~

~~**22.5 Non-reimbursable expense:**~~

~~— Non-reimbursable expense includes:~~

- ~~A) Travel paid by other organizations~~
- ~~B) Alcoholic beverages~~
- ~~C) Valet service~~
- ~~D) Meals and extra costs of accommodations for a spouse, or guest~~
- ~~E) Tour bus fees~~
- ~~F) Personal telephone calls~~
- ~~G) Mileage if traveling with someone else who claims mileage.~~

~~**22.6 Reimbursements Allowed:** Such reimbursements shall be allowed only when such expenses are properly documented in a manner and on a claim form as developed by the Clerk-Treasurer.~~

~~**22.7 Receipts Required:** Except as set forth herein, receipts shall be mandatory. If no receipt is provided, then no reimbursement will be made. The claim form shall provide for the submittal of claims by swearing on the claimant's oath.~~

## **ARTICLE 23-25 – HOURS OF WORK**

### **23.1 Regular Shifts, Schedules and Work Periods:**

#### **Police Officers and Sergeants:**

- A) The Chief has the right to schedule police officers and sergeants in accordance with the following shifts:
1. Eight (8) consecutive hours with a paid lunch; and/or,
  2. Ten (10) consecutive hours with a paid lunch; and/or,
  3. Twelve (12) consecutive hours with a paid lunch.

The Chief of Police has the right to assign different police officers and sergeants to different shifts based on the Chief's assessment of the service needs to the public. For example, two police officers may be scheduled to work ten hour shifts and two other police officers may be scheduled to work twelve hour shifts, etc.

- B) The Chief of Police has right to schedule police officers and sergeants consistent with the above shifts based on the following work periods:

A 7-day work period eight (8) or ten (10) hour shifts with a 40-hour overtime threshold; and/or

A 14-day work period twelve (12) hour shifts with an 80-hour overtime threshold.



### **Limited and Non-Commission Employees:**

**Regular Hours:** The regular hours of work shall be 8:00 A.M. to 5:00 P.M. with five (5) consecutive eight (8) hour shifts except for interruption for lunch periods, which shall be excluded from the work shift. Alternative schedules may be implemented by the Employer. The Employer will provide two (2) work weeks prior written notice of the change in schedule except if there is an emergency. Alternative schedules the Employer may implement include but are not limited to four (4) consecutive ten (10) hour shifts. During adverse weather conditions, employee's hours may be altered by the Employer to meet safety needs of the public.

**23.2** The Chief of Police retains the right to change employees' schedules, hours and days, from time to time, to meet Department and City needs. Scheduling will be as follows:

- A) Each Employee shall be assigned to a regular shift and regular work period.
- B) The Chief has the right to modify an Employee's shift and work period assignments by providing ~~one (1)~~ two (2) calendar weeks' written notification prior to the implementation of the new shift and work period, except in the event of an emergency. If there is an emergency then the changes will be implemented as necessary based on the type of emergency.

### **23.3 Shift Separation:**

- A) No uniformed employee shall work back to back shifts except in the case of a bona fide emergency.
- B) Employees shall have a minimum of eight (8) hours off between shifts except in the case of a bona fide emergency.

**23.4 Rest Periods:** Employees will be provided fifteen (15) minute rest periods each half shift and will be scheduled as near the middle of the half shift as feasible. The rest periods shall be taken in the work setting unless the employee is able to leave and return to the work setting with the 15-minute period.

### **23.5 Meal Periods:**

#### **Police Officers and Sergeants:**

**Meal Periods:** The shift will provide for at least a one-half (1/2) hour paid meal period to be scheduled as near mid-shift as possible in the case of eight or ten hour shifts. In the case of twelve hour shifts, officers will receive

meal periods in accordance with legal requirements. Police officers/sergeants are subject to interruption for work requirements without additional compensation.

**Limited and Non-Commissioned Employees:**

**Meal Periods:** ~~The work shift will provide for at least a one (1) hour unpaid meal period to be scheduled as near mid-shift as possible. If the employee chooses to leave the job site for the meal period, travel time to and from the meal will be included in the one (1) hour meal period.~~ The work shift shall provide for at least one (1) hour lunch if the employee chooses to have a one (1) hour period. The Police Chief may alternate the meal period to allow the Employee to change to a thirty (30) minute lunch and a different schedule. If the employee chooses to leave the job site for the meal period, travel time to and from the meal period will be included in the meal period.

**ARTICLE 24-26 – OVERTIME**

**Police Officers and Sergeants:**

**2426.1 Overtime:** Time and one-half (1½) the employee's hourly rate of pay shall be paid for work under the following conditions, but compensation shall not be paid twice for the same hours. Overtime distribution will be determined by the Chief of Police and equally distributed as the schedule allows based on the Chief's assessment of service needs.

**2426.2** Overtime is paid on the basis of time and one-half (1½) the employee's hourly rate of pay subject to the following:

1. In the event of a 7-day work period (five 8's or four 10's) an employee shall be eligible for overtime when authorized after they have worked more than forty (40) hours during that work period.
2. In the event of a 14-day work period an employee shall be eligible for overtime when authorized after they have worked more than eighty (80) hours during that work period.

**2426.3 Hourly Pay Rate Calculations:** The hourly base rate shall be determined by dividing the annual base salary by 2,080 hours. The hourly overtime rate is calculated by converting any eligible premiums such as longevity to a per hour number then adding that number to the hourly base rate. This hourly overtime rate is then multiplied by 1.5 to arrive at the overtime pay. These calculations shall be determined by the Clerk/Treasurer.

**2426.4 Regular Hours of Work:** The regular hours of work for (8 or 10 hr. days) will consist of forty (40) hours of work in a seven (7) day work period.

The regular hours of work for 12 hour days will consist of eighty (80) hours of work in a fourteen (14) day work period.

**2426.5** There shall be no pyramiding of overtime. Compensation, whether straight time or overtime, shall not be paid twice for the same hours.

**2426.6** **Time Worked:** Sick leave, Bereavement, Vacation leave and the number of hours paid for training per Section 22.1 (D), shall be included as "time worked" for the purpose of determining whether an employee has "worked" sufficient hours in a work period to be eligible for overtime. Standby time (Article 25) shall not count as time worked for overtime purposes; provided, however, if an employee who is on standby time is called out (Section 24.7) to work then such time as actually worked shall count for overtime purposes.

**2426.7** **Call-Out Time/Scheduled Shift:** Any employee called out to work outside of their regularly scheduled shift shall be paid for a minimum of two (2) hours at the rate of time and one-half (1½). If the call-out time worked assignment and the employee's regular shift overlap, the employee shall be paid the call out rate of time and one-half (1½) until their regular shift begins. If an employee is called out, and then called out again within the first (2) hours of the first call out, then the employee shall only be paid for a minimum of two (2) hours for the first call out.

A) To maintain time efficiency, the Chief will be notified on any call out lasting longer than two (2) hours, to make a determination if more personnel are needed.

**Limited and Non-Commissioned Employees:**

**2426.8** **Overtime:** Time and one-half (1½) the employee's hourly rate of pay shall be paid for work beyond the weekly hours in a work period which have been previously authorized by the Chief of Police and the City Administrator. All work previously authorized and performed in excess of forty (40) hours in any seven (7) day work period will constitute overtime. Sick leave, Bereavement leave and the number of hours paid for training per Section 23.1 (D), shall be included as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week. See section 4.1, H. Compensation shall not be paid twice for the same hours. Overtime distribution will be determined by the Department Head and/or City Administrator based on a rolling call list.

**2426.9** **Call Out Time/Scheduled Shift:** Any employee called out to work outside of his regularly scheduled shift shall be paid for a minimum of two (2) hours at the rate of time and one-half (1½). If the call out timework assignment and the employee's regular shift overlap, the employee shall be paid the call rate of time and one-half (1½) until his regular shift begins. If an employee is called out, and then called out again within the first two (2)

hours of the first call out, then the employee shall only be paid for a minimum of two (hours) for the first call out.

- A)** To maintain time efficiency, the Chief of Police will be notified on any call lasting longer than two (2) hours, to make a determination if more personnel or other personnel are needed.

## **ARTICLE 25-27 – STANDBY PAY**

### **Police Officers and Sergeants:**

**2527.1** The Chief of Police shall determine if and when a police officer or sergeant will be placed on standby. If the Chief of Police determines that a police officer and/or sergeant will be placed on standby, the standby pay will be paid at the rate of Six Dollars and fifty cents (\$6.50) per hour.

**2527.2** The Chief of Police will determine the methodology for contacting a police officer and/or sergeant who is assigned to standby duty. An example would be that the police officer and/or sergeant who are on standby duty would be contacted by cellular phone or other communication device as determined by the Chief.

### **Limited and Non-Commissioned Employees:**

**2527.3** **Standby Pay:** The Employer will determine if and when standby is needed. If the scheduled employee cannot fill their “standby” obligation, it is their responsibility to find an employee to take their place with the approval of their Supervisor.

A) Standby starts at 5:00 p.m. the end of last normal workday of the workweek and continues until 8:00 a.m. starting time the following normal workweek, unless otherwise directed by their Supervisor. Employees designated for on call status shall be provided a maximum of thirty (30) minutes for emergency situation response time. However, response should occur as soon as reasonably possible.

B) The Standby time will be paid at the rate of six dollars (\$6.00) per hour, plus applicable COLA adjustments effective January 1, of each year for each employee on Standby.

C) Standby time will be shared equally with all employees within the ~~Public Works Departments~~ Police Department on a rotation basis.

D) A pager or cellular phone for City business will be provided by the City for the employee on Standby.

E) Holiday standby shall be paid at double (two times) the regular standby rate for standby time and work on a rotating schedule as defined by the Supervisor.

F) A city vehicle will be furnished for the standby person at all times during their standby status, to be used for City Business only.

## **ARTICLE 26-28 – WAGES**

**26.28.1** **Wages:** Effective January 1, ~~2018-2022~~ for the operational year of ~~2018-2022~~ the cost of living adjustments shall be ~~3.45%~~ of the Employees' monthly salary. ~~There shall be a wage opener for the operational years 2019 and 2020 to further negotiate and determine regional Consumer Price Index mechanism.~~

**28.2** For the operational years 2023-2025 Employees will receive an Annual Cost of Living Adjustment (COLA) in the following manner:

CPI-West, Size B/C for Urban Wage Earners and Clerical Workers (CPI-W) Semiannual, 1<sup>st</sup> half of the preceding year (i.e. for 2023 will use the Semiannual, 1<sup>st</sup> half rate for 2022) with a minimum of 1% and a maximum of 4%.

**26.228.3** **Pay Day:** The pay dates shall be the 5<sup>th</sup> of the month and the 20<sup>th</sup> of the month.

If the 5<sup>th</sup> or 20<sup>th</sup> of the month are on a Saturday, the pay check will be issued the preceding Friday. If the 5<sup>th</sup> or 20<sup>th</sup> are on a Sunday or Monday holiday then the pay check will be issued on the next work day. The relevant time card(s) shall be presented to the Clerk-Treasurer or designee by 10:00 a.m. on the first (1<sup>st</sup>) of the following month and the sixteenth (16<sup>th</sup>) of the current month to accommodate the pay check issuance. If either of these dates falls on a weekend or holiday then the timecard shall be submitted the next business day. The pay checks will reflect all relevant deductions for taxes and other deductions.

**26.328.4** **Step Increases:** Employees will be placed on the City of White Salmon's adopted salary matrix. Employees will be eligible for a step increase upon completion of the probationary period of twelve (12) months and then each step thereafter will be every twenty-four (24) months on the annual anniversary date, subject to a satisfactory performance evaluation conducted by Chief of Police and subject to approval by the City Administrator.

**26.428.5** **Holiday Compensation Pay: Police Officers and Sergeants** shall receive an additional one hundred ~~forty foursixty-eight~~ (~~144168~~) hours of pay per year, equivalent to twelve (12) hours a month per employee at their regular rate of pay, regardless whether they are assigned to work the Holiday, or not assigned to work the Holiday. It will be paid out in equal pay period increments on an annual base and will be shown on the pay stub as Holiday Compensation Pay.

## **ARTICLE 27-29 – NO STRIKE/NO LOCKOUT**

**27.29.1** The Union and the bargaining unit membership shall not strike, slow down, stop work, or otherwise interfere with the Employer's operations at

any time. The Employer shall not lockout employees. Employees who violate these provisions are subject to discipline up to termination.

### **ARTICLE 28-30 – OUT OF CLASS PAY**

**2830.1** If the Employer assigns and employee into a higher wage scale/job classification, one or the other, for more than two (2) consecutive weeks, on a full time basis, that employee will be compensated at the higher rate of pay except when the assignment is for cross training purposes as determined by the Department Head. When the Employer assigns an employee to a lower wage scale/job classification said employee will remain at current rate of pay.

### **ARTICLE 31 – TRAINING OFFICER PREMIUM**

Each police officer or sergeant who performs training responsibilities as designated by the Police Chief, shall receive a 5% premium based on base rate of pay for hours worked (or portion of hour) preparing for the specific training and performing the training. The premium does not apply to hours when a police officer or sergeant attend training for the specific training position.

### **ARTICLE 29 – LONGEVITY PAY**

~~29.1 Other than step increases in accordance with the official City salary matrix (see appendix A) employees will not receive additional longevity compensation until the employee is topped out as defined by job classification. Once an Employee is topped out as defined by job classification longevity compensation shall be based on the following:~~

<del>YEARS OF SERVICE</del>	<del>LONGEVITY COMPENSATION PERCENTAGE OF BASE PAY</del>
<del>After topped out years 1 and less than 5 years</del>	<del>1%</del>
<del>After 5 years</del>	<del>2%</del>
<del>The percentage shall not be cumulative.</del>	

~~NOTE: An employee who is receiving longevity compensation and promoted to a higher job classification will not receive longevity compensation until such time as the employee is topped out as defined by job classification.~~

### **ARTICLE 30-32 – GRIEVANCE PROCEDURE**

**3032.1** **Definition:** A grievance is defined as any dispute involving the interpretation, application or alleged violation of any provision of this Agreement. Grievances or disputes which may arise shall be settled in the following manner.

**Police Officers and Sergeants:**

**Procedure:** The parties recognize that the most effective accomplishment of the work of the Employer requires prompt consideration and equitable adjustments of the employees' grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.

Any employee within the bargaining unit who believes there has been a violation of the provisions of this Agreement, City Policies, City Ordinances and City Resolutions; may seek his/her remedy through the Grievance Procedure in this Agreement. If the alleged violation also relates to a subject matter addressed under Civil Service Commission Rules and Regulations, an employee has the right to invoke the Civil Service procedure; provided, however, when both procedures and remedies are available, the employee shall elect only one procedure or the other not both. Invoking jurisdiction under one available procedure shall constitute an election of remedies and shall constitute a waiver of the applicability of the other procedure. If the employer fails to answer within the timelines set forth below or any mutually agreed upon timeline then the employee or bargaining unit may move the grievance to the next step.

**Limited and Non-Commissioned Employees:**

**Procedure:**

**A)** The parties recognize that the most effective accomplishment of the work of the Employer requires prompt consideration and equitable adjustments of the employees' grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.

**B)** Any employee within the bargaining unit who believes there has been a violation of the provisions of this Agreement, City Policies, City



Ordinances, City Resolutions may seek his/her remedy through the Grievance Procedure in this Agreement. If the employer fails to answer within the timelines set forth below or any mutually agreed upon timeline then the employee or bargaining unit may move the grievance to the next step.

## **3032.2 Step and Timelines**

### **Step 1. Informal Resolution**

Within fifteen (15) working days from its occurrence or the date on which the employee first became aware of it, the aggrieved employee shall discuss the grievance with their immediate supervisor, with a shop steward present if the employee so desires. The Supervisor shall prepare a preliminary version of the verbal discussion. Once a consensus is reached as to the discussion and outcome the final draft shall be signed by all parties to demonstrate consensus as to the resolution; or further remedies sought.

### **Step 2: To the Department Head**

- A)** If the immediate supervisor does not respond in writing with fifteen (15) working days or if the Step 1 potential solution is not accepted by the City Administrator at Step 1, the employee and the Union shall submit a written grievance to the Chief within fifteen (15) working days of the due date of the immediate supervisor's written response or within fifteen (15) working days of the City Administrator's written response. The written grievance shall include the following:
1. The facts on which the grievance is based.
  2. The specific provision(s) of this Agreement to which the dispute relates;
  3. The remedy sought; and
  4. The signature of the employee.
- B)** Failure to file a timely written grievance on the AESCMEF-29 form within fifteen (15) working days of the immediate supervisor's written response or expiration of the due date for the immediate supervisor's response, shall render the grievance rendered null and void and forever barred.
- C)** The Department Head shall present his/her determination to the affected employee and the Union, within the fifteen (15) working days of a grievance meeting. Time limits may be extended by mutual agreement of the parties. The Department Head's decision is final and binding unless an appeal is filed within fifteen (15) working days of the

Department Head's written decision. This appeal may be filed at Step 3 below.

### **Step 3: City Administrator**

Provided the grievance is not settled satisfactory at Step 2, the appeal shall then be submitted in writing to the City Administrator within fifteen (15) working days of the response at Step 2 above. The City Administrator shall notify the Mayor of the dispute and shall schedule a meeting with the Union within twenty-one (21) working days from the date of this submission. The City Administrator decision is final shall render his decision in writing within fifteen (15) working days of the meeting. The City Administrators decision is final and binding unless an appeal is filed within fifteen (15) working days of the City Administrators written decision.

### **Step 4: Mediation:**

The Mayor and Union Representative shall establish a mediation panel within (30) working days from the date of the letter appealing the City Administrators decision. An umpire shall be selected by mutual agreement, or shall be a mediator from Public Employment Relations Commission PERC. If mediation results in a recommended solution, this tentative solution will be presented to the Mayor for review. Within fifteen (15) working days of receipt the Mayor shall render his decision in writing to all parties. If mediation fails the matter shall be referred to Arbitration.

### **Step 5: Arbitration:**

If the Mayor's decision is contested, the grievance appeal shall be submitted to final and binding arbitration within thirty (30) working days following the date of receipt of the Mayor's conclusion of the mediation step above and in accordance with the following provisions. The Employer and the Union agree that final and binding arbitration shall be before a single arbitrator.

1. Union/Employer Grievance: A grievance by the Union against the Employer, or by Employer against the Union, must be filed in written form to the Employer, or to Union's Staff Representative, respectively, within twenty (20) working days after the parties knew, or reasonably should have known of the event giving rise to the Grievance. Thereafter, the Employer/Union's Staff Representative shall respond in writing to the other party within twenty (20) working days after receipt of the grievance. If no agreement is reached within thirty (30) working days, the grievance shall be referred for arbitration.
2. Final and Binding Arbitration: Failure to timely appeal the grievance shall render final and binding the decision established in Step 3 herein above. The request shall specifically identify the issue(s)

related to the grievance as previously established during the original finding of said grievance.

3. Arbitrator - Selection: The Employer and the Union will request an arbitrator from the Public Employment Relations Commission (PERC). In the event that either party rejects the PERC assigned arbitrator, then the City and the Union will request PERC to submit a list of eleven (11) names of arbitrators from which the selection will be made. The process of elimination will take place by way of the Employer and the Union having the right to strike two names from the list. The party will strike the first name; the other party shall then strike one; then the parties shall each strike one more name, alternately until the remaining name shall be the arbitrator.
4. Decision - Time Limit: The arbitrator shall hear the matter at the earliest possible date.
5. Limitation, Scope and Power of Arbitrator:
  - (a) The arbitrator shall not have the authority to add to, subtract from, alter, change or modify the provisions of this CBA.
  - (b) The power of the arbitrator shall be limited to interpretation of or application of the terms of this CBA or to determine whether there has been a violation of the terms of this CBA by the Employer or the Union and/or employee(s) or by both Parties.
  - (c) The arbitrator shall consider and decide only the question of issue(s) raised at Step 2 and said arbitrator shall not have the authority to consider additions, variations, and/or subsequent grievances beyond the grievance submitted at Step 2, unless the parties agree in writing, to combine the issues of similar grievances into one (1) arbitration.
  - (d) The arbitration shall be conducted in accordance with PERC rules and regulations.
6. Arbitration Award - Damages - Expense:
  - (a) Arbitration awards shall not be made for time prior to the date of the occurrence upon which the grievance is based.
  - (b) Each party hereto shall pay the fees and expenses of their own attorneys, representatives, witnesses and other costs associated with the presentation of their case and half (½) the expense of the arbitrator and half (½) the expense of a court reporter and the transcript. Either party may request a court reporter and transcript.

**3032.3** **Mutual Time Frames:** Time frames indicated may be extended by mutual agreement at any step of the grievance procedure.

## **ARTICLE 31-33 – UNIFORM ALLOWANCE**

### **Police Officers and Sergeants:**

**3433.1** Officers in the CBA will be allotted a seven hundred dollar (\$700.00) a year uniform allowances, beginning January 1<sup>st</sup> of each year. Officers must get pre-approval from the Chief of Police before making purchases with their allotted allowance.

**3433.2** New hires/officers will be outfitted by the chief in regards to uniform needs. Officers who complete their probationary period will be allotted a uniform allowance as stated in the above paragraph.

### **Limited and Non-Commissioned Employees:**

**3433.3** Employees will be allotted a four hundred dollar (\$400.00) a year clothing allowances and any other safety equipment needed or required to do their jobs, as determined by the Employer, and required by applicable WISHA laws, beginning January 1<sup>st</sup> of each year. Employees must get pre-approval from the Chief of Police before making purchases with their allotted allowance.

## **ARTICLE 32-34 – ENTIRE AGREEMENT**

**3234.1** This Agreement constitutes the complete and entire Agreement by and between the parties and no other agreement and/or understandings, written or otherwise, prior to the signing of this Agreement shall be binding on the parties.

## **ARTICLE 33-35 – SAVINGS CLAUSE**

**3335.1** In the event that any provision of this Agreement shall at any time be made invalid by applicable legislation, or be declared invalid by any court of competent jurisdiction, such action shall not invalidate the entire Agreement. It is the intention of the parties hereto that all other provisions not made invalid shall remain in full force and effect.

## **ARTICLE 34-36 – TERMINATION**

**3436.1** This Agreement shall be effective January 1, ~~2018-2022~~ except for language —modifications and benefit changes which shall be effective when indicated —in this CBA or in the payroll period following the date of signing by the last —signing party and shall terminate on December 31, ~~2020~~2025.

provided, —however, that this Agreement shall be subject to such periodic changes or- modifications as may be voluntarily and mutually agreed upon by the parties hereto during the term hereof.

~~Effective January 1, 2018 through December, 2020, the parties have agreed to a reopener for negotiations of medical benefits.~~

This CBA shall be subject to such periodic changes or modifications as may be voluntarily and mutually agreed upon by the parties hereto during the term hereof.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_\_ day of \_\_\_\_\_, ~~2017~~2022.

FOR THE UNION:

\_\_\_\_\_/\_\_\_\_\_  
Edward Allan, Date  
Staff Representative

\_\_\_\_\_/\_\_\_\_\_  
Frank Randaell Date  
Local 1533WSP Negotiating Team

FOR THE EMPLOYER:

\_\_\_\_\_/\_\_\_\_\_  
~~Dave Poucher~~Marla Keethler, Mayor Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
Pat Munyan, City Admin./PWD Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
~~Donna Heimke~~Jason Hartmann, Councilperson Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
~~Kimberly Hoppus~~David Lindley, Date  
Councilperson  
City of White Salmon

Represented by:

\_\_\_\_\_/\_\_\_\_\_  
Ken Woodrich Date  
Management Attorney

## APPENDIX "A" – SALARY MATRIX (To be Replaced)

2018 COLA 3.4%		MONTHLY					HOURLY				
3% across	Yrs.	1	2 to 3	4 to 5	6 to 7	8+	1	2 to 3	4 to 5	6 to 7	8+
2.5 % down	Range	1	2	3	4	5	1	2	3	4	5
Step											
1		1,763.54	1,816.45	1,870.94	1,927.07	1,984.88	10.17	10.48	10.79	11.12	11.45
2		1,807.63	1,861.86	1,917.71	1,975.24	2,034.50	10.43	10.74	11.06	11.40	11.74
3		1,852.82	1,908.40	1,965.66	2,024.63	2,085.36	10.69	11.01	11.34	11.68	12.03
4		1,899.14	1,956.11	2,014.80	2,075.24	2,137.50	10.96	11.29	11.62	11.97	12.33
5		1,946.62	2,005.02	2,065.17	2,127.12	2,190.94	11.23	11.57	11.91	12.27	12.64
6		1,995.28	2,055.14	2,116.80	2,180.30	2,245.71	11.51	11.86	12.21	12.58	12.96
7		2,045.17	2,106.52	2,169.72	2,234.81	2,301.85	11.80	12.15	12.52	12.89	13.28
8		2,096.29	2,159.18	2,223.96	2,290.68	2,359.40	12.09	12.46	12.83	13.22	13.61
9		2,148.70	2,213.16	2,279.56	2,347.94	2,418.38	12.40	12.77	13.15	13.55	13.95
10		2,202.42	2,268.49	2,336.55	2,406.64	2,478.84	12.71	13.09	13.48	13.88	14.30
11		2,257.48	2,325.20	2,394.96	2,466.81	2,540.81	13.02	13.41	13.82	14.23	14.66
12		2,313.92	2,383.33	2,454.83	2,528.48	2,604.33	13.35	13.75	14.16	14.59	15.03
13		2,371.77	2,442.92	2,516.21	2,591.69	2,669.44	13.68	14.09	14.52	14.95	15.40
14		2,431.06	2,503.99	2,579.11	2,656.48	2,736.18	14.03	14.45	14.88	15.33	15.79
15		2,491.84	2,566.59	2,643.59	2,722.90	2,804.58	14.38	14.81	15.25	15.71	16.18
16		2,554.13	2,630.76	2,709.68	2,790.97	2,874.70	14.74	15.18	15.63	16.10	16.59
17		2,617.99	2,696.52	2,777.42	2,860.74	2,946.57	15.10	15.56	16.02	16.50	17.00
18		2,683.43	2,763.94	2,846.86	2,932.26	3,020.23	15.48	15.95	16.42	16.92	17.42
19		2,750.52	2,833.04	2,918.03	3,005.57	3,095.74	15.87	16.34	16.84	17.34	17.86
20		2,819.28	2,903.86	2,990.98	3,080.71	3,173.13	16.27	16.75	17.26	17.77	18.31
21		2,889.77	2,976.46	3,065.75	3,157.72	3,252.46	16.67	17.17	17.69	18.22	18.76
22		2,962.01	3,050.87	3,142.40	3,236.67	3,333.77	17.09	17.60	18.13	18.67	19.23
23		3,036.06	3,127.14	3,220.96	3,317.58	3,417.11	17.52	18.04	18.58	19.14	19.71
24		3,111.96	3,205.32	3,301.48	3,400.52	3,502.54	17.95	18.49	19.05	19.62	20.21
25		3,189.76	3,285.45	3,384.02	3,485.54	3,590.10	18.40	18.95	19.52	20.11	20.71
26		3,269.50	3,367.59	3,468.62	3,572.68	3,679.86	18.86	19.43	20.01	20.61	21.23
27		3,351.24	3,451.78	3,555.33	3,661.99	3,771.85	19.33	19.91	20.51	21.13	21.76
28		3,435.02	3,538.07	3,644.22	3,753.54	3,866.15	19.82	20.41	21.02	21.66	22.31
29		3,520.90	3,626.53	3,735.32	3,847.38	3,962.80	20.31	20.92	21.55	22.20	22.86
30		3,608.92	3,717.19	3,828.70	3,943.57	4,061.87	20.82	21.45	22.09	22.75	23.43
31		3,699.14	3,810.12	3,924.42	4,042.15	4,163.42	21.34	21.98	22.64	23.32	24.02
32		3,791.62	3,905.37	4,022.53	4,143.21	4,267.51	21.88	22.53	23.21	23.90	24.62
33		3,886.41	4,003.01	4,123.10	4,246.79	4,374.19	22.42	23.09	23.79	24.50	25.24
34		3,983.57	4,103.08	4,226.17	4,352.96	4,483.55	22.98	23.67	24.38	25.11	25.87
35		4,083.16	4,205.66	4,331.83	4,461.78	4,595.64	23.56	24.26	24.99	25.74	26.51
36		4,185.24	4,310.80	4,440.12	4,573.33	4,710.53	24.15	24.87	25.62	26.39	27.18
37		4,289.87	4,418.57	4,551.13	4,687.66	4,828.29	24.75	25.49	26.26	27.04	27.86
38		4,397.12	4,529.03	4,664.90	4,804.85	4,949.00	25.37	26.13	26.91	27.72	28.55
39		4,507.05	4,642.26	4,781.53	4,924.97	5,072.72	26.00	26.78	27.59	28.41	29.27
40		4,619.72	4,758.32	4,901.07	5,048.10	5,199.54	26.65	27.45	28.28	29.12	30.00
41		4,735.22	4,877.27	5,023.59	5,174.30	5,329.53	27.32	28.14	28.98	29.85	30.75
42		4,853.60	4,999.21	5,149.18	5,303.66	5,462.77	28.00	28.84	29.71	30.60	31.52
43		4,974.94	5,124.19	5,277.91	5,436.25	5,599.34	28.70	29.56	30.45	31.36	32.30
44		5,099.31	5,252.29	5,409.86	5,572.16	5,739.32	29.42	30.30	31.21	32.15	33.11
45		5,226.79	5,383.60	5,545.11	5,711.46	5,882.80	30.16	31.06	31.99	32.95	33.94
46		5,357.46	5,518.19	5,683.73	5,854.25	6,029.87	30.91	31.84	32.79	33.78	34.79
47		5,491.40	5,656.14	5,825.83	6,000.60	6,180.62	31.68	32.63	33.61	34.62	35.66
48		5,628.69	5,797.55	5,971.47	6,150.62	6,335.14	32.47	33.45	34.45	35.49	36.55
49		5,769.40	5,942.48	6,120.76	6,304.38	6,493.51	33.29	34.28	35.31	36.37	37.46
50		5,913.64	6,091.05	6,273.78	6,461.99	6,655.85	34.12	35.14	36.20	37.28	38.40
51		6,061.48	6,243.32	6,430.62	6,623.54	6,822.25	34.97	36.02	37.10	38.21	39.36
52		6,213.02	6,399.41	6,591.39	6,789.13	6,992.80	35.85	36.92	38.03	39.17	40.34
53		6,368.34	6,559.39	6,756.17	6,958.86	7,167.62	36.74	37.84	38.98	40.15	41.35
54		6,527.55	6,723.38	6,925.08	7,132.83	7,346.81	37.66	38.79	39.95	41.15	42.39
55		6,690.74	6,891.46	7,098.20	7,311.15	7,530.48	38.60	39.76	40.95	42.18	43.45
56		6,858.01	7,063.75	7,275.66	7,493.93	7,718.75	39.57	40.75	41.98	43.24	44.53
57		7,029.46	7,240.34	7,457.55	7,681.28	7,911.72	40.56	41.77	43.03	44.32	45.65
58		7,205.19	7,421.35	7,643.99	7,873.31	8,109.51	41.57	42.82	44.10	45.42	46.79
59		7,385.32	7,606.88	7,835.09	8,070.14	8,312.25	42.61	43.89	45.20	46.56	47.96
60		7,569.96	7,797.05	8,030.97	8,271.90	8,520.05	43.67	44.98	46.33	47.72	49.16

**APPENDIX “B” – JOB DESCRIPTIONS (See attached updated descriptions)**



~~JOB DESCRIPTION  
CITY WHITE SALMON~~

~~**JOB TITLE:** Entry Level Police Officer  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** January 1, 2014  
**SALARY RANGE:** Step 35 to Range 1&2~~

~~This is a full-time union position. The Police Officer is an hourly position. Any work in excess of 40 hours per week is overtime. Applicant must have at least two years' experience in law enforcement in the State Of Washington or two years' experience out of state and the ability to successfully pass the Washington State Criminal Justice Training Center equivalency academy.~~

~~**MAJOR FUNCTION AND PURPOSE**~~

~~The Police Officer performs police patrol, investigation, traffic regulation, and related law enforcement activities.~~

~~**GENERAL FUNCTION**~~

~~Supervision of this position is sporadic, consisting of occasional meetings with the Chief of Police to discuss priorities, tasks and review of work.~~

~~**SUPERVISION RESPONSIBILITIES**~~

~~There is no supervision responsibilities associated with this position other than minor supervision of reserve officers.~~

~~**JOB DUTIES AND RESPONSIBILITIES**~~

~~The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be~~

~~considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.~~

- ~~• Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.~~
- ~~• Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.~~
- ~~• Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.~~
- ~~• Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.~~
- ~~• Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, above of drugs, etc. Take appropriate law enforcement action.~~
- ~~• Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.~~
- ~~• Conducts follow up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.~~

- ~~Prepares cases for giving testimony and testifies in court proceedings.~~
- ~~Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.~~
- ~~Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.~~
- ~~Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.~~
- ~~Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.~~
- ~~Keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service. (In the absents of the Chief or Sergeant)~~

### **~~KNOWLEDGE, SKILLS AND ABILITIES~~**

~~While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.~~

- ~~Tools and equipment; firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two way radios, copy machine, restraint equipment, (handcuffs, cap stun), BAC, radar, Fire equipment, cameras, video equipment, crime~~

~~scene equipment, tape recorders, Haz Mat equipment, telephone, etc.~~

- ~~• Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc.~~

## **WORKING CONDITIONS**

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Police Officer is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements.~~

## **CONTACTS AND RELATIONSHIPS**

~~The Police Officer will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.~~

## **PHYSICAL REQUIRMENTS**

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The Police Officer is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.~~

~~This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.~~

## **RECRUITING REQUIRMENTS**

- ~~• Must be twenty one (21) years of age or older at the time of employment.~~
- ~~• Must have a minimum of two years' experience in Law Enforcement in Washington State. Or two years' experience in another state and pass the Washington State Criminal Justice Training Center equivalency academy.~~
- ~~• Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.~~
- ~~• High school diploma or equivalent supplemented by Certification from Washington's Basic Academy.~~
- ~~• Must be a U.S. citizen, able to read and write the English language and have no criminal record.~~
- ~~• Must be of good moral character and drug free.~~

## **EXPERIENCE AND TRAINING**

- ~~Any combination of experience and training that provides the desired skills, knowledge and abilities.~~
- ~~Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~

~~JOB DESCRIPTION  
CITY WHITE SALMON~~

~~**JOB TITLE:** \_\_\_\_\_ Police Officer  
**DEPARTMENT:** \_\_\_\_\_ Police  
**REPORTS TO:** \_\_\_\_\_ Chief of Police  
**EFFECTIVE DATE:** \_\_\_\_\_ January 1, 2014  
**SALARY RANGE:** \_\_\_\_\_ Step 37-43 to Range 1-5~~

~~This is a full time union position. The Police Officer is an hourly position. Any work in excess of 40 hours per week is overtime.~~

~~**MAJOR FUNCTION AND PURPOSE**~~

~~The Police Officer performs police patrol, investigation, traffic regulation, and related law enforcement activities.~~

~~**GENERAL FUNCTION**~~

~~Supervision of this position is sporadic, consisting of occasional meetings with the Chief of Police to discuss priorities, tasks and review of work.~~

~~**SUPERVISION RESPONSIBILITIES**~~

~~There is no supervision responsibilities associated with this position other than minor supervision of reserve officers.~~

~~**JOB DUTIES AND RESPONSIBILITIES**~~

~~The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other~~

~~functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.~~

- ~~• Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.~~
- ~~• Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.~~
- ~~• Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.~~
- ~~• Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.~~
- ~~• Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, above of drugs, etc. Take appropriate law enforcement action.~~
- ~~• Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.~~
- ~~• Conducts follow up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.~~
- ~~• Prepares cases for giving testimony and testifies in court proceedings.~~



- ~~Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.~~
- ~~Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.~~
- ~~Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.~~
- ~~Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.~~
- ~~Keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service. (In the absence of the Chief or Sergeant)~~

### **~~KNOWLEDGE, SKILLS AND ABILITIES~~**

~~While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.~~

- ~~Tools and equipment; firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two way radios, copy machine, restraint equipment, (handcuffs, capstun), BAC, radar, Fire equipment, cameras, video equipment, crime scene equipment, tape recorders, Haz Mat equipment, telephone, etc.~~

- ~~Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc.~~

## **~~WORKING CONDITIONS~~**

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Police Officer is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements.~~

## **~~CONTACTS AND RELATIONSHIPS~~**

~~The Police Officer will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.~~

## **~~PHYSICAL REQUIRMENTS~~**

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential~~

~~functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The Police Officer is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.~~

~~This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.~~

### **~~RECRUITING REQUIRMENTS~~**

- ~~• Must be twenty one (21) years of age or older at the time of employment.~~
- ~~• Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.~~
- ~~• High school diploma or equivalent supplemented by Certification from Washington's Basic Academy.~~
- ~~• Must be a U.S. citizen, able to read and write the English language and have no criminal record.~~
- ~~• Must be of good moral character and drug free.~~

### **~~EXPERIENCE AND TRAINING~~**

- ~~• Any combination of experience and training that provides the desired skills, knowledge and abilities.~~
- ~~• Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~

~~CITY OF WHITE SALMON  
JOB DESCRIPTION~~

~~**JOB TITLE:** \_\_\_\_\_ SERGEANT  
**DEPARTMENT:** \_\_\_\_\_ POLICE DEPARTMENT  
**REPORTS TO:** \_\_\_\_\_ CHIEF OF POLICE  
**EFFECTIVE DATE:** \_\_\_\_\_ July 19, 2017  
**SALARY RANGE:** \_\_\_\_\_ Step 50 to Range 1-5~~

~~This is a full time union position. The Sergeant is an hourly position. Any work in excess of 40 hours per week is overtime.~~

~~**MAJOR FUNCTION AND PURPOSE**~~

~~The Sergeant performs police patrol, investigations, traffic regulations, and related law enforcement activities. The Sergeant oversees major crime scenes and supervises and assists in gathering evidence of a crime. Reports to the Chief on daily activities and major incidents keeping him/her informed on the progress of an incident. The Sergeant may be assigned to investigate specific crimes as required including drug investigations, homicides and major crimes. The Sergeant is required to be able to investigate all crimes within his/her jurisdictional boundaries and may be asked to assist other agencies as required. The Sergeant is responsible for supervising all patrol officers and oversees the Chief Clerk in the Chief's absence.~~

~~**GENERAL FUNCTION**~~

~~Supervision of this position is sporadic, consisting of regular meetings with the Chief of Police to discuss priorities, tasks, and review of work. The Sergeant is responsible for scheduling of shifts, vacations and covering shifts when patrol is unable to cover their assigned shift, either by assigning another officer to the shift or covering the shift by his/her self. The Sergeant is responsible for seeing the mandates are met for required training hours as set by CJTC. The Sergeant will conduct annual patrol officer performance reviews and provide them for review by the Chief. The Sergeant will review reports as presented by patrol officers and see that proper corrections and details are within such report prior to being submitted to the appropriate prosecutor. The Sergeant is responsible for inspecting vehicles and equipment provided to the patrol officers to see they are clean and functioning properly. The Sergeant will stay informed on activities in the surrounding jurisdictions and inform~~

~~patrol of activities affecting our jurisdiction. The Sergeant is subject to other duties as assigned by the Chief.~~

### **SUPERVISION RESPONSIBILITIES**

~~The Sergeant is responsible for supervising all patrol officers, their activities, daily functions and for overseeing the Chief Clerk's responsibilities in the Chief's absence.~~

### **JOB DUTIES AND RESPONSIBILITIES**

~~The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.~~

~~General requirements:~~

- ~~• Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.~~

~~Requirements specific to the Sergeant:~~

- ~~• Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.~~
- ~~• Works on rotating shifts performing security patrols, traffic control, investigations and first aid at accidents, detection, investigation and arrest of persons involved in crimes or~~

~~misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Supervises patrol officers on a daily basis.~~

- ~~• Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.~~
- ~~• Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Take appropriate law enforcement action.~~
- ~~• Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.~~
- ~~• Conducts follow up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.~~
- ~~• Prepares cases for giving testimony and testifies in court proceedings.~~
- ~~• Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.~~
- ~~• Participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.~~

- ~~Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.~~
- ~~Coordinates activities with other officers or other city departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.~~
- ~~In the absence of the Chief, keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service.~~

### **KNOWLEDGE, SKILLS AND ABILITIES**

~~While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent assignment.~~

- ~~Demonstrate proficiency in the following tools and equipment: firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two way radios, copy machine, restraint equipment, (handcuffs, cap stun), BAC, radar, fire equipment, cameras, video equipment, crime scene equipment, tape recorders, hazmat equipment, telephone, etc. Additional equipment as required for individual assigned tasks.~~
- ~~Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc. Will be provided necessary equipment as required to perform his/her duties.~~
- ~~Must demonstrate excellent communication and negotiating skills and appropriate calmness under stressful conditions. Must work well with others.~~



## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Sergeant is exposed to other hazards as well, and may encounter violent and/or hostile actors. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job related chemicals. Hazardous areas are routinely encountered, including but not limited to traffic and construction hazards, open trenches, and specialized equipment. Protective clothing may be required for completion of some job requirements.

## **CONTACTS AND RELATIONSHIPS**

The Sergeant will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Sergeant is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

~~This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.~~

### **RECRUITING REQUIREMENTS**

- ~~• Must be twenty one (21) years of age or older at the time of employment.~~
- ~~• Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any state.~~
- ~~• Must have at least two years' experience in law enforcement.~~
- ~~• Must possess the ability to supervise personnel~~
- ~~• High school diploma or equivalent supplemented by certification from Washington's Basic Academy.~~
- ~~• Must be a U.S. citizen, able to read and write the English language and have no criminal record.~~
- ~~• Must be of good moral character, Brady violation and drug free.~~
- ~~• Must attend and meet the CJTC supervisor requirements.~~

### **EXPERIENCE AND TRAINING**

- ~~• Any combination of experience and training that provides the desired skills, knowledge and abilities.~~
- ~~• Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way, implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~

~~JOB DESCRIPTION  
CITY WHITE SALMON~~

~~**JOB TITLE:** \_\_\_\_\_ Detective  
**DEPARTMENT:** \_\_\_\_\_ Police  
**REPORTS TO:** \_\_\_\_\_ Chief of Police  
**EFFECTIVE DATE:** \_\_\_\_\_ January 1, 2014  
**SALARY RANGE:** \_\_\_\_\_ Step 45 to Range 1-5~~

~~This is a full time union position. The Detective is an hourly position. Any work in excess of 40 hours per week is overtime.~~

~~**MAJOR FUNCTION AND PURPOSE**~~

~~The Detective performs police patrol, investigation, traffic regulation, and related law enforcement activities. The Detective overseas major crime scenes and supervises and assist in gathering evidence of a crime. Reports to the Chief on major incidents keeping him/her informed on the progress of an incident. Detective may be assigned to investigate specific crimes as required including drug investigations, homicides and major crimes. The Detective is required to be able to investigate all crimes within his/her jurisdictional boundaries and may be asked to assist other agencies as required. Detective must be able to properly write and execute search warrants.~~

~~**GENERAL FUNCTION**~~

~~Supervision of this position is sporadic, consisting of occasional meetings with the Chief of Police to discuss priorities, tasks and review of work.~~

~~**SUPERVISION RESPONSIBILITIES**~~

~~There is no supervision responsibilities associated with this position other than occasional supervision of patrol officers at a crime scene.~~

~~**JOB DUTIES AND RESPONSIBILITIES**~~

~~The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee~~

~~occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.~~

- ~~• Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.~~
- ~~• Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.~~
- ~~• Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Occasionally supervise patrol officers at a major crime scene.~~
- ~~• Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.~~
- ~~• Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, above of drugs, etc. Take appropriate law enforcement action.~~
- ~~• Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of~~

- ~~vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.~~
- ~~• Conducts follow up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.~~
  - ~~• Prepares cases for giving testimony and testifies in court proceedings.~~
  - ~~• Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.~~
  - ~~• Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.~~
  - ~~• Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.~~
  - ~~• Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.~~
  - ~~• Keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service. ( In the absence of the Chief or Sergeant)~~

### **KNOWLEDGE, SKILLS AND ABILITIES**

~~While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty~~

~~proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.~~

- ~~• Tools and equipment; firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two way radios, copy machine, restraint equipment, (handcuffs, capstun), BAC, radar, Fire equipment, cameras, video equipment, crime scene equipment, tape recorders, Haz Mat equipment, telephone, etc. Additional equipment as required for individual assigned tasks.~~
- ~~• Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc.~~

### **~~WORKING CONDITIONS~~**

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Detective is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements.~~

### **~~CONTACTS AND RELATIONSHIPS~~**

~~The Detective will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety~~

~~of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.~~

### **~~PHYSICAL REQUIRMENTS~~**

~~The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The Detective is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.~~

~~This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.~~

### **~~RECRUITING REQUIRMENTS~~**

- ~~• Must be twenty one (21) years of age or older at the time of employment.~~
- ~~• Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.~~
- ~~• Must have at least two years' experience in Law Enforcement within the department.~~
- ~~• High school diploma or equivalent supplemented by Certification from Washington's Basic Academy.~~
- ~~• Must be a U.S. citizen, able to read and write the English language and have no criminal record.~~
- ~~• Must be of good moral character and drug free.~~

## **~~EXPERIENCE AND TRAINING~~**

- ~~• Any combination of experience and training that provides the desired skills, knowledge and abilities.~~
- ~~• Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~



~~CITY OF WHITE SALMON  
JOB DESCRIPTION~~

~~**POSITION:** POLICE CLERK/PARKING ENFORCEMENT ASSISTANT  
**DEPARTMENT:** POLICE DEPARTMENT  
**REPORTS TO:** CHIEF OF POLICE  
**EFFECTIVE DATE:** May 4, 2016  
**SALARY RANGE:** Step 33-34 to Range 1-5 DOQ~~

~~This is an hourly union position.~~

~~MAJOR FUNCTION AND PURPOSE~~

~~Under the direct supervision of the Chief of Police, the Police Clerk/Parking Enforcer performs a variety of duties and does related work as needed.~~

~~SUPERVISION RESPONSIBILITIES~~

~~No supervision responsibilities associated with this position.~~

~~JOB DUTIES AND RESPONSIBILITIES~~

~~The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.~~

~~Essential job functions of the position include:~~

~~Police Clerk~~

- ~~1. Perform support functions within the police department. This includes operating the front desk, handle incoming calls, taking citizen complaint information and generating case reports for officers. Processing mail and other tasks as needed.~~
- ~~2. Process citizen fingerprinting requests.~~
- ~~3. Process & distribute police reports to City and County Prosecutor Office's and other agencies as requested.~~

- ~~4. Perform data entry of incident case reports, criminal/non-criminal citations and dispositions into Spillman.~~
- ~~5. Compile daily statistics and submit information to proper entity. Including, but not limited to:
  - ~~a. Compile, enter and report statistics to NIBRS (National Incident Based Reporting System) each month.~~
  - ~~b. Compile daily incident reports for Police Blotter in Enterprise Newspaper.~~
  - ~~c. Compile monthly police stats for the cities of Bingen and White Salmon~~~~
- ~~6. Receive, process, and fulfill public record requests.~~
- ~~7. Log, file and serve all department subpoenas.~~
- ~~8. ACCESS Level I, II and TAC certified. Maintain ACCESS records, policies and procedures. Monitor department ACCESS usage. Responsible for ACCESS audits.~~
- ~~9. Enter all required items into WACIC/NCIC during business hours and forward documentation to Department of Emergency Management.~~
- ~~10. Validate all department WACIC/NCIC entries monthly as required by ACCESS policy.~~
- ~~11. Process all criminal and employment background checks as requested.~~
- ~~12. Evidence administrator. Responsible for receiving, processing, storing and releasing or disposing of all evidence and property for the department.~~
- ~~13. Research, formulate applications, submit and manage grant applications to various agencies available for the Police Department.~~
- ~~14. Responsible for department record management.~~
- ~~15. Review payroll with Chief before submitting to City Hall.~~
- ~~16. Monitor Police Budget expenditures.~~

- ~~17. Purchase supplies as needed and retain documentation. Process vouchers for department purchases for payment.~~
- ~~18. Maintain training records for all department employees.~~
- ~~19. Maintain Police Department Web Site.~~
- ~~20. Organize outside meetings and trainings as directed by Chief.~~
- ~~21. Be actively involved in various PR functions for the department. Such as Escort assist at public events and interact with the public.~~
- ~~22. Be actively involved with various agencies relating to Law Enforcement as a representative of the Department.~~
- ~~23. Must possess the ability to work unsupervised and maintain discretion and confidentiality at all times.~~

#### ~~Parking Enforcement~~

- ~~1. Must be able to travel by foot to identify vehicles in violation of parking codes and tag illegally parked vehicles.~~
- ~~2. Mark tires of parked vehicles with chalk and record time vehicles were marked, and return at regular intervals to ensure that parking time limits are not exceeded.~~
- ~~3. Have the ability to check vehicles through access for citations.~~

#### ~~All Positions~~

- ~~1. Follow safety procedures established for work area.~~
- ~~2. Perform activities, functions and other related tasks and duties as assigned or required.~~

#### ~~KNOWLEDGE, SKILLS AND ABILITIES~~

~~While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently.~~

- ~~1. Proficient with all peripheral office equipment, Computer/word processing systems,~~

- ~~2. Microsoft word for windows and excel spreadsheets, Must be certified ACCESS I for terminal usage within 6 months.~~
- ~~3. Ability to communicate effectively verbally and in writing.~~
- ~~4. Ability to establish and maintain effective working relationships with Police Department employees, criminal justice agencies, and the public in stressful situations.~~

### WORKING CONDITIONS

~~The work environment described is representative of those the employee encounters while performing the essential functions of this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy in the office setting. This position will deal with the public directly and the employee must interact responsibly with angry and disgruntled people.~~

### QUALIFICATIONS, EXPERIENCE, TRAINING

- ~~1. A US Citizen~~
- ~~2. High School Graduate/GED~~
- ~~3. Possess a valid Washington State Driver's License~~
- ~~4. Ability to read, write and speak the English language~~
- ~~5. \*ACCESS I & II Certification, ACCESS TAC Certification~~
- ~~6. \* Public Records Act Class~~
- ~~7. \*Spillman Training (software used for reports & citations)~~
- ~~8. \* Property & Evidence Officer Training~~

~~**\* The training is required to fulfill Police Clerk Duties. Some training is on-going and will begin within the first year of employment.**~~

~~Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in the position.~~

## ABILITY TO

~~Interpret and follow established guidelines including:~~

- ~~1. City ordinances, resolutions, policies and procedures~~
- ~~2. Department policies and procedures~~
- ~~3. Desk procedures~~
- ~~4. Establish and maintain effective working relationships with others.~~

## PHYSICAL REQUIREMENTS

~~The physical demands described herein are representative of those that must be met by the Police Clerk/Parking Enforcer to successfully perform the essential functions of this job.~~

~~Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~The Police Clerk position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty five (25) pounds. The Parking Enforcement position requires long periods of walking on flat and steep terrain.~~

~~This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.~~

**City of White Salmon  
Union Employees**

	<b>Current Position</b>	<b>Current Range/Step</b>	<b>Current Position</b>	<b>Proposed Position</b>	<b>Proposed Range/Step</b>	<b>Proposed Position</b>
<b><i>Police - Uniformed</i></b>						
	Lisa George	Police Clerk	33-34/1-5	34-5	Police Office Manager	38/1-10 38-6
	Frank Randall	Police Officer	37-43/1-5	43-5	Police Officer	43/1-10 43-6
	Ed Gunnyon	Police Officer	37-43/1-5	43-5	Police Officer	43/1-10 43-6
	Madelynn McIlwain	Police Officer	37-43/1-5	43-2	Police Officer	43/1-10 43-3
	Kate Daniels	Police Officer	37-43/1-5	43-2	Police Officer	43/1-10 43-3
	Josh Lewis	Police Officer	37-43/1-5	38-1	Police Officer	43/1-10 43-2
<b><i>Vacant Positions</i></b>						
		Police Seregeant	50/1-5		Police Sergeant	50/1-10
		Police Entry level	35/1-5		Police Entry Level	35/1-5
		Police Clerk/Finance Clerk	N/A		Police Clerk/Finance Clerk	32/1-10

***Lisa George Promotion Effective 4/1/2021***

2022 White Salmon Salary Matrix with 5% COLA

2022 COLA 5%		M O N T H L Y										APPENDIX "A"										H O U R L Y									
3% across 2.5 % down Range	Yrs. Step	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
14		2,735.39	2,817.46	2,901.98	2,989.04	3,078.71	3,171.07	3,266.20	3,364.19	3,465.12	3,569.07	15.78	16.25	16.74	17.24	17.76	18.29	18.84	19.41	19.99	20.59										
15		2,803.78	2,887.89	2,974.53	3,063.77	3,155.68	3,250.35	3,347.86	3,448.30	3,551.74	3,658.30	16.18	16.66	17.16	17.68	18.21	18.75	19.31	19.89	20.49	21.11										
16		2,873.87	2,960.09	3,048.89	3,140.36	3,234.57	3,331.61	3,431.56	3,534.50	3,640.54	3,749.75	16.58	17.08	17.59	18.12	18.66	19.22	19.80	20.39	21.00	21.63										
17		2,945.72	3,034.09	3,125.12	3,218.87	3,315.43	3,414.90	3,517.34	3,622.87	3,731.55	3,843.50	16.99	17.50	18.03	18.57	19.13	19.70	20.29	20.90	21.53	22.17										
18		3,019.36	3,109.94	3,203.24	3,299.34	3,398.32	3,500.27	3,605.28	3,713.44	3,824.84	3,939.58	17.42	17.94	18.48	19.04	19.61	20.19	20.80	21.42	22.07	22.73										
19		3,094.85	3,187.69	3,283.32	3,381.82	3,483.28	3,587.78	3,695.41	3,806.27	3,920.46	4,038.07	17.86	18.39	18.94	19.51	20.10	20.70	21.32	21.96	22.62	23.30										
20		3,172.22	3,267.39	3,365.41	3,466.37	3,570.36	3,677.47	3,787.80	3,901.43	4,018.47	4,139.03	18.30	18.85	19.42	20.00	20.60	21.22	21.85	22.51	23.18	23.88										
21		3,251.52	3,349.07	3,449.54	3,553.03	3,659.62	3,769.41	3,882.49	3,998.97	4,118.93	4,242.50	18.76	19.32	19.90	20.50	21.11	21.75	22.40	23.07	23.76	24.48										
22		3,332.81	3,432.80	3,535.78	3,641.85	3,751.11	3,863.64	3,979.55	4,098.94	4,221.91	4,348.56	19.23	19.80	20.40	21.01	21.64	22.29	22.96	23.65	24.36	25.09										
23		3,416.13	3,518.62	3,624.18	3,732.90	3,844.89	3,960.23	4,079.04	4,201.41	4,327.46	4,457.28	19.71	20.30	20.91	21.54	22.18	22.85	23.53	24.24	24.97	25.72										
24		3,501.54	3,606.58	3,714.78	3,826.22	3,941.01	4,059.24	4,181.02	4,306.45	4,435.64	4,568.71	20.20	20.81	21.43	22.07	22.74	23.42	24.12	24.85	25.59	26.36										
25		3,589.07	3,696.75	3,807.65	3,921.88	4,039.54	4,160.72	4,285.54	4,414.11	4,546.53	4,682.93	20.71	21.33	21.97	22.63	23.31	24.00	24.72	25.47	26.23	27.02										
26		3,678.80	3,789.17	3,902.84	4,019.93	4,140.52	4,264.74	4,392.68	4,524.46	4,660.20	4,800.00	21.22	21.86	22.52	23.19	23.89	24.60	25.34	26.10	26.89	27.69										
27		3,770.77	3,883.89	4,000.41	4,120.42	4,244.04	4,371.36	4,502.50	4,637.57	4,776.70	4,920.00	21.75	22.41	23.08	23.77	24.49	25.22	25.98	26.76	27.56	28.39										
28		3,865.04	3,980.99	4,100.42	4,223.43	4,350.14	4,480.64	4,615.06	4,753.51	4,896.12	5,043.00	22.30	22.97	23.66	24.37	25.10	25.85	26.63	27.42	28.25	29.09										
29		3,961.67	4,080.52	4,202.93	4,329.02	4,458.89	4,592.66	4,730.44	4,872.35	5,018.52	5,169.08	22.86	23.54	24.25	24.98	25.72	26.50	27.29	28.11	28.95	29.82										
30		4,060.71	4,182.53	4,308.01	4,437.25	4,570.36	4,707.47	4,848.70	4,994.16	5,143.98	5,298.30	23.43	24.13	24.85	25.60	26.37	27.16	27.97	28.81	29.68	30.57										
31		4,162.23	4,287.09	4,415.71	4,548.18	4,684.62	4,825.16	4,969.92	5,119.01	5,272.58	5,430.76	24.01	24.73	25.48	26.24	27.03	27.84	28.67	29.53	30.42	31.33										
32		4,266.28	4,394.27	4,526.10	4,661.88	4,801.74	4,945.79	5,094.16	5,246.99	5,404.40	5,566.53	24.61	25.35	26.11	26.90	27.70	28.53	29.39	30.27	31.18	32.12										
33		4,372.94	4,504.13	4,639.25	4,778.43	4,921.78	5,069.43	5,221.52	5,378.16	5,539.51	5,705.69	25.23	25.99	26.77	27.57	28.40	29.25	30.12	31.03	31.96	32.92										
34		4,482.26	4,616.73	4,755.23	4,897.89	5,044.83	5,196.17	5,352.06	5,512.62	5,678.00	5,848.34	25.86	26.64	27.43	28.26	29.11	29.98	30.88	31.80	32.76	33.74										
35		4,594.32	4,732.15	4,874.11	5,020.34	5,170.95	5,326.08	5,485.86	5,650.43	5,819.95	5,994.54	26.51	27.30	28.12	28.96	29.83	30.73	31.65	32.60	33.58	34.58										
36		4,709.18	4,850.45	4,995.97	5,145.85	5,300.22	5,459.23	5,623.00	5,791.69	5,965.44	6,144.41	27.17	27.98	28.82	29.69	30.58	31.50	32.44	33.41	34.42	35.45										
37		4,826.91	4,971.71	5,120.87	5,274.49	5,432.73	5,595.71	5,763.58	5,936.49	6,114.58	6,298.02	27.85	28.68	29.54	30.43	31.34	32.28	33.25	34.25	35.28	36.34										
38		4,947.58	5,096.01	5,248.89	5,406.35	5,568.54	5,735.60	5,907.67	6,084.90	6,267.45	6,455.47	28.54	29.40	30.28	31.19	32.13	33.09	34.08	35.11	36.16	37.24										
39		5,071.27	5,223.41	5,380.11	5,541.51	5,707.76	5,878.99	6,055.36	6,237.02	6,424.13	6,616.86	29.26	30.14	31.04	31.97	32.93	33.92	34.94	35.98	37.06	38.17										
40		5,198.05	5,353.99	5,514.61	5,680.05	5,850.45	6,025.97	6,206.74	6,392.95	6,584.73	6,782.28	29.99	30.89	31.82	32.77	33.75	34.77	35.81	36.88	37.99	39.13										
41		5,328.00	5,487.84	5,652.48	5,822.05	5,996.71	6,176.61	6,361.91	6,552.77	6,749.35	6,951.83	30.74	31.66	32.61	33.59	34.60	35.63	36.70	37.81	38.94	40.11										
42		5,461.20	5,625.04	5,793.79	5,967.60	6,146.63	6,331.03	6,520.96	6,716.59	6,918.09	7,125.63	31.51	32.45	33.43	34.43	35.46	36.53	37.62	38.75	39.91	41.11										
43		5,597.73	5,765.66	5,938.63	6,116.79	6,300.30	6,489.31	6,683.98	6,884.50	7,091.04	7,303.77	32.30	33.26	34.26	35.29	36.35	37.44	38.56	39.72	40.91	42.14										
44		5,737.68	5,909.81	6,087.10	6,269.71	6,457.80	6,651.54	6,851.08	7,056.62	7,268.32	7,486.36	33.10	34.10	35.12	36.17	37.26	38.37	39.53	40.71	41.93	43.19										
45		5,881.12	6,057.55	6,239.28	6,426.46	6,619.25	6,817.83	7,022.36	7,233.03	7,450.02	7,673.52	33.93	34.95	36.00	37.08	38.19	39.33	40.51	41.73	42.98	44.27										
46		6,028.14	6,208.99	6,395.26	6,587.12	6,784.73	6,988.27	7,197.92	7,413.86	7,636.27	7,865.36	34.78	35.82	36.90	38.00	39.14	40.32	41.53	42.77	44.06	45.38										
47		6,178.85	6,364.21	6,555.14	6,751.79	6,954.35	7,162.98	7,377.87	7,599.20	7,827.18	8,062.00	35.65	36.72	37.82	38.95	40.12	41.33	42.57	43.84	45.16	46.51										
48		6,333.32	6,523.32	6,719.02	6,920.59	7,128.21	7,342.05	7,562.31	7,789.18	8,022.86	8,263.55	36.54	37.64	38.76	39.93	41.13	42.36	43.63	44.94	46.29	47.68										
49		6,491.65	6,686.40	6,886.99	7,093.60	7,306.41	7,525.60	7,751.37	7,983.91	8,223.43	8,470.13	37.45	38.58	39.73	40.93	42.15	43.42	44.72	46.06	47.44	48.87										
50		6,653.94	6,853.56	7,059.17	7,270.94	7,489.07	7,713.74	7,945.16	8,183.51	8,429.02	8,681.89	38.39	39.54	40.73	41.95	43.21	44.50	45.84	47.21	48.63	50.09										
51		6,820.29	7,024.90	7,235.65	7,452.72	7,676.30	7,906.59	8,143.79	8,388.10	8,639.74	8,898.93	39.35	40.53	41.74	43.00	44.29	45.62	46.98	48.39	49.85	51.34										
52		6,990.80	7,200.52	7,416.54	7,639.04	7,868.21	8,104.25	8,347.38	8,597.80	8,855.74	9,121.41	40.33	41.54	42.79	44.07	45.39	46.76	48.16	49.60	51.09	52.62										
53		7,165.57	7,380.54	7,601.95	7,830.01	8,064.91	8,306.86	8,556.07	8,812.75	9,077.13	9,349.44	41.34	42.58	43.86	45.17	46.53	47.93	49.36	50.84	52.37	53.94										
54		7,344.71	7,565.05	7,792.00	8,025.76	8,266.53	8,514.53	8,769.97	9,033.07	9,304.06	9,583.18	42.37	43.65	44.95	46.30	47.69	49.12	50.60	52.11	53.68	55.29										
55		7,528.33	7,754.18	7,986.80	8,226.41	8,473.20	8,727.39	8,989.22	9,258.89	9,536.66	9,822.76	43.43	44.74	46.08	47.46	48.88	50.35	51.86	53.42	55.02	56.67										
56		7,716.54	7,948.03	8,186.47	8,432.07	8,685.03	8,945.58	9,213.95	9,490.36	9,775.08	10,068.33	44.52	45.85	47.23	48.65	50.11	51.61	53.16	54.75	56.40	58.09										
57		7,909.45	8,146.73	8,391.13	8,642.87	8,902.15	9,169.22	9,444.30	9,727.62	10,019.45	10,320.04	45.63	47.00	48.41	49.86	51.36	52.90	54.49	56.12	57.81	59.54										
58		8,107.18	8,350.40	8,600.91	8,858.94	9,124.71	9,398.45	9,680.40	9,970.81	10,269.94	10,578.04	46.77	48.18	49.62	51.11	52.64	54.22	55.85	57.53	59.25	61.03										
59		8,309.86	8,559.16	8,815.94	9,080.41	9,352.83	9,633.41	9,922.41	10,220.08	10,526.69	10,842.49	47.94	49.38	50.86	52.39	53.96	55.58	57.25	58.96	60.73	62.55										
60		8,517.61	8,773.14	9,036.33	9,307.42	9,586.65	9,874.25	10,170.47	10,475.59	10,789.85	11,113.55	49.14	50.62	52.13	53.70	55.31	56.97	58.68	60.44	62.25	64.12										
61		8,730.55	8,992.47	9,262.24	9,540.11	9,826.31	10,121.10	10,424.73	10,737.48	1																					

2022 White Salmon Salary Matrix with 5% COLA

2022 COLA 5%		M O N T H L Y										EXHIBIT A										H O U R L Y									
3% across 2.5 % down Range	Yrs. Step	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+	1	2 to 3	4 to 5	6 to 7	8 to 9	10 to 11	12 to 13	14 to 15	16 to 17	18+										
		1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10										
63		9,172.54	9,447.71	9,731.14	10,023.08	10,323.77	10,633.48	10,952.49	11,281.06	11,619.49	11,968.08	52.92	54.51	56.14	57.83	59.56	61.35	63.19	65.08	67.04	69.05										
64		9,401.85	9,683.90	9,974.42	10,273.65	10,581.86	10,899.32	11,226.30	11,563.09	11,909.98	12,267.28	54.24	55.87	57.55	59.27	61.05	62.88	64.77	66.71	68.71	70.77										
65		9,636.89	9,926.00	10,223.78	10,530.50	10,846.41	11,171.80	11,506.96	11,852.17	12,207.73	12,573.96	55.60	57.27	58.98	60.75	62.58	64.45	66.39	68.38	70.43	72.54										
66		9,877.82	10,174.15	10,479.38	10,793.76	11,117.57	11,451.10	11,794.63	12,148.47	12,512.92	12,888.31	56.99	58.70	60.46	62.27	64.14	66.07	68.05	70.09	72.19	74.36										
67		10,124.76	10,428.51	10,741.36	11,063.60	11,395.51	11,737.37	12,089.50	12,452.18	12,825.75	13,210.52	58.41	60.17	61.97	63.83	65.74	67.72	69.75	71.84	74.00	76.22										
68		10,377.88	10,689.22	11,009.89	11,340.19	11,680.40	12,030.81	12,391.73	12,763.49	13,146.39	13,540.78	59.87	61.67	63.52	65.43	67.39	69.41	71.49	73.64	75.85	78.12										
69		10,637.33	10,956.45	11,285.14	11,623.70	11,972.41	12,331.58	12,701.53	13,082.57	13,475.05	13,879.30	61.37	63.21	65.11	67.06	69.07	71.15	73.28	75.48	77.74	80.07										
70		10,903.26	11,230.36	11,567.27	11,914.29	12,271.72	12,639.87	13,019.07	13,409.64	13,811.93	14,226.28	62.90	64.79	66.74	68.74	70.80	72.92	75.11	77.36	79.69	82.08										



**JOB DESCRIPTION  
CITY OF WHITE SALMON**

**POSITION:** Police Office Manager  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** (to be approved by City Council)  
**FLSA STATUS:** Union (Not subject to Civil Service)  
**SALARY RANGE:** Range 38, Step 1- 10 depending on qualifications

This is a full-time hourly position requiring 40 hours per week. Any work in excess of 40 hours per week should be compensated as overtime.

**MAJOR FUNCTION AND PURPOSE**

Under the direct supervision of the Chief of Police, the Police Officer Manager performs a variety of duties and related work as needed. Performs moderately complex and varied duties usually involving a specialized knowledge of the police department functions, procedures, and regulations. Exercises considerable discretion in the protection or release of confidential information and matters related to personnel. Maintains and updates agency records and complex data systems. Continually researches, recommends, and/or implements special projects including technology based and non-technological based systems.

**SUPERVISION RESPONSIBILITIES**

Organizes, trains, and supervises police clerk, intern staff and other volunteer staff when applicable.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.

Essential job functions of the position include:

- Provide office leadership and act as point-of-contact for the Chief of Police and administrative functions including office policy, research, and development.
- Ability to work in an environment where sensitive, disturbing, and graphic information is discussed and processed.
- Prepares forms, reports and related materials requiring specialized knowledge of agency regulations or technical terminology.

- Receives telephone calls and visitors, routes calls, takes messages, applies knowledge of agency regulations and procedures in answering inquires. Perform support functions within the police department. This includes operating the front desk, taking citizen complaint information, and generating case reports for officers. Processing mail and other tasks as needed.
- Coordinate's reporting schedules for special functions related to meetings, court, special training, etc.
- Maintains, updates, and provides research and/or cost analysis for intergovernmental agreements and State and Federal contracts.
- Assists the Chief of Police in establishing the annual budget. Manages the approved budget in conjunction with the Chief of Police; monitors the budget throughout the fiscal year; prepares budget documents for necessary adjustments; interacts frequently with the finance department.
- Performs research and provides recommendations for special projects and new grants. Formulate and submit grant applications and manage grants.
- Maintains system functions for police department video surveillance.
- Provides marketing and public relations. Be actively involved in various PR functions for the department.
- Organizes the office workflow; analyzes and recommends technology-based programs and equipment for increased system efficiencies.
- Maintains agency records, control of purchasing, and accounts payable.
- Responsible for managing state and ACCESS audits.
- Process citizen fingerprinting requests.
- Oversee, process & distribute police reports to City and County Prosecutor Office's and other agencies as requested.
- Receive, process, and assign civil process service.
- Perform data entry of incident case reports, criminal/non-criminal citations, and dispositions into Spillman.
- Compile daily statistics and submit information to proper entity. Including, but not limited to:

- a. Compile, enter and report statistics to NIBRS (National Incident Based Reporting System) each month.
  - b. Compile daily incident reports for police blotter.
  - c. Compile monthly police stats for the cities of Bingen and White Salmon
- Act as the designated Public Records Officers for the department. Meet the state training requirements for public records officers.
- Receive, log, file and serve all department subpoenas.
- ACCESS Level I, II and TAC certified. Maintain ACCESS records, policies, and procedures. Monitor department ACCESS usage. Responsible for ACCESS audits.
- Responsible for criminal background checks and CJIS (Criminal Justice Information System) certification for all contract employees.
- Enter all required items into WACIC/NCIC during business hours and forward documentation to Department of Emergency Management.
- Validate all department WACIC/NCIC entries monthly as required by ACCESS policy.
- Process all criminal and employment background checks as requested.
- Act as the department evidence administrator. Responsible for receiving, processing, storing and releasing or disposing of all evidence and property for the department. Oversee any evidence officer assistants. Responsible for property and evidence audits conducted by the state auditor. Maintain periodic property and evidence training.
- Responsible for department record management. Meet state training requirements for record managers regarding record retention.
- Review payroll with the Chief before submitting to the payroll clerk.
- Purchase equipment and supplies as needed for the department and employees. Approve employee uniform and equipment requests. Maintain employee equipment and uniform allowance.
- Maintain training records for all department employees.
- Maintain police department website, unless otherwise delegated by the Chief.
- Available for call out as needed.
- Be actively involved with various agencies relating to law enforcement as a representative of the department.

- Establish and maintain effective working relationships with co-workers, supervisors, and the public.
- Must possess the ability to work unsupervised and always maintain discretion and confidentiality.
- Follow safety procedures established for work area.
- Perform activities, functions and other related tasks and duties as assigned or required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Proficient with all peripheral office equipment, Outlook, Word, Excel, ACCESS, PowerPoint, Adobe Acrobat Pro and other specific hardware and software utilized in law enforcement.
- Ability to read, analyze, and interpret general governmental periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, data graphs, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Thorough knowledge of grammatical usage, spelling punctuation, vocabulary, and arithmetic; knowledge of modern office methods and procedures; knowledge of bookkeeping principles and practices; ability to learn and to apply rules and regulations governing two-way radio and the civil process; ability to speak clearly and deal tactfully with others. Experience in designing efficient office forms, procedures, and methods for improvements in efficiencies. Experience in managing personnel. Experience in a law enforcement office desirable.
- Type at an accepted occupational level with speed and accuracy; understand and follow complex oral and written instructions, communicate effectively both orally and in writing; learn agency policies and procedures, labor contract, city ordinances, laws and regulations; make decisions independently in accordance with established policies; provide information and answer questions. Perform detailed work involving numerical

data.

- Skill in the operation of a full scope of office equipment and machinery including advanced expertise with utilization of computer software programs.
- Ability to establish and maintain effective working relationships with police department employees, criminal justice agencies, and the public in stressful situations.
- Ability to interpret and follow established guidelines including:
  1. City ordinances, resolutions, policies, and procedures
  2. Department policies and procedures
  3. Desk procedures
  4. Establish and maintain effective working relationships with others.
- ACCESS Level I & II Certification
- ACCESS TAC Certification\*
- Public Records Act Training\*
- Property & Evidence Officer Training\*
- Record Management-Record Retention training\*
- Spillman (record keeping software)\*

\*The training is required to fulfill the Police Office Manager duties. Some training is ongoing and will begin within the first year of employment

### **WORKING CONDITIONS**

The work environment described is representative of those the employee encounters while performing the essential functions of this job description. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy in the office setting. This position will deal with the public directly and the employee must interact responsibly with angry and disgruntled people.

### **PHYSICAL REQUIREMENTS**

The physical demands described herein are representative of those that must be met by the Police Office Manager to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Police Office Manager position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds.

### **RECRUITING REQUIREMENTS**

- US Citizen
- High School Graduate/GED

- Possess a valid driver's license
- Ability to read, write and speak the English language
- Background in and knowledge of basic laws and regulations
- Ability to pass background and polygraph testing
- AA degree in business, accounting and/or criminal justice is preferred.

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills, and abilities to perform the job may be considered as qualifying.*

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this class description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOB DESCRIPTION  
CITY OF WHITE SALMON**

**POSITION:** Police Clerk/Finance Clerk  
**DEPARTMENT:** Police Department (0.50 FTE) and Finance Department (0.50 FTE)  
**REPORTS TO:** Police Officer Manager and Clerk Treasurer  
**EFFECTIVE DATE:** To be adopted by City Council  
**FLSA STATUS:** Union (Not subject to Civil Service)  
**SALARY RANGE:** Range 32, Step 1-10 Depending on Qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

**MAJOR FUNCTION AND PURPOSE**

The Police Clerk works under the supervision of the Police Office Manager and performs a variety of duties and related work as required. The Finance Clerk works under the supervision of the Clerk Treasurer and performs accounts payable, accounts receivable and other clerical functions as required. The position is split between the Police Department and Finance Department. The position will be staffed in the police department office except for emergency situations when the Finance Clerk is needed to staff the front office desk at City Hall when the other two positions are not able to do so.

**GENERAL FUNCTION**

Supervision of this position is ongoing, consisting of meetings with the Police Office Manager and City Clerk/Treasurer to discuss priorities, tasks, and review of work. Police Clerk duties, for the most part, take priority.

**SUPERVISION RESPONSIBILITIES**

There are no supervision responsibilities associated with this position.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Police Office Manager and City Clerk/Treasurer (in coordination with the Police Office Manager). This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

***Police Clerk***

- Perform support functions with the police department. This includes operating the front desk, handling incoming calls, taking citizen complaint information and generating case reports for officers. Processing mail and other tasks as needed.

- Process citizen fingerprinting requests.
- Process and distribute police reports to City and County Prosecutor Office's and other agencies as requested.
- Perform data entry of incident case reports, criminal/non-criminal citations and dispositions into Spillman.
- Compile daily statistics and submit information to property entity. Including, but not limited to:
  - Compile, enter and report statistics to NIBRS (National Incident Based Reporting System) each month.
  - Compile monthly police statistics for the cities of Bingen and White Salmon.
- Assist in processing and fulfilling public record requests.
- ACCESS Level 1 and II certified and Assistant TAC.
- Assist in receiving, processing, storing and releasing or disposing of all evidence and property for the department.
- Assist with department record management.
- Assist with the purchase supplies as needed and retain documentation. Process vouchers for department purchases for payment.
- Assist in maintenance of Police Department Web Page.
- Must possess the ability to work unsupervised and maintain discretion and confidentiality at all times.
- Follow safety procedures established for work area.
- Perform activities, functions and other related tasks and duties as assigned or required.

***Finance Clerk***

- Provides a wide variety of regular and recurring accounting procedures, including calculating, posting, verifying, preparing and mailing checks for payment of bills (Accounts Payable).
- Receives, accounts for and safeguards cash as may be required.
- Files and retrieves records.
- Takes payments, in person and over the phone, for a variety of items, including utility bills, building permits, etc.
- Deals with the public, at the counter and by phone.
- Maintains complete confidentiality of all information obtained in the normal course of work.
- Performs other clerical and secretarial duties as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently.

- Operation of computer equipment.
- Operation of general office equipment, such as cash register, 10-key calculator, copier, etc.
- Ability to use Microsoft Word and Excel.



- Ability to perform cashier duties accurately.
- Ability to communicate effectively verbally and in writing.
- Ability to effectively meet and deal with the public.
- Ability to handle stressful situations.
- Ability to read, write and speak the English language.
- Establish and maintain effective working relationships with others.
- Ability to obtain ACCESS I & II Certification and Assistant TAC Certification
- Public Records Management Training\*
- Spillman Software Training\*
- Property & Evidence Training\*
- Interpret and follow established guidelines including:
  - City ordinances, resolutions, policies and procedures
  - Department policies and procedures
  - Desk procedures

\*The training is required to fulfill Police Clerk duties. Training is ongoing and will begin within the first year of employment.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

### **CONTACTS AND RELATIONSHIPS**

The Finance Clerk will have contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have contacts in person, via telephone, or through correspondence which are primarily to provide or collect information.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Finance Clerk position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

### **RECRUITING REQUIREMENTS**

- High school diploma or equivalent
- Valid Washington State Driver's License
- Background in and knowledge of basic laws and regulations

- Ability to pass background and polygraph testing

**EXPERIENCE AND TRAINING**

- AA degree in business, accounting and/or criminal justice is preferred.
- Must have the ability to type 45 words per minute accurately
- Must be bondable,

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

*In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.*

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this class description**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JOB DESCRIPTION  
CITY WHITE SALMON**

**JOB TITLE:** Entry Level Police Officer  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** Upon adoption by the city council.  
**SALARY RANGE:** Range 35, Step 1-2

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

Applicant must have at least two years' experience in law enforcement in the State Of Washington or two years' experience out of state and the ability to successfully pass the Washington State Criminal Justice Training Center equivalency academy.

**MAJOR FUNCTION AND PURPOSE**

The Police Officer performs police patrol, investigation, traffic regulation, and related law enforcement activities.

**GENERAL FUNCTION**

Supervision of this position is sporadic, consisting of occasional meetings with the Chief of Police to discuss priorities, tasks and review of work.

**SUPERVISION RESPONSIBILITIES**

There is no supervision responsibilities associated with this position other than minor supervision of reserve officers.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, above of drugs, etc. Take appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.
- Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
- Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
- Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service. (In the absents of the Chief or Sergeant)

## **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Tools and equipment; firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two-way radios, copy machine, restraint equipment,

(handcuffs, cap stun), BAC, radar, Fire equipment, cameras, video equipment, crime scene equipment, tape recorders, Haz Mat equipment, telephone, etc.

- Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Police Officer is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements.

## **CONTACTS AND RELATIONSHIPS**

The Police Officer will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

## **PHYSICAL REQUIRMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Police Officer is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.

## **RECRUITING REQUIRMENTS**

- Must be twenty-one (21) years of age or older at the time of employment.

- Must have a minimum of two years' experience in Law Enforcement in Washington State. Or two years' experience in another state and pass the Washington State Criminal Justice Training Center equivalency academy.
- Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.
- High school diploma or equivalent supplemented by Certification from Washington's Basic Academy.
- AA in criminal justice preferred.
- Must be a U.S. citizen, able to read and write the English language and have no criminal record.
- Must be of good moral character and drug free.

**EXPERIENCE AND TRAINING**

- Any combination of experience and training that provides the desired skills, knowledge and abilities.
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this class description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

JOB DESCRIPTION  
CITY WHITE SALMON

**JOB TITLE:** Police Officer  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** Upon adoption by the city council  
**SALARY RANGE:** Range 43, Step 1-10 depending on qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

**MAJOR FUNCTION AND PURPOSE**

The Police Officer performs police patrol, investigation, traffic regulation, and related law enforcement activities.

**GENERAL FUNCTION**

Supervision of this position is sporadic, consisting of occasional meetings with the Chief of Police to discuss priorities, tasks and review of work.

**SUPERVISION RESPONSIBILITIES**

There is no supervision responsibilities associated with this position other than minor supervision of reserve officers.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, above of drugs, etc. Take appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.
- Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
- Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
- Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- Keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service.(In the absence of the Chief or Sergeant)

## **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Tools and equipment; firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two-way radios, copy machine, restraint equipment, (handcuffs, capstun), BAC, radar, Fire equipment, cameras, video equipment, crime scene equipment, tape recorders, Haz Mat equipment, telephone, etc.
- Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures,



criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Police Officer is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements.

## **CONTACTS AND RELATIONSHIPS**

The Police Officer will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

## **PHYSICAL REQUIRMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Police Officer is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.

## **RECRUITING REQUIRMENTS**

- Must be twenty-one (21) years of age or older at the time of employment.
- Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.
- High school diploma or equivalent supplemented by Certification from Washington's Basic Academy.

- AA in criminal justice preferred.
- Must be a U.S. citizen, able to read and write the English language and have no criminal record.
- Must be of good moral character and drug free.

**EXPERIENCE AND TRAINING**

- Any combination of experience and training that provides the desired skills, knowledge and abilities.
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

**I have read and understand this class description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CITY OF WHITE SALMON  
JOB DESCRIPTION

**JOB TITLE:** Sergeant  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** Upon adoption by City Council  
**SALARY RANGE:** Range 50, Step 1-10 depending upon qualifications

This is a full-time hourly union position requiring 40 hours per week. Any work in excess of 40 hours per week shall be compensated as overtime.

**MAJOR FUNCTION AND PURPOSE**

The Sergeant performs police patrol, investigations, traffic regulations, and related law enforcement activities. The Sergeant oversees major crime scenes and supervises and assists in gathering evidence of a crime. Reports to the Chief on daily activities and major incidents keeping him/her informed on the progress of an incident. The Sergeant may be assigned to investigate specific crimes as required including drug investigations, homicides and major crimes. The Sergeant is required to be able to investigate all crimes within his/her jurisdictional boundaries and may be asked to assist other agencies as required. The Sergeant is responsible for supervising all patrol officers and oversees the Office Manager in the Chief's absence.

**GENERAL FUNCTION**

Supervision of this position is sporadic, consisting of regular meetings with the Chief of Police to discuss priorities, tasks, and review of work. The Sergeant is responsible for scheduling of shifts, vacations and covering shifts when patrol is unable to cover their assigned shift, either by assigning another officer to the shift or covering the shift by his/her self. The Sergeant is responsible for seeing the mandates are met for required training hours as set by CJTC. The Sergeant will conduct annual patrol officer performance reviews and provide them for review by the Chief. The Sergeant will review reports as presented by patrol officers and see that proper corrections and details are within such report prior to being submitted to the appropriate prosecutor. The Sergeant is responsible for inspecting vehicles and equipment provided to the patrol officers to see they are clean and functioning properly. The Sergeant will stay informed on activities in the surrounding jurisdictions and inform patrol of activities affecting our jurisdiction. The Sergeant is subject to other duties as assigned by the Chief.

**SUPERVISION RESPONSIBILITIES**

The Sergeant is responsible for supervising all patrol officers, their activities, daily functions and for overseeing the Office Manager's responsibilities in the Chief's absence.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of

responsibility. It should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

General requirements:

- Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.

Requirements specific to the Sergeant:

- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Works on rotating shifts performing security patrols, traffic control, investigations and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Supervises patrol officers on a daily basis.
- Patrols city streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Take appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.
- Prepares cases for giving testimony and testifies in court proceedings.

- Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
- Participates in investigating criminal law violations occurring within the city limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.
- Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers or other city departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.
- In the absence of the Chief, keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service.

### **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six-month period in which these attributes must be demonstrated before permanent assignment.

- Demonstrate proficiency in the following tools and equipment: firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two-way radios, copy machine, restraint equipment, (handcuffs, cap stun), BAC, radar, fire equipment, cameras, video equipment, crime scene equipment, tape recorders, hazmat equipment, telephone, etc. Additional equipment as required for individual assigned tasks.
- Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc. Will be provided necessary equipment as required to perform his/her duties.
- Must demonstrate excellent communication and negotiating skills and appropriate calmness under stressful conditions. Must work well with others.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Sergeant is exposed to other hazards as well, and may encounter violent and/or hostile actors. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job-related chemicals. Hazardous areas are routinely encountered, including but not limited to traffic and construction hazards, open trenches, and specialized equipment. Protective clothing may be required for completion of some job requirements.

### **CONTACTS AND RELATIONSHIPS**

The Sergeant will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Sergeant is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hand to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.

### **RECRUITING REQUIREMENTS**

- Must be twenty-one (21) years of age or older at the time of employment.
- Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any state.
- Must have at least two years' experience in law enforcement.
- Must possess the ability to supervise personnel
- High school diploma or equivalent supplemented by certification from Washington's Basic Academy.

- AA in criminal justice preferred.
- Must be a U.S. citizen, able to read and write the English language and have no criminal record.
- Must be of good moral character, Brady violation and drug free.
- Must attend and meet the CJTC supervisor requirements.

**EXPERIENCE AND TRAINING**

- Any combination of experience and training that provides the desired skills, knowledge and abilities.
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an agreement between the employer and the employee and in no way, implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this class description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

JOB DESCRIPTION  
CITY WHITE SALMON

**JOB TITLE:** Detective  
**DEPARTMENT:** Police  
**REPORTS TO:** Chief of Police  
**EFFECTIVE DATE:** Upon adoption by the city council  
**SALARY RANGE:** Range 45, Step 1-10, depending on qualifications

This is a full-time union position. The Detective is an hourly position. Any work in excess of 40 hours per week is overtime.

**MAJOR FUNCTION AND PURPOSE**

The Detective performs police patrol, investigation, traffic regulation, and related law enforcement activities. The Detective oversees major crime scenes and supervises and assist in gathering evidence of a crime. Reports to the Chief on major incidents keeping him/her informed on the progress of an incident. Detective may be assigned to investigate specific crimes as required including drug investigations, homicides and major crimes. The Detective is required to be able to investigate all crimes within his/her jurisdictional boundaries and may be asked to assist other agencies as required. Detective must be able to properly write and execute search warrants.

**GENERAL FUNCTION**

Supervision of this position is sporadic, consisting of occasional meetings with the Chief of Police to discuss priorities, tasks and review of work.

**SUPERVISION RESPONSIBILITIES**

There is no supervision responsibilities associated with this position other than occasional supervision of patrol officers at a crime scene.

**JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job related duties requested by the Chief of Police. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.



- Within the City, members of the department, based on their assignment shall, at all times, take the appropriate action to; protect and preserve life and property; preserve and enhance the peace and safety of the community; enforce all City ordinances, state laws, and federal laws within the City of White Salmon. All members shall perform their duties as required or directed by law and departmental orders, policies and/or regulations.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Occasionally supervise patrol officers at a major crime scene.
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, above of drugs, etc. Take appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summon ambulances and other enforcement vehicles. Takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victims, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders.
- Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.
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- Conduct patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
- Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the

City Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

- Keeps the Mayor informed of incidents or developments that may unusually affect public or official relations and criminal conditions. Furnishes such statistics and suggestions as deemed advisable for the improvement of the police service.( In the absence of the Chief or Sergeant)

### **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Tools and equipment; firearms, emergency vehicles, medical equipment, typewriters, computers, adding machines, two-way radios, copy machine, restraint equipment, (handcuffs, capstun), BAC, radar, Fire equipment, cameras, video equipment, crime scene equipment, tape recorders, Haz Mat equipment, telephone, etc. Additional equipment as required for individual assigned tasks.
- Must have basic knowledge and skills in: Federal laws, juvenile law, drug laws, liquor laws, traffic laws, criminal law, local ordinances, health laws, judicial procedures, criminal procedures, WAC codes, labor laws and issues, civil service rules, search and seizure laws, liability issues, risk management, arrest procedures, Constitutional law issues, social trends, etc.

### **WORKING CONDITIONS**

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Work is performed indoors and outdoors. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Detective is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, explosives, machinery or its moving parts, or various job-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements.

### **CONTACTS AND RELATIONSHIPS**

The Detective will have extensive contact with citizens of the community and other federal, state and local agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

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This position may also require the employee to lift and/or move objects weighting more than one hundred (100) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The position may be subject to verbal abuse at times from the public.

### **RECRUITING REQUIRMENTS**

- Must be twenty-one (21) years of age or older at the time of employment.
- Must possess, or be able to obtain by the time of hire, a valid Washington State driver's license without record of suspension or revocation in any State.
- Must have at least two years' experience in Law Enforcement within the department.
- High school diploma or equivalent supplemented by Certification from Washington's Basic Academy.
- Must be a U.S. citizen, able to read and write the English language and have no criminal record.
- Must be of good moral character and drug free.

### **EXPERIENCE AND TRAINING**

- Any combination of experience and training that provides the desired skills, knowledge and abilities.
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

**I have read and understand this class description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date