

The Administrative Services Division shall prepare an annual training plan that identifies training priorities and establishes the proposed curriculum for annual in service training sessions.

Proposed added language (policy not required, but makes it cleaner since it is practice) to accommodate the following standards:

9.1.1 Budget Control – The Chief Executive Officer has the authority to spend funds in the approved budget for day-to-day operation of the agency.

9.1.2 Budget Control – The Chief Executive Officer makes regular reviews of the agency budget.

2.11 CHIEF EXECUTIVE OFFICER AUTHORITY

The Chief of Police must necessarily limit the number of people who report directly to him. To insure unity of command, clearly defined lines of authority must be drawn. There exists a structural relationship between all employees and the Chief of Police. Each employee must be aware of their relative position in this organization, to whom they are immediately responsible, and those people who are responsible to them. Employees will strive to operate within the Chain of Command. Employees deviating from the chain of command will provide justification to those affected.

In the absence of or in the event that the Chief of Police is incapacitated, the order of succession to the command of the Everett Police Department shall be the Senior Deputy Chief and continuing in descending order of rank.

The Chief of Police shall have the power and authority to discipline employees of the department for noncompliance with the rules, regulations, procedures and lawful orders issued by him or any supervisory or commanding officer.

By City Charter, the Mayor is charged with selecting a department head that is charged with the administration of the affected department. For the Police Department, the Chief of Police is designated as the Chief Executive Officer. The Chief of Police shall have the ultimate responsibility for the fiscal management of the police department. The Chief of Police shall regularly review the agency budget and has the authority to spend funds in the approved budget for daily operations of the agency.

*or designee
KWA
7/19/12*

City Charter reserves all financial considerations in the operation of the City to the City Council with administration by the Mayor. The Chief of Police is responsible for budget preparation and presentation to the City Administration.

2.12 CHAIN OF COMMAND

Chief of Police - Appointed by the Mayor in accordance with provisions of the City Charter. The Chief of Police is the chief executive of the department, and is responsible for the general Effective February 2004 / Rev. 9/2004 / Rev. 12/2004/ Rev. 10/2005/Rev. 2/2006/Rev. 7/2006/ Rev. 4/2007/ Rev. 6/2007 / Rev. 7/2007 / Rev. 12/2008, Rev. 7/2009, Rev 9/2009, Rev 11/2009, Rev 1/2010, Rev 7/2010, Rev 10/2010, Rev 11/2010, Rev 12/2010, Rev 1/2011,Rev 2/2011,Rev 3/2011, Rev 6/2011, Rev 7/2011, Rev 9/2011, Rev 10/2011, Rev 11/2011, Rev 2/2012, Rev 3/2012, Rev. 6/2012

26
updated & uploaded 7/20/12

The inquiry will include a criminal history review, a review of all civil orders, an interview with the prospective employee, and interviews with select past and current family and household members as defined by RCW 26.50.010. Convictions for such offenses, or information that supports a reasonable conclusion that a person would have been convicted of such an offense if a case had been charged, will preclude the prospective employee from employment. This restriction exists regardless of any case dismissal in lieu of treatment or counseling or any expunging of a conviction for any reason.

The polygraph will also include, but not be limited to, specific inquiry into such contacts or convictions as well as any other criminal contacts or convictions. Polygraphs will be used as an investigative aid and as such, the results will not be utilized as the single determinant of employment status. Candidates will be provided with a list of areas from which polygraph questions will be drawn, prior to any examination.

The psychological examination will also include, but not be limited to, specific screening for indicators of violent, abusive, harassing, or inappropriate sexual behaviors. The results of this screening will be used as a factor when making employment decisions.

PROPOSED POLICY REVISION:

Recruitment and Selection

Standard 10.1.6 – Applicant files are secured and available only to those who are authorized to participate in the selection process

*ADD
PER W/State Law
AS BEING*

Background Investigation Reports and Records:

All background investigation reports and records will be retained for the period of an individual's employment, plus six years. These records are strictly confidential and the Chief of Police must authorize access to the records except as noted:

*OK
7/19/11*

- ❑ The training section may review background records (not medical) while the officer is on probation as it pertains to training issues and concerns or recommendations for retention.
- ❑ Command staff may review background records (not medical) as it relates to pending disciplinary issues and recommendations.
- ❑ Other law enforcement agencies may view, but not copy, background records (not medical) with a release from the officer as it relates to officer's testing with other agencies.

In all other cases background records may only be released as directed by the Chief of Police or as directed by a competent court with jurisdiction. Background investigation records ~~for all personnel where the applicant is determined to be ineligible for employment, will be maintained~~ in a locked cabinet, accessible only to Administrative staff, and shall be retained in accordance with the Washington State Records Retention Schedule.

OK

*updated & uploaded
7/20/12*