

Pocatello Police Department Civil Service Commission Rules



The following are Rules IV and V of the City of Pocatello Police Department Civil Service Commission Rules. These rules pertain to initial appointment and the appointment of experienced police officers. Please read these rules carefully so that you may have a clear understanding of the appointment process.

RULE IV INITIAL APPOINTMENTS

Section 1. INITIAL APPOINTMENT DEFINITION

An initial appointment in the classified Police Service refers to an appointment to the position of Police Officer 3rd Class.

All initial appointments to the position of Police Officer 3rd Class shall be probationary. Such appointments shall be made by the Chief of Police from the eligible register certified by the Commission subject to all the conditions of the following sections of this Rule IV. However, no applicant shall be appointed until the Chief of Police certifies to the Commission that he or she possesses all of the occupational requirements established by the Idaho Peace Officers Standards and Training Advisory Council for the employment of Police Officers as provided in Idaho Code Section 19-5115 and the requirements in Section 4 of this Rule, nor until the Chief of Police has found results of a background investigation conducted by the Police Department to be satisfactory.

Section 2. INITIAL APPOINTMENT EXAMINATION ELIGIBILITY.

Examinations for initial employment in the classified service of the Police Department shall be open to all qualified applicants for employment. Any applicant may be removed from the examination list for any reason sufficient to justify adverse action set forth in Rule XIII or for failure to meet qualifications set forth in Section 4 below. In determining whether such reasons will bar an applicant, factors to be considered shall include the sensitivity of the position applied for, the nature and seriousness of the conduct and attendant circumstances, the date of the conduct, the age of the applicant at the time, and contributing conditions.

Section 3. INITIAL APPOINTMENT APPLICATION PROCEDURE.

In order to be considered for the position of 3rd Class Police Officer, a person must complete and submit the application form and pass the written examination, plus complete the qualifying steps required by the Chief of Police per department policy. Failure to do so disqualifies a person from proceeding further. Successful completion of the required steps qualifies a person for placement on the eligible register and he or she will be given further consideration as openings become available. When an opening becomes available, the Commission will certify the names of those in the top three (3) positions on the eligible register to the Police Chief who will make the final selection to fill the position subject to the other provisions of this Rule IV (Idaho Code Section 50-1605). All persons not appointed shall be restored to their relative positions on the eligible register.

Section 4. INITIAL APPOINTMENT APPLICATION QUALIFICATIONS

- A. No person shall be appointed to the position of Police Officer who is not a citizen of the United States of America.

- B. In order to apply for initial appointment in the Classified Police Service, a person must be of good moral character, of correct and orderly deportment, of temperate habits and/or industrious nature. No application of any person shall be considered if he *or she* has ever been convicted of any felony or if he or she has been previously rejected by the Commission for a good cause. Misdemeanor convictions will be considered based on established Police Department hiring standards. A person may not apply if previously rejected for good cause unless the basis of rejection is no longer valid. The Chief shall take into consideration if the applicant has at any time resigned to avoid possible dismissal, or been terminated from any former position, or if he or she presently has a disease, disability, or condition which would prevent the applicant from performing the essential functions of the job with or without reasonable accommodation.

Section 5. INITIAL APPOINTMENT WRITTEN EXAMINATION

Each applicant must pass a written examination by obtaining a minimum score of 70% in order to be given further consideration for appointment.

- A. Persons whose applications have been accepted pursuant to these rules will be notified as to the specific time and place twenty (20) calendar days prior to the examination. The examination shall be given as deemed necessary by the Commission.
- B. Persons whose applications are received at such a time that twenty (20) calendar days notice can not be provided shall be given the option to waive the notice requirement. Any such waiver must be in writing and signed by the applicant.
- C. The test administered by the Human Resources department will be a standardized test certified by the International Personnel Management Association or any other examination approved by the Commission. Prior to testing, the examination shall remain in the exclusive charge of the Human Resources department and shall be kept confidential by that office.

Section 6. INITIAL APPOINTMENT ESTABLISHING THE ELIGIBLE REGISTER.

An initial appointment eligible register consists of a list of applicants who have successfully passed the most recent written examination in addition to satisfying departmental hiring requirements. A new initial appointment eligible register shall be established after each examination.

- A. Placement of an applicant's name on the eligible register makes him or her eligible for consideration by the Chief of Police for a conditional initial appointment as openings become available. Such initial conditional appointments are subject to passing certain post-offer tests, which are required to be done post-offer by the Americans with Disabilities Act (ADA).
- B. The names on the eligible register shall be listed in the order in which they rank based upon each candidate's performance on the written examination and other qualifying steps per Police Department policy.
- C. In accordance with Idaho Code, Veteran's preference points will be given to qualified persons upon initial appointment only.
- D. Candidates who hold a current P.O.S.T. certification with the State of Idaho or a current state certification for a state that is recognized through agreement with P.O.S.T. at the time of the test will be given five (5) points. Points given for current P.O.S.T. certification will be subtracted at such time that the certification expires. Candidates who have successfully completed a P.O.S.T. accredited academy and passed the P.O.S.T. test and; therefore, considered certifiable at the time of the test will be given three (3) points.
- E. Candidates who hold an associates degree through an accredited university will be given three

(3) points. Candidates who hold a bachelors degree or greater from an accredited university will be given five (5) points.

- F. Once established, an eligible register shall remain a bona fide register until the next eligible register has been established, but in any case no longer than one year. An applicant who has not been appointed by the time a new examination is scheduled must update his or her application and undergo the examination process again in order to be placed on the eligible register.
- G. Applicants whose names are placed on the eligible register must notify the Human Resources department in writing of any change of address and/or telephone number.
- H. Names may be removed from the current eligible register for any of following reasons:
 - 1. Failure to report for an interview after notification by phone, mail, or other form(s) of notification approved by the Commission.
 - 2. Declining an appointment without satisfactory reason(s).
 - 3. Inability of the postal authorities to locate the applicant.
 - 4. Applicant's becoming incapable of performing the essential functions of the position with or without reasonable accommodation.
 - 5. Applicant's conviction of any felony, or obtaining his or her position on the register by fraud, deceit, or misrepresentation. Motor vehicle violations may also result in removal depending on the nature, frequency, and dates of the violations.
 - 6. Misdemeanor convictions will be considered based on established Police Department hiring standards.
 - 7. Information of such a nature, that had it been produced prior to the date of the examination, would have resulted in the exclusion of an applicant from participation therein.
 - 8. Failure to satisfactorily complete pre-offer or post-offer hiring requirements.

Upon removal of an applicant's name from the register for any of the foregoing causes, the Chief of Police shall notify the applicant of the removal and reasons for the removal. The Commission, upon receiving a written application or upon its own motion, may afford an applicant the opportunity to be heard. A hearing will be held, and if the evidence is satisfactory to the Commission, it may reinstate the applicant.

Section 7. INITIAL APPOINTMENT CERTIFICATION.

In accordance with the Idaho Code Section 50-1605, as soon as possible following the examination and completion of qualifying steps, the Commission shall certify the names of those having the top three (3) scores from the initial appointment eligible register to the Police Chief for his or her consideration. The Commission shall always certify the candidates having the highest standing on the eligible register. Each opening shall be filled by one (1) of the candidates certified, providing he or she can pass the post-offer medical and/or polygraph/voice stress analyzer examinations required, plus all other qualifying steps, including, but not limited to, any physical and psychological examinations given at any step of the process. All candidates not appointed shall be restored to their relative positions on the eligible register.

Section 8. APPOINTMENT.

Upon initial appointment and satisfactory completion of all post-offer examinations, the Police Chief shall report to the Commission the name of such appointee, the position, and the date of commencement of service. The failure of an applicant to respond within five (5) working days to an offer of appointment sent to his or her address shall be considered a declination. Upon notification from the Police Chief that a person named in a certification has declined appointment or upon evidence of the failure of such person to respond within the time specified above to a notice properly sent, the Commission shall again certify additional name(s) from the eligible register.

RULE V
APPOINTMENT OF EXPERIENCED OFFICERS

All initial appointments of officers with five years or more of previous police work experience or with an Idaho Peace Officers Standards and Training (POST) Intermediate certificate shall be as Police officer 2nd Class. No applicant shall be appointed until the Chief of Police certifies to the Commission that the applicant possesses all the occupational requirements established by the Idaho Peace Officers Standards and Training, the applicant possesses the required police work experience, nor until the Chief of Police has found results of a background investigation conducted by the Police Department to be satisfactory. In order to be considered for an initial appointment, the individual must complete an application form, pass the written examination and complete other qualifying steps. All such appointments shall be probationary and seniority shall be based on date of hire.