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AFSCME Local 113 - Non uniformed personnel  
Everett Police Management Association

Certain employees designated, "appointive", and are not represented by a union.

A mayoral designated team carries out collective bargaining with the unions. The City Administration establishes a collective bargaining team. The Chief of Police will be responsible for administering negotiated contracts and for designating one person as the principal representative. The agency representative is committed to participating in "good faith" bargaining with the duly recognized bargaining units representing its members. They are further committed to abide by the ground rules for collective bargaining that arise out of the collective bargaining process or labor arbitration. They are to abide by the negotiated labor agreement that has been signed by all parties. Final contract approval is reserved to the City Council.

#### 4.3 DISSEMINATION OF AGREEMENT

Respective unions are responsible for furnishing copies of the bargaining agreement to their respective members.

#### 4.4 FAMILIARITY OF AGREEMENT BY SUPERVISORY PERSONNEL

The Chief of Police or his designee will obtain a written, signed copy of the labor agreement and will review or amend, if necessary, all written directives and procedures to coincide with the terms of the labor agreements. The Chief of Police or his designee will disseminate information relative to the new labor agreement, including any modifications to existing agreements to managers and supervisors of bargaining unit employees. The Chief of Police or his designee will inform and train supervisory and management personnel of collective bargaining agreements affecting personnel under their supervision.

#### 4.5 COMPLIANCE

There are no written directives necessary to ensure compliance with bargaining agreements. Each agreement stands alone and includes a process for reaching a determination should the two parties to the agreement be at odds as to any meaning of the language. Each party to the agreement has the obligation and duty to ensure the other party of the agreement is in compliance.

#### 4.6 GRIEVANCE PROCEDURES

Collective bargaining agreements address the grievance procedures for each bargaining unit and the members of those units that are employed by the Everett Police Department. AFSCME, EPOA, and EPMA officers will consult their Collective Bargaining Agreements for grievance procedures. The Office of the Chief of Police maintains a file for each grievance filed. The Deputy Chief of the Services Division will conduct coordination of the grievance procedures. The Deputy Chief of the Services Division will conduct a documented annual analysis of all grievances filed.

the leave through their supervisor for approval. Employees must insure that they are not scheduled for other departmental duties on the requested days off. Any cashout of compensatory will be based on the applicable labor agreement of city ordinances.

#### **4.14 MINIMUM STAFFING**

Minimum staffing for patrol is established by labor contract to help ~~ensure~~ provide adequate patrol response to calls for service. *✓*

#### **4.15 REPORTING FOR DUTY**

Officers will be properly equipped for the full performance of their duties on their shift at their scheduled start time.

Reporting Late - if an employee cannot report for duty at the assigned time, the employee will immediately notify or cause their supervisor to be notified. An Exception Report will be completed, reviewed and signed by a supervisor. *dae*

Officers shall report to work and while working, remain mentally, physically, and emotionally ready to assume and competently perform all their responsibilities, duties, and tasks.

#### **4.16 FAILURE TO REPORT DUE TO ILLNESS/INJURY**

When absenteeism is inevitable due to illness or injury, departmental employees will immediately notify their supervisor, the on-duty Patrol Lieutenant or on-duty Records Specialist, who will complete the Exception Report and forward it to the appropriate supervisor. Any employee who fails to report and who does not have a bona fide excuse will be subject to disciplinary action. A supervisor has the responsibility and the right to take whatever reasonable steps are necessary to confirm the nature and extent of such illness or incapacity.

#### **4.17 ABSENTEEISM – SICK LEAVE ADMINISTRATION**

The ability to work regularly is a requirement for continued employment. The purpose of this policy is to provide for consistent administration of the use of sick leave by city employees, to seek causes and solutions for absenteeism and to establish methods to check and correct excessive use of sick leave and prevent possible abuse.

The Everett Police Department will follow the Sick Leave Administration Policy of the City of Everett, with the following exceptions: Members of the EPOA and EPMA are governed by the number of incidents in lieu of the number of hours as identified in City Policy. Three (3) incidents of sick leave replace the reference to 32 hours of sick leave and five (5) incidents of sick leave replace the reference to 48 hours of sick leave.

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<sup>46</sup> 4.45 Code of Conduct / Canons of Ethics: All personnel will abide by the Everett Police Department Policies and Procedures Manuals and in doing so will, by their actions adhere to the Canons of Ethics. The Administrative Services Division will conduct ethics training on at least a biennial basis for all personnel.

<sup>47</sup> **4.46 DISCRIMINATING OR ESTABLISHING PATTERNS OF DISCRIMINATION IN THE PERFORMANCE OF DUTIES**

In words, deeds, gestures, performance of jobs, duties, tasks and delivery of services, employees shall not discriminate; nor shall they establish a pattern of adverse impact in the delivery of services when such discrimination has a basis in such areas as a person's sex, ethnic background, race, color, national origin, lifestyle, preferred sexual orientation, religion, criminal history, age, disability or social status.

<sup>47</sup> **4.46.1 BIAS BASED POLICING:**

In addition to Policy 4.46, employees are prohibited against bias based policing in traffic contacts, field contacts, criminal investigations, and in asset seizure and forfeiture efforts. The Everett Police Department is committed to ensuring it's enforcement programs are based on a person's conduct or specific suspect information or behavior and not based on common traits of a group, including but not limited to those associated with race, ethnic backgrounds, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

Corrective measures will be enforced if bias based policing occurs. These measures will include remedial training, coaching and counseling, and potentially other punitive actions.

The Administrative Services Division will conduct annual roll-call training on bias based policing issues, including legal aspects.

The Office of Professional Standards will conduct a documented ~~an~~ annual administrative review of our agency's practices with respect to any occurrences or citizen concerns of bias based policing.

<sup>48</sup> **4.47 COMMITTING UNSAFE ACTS OR ENDANGERING SELF OR OTHERS**

Employees shall not unlawfully commit acts or behave in such a manner that has the potential for endangering or injuring themselves, property, or another person.

<sup>49</sup> **4.48 CONFLICTS OF INTEREST**