SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET

ITEM NO: A-2

DATE: August 9, 2007

SUBJECT: Establish a salary range for police chief

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to establish a salary range (Attachment A) for the position of police chief.

STAFF RECOMMENDATION:

Direct staff to return with an adopting ordinance to change the flat rate salary of $6,225 per month to a salary range of $6,749 to $7,595 for the position of police chief.

SUMMARY:

The City Council has the authority to set pay and benefits. The City Council adopted Ordinance No. 944-06 establishing a salary of $6,225 for 2007 for the position of police chief. The staff recommendation is to adopt a salary range of $6,749 to $7,595. The recommendation is based on a salary survey of 8 cities (Attachment A) of similar size to the City of Sultan. In comparison, the City Administrator salary for 2007 is $7,291/month.

The proposed salary range would increase the police chief pay by a minimum of $524/month and a maximum of $1,370/month. The City Council would need to amend the Salary Ordinance (Attachment B - Ordinance No. 944-06) to adopt the change.

The staff recommendation is not to begin the police chief at the top of the range ($7,595) rather; movement through the salary range would be based on satisfactory performance as defined by the Mayor and/or City Administrator. The range could be adjusted annually for cost-of-living.

City staff will return to Council with proposed salary ranges for all non-represented employees during the 2008 budget process. The police chief's position is coming first due to the need to recruit to fill the vacant position.

The City is requesting the Civil Service Commission begin a recruitment process for the position of police chief. An important component of an effective hiring process is a competitive salary range. A salary range would allow the Mayor to negotiate with potential candidates based on the knowledge, skills and abilities they bring to the job.

BACKGROUND:

Chief Walser's resignation will be effective Friday, August 17, 2007.

The Mayor has the authority to direct the Civil Service Commission to begin the recruitment process for both an interim (temporary) chief and to recruit candidates to fill the full-time chief's position.

The Civil Service Commission has the authority under RCW 41.12.050(4) (Attachment C) and the City's civil service rules (Chapters 6-9, Attachment D) to conduct a hiring process. The Mayor has the authority to make the final selection from a list of qualified candidates identified by the Civil Service Commission.

Since the staff proposal (under separate cover) is to reduce the number of patrol officers from 8 to 4 to balance the General Fund budget, civil service rules will apply to the Chief's position until such time as the number of officers and chief exceed 7 full-time equivalent (FTE) positions. City staff are working on the proposed changes to the civil service rules to share with the Commission and to bring the revised rules back to the City Council for action.

DISCUSSION:

The policy question in front of the City Council is approval of a salary range for the police chief position. The City's adopted classification ordinance (Attachment B) sets an annual salary for each non-represented position. Best personnel practices recommend establishing a salary range for each position to provide the hiring authority flexibility to negotiate with potential candidates based on the knowledge, skills and abilities they bring to the job.

The proposed salary range ($6,749 to $7,595) provides for a 3% step increase based on satisfactory performance. The range could be increased annually based on Council's approval of a cost of living adjustment.

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
SALARY RANGE	$6,749	$6,951	$7,159	$7,374	$7,595

FISCAL IMPACT:

The impact of the proposal would be minimal for 2007. The process to recruit a police chief will likely take several months:

August-September	advertise and collect applications
September-October	screen applications and identify top candidates
October-November	Interview candidates and recommendation
November-December	Negotiate with top candidate(s)
January 2008	Final candidate begins work

The Council will need to include an adequate salary and benefit package in the 2008 budget. The impact for 2008 would range from $524/month ($6,288 per year) to $1,370/month ($16,440 per year). The impact for 2007 will depend on when the selected candidate begins work and the candidate's starting salary.

City staff are not proposing to adjust the police chief's salary for the interim chief's position. The proposed salary range would be for advertising and recruiting purposes only and would apply to the newly appointed chief.

RECOMMENDED ACTION:

Direct staff to return with an adopting ordinance to change the flat rate salary of $6,225 per month to a salary range of $6,749 to $7,595 for the position of police chief.

ATTACHMENTS:

Attachment A – Salary Range
Attachment B – Salary Ordinance No. 944-06
Attachment C – Civil Service Commission RCW 41.12.050(4)
Attachment D – City of Sultan Civil Service Rules

COUNCIL ACTION:

DATE:

Attachment A

2007 Salary Data - Police Chief

JOB TITLE: Police Chief

Summary Job Description: Plans, organizes, directs and controls the efficient operation of the police department. Accomplishes short term and long range planning, develops and implements budget. May spend a portion of day doing patrol work.

Jurisdiction	Local Title	Formal Salary Range Low	Formal Salary Range High	Flat Rate	Population
Black Diamond	Police Chief	8,490	9,699		4,120
Brier	Police Chief	5,442	6,803		6,480
Duvall	Police Chief	7,337	8,396		5,845
Fircrest	Police Chief	5,207	6,644		6,270
Gig Harbor	Chief of Police	6,714	8,393		6,780
Granite Falls	Police Chief	5,500	5,500	5,500	3,195
Pacific	Public Safety Director	6,783	6,783	6,783	6,055
Snohomish	Police Chief	7,374	9,077		8,970
Sultan	Police Chief	6,225	6,225	6,225	4,530
Median		6,749	7,598		6,163

	Step 1	Step 2	Step 3	Step 4	Step 5
Salary Range	**6,749**	**6,951**	**7,159**	**7,374**	**7,595**

RCW 41.12.050

Persons included — Restricted exemptions — Competitive examinations — Transfers, discharges, and reinstatements.

(1) For police departments with fewer than six commissioned officers, including the police chief, the classified civil service and provisions of this chapter includes all full paid employees of the department of the city, town, or municipality.

(2) For police departments with six or more commissioned officers, including the police chief, the legislative body of a city, town, or municipality may exempt from civil service individuals appointed as police chief after July 1, 1987.

(a) If the police chief is not exempt, the classified civil service includes all full paid employees of the department of the city, town, or municipality, including the police chief.

(b) If the police chief is exempt, the classified civil service includes all full paid employees of the department of the city, town, or municipality, except the police chief and an additional number of positions, designated the unclassified service, determined as follows:

Department Personnel	Unclassified Position Appointments
6 through 10	2
11 through 20	3
21 through 50	4
51 through 100	5
101 through 250	6
251 through 500	8
501 and over	10

(3) The unclassified position appointments authorized by subsection (2)(b) of this section may only include selections from the following positions up to the limit of the number of positions authorized: Assistant chief, deputy chief, bureau commander, and administrative assistant or administrative secretary. The initial selection of specific positions to be in the unclassified service and exempt from civil service shall be made by the police chief, who shall notify the civil service commission of his or her selection. Subsequent changes in the designation of which positions are in the unclassified service may be made only with the concurrence of the police chief, the mayor or the city administrator, and the civil service commission, and then only after the civil service commission has heard the issue in an open meeting. If a position initially selected by the police chief to be in the unclassified service is in the classified civil service at the time of the selection, and if the position is occupied, the employee occupying the position has the right to return to the next highest position or a like position in the classified civil service.

(4) All appointments to and promotions in the department shall be made solely on merit, efficiency, and fitness except as provided in RCW 35.13.360 through 35.13.400, which shall be ascertained by open competitive examination and impartial investigation. No person in the unclassified service shall be reinstated in or transferred, suspended, or discharged from any such place, position, or employment contrary to the provisions of this chapter.

[2002 c 143 § 1; 1993 c 189 § 1; 1987 c 339 § 2; 1937 c 13 § 4; RRS § 9558a-4.]

Notes:

Severability -- Effective date -- 1987 c 339: See notes following RCW 35.21.333.

Chief of police or marshal -- Eligibility requirements: RCW 35.21.333.

CITY OF SULTAN
ORDINANCE NO. 944-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SULTAN WASHINGTON ESTABLISHIG SALARY RATES FOR NON-REPRESENTED PERSONNEL

WHEREAS, RCW 35A.33.050 requires that salary ranges for various positions in the City be made a part of the annual budget document adopted with the annual budget, and

WHEREAS, the City Council has determined it appropriate to adjust salary ranges for non-represented employees in order to permit salary increases along with approval of benefits,

NOW, THEREFORE, be it ordained by the City Council of the City of Sultan, Washington as follows:

Section 1 Salaries. As part of the City's annual budget, salaries for non-represented employees are hereby approved as follows:

Police Chief	$6,225 monthly
Director of Community Development	$6,512 monthly
Finance Director	$5,834 monthly
Public Works Director	$5,267 monthly
City Clerk/Deputy Finance Officer	$5,243 monthly
Building Official	$4,584 monthly
Administrative Manager (Police)	$ 23.85 hourly
Grants/Economic Dev. Coordinator	$ 23.85 hourly

Section 2 Contract Employees. The salary range for a permanent full time City Administrator shall be $7,291 monthly. The City Engineer salary for 2007 shall be $41.16 per hour.

Section 3 Union Employees. Wages and benefits for Union represented employees shall be in accordance with the current Union contracts, the salary scales for which are attached to this Ordinance.

Section 4 Effective Date of Increase: The amendments to the annual salaries provided for in this ordinance shall become effective with the first payroll in 2007.

Section 5 Repealer: Any and all other ordinances or parts of ordinances of the City of Sultan inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 6 Severability: If any section of this ordinance, or if any subsection or part shall be declared unlawful, the balance of this ordinance and of each section shall remain in full force and effect.

Section 7 Effective Date: This Ordinance shall be in full force and effect five days after publication as required by law.

PASSED by the City Council and APPROVED by the Mayor this 14th day of December, 2006.

Benjamin Tolson, Mayor

ATTEST:

Laura J. Koenig, City Clerk

Approved as to form:

Thom H. Graafstra, City Attorney

Date of Publication: 12/19/06

Wage scale effective January 1, 2007 through December 31, 2007

A.2 The increase in rates of pay effective January 1, 2007 will be four point two percent (4.2%) which is one hundred percent (100%) of the CPI-U for the period of June 2005 to June 2006.

CLASSIFICATIONS	STEP A 00-12m	STEP B 13-24m	STEP C 25-36m	STEP D 37-48m	STEP E 48-60m	STEP F 61m +
Administrative Secretary	$13.74	$15.39	$17.06	$18.69	$20.36	$21.99
Building Inspector	$14.65	$16.10	$17.55	$19.02	$20.48	$21.91
Custodian	$14.47	$15.57	$16.73	$18.00	$19.36	$20.82
Deputy/Treasurer	$12.82	$14.03	$15.34	$16.79	$18.38	$20.11
Permit Assistant	$12.82	$14.03	$15.34	$16.79	$18.38	$20.11
Planning Associate	$21.10	$22.16	$23.27	$24.43	$25.64	$26.91
Police Records Specialist	$12.82	$13.74	$14.72	$15.77	$16.90	$18.12
Utility Clerk/Receptionist	$12.82	$13.74	$14.72	$15.77	$16.90	$18.12
Utility Worker	$14.47	$15.57	$16.73	$18.00	$19.36	$20.82
Water Systems Manager	$21.10	$22.16	$23.27	$24.43	$25.64	$26.91
Waste Water Treatment Plant Operator	$14.49	$15.97	$17.59	$19.38	$21.33	$21.84
Waste Water Treatment Plant Supervisor	$21.10	$22.16	$23.27	$24.43	$25.64	$26.91
Water Treatment Plant Operator	$14.49	$15.97	$17.59	$19.38	$21.33	$21.84
Receptionist General Office	$10.74	$11.50	$12.32	$13.17	$14.10	$15.10

Effective January 01, 2007, the rates of pay set forth within Section A.1 shall be increased by one hundred percent (100%) of that percentage increase in the "All Urban Consumers Index (CPI-U, All Items Revised Series" (1967=100) for the Seattle-Tacoma-Bremerton Area for the period from June 2005 to June 2006, as is published by the Bureau of Labor Statistics, United States Department of Labor.

A.2.1 Effective January 01, 2006, the hourly rates of pay for classifications covered by the Agreement shall be as follows:

Police Recruit I	(00-06 months)	$17.17
Police Officer II	(07-12 months)	$18.95
Police Officer III	(13-24 months)	$20.66
Police Officer IV	(25-36 months)	$22.97
Police Officer V	(37-48 months)	$24.76
Police Officer VI	(49-60 months)	$26.41
Senior Police Officer VII	(61+ months)	$28.14
Corporal		$29.55

*The rate of pay for Corporal Classification will be a minimum of five percent (5%) above the rate of pay for a *Senior Police Officer VII.

A.3 Education Pay - An employee who has earned a degree in a field of study including police administration, political science, sociology, psychology, law, business administration, education, criminology and other employer approved field of study shall receive additional compensation as follows.

	Effective 2005	Effective 2006
AA degree	$77.61	$79.40
BA/BS	$155.22	$158.79
MA	$203.60	$208.28

Year 2006 the education pay will be adjusted by the formula listed in A.2.

PUBLIC, PROFESSIONAL & OFFICE-CLERICAL EMPLOYEES AND DRIVERS LOCAL UNION NO. 763, affiliated with the International Brotherhood of Teamsters

By _____
David A. Grage, Secretary-Treasurer

Date 5-8-06

CITY OF SULTAN, WASHINGTON

By _____
Ben Tolson, Mayor

Date 6-08-06

CIVIL SERVICE RULES AND REGULATIONS

FOR

POLICE DEPARTMENT

The Civil Service Commission appointed by the Mayor of Sultan in accordance with the terms of Ordinance Number 423, such ordinance being enacted pursuant to the provisions of RCW 41.12 (Revised Code of Washington), adopts the following rules and regulations to carry out the purpose of said law.

City Ordinance 423

Chapter 2.20.010 Creation

Pursuant to the authority conferred by RCW 41.12, there is hereby created a Civil Service Commission to substantially accomplish the exercise of the powers and the performance of the duties established by state law relative to the selection, appointment, and employment, in the Police Department of the City of Sultan, including the City Marshal. Said Commission shall perform its duties and exercise its powers only in the event that there are more than two persons, including the City Marshal, in the police force. (Ordinance 423, 19__)

2.20.020 Membership (Ordinance 388-A, Section 2, 1980)

2.20.030 Duties – Compliance with State La (Ordinance 388-A, Section 3, 1980)

2.20.040 Permanent Appointment – Requirements (Ordinance ____, Section ___, 1988)

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Chapter 6

APPLICATIONS

Section 6.1 Announcement of Vacancy

Whenever there is a need, the Secretary/Chief Examiner shall invite, by giving public notice, qualified persons to apply for employment in the Classified Service and for admission to the examination scheduled to select the most competent and/or create an eligibility list. Public announcement of the examination shall specify the title and salary range of the position, a brief description and the requirements of the position, the minimum qualifications required, location where applications may be made, and the final date upon which applications will be accepted. Persons desiring to compete for positions in the Classified Service shall file applications with the Secretary/Chief Examiner on forms supplied by the Civil Service Commission. All applications must be signed by the person making the application.

Section 6.2 Minimum Requirements

All applicants shall be citizens of the United States of America, who can read and write the English language, in ordinary good health, of good moral character, and of temperate and industrious habits. Minimum education requirement shall be high school graduation, or qualification under general educational development (GED) tests, All applicants shall otherwise meet the minimum medical and health standards established pursuant to RCW (Revised Code of Washington) 41.26.046. (04/02/2003)

Section 6.2.1 Lateral Entry Requirements

Officers may apply for Lateral Entry employment if they have been or they are in good standing with a regular police agency within the past year. Must have completed Washington Basic Academy and be a certified Police Officer. Minimum of twelve months experience and must meet all other requirements as listed in Section 6.2. (04/02/2003)

Section 6.3 Review

The Secretary/Chief Examiner shall review all applications and comment to the Commission on the lack of any applicant's qualifications for the position.

Section 6.4 Rejection of Applications

The Commission may refuse to accept an application or, after acceptance, may reject an application, or after examination, may disqualify a successful candidate or remove the name of a successful candidate from the eligibility list or refuse to certify the name of a successful candidate whenever the applicant or eligible candidate is found to lack any of the minimum prerequisites established for the class or position, or has made false statements of material facts in his/her application, or has practiced deception or fraud in securing eligibility, or has otherwise violated the provisions of law of these regulations. The cause for rejection shall be entered upon the application form and filed in conformity with these regulations.

Chapter 7

EXAMINATIONS

Section 7.1 Conduct May Be Delegated

The Secretary/Chief Examiner shall arrange for the use of public buildings and equipment for the conducting of examinations. The Commission shall designate the persons or agency who shall conduct and score the examination.

Section 7.2 Type of Examination

All examinations shall be practical and impartial and shall consist of subjects which will fairly determine the capacity of persons examined to perform the duties of the position to which appointment is to be made, and include tests of physical fitness and/or manual skill.

Section 7.3 Character

The qualification and fitness of applicants shall be determined either individually or in a group or groups by one or more of the following methods:

a) Written tests;
b) Oral tests of knowledge or ability;
c) Interviews covering general qualifications, education, training and/or experience;
d) Physical tests of strength, stamina, agility or dexterity;
e) Psychological and polygraph tests conducted under fully competent guidance;
f) Evaluation of education, training, experience or qualifications as shown by the application, or by other information submitted, or by the record.

Section 7.4 Preference Points for Reserve Officers

In open and competitive examinations, extra credit for time-in-service for City of Sultan Active Reserve Police Officers shall be granted as follows: Extra credit shall be received at the rate of one percent (1%) for each full year of service to a maximum of five percent (5%).

Section 7.5 Identify of Examinees

The identity of persons taking competitive written tests shall be concealed from the examiners by use of an identification number, which shall be used on all test papers. Any paper bearing the name of the applicant or any other identifying mark other than the number may be rejected by the examiner and the candidate so notified.

Section 7.6 Rating and Preparation of Lists

The names of persons successful in all parts of an examination shall be arranged in order of their earned ratings. Veterans who have passed an examination shall be entitled to credit pursuant to Chapter 41.04 RCW. *(4/21/97)*

Section 7.7 Notification of Results

Each competitor shall be notified by mail of the results of the examination and, if he/she received a passing score, of his/her relative position on the eligibility list.

Section 7.8 Review of Examination Papers and Challenges

Within five (5) working days after notice of his final score has been mailed, any competitor may review his examination papers and may have his score reviewed and corrected if an error is found to have been made. Should a candidate wish to challenge any questions, he shall submit to the Secretary/Chief Examiner within ten (10) working days after notice of his final score has been mailed, authoritative written proof of the validity of his claim. All such written challenges shall be considered by the Commission. If the Commission is satisfied as to the validity of the challenges, it shall order the examinations be regarded accordingly, the eligibility list restructured, and notices mailed to everyone on the eligibility list indicating the action ordered and its effect on their individual ranking on the eligibility list.

Section 7.9 Promotional Examinations

As the needs of the service may require, promotional examinations may be conducted from time to time and may consist of evaluations or prior service accomplishments in special training courses, of other pertinent tests. All candidates for promotion must be permanent employees in the Classified Service of the City and must possess the minimum prerequisites as set forth in the specifications of the class to which promotion is sought.

Chapter 8

ELIGIBILITY LISTS

Section 8.1 Order of Names on List

Names on the eligibility lists for a class shall be in order of score according to final earned rating on the examination, including veteran preference credits, except those employees laid off from a position in that class shall be given preference over other applicants, in inverse order of layoff. Whenever two or more persons have equal claim to a position on the list, their names shall be arranged according to the date of application, and if the date of application is the same, the names shall be arranged alphabetically.

Section 8.2 Effective Life of Lists

Eligibility lists shall become effective upon the approval thereof by the Secretary/Chief Examiner's signature to the effect the lists were legally prepared and represents the relative rating of the names appearing thereon. Eligibility lists, including promotional lists, shall remain in effect one year, and may be extended by action of the Civil Service Commission for not more than one year more. Names of employees laid off shall be carried on the eligibility list for at least two years.

Section 8.3 Removal of Names from Lists

No name may be removed from the eligibility list without the consent of the Commission. The name of any person appearing on the eligibility list who fails to respond to a notice of certification (see Section 9.3 of the Rules and Regulations) shall be reported to the Commission by the Secretary/Chief Examiner and shall be removed from the eligibility list by the Commission. If he/she declines an appointment without reason satisfactory to the Commission, or if he/she cannot be located by postal authorities, he/she may be removed from the list by the Commission. In case of such removal the Secretary/Chief Examiner shall notify the candidate affected, at his/her last known address, in writing. The name of a person so removed may be reinstated only if satisfactory explanation of the circumstances is made to the Commission. The names of classified employees on promotional employment lists who resign from the service may be dropped from such lists.

Section 8.4 Revocation of List

An employment or promotional list may be revoked and another examination ordered only when, upon recommendation of the Secretary/Chief Examiner and approval of the Commission, such action is deemed advisable on account of fraud, errors, or of obviously inappropriate standards prescribed in connection with the examination and of plainly inadequate results obtained therefrom. No lists shall be altered or revoked except upon written notice to all persons whose standing may be affected and upon entry of the reasons in the minutes of the Commission.

Section 8.5 Notice of Address Change

Each individual on an eligibility list will be responsible for notifying the Secretary/Chief Examiner of a change of address. Failure to do so may cause the removal of his/her name from the eligibility list.

Chapter 9

APPOINTMENT

Section 9.1 Procedure

Whenever a vacancy for a non-supervisory position in the Classified Service exists, upon request of the Appointing Authority, the Commission shall certify the names of the three persons, or top 25%, whichever is greatest, highest on the applicable eligibility list for the class to which the vacant position has been allocated from which list the appointment shall be made. Whenever a vacancy for the Chief of the department or for a supervisory position in the Classified Service exists, upon request of the Appointing Authority, the Commission shall certify the name of the person highest on the applicable eligibility list for the class to which the vacant position has been allocated. If all such persons or person are or is unwilling to accept appointment or if for any other reason there is no such list for the class, the Commission shall authorize a provisional or temporary appointment list for such class. In the event such person is a provisional appointee, he/she shall be replaced by the highest applicant certified by the Commission following the examination given pursuant to Section 9.5 of the Rules and Regulations. To enable the appointment, employment or promotion in any position to the Classified Service shall be deemed complete until after the expiration of the probationary service during which the Appointing Authority may terminate the employment of the person certified to him/her if during the performance of duty, the Appointing Authority deems him/her unfit or unsatisfactory for service in the department, whereupon the Appointing Authority shall designate the person certified as standing next highest on any such list and such person shall likewise enter upon such duties until some person is found who is deemed fit for appointment, employment or promotion for the probationary period after which the appointment, employment or promotion shall be deemed to be complete.

Section 9.2 Appointing Authority

The Appointing Authority shall be the Mayor of the City of Sultan for the Police Chief and for the Civil Service Commission. The Civil Service Commission shall appoint the Secretary/Chief Examiner, the attorney for the Civil Service Commission and a Hearing Officer, if any. The Police Chief shall appoint all other positions within the Police Department, provided that the Mayor shall have the power to make appointments within the Department in the event of any vacancy in the Police Chief's position.

Section 9.3 Failure to Respond

Whenever a candidate whose name has been certified for appointment fails to answer an inquiry of the Secretary/Chief Examiner or of the Appointing Authority within five (5) business days next succeeding the mailing of such notice of certification, or fails to accept an appointment when offered it within the same period, or within the next succeeding business day when notification is supplied orally or by telephone or telegraph, he/she may be deemed to have declined appointment. If a candidate accepts appointment within the period outlined and fails to present himself or herself to the Appointing Authority within three (3) days of the date specified in the notice, he/she may be deemed to have declined appointment.

After certification by the Commission and prior to appointment by the Appointing Authority, certified applicant must still pass a LEOFF Physical, a pre-employment polygraph examination, pre-employment psychological examination, a background investigation before being appointed and going on duty in the Police Department.

Section 9.4 Emergency Appointments

To meet the immediate requirements of an emergency condition, which threatens life or property, the Appointing Authority may employ any person or persons who they choose. The Appointing Authority may be legally empowered to appoint without restriction of Civil Service law and these regulations. Also, the Appointing Authority may make an emergency appointment within one (1) week, if the Civil Service Commission does not provide the required names or name from the current eligibility list. Such employment shall be limited to the duration of the emergency period.

Section 9.5 Provisional Appointment

The Commission shall, from time to time, as necessary, at the request of the Appointing Authority, certify a provisional appointment list of names to the Appointing Authority for designated positions within the Police Department when there is no certified eligibility list from which to make such appointments. The provisional appointment list shall contain the names of persons which the Commission determines, summarily, without having to resort to an open and competitive examination and impartial investigation, are minimally qualified to perform such job on the basis of merit, efficiency and fitness. The Commission shall be the sole judge of the criteria by which to judge such qualifications of persons to be listed on any such provisional appointment list; or

A provisional appointment may be appointed temporarily to the Police Department and may become a regular full time employee, covered by Civil Service and they have successfully completed their 12 (twelve) month probationary period from the date of Appointment, and such appointments shall not exceed 1 (one) year, unless approved by the Mayor and the Chief of Police.

Section 9.6 Temporary Appointment

In making temporary appointments, the Appointing Authority shall make requisition to the Secretary/Chief Examiner in the manner provided for regular appointment but shall indicate the time at which it is estimated the position will terminate. The Secretary/Chief Examiner shall notify the person or persons appearing on the appropriate list, or lists, indicating the nature of the position and its duration, to learn who may be willing to accept temporary appointment. The Commission shall certify the name of the person standing highest on such list or lists.

No temporary appointment shall be made for more than four (4) months in any one fiscal year. Temporary service shall not be credited on any probationary period or be used in computing any privilege accruing under Civil Service law or these regulations.