



**SPOKANE VALLEY  
FIRE  
DEPARTMENT**



**CIVIL SERVICE COMMISSION RULES**

**Adopted 03-11-08**

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***Rule 1- General***

**1.1 Purpose**

The purpose of these rules is to establish uniform methods of practice and procedure for the administration of Civil Service as provided by law. Spokane Valley Fire Department (SVFD) and its employees shall have reasonable assurance that employment matters will be dealt with in a uniform, equitable basis, so that the citizens of the SVFD may derive the benefits which can rightly be expected to result from a competent staff of employees. Nothing herein shall conflict with either the collective bargaining agreement and/or applicable state or federal law. In the event of a conflict, the collective bargaining agreement and/or the applicable state or federal law shall control.

**1.2 The Civil Service Commission**



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The office of the Civil Service Commission shall be located at SVFD Station 1, 10319 East Sprague Avenue, Spokane Valley, Washington 99206. All communications shall be directed to the Secretary of the Commission at this office.



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### **1.3 Meetings**

The Commission shall meet monthly and such meeting dates shall be set by the Commissioners. Other special meetings as required may be called by the chairperson or by any two members. Agenda items will be submitted in writing on Appendix E (96 hours prior to the meeting time) to be posted. The agenda may be amended at the meeting by the Commission.

### **1.4 Order of Business**

The latest edition of Robert's "Rules of Order" shall guide the Civil Service Commission in its proceedings.

### **1.5 Rules and Amendments**

No amendments to these rules, or suspension thereof, shall be made except by the Commission at a public meeting with an opportunity for discussion. A notice will be posted in each staffed SVFD facility ten (10) calendar days prior to the meeting.

If any rule, or any section or part of any section of these rules is held by any court to be invalid or unconstitutional, the same shall not invalidate or impair the validity, force and effect of any other section or part thereof.

Requests for rule changes will be made in writing to the Commission using Appendix D.

### **1.6 Equal Employment Opportunity**

The SVFD is an equal opportunity employer. All persons who meet the established required occupational qualifications will be considered equally for employment or promotion. No person shall be discriminated for or against in employment, retention or any other personnel action because of political, religious, organizational affiliation, race, creed, color, national origin, age, marital status, veteran status, sex, sexual orientation, or the presence of any physical or mental disability, or any other non-merit factor, except where a bona fide required occupational qualification exists. Every applicant, candidate and appointee in the classified service shall have the right to appeal such discriminatory acts in accordance with the rules of the Commission.

## ***Rule 2 - Definitions***

### **2.1 "Applicant"**

A person who applies to take an examination for appointment to a position in the Classified Civil Service.

### **2.2 "Appointee"**

A candidate who has been appointed to a position in the classified service.



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### **2.3 “Appointing Authority”**

The person or group of persons vested by law with power and authority to select, appoint or employ any person to hold any office, place, position, or employment subject to Civil Service rules and regulations. With respect to the SVFD, the appointing authority is the Board of Fire Commissioners. The Board of Fire Commissioners may delegate the authority to act as the appointing authority to the Chief or Acting Chief. Such authorizations are to be duly executed and appropriately delivered written notifications from the Board of Fire Commissioners to the Commission.

### **2.4 “Appointment”**

The placement of a candidate in a position in the SVFD under the Civil Service Rules.

### **2.5 “Assessment Center”**

An examination which may include, but not be limited to, one or more of the following: written, practical, oral and skill assessment.

### **2.6 “Board of Fire Commissioners”**

The elected Commissioners of SVFD.

### **2.7 “Calendar Days”**

The count of calendar days shall start the day following the act or action and shall run until 5:00 pm of the last day.

### **2.8 “Candidate”**

An applicant who has been admitted to an examination and/or is on an eligibility list, Laid-Off List, or Laid-Off Register.

### **2.9 “Certification”**

The act of notification to the appointing authority by the Commission as to which candidates are officially eligible to be considered for appointment from the eligibility list.

### **2.10 “Classified Service”**

The classified Civil Service shall include all full time employees of the SVFD except the Fire Chief.

### **2.11 “Commission”**

The Civil Service Commission of the SVFD.

### **2.12 “Commissioner”**

Any one of the Civil Service Commissioners currently serving on the Commission.

### **2.13 “Demotion”**

The reduction of an appointee from a higher wage position to a lower wage position.



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### **2.14 “Disability”**

A physical (which includes sensory) or mental impairment that substantially limits one or more of an individual’s major life activities, or a record of such an impairment, or being regarded as having such an impairment.

### **2.15 “Discipline”**

The suspension, demotion, or discharge of an appointee for cause.

### **2.16 “Eligibility List”**

A list consisting of names of those candidates who have successfully completed an examination, who are placed thereon in descending order according to their final score, and who will be considered for appointment.

### **2.17 “Employee”**

An appointee who has been duly employed under the Civil Service Rules.

### **2.18 “Examining Physician”**

The medical doctor or physician employed by the SVFD to examine applicants, candidates or appointees.

### **2.19 “Job Description”**

A detailed listing of the duties, tasks or operations and responsibilities undertaken and performed by an appointee in the execution of a position.

### **2.20 “Laid-Off List”**

A list of appointees who have been removed from the active service and from the payroll because of lack of work or funds, abolishment of position, or for other good cause.

### **2.21 “Laid-Off Register”**

A list of appointees who are still in the active service and on the payroll but have been demoted because of a reduction in the numbers of appointees to a position. The Laid-Off-Register does not apply to those appointees demoted for discipline.

### **2.22 “Leave of Absence”**

Leave granted to an appointee other than sick leave, vacation leave or emergency leave.

### **2.23 “Non-Uniformed Position”**

A position not covered by the LEOFF Pension System.



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### **2.24 “Permanent Opening”**

A permanent opening may occur whenever an appointee is severed from the SVFD payroll or whenever the SVFD creates a new position.

### **2.25 “Position”**

A position in the classified service defined by job description.

### **2.26 “Position Seniority”**

The length of time an appointee has been permanently appointed to a position.

### **2.27 “Probationary Period”**

A work period during which an appointee is being evaluated by their superiors to determine their ability to perform all aspects of the position.

### **2.28 “Promotion”**

The movement of an employee from a lower wage position to a higher wage position.

### **2.29 “Provisional Appointment”**

An interim appointment to a position pending the certification of an eligibility list.

### **2.30 “Reasonable Accommodation”**

Modifications or adjustments to the position application process that enable an applicant with a disability who meets the required occupational qualifications to be considered for a position. Modifications or adjustments to the work environment or to the manner or circumstances under which a position is customarily performed that enable the applicant with a disability to perform the essential functions of the position. Modifications or adjustments that allow an appointee to enjoy the same employment benefits or privileges as an appointee without a disability.

### **2.31 “Rule of One, Three and Five”**

The top five (5) candidates on an eligibility list are submitted to the appointing authority who has the right to appoint the candidate they feel is most capable of filling the position. The names of the four (4) candidates not chosen will remain in their respective positions on the list.

If a candidate for Firefighter does not provide proof of, or have been exempted by the Fire Chief of, having a Washington State EMT Certification by the time of Conditional Offer of Employment – Medical, the candidate can be passed over as part of the rule of five but remain on the certified list.

### **Rule of three – Local 3701 represented Positions and All Others**

The top three (3) candidates on an eligibility list are submitted to the appointing authority who has the right to appoint the candidate they feel is most capable of filling the position. The names of the two (2) candidates not chosen will remain in their respective positions on the list.



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### **Rule of one – Local #876 Represented Positions**

When a vacancy is filled, the top candidate on the eligibility list will be appointed.

#### **2.32 “Rule of 50 Percent”**

When the SVFD will hire more than ten (10) entry level firefighters at a single hiring, they may utilize the rule of 50 percent. The names of fifty percent of the number of candidates to be hired will be submitted for consideration to the administration at a time, rounded upward. For example, the hiring of ten (10) firefighters would be the rule of five (5) or 5 names submitted; the hiring of eleven (11) firefighters would be the rule of six (6) or 6 names submitted. The names of those not chosen will remain in their respective position on the list.

If a candidate for Firefighter does not provide proof of, or have been exempted by the Fire Chief of, having a Washington State EMT Certification by the time of Conditional Offer of Employment – Medical, the candidate can be passed over as part of the rule of 50 percent but remain on the certified list.

#### **2.33 “Spokane Valley Fire Department”**

SVFD

#### **2.34 “SVFD Seniority”**

The amount of time an appointee has been employed by the SVFD regardless of position.

#### **2.35 “Transfer”**

The movement of an appointee from one position to a different position.

#### **2.36 “Uniformed Positions”**

Positions that are covered by the LEOFF retirement system.

## ***Rule 3 - Positions***

### **3.1 Job Descriptions (Positions)**

Job descriptions for each position shall be as descriptive as possible of the general duties and indicative of the position. A current job description for each position prepared by the appointing authority will be kept on file at the office of the Civil Service Secretary and will be available to all on request.

### **3.2 New Positions**

Whenever a new position is created, a report of such action shall be made by the Board of Fire Commissioners to the Commission. The report will include a copy of the job description which is subject to the approval of the Commission.



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### ***Rule 4 - Entrance Examination***

#### **4.1 General**

The Commission shall provide for competitive examinations open to all applicants who meet the required occupational qualifications for the Civil Service position(s) as approved by the Board of Fire Commissioners. They shall provide notice of such examinations, hold the examination and create an eligibility list.

#### **4.2 Examination Notice**

Examinations shall be held at such time and place as designated by the Commission. A notice of such examination shall be published for two (2) weeks prior to the closing date for applications in a newspaper of general circulation in the SVFD's area and posted in all staffed SVFD facilities, and such other times and places designated by the Commission. Such notice shall give the date and character of the examination and shall indicate the required occupational qualifications of applicants. The notice shall also include the number of applicants to be eligible to move forward to the physical ability test, if required. The notice shall indicate the date and time of closing of applications, place where applications can be obtained and submitted, and county where exam will be given.

If a promotional examination is to include more than one component, such as, but not limited to, written, practical, oral, skill, etc., a list of the various components and their assigned weights will accompany the notice of exam.

#### **4.3 Applications**

No applicant shall be admitted to an examination for a position until they have filed an application under oath upon a form provided by the Commission which shall show that they have met the required occupational qualifications for taking the exam for the position. Applications found to be incomplete or incorrect will be rejected. Military service credit will be awarded in accordance with RCW 41 et. seq. Applicants claiming military service credit must do so on their application with evidence of military service attached. After the time for filing applications has been closed, and not less than twenty (20) calendar days prior to the examination, a notice stating the date, time and place of such examination shall be mailed to or served upon each applicant. Upon certification of the eligibility list, a copy of the application will be transferred to the appointing authority for inclusion into the applicant's personnel file.



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### 4.4 Disqualifications

The Commission may, after investigation, refuse to examine an applicant or after examination, to certify a candidate and may remove their name from the eligibility list for any of the following reasons:

- A. Mental or physical unfitness for the position.
- B. Conviction of a felony or a misdemeanor involving moral turpitude.
- C. Proof that an intentional false statement has been made in any material fact or proof of the use of deception or fraud in securing examination, certification or appointment.
- D. The abuse of intoxicating liquors or drugs.
- E. Discharge from the Armed Services under dishonorable conditions.
- F. Prior dismissal from SVFD employment for cause.
- G. Any cheating on examinations or any other willful violation of the provisions of this rule.

### 4.5 Character of Examination

The subject matter of all examinations shall be determined by the Commission. No questions pertaining to political, religious or organizational affiliation, race, creed, color, national origin, age, marital status, veteran status, sex, sexual orientation, or the presence of any physical or mental disability, or any other non-merit factor, except where a bona fide required occupational qualification exists, will be allowed. All examinations shall be practical and shall consist only of subjects which fairly determine the capacity of applicants examined to perform duties of a position to which appointment is to be made, and may include, but not be limited to, written, oral, physical, and manual skills tests. All examinations shall be held under the provisions of the law and these rules.

### 4.6 Conduct of Examination

The Commission may act as a committee, or appoint a person, committee, or organization to conduct the examination or portions of the examination. The examination will be conducted within the following guidelines:

- A. No limitation shall be made as to the number of applicants for the examination. The Commission may limit the number of applicants to be examined at any one time, according to the need or for convenience in conducting the examination.
- B. The Commission shall establish a passing score for the examination prior to the administration of the examination.



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- C. All written examinations shall be conducted and managed so that the examination will disclose the name or identity of the applicant in accordance with the external testing company guidelines. Disclosure of the name or identity of the applicant will be made upon receipt of the examination scores by the examiner.
- D. When the examination consists of a battery of tests, such as, but not limited to, written, oral, physical, and manual skills, then the tests will be considered to be progressive, and failure to satisfactorily complete any test or to appear for any test will prevent the candidate from progressing to the next test and the candidate will be notified that they have been eliminated from further testing.
- E. The number of candidates posted in "Notice of Examination", as determined by the written test, will be notified to report for the physical ability test, if required. In case of tie scores, the list will be filled in order of receipt of application. Such notice shall state the time, date, and place of the test and shall be served or mailed no later than twenty (20) calendar days before the test.
- F. Civil Service shall have a representative at each examination, but no Commissioner of the Civil Service shall be present at such examination.
- G. Candidates shall arrive on time to the examination or they will be denied entry. The examiner's watch will be used to determine the appropriate time.
- H. Candidates shall bring picture identification to the examination to allow entry.
- I. No electronic devices including but not limited to pagers and cellular telephones shall be in the possession of the candidates during the testing process.
- J. No telephone calls of any kind shall be received by the candidates during the testing process.
- K. No aids or calculating devices of any kind will be allowed during the examination. Any written or printed or other matter that might be of aid in the examination must be handed in before the examination commences.
- L. All conversation or communication between or among candidates during the written examination is strictly prohibited.
- M. The candidates shall not leave the testing area during the testing process, unless directed to do so by the examiner or the examiner's agent.



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- N. All necessary explanations will be made to all candidates. Examiners are forbidden to explain the meaning of any question or to make remarks or suggestions that may assist in its solution.
- O. Candidates shall open the test packet only when instructed to do so by the examiner.
- P. Any attempt to cheat or copy will cause the candidate to be declared ineligible for employment with SVFD.
- Q. A candidate who withdraws from an examination after filling out their identification sheet and receiving a copy of the examination, shall be considered as having received a zero (0) score.

### 4.7 Examination Results

As soon as the scoring of the examinations is completed, the candidates will be notified of their scores. All examinations become the permanent property of the Commission and are not available for review.

The Commission shall compute the total score for each candidate based on the following procedure: (Total weights as fixed by the Commission for the various components of the examination);

- A. Score of written examination, if applicable, plus military preference percentage, if applicable (RCW 41.04.010), plus
- B. Assessment center score, if applicable, plus military preference percentage, if applicable (RCW 41.04.010), equals
- C. Total Score

When the examination involves both a written and an assessment center, and not all candidates will advance to the assessment center, the score shall be computed as follows:

- A. Score of written examination, if applicable, plus military preference percentage, if applicable (RCW 41.04.010), equals
- B. Computed score, (for advancement to assessment center); then add
- C. Score of assessment center plus military preference percentage, if applicable (RCW 41.04.010): equals
- D. Total score



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### 4.8 Eligibility List

Successful candidates shall be placed upon the "Eligibility List" in the order of their score. When two or more candidates have received the same score, the first candidate filing their application shall have higher standing.

The eligibility list shall be effective from the date of certification and shall continue in force until declared expired by the Commission or replaced by a new list, such time not to exceed two (2) years.

### 4.9 Medical Examinations

In addition to required occupational qualifications, every candidate offered a conditional offer of employment shall, if required, prior to appointment by the SVFD, pass medical examinations conducted by a medical examiner appointed by the appointing authority. Said examinations shall conform to standards and requirements of WAC 297-50-260 as amended, and may include psychological testing.

## ***Rule 5 - Promotional Examination***

### 5.1 General

The Commission shall provide for a competitive examination for all positions and open to all applicants who meet the required occupational qualifications within the job description for the position. They shall provide notice of such examinations, hold the examination and create an eligibility list for the position.

### 5.2 Test Dates

The following promotional exams will be given during the prescribed months and will become effective on these dates.

<b>Position</b>	<b>Month of Test</b>	<b>Effective Date</b>
Battalion Chief	April and May	(even years) June 15
Captain Step 1-5	April and May	(even years) June 15
Engineer	August and September	(even years) October 15

Tests for all other positions will be given when the Commission determines there is a need. The lists would become effective upon the certification of the list and continue in effect for a period of two (2) years.

The failure to hold an examination during the month specified in this rule, or the failure to have certified an eligibility list by the date provided in this rule will not be construed to make any such examination or eligibility list invalid.



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**5.3 Paramedic Trainee Interest Examination**

The Commission shall provide an interest examination to develop an eligibility list for the position of Paramedic Trainee. The Paramedic Trainee interest examinations are not promotional examinations but will be governed by this rule.

<b>Position</b>	<b>Month of Test</b>	<b>Effective Date</b>
Paramedic Trainee	As requested by District	Determined at request

**5.4 Examination Notice**

A notice of promotional examination shall be posted in all staffed SVFD facilities for twenty (20) calendar days prior to the closing date for applications. The notice shall give the date, time, place, and character of the examination and shall indicate the required occupational qualifications. The notice shall indicate the date and time of closing of applications which shall be no less than twenty (20) calendar days before the examination.

If a promotional examination is to include more than one component, such as, but not limited to, written, practical, oral, skill, etc., a list of the various components and their assigned weights will accompany the notice of exam.

**5.5 Applications**

No applicant shall be admitted to any examination for promotion until the applicant has filed an application under oath upon a form provided by the Commission which shall show that they have met the required occupational qualifications for the position. All applicants shall submit a resume as part of their applications. Applications will be filed before expiration of the filing period and will remain on file in the office of the Commission. Upon certification of the eligibility list, a copy of the application will be transferred to the appointing authority for inclusion into the applicant's personnel file.

If there are not at least three eligible internal applicants for promotion to a non Local 876 represented position, vacancies may also be advertised for outside applicants under **Rule 4**. However, any internal candidates who pass the examination will have precedence on the eligibility list over outside candidates.



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### 5.6 Disqualifications

The Commission may, after investigation, refuse to examine a candidate, or after the examination, may remove the candidate's name from the eligibility list for any of the following reasons:

- A. Mental or physical unfitness for the position.
- B. Conviction of a felony or a misdemeanor involving moral turpitude.
- C. Proof that an intentional false statement has been made in any material fact or on their resume or application, or proof of the use of deception or fraud in securing examination or appointment.
- D. The abuse of intoxicating liquors or drugs.
- E. Failure to meet the required occupational qualifications listed in the job description.

### 5.7 Joint Promotional Committee

The Joint Promotional Committee will include one member from each of the following; SVFD Administration, IAFF Local #876, IAFF Local 3701, SVFD Board of Fire Commissioners and the Chief Examiner. A quorum will consist of a minimum of two members from this group (Administration, Fire Commissioner or Chief Examiner) and one union represented position.

The committee will, unless waived by the Civil Service Commission;

- 1. Review the list of publications to be used in written examinations.
- 2. Review the written examinations.
- 3. Review and propose the content of non-written examinations.
- 4. Will participate in any pre-test briefings of the assessors.
- 5. Will host a post-test review after the examination.

### 5.8 Written Study Materials

The study materials for promotional examinations shall be taken from currently available publications and approved by the Joint Promotional Committee. Neither SVFD nor the Commission shall be responsible for making the publications available.

The list of the publications to be used in the written examinations for Captain Step 1-5 and Engineer will be posted, changes must be posted a minimum of six (6) months prior to the examination by the Commission. Examinations for other positions will have lists of publications posted, changes must be posted a minimum of two (2) months prior to the examination.



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### **5.9 Character of Examination**

The subject matter of all examinations shall be determined by the SVFD and approved by the Commission. No questions pertaining to political, religious or organizational affiliation, race, creed, color, national origin, age, marital status, veteran status, sex, sexual orientation, or the presence of any physical or mental disability, or any other non-merit factor, except where a bona fide required occupational qualification exists will be allowed. All examinations shall be practical and shall consist only of subjects which fairly determine the capacity of the applicant examined to perform the duties required for the position for which the examination is being given, and may include, but not be limited to, oral, written, physical, and manual skills tests. All examinations shall be competitive.

The weight given to each component shall be determined by the Commission and shall represent its relative weight in ascertaining the score of the applicant. Each component of the examination shall be scored independently by the examiners.

Local 876 represented position examinations shall include a written segment which shall account for a minimum of fifty percent (50%) of the aggregate score. These examinations will be produced by an outside agency from the approved list of study material publications. All other components of promotional examinations with the exception of the practical skills portion of the Engineer examination will be generated outside of the department.

### **5.10 Assessment Centers**

The Commission may act as a committee, or appoint a committee, to conduct oral examinations on certain subjects, when in their judgment that is the best means of determining a candidate's capacity for the positions. This generally would apply to positions where leadership ability or personality is essential, or experience is one of the subjects in the examination.

In such oral examinations any willful false statement regarding past record or experience shall be grounds for withholding the name of a candidate from an eligibility list. Before the examination begins, all candidates shall be informed that any false statement is grounds for disqualification.

Candidates who participate in multiple day examinations shall not discuss the test with any other applicant, candidate or SVFD employee until the entire process is completed by all candidates. Discussion of the test with anyone before the examination is over is cause for disqualification and may be cause for corrective or disciplinary action.

If an examination includes outside assessors, the SVFD Administration will provide those assessors and take input from IAFF Local #876. Fire Service Assessors shall be the same rank or higher than the position they are assessing.



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Any tactical evaluation materials will be forwarded on to assessors twenty (20) calendar days prior to the examination unless approved by the Joint Promotional Committee. A member of the Administration will be present during the tactical examination to confirm, if questioned by an assessor, that a candidate's actions were consistent with their training.

Assessors will be briefed by a member of the Administration and a member of IAFF Local #867, if it is a represented position, the evening before the examination.

Dress for the assessment centers shall be class B uniforms or as instructed in the notice of examination.

### **5.11 Conduct of Examination**

The Commission may act as a committee, or appoint a person or committee to conduct the examination or portions of the examination. The examination will be conducted within the following guidelines:

- A. No limitation shall be made as to the number of applicants for a written examination. The Commission may limit the number of applicants to be examined at any one time, according to the need or for convenience in conducting the examination, and for the assessment centers.
- B. All written examinations shall be conducted and managed so that the examination will disclose the name or identity of the applicant to the assessors in order to facilitate scoring individual components. Disclosure of the name or identity of the applicant on the written examination will be in accordance with the external testing company guidelines.
- C. When the examination consists of several components, such as, but not limited to, written, oral, physical, and manual skills, then the tests will be considered to be progressive, and failure to satisfactorily complete any test or to appear for any test will prevent the candidate from progressing to the next test and the candidate will be notified that they have been eliminated from further testing.
- D. Civil Service shall have a representative at each examination but no Commissioner of the Civil Service shall be present at such examination.
- E. Candidates shall arrive on time to the examination or they will be denied entry. The examiner's watch will be used to determine the appropriate time.
- F. Candidates shall bring picture identification to the examination to allow entry.
- G. No electronic devices including but not limited to pagers and cellular telephones shall be in the possession of the candidates during the testing process.



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- H. No telephone calls of any kind shall be received by the candidates during the testing process.
- I. No aids or calculating devices of any kind will be allowed during the examination. Any written or printed or other matter that might be of aid in the examination must be handed in before the examination commences.
- J. All conversation or communication between or among candidates during the written examination is strictly prohibited.
- K. The candidates shall not leave the testing area during the testing process, unless directed to do so by the examiner or the examiner's agent.
- L. All necessary explanations will be made to all candidates. Examiners are forbidden to explain the meaning of any question or to make remarks or suggestions that may assist in its solution.
- M. If a written research project is given as part of an examination it shall be turned in at the time the candidate enters the examination location, or as otherwise specified.
- N. Candidates shall open the test packet only when instructed to do so by the Examiner.
- O. Any attempt to cheat or copy will cause the candidate to be declared ineligible for promotion and may be subject to disciplinary action.
- P. A candidate who withdraws from an examination after filling out their identification sheet and receiving a copy of the questions, shall be considered as having received a zero (0) score.
- Q. The promotional test and candidate test papers become the permanent property of the Commission.

### **5.12 Scoring**

For an examination with only one component, a score of seventy percent (70%) or better shall be a passing score. For an examination with more than one component the minimum passing score for the written examination will be seventy percent (70%). The aggregate score for all portions of an examination shall have a minimum passing score of seventy percent (70%).

### **5.13 Seniority Points**

Seniority shall be a factor in all promotional exams. Seniority points shall be given from the point in time at which the applicant became eligible to test for the position until the closing date of the applications. The following points will be added to a candidate's passing score:



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- Completion of first three years = 1.0
- Each additional full year = 0.5
- Maximum allowed = 5.0

### 5.14 Computation of Score

The Commission shall compute the total score for each candidate based on the following procedure: ("Total weights as fixed by the Commission for the various components of the examination);

- A. Score of written examination, if applicable, plus military preference percentage, if applicable (RCW 41.04.010), plus
- B. Assessment center score, if applicable, plus military preference percentage, if applicable (RCW 41.04.010), plus
- C. Seniority points,; equals total score

When the examination involves both a written and an assessment center, and not all candidates will advance to the assessment center, the score shall be computed as follows:

- A. Score of written examination, if applicable, plus military preference percentage, if applicable (RCW 41.04.010), plus
- B. Seniority points, equals
- C. Computed score, (for advancement to assessment center); then
- D. Subtract seniority points from computed score; add
- E. Score of assessment center plus military preference percentage, if applicable (RCW 41.04.010); equals:
- F. Aggregate score (written score plus assessment center score including military preference percentage); add
- G. Seniority points; equals
- H. Total score



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### 5.15 Examination Results

The Chief Examiner will score the examinations, compute each candidate's score and mail them out to each candidate.

All candidates who completed an assessment center will be mailed a copy of the assessment center score sheet and the assessors' score sheets.

### 5.16 Eligibility List

Upon completion, the successful candidates shall be placed upon the eligibility list for the position in the order determined by their scores.

When two or more candidates have the same average score, preference on the eligibility list shall be determined by SVFD seniority.

## ***Rule 6 - Appointments***

### 6.1 General

The appointing authority shall not select nor appoint any candidate for a position, employment or promotion except in accordance with these rules. For the purpose of these rules and to provide for consistent candidate administration, the Commission recognizes the following and only the following methods of appointment:

- 6.2 Permanent
- 6.3 Entrance
- 6.4 Re-appointment
- 6.5 Temporary
- 6.6 Provisional
- 6.7 Emergency

### 6.2 Permanent Appointments

Whenever a permanent position becomes vacant and the appointing authority desires to fill the vacancy, it shall be filled by the following methods:

- First** - Reappointments, it shall be filled from the Laid-Off List or from the Laid-Off Register for the position.
- Second** - Transfer, it shall be filled by transfer according to **Rule 10**.
- Third** - Eligibility List, it shall be filled from an eligibility list for that position by the;



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**Rule of One -**                      **Captain Step 1-5**  
**Inspector**  
**Paramedic**  
**Paramedic Trainee**  
**Engineer**

**Rule of Five -**                      **Assistant Chief**  
**Division Chief of Training**  
**Division Chief of EMS**  
**Fire Marshal**  
**Human Resources**  
**Battalion Chief**  
**Administrative Director**  
**Administrative Assistant**  
**Fleet Operations Supervisor**  
**Mechanic**  
**Information Systems Administrator**  
**Information Systems Analyst**  
**Firefighter (10 or less)**

**Rule of 50% -**                      **Firefighter (more than 10)**

If a candidate elects not to accept the permanent appointment, the candidate will be passed over without prejudice, retaining the candidate's position on the eligibility list.

**Fourth -**        Provisional,                      if there is no eligibility list, the position will be filled by a provisional appointment.

**6.3 Entrance with Notice**

Whenever the Appointing Authority desires to fill an entry level position, it shall notify the candidate(s).

Any candidate who fails to respond to a Conditional Offer of Employment non-medical within fifteen (15) calendar days or fails to satisfy conditions imposed in the Conditional Offer of Employment non-medical will be removed from the eligibility list. Provided, however, that they may be reinstated upon the eligibility list in their original position, if within thirty (30) calendar days from the date of notice sent to them, that they present satisfactory reasons to the Commission.

A notice of appointment specifying the time, date, and place to report for duty shall be sent by the Appointing Authority to the last known address of the candidate selected to fill the position.



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Any candidate who fails to respond within four (4) calendar days to a notice of appointment sent to them to report to duty, will forfeit their rights to the position for which they were to report for duty, and their name shall be forthwith stricken from the eligibility list, provided, however, that they may be reinstated upon the eligibility list if, within thirty (30) calendar days from the date of the notice sent to them, they present satisfactory reasons to the Commission for their failure to report.

No entry level appointment shall be deemed complete or considered a permanent appointment until after the expiration of a probationary period of one (1) year of actual service. If the appointee shall be found to be unacceptable to the appointing authority at any time during the probationary period, the appointing authority may terminate the employment of the appointee so certified, and shall notify the appointee in writing of such action, with a copy thereof going to the Commission.

### **6.4 Re-appointment**

Whenever a vacancy in a position occurs for which there is a Laid-Off List, and the appointing authority desires to fill the position, it must appoint the candidate last laid off from the position before any other appointment.

Whenever a vacancy in a position occurs for which there is a Laid-Off Register, and the appointing authority desires to fill the position, it must appoint the candidate last laid off from the position before any other appointment.

When an employee returns from a leave of absence they will be re-appointed to the position which they held at the start of the leave of absence provided they still meet the required occupational qualifications to hold the position according to the job description.

### **6.5 Temporary Appointments**

Whenever a position becomes vacant, that is not considered to be a permanent opening, and an eligibility list is in effect, the appointing authority may, if it desires to fill the position, make a temporary appointment. Temporary appointments will be awarded to the candidate standing highest on the eligibility list of candidates for the position. If the candidate elects not to accept said temporary appointment, the appointment shall be awarded to the employee next highest on the eligibility list.

As soon as the position becomes a permanent opening, the appointee will be returned to their former position and the position will then be filled. A temporary appointee will retain all the rights under Civil Service of their former position while serving as a temporary appointee.

If a candidate is on leave they must be able to report for service within ten (10) calendar days after notification to receive a temporary appointment. If the candidate is not able to report to service within the ten (10) calendar days, the appointment will be awarded to the next eligible candidate. When the candidate returns to service, they will be appointed to



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the position for which they were passed over if the vacancy still exists. The appointee with the least seniority holding a temporary appointment for the position will be returned to their former position.

### **6.6 Provisional Appointments**

Whenever a vacancy in a position occurs for which no eligibility list exists and the appointing authority desires to fill the position, the appointing authority may make a provisional appointment.

Provisional appointments shall be awarded to the appointee who has the most seniority in a position that provides the required occupational qualifications to take the test for the position to be filled. If the employee elects not to accept said provisional appointment, the appointment shall be awarded to the appointee next highest in seniority eligible.

If an appointee is on leave they must be able to report for service within ten (10) working days after notification to receive a provisional appointment. If the appointee is not able to report to service within the ten (10) working days, the appointment will be awarded to the next eligible appointee. When the appointee returns to service, they will be appointed to the position for which they were passed over if they are senior and the vacancy still exists. The appointee with the least seniority holding a provisional appointment for the position will be returned to their former position.

When the eligibility list for the position is certified the provisional appointment will be terminated.

Under no circumstance shall a provisional appointment continue for a period longer than four (4) months, nor shall any appointee receive more than four (4) months of provisional appointment in a twelve (12) month period for a position. At the end of four (4) months, a provisional appointment will automatically be terminated, and the appointee returned to their former position. A provisional appointee will retain all the rights under Civil Service of their former position while serving as a provisional appointee.

### **6.7 Emergency Appointments**

In cases of emergency and for the purpose of preventing the stoppage of public service, the appointing authority may make an emergency appointment for a period not to exceed ninety (90) calendar days. No appointee shall receive more than one (1) emergency appointment in any twelve (12) month period. At the end of ninety (90) calendar days, an emergency appointment will automatically be terminated, and the appointee returned to their former position. An immediate report in writing of emergency appointments must be made by the appointing authority to the Commission.

### **6.8 Paramedic Trainee Appointees**

When the appointing authority needs ALS certified employees, the needed number of candidates on the paramedic trainee eligibility list shall be sent to Paramedic school.



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If a candidate is already a Washington State certified paramedic and stands high enough on the eligibility list to be sent to school based on that need, they will be appointed to the position of Paramedic or be classified as ALS certified when the appointing authority needs the position filled but no later than when the other appointees become ALS certified. When the Paramedic Trainee that was sent to school successfully passes the EMT-P National Registry Test, they will be appointed to the position of Paramedic, or be classified as ALS certified and be ranked on the position seniority list by the order of their scores on the EMT-P National Registry Test.

### **6.9 Probation**

All permanent positions shall be subject to a probationary period of one (1) year of actual service and shall not include time served under any other type of appointment.

The probation may be extended by the number of days or shifts an appointee is absent, in excess of twenty (20) calendar days for day personnel, or ten (10) shifts for shift personnel, excluding vacation and Kelly-Days.

Candidates re-appointed to a position from the Laid -Off List shall be required to serve a six-month probationary period.

The appointing authority may fail an appointee on their probation and return them to their former position. The appointing authority shall notify the appointee in writing of such action with a copy thereof going to the Commission. In such a case, the appointing authority may then appoint the next eligible candidate.

If the appointee successfully completes the probationary period, the appointing authority shall so notify the appointee and file a copy with the Commission certifying that said appointee has met the requirements of the SVFD. Upon receipt of such report, or upon completion of one (1) year of actual service in the position, and without written notification that the appointee has failed their probation, the appointment shall be deemed complete.

### **6.10 Notice of Appointment**

A notice of appointment other than entrance, will specify the date of appointment and shall be sent by the appointing authority to the candidate selected to fill the position and a copy shall be filed with the Commission.



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### ***Rule 7 - Discipline***

#### **7.1 General**

An appointee may be suspended, demoted, or discharged for disciplinary purposes only by the appointing authority. A written notice of discipline, together with a full written statement of the reasons, shall be immediately filed with the Commission and a copy thereof served upon the appointee. Appointees have the right of appeal to the Commission in all matters of discipline set forth in this rule.

This rule will also apply to any acts or actions of the employee occurring during a leave of absence.

#### **7.2 Causes for Discipline**

Merit principles of employment shall be the primary consideration in any disciplinary action. Appointees may be disciplined only for actions which would affect their ability or fitness to satisfactorily perform their assigned duties. Non-merit factors such as race, creed, color, affiliation, national origin, sex, sexual orientation, age, marital status, or the presence of any physical or mental disability may not be considered. The following conditions are compatible to the principles of merit and may be considered as cause for any appointee to be suspended, discharged or otherwise disciplined. The following list is not all of the reasons for discipline but is intended to advise appointees of potential causes for discipline.

- A. Has been convicted of a criminal offense or a misdemeanor involving moral turpitude.
- B. If an appointee is, at the time the charges are before the Commission for hearing, involved in a criminal proceeding before the courts, the Commission may postpone or continue such hearing until such time as the criminal proceeding is terminated.
- C. Has engaged in conduct unbecoming an officer or employee of the SVFD.
- D. Has violated any reasonable direction made and given by their superior officer, where such violation or failure to obey amounts to an act of insubordination or a serious breach of proper discipline, or resulted or might reasonably be expected to result in loss or injury to the SVFD or to the public.
- E. Has been observed using or under the influence of controlled substances or intoxicating liquors while on duty.
- F. Is wantonly offensive in their conduct or language towards the public or toward the SVFD officials or employees.



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- G. Are incompetent or inefficient in the performance of the duties of their position.
- H. Is careless or negligent in the use or preservation of the property of the SVFD.
- I. Has used or attempted to use political influence in securing promotion, leave of absence, transfer, pay or character of work.
- J. Has been induced, has induced, or has attempted to induce an officer or employee of the SVFD to commit an unlawful act or to act in violation of any reasonable and lawful department or official regulation or order, or has taken any fee, gift, or other benefit in the course of their work or in connection with it, for their personal use from any citizen, when such gift or other benefit is given in the hope or expectation of receiving a favor or better treatment than that accorded other citizens or employees.
- K. Has been inexcusably absent from duty without leave contrary to the Civil Service Rules, or has failed to report after such leave has been disapproved or revoked.
- L. Has directly or indirectly, alone or in cooperation with one or more persons, defeated, deceived or obstructed any person in respect to their right of examination; or has directly or indirectly furnished to any persons any special or secret information for the purpose of either improving or injuring the prospects or chances of persons so examined, to be examined, being examined, employed or promoted.
- M. Excessive absenteeism or habitual pattern of failure to report for duty on time without good and sufficient reason.
- N. Any willful violation of these rules, any written personnel policies, written departmental rules or procedures.
- O. Has taken an active part in political management or in political campaigns while on duty.

### 7.3 Types of Discipline

The following are the types of discipline recognized but not limited to under this rule:

- A. Suspension
- B. Demotion
- D. Discharge

### 7.4 Appeals

Appeals must be filed with the Commission no later than ten (10) calendar days after the date of the "Notice of Discipline", unless for good cause approved by the Commission (Appendix G). If no appeal is made within the ten (10) calendar days, the disciplinary action will be carried out. If the Commission receives a Notice of Appeal, within the ten (10) working days, it shall, at the next regular meeting of the Commission, set a date for a



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hearing. A notice of said hearing shall be sent to the appointee and the appointing authority. For the hearing, the appointee shall be entitled to call witnesses in their defense, to be represented by counsel, to be furnished with a copy of the Notice of Discipline with a full written statement of the reasons for discipline and a list of the witnesses against them no later than fifteen (15) calendar days prior to date of the hearing. A decision shall be rendered within a reasonable time after the hearing. The finding of the Commission shall be forwarded to the appointing authority and the employee. The decision of the Commission shall be final, except for judicial appeals.

### ***Rule 8 - Hearings - Non-Disciplinary***

#### **8.1 General**

Every appointee has the right to file a grievance and may appeal and be entitled to a hearing before the Commission whenever they have a grievance that specifically and directly affects their Civil Service status under these rules and Chapter 41.08 of the RCW. In order that the hearing of a grievance be timely, and for the good of the service, any requests for hearings must be filed within ten (10) calendar days of the act or action in question. If an appointee should be on vacation or on temporary duty outside of Spokane County, the time period for filing a request for hearing shall commence upon return to service. The Commission specifically reserves the right, at its sole discretion, to deny a hearing if the grievance does not specifically and directly affect a grievant's Civil Service status and does not substantially accomplish the purpose of these rules and Chapter 41.08 of the RCW after the Commission reviews the request for hearing as set forth under Rule 8.2.

#### **8.2 Method of Request**

Every request for hearing should be typewritten or written in ink, addressed to the Secretary of the Commission and should contain the following (Appendix F):

Failure to abide by the requests set forth in A through G below may result in a denial of a hearing by the Commission.

- A. Name, address and telephone number of the employee requesting a hearing.
- B. A full and complete statement that specifically and directly articulates how the appointee's Civil Service status was affected under these rules and Chapter 41.08 of the RCW.
- C. A full and complete statement of the relief expected from the Commission.
- D. A full and complete statement as to how the employee will be hurt if the relief is not given.



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- E. The Washington State Statute or Civil Service rule (or both) that governs the situation.
- F. List of documents, papers, affidavits, etc., which are attached and upon which the employee relies.
- G. The date and signature of the employee requesting the hearing.

### **8.3 Date of Hearing**

The Commission should review the request for hearing at the next regular meeting of the Commission and if appropriate, set a date for the hearing. A copy of the request for a hearing shall be attached to the posted agenda for the Civil Service meeting at which the Commission will consider setting a date for a hearing.

### **8.4 Conduct of Hearing**

The Commission shall control the conduct of the hearing. All affected parties shall be entitled to call witnesses, to be represented by counsel and be furnished with a copy of the written request for hearing. The Commission may continue or postpone a hearing.

A commissioner has to be present at the hearing to vote, unless there is a tie vote. Then they can vote only after a complete review of the physical evidence and the recordings of the proceedings.

### **8.5 Decision**

A decision shall be rendered within a reasonable time after the hearing. The finding of the Commission shall be sent to the appointee requesting the hearing and to the appointing authority and forthwith be enforced by such authority. The decision of the Commission shall be final, except for judicial appeal.

## ***Rule 9 - Position Lay-Off***

### **9.1 General**

Whenever it becomes necessary through lack of work or funds, abolishment of the position or other good cause to reduce the number of positions in the SVFD, employees shall be laid off or reduced in position according to the procedures established in this Rule. Therefore the Commission establishes the following procedures:

- A. Reduction in Position (Non-Disciplinary)
- B. Lay - Off



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### **9.2 Reduction in Position (Non-disciplinary)**

When it becomes necessary to reduce the position of an appointee, then position seniority shall prevail.

For the purpose of this rule, appointees will continue to earn position seniority for any position held and left due to promotion unless otherwise specified by a particular job description.

At the time of reduction in position, the accumulation of position seniority for the previous position shall stop and recommence upon re-appointment to the position.

Appointees reduced in position under this rule shall be placed on a Laid-Off Register for that position and shall have preference for re-appointment when the position becomes available.

### **9.3 Lay - Off**

The appointee with the least SVFD seniority in a reduction of uniformed positions within the SVFD shall be the first laid off and placed on the Laid-Off List.

The appointee with the least position seniority in a reduction of a non-uniformed position within the SVFD shall be the first laid off and placed on the Laid-Off List.

Those placed on the Laid-Off List shall only remain there for 3 years, after which they will be stricken.

The appointing authority shall notify the affected appointee in writing a minimum of ten (10) calendar days prior to the effective date and provide the Commission with copies of the required documentation.

## ***Rule 10 - Transfers***

### **10.1 General**

The Commission provides that transfers within positions in the SVFD shall be allowed only for the good of the service, subject to the approval of the appointing authority and only where no promotion is involved.

### **10.2 Method**

If a position becomes vacant within the SVFD, and before a permanent appointment is made to fill said position, any appointee who has previously held a permanent appointment to that position and left that position in good standing may request a transfer back to the open position. Such a request will be made in the form of a letter to the appointing authority, signed by the appointee and dated.



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If the request for transfer is granted, the appointing authority shall notify the appointee by notice of re-appointment and file a copy with the Commission.

### **10.3 Lateral Transfers**

If transfer of property and/or contracts providing service would result in the discharge of fire service personnel from another department, lateral transfers to fill positions will be permitted if the appointing authority determines there are positions available and desires to fill those positions.

Appointees entering the Civil Service through lateral transfer will be subject to meeting the required occupational qualifications of the position and subject to a probationary period.

## ***Rule 11 - Leaves of Absence***

### **11.1 General**

The Commission does hereby provide for leaves of absence, without pay. Such leaves of absence may be granted by the appointing authority. The appointing authority shall give written notice of such leaves to the Commission.

The Commission recognizes the following types of leaves of absence:

- A. Special Leaves of Absence
- C. Military Leave of Absence

### **11.2 Special Leave of Absence**

An appointee may be granted a special leave of absence without prejudice to their Civil Service status by the Appointing Authority and the Commission will be notified.



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### **11.3 Military Leave of Absence**

Military leave of absence will be in accordance with provisions of **RCW 38.40** et.seq and **RCW 73.16** et. seq, as now written or hereafter amended.

### **11.4 Failure to Return After Leave**

Except in the case of military leave, failure to report for duty at the expiration of leave of absence or if a leave has been disapproved or revoked, shall be cause for separation from the service, provided, however, that if the employee so separated shows to the satisfaction of the Commission that such absence or failure to report was excusable, the Commission may then order their reinstatement.

### **11.5 Seniority**

The accumulation of SVFD and position seniority shall stop at the beginning of a leave of absence in excess of 120 consecutive calendar days and recommence upon the return to service of the employee, except as to military leave in which case seniority is not affected.

## ***Rule 12 - Candidates for Public Office***

### **12.1 Candidate for a Position on the Board of Fire Commissioners**

Employees who are candidates for a position on the Board of Fire Commissioners must request a leave of absence without pay at the time of their announcement of candidacy for election. If elected to the Board of Fire Commissioners, the employee must resign their position with the SVFD.





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**EDUCATION:**

High School/GED: \_\_\_\_\_

Diploma/Degree: \_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at a hiring decision.

I acknowledge that if I am hired, the employment relationship between myself and the Spokane Valley Fire Department is subject to a Collective Bargaining Agreement. Neither the Spokane Valley Fire Department nor I may take any action contrary to the Collective Bargaining Agreement.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the Spokane Valley Fire Department.

I have included the following as part of the application packet:

- Completed and **signed** application form
- Copy of high school diploma, **official** high school transcript, or GED certificate
- Copy of RCW 41.04 military service preference documents (if claiming military preference)
- \$35.00 application fee (Cashier's check or money order)

*Do not include any other certificates or documents with this application.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Failure to include any of the above will result in rejection of your application.\*\***



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**Appendix B: Application for Promotional Examination**

NOTE: All of the questions on this application must be answered in ink in the applicant's own handwriting, or typed. A false statement or material omission knowingly made on this application is good cause for exclusion from the eligible list. If a question is not applicable, mark it "N/A."

I HEREBY MAKE APPLICATION to be examined for promotion to the position of \_\_\_\_\_  
\_\_\_\_\_ in the Spokane Valley Fire Department.

1. Name: \_\_\_\_\_  
(Last) (First) (MI)

2. Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

3. E-mail Address: \_\_\_\_\_

4. When did you receive permanent appointment to the position or rank described in the job description to be eligible for the above exam? \_\_\_\_\_

5. Pursuant to Civil Service Rule 5.13, how many points do you claim for seniority? \_\_\_\_\_

6. Do you meet all the occupational qualifications as listed in the job description for the position you are applying? \_\_\_\_\_

THE FOREGOING AND FOLLOWING DECLARATIONS ARE MADE UNDER PENALTY OF PERJURY.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**The Spokane Valley Fire Department is an equal opportunity employer and will not base promotional decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status.**

Revised 10/11/2005





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## CIVIL SERVICE COMMISSION RULES

### Appendix D: Civil Service Rule Change Request

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for rule change request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Paste Rule Here:*

*Strikethrough for deletions (example)*

*Underline for New (example)*



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**Appendix E: Agenda Request (See rule 1.3)**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Agenda request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**Appendix F: Request for Hearing**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Include the following when submitting:

- ◆ Name, address and telephone number of the employee requesting a hearing.
- ◆ A full and complete statement that specifically and directly articulates how the appointee's Civil Service status was affected under these rules and Chapter 41.08 of the RCW.
- ◆ A full and complete statement of the relief expected from the Commission.
- ◆ A full and complete statement as to how the employee will be hurt if the relief is not given.
- ◆ The Washington State Statute or Civil Service rule (or both) that governs the situation.
- ◆ List of documents, papers, affidavits, etc., which are attached and upon which the employee relies.
- ◆ The date and signature of the employee requesting the hearing.



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**Appendix G: Disciplinary Appeal Request**

**NOTICE OF APPEAL**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for appeal of what decision or action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### REQUEST FOR ADDITIONAL INFORMATION ON MILITARY PREFERENCE PERCENTAGE AND CANDIDATE'S DECLARATION RELATING TO SAME AND PROMOTION

If you are seeking to qualify for and apply a military preference percentage as a candidate for a promotion within civil service with the Spokane Valley Fire Department under Washington law, please provide the following information to the questions and request for information listed below. Attached to this request for additional information on military percentage and for your review and assistance is the link to RCW 41.04.010(3): <http://apps.leg.wa.gov/RCW/default.aspx?cite=41.04> This specific chapter, statute and subsection provides that a veteran who was called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations is entitled to a percentage of 5 percent being added to the passing mark, grade or rating only, based upon a possible rating of one hundred points, to all promotional examinations within civil service until the first promotion only. RCW 41.04.010(4) also provides that all veterans' scoring criteria may be claimed upon release from active service.

1. Have you applied for a civil service promotion in Washington in the past and had a military preference percentage of 5% added to the passing mark, grade, or rating only of promotional examinations, based upon a possible rating of one hundred points, in order to be considered for promotion within civil service?

Answer:

2. Have you received in the past a first promotion within civil service in Washington by adding to the passing mark, grade, or rating only, 5% to the promotional examination?

Answer:

3. If your answer to the question above is in the affirmative, please provide the name of the public employer, public entity, political subdivision or municipal corporation for which you received a first promotion within civil service.

Answer:



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4. Have you been called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations which would entitle you to having 5% added to the passing mark, grade, or rating only, in all promotional examinations until the first promotion within civil service?

Answer:

5. Please provide and attach to the request for information, a valid and legible copy of your DD214, Copy #4 which includes all relevant information including character of discharge.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing information set forth above is true and accurate. I further agree and understand that if I receive a promotion within civil service with the Spokane Valley Fire Department, in part, based upon the answers and/or request for information set forth above and it is later determined that one or more of the answers and/or request for information is untruthful, false, inaccurate, or misleading, the Spokane Valley Fire Department reserves the right, at its sole discretion, to discharge and remove me from my civil service promotion and appointment with the Spokane Valley Fire Department.

---

(Please Print Your Full Name on the line directly above and further provide the date and year)

---

(Please Provide Your Signature on the line directly above as used on your driver's license or other official documents or public records and further provide the date and year executed)