



**CITY OF POCATELLO, IDAHO
CITY COUNCIL
BUDGET DEVELOPMENT MEETING
JUNE 10, 2025**

**AGENDA ITEM NO. 1:
ROLL CALL**

Mayor Brian Blad called the City Council Budget Development meeting to order at 9:00 a.m. Council members present were Dakota Bates, Rick Cheatum, Corey Mangum, Brent Nichols and Hayden Paulsen. Council member Linda Leeuwrik arrived at 9:01 a.m.

**AGENDA ITEM NO: 2:
FISCAL YEAR 2026 BUDGET PRESENTATION:**

Mayor Blad provided an overview of budget handouts, including revenue and expenditure spreadsheets. He noted projected increased investment income and reviewed conservative revenue assumptions previously discussed at the May 15, 2025 Budget Development meeting. Mayor Blad emphasized the need to budget for a potential South Bannock County ambulance and fire station if Bannock County provides funding support.

Fire Chief Ryan O'Hearn confirmed the importance of including the spending authority, should county funding materialized.

Mayor Blad reviewed the following General Fund revenues: Lease revenues from Palisades water leases are distributed 62.5% to the Water Department and 37.5% to the General Fund. This revenue had not been previously included in the revenue projections but has been added back into calculations; and investment income projections were confirmed and already incorporated into the budget.

Anne Nichols, Chief of Staff, reminded the Council that outside agency funding request amounts which were funded in FY2025 were built into the budget and that the requests to be considered are the new or increased request amounts.

Council reviewed funding requests from outside agencies. Following discussion, adjustments were made as follows:

- Idaho Legal Aid – request denied, as the agency is not eligible for municipal funding
- Bannock Youth Foundation – not funded
- Boys and Girls Club – not funded
- Friends of Brady Chapel – not funded
- Housing Alliance – not funded
- New Day Products – tentatively funded at **\$5,000**
- Salvation Army – not funded
- St. Vincent de Paul – not funded
- Valley Mission – tentatively funded at **\$20,000**
- Bannock County Veterans Museum – not funded

- Family Services Alliance – additional \$1,000 request denied.
- Visitors Bureau – no increase approved.
- NeighborWorks – no increase approved.
- Free Clinic – approved increase of **\$3,000**.
- Senior Activity Center – approved increase of **\$3,500**.
- SEICAA – Ms. Nichols reminded the Council that SEICAA did not request an increase over the FY2025 funding in the amount of \$8,000 and that amount had been included in the budget build documents.

Ms. Nichols reviewed projected revenue amounts, as discussed at the May 15, 2025 Budget Development meeting. She stated that estimated amounts for new construction and annexation were used to prepare the preliminary budget.

Council reviewed the following items:

- Mayor's vehicle – Council consensus to remove from FY2026 budget. Staff will evaluate potential vehicle transfer from another department and may request a budget amendment for use of reserves during FY2025.
- City Hall HVAC replacement – Rough estimate cost is \$1.5 million. Council discussed options to set aside reserves but ultimately deferred funding, citing sufficient existing emergency reserves for short-term needs.
- Grant Match – \$50,000 request denied for grant match amount.
- Fire Apparatus Storage Facility – Request for \$1.6 million denied due to ongoing station location analysis.
- 4AFF Foam Change out – Fire Department will address the transition during future vehicle purchases and the \$40,000 request was deferred.
- Council approved allocation of the full O & M levy increase for the Pocatello Airport increase of \$5,339 to balance the Airport budget.
- Council considered two current part-time seasonal page positions and ultimately came to a consensus to retain the positions to be funded through excess reserves.

Mayor Blad called a recess at 10:30 a.m.

Mayor Blad reconvened the meeting at 10:50 a.m.

Mayor Blad recommended covering the remaining General Fund gap of \$853,504 through the City's excess reserves, which has approximately \$9.3 million available.

Council members discussed concerns regarding ongoing reliance on reserves and emphasized the prudent use of reserves while retaining forgone capacity for long-term stability. Discussion ensued regarding appropriate excess reserve amounts and potential legislation restricting reserve fund balances.

In response to a question from Council, Heather Buchanan, Human Resources Director, confirmed that the insurance increase of 9.9% resulted in an increase of approximately \$800,000 to \$900,000.



CITY COUNCIL
BUDGET DEVELOPMENT MEETING
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Staff members were directed to prepare updated budget worksheets incorporating approved adjustments. Mayor Blad announced that Department heads would review opportunities to complete identified projects within FY2025, reducing the FY2026 tax ask. Council directed staff to present a draft balanced budget using excess reserves to close the FY2026 funding gap, with emphasis on maintaining long-term fiscal responsibility.

Mayor Blad announced that the Budget Development meeting scheduled to be held June 11, 2025 was canceled and that Council would consider the final budget numbers prior to publication at the July 10, 2025 Work Session.

AGENDA ITEM NO. 3:
ADJOURN

There being no further business, Mayor Blad adjourned the meeting at 12:08 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK





**CITY OF POCATELLO, IDAHO
CITY COUNCIL
CITY COUNCIL WORK SESSION
JULY 10, 2025**

**AGENDA ITEM NO. 1:
ROLL CALL**

Mayor Brian Blad called the City Council Work Session to order at 9:03 a.m. Council members present were Dakota Bates, Rick Cheatum, Linda Leeuwrik, Brent Nichols and Hayden Paulsen. Council member Corey Mangum was excused.

**AGENDA ITEM NO. 2:
FISCAL YEAR 2026 BUDGET DEVELOPMENT:**

Anne Nichols, Chief of Staff and Chantelle Macy, Budget Manager, reviewed budget updates and clarifications received since the June 10, 2025 meeting.

Council members discussed changes to revenue, expenditures, fee schedules, interfund transfers and use of reserve funds.

Council discussed the following items: Adjustments to interfund transfers for Street and GIS funds, and corrections made to balance accounts; Review of the final L-2 form figures provided by the state, resulting in an additional \$94,916 in projected revenue. Council agreed to follow the State's recommendations regarding revenue allocation; Discussion of property tax totals, available reserves and projected interest income of approximately \$4.99 million, based on conservative estimates of 4% average returns; Adjustments to departmental budgets, including Transit, Golf, Science and Environment, and Public Works funds; Consideration of water lease revenues and concerns about future water availability; use of reserves to balance the General Fund, including whether reserves should be used for one-time expenses versus ongoing operations; Significant discussion regarding the impact of rising health insurance costs and whether reserves should be used to offset the unanticipated \$1 million increase; Potential reductions to outside agency/community requests totaling \$31,500. After discussion, a majority of the Council supported the use of reserves rather than reducing agency allocations.

A motion was made by Ms. Leeuwrik, seconded by Mr. Paulsen, to direct staff to publish the tentative FY2026 budget, fee schedule and notice of intent to use 1% forgone balance and to publish the budget \$200,000 higher to account for pending annexation valuations, with the understanding adjustments will be made at a later date. Upon roll call, those voting in favor were Leeuwrik, Paulsen, Cheatum and Nichols. Bates voted in opposition to the motion. The motion passed.

Mayor Blad called a recess at 10:27 a.m.

Mayor Blad reconvened the meeting at 10:44 a.m.

**AGENDA ITEM NO. 3:
PERSONNEL POLICY HANDBOOK UPDATES:**

Human Resources Department staff members were in attendance to present proposed changes to existing policies of the Personnel Policy Handbook. Official policy adoptions will be considered by the Council at a future Regular City Council meeting.

Heather Buchanan, Human Resources Director, presented the following proposed updates to the Personnel Policy Handbook: Shifting vacation rollover from calendar year to fiscal year to ease operational pressures during the holiday season. Council supported implementation beginning January 1, 2026; Updates to align with federal law, including the PUMP Act (lactation protections) and the Pregnant Workers Fairness Act; Establishing a policy for GPS use in City vehicles. Installation will be at the department's discretion and primarily used to increase efficiency and accountability; and Clarifications to the educational reimbursement program, limiting eligibility to degree-seeking coursework and consistent with IRS guidelines.

Council members expressed support for the proposed changes. Formal adoption would be considered at a future Regular City Council meeting.

**AGENDA ITEM NO. 4:
PROPOSED AMENDMENT TO THE AREA OF CITY IMPACT:**

Planning and Development Services staff members were in attendance to discuss and receive guidance from Council regarding proposed amendments to the Area of City Impact.

Brent McLane, Planning and Development Services Director, reviewed proposed amendments to the Area of City Impact (ACI) and displayed an associated map. He stated that Legislative changes now require cities and counties to update the ACIs every five (5) years. Mr. McLane added that the proposed revisions align with the City's Comprehensive Plan 2040, existing utility service areas and anticipated growth patterns. Adjustments include realigning boundaries to reflect property lines, excluding areas not likely to be served within five (5) years and incorporating the Bannock County Fairgrounds and Portneuf Wellness Complex.

Council members discussed the need to negotiate with Bannock County officials to adopt higher development standards in the ACI. They expressed general support for the proposed changes and directed staff to continue coordination with Bannock County.

**AGENDA ITEM NO. 5:
COUNCIL ADVISORY BOARD UPDATES:**

This time was set aside for the Mayor and Council members to give an update regarding recent advisory board activities.

Council member Paulsen reported that the Parks and Recreation Advisory Board did not meet. He noted that the SEICAA board does not meet during the summer months. He stated that he attended a CDBG training in Boise, which focused on new policies.

Council member Bates stated that the Library Board is focused on updating policies pertaining to allowable activities on Library property. He added that the Summer Reading Program had great participation, with over 1,300 participants. Use of online materials and e-books is rapidly growing. He reported that the Pocatello Arts Council (PAC) is sponsoring Montana Shakespeare in the Park performances July 28th and 29th for



the 32nd year and is one of the longest-running sponsors of the program. He added that the free presentations regularly draw 400-500 audience members and the public is invited to attend.

Mayor Blad announced that the Mayor's Youth Advisory Committee (MYAC) doesn't meet during the summer and would resume meetings in September.

Council member Nichols reported that there were no updates, as the Human Relations Advisory Committee (HRAC) meeting was canceled, and the Animal Shelter Advisory Board and the Investment and Audit Committee meet on a quarterly basis.

Council President Leeuwrik stated that there were no updates, as the Investment and Audit Committee and Pocatello Development Authority (PDA) meetings would be held in the upcoming weeks. She added that Historic Downtown Pocatello has discussed the topic of buildings which have been sold or leased and commercial spaces are fairly full and downtown summer activities have been well attended. She reported that Bannock Transportation Planning Organization has hired a new Executive Director, Devin Hillam, and that Mori Byington will stay on staff during the transition to the new leadership.

Council member Cheatum reported that the Airport Commission did not meet. The Senior Activity Center meal service continues to increase and a new kitchen manager has been hired. The Meals on Wheels program meals will begin service through the Senior Activity Center beginning August 1. There was a large public turnout to support the opening of Purce Park, located next to the Senior Activity Center.

Mayor Blad thanked the Council for their work and reminded citizens that the grand opening of the skate park would take place July 25th.

**AGENDA ITEM NO. 6:
ADJOURN**

There being no further business, Mayor Blad adjourned the meeting at 11:35

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK





**CITY OF POCATELLO, IDAHO
CITY COUNCIL
CITY COUNCIL SPECIAL MEETING
SEPTEMBER 18, 2025**

A Special Meeting of the City Council was called to order by Mayor Brian Blad at 4:05 p.m. in the Paradise Conference Room at City Hall. Council members in attendance were Dakota Bates, Rick Cheatum, Linda Leeuwrik and Hayden Paulsen. Council member Corey Mangum arrived at 4:07 p.m. Council member Brent Nichols was excused.

A motion was made by Mr. Bates, seconded by Mr. Paulsen, to convene into Executive Session as outlined in Idaho Code 74-206(1)(c) To acquire an interest in real property not owned by a public agency; and 74-206(1)(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations. Upon roll call, those voting in favor were Bates, Paulsen, Cheatum and Leeuwrik.

In addition to the Mayor and Council members, the following staff members were in attendance: Jared Johnson, City Attorney; Anne Nichols, Chief of Staff; Ryan O'Hearn, Fire Chief; and Konni Kendell, City Clerk.

Mr. O'Hearn was excused from the meeting at 4:24 p.m. The following staff members joined the meeting at 4:24 p.m.: Brent McLane, Planning and Development Services Director; Tom Kirkman, Public Works Director; and Levi Adams, WPC Superintendent.

Council members discussed topics within the parameters of the above statutes.

There being no further business, Mayor Blad adjourned the meeting at 5:05 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK



**CITY OF POCATELLO, IDAHO
CITY COUNCIL
CITY COUNCIL SPECIAL MEETING
OCTOBER 2, 2025**

A Special Meeting of the City Council was called to order by Mayor Brian Blad at 4:01p.m. in the Paradise Conference Room at City Hall. Council members in attendance were Dakota Bates, Rick Cheatum, Linda Leeuwrik, Brent Nichols, and Hayden Paulsen. Council member Corey Mangum was excused.

A motion was made by Ms. Leeuwrik, seconded by Mr. Cheatum, to convene into Executive Session as outlined in Idaho Code 74-206(1)(c) To acquire an interest in real property not owned by a public agency. Upon roll call, those voting in favor were Leeuwrik, Cheatum, Bates, Nichols, and Paulsen.

In addition to the Mayor and Council members, the following staff members were in attendance: Jared Johnson, City Attorney; Anne Nichols, Chief of Staff; Ryan O'Hearn, Fire Chief; and Aubriana Resendes, Deputy City Clerk.

Council members discussed topics within the parameters of the above statutes.

There being no further business, Mayor Blad adjourned the meeting at 4:53 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTESTED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

AUBRIANA RESENDES, DEPUTY CITY CLERK



**CITY OF POCATELLO, IDAHO
SPECIAL CITY COUNCIL MEETING
JOINT CITY/COUNTY/PDA MEETING
OCTOBER 2, 2025**

AGENDA ITEM NO. 1: ROLL CALL

The Joint City/Bannock County/Pocatello Development Authority(PDA) meeting was called to order at 3:03 p.m. in at Pocatello City Hall in the Council Chambers by City of Pocatello Mayor Brian Blad. Council members Dakota Bates, Rick Cheatum, Linda Leeuwrik, and Brent Nichols were present. Council member Hayden Paulsen arrived at 3:25 p.m. Council member Corey Mangum was excused.

In attendance were PDA members Brent McLane, Kirk Lepchenske, and Fred Parrish and also Bannock County Commissioners Ernie Moser, Ken Bullock and Jeff Hough. Feasibility Study Consultant Adam Daniels of SB Friedman attended virtually.

Bannock County Board of County Commissioner Chair Jeff Hough announced the BCBC meeting was back in session at 3:04 PM.

AGENDA ITEM NO. 2: URBAN RENEWAL PLAN FOR THE SOUTH 5TH URBAN RENEWAL PROJECT (SOUTH 5TH PLAN)

Pocatello Development Authority (PDA) Executive Director Brent McLane presented information and received feedback from City Council members and Bannock County Commission members regarding the Urban Renewal Plan for the South 5th Urban Renewal Project (South 5th Plan). Mr. McLane presented a PowerPoint overview of the proposed district and the review and approval process. The plan and presentation were included in the agenda packet provided by PDA. He explained that the South 5th Plan encompasses approximately 2,300 acres, though the map shows a larger area. Agricultural parcels were evaluated, and those owners who declined participation were removed. A feasibility study was completed by consultant Adam Daniels of SB Friedman, whose report was distributed and referenced during the meeting. Mr. McLane reviewed the process to date, noting that the PDA Board had adopted a resolution accepting the eligibility report, and both the City Council and County Commission approved it, allowing the plan to move forward. Upcoming actions include a Planning and Zoning Commission meeting on October 8 to confirm that the plan conforms with the Comprehensive Plan, a Bannock County Board of Commissioners meeting on October 9 to approve and adopt the Intergovernmental Agreement and Transfer of Powers Ordinance, and publication of Notices of Public Hearing in the Idaho State Journal on October 17 and October 31. The City Council is scheduled to hold a public hearing on November 20, 2025, to consider adoption of the plan by ordinance. The goal is to establish the new district by December 31, 2025. Mr. McLane noted that the feasibility study conservatively excluded the Bannock County Ambulance, Pocatello Valley Fire, and Portneuf Free Library Districts from revenue projections because their inclusion would not have a significant impact on the district but could affect those agencies' operations. In response to a question from Mayor Blad, Mr. McLane confirmed that the North Bannock County Fire District is not affected by the plan. He reviewed the list of proposed projects, noting that they are phased to encourage incremental growth and development. Phase 1 improvements will stimulate new investment and property tax generation, while later phases will support continued development. Projected revenues are anticipated to total approximately \$52-\$54 million over the 20-year life of the district, to fund infrastructure such as sewer and water improvements, a lift station, roadway and sidewalk projects, and park and trail

upgrades. Mr. McLane discussed agricultural participation, referencing maps included as Attachments 1 and 4 to the plan. He explained that some agricultural property owners had chosen not to participate and had been respectfully excluded after discussions. He emphasized that inclusion or exclusion generally occurs only once during initial boundary establishment.

Councilmember Brent Nichols asked where the project list could be found.

Mr. McLane stated that it was included in the PDA agenda packet.

Commissioner Jeff Hough asked about sewer and water connections between Pocatello and Inkom, possible coordination with Public Works, and whether increment funds could be used for improvements outside the district.

Mr. McLane clarified that funding must remain within the district boundaries and cannot be used for upgrades beyond the designated area. He noted that a lift station is included in Phase 1 to resolve a gravity feed issue and allow expanded sewer service to areas south of Century High School.

Councilmember Linda Leeuwrik asked about previously awarded federal grant projects that were later withdrawn and how those projects affect this plan.

Mr. McLane confirmed that those projects were included in the new plan and phased accordingly.

Commissioner Ernie Moser asked how long property owners have to opt in or out and whether they can be added later.

Mr. McLane explained that the state allows a one-time boundary adjustment of up to 10 percent of the tax increment area, which would be considered jointly by the PDA, City, and County if needed.

Councilmember Hayden Paulsen entered the meeting at this time.

Mayor Blad explained that tax increment financing does not raise taxes but reallocates new growth revenues to fund infrastructure that supports economic development.

Mr. McLane added that landowners who choose not to participate will not be eligible for reimbursement of future improvements.

PDA representative Fred Parrish noted that written notice to nonparticipating landowners should clarify what opportunities they are forgoing.

Mr. McLane stated that outreach efforts are ongoing and that inclusion opportunities generally occur only during initial boundary establishment.

Councilmember Rick Cheatum asked about the potential use of eminent domain for public improvements.



Mr. McLane responded that eminent domain is not anticipated but that tax increment funds could be used to acquire property if needed for public infrastructure.

PDA representative Kirk Lepchenske raised concerns about traffic control and pedestrian safety in the Hildreth Road tunnel area.

Mr. McLane stated that improvements would focus on traffic management and safety within the existing tunnel rather than expansion.

Councilmember Leeuwrik asked about the timing of bike paths and greenway projects.

Mr. McLane explained that such projects are identified as additional improvements that would occur as development proceeds.

Councilmember Leeuwrik also expressed support for avoiding eminent domain where possible.

Mr. McLane confirmed that he had met with agricultural property owners who chose not to participate and acknowledged their decisions.

PDA representative Fred Parrish asked about the potential for interfund transfers between urban renewal districts.

Mr. McLane responded that such transfers are legally permissible but uncommon practice for the PDA.

Commissioner Hough asked whether the district could be closed early if its goals are achieved ahead of schedule.

Mr. McLane stated that the PDA strives to close districts early when possible, noting that the Northgate district has performed exceptionally well and is on track to close sooner than projected.

Councilmember Dakota Bates asked about the revenue projections and whether the plan functions as a “pay-as-you-go” model.

Mr. McLane explained that projections are based on phased development and conservative growth estimates. The PDA typically enters into owner participation agreements where developers fund initial infrastructure and are reimbursed from increment revenue once development occurs. He emphasized that only public improvements are eligible for reimbursement.

Consultant Adam Daniels added that no bond issuance is planned and that revenue growth will increase gradually as development progresses through phases.

Commissioner Ken Bullock asked who was driving the process and raised a question about water redundancy south of the river.



Mr. McLane explained that both the City and PDA identified the South 5th area as having significant development potential but limited infrastructure. He stated that the plan provides the tools necessary to support development and strengthen the City's tax base.

Mayor Blad added that the plan could help address long-term water redundancy needs in the southern portion of the city.

Mr. McLane concluded by summarizing the next steps in the adoption process and reaffirmed the goal of establishing the district by the end of the year.

AGENDA ITEM NO. 3: ADJOURN

There being no further business, Mayor Blad adjourned the Special Joint Work Session for the Pocatello Development Authority and City Council at 4:01 p.m.

Chair Hough closed the Bannock County Board of Commissioners meeting at 4:01 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTESTED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

AUBRIANA RESENDES, DEPUTY CITY CLERK



MEMORANDUM

TO: Mayor Blad and City Council

FROM: Jared Johnson, City Attorney 

DATE: September 24, 2025

RE: Personnel Administration Rules– Pocatello Police Department

I have reviewed the Personnel Administration Rules (PAR) for the Pocatello Police Department for fiscal year 2026. I have no legal concerns with the document, as prepared. Therefore, I would recommend that Council approve the proposed PAR for use in the Pocatello Police Department for fiscal year 2026.

Please contact me with any questions or concerns.



Pocatello
Police Department
FY2026
Personnel
Administration Rules



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Nothing in these rules will be used to discriminate against any person on the basis of race, color, sex, age, disability, religion, sexual orientation, national origin, or political affiliation. When used throughout these rules, the term "business day" refers to Monday through Friday. The term "accredited service" is defined as actual time on the job.

1. These rules shall apply to all positions within the Pocatello Police Department.
2. The designated representative of Human Resources of the City of Pocatello is charged with administering the rules contained herein.
3. Except as may hereafter be provided by amendments to these rules and regulations or City ordinances, all promotions or continuance of employment in the Police Department shall be made based on competitive examination to enable Human Resources of the City of Pocatello to certify the results of the examination process. Such examinations may be written, oral, practical, physical, or any combination thereof.
4. It is also agreed that where there are clear differences in the wording and the text of the following documents, said documents shall be enforceable in the following order and priority: 1) the Collective Bargaining Agreement, 2) Pocatello Personnel Policy Handbook, 3) Police Department Personnel Administration Rules, 4) Pocatello Police Department Policy Manual.
5. The mayor may grant an exception upon request by a Police Department employee to the PAR on a case-by-case basis if it is found that strict application of the policy is impractical or would result in hardships. Exceptions granted in any particular instance will not be binding on future decisions. Exceptions must be requested in writing, with a written response from the mayor, and are on file in Human Resources.

RULE 1 HIRING

Section 1- Appointment of The Chief of Police

The position of Chief of Police is expressly exempted from the classified sworn police positions, and all appointments to the position shall be made by the Mayor of the City of Pocatello. A member of the bargaining unit will be selected by the mayor to serve on any selection committee formed by the mayor for the purpose of aiding in the selection of a Chief of Police. Appointments to the position of Chief of Police may be made from applicants in the sworn police positions from within the department or through the adopted selection procedures for applicants outside the department.

Section 2- When the Chief of Police Position Is Vacated

When an existing Chief of Police, who was originally appointed from within the sworn police positions of the department, voluntarily resigns from the position of Chief, they have the option of returning to the position they previously held within the department. If that position has been filled, the officer holding that position may, if necessary, be reduced to their previous rank so that the resigning Chief may be restored to their former seniority and rank in the department. The officer whose rank is reduced shall be restored to the previous rank from which they were reduced upon the next opening



38 of a position within that rank, without testing or compliance with any other hiring requirements.

39 **Section 3- Appointing Authority**

40 The Chief of Police is designated as the Appointing Authority, subject to the rules of the Personnel
41 Administration Rules and department policy. The Chief of Police shall appoint the following sworn
42 police positions/assignments within the police department:

- Police Officer
- Corporal
- Detective
- Sergeant
- Detective Sergeant
- Lieutenant
- Captain
- Deputy Chief of Police



Department

The Chief of Police shall hire any Civilian police positions deemed necessary as determined by the City Council through established and approved staffing levels and job descriptions.

The Chief of Police has the authority to determine the department's leadership model and provide the necessary training with the input of Sr. Staff and the Police Union. This includes, but is not limited to, the department's mission/vision statement, values, expectations, and leadership principles.

The Chief of Police has the authority to determine the best and most efficient schedule for the department's divisions with the assistance and input of Sr. Staff and the Police Union.

The rank of Deputy Chief of Police, when vacant, will be appointed by the Chief of Police from existing staff members who hold the rank of Captain. The Chief of Police will make the appointment based on a review of personnel records and performance, with the concurrence of the mayor. If there are no internal candidates, the Chief of Police can open the position to outside candidates or can consider Lieutenants within the department.

Section 4- Job Descriptions

The job descriptions adopted by the City Council, through its delegated representative, for Civilian positions within the City shall establish the standards and qualifications for each Civilian position.

Section 5- Recruitment

See policy 1000 of the current PPD Policy Manual

Section 6- Workforce Recruitment Plan

See policy 1000 of the current PPD Policy Manual

Section 7- Employee Standards

See policy 1000 of the current PPD Policy Manual

Section 8- Minimum Standards for Sworn Positions

See policy 1000 of the current PPD Policy Manual

Section 9- Minimum Standards for Civilian Positions

See policy 1000 of the current PPD Policy Manual

Section 10- Hiring Procedures for Sworn Positions

See policy 1000 of the current PPD Policy Manual.

Additionally, a sworn bargaining unit member selected by the bargaining unit will be appointed to participate in the oral interview portion of the selection process. They will have the right to be involved in the discussion and provide input on the applicant's performance in the interview and the applicant's suitability to be appointed to the position for which the applicant is being considered. The participating bargaining unit member shall not have the power to vote, select, or circumvent in any manner the selection made by the Chief of Police.

Section 11- Hiring Procedures for Civilian Positions

See policy 1000 of the current PPD Policy Manual.

Additionally, a bargaining unit member may be appointed by the bargaining unit to participate in



Department

the oral interview portion of the hiring process of Civilian applicants. Such bargaining unit members shall have the right to be involved in the discussion and provide input as to the Civilian applicant's performance in the interview and the applicant's suitability to be hired to the position for which they are being considered. The participating bargaining unit member shall not have the power to vote, select, or circumvent in any manner the selection made by the Chief of Police.

Section 12- Selection/Rejection Criteria

See policy 1000 of the current PPD Policy Manual

Section 13- Psychological Suitability Assessment

See policy 1000 of the current PPD Policy Manual

Section 14- Retention of Applicant Files

See policy 1000 of the current PPD Policy Manual

Section 15- Initial Sworn Officer Appointment Definition

An initial appointment in the sworn police services refers to an appointment to the position of Police Officer 1st Class, or lateral, in accordance with CBA.

Section 16- Sworn Officer Initial Appointment Entry Level Examination

Entry-level written examinations will be given as deemed necessary by the Chief of Police or as required by these rules. Each entry-level applicant is required to score a minimum score of 70% on the initial written examination to be given further consideration for an appointment to a position with the PPD.

Persons whose initial applications have been accepted pursuant to these rules will be eligible to take the initial examination and shall be notified of the specific time and place when the examination will be given. The PPD will give such notice 20 calendar days prior to the scheduled examination date.

- A. In the event a person submits their initial application less than 20 calendar days prior to the scheduled exam date, they shall be given the option to waive the notice requirement and take the exam as scheduled. Any such waiver must be in writing and signed by the applicant.
- B. The test administered by Human Resources will be a certified standardized test approved by Human Resources. Prior to testing, the examination shall remain in the exclusive charge of Human Resources and shall be kept confidential by that office.

Section 17- Sworn Officer Initial Appointment: Establishing the Eligible Register

An eligibility registry shall be prepared after each examination. It shall consist of the applicants who have successfully passed the most recent written examination and oral board interview. That registry will remain in place and in effect until a new one is prepared.

- A. The names listed on the eligibility registry shall be in descending order, from highest to lowest, based upon the total score of each applicant on the written examination and the points awarded, if any, for compliance with B, C, and D below.



- B. In accordance with Idaho Code 65-504, the Veteran's preference points will be given to qualified persons. In order to receive the Veteran's preference points, the applicant must provide a valid DD-214 form.
- C. Applicants 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 an agreement with P.O.S.T. at the time of the written examination but who do not meet the qualifications for a lateral transfer will be given five points. Points given to an applicant for a current P.O.S.T. certification will be subtracted when the applicant's certification expires, and if necessary, that applicant's place on the registry will be adjusted. Applicants who have successfully completed a P.O.S.T. accredited academy and passed the P.O.S.T. test and are, therefore, considered certifiable at the time of the test but do not meet the qualifications for lateral transfer will also be given five points.
- D. Applicants with an associate's degree from an accredited institution of higher learning will be given three points. Applicants who have obtained a bachelor's degree or greater from an accredited college or university will be given five points when taking the examination.
- E. Applicants who spent at least one year in the Pocatello Police Department Cadet Program and left the Cadet Program in good standing will be given three points.
- F. The Chief of Police will receive a list of the top ten applicants based on their total scores, listed in alphabetical order. Once an eligibility list is established, the Chief of Police shall authorize background investigations and pre-offer truth verifications on the listed applicants. The initial eligibility list may contain at least one but no more than ten applicants.
- G. Only those applicants who successfully complete the required background investigation will be included on the final eligibility registry and, therefore, eligibility for consideration by the Chief of Police for a conditional hire to the PPD as openings become available. Such initial conditional hires are subject to passing certain post-offer tests, as set out herein.
- H. Once established, the candidate's eligibility shall remain in effect for one calendar year from the date the candidate is added to the registry. In theory, with ongoing testing, the roster could remain active indefinitely, with individuals dropping off at the one-year mark. The department can continue to test new candidates who will be placed on the existing eligibility roster throughout the year. The remaining candidates from the previous eligibility registry will have the option of being placed on the registry according to their total score.
- I. Applicants whose names are placed on the eligibility registry must notify Human Resources in writing of any change of address and/or telephone number.



J. Names may be removed from the current eligibility registry for any of the following reasons:

- 1) Failure to report for an interview after notification by phone, mail, or other forms of notification approved by Human Resources.
- 2) Declining an hire without satisfactory reason(s).
- 3) Inability of the postal authorities to locate the applicant.
- 4) Applicant becoming incapable of performing the essential functions of the position with or without reasonable accommodation.
- 5) Applicant's conviction of any felony, or obtaining their position on the registry 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. 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.
- 7) Failure to satisfactorily complete pre-offer or post-offer hiring requirements.
- 8) Incomplete or incorrect information provided on the application, which affects the ability of the department to conduct a thorough background investigation.

Upon removal of an applicant's name from the registry for any of the foregoing causes, the Chief of Police, or designee, shall notify the applicant of the removal and the reasons for the removal.

Human Resources, upon receiving a written application, may afford an applicant the opportunity to be heard if the cause for removal was for reasons one or three listed above. A hearing will be held, and if the evidence is satisfactory to Human Resources, it may reinstate the applicant.

Section 18 Sworn Officer Initial Hiring Certification

Human Resources shall certify the candidates having the highest standing on the eligible register. An opening may be filled by one of the candidates certified, provided they can pass the post-offer qualifying steps. The post-offer qualifying steps may include, but are not limited to, truth verification testing, medical testing, physical fitness testing, psychological testing, and drug screening. All candidates not hired shall be restored to their relative positions on the eligible register.

Section 20- Sworn Officer Hiring

Upon initial hiring and satisfactory completion of all post-offer examinations, the Chief of Police shall report to Human Resources the name of such new employee, the position, and the date of commencement of service. The failure of an applicant to respond within five (5) working days to



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an offer of appointment sent to their address shall be considered a declination. Upon notification from the Chief of Police that a person named in 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, Human Resources shall again certify additional name(s) from the eligible register to be considered for appointment to a vacant position. When a vacancy occurs, the Chief of Police may, at their discretion, fill the vacancy from either the initial eligible hiring registry or the lateral transfer eligible register.

RULE 2 CORRECTIVE ACTION, DISCIPLINE, DISCHARGE, AND DISCIPLINE COMMISSION INVESTIGATION**Section 1- Grounds for Discipline**

See Policy 340 in the current PPD policy manual and the discipline matrix.

Section 2- Investigations

In accordance with city and department policy, all forms of electronic media stated here may be reviewed by supervisors. Supervisors and managers may periodically review all of the following electronic media. Supervisors may initiate disciplinary action for violations found during periodic reviews. All reviews will be documented.

1. Spillman AVL system
2. Spillman Instant Messaging system
3. Cell phones as per policy
4. In-car video systems
5. Body-worn video systems
6. Recorded radio traffic
7. Recorded phone lines
8. Any other form of electronic media that the Chief of Police deems necessary

Section 3- Procedures for Corrective Action, Written Reprimands, Or Work Performance Issues

- A. An employee with minor policy violations or repeated work performance issues will be addressed by their immediate supervisor in the following ways:
 - a. Verbal corrective action- This is primarily used to record an employee's minor issues or poor work performance and develop a plan of action to correct said issue. The employee's immediate supervisor shall be required, after discussing the matter with their immediate supervisor, to fill out the form explaining the issue and plan of action with the employee. The supervisor shall also be responsible for explaining the action to the employee. Verbal corrective action is beyond documented coaching. The first appeal shall be with the employee's supervising Lieutenant. The final appeal shall be with the employee's Captain.
 - b. The verbal corrective action shall be placed in the employee's file and held for 36 months. The verbal corrective action will be removed from the file at the employee's written request to the Chief of Police after the 36-month period (36



months after the incident date) if no further similar incidents occur. In the event that there are other incidents, the verbal corrective action will not be removed.

- c. The employee may make a written rebuttal to the verbal corrective action to be included with the documentation.
 - d. The documentation shall be placed in the employee's file. After 36 months, the employee can request, through the office of the Chief of Police, that it be removed.
2. Written reprimand- This form is used for repeated policy or minor discipline violations, or work performance issues. The employee's immediate supervisor shall contact their supervisor and advise of the intent to give the employee a written reprimand. Upon agreement by the supervising lieutenant and the division commander, the supervising sergeant or supervisor shall be responsible for presenting the written reprimand to the employee along with a corrective action plan.
- a. The first appeal for the written reprimand shall be with the employee's division commander. The final appeal shall be with the Major.
 - b. Written reprimands that are confirmed through the process shall be placed in the employee's personnel file.
 - c. The employee may make a written rebuttal to the verbal corrective action or written reprimand to be included with the documentation in their personnel file.
 - d. When any employee becomes aware of a disciplinary issue involving another employee, the matter will be referred to the accused employee's immediate supervisor for investigation. If the accused employee's Captain is the employee initiating the disciplinary investigation, then the appeals process will begin utilizing another Captain.
3. Employees are not entitled to have legal representation present for any verbal corrective action or written reprimand meeting. They may have a union member sit with them during the meeting, but that member will not be allowed to provide any input.

Employees shall be given seven (7) calendar days after being issued a verbal corrective action, written reprimand, or decision from an appeal to file an appeal to the next appropriate appeals level or provide a written response to be included in the appropriate file. Employees who fail to comply with this timeline will lose any right to further appeal or submit a written response.

Section 4- Procedures for Suspension, Demotion, Or Discharge

All employees are subject to suspension without pay, demotion, reduction in rank, loss of vacation privileges, loss of other special privileges, or discharge for major or repeated violations of



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procedures leading to either verbal corrective action or written reprimand(s). Employees may also be subject to the same punishment for failing to comply with or correct issues discussed in either a verbal corrective action or a written reprimand. If employees do not meet standards during the probationary period, they may be demoted to their prior rank or receive further discipline that is outlined in the discipline matrix. For probation or extended probation periods, see CBA.

A. Suspension with pay pending investigation

Upon suspension with pay by the Chief of Police or any supervisor pending an investigation, a written statement of such suspension, in general terms, shall be served upon the employee, and a duplicate shall be filed with the Discipline Commission. If a supervisor suspends an employee with pay, the suspension must be confirmed by the Chief of Police or his designee in writing within three work days, or the employee shall be immediately reinstated.

B. Procedures leading to possible suspension without pay, demotion, reduction in rank, or discharge

The employee will be entitled to a due process hearing as outlined in section 5 of this rule. After the due process hearing, the Chief of Police, or their designee, shall forward the proposed discipline to the Discipline Commission if it is suspension without pay, demotion, reduction in rank, or discharge.

Section 5- Discipline RoundTable and Discipline Commission

- A. The discipline roundtable shall consist of all nine (9) members of the Pocatello Police Department who hold the rank of lieutenant or captain, a representative from the Legal Department, and a representative from the Human Resources Department. On the date of the hearing, if all lieutenants and captains are not available, then the roundtable will consist of any six (6) members of the DRT, provided at least one of them holds the rank of captain. The Deputy Chief of Police shall be the board president and only have a vote in matters resulting in a tie. The representatives from legal and human resources will not have a vote in the DRT.
- B. If the employee's immediate supervisor is the Deputy Chief of Police, then a Captain will be assigned as the president, and the Deputy Chief of Police will replace the Captain as a voting member. A designee of Human Resources will act as the president of the board at the first appeal level.
- C. All appeals from the DRT will be to the Chief of Police or designee.
- D. The Discipline Commission shall consist of the Mayor, a City Council member chosen by the Union, and the Human Resources Director or their designee. The city council member shall serve a one (1) year term beginning after the first council meeting in January. This shall be the final level of appeal for all matters of discipline within the Pocatello Police Department. The Discipline Commission will be used if the employee disagrees with the Chief of Police's decision.
- E. Nothing in this section limits the employees' abilities to pursue action outside of



the City, within the judicial system of the State of Idaho.

Section 6- Discipline Roundtable and Appeals Process

- A. Suspension without pay, demotion, reduction in rank, loss of vacation privileges, loss of other special privileges, or discharge. These types of discipline shall primarily be used for major or repeated performance issues, criminal violations, and willful or repeated misconduct. All forms of this discipline must be brought through the Discipline Roundtable. Any supervisor above the rank of lieutenant within the Pocatello Police Department may ask the Chief of Police to convene the DRT for a disciplinary issue that comes to their attention. The Chief of Police shall be the sole authority to convene the DRT, and the Deputy Chief of Police will act in that capacity in the Chief's absence. Regardless of who requests the DRT to convene, the involved employee's immediate supervisor shall be responsible for presenting the disciplinary issue to the DRT. The following flow chart illustrates which sergeant or supervisor is responsible for employees and the procedure to be followed with respect to a discipline matter and the chain of command

Chart 1: Discipline Flow Chart For The Pocatello Police Department

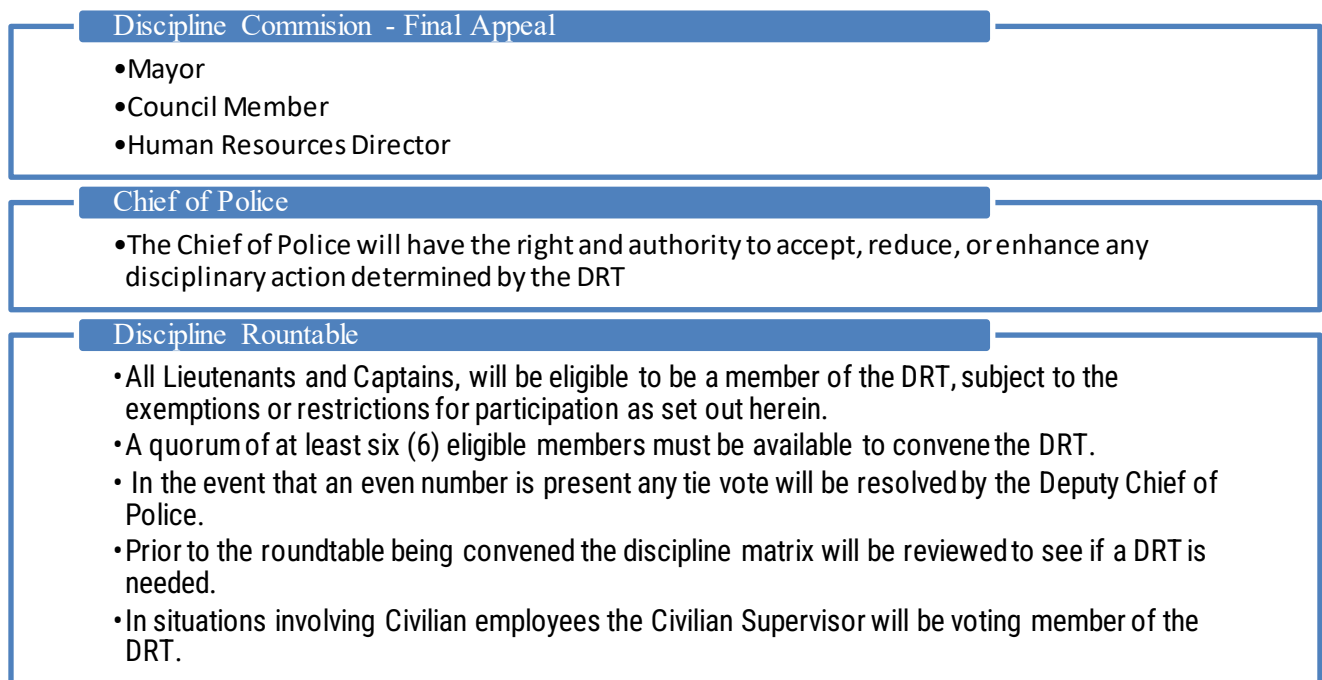


Chart 2: Reporting Relationships For the Discipline Process

- A. Once the roundtable has convened, the sergeant or supervisor in charge of the employee shall present the complaint to the DRT. If the complaint was investigated by an Internal Investigator, that member can be in charge of the presentation of the complaint. The presentation will include the nature and factual basis of the cause of action, prior efforts to remedy the situation, disciplinary history, and all information believed to be pertinent to the disciplinary hearing. The DRT members, at their discretion, may question the presenting



sergeant or supervisor on any issue they individually deem relevant to the proceedings.

The employee shall be entitled to be represented by legal counsel or an employee representative, and present evidence the employee deems relevant to determining the assertions brought against them. The employee may make direct statements about the evidence submitted against them.

The DRT members may question the employee on any issue they individually deem relevant to the proceedings. After speaking, the employee, the employee's representative(s), and the sergeant or supervisor shall be excused so that the members of the DRT may discuss the matter presented.

The evidence presented to the DRT by both parties will be deemed to comprise the entire and complete record to be considered by the DRT and as part of any subsequent review or appeal unless a request for an investigation is made as set out below. In that event, the record created by the DRT will be supplemented by the results of the investigation.

- B. The employee, the department, or any DRT member may make a formal request to the Chief of Police to conduct an Internal Investigation regarding any personnel issue presented that the requesting person deems as needing further investigation or request an outside law enforcement investigation into allegations of criminal misconduct.

The Chief of Police has the final decision concerning any requested internal and external investigation regarding personnel issues within the Pocatello Police Department. The results of any such requested investigation shall be provided to the parties. If either party requests it, the DRT will be reconvened to hear the information related to the investigation and allow either party to provide a response. Absent such a request, the DRT will make its decision and recommendation based upon the developed record, including the results of any investigation, if any.

- C. Upon completion of the presentation of all evidence and a determination that no further investigation is needed, the DRT members shall consult the Disciplinary Matrix and decide as to a course of disciplinary action to pursue. The DRT board shall consult with a Human Resources employee for any questions regarding the implementation of said discipline. The DRT members shall render a written decision within seven days of the completion of the presentation of evidence and a determination that no additional investigation is necessary or required.
- D. If the disciplinary proceedings relating to a sergeant or supervisor, then the sergeant's or supervisor's immediate supervisor will present the complaint to the DRT under the same procedure as set out above. The presenting supervisor shall have no other vote or participation in the DRT process. To ensure due process for the employee, all individuals involved in the recommendation for disciplinary action shall refrain from



discussing the matter with any members of the DRT or the Chief of Police outside of any hearing. In addition, any individual involved in or supervising anyone who initiates this disciplinary process shall not be a member of the DRT.

- E. All decisions of the DRT will be automatically reviewed by the Chief of Police. The Chief of Police will have the right and authority to accept, reduce, or enhance any disciplinary action determined by the DRT. The decision of the Chief of Police must be in writing, and in the event the recommendation of the DRT is not accepted by the Chief of Police, that decision must set out the basis for the Decision of the Chief of Police and the reason and rationale for not accepting the DRT recommendation. As the chief officer of the Pocatello Police Department, they have the right to increase disciplinary action; however, if the discipline is increased by the Chief of Police, they must consult with a designated representative of the Union.

If the Union disagrees with the determination of enhancement by the Chief of Police, the Union President shall have the right on behalf of the employee to file an appeal with the Discipline Commission.

Nothing herein will prevent the affected employee from appealing the final decision of the Chief of Police to the Discipline Commission. Any such appeal must be submitted in writing within seven calendar days of the employee receiving notice of the final decision of the Chief of Police. The appeal must be in writing and set out the legal and factual basis for the appeal and also a statement of the remedy sought by the employee. The appeal will be based solely upon the evidence and record developed by and relied upon by the DRT.

- F. The Chief of Police shall be the sole determining authority for matters involving the discipline of any employees at the rank of Lieutenant, Captain, and Deputy Chief of Police.
- G. The Discipline Commission shall be the final appeal for employees of the Pocatello Police Department within the City structure. The three-member panel shall have the ability to confirm or reduce any disciplinary action imposed by the Chief of Police. The Discipline Commission may not increase any disciplinary action decision of the DRT or the Chief of Police.
- H. The Chief of Police shall be bound by the decision made by the Discipline Commission.

Section 7- Discipline Timeline

After the initial complaint is filed and provided to the employee, the DRT will be convened, and the following timeline shall be applicable:

- A. The DRT will schedule a hearing to take place not less than seven calendar days or more than 14 calendar days after the employee receives notice that the DRT has been convened and has been provided a written copy of the complaint and all supporting



documents. These time limits may be waived to facilitate legal and/or union representation of the subject.

- B. Once the DRT completes the hearing, it shall have seven calendar days in which to issue its decision, which must be in writing, unless further investigation is requested as set out above. Such a request must be made within three calendar days of the close of the DRT hearing. Failure to request an investigation within such a timeline shall constitute a waiver of such right, and the record will be set based on the evidence submitted at the hearing of the DRT. In any event, the DRT will have seven days after the completion of the investigation and the submittal of any report or any additional hearing related to the investigation, to make its decision and recommendation.
- C. The Chief of Police shall have seven calendar days after receipt of the DRT decision to review and determine whether to accept, reduce, or enhance the determination of the DRT. That determination must be in writing.
- D. The employee shall have seven calendar days after receipt of the decision from the Chief of Police to file a written appeal to the Discipline Commission under the procedure set out above.
- E. The Chief of Police shall have five calendar days to provide to the Discipline Commission the record of the DRT and any written response to the written appeal from the employee.
- F. The Discipline Commission shall determine the appeal based upon the written record or it may schedule a hearing within seven calendar days of the submittal of all written records. Any such hearing shall be at the sole discretion of the Discipline Commission.
- G. The Discipline Commission shall provide a written decision, within seven calendar days of the date it receives a copy of the record, the written appeal, and any response from the Chief of Police or upon the completion of the hearing, if any.

The disciplinary decision of the Chief of Police will be considered final if the employee fails to meet any of the required appeal timelines.

RULE 3 LAYOFFS AND RECALLS

Section 1- Layoffs

Layoff is defined as any involuntary separation from employment, which does not involve an act on the part of the employee that could be the basis of discipline or termination. Whenever, for lack of work, funds, change in organizational structure, or other compelling reason, it becomes necessary to reduce the number of employees within the Pocatello Police Department, the following procedure shall apply:



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1. The Chief of Police, in consultation with the Union Executive Board, shall determine whether the positions will be reduced, requiring employee layoffs. Every effort should be made to cause the least amount of disruption to service when making the determination.
2. The person last hired for a position that has been identified as a position being reduced shall be the first laid off.
3. The names of those laid off shall be entered on an appropriate recall registry for the position they held at the time of the reduction, in inverse order of their layoff date.
4. When it is determined that it is appropriate to increase the number of employees in a position previously reduced, Human Resources shall certify all those laid off in the order their names appear on the appropriate recall registry. Employees will be recalled in the order their names appear on the appropriate recall registry. An employee who has been laid off and had two or more unacceptable performance evaluations in the year previous to the layoff will be placed at the bottom of the list and be notified of that fact at the time of the layoff. A person on the certified recall registry who declines, or after 10 days' notice, has failed to accept the recall, shall be considered permanently separated from the police department.
5. Recalls herein are subject to such medical examination and other conditions consistent with these rules as the Department deems necessary. Temporary medical disabilities (broken bone, short-term illness) shall not result in loss of recall rights.
6. In the event a previously promoted employee returns to duty, or the number of officers or employees holding that rank is reduced, the last officer or employee promoted shall be returned to the rank they held before. The officer or employee demoted shall be the first reinstated to the higher classification before anyone else on the current eligible register.
7. Officers or employees who are laid off prior to the completion of their probationary period must, upon recall, complete the remainder of the probationary period.

Section 2- Military Leave

The employee may elect to continue health insurance benefits for up to 24 months after the absence begins or the period of absence, whichever is shorter, paying 100% of the premium. If the military leave is 30 continuous days or less, health insurance benefits will continue at the employee's share of the premium. Employees may take accrued vacation time while serving on annual training duty if they so desire. Department heads may grant leaves not to exceed 15 continuous days in a calendar year. The Mayor of Pocatello may grant extended military leave.

RULE 5 SHIFT EXCHANGING**Section 1- Shift Exchanging**

- 1) Upon approval of the Captain, any employee will have the right to exchange shifts with any other employee. The practice of exchanging shifts will be a voluntary program by the
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employees. Shift Differential is only paid for actual hours worked, and is not applied to sick, vacation, holiday, or comp time usage. (Workers' Compensation time will include shift diff.)

Section 2 Vacancies Filled From Promotional Examination Registers

Vacancies in the ranks of Lieutenant and above shall be filled by the applicants who have taken the designated competitive examination(s) to test their qualifications for the particular position to which they seek promotion and whose names have been placed on the eligible register according to the following procedures:

- A. When a position in the classified Police Positions is to be filled, the Chief of Police shall appoint one of three candidates with the highest standings on the latest certified eligible register established for the position to be filled.
- B. Officers not promoted shall retain their relative position on the eligible register until the establishment of a new register. In the event there is a current eligible register, efforts will be made to fill the vacancy within 30 working days of the occurrence of the vacancy. In the event that an examination must be held in order to establish an eligible register, efforts will be made to fill the vacancy within 30 working days after the establishment of the eligible register.
- C. All Lieutenants who meet the requirements for Captain are eligible to fill the vacancy. The Chief of Police can appoint any of the eligible Lieutenants to the rank of Captain.

Section 3: Eligibility for Promotional Appointments & Examinations

- A. Officers from any rank seeking promotion will be ineligible for the following:
 - A written reprimand for one year.
 - Anything greater than a written reprimand for 18 months.
 - The effective date will be the day the complaint is generated.
 - Officers cannot be promoted during their disciplinary period. Officers may take the exam if their disciplinary period expires within six months of the date of the exam. Once the officer becomes eligible, they will be placed on the roster according to their ranking.
- B. If fewer than four applicants are eligible to be promoted, no examination/assessment lab shall be given. If an officer is within their above-stated disciplinary time, they will not be considered eligible, even within one year.
- C.
- D. A Sergeant with an Idaho P.O.S.T. Advance and Supervisory Certification and at least 32



college credits shall be eligible for promotion to the next higher rank of Lieutenant upon completion of at least two years of service at the rank of Sergeant. The examination will be extended to those candidates who, at the time of the examination, are within six months of completing the required two years of service at the rank of Sergeant, provided they will have completed the two years of service in that rank prior to the date of promotion.

- E. Lieutenants with an Idaho P.O.S.T. Management Certification and at least 64 college credits shall be eligible for promotion to the next higher rank of Captain upon completion of at least two years of service at the rank of Lieutenant. The examination will be extended to those candidates who, at the time of the examination, are within six (6) months of completing the required two years of service at the rank of Lieutenant, provided they have completed the two years of service in that rank prior to the date of promotion.
- F. If an officer accepts a promotion and later requests a reduction in rank prior to the expiration of the eligible roster from which they were selected, the officer's name will be removed from the eligible roster. The officer can retest for a promotion during the next testing cycle.
- G. If an officer declines a promotion, they will be taken out of the top three for the existing promotion. The officer will remain at their rank on the eligibility roster and may be considered for future promotional opportunities. If the officer declines a second opportunity to promote, they will be removed from the list and can retest after the list expires.
- H. If there are no eligible candidates who meet the minimum requirements for promotion, the Chief of Police has the ability to extend the eligibility to those members in that rank who are off probation. They will have one year to meet the required certification. Failure to meet the requirements will result in a demotion to the previous rank. The candidate would revert to their previous rank and seniority date. We will meet to discuss the need for this section and possible removal during the annual meeting with Union leadership.

Section 4 Notification of Promotional Examination

- A. Exams can include, but are not limited to, a written examination, oral board, assessment labs, and promotion packets for the ranks of Lieutenant and above. They shall be given whenever necessary to establish an eligible register, which shall be valid for one year.
- B. The Police Chief shall determine the date of the tests outlined in this rule and inform the eligible candidates of the date, time, place, and nature of the test at least 30 calendar days prior to the date of the examination.
- C. Upon notification by the Police Chief of the eligible position, officers shall have no more than 14 calendar days to submit in writing to the Police Chief their desire to apply for the position. Only those who have notified the Chief of Police in writing of their desire to apply for the vacancy will be considered. The applicant must make the request through the



applicant tracking system for the open position.

- D. All candidates who apply will be required to take the offered promotional examinations. If fewer than four applicants apply for the position, no assessment lab or written examinations will be given. If no written examination or assessment lab is given, a review of the member's personnel file will be evaluated, and the applicant may be subject to an interview with members of the Senior Staff. When fewer than four people indicate interest or are eligible, the eligible register shall serve only to fill the immediate vacancy.

- E. No examination shall be given for any one rank more frequently than once every

12 months unless the eligible register is exhausted and a position becomes vacant.

Section 5 Nature of The Promotional Examinations

- A. Promotional examinations can include, but are not limited to, the outline below when there is an opening, subject to this rule. The listed components will receive a numerical score. The eligible register shall be derived from the rankings obtained by adding the points from the following:

1. Written Examination- A maximum of **100 points**. The candidate must score a minimum of **75 percent** to continue in the process. The score will be based on a curve.
2. Assessment lab- Candidates will be notified of the general conditions of the lab.
3. Promotion Packet/Career Path- The candidate must turn the packet in at a time determined by the Chief of Police, or a designee, or electronically through applicant tracking. If the candidate does not score **75 percent (based on the curve)** on the written exam, there will be no points given for the Promotion Packet/Career Path. The packet must be submitted to the Chief of Police, a or their designee(s), or electronically through applicant tracking.
4. Longevity Points- **.05 points** per month of accredited service. Service months will be submitted by the candidate in the promotional packet, and the calculation of points will be done by a member of Senior Staff or designee. Human Resources will audit the calculation. Candidates receive points based on the month they are hired up to and including the month of the exam.
5. Oral Board- Once scores from the written examination are verified, and each candidate passes the above qualification, they will be scheduled for an appointment to meet with the Oral Board. The Oral Board will consist of:

LIEUTENANT	CAPTAIN
3 sworn members with at least 1 from within	3 sworn members with at least 1 from within



the department (Lieutenant or above)	the department (Captain or above)
A Community Member with Leadership experience	A Community Member with Leadership experience
Human Resources Employee/Support Staff	Human Resources Employee/Support Staff

The Promotional Packet/Career Path will be reviewed during the annual review of the PAR for recommendations.

B. Challenges to the written exam for Lieutenant and above :

- a. Challenges to the written exam for Corporal/Detective and the Sergeant, Lieutenant, and above exams must be provided by the member in seven (7) calendar days.
- b. The challenge must be specific to the question, and the challenged material will be provided by the member.
- c. The challenge board will consist of:

Deputy Chief	1 Captain	HR Member
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- d. The board will have seven calendar days to render a decision. Once a decision is made, it will be shared with the member. If the member does not agree with the board, they can appeal it to the Deputy Chief of Police, who will have seven calendar days to render a decision. If the member does not concur with the decision of the Deputy Chief of Police, they will have three (3) calendar days to notify the Chief of Police, who will be the final step in the appeal process. The Chief of Police will have seven calendar days to render a decision.

Section 7 6 Preparation of Promotional Examinations

In preparing for the examination, a representative from Human Resources shall consult with the Chief of Police or their designated representative and/or with specially qualified persons or experts outside the Classified Service concerning the qualifications required of the applicants and data upon which the examination may be based. No applicant shall be consulted regarding the content of the examination. Prior to giving the examination, all examination content intended for use shall be in the exclusive possession and control of the examiner, who shall be accountable to the department for the secrecy thereof.

Section 8 7 Promotional Examination Results Review

The scores derived from the examination, including the assessment lab, will be discussed individually with each candidate upon request in a post-examination interview to be conducted by the Chief of Police or their designee within 30 calendar days of completion of the examination. The purpose of this interview will be to discuss with the candidate their areas of strengths and



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weaknesses as determined by the examination.

Senior Staff / Management will review the scores that are accumulated from Human Resources, including placement on the promotional list.

Section 9 8 Regulations for Examinations

- A. An examination shall be held in the presence of one Examiner, a Human Resources employee, or their duly authorized representative(s).
- B. At the direction of the Examiner, time limits may be used. If time limits are used, they shall be fixed by the Examiner, who shall
 - 1) advise the applicants at the start of the examination
 - 2) during the examination to give adequate notice of elapsed time and time remaining.
- C. No book of reference or data of any kind shall be allowed during any examination unless required as part of the examination unless required for specific exams.
- D. All papers pertaining to the examination shall be distributed at the same time, provided that no applicant shall receive testing materials prior to the actual time the applicant takes any portion of the exam.
- E. All examination papers shall be collected upon expiration of the time limit set if a time limit is used.
- F. If an applicant withdraws from an examination, the applicant shall turn in all papers that they received.
- G. In case of irregularity in an examination, the Examiner shall make a written report to the Department and the Union, and the report shall be filed with the working papers of the examination.

Section 10 9 Protest on Manifest Errors in Grading

A written request for review of the grading must be filed with Human Resources within seven calendar days of the date the notice is sent concerning the standing of the applicant. No change in rating will be made except for a manifest error in grading. Human Resources shall have the power to correct any error and amend or revoke any schedule, register, or other paper or record where it appears that an error or injustice has been done. After an eligible register has been corrected, amended, or revoked, notice shall be given to all persons whose standings upon the list may be affected by the alterations. The reasons for every action shall be recorded

Section 11 10 Initial Appointment and Promotional Re-Examination

The Chief of Police shall have the power to order re-examination of applicants whenever, in their judgment, the interest of the public service requires it.



Department

Section 12 11 Retention of Initial and Promotional Examination Results

Human Resources shall retain the examination results for all applicants for a period of two years from the date the initial results are announced or until another examination is conducted, whichever is later. Such examination results may then be disposed of in accordance with the City of Pocatello Records Policy.

Section 13 12 Penalty For Attempting To Influence An Examiner Or Human Resources

Any attempt on the part of an applicant (either by themselves or through others with their knowledge) to influence or induce the Human Resources Department or any Examiner or employee to give the said applicant an undue advantage or to accord a special rating on an examination shall be sufficient cause for the rejection of the applicant and disciplinary action.