



# Regular Meeting Notice/Agenda

## The Civil Service Commission

9:30 AM – April 21, 2026

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on April 21, 2026, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) to request by 5:00 P.M. the day before the meeting, (Monday, April 20, 2026) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 14 day of April 2026.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Debbie DeCorde at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ddecorde@spokanecity.org](mailto:ddecorde@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



# Agenda

## Regular Meeting of the Civil Service Commission

9:30 AM – April 21, 2026

City Hall – City Council Chambers – Lower Level  
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. March 17, 2026, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
  - a. Classification Actions (pg. 5)
    - i. Resolution 2026-03: SPN 148 Supervisory Web Designer (pg. 7)
    - ii. Resolution 2026-04: SPN 276 Emergency Communications Training & Quality Specialist (pg. 10)
    - iii. Resolution 2026-05: SPN 577 WTE Maintenance Planner (pg. 13)
    - iv. Resolution 2026-06: SPN 275 911 Training & Quality Manager (pg. 15)
5. **OTHER BUSINESS**
  - a. Order Setting Hearing Re: Commission Authority Over Stephen Richmond Appeal (pg. 22)
6. **ADJOURN**

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



# Minutes

## Regular Meeting of the Civil Service Commission

March 17, 2026

### 1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present.

### 2. APPROVAL OF MINUTES

- a. January 20, 2026, Minutes

*MOTION:* Motion to Approve

Hult/Palmerton: Motion passed unanimously

### 3. CHIEF EXAMINER UPDATE

Chief Examiner Myers gave updates on Civil Service.

- a. Civil Service is preparing for the Open Entry Firefighter Recruitment.
- b. Civil Service will be attending more job fairs
- c. Fire Battalion Chief Assessment Center is coming up
- d. Office Clerk Specialist Briana Ruffing promoted. Rachel Ingles, Office Clerk Specialist, has joined the team.

### 4. NEW BUSINESS

- a. Classification Actions

- i. Resolution 2026-01: Fire Information Specialist (pg. 5)

- ii. Resolution 2026-2: Risk Management Analyst (pg. 8)

*MOTION:* Move to adopt both.

Palmerton/Stratton: Motion passed unanimously

- b. 2025 Annual Report Presentation (pg. 11) - Kelsey Myers presented the report.

- c. Order Setting Hearing Re: Commission Authority Over Appeal (pg. 40)

*MOTION:* To review the order.

Palmerton/Stratton: Motion passed unanimously

Discussion:

Commissioner Stephens discussed the procedural background pertaining to the order. Legal advisor Harrington confirmed Commissioner Stephens understanding on the procedure setting the hearing. Commissioner Stephens read the amended order to the meeting attendees. Palmerton clarified the Chief's role in the order.

Local 270 President Joe Cavanaugh approached the dais for comment.

Cavanaugh expressed concerns about the procedural rules regarding hearings



and its impact on all unions. He would like to be involved in all discussions regarding this hearing.

Police Guild President Dave Dunkin approached the dais for comment. Dunkin expressed concerns about the procedural order. The Police Guild had filed a grievance regarding investigative timelines. They have not filed a grievance regarding termination.

**MOTION:** To adopt the amended order setting timeline for briefing and the jurisdictional issue.

Palmerton/Stratton: Motion passed unanimously.

## 5. OTHER BUSINESS

- a. Local 270 President Joe Cavanaugh approached the dais regarding bargaining unit clarification for dispatch related classifications.

## 6. ADJOURN

**MOTION:** Move to adjourn.

Palmerton/Stratton: Motion passed unanimously

Meeting adjourned at 9:52 am.

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



## Item 4a – Resolutions 2026-03, -04, -05, & -06 – Classification Actions

### Background

This month we present two job classifications for adoption, one for deletion, and one for title change and revisions.

**2026-03** SPN 148, the Supervisory Web Designer, is a new classification to expand the City's web design and content delivery team. The Communications and Marketing department and Local 270 concur with this new job class.

SPN   Title

#### **148    Supervisory Web Designer**

**2026-04** SPN 276, the Emergency Communications Training & Quality Specialist, is a new classification in the new Emergency Communications (SUN) department. The department and Local 270 do not concur with the minimum qualifications.

SPN   Title

#### **276    Emergency Communications Training & Quality Specialist**

**2026-05** SPN 577 WTE Maintenance Planner was formerly a single-occupant job classification, and it is no longer in use at the Waste-to-Energy plant; the required work has been absorbed by other appropriate job classifications. The department and Local 270 concur with the deletion.

SPN   Title

#### **577    WTE Maintenance Planner**

**2026-06** We also have a retitle and spec revisions of 275 from 911 Training & Quality Manager to Emergency Communications Training & Quality Manager. This change is to align the department title with the Emergency Communications Director. The department and M&P Association concur with the title change and spec revisions.

SPN   Title

#### **275    Emergency Communications Training & Quality Manager**

## **Recommendation**

Staff recommends adoption of classification resolutions **2026-03, 2026-04, 2026-05, and 2026-06.**

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### **Attachments:**

SPN 148 – Supervisory Web Designer

SPN 276 - Emergency Communications Training & Quality Specialist

SPN 577 – WTE Maintenance Planner

SPN 275 - Emergency Communications Training & Quality Manager

## **SUPERVISORY WEB DESIGNER**

SPN: 148

Bargaining Unit: Local 270

Effective Date: 4/2026

### **Class Summary**

Plans and coordinates the continual development of content for the external City websites, and supervises the City's web design and content creation team. Work requires knowledge of internet concepts, user interface and user experience (UI/UX) principles, and front-end languages such as HTML and CSS. Work also requires the ability to supervise and lead others in the performance of related work. Employee exchanges information regularly with contacts in department and the City. Duties are sedentary to light and performed in an office environment.

### **Class Characteristics**

The Supervisory Web Designer is the lead professional classification in the Web Design series. Positions at this level perform the most complex duties assigned to the series, work independently, and exercise judgment and initiative in developing new policies, procedures, and best practices in UI/UX design. Incumbents in this classification are responsible for supervising and providing technical and functional guidance to others in the series. Assignments are given with general guidelines, and incumbents are responsible for establishing objectives, timelines, and methods. Work is typically reviewed upon completion and as unusual or difficult situations arise.

### **Supervision Received and Exercised**

Receives general direction from assigned management or supervisory staff. Exercises direct supervision of subordinate employees performing related work.

### **Examples of Job Functions**

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Leads user interface and user experience (UI/UX) design strategy for online applications.
- Directs daily operations of subordinate staff to include prioritizing, scheduling, and reviewing work.
- Collaborates with departments to meet web content needs, resolve issues, and establish short- and long-term plans.
- Supervises, trains, and evaluates subordinate employees. Establishes performance requirements, completes annual performance reviews, and recommends discipline as necessary. Makes effective recommendations in hiring processes.
- Trains and mentors new and established Web Designers. Monitors the status of work and recommends appropriate solutions to problems encountered during daily operations. Consults with management or outside subject matter experts for areas of uncertainty.
- Defines design standards based on marketing guidelines and City branding specifications.
- Creates user-centered prototypes and final designs by considering business analysis, customer feedback, and usability findings.
- Oversees the creation and maintenance of reusable design assets to include images, styling definitions, UI/UX components, and style guides.

- Writes and edits online content; proofreads copy to identify grammatical errors and ensure website content is clear and accurate for the intended audience.
- Determines the appropriate placement and style for City web content in accordance with design standards.
- Performs related work as required.

## Competencies

*Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.*

- **Accountability:** Holds self and others accountable for measurable, timely, and cost-effective results. Accepts responsibility for mistakes.
- **Attention to Detail:** Ensures information is complete and accurate.
- **Computer Skills:** Uses specialized graphic, web, and UI design software.
- **Creative Thinking:** Develops new insights into situations and applies innovative solutions and new methods to problems.
- **Customer Service:** Effectively deals with the public and City personnel by reacting to and meeting their needs.
- **Interpersonal Skills:** Establishes and maintains effective working relationships with internal and external contacts.
- **Knowledge Management:** Gather, organize, and maintain information; determine its importance and accuracy; and communicate it by a variety of methods.
- **Leadership:** Influences, motivates, and challenges others, and adapts leadership styles to a variety of situations.
- **Mentoring:** Helps others learn and provides ongoing feedback.
- **Office Technology:** Uses modern equipment and communication tools, including computers and relevant software programs, to complete business functions.
- **Oral Communication:** Makes clear and convincing oral presentations to individuals or groups; listens to others, attends to nonverbal cues, and responds appropriately.
- **Organizational Awareness:** Understands and applies marketing standards and City branding guidelines.
- **Organizing Work:** Organizes work, sets priorities, determines resource requirements, and coordinates with others to accomplish goals.
- **Supervision:** Uses supervisory theories and methods sufficient to be able to perform a variety of supervisory functions. Plans, organizes, and coordinates the work of others. Provides others with clear direction, motivates, and empowers. Provides staff with development opportunities and coaching.
- **Teamwork:** Encourages and facilitates cooperation; works with others to achieve common goals.
- **Technical Competence (Web Design):** Uses knowledge of front-end coding languages such as HTML and CSS, other internet concepts, UI/UX principles, and graphic design. Understands, develops, and evaluates designs based on industry principles and best practices.
- **Written Communication:** Understands the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. Prepares documents to transfer information to audiences with varying levels of technical knowledge.

**Typical Equipment Used**

General office equipment, personal computer, and associated office, graphic design, database, and web development software.

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees must possess the ability to transport a computer laptop from one work location to another.

**Work Environment**

Employees work in a standard office environment with moderate noise levels and controlled temperature conditions. Employees have frequent interaction with others to collaborate in web design and content development.

**Minimum Qualifications**

**Promotional Requirements:**

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- **Experience:** Two years as a Web Designer (SPN 147).

**Appendix**

- Pay Range:
- EEO-4:
- SOC:
- Spec Adopted: 4/2026
- Spec Reviewed:
- Spec Revised:



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## EMERGENCY COMMUNICATIONS TRAINING AND QUALITY SPECIALIST

SPN: 276

Bargaining Unit: Local 270

Effective Date: tbd

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### Class Summary

Responsible for new hire and ongoing training and quality assurance of 911 Emergency Communications Call Takers and Dispatchers. Work is performed under general supervision within the framework of established policies and procedures. Effectively communicates with internal and external stakeholders to obtain and provide accurate information. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

### Class Characteristics

This position executes the Emergency Communications Training and Quality Assurance programs. Is responsible for facilitation and delivery of Emergency Communications training and quality assurance scoring of calls, radio traffic, and system notations. Job responsibilities involve program facilitation of training plans, curriculum and courses of study, and program reporting and records maintenance. The successful candidate will exercise considerable discretion, initiative and independence to accomplish program goals and objectives. Building strong professional relationships and ongoing trust with Dispatchers, Call Takers, Supervisors and other Agency staff is critical to overall program success.

### Supervision Received and Exercised

Duties are performed under general direction, with only occasional instruction or assistance, such as when new or unusual situations arise. Incumbents in this class supervise trainees in addition to leading, training and coaching others.

### Examples of Job Functions

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Conducts quality assurance reviews, administers training, and otherwise support the center's professional development and performance improvement.
- Deliver new hire training utilizing varied delivery methods that prepares all new hires for success following new hire training.
- Conduct quality assurance audits on calls, radio traffic, chats, and systems, ensuring compliance with policies, guidelines, and best practices.
- Executes training and quality programs for Emergency Communications, ensuring compliance with applicable laws, policies, guidelines, and best practices.
- Help respond to open records requests by collecting audio and transcripts.
- Track and analyze staff errors, questions, and needs. Identify trends and work to resolve common quality and training issues.
- Develop staff through training, coaching, and mentoring to improve outcomes.
- Performs related work as required.

### Competencies

Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.

- **Training & Developing Others:** Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Quality Assurance:** The principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements, standards and reliability used to ensure that a project system or product fulfills requirements and standards.
- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work.
- **Leadership:** Influences, motivates, and challenges others; adapts leadership styles to a variety of situations
- **Technical Competence:** Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job.
- **Attention to Detail:** Is thorough when performing work and attending to detail.

### Typical Equipment Used

- Computer with Computer Aided Dispatch (CAD) systems, recording systems, and related software
- Multi-line telephone system
- General Office Equipment

### Physical Demands

While performing the essential functions of the job, the incumbent is regularly required to walk, stand, bend, and sit; use hands to operate a keyboard, grasp, handle, or feel objects; reach with hands and arms above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push, and pull objects up to 20 pounds.

### Work Environment

Work is performed in a normal office environment with little exposure to outdoor temperatures, dirt, and dust. The incumbent's typical working conditions are moderately quiet but may include frequent exposure to computer noise. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

**Minimum Qualifications**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

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- **Education:** Completion of two years of college (90 quarter credit hours or 60 semester credit hours) to include college level English; AND
- **Experience:** Two years of call center training experience OR four years of dispatching experience with a public safety agency.

**Background Check:**

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- All applicants are subject to a thorough background investigation, including but not limited to criminal history and pre-employment drug screening.

**Licenses and Certifications:**

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- Individuals in this classification must obtain and maintain all required certifications in approved emergency communications protocols and software to include: the Washington State Public Safety Telecommunicator certification, Emergency Dispatch certification, ED-Q certification, and ACCESS II certification.

*Note: Certification and training is paid for by the City of Spokane.*

**Appendix**

- Pay Range: Click or tap here to enter text.
- EEO-4: Choose an item.
- SOC: Click or tap here to enter text.
- Spec Adopted: Click or tap here to enter text.
- Spec Reviewed: Click or tap here to enter text.
- Spec Revised: Click or tap here to enter text.

**NATURE OF WORK:**

Performs skilled technical work at the journeyman level in the installation, maintenance and repair of waste-to-energy (WTE) plant mechanical and/or electrical equipment. Duties are varied and require analyzing facts to determine the proper course of action according to standard procedures. No specific checks or controls exist; but, if not detected, errors would cause serious damage to equipment, waste of materials or financial loss and embarrassment to the City. Employee has regular contact with other employees, outside vendors and external service personnel. Work is heavy in nature, performed under occasionally hazardous conditions and requires more than normal attention to avoid injury. Duties may require some evening, weekend, holiday and/or on call work, and employee may be required to respond to emergency calls regarding the breakdown of plant equipment.

**SUPERVISION:**

Employee reports directly to the WTE Plant Manager. Duties are performed under limited supervision by following established procedures. Employee plans and arranges own work, referring only unusual cases to the manager. Responsibilities include planning, scheduling and participating in skilled technical tasks to support maintenance efforts at the plant.

**ESSENTIAL JOB FUNCTIONS:**

Plans and participates in the inspection, preventive maintenance, and repair of plant equipment at the journeyman level or higher.

Diagnoses the cause for equipment failure using charts, graphs or by visual inspection; recommends changes to plant equipment that may improve performance and simplify ongoing maintenance.

Initiates and completes work orders and requisitions, and documents all critical and/or pertinent information; enters data using a Computerized Maintenance Management Software (CMMS) and project management software.

Assists in prioritizing, planning, scheduling, and tracking workforce, material and time requirements for all maintenance activities.

Performs welding and steel fabrication throughout the plant; operates an oxygen and acetylene fuel heating and cutting torch.

Installs and maintains various types of threaded fasteners and retaining rings, piping, tubing and hose-type fluid transfer systems.

Troubleshoots, installs, maintains or repairs the following: chain drive systems, belt drive systems, hydraulic/pneumatic systems, couplings, bearings, pumps, motors, conveyors and valves.

Performs minor tasks requiring rigging and machinist skills; uses shop lathe and milling machine.

Follows standard safety procedures and reports safety and environmental hazards to the shift supervisor; reads, understand and applies information such as lockout/tag-out procedures, safety rules, job hazard analyses, operating and maintenance instructions, and procedure manuals.

Operates hand tools, portable power tools, and other equipment throughout the plant, including industrial forklifts, manlifts and other mobile equipment.

Performs related work as required.

**REQUIREMENTS OF WORK:**

Knowledge of operating principles, interrelationships and common failures of pumps, motors, conveyors, boilers, hydraulic/pneumatic systems and similar industrial equipment used at the WTE plant.

REQUIREMENTS OF WORK (continued):

Knowledge of equipment lubrication and maintenance, tools, materials and resources needed for industrial equipment maintenance and repair, including TIG/MIG welding procedures.

Knowledge of root cause analysis procedures, and skill in identifying the source of failures using information derived from charts, graphs and visual inspection.

Knowledge of occupational hazards and necessary safety precautions required in the operation, maintenance and repair of industrial equipment.

Skill in performing pipe fitting, welding, rigging, machinist, steel fabrication and other related mechanical work.

Skill in performing skilled maintenance and mechanical work using a variety of hand tools, portable power tools and other related resources.

Skill in organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction.

Ability to read and interpret electrical and instrumentation diagrams, hydraulic/pneumatic schematics, piping material specification sheets, welding blueprints and other reference materials.

Ability to identify ASTM and SAE fastener grade markings, thread standards, torque requirements and washer requirements for the specific task at hand.

Ability to keep accurate records and to prepare clear and concise reports, correspondence and other written materials.

Ability to establish and maintain effective working relationships with other employees and/or outside sources.

PHYSICAL REQUIREMENTS:

While performing the essential functions of the job, the incumbent is frequently required to walk, sit, use hands to operate office and field equipment, grasp, handle, or feel objects; reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl in confined spaces for extended periods; and lift or move objects weighing up to 20 pounds. Duties also require the ability to:

- See, with or without corrective lenses, well enough to read fine print such as specifications and drawings, and to detect flaws in industrial equipment at various distances.
- Hear, with or without assistive hearing devices, and speak with sufficient volume to converse on a two-way radio over noise from traffic or other sources.
- Work at heights greater than 4 feet or in confined spaces accessed through standard 12" by 16" passageways.
- Wear personal protective equipment (PPE), including a respirator, for extended periods.

MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Two years of education (90 quarter or 60 semester credit hours) from an accredited college or trade school with major coursework in mechanical/electrical engineering or related technical field; AND four years of experience in the maintenance and repair of industrial mechanical/electrical equipment. An equivalent combination of education, training and experience may also be qualifying.

Promotional Requirements: Four years of experience in the classification of WTE Senior Maintenance Specialist (SPN 579) or WTE Senior E&I Technician (SPN 591).

All applicants must possess a valid driver's license or evidence of equivalent mobility.

## 911 EMERGENCY COMMUNICATIONS TRAINING AND QUALITY MANAGER

SPN: 275

Bargaining Unit: M&P-B

Effective Date: tbd

### Class Summary

Directs, manages, and coordinates training and quality assurance programs for **Emergency Communications 911 Call Takers and Dispatch Agents**. Responsible for establishing policies and procedures, ensuring compliance with state law and industry standards. **Communicates with internal and external sources to obtain or supply factual information**. Effectively communicates with internal and external stakeholders to obtain and provide accurate information that supports the training, quality assurance, and continuous improvement of **Emergency Communications Call Takers, Dispatchers, and Crime Check**. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

### Class Characteristics

This position manages the **911 Call Takers and Dispatch Operations Emergency Communications** training and quality assurance programs. Responsible for developing, implementing, evaluating, and overseeing training programs for new and existing staff, ensuring state law and industry standards such as NENA and APCO are met. Conducts quality assurance audits and oversees quality assurance program to ensure compliance with operational standards. Job responsibilities include new hire, continuous education, and professional development curriculum, program evaluation, records maintenance, and program reporting. Exercises considerable discretion, initiative and independence to accomplish program goals and objectives. Builds strong professional relationships and ongoing trust with staff.

### Supervision Received and Exercised

The incumbent exercises full scope supervision over subordinate professional and support staff.

### Examples of Job Functions

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Program management responsibility for **Emergency Communications** training and quality programs. Develop, implement, evaluate, and oversee ongoing related programs.
- Hires, manages, and mentors training **and quality assurance** staff. Recommends inclusion or removal of mentors from the mentor program as new hires move to independent call taking.
- Develop, implement, evaluate, and maintain a new hire training and mentor program that prepares new hires for success.
- Coordinate with Human Resources for disciplinary actions to include termination of new hire employees who do not successfully complete training.
- Establish policies and procedures in accordance with applicable laws, and industry best practices.
- Conduct quality assurance audits on calls, chats, and systems. Ensuring compliance with policies, and guidelines, **and best practices**.

- Review work conducted by Spokane 911 team by engaging in day-to-day operations of the department.
- Conducts needs assessments to identify training needs and create ongoing training. Implementing and evaluating training effectiveness.
- Track and analyze call data, training records and audit outputs. Identifying trends in issues that impact **citizen's** outcomes and mitigating issues.
- Works with operations to schedule ongoing training for existing **agents staff**. Coordinates outside trainings as necessary.
- Develop staffing through training, coaching, and mentoring to improve **citizen** outcomes.
- Provides input and manages training and quality budgets.
- Participates in public education programs.
- Performs related work as required.

### Competencies

*Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.*

- **Training & Developing Others:** Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Quality Assurance:** The principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements, standards and reliability used to ensure that a project system or product fulfills requirements and standards.
- **Supervision:** Plans, distributes, coordinates, and monitors work assignments of others; evaluates work performance and provides feedback to others on their performance; ensures that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work.
- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- **Leadership:** Influences, motivates, and challenges others; adapts leadership styles to a variety of situations
- **Attention to Detail:** Is thorough when performing work and attending to detail.

### Typical Equipment Used

- Computer with Computer Aided Dispatch (CAD) systems, **recording systems**, and related software
- Multi-line telephone system
- General Office Equipment

**Physical Demands**

While performing the essential functions of the job, the incumbent is regularly required to walk, stand, bend, and sit; use hands to operate a keyboard, grasp, handle, or feel objects; reach with hands and arms above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push, and pull objects up to 20 pounds.

**Work Environment**

Work is performed in a normal office environment with little exposure to outdoor temperatures, dirt, and dust. The incumbent’s typical working conditions are moderately quiet but may include frequent exposure to computer noise. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

**Minimum Qualifications**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

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- **Education:** A bachelor’s degree from an accredited four-year college or university with major course work in business administration, public administration, operations management, psychology, communications or a closely related field; and
- **Experience:** Two years of call center training and quality management experience OR four years of training and quality experience with a public safety agency with supervisory responsibility.

**Promotional Requirements:**

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- **Experience:** Three years in the position of Training & Quality Specialist (SPN: 276)

**Background Check:**

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- All applicants are subject to a thorough background investigation, including but not limited to criminal history **and** pre-employment drug screening, ~~and polygraph.~~

**Licenses and Certifications:**

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- ~~Individuals in this classification are required to obtain the Washington State Public Safety Telecommunicator certification and to maintain the certification throughout employment.~~
- ~~Individuals must obtain ACCESS II certification within the probationary period.~~
- Individuals in this classification must obtain and maintain all required certifications in approved emergency communications protocols and software to include: the Washington State Public Safety Telecommunicator certification, Emergency Dispatch certification, ED-Q certification, and ACCESS II certification.

*Note: Certification and training is paid for by the City of Spokane.*

**Appendix**

- Pay Range: Click or tap here to enter text.
- EEO-4: Choose an item.
- SOC: Click or tap here to enter text.

## **Training and Quality Specialist**

**SPN 277**

- Spec Adopted: Click or tap here to enter text.
- Spec Reviewed: Click or tap here to enter text.
- Spec Revised: Click or tap here to enter text.

## EMERGENCY COMMUNICATIONS TRAINING AND QUALITY MANAGER

SPN: 275

Bargaining Unit: M&P-B

Effective Date: tbd

### Class Summary

Directs, manages, and coordinates training and quality assurance programs for Emergency Communications. Responsible for establishing policies and procedures, ensuring compliance with state law and industry standards. Effectively communicates with internal and external stakeholders to obtain and provide accurate information that supports the training, quality assurance, and continuous improvement of Emergency Communications Call Takers, Dispatchers, and Crime Check. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

### Class Characteristics

This position manages the Emergency Communications training and quality assurance programs. Responsible for developing, implementing, evaluating, and overseeing training programs for new and existing staff, ensuring state law and industry standards such as NENA and APCO are met. Conducts quality assurance audits and oversees quality assurance program to ensure compliance with operational standards. Job responsibilities include new hire, continuous education, and professional development curriculum, program evaluation, records maintenance, and program reporting. Exercises considerable discretion, initiative and independence to accomplish program goals and objectives. Builds strong professional relationships and ongoing trust with staff.

### Supervision Received and Exercised

The incumbent exercises full scope supervision over subordinate professional and support staff.

### Examples of Job Functions

*This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.*

- Program management responsibility for Emergency Communications training and quality programs. Develop, implement, evaluate, and oversee ongoing related programs.
- Hires, manages, and mentors training and quality assurance staff. Recommends inclusion or removal of mentors from the mentor program as new hires move to independent call taking.
- Develop, implement, evaluate, and maintain a new hire training and mentor program that prepares new hires for success.
- Coordinate with Human Resources for disciplinary actions to include termination of new hire employees who do not successfully complete training.
- Establish policies and procedures in accordance with applicable laws, and industry best practices.
- Conduct quality assurance audits on calls, chats, and systems. Ensuring compliance with policies, and guidelines, and best practices.
- Review work conducted by Spokane 911 team by engaging in day-to-day operations of the department.

- Conducts needs assessments to identify training needs and create ongoing training. Implementing and evaluating training effectiveness.
- Track and analyze call data, training records and audit outputs. Identifying trends in issues that impact outcomes and mitigating issues.
- Works with operations to schedule ongoing training for existing staff. Coordinates outside trainings as necessary.
- Develop staffing through training, coaching, and mentoring to improve outcomes.
- Provides input and manages training and quality budgets.
- Participates in public education programs.
- Performs related work as required.

### Competencies

*Competencies are the measurable or observable knowledge, skills, abilities, and other personal characteristics (KSAOs) critical to successful job performance.*

- **Training & Developing Others:** Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Quality Assurance:** The principles, methods, and tools of quality assurance and quality control used to ensure a product fulfills functional requirements, standards and reliability used to ensure that a project system or product fulfills requirements and standards.
- **Supervision:** Plans, distributes, coordinates, and monitors work assignments of others; evaluates work performance and provides feedback to others on their performance; ensures that staff are appropriately selected, utilized, and developed, and that they are treated in a fair and equitable manner.
- **Decision Making:** Makes sound, well-informed, effective, timely, and objective decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.
- **Computer Skills:** Uses computers, software applications, databases, and automated systems to accomplish work.
- **Interpersonal Skills:** Establish and maintain effective working relationships with internal and external contacts. Handle sensitive and stressful situations with tact and diplomacy.
- **Organizational Awareness:** Learn and utilize current knowledge of pertinent local, State, and Federal laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- **Leadership:** Influences, motivates, and challenges others; adapts leadership styles to a variety of situations
- **Attention to Detail:** Is thorough when performing work and attending to detail.

### Typical Equipment Used

- Computer with Computer Aided Dispatch (CAD) systems, recording systems, and related software
- Multi-line telephone system
- General Office Equipment

**Physical Demands**

While performing the essential functions of the job, the incumbent is regularly required to walk, stand, bend, and sit; use hands to operate a keyboard, grasp, handle, or feel objects; reach with hands and arms above the shoulders and below the waist; speak and hear normal speech in person and on the telephone; and lift, carry, push, and pull objects up to 20 pounds.

**Work Environment**

Work is performed in a normal office environment with little exposure to outdoor temperatures, dirt, and dust. The incumbent’s typical working conditions are moderately quiet but may include frequent exposure to computer noise. Duties may include irregular working hours, including some evening, weekend, and/or holiday work.

**Minimum Qualifications**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

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- **Education:** A bachelor’s degree from an accredited four-year college or university with major course work in business administration, public administration, operations management, psychology, communications or a closely related field; and
- **Experience:** Two years of call center training and quality management experience OR four years of training and quality experience with a public safety agency with supervisory responsibility.

**Promotional Requirements:**

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- **Experience:** Three years in the position of Training & Quality Specialist (SPN: 276)

**Background Check:**

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- All applicants are subject to a thorough background investigation, including but not limited to criminal history and pre-employment drug screening.

**Licenses and Certifications:**

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- Individuals in this classification must obtain and maintain all required certifications in approved emergency communications protocols and software to include: the Washington State Public Safety Telecommunicator certification, Emergency Dispatch certification, ED-Q certification, and ACCESS II certification.

*Note: Certification and training is paid for by the City of Spokane.*

**Appendix**

- Pay Range: Click or tap here to enter text.
- EEO-4: Choose an item.
- SOC: Click or tap here to enter text.
- Spec Adopted: Click or tap here to enter text.
- Spec Reviewed: Click or tap here to enter text.
- Spec Revised: Click or tap here to enter text.

ITEM 5A. ORDER HEARING RE: COMMISSION AUTHORITY OVER STEPHEN RICHMOND  
APPEAL

BACKGROUND

On March 17, 2026, and order was signed by the Civil Service Commission to address:

- 1) Whether, pursuant to Article 24(C), Officer Richmond elected to “take up discipline as a grievance”?
- 2) Whether, pursuant to Article 24(C), the Civil Service Commission is precluded from considering Officer Richmond’s Appeal?

The order requested simultaneous initial submissions, simultaneous replies, if any, and simultaneous proposed written orders resolving the issues.

The Commission will render a decision on these issues.

Commission action is required.

Attachments:

1. Signed order (pg. 23)
2. S. Richmond re: Election of Remedies response (pg. 33)
3. City of Spokane brief re: Election of Remedies response (pg. 35)
4. City of Spokane brief re: Election of Remedies, A. Adam in support (pg. 40)
5. City of Spokane Proposed Order re: Election of Remedies (pg. 181)



**ORDER**

In relevant part, Article 24(C) of the "Agreement Between City of Spokane and Spokane Police Guild (2023-2026)" states:

Section C – Right of Appeal.

Permanent employees . . . shall have the right to take up discipline as a grievance, as set forth in Article 5 or as an appeal through the Civil Service Rules and Regulations, but the employee is limited to **one or the other**. (Emphasis added).

Civil Service Commission hereby directs the Parties to address, in writing, the following two (2) issues:

1. **Whether, pursuant to Article 24(C), Officer Richmond elected "to take up discipline as a grievance . . ."?** See 1/13/2026 Notification of Grievance and 1/17/2026 Civil Service Commission Appeal Notification emails, attached.
2. **Whether, pursuant to Article 24(C), the Civil Service Commission is precluded from considering Officer Richmond's Appeal?**

Written submissions must be limited to addressing exclusively these two issues. No other matters will be considered at this juncture.

Written Submissions Schedule:

Simultaneous Initial submissions due: 3/27  
 Simultaneous Replies, if any, due: 4/3  
 Simultaneous Proposed Written Order resolving the instant issues due: 4/10  
 Hearing: 4/21

The Commission will render a decision on these issues following the hearing.  
 Scheduling of any hearing on the merits will be addressed thereafter.  
 Per this Order, the Chief Examiner is authorized to consider requests to extend the time for filing written submissions and the Hearing Date on behalf of the Commission.

Pursuant to the authority granted by the Civil Service Commission on March 17, 2026

Civil Service Commission  
 By Scott A. Stephens 3/17/2026  
 Signature Date  
Scott A. Stephens  
 Type or Print Name  
Commission Chair  
 Title

## Harrington, Margaret

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**From:** SPD Guild President  
**Sent:** Tuesday, January 13, 2026 7:18 PM  
**To:** Scott, Alexander; Yates, Maggie; Adam, Allison  
**Cc:** Erica Nelson; SPD Guild Treasurer; SPD Guild Vice President; SPD Guild Vice President2; SPD Guild Secretary; SPD Guild President  
**Subject:** Step 3 - Article 24 (E)(12) Stephen Richmond

[CAUTION - EXTERNAL EMAIL - Verify Sender]

City Administrator Scott  
Deputy City Administrator Yates,

While we appreciate that Chief Hall acknowledged he had erred in his original claim that the 180 day time line had not lapsed, we are disappointed that he is now months after the fact, claiming a new 180 day time line began in September. The alleged "new" allegations are based on accusations that no longer exist. This is akin to double jeopardy and prosecution based on the fruits of the poisonous tree.

The Guild is moving the City's violation of Article 24 (E)(12) of the CBA to Step 3. The remedy requested by the Guild is that the City follow the language in Article 24 (E)(12), that no findings or sanction be listed for #C25-046, and that Officer Richmond be returned to full duty.

Respectfully,

Dave Dunkin

Dave Dunkin | President | Spokane Police Guild | Cell (208) 819-2750 | [president@SPDGuild.onmicrosoft.com](mailto:president@SPDGuild.onmicrosoft.com)



**SPOKANE  
POLICE GUILD**

Notice: This communication is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential or exempt from disclosure. If you have received it in error, please advise the sender by reply email and immediately delete the message and any attachments without copying and/or disclosing the contents. Thank you.

01/17/26

**Subject: Appeal to Spokane Civil Service Commission – Derivative Discipline, False Statement Allegation is also Time Barred under the Previous Investigative Window**

**(Investigation #C25-046)**

**To the Spokane Civil Service Commission:**

I respectfully submit this appeal challenging the imposition of discipline arising from an alleged “False Statements” allegation asserted in connection with **Investigation C25-046**. The allegation is legally defective because it is wholly derivative of, and inseparable from, original allegations that are **contractually time-barred** under the Collective Bargaining Agreement between the City of Spokane and the Spokane Police Guild.

This issue was brought forth by Spokane Guild President Dave Dunkin to the attention of the City Administrator and Deputy City Administrator on Jan 13, 2026 citing the City’s Violation of Article 24 (E)12 of the CBA to Step 3. Requesting “no findings or sanctions be listed for #C25-046, and that Officer Richmond be returned to full duty” prior to the final decision and adjudication of the Termination by the Officiant (City Administrator). Please see the attached email that is included in this Appeal email.

*The Spokane Civil Service Commission has consistently held that discipline may not be sustained where it depends upon time-barred misconduct, lacks an independently verifiable basis, or is imposed after protected activity in a manner suggesting pretext or retaliation. These principles arise repeatedly in Commission decisions applying RCW 41.12 and the parties’ collective bargaining agreement and are consistent with Washington retaliation jurisprudence.*

## **I. Background**

Investigation C25-046 was initiated on 04/23/25 based on two original allegations (Allegations A and B) asserting violations of Spokane Police Department policy. Those allegations were not completed or disciplined within the **mandatory 180-day disciplinary window** set forth in the Collective Bargaining Agreement, and no valid extension was obtained. As a result, Allegations A and B are time-barred and no longer eligible to serve as a basis for discipline.

**The mandatory 180-day disciplinary window for Allegations A and B that Led to C was on 10/20/25.**

Following an interview conducted on 09/16/25 as part of that same investigation, the Department asserted a third allegation (Allegation C), alleging that I made false statements regarding Allegations A and B.

On **January 5, 2026**, 3 days prior to the Loudermill Hearing and any termination decision, the Chief of Police expressly acknowledged that Allegations A and B were **outside the contractual disciplinary window** and therefore could not lawfully serve as the basis for discipline.

If the Chief of Police is allowed to make a new 180 day discipline window under these pretenses then a contractual time limit is rendered meaningless. Doing so would be viewed as:

1. Contract evasion
2. Improper bootstrapping

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### 3. A violation of just-cause principles

Despite that acknowledgement, the City proceeded to termination based on a third allegation (“Allegation C”), asserting that I made false statements during an interview concerning Allegations A and B. The termination decision was announced at the Loudermill hearing on **January 8, 2026**, and the termination was served on **January 15, 2026**.

The Commission has consistently required that discipline be based on **lawful, timely, and independently verifiable misconduct**. A false statement allegation necessarily requires proof that:

- The statement was false,
- The employee knew it was false,
- The statement was made with intent to deceive, and
- The statement was material.

Here, determining whether any statement was “false” would require the Commission to **re-adjudicate Allegations A and B**, which the City has already acknowledged were **time-barred** under the CBA. Once the disciplinary window expired, those allegations ceased to be legally actionable and could not be revived indirectly.

The Commission has never permitted the City to do indirectly—through recharacterization as dishonesty—what it is contractually prohibited from doing directly. Discipline that depends on expired allegations is invalid as a matter of contract enforcement and fundamental fairness.

#### **SPD Truthfulness Policy – Intent and Materiality**

- Spokane Police Department policy governing truthfulness requires proof that an employee:
  - Knowingly made a false statement,
  - With intent to deceive, and
  - Regarding a **material fact**.
- A statement is material only if it is **objectively significant and independently verifiable**, and not merely a differing recollection, interpretation, or denial of alleged misconduct.
- Where an alleged false statement concerns the officer’s denial or explanation of alleged misconduct that is itself time-barred, **materiality cannot be established without re-adjudicating the underlying allegation**.
- The Commission should find that **intent to deceive cannot be inferred solely from a denial of allegations**, particularly where those allegations are no longer subject to discipline.
- Because Allegation C depends entirely on expired Allegations A and B, the Department failed to establish **material falsity or intent**, as required under SPD policy.

### **II. Allegation C Is Derivative and Cannot Stand Independently**

Allegation C does not arise from a separate incident, independent conduct, or objectively verifiable fact. Rather, it exists **solely because of Allegations A and B** and depends entirely upon their truth or falsity.

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To sustain a false statement allegation, the Department must establish that a statement was knowingly false, made with intent to deceive, and material. Here, determining whether any statement was “false” necessarily requires adjudicating Allegations A and B—allegations that are no longer subject to discipline due to the expiration of the contractual disciplinary window. Under long-standing labor and civil service principles, the Department may not do indirectly what it is prohibited from doing directly. Once Allegations A and B became time-barred, they could not lawfully be re-litigated or revived by re-characterizing the same factual dispute as a charge of dishonesty.

**Washington recognizes and rejects “derivative discipline”**

Under Washington labor law, an employer **may not discipline a secondary charge that requires proof of a time-barred primary charge.**

This is what is commonly referred to as **impermissible bootstrapping.**

Bootstrapping occurs when:

- Allegation C **cannot be proven without proving Allegations A and B**, and
- A and B are barred by contract or statute, and
- The employer attempts to impose discipline anyway by re-labeling the theory (e.g., “dishonesty,” “false statements,” “lack of candor”).

Washington tribunals reject this because it:

- Defeats negotiated finality provisions
- Violates just cause
- Undermines collective bargaining rights protected under RCW 41.56

**Washington decisions draw a sharp distinction between:**

**A. Independent false statements: Statements that can start a new 180 Disciplinary window include the following:**

- ✓ Objectively verifiable
- ✓ Provable without resolving the underlying allegation
- ✓ Discovered later despite due diligence

**B. Derivative false statements: Statements derived statements made from or about previous allegations**

- ✗ Denials or explanations of alleged misconduct
- ✗ Truth depends on whether the underlying allegation is sustained
- ✗ Arise during the same investigation

**III. No New Disciplinary Window Was Triggered**

The Collective Bargaining Agreement measures the disciplinary window from the point at which the Department **knew or reasonably should have known** of the alleged misconduct, however this False Statement’s allegation (Allegation C) fails to independently open a new 180-day disciplinary window because:

**“Time-barred” in Washington means “not available for proof”**

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A critical Washington principle (often misunderstood by agencies): An employer may not rely on time-barred allegations **even as proof elements** for another charge.

So the argument that “we’re not disciplining A and B, only C” fails if:

- A and B must be proven to establish falsity, intent, or materiality.

Washington arbitrators routinely hold that this is **functionally identical to disciplining the expired conduct**.

### **1. Derivative allegations do not reset contractual time limits**

Arbitrators consistently distinguish between:

- **Independent misconduct**, and
- **Derivative misconduct** (misconduct that only exists because of another allegation).

Here, Allegation C (false statements):

- Has **no factual existence independent of Allegations A and B**
- Requires the department to decide whether A and B were true or false
- Collapses entirely if A and B cannot be disciplined or adjudicated

### **2. You cannot prove “false statements” without proving the expired allegations (this is known as legal bootstrapping):**

To discipline for false statements, the Department must prove:

1. A statement was made
2. The statement was false
3. The officer **knew** it was false (intent)

But here:

- Determining falsity requires adjudicating **A and B**
- A and B are **contractually time-barred**
- The contract prohibits discipline based on expired allegations

### **3. The 180-day clock likely began when the interview occurred**

Even if the City claims C is “new,” the clock does **not** start when the Chief labels it “false statements.”

It starts when:

- The statement was made **or**
- The Department reasonably should have known it might be false

If the interview occurred **during the original investigation**, then:

- Allegation C arose **within the same factual investigation**
- The Department had actual notice at that time
- The 180-day window ran concurrently with A and B

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#### 4. Contract purpose: preventing perpetual investigations

The Spokane Police Guild's 180-day provision exists to:

- Prevent endless investigations
- Prevent shifting theories of discipline
- Force diligence by the employer

Allowing C to proceed would:

- Nullify the contract protection
- Allow the Department to wait out the clock
- Then allege "dishonesty" whenever discipline fails

Accordingly, any disciplinary clock applicable to Allegation C ran concurrently with the original investigation and did not create a new or independent 180-day window.

Permitting the Department to open a new disciplinary period under these circumstances would render the contractual time limitation meaningless and defeat its purpose of finality and fairness.

The Commission has consistently enforced disciplinary time limits to prevent precisely this type of procedural end-run.

#### IV. Lack of Just Cause

Discipline lacks just cause where it is untimely, unsupported by substantial evidence, unfairly investigated, disproportionate, unlawfully imposed or imposed in violation of contractual due process protections. Because Allegation C cannot be proven without re-adjudicating time-barred allegations, it fails the just cause standard as a matter of law and policy.

A denial or explanation of allegations—standing alone—does not establish intent to deceive, particularly where the underlying allegations themselves cannot lawfully be adjudicated.

- The Commission applies the established just cause standard requiring that discipline be **timely, reasonable, supported by substantial evidence, and consistent with contractual and due process protections.**
- Discipline based on Allegation C fails the just cause standard where the alleged dishonesty **cannot be proven without adjudicating underlying allegations that are contractually barred from discipline** (Allegations A & B).
- The Commission should find that permitting discipline under these circumstances would allow the Department to **circumvent negotiated time limits and impose discipline without timely notice**, contrary to principles of fundamental fairness and industrial due process.
- Accordingly, the Commission should conclude that **just cause does not exist to support discipline based on Allegation C**, and such discipline must be reversed.

Even if the City tried to argue C is technically "new," Washington's just cause standard still bars it because:

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- **Timeliness** – the employer knew or should have known at the time of the interview
- **Notice** – the officer cannot defend against an allegation that cannot legally be adjudicated
- **Proof** – intent to deceive cannot be inferred from a denial of time-barred conduct
- **Fairness** – discipline cannot rest on allegations the contract declares closed

Washington commissions repeatedly reverse discipline on this basis alone.

This termination fails multiple just-cause elements. Discipline imposed after the City acknowledged the underlying allegations were time-barred is untimely as a matter of law. Further, a denial or explanation given by an employee—without proof of intentional deception—cannot establish dishonesty, particularly where the truth of the underlying allegations cannot lawfully be adjudicated.

The Commission has consistently rejected discipline where intent is inferred rather than proven, or where the charge depends on allegations that the City was no longer authorized to pursue.

#### **V. Retaliatory Context Undermines the Termination Decision**

The timing and circumstances of the termination further undermine just cause. After reviewing the investigative materials provided in advance of the Loudermill hearing, I identified material factual errors and investigative irregularities, including biased questioning and selective enforcement. I submitted administrative complaints raising those concerns prior to the Loudermill hearing. The Chief knew of the complaints first hand and acknowledged by a statement that it appeared I had gone through their investigation with a "Fine tooth comb" reflecting knowledge.

The Guild also grieved the timeline of events as the 180 day discipline window under the CBA Article 24 (E)(12) had expired on Allegations A & B.

At the Loudermill hearing, despite being advised by Guild counsel that just cause was not met—and despite the Chief's prior acknowledgment that Allegations A and B were time-barred—the City proceeded with termination on sole derivative Allegation C.

The Commission has long recognized that discipline imposed after protected activity warrants heightened scrutiny, particularly where the asserted basis for termination is procedurally or legally defective.

#### **References / Legal Support**

- **CBA Articles:**
  - 24.3 – 180-day disciplinary window (time-barred allegations cannot serve as a basis)
  - 24.5 – Protected grievance and complaint procedures
  - 25 – Just cause requirement for discipline
- **RCW:**

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- o 41.12.070 – Civil Service requires just cause and procedural fairness
- o 49.60.210 – Retaliation prohibited for asserting rights or filing complaints

**Relief Requested:**

For these reasons, I respectfully request that the Spokane Civil Service Commission:

1. **Accept jurisdiction over this appeal pursuant to RCW 41.12;**
2. **Reverse and dismiss the termination and the associated false statement allegation with prejudice;**
3. **Order removal of all references to Investigation C25-046 and related discipline from my personnel and internal affairs records;**
4. **Make me whole for all lost wages, benefits, seniority, and other employment-related losses; and**
5. **Find that the Spokane Police Department Sanction of Termination was Unlawful and in breach of Contract with the Spokane Police Collective Bargaining Agreement.**
6. **Either prepare a Memorandum or if allowed make the Chief of Police put out a All Police Email apologizing for punitive actions taken against me, acknowledging it was an unlawful termination that was in breach of the Guild Contract and that no sanctions or discipline has been imposed and Officer S. Richmond #1391 is reinstated at this time to remove stigma or reputational harm.**
7. **Grant such other relief as the Commission deems just and proper.**

This appeal presents a narrow but critical contractual and legal issue: whether a time-barred investigation may be resurrected through a derivative allegation of dishonesty. Under the Collective Bargaining Agreement, Spokane Civil Service precedent, and fundamental just-cause principles, it may not.

Respectfully submitted,



**Stephen Richmond**  
Spokane Police Department  
Appellant

01/17/26

## TIMELINE

<b>Date</b>	<b>Event</b>	<b>Relevance</b>
<b>04/23/25</b>	Investigation opened	Original Investigation start
<b>09/16/2025</b>	Allegation C issued (False Statements regarding Allegations A & B)	Allegation C created; derivative of A & B time-barred misconduct
<b>10/20/25</b>	Allegation A & B became Time Barred by 180 day CBA rule	A & B time Barred by CBA
<b>12/08/2025</b>	Investigation findings provided to Appellant	Employee begins preparation for Loudermill; protected activity forthcoming
<b>12/22/25 - 01/05/26</b>	Employee submits administrative complaints to Ombudsman and CJTC documenting: - Factual errors in investigation - Supervisor misconduct (biased/leading interviews) - Selective enforcement of another officer's 4th Amendment violation	Protected activity under RCW 49.60.210, RCW 41.12, and CBA rights (Art. 24.5)
<b>01/05/2026</b>	Chief formally acknowledges Allegations A & B were outside 180-day disciplinary window	Confirms derivative nature of Allegation C and absence of lawful basis for discipline
<b>01/08/2026</b>	Loudermill hearing – Chief proceeds with termination recommendation despite: - Guild attorney asserting just cause not met - Evidence of investigation errors and pretext	Adverse action decision occurs immediately after protected activity and formal acknowledgment of time-bar
<b>01/15/2026</b>	Termination served to Appellant	Adverse action implemented; triggers Civil Service review

**From:** [Stephen Richmond](#)  
**To:** [Myers, Kelsey](#)  
**Cc:** [SPD Guild President](#)  
**Subject:** Re: SPD C25-046 Civil Service Appeal 04/21/26, Final Argument Documents/Exhibits/Cross Examination List.  
**Date:** Monday, March 16, 2026 4:42:22 PM  
**Attachments:** [image001.png](#)

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**[CAUTION - EXTERNAL EMAIL - Verify Sender]**

Kelsey,

I want to clarify the status of the grievance referenced by the City and how it relates to my Civil Service appeal.

I did not authorize the Spokane Police Guild to file a grievance challenging my termination as a substitute for, or election of, arbitration in lieu of a Civil Service appeal.

The grievance referenced by the City appears to be the continuation of a grievance previously filed by Guild President Dunkin on December 10, 2025 under Article 24(E)(12). This was continuation of a Formal Grievance noted as, Step 3 of Guild President Dunkin's Formal Complaint, the Step 1 and 2 which predated my termination and concerned issues that had been exchanged between the Guild and Chief Hall prior to the termination decision. As I understand it, the Step 3 submission to the City Administrator and Deputy City Administrator was simply the continuation of that preexisting grievance process and was not intended to challenge the termination decision itself.

Because the grievance originated before the termination decision and did not specifically contest the termination, it should not be interpreted as my election of arbitration or waiver of my right to appeal under Section C – Right to Appeal of the Collective Bargaining Agreement.

After receiving notice of termination, I timely exercised my right to file a Civil Service appeal. At that time, the Guild had indicated that it had not yet decided whether it would pursue a grievance related to the termination, and no such grievance was filed on my behalf contesting the termination decision.

Following further discussion with the Guild, I made the decision to pursue the Civil Service appeal as my sole avenue of review.

For clarity, I have not elected arbitration in lieu of my Civil Service appeal, and I have not authorized any grievance to be pursued as a challenge to the termination decision itself.

This is the City's attempt to use a continued argument by the Guild and contractual disagreement that started prior to the Termination as a way to undermine my right to Appeal through Civil Service.

Civil Service Appeal Rights come from a Statute, A termination appeal before the commission is therefore not simply a contractual right—it is a statutory administrative remedy.

If my Appeal is denied, this would violate my Civil Service Due Process Rights.

Washington courts recognize that a union and an individual employee are separate legal

actors.

When a Collective Bargaining Agreement provides two potential review processes—such as:

- Civil Service appeal, or
- Grievance/arbitration

courts typically require a clear election before one remedy replaces the other.

In other words, the City generally must show:

- You knowingly chose arbitration, and
- That choice waived the civil service appeal.

If the grievance was simply continued by the union, that often does not qualify as the employee's election.

A union may file grievances to enforce contract provisions, but that does not necessarily mean the employee has waived statutory rights.

Please confirm that the City recognizes that my Civil Service appeal remains valid and that the previously referenced grievance was not intended to constitute an election of remedies under the Collective Bargaining Agreement.

Thank you,

Stephen Richmond

|

BEFORE THE CIVIL SERVICE COMMISSION  
CITY OF SPOKANE

STEPHEN RICHMOND,

Petitioner,

v.

CITY OF SPOKANE,

Respondent.

CITY OF SPOKANE'S BRIEF RE  
ELECTION OF REMEDIES

**I. INTRODUCTION**

This brief addresses whether the Civil Service Commission (the "Commission") has authority, pursuant to Article 24(C) of the Collective Bargaining Agreement ("CBA") (*see* Adam Declaration ("Adam Decl."), Ex. 1), to hear former Officer Stephen Richmond's appeal of his termination by the Spokane Police Department. For the reasons discussed herein, the City is of the opinion that the Commission retains such authority, and does not object to Officer Richmond's election to dispute his termination in this forum, rather than via grievance arbitration pursuant to Article 5 of the CBA.

**II. ISSUES**

1. Whether, pursuant to Article 24(C), Officer Richmond elected "to take up discipline as a grievance . . ."? **No.**
2. Whether, pursuant to Article 24(C), the Civil Service Commission is precluded from considering Officer Richmond's Appeal? **No.**

**III. ARGUMENT**

**A. Issue One: Whether Officer Richmond Elected to Take Up Discipline as a Grievance**

Article 24(C) requires an election of remedies, as follows:

CITY OF SPOKANE'S BRIEF RE ELECTION OF  
REMEDIES - 1

SUMMIT LAW GROUP, PLLC  
315 FIFTH AVENUE SOUTH, SUITE 1000  
SEATTLE, WASHINGTON 98104-2682  
Telephone: (206) 676-7000  
Fax: (206) 676-7001

Permanent employees (completed probation) shall have the right to take up discipline as a grievance, as set forth in Article 5 or as an appeal through the Civil Service Rules and Regulations, but the employee is limited to one or the other.

Adam Decl., Ex. 1. But neither Article 24 nor Article 5 defines when the election of remedies contemplated in Article 24(C) becomes binding. Article 24 is silent on the issue. But Article 5 establishes a multi-step grievance process culminating in final and binding arbitration. Pursuant to this structure, a grievance is not a single act, but a progressive adjudicatory pathway, which is not complete until referral to arbitration.

Given that framework, the timeline here is critical:

- Dec. 4 & 8, 2025: The Guild and employer discussed, via email, the employer’s investigation and proposed discipline of Off. Richmond. *See*, Adam Decl., Ex. 2.
- Dec. 10, 2025: Step 1 grievance letter (“Grievance”) filed. *See, id.*
- Dec. 23, 2025: Step 2 response issued. *See, id.*
- Jan. 13, 2026: Step 3 grievance letter submitted. *See, id.*
- January 17, 2026: Civil Service appeal initiated. *See* Adam Decl., Ex. 4.
- Feb. 2, 2026: Step 4 response issued. *See*, Adam Decl., Exs. 2-3.
- March 17, 2026: During the March 17, 2026, Civil Service Commission meeting, Guild President Dave Dunkin approached the dais and addressed the Commission. Among other things, he represented to the Commission that the Grievance predated the final termination decision, was not related to the separation specifically,<sup>1</sup> and in any event, the Guild had dropped the Grievance at Step 4. Adam Decl., ¶ 9.

This record demonstrates that although the grievance process was initiated and advanced through intermediate steps, it was not pursued to arbitration, the only stage at which a decision presumptively becomes “final and binding” under the CBA.

Importantly, Officer Richmond initiated his Civil Service appeal while the grievance process was still ongoing, before referral of the Grievance to arbitration, and before any final

---

<sup>1</sup> The City does not agree with this characterization concerning the substance of the Grievance, and notes that the Guild’s request, at Step 1, that “no findings or sanction be listed for #C25-046, and that Officer Richmond be returned to full duty,” directly challenges the City’s election to terminate Off. Richmond.

adjudication on the merits occurred. Moreover, the Guild's decision to withdraw the Grievance at Step 4, before referral to arbitration, confirms that the Article 5 process was abandoned prior to final resolution. Under these circumstances, the grievance process cannot be said to have been the clearly elected forum within the meaning of Article 24(C).

**B. Issue Two: Whether Article 24(C) Precludes Commission Review**

Article 24(C) must be read in conjunction with Article 5's structure. Taken together, the Article 24(C)'s "one or the other" and Article 5's "final and binding" language operate to prevent duplicative or inconsistent final adjudications. But here, no such concerns are present since:

- The grievance process has not resulted in a final or binding decision (or even a referral to arbitration);
- The Guild has not invoked arbitration (and indeed, has expressly disclaimed its intent or right to seek arbitration of the Grievance); and
- The Grievance is effectively dormant or abandoned at Step 4.

Under the circumstances here, a reasonable interpretation of the CBA is that, while Article 24(C) bars dual *final* adjudication of an employee's dispute of discipline, it need not preclude parallel *preliminary* steps. Once Officer Richmond referred his claims to Civil Service appeal and elected not to advance the Grievance to arbitration, the Civil Service forum became the operative and exclusive avenue for review under Article 24(C).

**IV. CONCLUSION**

In light of the foregoing, the City is of the opinion that Article 24(C) does not preclude the Commission from exercising jurisdiction where, as here, the grievance process was commenced, but abandoned before referral to arbitration and before any final and binding decision on the merits. Accordingly, the Commission retains authority to hear and decide Officer Richmond's appeal.

DATED this 6<sup>th</sup> day of April, 2026.

Respectfully submitted,  
SUMMIT LAW GROUP, PLLC  
*Attorney for City of Spokane*

By s/Britaney R. Garrett  
Britaney R. Garrett, WSBA #48607  
[britaneyg@summitlaw.com](mailto:britaneyg@summitlaw.com)

**CERTIFICATE OF SERVICE**

I hereby certify that on this day I caused the foregoing document entitled *City of Spokane's Brief re Election of Remedies* to be served upon the following:

Kelsey Myers  
*Chief Examiner*  
Civil Service Commission  
[kmyers@spokanecity.org](mailto:kmyers@spokanecity.org)  
**(Via E-Mail)**

Stephen Richmond  
*Petitioner*  
[strichmondii@gmail.com](mailto:strichmondii@gmail.com)  
**(Via E-Mail)**

Allison Adam  
*Director of Human Resources*  
City of Spokane  
[aadam@spokanecity.org](mailto:aadam@spokanecity.org)  
**(Via E-Mail)**

DATED this 6<sup>th</sup> day of April 2026.

s/Kenya Owens

Kenya Owens, Legal Assistant

BEFORE THE CIVIL SERVICE COMMISSION  
CITY OF SPOKANE

STEPHEN RICHMOND,

Petitioner,

v.

CITY OF SPOKANE,

Respondent.

DECLARATION OF ALLISON ADAM  
IN SUPPORT OF CITY OF SPOKANE'S  
BRIEF RE ELECTION OF REMEDIES

I, Allison Adam, declare as follows:

1. I am Director of Human Resources for the City of Spokane (the "City"). In that capacity, I represent the City on employee discipline, grievance, and Civil Service Appeal issues, have knowledge of the same.

2. The City and the Spokane Police Guild ("Guild") are parties to a collective bargaining agreement ("CBA"), for calendar years 2023-26. A true and correct copy of the CBA is attached hereto as **Exhibit 1**.

3. Following an internal affairs investigation involving former City police officer Stephen Richmond, the Guild raised concerns with the City's investigation and proposed discipline on or about December 4, 2025.

4. Thereafter, on December 10, 2025, the Guild submitted Step 1 grievance letter to the City.

5. The City responded with a Step 2 response on December 23, 2025.

6. Thereafter, on January 13, 2026, the Guild submitted a Step 3 grievance letter to the City.

7. The City responded with a Step 4 response on February 2, 2026.

8. A true and correct copy of email correspondence between the City and the Guild related to Richmond, including the Guild's December 2025 concerns, and the parties' Step 1-3 grievance responses, is attached hereto as **Exhibit 2**. A true and correct copy of the City's Step 4 grievance response is attached hereto as **Exhibit 3**.

9. The Guild did not formally or informally respond to the City's Step 4 response, did not escalate its grievance to Step 5, has not referred the grievance for arbitration. During a March 17, 2026, Civil Service Commission meeting, Guild President Dave Dunkin addressed the Commission and representatives of the City and clarified that the Guild had dropped the Richmond grievance at Step 4 of the grievance procedure outlined in the CBA.

10. Meanwhile, on January 17, 2026, Richmond notified the Civil Service Commission that he was appealing the City's decision to terminate him. A true and correct copy of Richmond's notice of appeal is attached as **Exhibit 4**.

I declare under penalty of perjury under the laws of the State of Washington that foregoing is true and correct.

DATED this 6<sup>th</sup> day of April 2026.

/s/ Allison Adam  
Allison Adam

# EXHIBIT 1

**SPECIAL MEETING NOTICE/AGENDA OF THE  
SPOKANE CITY COUNCIL**

**MEETING OF THURSDAY, JUNE 29, 2023  
1:30 P.M.**

A special meeting of the Spokane City Council will be held at **1:30 p.m. on Thursday, June 29, 2023**, in City Council Chambers – Lower Level, City Hall, 808 W. Spokane Falls Blvd., Spokane, Washington. The purpose of the special meeting is to hold a study session followed by a Special Legislative Session to consider the agreements and resolution listed below.

The study session portion of the meeting will be conducted in a study session format and will be open to the public both virtually and in person. No legislative action will be taken. No public testimony will be taken, and discussion will be limited to appropriate officials and staff.

Public Testimony will be taken at the Special Legislative Session. Members of the public can sign up to testify between 12:30 p.m. – 1:30 p.m. outside of Council Chambers or online at <https://forms.gle/rFKk4Z5Yk13gsQ668>.

The public is encouraged to attend in person, or to tune in at [my.spokanecity.org/citycable5/live](http://my.spokanecity.org/citycable5/live) or [www.facebook.com/spokanecitycouncil](http://www.facebook.com/spokanecitycouncil) or by calling 1-408-418-9388; access code 2482 197 1593.

**Executive Session**

At any time during or after the study session or Special Legislative Session, the City Council may choose to adjourn into Executive Session for the purpose of discussing privileged legal matters. This portion of the meeting would be closed to the public pursuant to RCW 42.30.110.

**STUDY SESSION**

**Agenda:**

Contract agreement between City of Spokane and Phoenix Counseling Services  
– Howard Delaney (5 min)

Interim City Attorney Resolution – Council President Beggs & Council Member  
Zappone (15 min)

Discussion on Regional Homeless Authority – Council President Beggs &  
Council Member Bingle (20 min)

ARPA Update – Matt Boston (10 min)

## SPECIAL LEGISLATIVE SESSION

Roll Call

### CONSENT AGENDA Reports, Contracts and Claims

- OPR 2023-0654 Agreement between City of Spokane and Spokane Police Guild (2023-2026).
- OPR 2023-0658 Personal Services Agreement between City of Spokane and Phoenix Counseling Services, LLC (Spokane) for domestic violence screening, treatment assessment, and treatment from May 1, 2023, through April 30, 2024-\$192,000 (plus applicable tax).

### LEGISLATIVE AGENDA

- RES 2023-0051 Stating the Spokane City Council's position on the appointment of the current candidate serving in an interim capacity as the Interim City Attorney.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.



Breean Beggs  
Council President

Terri Pfister  
Terri Pfister (Jun 28, 2023 12:23 PDT)

Terri L. Pfister  
Spokane City Clerk



**Agenda Sheet for City Council Meeting of:**

06/29/2023

<b>Date Rec'd</b>	6/22/2023
<b>Clerk's File #</b>	OPR 2023-0654
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	CITY ATTORNEY
<b>Contact Name/Phone</b>	MIKE PICCOLO 6237
<b>Contact E-Mail</b>	MPICCOLO@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Contract Item
<b>Agenda Item Name</b>	0500 - AGREEMENT BETWEEN CITY OF SPOKANE AND SPOKANE POLICE GUILD 2023-2026

**Agenda Wording**

Agreement between City of Spokane and Spokane Police Guild (2023-2026)

**Summary (Background)**

The City and the Police Guild entered into a one-year collective bargaining agreement for 2023 after the prior CBA term was completed. The parties have negotiated a four-year agreement for 2023 through 2026. The finance provisions of the CBA include increases in wages in the amounts of 5% for 2023, 7% for 2024, 7% for 2025 and between 3.5% and 7% based on CPI for 2026. Other financial elements of the CBA include increase in wages for additional education and special events and bar patrol.

Lease? NO Grant related? NO Public Works? NO

**Fiscal Impact**

Select	\$	#
Select	\$	#
Select	\$	#
Select	\$	#

**Budget Account**

**Approvals**

<b>Dept Head</b>	PICCOLO, MIKE
<b>Division Director</b>	
<b>Finance</b>	WALLACE, TONYA
<b>Legal</b>	HARRINGTON, MARGARET
<b>For the Mayor</b>	SMITHSON, LYNDEN

**Council Notifications**

<b>Study Session\Other</b>	PIES 06/26/2023
<b>Council Sponsor</b>	CP Beggs & CM Cathcart
<b>Distribution List</b>	mpiccolo@spokanecity.org
	dmoos@spokanecity.org
<b>Additional Approvals</b>	jquick@spokanecity.org
<b>Purchasing</b>	accountingpayroll@spokanecity.org

## Committee Agenda Sheet

### Public Infrastructure, Environment & Sustainability Committee

<b>Submitting Department</b>	Legal Department
<b>Contact Name</b>	Mike Piccolo
<b>Contact Email &amp; Phone</b>	mpiccolo@spokanecity.org/625-6237
<b>Council Sponsor(s)</b>	Council President Beggs and Council Member Cathcart
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 5
<b>Agenda Item Name</b>	Agreement between City of Spokane and Spokane Police Guild (2023-2026)
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	The City and the Police Guild entered into a one-year collective bargaining agreement for 2023 after the prior CBA term was completed. The parties have negotiated a four-year agreement for 2023 through 2026. The finance provisions of the CBA include increases in wages in the amounts of 5% for 2023, 7% for 2024, 7% for 2025 and between 3.5% and 7% based on CPI for 2026. Other financial elements of the CBA include increase in wages for additional education and special events and bar patrol. The CBA also includes amendments to provisions relating to the Office of Police Ombudsman among other provisions.
<b>Proposed Council Action</b>	Approve at the June 29, 2023 special council meeting.
<b>Fiscal Impact</b>	
Total Cost: <span style="background-color: yellow;">Click or tap here to enter text.</span>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring Specify funding source: <span style="background-color: lightgray;">Click or tap here to enter text.</span>	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities?	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?	

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

TA June 2023

**AGREEMENT**

**between**

**CITY OF SPOKANE**

**and**

**SPOKANE POLICE GUILD**

**(~~2017-2021~~2023-2026)**

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## **PREAMBLE**

This Agreement entered into by the City of Spokane, Washington, hereinafter referred to as the City and the Spokane Police Guild, hereinafter referred to as the Guild, has as its purpose the promotion of harmonious relations between the City and the Guild and the establishment of an equitable and peaceful procedure for the resolution of differences.

## **EMBODIMENT**

The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement, each voluntarily and unqualifiedly waive the right, and each agree that the other shall not be obligated to bargain collectively with respect to any known subject or matter not specifically referred to or covered in this Agreement.

## **LABOR MANAGEMENT MEETINGS**

It is mutually agreed that the City Management and the Police Guild shall work together individually and collectively to provide the public with efficient and courteous service, to encourage good attendance of employees and to promote a climate of labor relations that will aid in achieving a high level of efficiency in the Spokane Police Department.

## **ARTICLE 1 – RECOGNITION**

The City recognizes the Guild as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all of its commissioned police employees with the exception of the Chief of Police, Assistant Police Chiefs, Majors, Directors, Captains, and Lieutenants.

## **ARTICLE 2 - CONDITIONS AND DURATION OF AGREEMENT – TERMINATION**

This Agreement shall be in effect as of the first day of January ~~2017-2023~~ and shall remain in full force and effect through the thirty-first day of December ~~2024~~2026.

This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph. In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than thirty (30) days prior to the desired termination date, which date shall not be before the expiration of this contract.

## **ARTICLE 3 - EMPLOYER RESPONSIBILITIES**

Management Rights - The Guild recognizes the City's rights concerned with efficient management and operation of the department are exclusively that of the City Police Department Administration unless otherwise provided through the terms of this Agreement or by operation of RCW 41.56. In addition, management has the right to assign work within the bargaining unit and to determine the number of personnel to be assigned at any time and to perform all of the functions not otherwise expressly limited by this Agreement or applicable law.

The Guild recognizes that an area of responsibility must be reserved to management if it is to function effectively. In recognition of this principle, it is agreed that the following responsibilities are not subject to collective bargaining and are management responsibilities of the City. Unless specifically modified by sections in this Agreement, management retains the exclusive right to:

1. Determine the management of the organization, and the selection, retention, and promotion for occupations not within the scope of this Agreement.
2. Direct employees of the bargaining unit in the performance of their official duties.
3. To hire, assign, transfer and evaluate employees in positions in the bargaining unit; provided that disciplinary transfers must be for just cause; and to suspend, demote, discharge, or take other disciplinary action against such employees for just cause.

4. To determine the methods, means and equipment by which departmental operations are to be conducted, provided that this section shall not extend to assigning work outside of the bargaining unit.

5. To take whatever actions may be necessary to carry out police functions in emergency situations.

6. To determine the necessity of overtime and the amount thereof, provided that the City shall pay for all time worked.

7. To maintain efficiency of government operations entrusted to management.

8. To assign employees to specific jobs, determine job content and/or duties and to consolidate jobs within the bargaining unit.

9. To lay off employees in accordance with current Civil Service Rules.

The above listing of specific management rights is not intended nor shall be considered restrictive or, act as a waiver of any rights of the City not listed herein. Such inherent management responsibilities are not subject to arbitration and shall remain exclusively with the City except as they may be shared with the Guild by specific provisions of the Agreement.

#### **ARTICLE 4 – CHECKOFF**

The City agrees to deduct the Guild membership initiation fee, assessments, and, once each month, Guild dues from the pay of those employees who individually request in writing that such deduction be made. The type of deduction cards to be used shall be certified to the City by the Treasurer of the Guild.

#### **ARTICLE 5 - GRIEVANCE PROCEDURE - PERMANENT UMPIRE**

##### **Section A - Grievance Procedure Steps**

1. Any grievance or dispute which may arise between parties concerning the application, meaning, or interpretation of this Agreement, shall be settled in the manner prescribed by this grievance procedure.

2. A "Grievance" is defined as a claim or dispute by an employee, group of employees, or authorized Guild representatives concerning the interpretation or application of the provisions of this

Agreement. Nothing in this procedure shall prohibit an employee from discussing a complaint directly with his supervisor or department head without representation by the Guild as provided by State Law.

3. Should a subject for claim or dispute arise, there shall be no stoppage of work by employees, but an earnest effort shall be made to settle such claims or disputes promptly and in the manner hereinafter outlined. Prior to initiating a written grievance, an employee shall attempt to resolve the matter with his/her supervisor, or in their absence, with the next person in the chain of command.

### **Step 1**

A grievance may be presented to the Police Chief or designee by a Guild Executive Board Officer or designee within twenty-eight (28) calendar days of the alleged occurrence, in writing, setting forth:

- a. The nature of the grievance;
- b. A statement of the facts upon which the grievance is based;
- c. The provisions of the Agreement allegedly violated, and;
- d. A statement of the relief desired.

### **Step 2**

The Police Chief or designee shall attempt to settle the grievance within twenty-one (21) calendar days after it has been presented.

### **Step 3**

If the grievance is not settled by the Police Chief within the time allowed, it may be presented to the City Administrator, with a copy to the Human Resources Department, by a Guild Executive Board Officer or designee within twenty-one (21) calendar days of the Police Chief's response or the expiration of the time limit in step 2.

### **Step 4**

The City Administrator shall have twenty-one (21) calendar days to review the grievance. If the City Administrator does not respond or otherwise settle the grievance within the twenty-one day period,

the grievance may be advanced to step 5 within twenty-one (21) days of the Step 3 response or, if not received within the allotted time period, the date the response was due.

### **Step 5**

If the grievance is not settled at Step 4, the dispute will be referred to the negotiating committee of both parties. The two committees shall meet within fourteen (14) calendar days to consider the dispute. At that meeting, all pertinent facts and information will be reviewed in an effort to resolve the matter through conciliation. If no satisfactory solution is reached in this step, the matter may be submitted to arbitration within twenty-eight (28) calendar days of the conciliation meeting.

### **Section B - Arbitration**

For all grievances not subject to RCW 41.58.070), the parties shall attempt to select an arbitrator by mutual agreement. If the parties have been unable to select an arbitrator within ten (10) days, the Arbitrator shall be selected from a list of names of seven arbitrators obtained from the Federal Mediation and Conciliation Service, using the alternate strike method within ten days of receipt of the list. Once both parties have had three strikes, the remaining arbitrator on the list shall hear the case. The arbitrator shall conduct the arbitration within six months of the appointment unless otherwise agreed by the parties. The decision of the arbitrator shall be final and binding on the parties. For grievances subject to RCW 41.58.070, the arbitrator shall be assigned by PERC pursuant to the process established by RCW 41.58.070.

1. The Arbitrator shall make his/her own rules of procedure. The Arbitrator shall have no authority to amend, alter, or modify this Agreement or its terms and shall limit his/her decision solely to the interpretation and application of this Agreement.
2. Each grievance or dispute will be submitted separately except when the City and the Police Guild mutually agree to have more than one grievance or dispute submitted to the Arbitrator.
3. The City and the Police Guild shall bear the expense of the Arbitrator and related stenographic expenses on an equal basis.
4. Each party shall bear the costs of their own attorney(s) unless the City either fails to abide by an Arbitration award thereby requiring the Guild to seek judicial enforcement or appeals the same into the courts. In such an event, this provision shall have no force and effect retroactive to the

Spokane Police Guild Agreement  
2017-2021~~2023-2026~~

initiation of the grievance procedure.

5. The decision of the Arbitrator shall be issued within thirty (30) days of the close of the hearing and scheduled receipt of any post-hearing briefs.

### **Section C - Time Limits**

Time limits may be extended by mutual written agreement. Except as otherwise provided herein, if the City fails to comply with any of the above time limits, the matter will be settled in favor of the Guild's last requested remedy. If the aggrieved/Guild fails to comply with any of the above time limits, the grievance is dropped and the City's position sustained. While forfeiture under this clause will finally resolve the matter in dispute, it will not establish a precedent between the parties on issues of contractual interpretation. There shall be no interruption of work while grievances are being resolved.

## **ARTICLE 6 - CITY SECURITY**

### **Section A**

The Guild and the Police Officers agree that during the life of this Agreement they will not cause, encourage, participate in, or support any strike against management or any slowdown or other interruption of or interference with the normal work routine of any law enforcement activities or agencies.

### **Section B**

Violation of any provision of this Article by the Guild shall be cause for the City terminating this Agreement upon the giving of written notice to this effect to the President of the Guild in addition to whatever other remedies may be available to the City at law or in equity.

### **Section C**

Violation of any of the provisions of this Article by any Police Officer shall be cause for the immediate discharge of that officer. Except as otherwise provided by law, no Police Officer shall receive any portion of his or her salary while engaging in activity in violation of this Article.

### **Section D**

In the event of a strike, work stoppage, or interference with the operation of the Police Department, the President of the Guild shall within twenty-four (24) hours publicly disavow such strike or work stoppage

and request the employees return to work and attempt to bring about prompt resumption of normal operation. Such request shall be made in writing with a copy of such written request supplied to the City. The Guild shall notify the City within twenty-four (24) hours after the commencement of such work interruption as to the measures taken to comply with the provisions of this Article.

### **Section E**

In the event the provisions of this Article are not complied with, the City may proceed directly to court in order to obtain any and all possible judicial relief, as well as pursuing whatever remedies are available under this Agreement.

### **Section F**

The City agrees that there shall be no lockout of Police Department employees under any circumstances.

## **ARTICLE 7 – HOLIDAYS**

### **Section A**

The following holidays shall be recognized by permanent employees on the days established by the City for that holiday, except that patrol employees shall observe the actual holiday on New Years, Independence Day, and Christmas Day.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Friday after Thanksgiving Day
7. Christmas Day
8. ~~Forty hours of Six~~ Floating Holidays accrued at ten (10) hours per holiday

9. Any day that is designated as a legal holiday by the State Legislature or by a state official who has been granted legal authority to declare such a holiday.

The floating holidays shall be taken at a time mutually agreeable by the employee and the Police Chief within the policy established for this holiday and may be utilized by the hour.

Current employees will be credited with all floating holidays on January 1 of the respective calendar year. New hires credit of floating holidays shall be prorated based upon fifteen hours per each quarter of the year. New hires hired between January 1 - March 31 shall receive 60 hours, between April 1 – June 30 shall receive 45 hours, between July 1- September 30 shall receive 30 hours, and between October 1- December 31 shall receive 15 hours, which shall be credited on the date of hire.

When a holiday falls on an employee's regular day off, the employee will receive compensatory time or pay for that day. An employee on approved paid leave shall be eligible for holiday pay. When a holiday falls during an employee's regular vacation period, that day will not be charged against the employee's vacation. The manner of compensation will be determined by the Chief of Police.

Those members of the bargaining unit who are normally scheduled to work ~~four ten hour shifts per week but are released from work on a normally scheduled work on a~~ day in observance of any of the ~~eight~~seven specifically designated holidays, will be granted ~~40 hours of~~ holiday pay consistent with their normally scheduled hours. ~~In such situations, an eight (8) hour employee shall receive eight (8) hours of holiday pay.~~ Such holiday pay shall not be charged against any other source of paid leave other than the specific holiday that is observed.

### **Section B - Work on a Non-Floating Holiday**

When an employee takes the day off or is considered non-essential for the holiday, he/she will be paid eight (8), ten (10) or ten and sixty seven hundredths (10.67) hours for the day depending on the employees' work schedule.

When an employee works on any of the holidays listed above, he/she shall be paid eight (8), ten (10) or ten and sixty seven hundredths (10.67) hours of holiday pay depending on the work schedule the employee is assigned to. All employees who work on a designated holiday shall be paid an additional one and  
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one-half (1 ½) times their current regular rate of pay for all hours worked on the holiday. The employee has the option of taking pay or comp for the time worked on the holiday, as provided in Article 9, section C.

Any hours worked that are in excess of the normal shift period will be considered overtime and will be paid at two and one-half (2 ½) times their current regular rate of pay for all overtime hours worked on a holiday. The employee has the option of taking pay or comp for overtime worked on a holiday. The holiday pay (straight time) portion will not be available as compensatory time.

## **ARTICLE 8 - COURT TIME**

### **Section A**

When an officer is required to appear in court outside the regular duty hours, they shall be paid a minimum of two (2) hours, except where such appearance is an extension of the regularly scheduled shift. If an officer is required to appear on the officer's day off or while on vacation, the officer shall be paid a minimum of four (4) hours at the time and one half (1 ½) rate.

Court is defined as any court of law or administrative hearing where the officer is required to appear, including pretrial conferences with the attorneys representing the prosecution in a criminal case or the City in a civil suit.

Employees who have been served a subpoena shall appear in court unless notified otherwise by the prosecutor or a court official. Prosecutors and court officials cannot authorize stand-by pay. If the need to appear cannot be clarified once the subpoena has been served, employees should respond and be available to testify.

If the officer failed to clear with the court, prior to vacation, the above would not apply as vacation court pay.

When an employee is required to provide telephonic testimony on a day off or outside regular duty hours, they shall be paid a minimum of one (1) hour at the rate of time and one-half (1 ½) for the time they are required to be available and to give testimony. This provision applies to administrative hearings and court proceedings in which the employee has been subpoenaed.

### **Section B**

The above provision shall not apply when the court time starts during the employee's regular work shift and extends beyond the end of the shift. When the court time commences on the employee's regular shift and extends beyond the work shift, time and one-half (1½) shall be paid for the number of hours beyond the regular shift.

### **Section C**

Employees shall have the option of selecting court time pay or compensatory time off.

## **ARTICLE 9 – OVERTIME**

### **Section A - Miscellaneous**

**Temporary Schedule Adjustment** – It is understood that employees in unique assignments such as the Special Investigative Unit, Stolen Property Enforcement and Recovery Unit, Violent Crime Task Force, the Targeted Crimes Unit, the Patrol Anti-Crime Team, the Neighborhood Resource Officer Unit, and the Traffic Unit will be expected to temporarily flex their schedules.

With forty-eight (48) hours notice employees assigned to the Stolen Property Enforcement and Recovery Unit~~Chronic Offender Unit~~, and Special Investigative Unit ~~and the Targeted Crimes Unit~~ may be required to temporarily adjust their work shift by up to four (4) hours.

With seven (7) calendar days notice, employees assigned to the Violent Crime Task Force~~Patrol Anti-Crime Team, the~~ as Neighborhood Resource Officers Unit, and the Traffic Unit, ~~and the Support Services Division~~ may be required to temporarily adjust their work shift by up to four (4) hours. Mandatory schedule adjustments shall not exceed four (4) adjustments within a calendar month. If the required notification is not given as stated above all work done outside of the regularly scheduled shift will be compensated and one and one-half (1 1/2) times the regular hourly rate of pay.

**Availability of Special Overtime Assignments** – Guild members may volunteer for an overtime assignment on their regularly scheduled days off, or outside their regularly scheduled shift consistent with the collective bargaining agreement.

Subject to this article and mutual agreement of the parties, Guild members who wish to volunteer for an overtime assignment that overlaps with their regularly scheduled hours of ~~work may do so only under the~~

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~~following conditions:~~

~~Subject to this article and mutual agreement of the parties, Guild members~~ may flex their work hours to avoid an overlap between their hours of work and the voluntary overtime assignment or shift trade; ~~or~~

**Shift Trading** - Guild members may request the ability to switch a regularly scheduled work shift for a regularly scheduled day off. Both shifts must be within the same calendar pay period, and for a sister patrol team (if the Guild member is in patrol) during the same work hours as the Guild member's regularly scheduled work hours. All such trade requests must be pre-approved by the Guild member's sergeant, the sergeant supervising the sister patrol team involved in the trade, and the Guild member's lieutenant. The respective team sergeants and lieutenant may approve/deny requests based upon various operational factors, including the following: appropriate staffing levels, efficient use of department resources, and Guild members' fatigue. The lieutenant may approve a different make-up day than requested if it is in the best interest of the Department. Trade requests will not be approved if they result in additional overtime. Once approved, the make-up day will be considered the Guild members' regularly scheduled duty day for all purposes. Approval for trade requests may be cancelled due to an emergency. If a conflict develops between Guild members on the same team who have requested to switch shifts for same overtime opportunity, department seniority shall prevail.

**Mutual Schedule Adjustment** – An employee or the Employer may request a temporary schedule adjustment. Upon request a work shift may start by up to four (4) hours earlier or four (4) hours later than normally scheduled. The request may be initiated by either the employee or the Employer and must be mutually agreed upon.

**Unscheduled Overtime** - When employees are required to return to work outside their normal duty hours and a minimum of 48 hours notice is not given, they will receive a minimum of four (4) hours pay at one and one-half times the employee's regular rate of pay. For those hours worked over four (4), they would be paid at the employee's time and one-half (1 1/2) rate until the overtime overlaps the employee's regular work shift. This section shall not apply to shift extensions at the end of the work shift.

**Exception** - If an employee is required to return to duty to complete work which is incomplete through the fault of the officer--necessary reports, citations, affidavits, etc.--no call back will be paid. Overtime at one and one-half times the employee's regular rate of pay will be paid for actual hours worked.

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## **Section B - Overtime Rate**

All overtime, other than call-back time, mandatory bar patrol, and nine named special events, shall be compensated at the rate of one and one half (1 ½) times the regular hourly rate of pay.

Effective upon ratification and forward, Employees working overtime on the following nine (9) named special events shall receive double the employee's regular rate of pay for actual hours worked.

- a. St. Patrick's Day
- b. Bloomsday
- c. Hoopfest
- d. Lilac
- e. Junior Lilac
- f. Pride
- g. Pig Out in the Park
- h. Boulevard Race
- i. Holiday Lilac

The nine (9) special events shall be identified each year at the time blackout dates are announced by the Department. Employees regularly scheduled to work on such dates shall not receive double time.

Should Bar Patrol Drafting (Mandatory Overtime) occur in the future, Employees who are mandated to conduct mandatory overtime coverage for bar patrol shall receive double the employee's regular rate of pay for actual hours worked. Such double time for bar patrol shall expire December 31, 2026 and be subject to renegotiation based on staffing and need.

### **Section C - Compensatory Time Off**

At the employee's request, and with the approval of the Chief of Police, a renewable bank of up to ~~80~~ 120 hours of compensatory time off may be accumulated at the rate of time and one half for all overtime hours worked. Accrual over ~~80-120~~ hours will be paid as overtime. Employees shall be allowed to carry over their compensatory time off into the following year. On November 1<sup>st</sup> of each year employees may elect to cashout up to a maximum of ninety-six (96) hours of ~~accrued compensatory time~~, floating holiday, and or vacation time. The City will pay for the cashed out time at the officer's straight time regular rate of pay, and shall make the payment with the second payment of November. All compensatory time in excess of eighty (80) ~~forty (40)~~ hours accrual must be cashed out annually first. Compensatory time cashed out will not count against the ninety-six (96) hours of elected cash-out of vacation and or floating holiday. Either party may reopen the compensatory time provisions of this Agreement if there is a change in legal interpretation of the FLSA related to the accrual or use of compensatory time. Any such reopening shall proceed in accordance with Article 18.

In regulating the use of comp time, supervisors will use the following guidelines, which have been agreed by the parties in order to ensure compliance with the FLSA. The parties therefore agree it is unduly disruptive to the operation of the police department if employees:

1. give less than five days written notice of their desire to use compensatory time off, provided that less notice may be given with the mutual agreement of the employee and their supervisor;
2. request the use of compensatory time on any recognized holiday as set forth in this bargaining agreement or on Christmas Eve or New Years Eve, when the granting of such time off would require the City to bring in another employee to cover the shift; or
3. request the use of compensatory time during any special event (Bloomsday, Lilac Parade, Neighbor days, etc)

The above list is not intended to be all inclusive of situations that are unduly disruptive, but rather is intended to give the parties guidance concerning the unduly disruptive provisions of the FLSA.

### **Section D - On Call**

Any employee required by a supervisor to remain on-call for a weekend or fixed period of time shall be compensated at the following rate:

1. 1.5 hours of pay at the regular rate of pay for each 8 hours that the employee is required to remain on call.
2. 2.5 hours of pay at the regular rate for each 8 hours that the employee is required to remain on-call during any holiday.
3. If unscheduled call-out occurs during any 8-hour period that the employee is required to remain on-call, the unscheduled overtime provisions of Article 9 shall apply in addition to the on-call pay for that period of time.

## **ARTICLE 10 - CONTRACT PERSONNEL**

### **Section A – Other Law Enforcement Agencies**

The City and the Guild mutually agree that circumstances arise from time to time that call for the presence of more law enforcement personnel that are regularly on duty at that time. In order to meet the law enforcement needs of these circumstances, the City and the Guild agree that the City has the right to contract with other law enforcement agencies to supply law enforcement personnel and equipment.

In the event the City elects to so contract with other law enforcement agencies and sufficient time exists for proper planning, the City will first allow Guild members, not on regular duty during the time of need, to volunteer for the assignment. If the need is not filled by the volunteers, then the City may elect to implement contracts with other law enforcement agencies.

In an emergency or in the event the need for personnel is not filled by volunteers from the Guild, it is understood the City retains the right to require Guild members to report for duty under the terms and conditions of the general contract between the City and the Spokane Guild as amended.

State law (e.g. 10.93 RCW, Mutual Aid Peace Officers Powers) and provisions of the individual contracts with agencies supplying personnel shall govern the relationship between the City of Spokane, those

agencies, and their personnel. No rights, duties, or provisions of the contract between the Guild and the City shall apply to those agencies.

**Section B - Park Rangers**

The City may issue a limited commission to and assign non-bargaining unit employees employed by the City as Park Rangers the authority to investigate and issue civil infractions and criminal citations to individuals believed to be in violation of only the following crimes and infractions listed in the Spokane Municipal Code, within a City Park:

Public Parks - Prohibited Acts	Infraction	10.10.040
Littering \$113 \$1035 Lit Material [Cigarettes]	Infraction	10.08.010
Open/Consume Alcohol In A Public Place	Infraction	10.08.200
Open Possession/Consumption of Marijuana	Infraction	10.15.220
No Helmet Law - Non-Motorized	Infraction	10.17.030
Liquor In A Public Park	Misdemeanor	10.10.040
Second Degree Criminal Trespass	Misdemeanor	10.12.050
Third Degree Malicious Mischief	Misdemeanor	10.12.025
Lewd Conduct	Misdemeanor	10.06.020
Urinating in Public	Misdemeanor	10.06.015
Disorderly Conduct	Misdemeanor	10.10.020
Graffiti Vandalism	Misdemeanor	10.10.070
Third Degree Theft	Misdemeanor	10.05.100
Making a False Statement to a Public Servant; False Reporting	Misdemeanor	10.07.020A
Disorderly Conduct	Misdemeanor	10.10.020
Minor in Possession of Alcohol (MIP)	Misdemeanor	10.08.210A1
Unauthorized Camping on Public Property	Misdemeanor	12.02.1010
Injury to Tree on Public Property	Infraction	12.02.1004
Unlawful Burning on Public Property	Infraction	12.02.1006
Unlawful Disposal of Litter on Public Property	Infraction	12.02.1008

Park Ranger's shall request the assistance of the Spokane Police Department anytime they encounter an enforcement situation where they anticipate resistance or for violations that are outside of their limited commission to investigate and issue civil infractions and criminal citations to individuals believed to be in violation of the crimes and infractions listed in paragraph 1 above, within a City Park.

The City will not make reference to the transfer of bargaining unit work to non-bargaining unit City employees in any proceeding between the parties, including any interest arbitration proceeding, any PERC

proceeding or any litigation, except that the City may make reference to the transfer of bargaining unit work to non-bargaining unit City employees in a proceeding to enforce the terms of Art. 10, Section B.

## **ARTICLE 11 – WAGES**

Upon approval by the Guild and the City Council of the tentative agreement agreed upon by the Guild Negotiating Committee and the City Negotiating Committee, the agreement shall be made a part of the City Employees Pay Plan and administered in accordance with the City Employees Pay Plan Rules.

Effective January 1, ~~2017~~2023, wages of all classifications covered by the Guild will be increased by 5%. Such wage increase(s) shall be retroactive to January 1, ~~2017~~2023 for all individuals who worked any time after January 1, ~~2017~~2023, for all time worked.

Effective January 1, ~~2018~~2024 wages of all classifications covered by the Guild will be increased by 7%. ~~Such wage increase shall be retroactive to January 1, 2018 for all individuals who worked any time after January 1, 2018 for all time worked.~~

Effective January 1, ~~2019~~2025, wages of all classifications covered by the Guild will be increased by 7%. ~~Such wage increase shall be retroactive to January 1, 2019 for all individuals who worked any time after January 1, 2019 for all time worked.~~

Effective January 1, 2026, wages of all classifications covered by the Guild will be increased by 100% of the CPI-W for Seattle Bellevue Tacoma released in June 2025, with a minimum of 3.5% and a maximum of 7%.

~~Effective January 1, 2020, wages of all classifications covered by the Guild will be increased by 3%. Such wage increase shall be retroactive to January 1, 2020 for all individuals who worked any time after January 1, 2020, for all time worked.~~

~~Effective January 1, 2021, wages of all classifications covered by the Guild will be increased by 2.5%. Such wage increase shall be retroactive to January 1, 2021 for all individuals who worked any time after January 1, 2021, for all time worked.~~

### **Service Advancement**

All police officers with five (5) or more years of service as commissioned officers in the department

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will be moved to 902 – Senior Police Officer, Range 29 at their respective longevity levels. This movement will be described as a “Service Advancement” and will be on a qualifying basis with no probationary period.

Henceforth, when a police officer reaches five (5) years of commissioned service with the department, they will be entitled to advance to Senior Police Officer at the beginning of the next quarter.

When they reach five (5) years longevity as a police officer, they will have their normal longevity increase during the affected pay period. At the beginning of the next quarter, they will advance to Senior Police Officer. In the interim, they will be paid out of grade at the Senior Police Officer pay range, five (5) year longevity level.

Lateral police officers will advance at a different rate than entry-level police officers. No later than completion of three (3) years of service in the department, their Service Advancement will occur. They will advance to Senior Police Officer at the entry level of Range 29 at the beginning of the next quarter, being paid out of grade until the paperwork is completed. They will remain at the entry level until they have completed five (5) years longevity in the department. At that time, they will progress through the normal longevity increase process in the Senior Police Officer pay range.

The quarterly changes are to be initiated by the department who will be keeping track of the next group of employees eligible for the Service Advancement. The parties will work with the Spokane Civil Service Commission to ensure a smooth transition.

### **Acting Sergeant**

Patrol Corporals when filling a vacant Sergeant position for four (4) hours or more shall receive an additional three (3%) percent of Corporal base pay for that shift.

### **Specialty Pay**

When assigned, employees will be paid the following monthly pay in addition to their normal compensation based on the top step of the officers pay:

Hostage Negotiator	3%
S.W.A.T Team	3%
K-9 Handlers	3%
Field Training Officers	3%

Motorcycle Officer	3%
Tactical Team	3%
Bomb Squad	6%
Major Crime Detective	<del>24</del> %
Dignitary Protection	2%
Special Events Supervisor and Coordinator	3%
Assistant Range Master	3% (if a rank below Sergeant is assigned)
<u>Bilingual</u>	<u>2%</u>

The City recognizes the benefits of having employees who can act as foreign language interpreters.

The languages eligible for bilingual pay and the language proficiency standards necessary to receive the pay shall initially be set by the City.

An additional ~~\$30,000.00~~ per month will be paid if an officer is assigned to a second specialty; provided however that an additional 3% will be paid to an FTO if the FTO is assigned to a second specialty. The Chief of Police must approve any multiple specialty assignment. Any overtime required to complete the duties associated with being a FTO will be pre-authorized by the Sergeant in charge of the FTO and paid in accordance with contract provisions.

**Longevity**

<u>Years of Service</u>	<u>Percent</u>
After 5 Years	2%
After 10 Years	4%
After 15 Years	6%
After 20 Years	8%
After 25 Years	10%
After 30 Years	12% <del>(effective January 1, 2015)</del>

For purposes of determining years of service for vacation accruals and longevity only, all years of full-time law enforcement service, under a State certification recognized by the Washington State Criminal Justice Training Commission, shall apply This change in application will apply prospectively, upon ratification, for all current and future employees.

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Education

~~Effective May 1, 2014, any employee who has earned a degree shall receive additional compensation as follows:~~

<u>Degree</u>	<u>Percent</u>
AA or AS	<del>.5%</del>
BA or BS	<del>1%</del>

Effective January 1, ~~2023~~~~2015~~, any employee who has earned a degree shall receive additional compensation as follows:

<u>Degree</u>	<u>Percent</u>
AA or AS	1.5%
BA or BS	23.5%

~~Effective January 1, 2024, any employee who has earned a degree shall receive additional compensation as follows:~~

<u>Degree</u>	<u>Percent</u>
AA or AS	2%
BA or BS	4%

~~Effective January 1, 2025, any employee who has earned a degree shall receive additional compensation as follows:~~

<u>Degree</u>	<u>Percent</u>
AA or AS	2.5%
BA or BS	4.5%

~~Effective December 31, 2026, any employee who has earned a degree shall receive additional compensation as follows:~~

<u>Degree</u>	<u>Percent</u>
AA or AS	3%
BA or BS	5%

**Shift Premium**

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When a member is assigned a shift, the City agrees to pay the following monthly amounts based on the top step of the Senior Police Officer:

Second Shift	0.75%
Third Shift	1.5%
Fourth Shift	<del>23.25%</del>

**Extra Duty Wages**

Extra duty employment is defined as work that is voluntarily performed for a separate and independent employer from the City. Extra duty pay and procedures shall be subject to renegotiation between the parties and recorded in a Memorandum of Understanding. The parties agree to meet during the month of July each year of the life of this agreement to determine the wages for extra duty employment for the following year.

**Basic Law Enforcement Training (BLET)**

- A. Members instructing at the BLET and Reserve BLET sessions will be paid the then current hourly rate for instructors at the Burien, Washington WSCJTA.
- B. Members who instruct during BLET sessions will be given first consideration for other instruction opportunities sponsored by the department. Instruction outside BLET sessions will follow current contract provisions with the overtime rate applying when applicable. BLET instructors gain more experience in classroom settings and will therefore be in higher demand as instructors in other than BLET training sponsored by the department.

For purposes of pay rates, FLSA requires that any member who works over 171 hours in a 28 day work period will be paid at their regular rate at time and one half for each hour over the 171 hour threshold. These are for hours worked not hours paid (physically on duty, not including discretionary paid time off). The current 10/40 patrol schedule has established 13 individual 28 day work periods in each calendar year that can be used to identify any work period under consideration.

## ARTICLE 12 – VACATION

Vacation shall accrue on a bi-weekly basis as follows:

<u>Years of Service</u>	<u>Bi-Weekly</u>	<u>Hours of Vacation</u>
At the beginning of the 1 <sup>st</sup> year through completion of the 4 <sup>th</sup> year	5.69 hours	148 hours
At the beginning of the 5 <sup>th</sup> year through completion of the 10 <sup>th</sup> year	7.23 hours	188 hours
At the beginning of the 11 <sup>th</sup> year through completion of the 17 <sup>th</sup> year	8.76 hours	228 hours
At the beginning of the 18 <sup>th</sup> year and over	10.30 hours	268 hours

For purposes of determining years of service for vacation accruals and longevity only, all years of full-time law enforcement service, under a State certification recognized by the Washington State Criminal Justice Training Commission, shall apply. This change in application will apply prospectively, upon ratification, for all current and future employees.

On December 31 of any year, the City may reduce the above-referenced accrual rates to their 2010 levels by permanently increasing all pay steps by 2.5% across the board.

Maximum accrual will not exceed two times the annual allowance plus forty (40) hours. Maximum vacation cash-out at retirement is the same as the maximum accrual. Annual vacation bids will be granted on the basis of department seniority, within work unit/team.

With the approval of their supervisor, and after completion of six (6) months of service employees may use vacation up to and including the amount accrued. Employees will be allowed to take vacation in hourly increments.

An employee shall not be credited with any vacation leave in a particular pay period unless that employee has been in a paid status for eighty percent (80%) or more of the hours in that pay period.

For the purposes of application, maximum accrual and maximum carryover are interchangeable terms.

If the Employer cancels vacation once vacation has been approved and the affected employee has incurred non-refundable expenses in planning for the same, the employee shall be reimbursed by the City for those expenses. Any employee called back to duty by the City for any reason once the vacation has begun shall be reimbursed for required round trip transportation costs involved in returning for duty if the employee is out of the area.

### **ARTICLE 13 – UNIFORMS**

New hires will be furnished with uniforms as provided below. Existing employees shall have their uniform and equipment allotment maintained in accordance with this list. Said uniforms shall remain the property of the City. The City reserves the right to make changes in the color, material, and quality of the uniforms it provides, provided that it issues the full complement of uniform items enumerated below.

The City shall provide contract uniform cleaning, on the basis of a maximum of eight (8) items per two calendar week period (non-cumulative) per officer; provided that jumpsuits are to be laundered at home by the employee and not submitted for cleaning at City expense. Motorcycle Officers shall, during the months of May through September, be entitled to have ten items cleaned during a two calendar week period (non-cumulative) per officer. Plain-clothes employees may substitute eight items of business attire in lieu of uniform items. Business dress attire may include dress shirts/blouses, slacks, sport coats, suits, ties, dresses and/or skirts. Additional items in excess of the eight (8) items per two calendar week per officer will be at the expense of the individual. Casual sports wear such as polo shirts and cotton twill pants are not covered under this agreement.

Necessary equipment for uniforms~~The following items~~ shall be provided by the Department to all new hires and/or replaced to all sworn personnel should the item be deemed by the employee's supervisor to no longer be in a serviceable condition. A list of such equipment shall be set forth in Department policy.

~~3 pairs of trousers (1 pair for det. & special units)~~

~~3 winter shirts (1 winter shirt for det. & special units)~~<sup>2</sup>

~~winter jumpsuits~~

~~3 summer shirts (1 summer shirt for det. & special units)~~

~~2 summer jumpsuits~~

~~3 white shirts if required (motors, bike unit, etc.)~~

~~1 Uniform Tie~~

~~1 water resistant coat~~

~~1 badge~~

~~1 service weapon with 3 magazines~~

~~1 duty belt with 4 keepers~~

~~1 holster~~

~~1 set of handcuffs with case and key~~

~~1 OC 10 canister and holder~~

~~1 approved baton and holder~~

~~1 department radio and holder~~

~~1 rubber glove holder~~

~~1 protective vest~~

~~1 flashlight and holder~~

The City shall ~~continue to~~ provide special items to units with special requirements (motors, bike patrol, ~~detectives~~, etc.). These special items will remain the property of the City. Probationary officers will receive one (1) uniform (summer/winter) at the time of hire, ~~and two (2) more upon completion of the Academy.~~

The items listed are the approved quartermaster issue items or replacement items. There are other items that are deemed approved and optional items that the employee is authorized to wear. Refer to applicable department uniform policy.

## **ARTICLE 14 - SPECIAL EQUIPMENT**

The City shall provide motorcycle helmets, handcuffs, leather and all other items that are presently  
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being furnished. These special items shall remain the property of the City. When the employer mandates a change in equipment, the employer shall provide the initial issue, unless the employee is allowed to continue using the obsolete article until no longer serviceable.

The City may utilize in car and/or body cameras in providing police services to the citizens of Spokane. The parties recognize that there are many working condition issues ~~that will need to be resolved~~ related to utilization of the cameras. Without limitation, these include the extent to which video from the cameras may be used in discipline, and potential limitations on access to and use of the video. The City and Guild agree that these issues will be resolved pursuant to bargaining, consistent with RCW 41.56. ~~The City will comply with the implemented Body Worn Video policy. In the event the parties are unable to reach agreement, either party may require that the parties jointly request the assistance of Mediator Jamie Siegel from the PERC. The City will not utilize videos from the cameras for disciplinary purposes until bargaining has been completed.~~

Add to BWV policy (NOT IN FINAL CBA): The body worn camera system utilized by the department has the capability to live stream BWC video. Live stream is defined as instances where an individual other than the officer wearing the BWC is able to view in real time the images being captured by the officer's body camera after the officer has activated recording. The livestream video function may be utilized by the department under the following defined circumstances with prior notification: (1) barricaded subjects; (2) protests, riots, or civil disobedience, and (3) SWAT callouts or standoffs. The viewing of live stream video requires authorization by a supervisor of the rank of lieutenant or higher and may only begin after the notification of the officer wearing the camera in the listed circumstances. The purpose of the activation will be limited to situations when viewing the video will provide field supervisors with valuable information to monitor an evolving incident. Additionally, a supervisor, mental health worker, or specialty team member may view live stream video at the request of an officer wearing a BWC. Any significant policy violation noted during a live stream will be addressed at the lowest reasonable level.

## **ARTICLE 15 - REPAIR OR REPLACEMENT OF PERSONAL PROPERTY**

The City agrees to repair or replace items of personal property damaged or lost while in the line of duty as specified in the guidelines established by the Guild and the City. The specific guidelines established by the Guild and the City to determine claims and the procedure for filing claims shall be posted.

## **ARTICLE 16 - LEAVES OF ABSENCE**

The normal procedure for processing requests for leave of absence shall follow those procedures generally set forth by the Civil Service Rules and Charter of the Civil Service Commission. In addition,

however, the following items are made by a part of the agreement:

**Section A - Family Emergency Leave** ~~(LEOFF I and LEOFF II)~~

1. In the event of a serious sickness in the employee's family of any spouse, parent, child, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, or grandchild, the employee may on request be granted up to three (3) days leave of absence with full pay to make household adjustments and arrange for medical service. In unusual situations, an ~~LEOFF I~~ officer may request a short extension of this leave. If any question arises, the President of the Guild and the Chief of Police, or their designee, will negotiate the matter and their decision will be final.

2. In the event of a natural disaster, fire, or event creating an emergency beyond the employee's control, the employee may on request be granted up to three (3) days leave of absence with full pay to make household adjustments or to make temporary arrangements to resolve the problem. If any question arises, the President of the Police Guild and the Chief of Police, or their designees, will negotiate the matter and their decision will be final.

**Section B – Family Leave**

The Federal Family and Medical Leave Act requires employers to provide up to a total of twelve (12) weeks (480-hours) of unpaid leave during any 12 month period for eligible employees at the time of birth or adoption of a child or at the time of a serious health condition affecting the employee or family member. Additionally, employees shall be allowed to use any accumulated leave to continue pay during a lawful period of family leave; ~~provided that, no more than 80 hours of sick leave may be used for maternity/paternity leave issues not related to a serious health condition or a period of temporary disability.~~

If any question arises regarding the interpretation of this article, the President of the Guild and the Chief of Police, or their designees, will negotiate the matter and their decision will be final.

**Section C-Washington Paid Family Leave**

The Washington State Paid Family and Medical Leave (PFML) law (RCW 50A), establishes a program administered through the Washington Employment Security Department (ESD) to provide paid leave benefits to eligible employees who need leave for certain family and medical reasons. For the period ending December 31, 2022, premiums will total six-tenths of one percent (.6%) of employees' wages (unless

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otherwise adjusted by the State). The City will pay the full cost of the .6 percent of employees' wages retroactive to January 1, 2022. The City will maintain the status quo of paying the total premium set by the State.

**Section D - Funeral Leave (LEOFF I and LEOFF II)**

In the event of a death in the family of any employee--spouse, parents, children, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, or grandchildren, the employee mayon request be granted up to three (3) days leave of absence with full pay to make household adjustments or to attend funeral services. If any question arises, the President of the Guild and the Chief of Police, or their designees, will negotiate the matter and their decision will be final.

**Section E - Illness Leave (LEOFF II)**

1. **Accrual** - Cumulative illness leave with pay shall accrue to each new Police Officer at the rate of six (6) hours for each bi-weekly pay period. An employee shall not be credited with any illness leave in a particular pay period unless that employee has been in a pay status for eighty (80) percent or more of the hours in that pay period. However, lateral officers shall be credited with one hundred and twenty (120) hours of Illness Leave upon their date of hire.
2. **Use of Illness Leave** - Illness leave may be used after 90 day from the commencement of employment ~~six (6) months of continuous service~~ by the employee when that employee is incapable of reporting to duty due to an illness or injury to that employee or for any purpose listed under RCW 49.46.210.
3. **Waiver of Six Months Waiting Period** - The ~~six months~~90 day waiting period may be waived if the employee is hospitalized. An employee shall be required to furnish evidence supporting the need for the use of illness leave when such evidence is requested by the employee's supervisor.
4. **Duplication of Illness Leave & Industrial Insurance** - When an employee uses illness leave that is duplicated by Industrial Insurance Compensation, the total amount of compensation paid by Industrial Insurance must be turned in to the Personnel Department. The employee's illness leave account shall then be credited by the amount of compensation returned.
5. ~~5.~~ **Sick Leave Buy Back** - ~~Through February 20, 2014,~~ LEOFF II employees ~~retiring from~~

~~6. \_\_\_\_\_ service in with at least five (5) years of service with the Spokane Police Department who separate employment from the Spokane Police Department will be allowed to cash in unused sick leave based upon their years of law enforcement service. For purposes of determining years of service for sick leave buy back, all years of full-time law enforcement service, under a State certification recognized by the Washington State Criminal Justice Training Commission, shall apply This change in application will apply prospectively, upon ratification, for all current and future employees.~~

<u>5 – 14 years of service</u>	<u>40% of all hours up to 960</u>	<u>Max of 384 hours</u>
<u>15-19 years of service</u>	<u>60% of all hours up to 960</u>	<u>Max of 576 hours</u>
<u>20 or more years of service</u>	<u>80% of all hours up to 960</u>	<u>Max of 768 hours</u>

~~This change in application will apply prospectively, upon ratification, for all current and future employees.~~

~~If possible, all such amounts will be placed into a tax deferred account. All payout amounts shall be placed in a HRA VEBA account for the individual employee.~~

~~6. Sick leave accumulation shall be capped at two thousand and six hundred (2600) hours effective upon ratification. All employees over the cap of two thousand and six hundred (2600) hours at the time of ratification of the agreement shall be legacied from the cap and will retain any previously accumulated hours over the cap, but shall no longer accrue sick leave. Should employees who were legacied subsequently fall below the new cap, the cap will apply.~~

**Section F - Disability Leave (LEOFF II Officers Only)**

When an employee becomes entitled to coverage under RCW 51.32.090 due to a temporary total disability, the City shall compensate the employee for the difference between his Worker's Compensation entitlement and the employee's regular net salary for a period not to exceed six (6) months or the termination of the Workers' Compensation payments, whichever comes first. To accomplish this, the City shall pay the employee his/her regular net salary for said period in lieu of any time-loss payments or disability leave supplement payments to which the employee would otherwise be entitled. In no event will the City pay for

more than a total of six (6) months for any particular temporary total disability. If an employee is returned to work on a conditional basis and the disability reoccurs, any additional payments under this section shall be limited to the remaining, unused portion of the original six (6) months.

### **Section G - Application for Leave**

Any request for leave of absence shall be submitted in writing by the employee to his immediate supervisor. The request shall state the reason the leave of absence is being requested and the length of time off the employee desires. Authorization of a leave of absence shall be furnished to the employee by his immediate supervisor and it shall be in writing, provided that approval of such authorization shall reside in the Police Chief or designee and the Human Resources Department. Any request for a leave of absence shall be answered promptly. Requests for immediate leave (for example, family sickness or death) shall be answered before the end of the shift on which the request is submitted. Other requests for leave shall be answered within ten (10) days.

### **Section H – Maternity Leave**

Maternity leave is defined as a temporary medical disability due to pregnancy and/or childbirth or complications resulting from childbirth and will be administered in compliance with state and federal laws and regulations for granting maternity leave. An employee who is on an authorized maternity leave shall first use accrued illness leave to maintain paid status while on maternity leave. “Authorized maternity leave” means maternity leave granted pursuant to a medical certification provided by the employee to the office of the Chief of Police.

### **Section I – Active Duty Call Up**

1. Members ordered to active military duty by the President of the United States or the Governor of the State of Washington are entitled to pay and benefits as outlined in Paragraph B and C of this section. This leave is separate from any leave required by State or Federal law for training for any branch of the United States Reserve Forces or the National Guard.
2. Commencing on the first day of active duty and ending on the last day of active duty, each member’s military pay will be supplemented by an amount necessary to equal what the member’s pay would be if they were not on active duty. However, in no event may the combined pay exceed

their regular City pay. All other employee benefits will continue as if the member had not been called to active duty.

3. Whether and to what extent a member called to active duty is covered by City sponsored medical, dental, life and long-term disability insurance is governed by the terms of the collective bargaining agreement and insurance contracts.

### **Section J - Care for Minor Children**

Employees may use accrued leave (vacation, etc.) to care for a minor child under the age of 18 that requires treatment or supervision. Additionally, LEOFF II members may use accrued sick leave in addition to other leaves available to them.

#### Limits on Leave for Minor Children

1. Sick leave must be previously accrued.
2. The leave must be used to care for the employees child under the age of 18; and
3. The child must have a health condition that requires treatment or supervision. Employees may be required to provide documentation from a physician that a child has a health condition.
4. A LEOFF II officer may use sick leave to stay home and supervise children under the age of 16 if the officer's spouse is so ill that he/she is unable to care for the children. Employees may be required to provide documentation from a physician verifying the spouse's health condition. Since the parties recognize that sick leave abuse is misconduct, the City retains the right to reopen this section if the City perceives an abuse problem.

## **ARTICLE 17 - GENERAL PROVISIONS**

### **Section A - Pledge Against Discrimination**

The City and the Police Guild are mutually committed to a workplace free from discrimination. Any claim of unlawful discrimination must be processed privately by the employee to the appropriate local, state or federal agency or through the courts and shall not be subject to the grievance procedure. Employees believing they may have been discriminated against should comply with City policies concerning the notification to the City. All references to employees in the Agreement designate both sexes and wherever the male gender is used it shall be construed to include male and female employees.

### **Section B - Guild Bulletin Board**

The City agrees to allow suitable bulletin boards in convenient places in each work area to be used by the Guild. The Guild shall limit its posting of notices and bulletins to such bulletin boards.

### **Section C - Guild Activities on City's Time and Premises**

The City agrees that during working hours, on the employer's premises, or elsewhere, and without loss of pay, Guild officials shall be allowed to:

1. Post Guild notices and distribute Guild literature.
2. Attend meetings with the approval of the Police Chief or designee and solicit Guild membership without hindering normal operations.
3. Transmit communications authorized by the local Guild or its officers to the City or its representative.
4. Consult with the City, his representative, local Guild officers, or other Guild representatives concerning the enforcement of this Agreement.

### **Section D - Guild Business - Paid Leaves**

Upon the approval of the Chief of Police and the City Administrator, two (2) Guild officials, and such Guild legislative officials as agreed upon by the Guild, the Chief of Police, and the City Administrator shall be allowed the required time without loss of pay to attend official Guild conferences, Guild legislative

conventions, and state or national conferences, not to exceed five (5) days, each official, for each conference or convention. If any section of this Agreement is determined to be unlawful as a result of a final decision of the Washington courts or is rendered unlawful by an action of the Legislature, either party may reopen that section for renegotiation.

## **Section E - Seniority**

### **1) Definitions**

**Department Seniority** - The total length of unbroken service within the Police Department.

**Job Classification Seniority** - Based on the date of appointment to that classification and shall apply throughout the department.

**Non-Supervisory Personnel** - All personnel below the rank of Sergeant.

**Bureaus** - There are two bureaus in the Police Department structure, which are: Operations Bureau and Investigations Bureau

**Transfer** - The reassignment from one bureau to another.

### **2) Shifts**

a. The Chief of Police retains the exclusive right to determine the starting time of the work shifts and the number of shifts in a work day; provided that in the event the shift starting times are reset during the year by the Chief, sufficient notice will be given to the Guild to allow for a re-bid process as set forth under "Annual Bid for Shift". A re-bid shall not be required for seasonal shift changes of less than two hours. This section shall be interpreted as a waiver of the Guild's right to bargain changes in the starting times of work shifts in accordance with its terms but it shall not be considered a waiver of the Guild's right to require the Employer to bargain over changes in the length of the work shifts. Examples: 5/8, 4/10, 10/40's etc.

b. Shift assignment within a bureau will be based on job classification seniority; provided, however, if the total police experience level of Police Officers and PFC's/Senior Police Officers on any shift falls below 4.5 years, the Chief of Police shall have the right to assign personnel to raise the level to a minimum of 4.5 years. The experience level shall be determined by adding together the

years of experience (rounded to the nearest year) of Police Officers and PFC's/Senior Police Officers assigned to the shift, divided by the number of Police Officers and PFC's/Senior Police Officers so assigned. Assignment in this case shall first be a call for volunteers. In the event insufficient volunteers come forward, then personnel will be selected starting with the Police Officer or PFC/Senior Police Officer with the least seniority of 4.5 years or over not assigned to the shift needing the higher experience and proceeding upward temporarily until such time as the 4.5 year level is attained.

Probationary officers will not be counted into shift staffing until they have completed at least their ninth (9th) month of service.

c. Each K-9 Officer will work a 4/10 hour work schedule. Each K-9 Officer will check into and out of service at their residence. One and one-half (1 ½) hour each work day will be allowed for maintenance, care, and training. Officers will log on for a minimum of 8.5 hours each workday. When a member is using vacation, compensatory time, floating holidays, or sick leave, and in care of the Department's K-9 it shall be shown as 1.5 hours worked and 8.5 hours of leave. When the K-9 is not in the care of the officer, then use of any type of leave will be shown as 10 hours of leave used.

### **Section F - Seniority Lists**

Each bureau shall have its seniority lists according to department seniority and job classification seniority. The member with the least department and job classification seniority shall be placed at the bottom of that respective seniority list.

The established seniority lists of the Spokane Police Department shall be brought up to date January 1st of each year, and a copy of this list will be delivered to the Guild ten (10) days prior to the effective date of this contract. Any objection to these lists shall be made during this ten (10) day period to the Executive Board of the Guild.

### **Section G - Annual Bid for Shifts**

Prior to the first of each calendar year, in sufficient time for the development of the first mark-up of the year, non-supervisory personnel shall submit in writing to their immediate supervisor a bid for shift

assignment. Shift assignment within a bureau shall be based on job classification seniority; except Police Officer, Police Officer First Class and Senior Police Officer shift assignment will be based on departmental seniority.

1. **Patrol Supervisor Shift Assignment** - By December 1st of each year, sergeants shall submit to their immediate supervisor a written request for patrol shift assignment for the following year. Seniority shall be given primary but not exclusive consideration in assigning such shifts. The City may make shift assignments without regard to seniority for reasonable cause.

Reassignments shall only be made when a vacancy exists or the City has reasonable cause to make a change. When a vacancy exists and the most senior sergeant's request is unable to be granted, the bureau commander, upon request, shall explain the reasons to the employee concerned in writing.

2. **Mid-Year Shift Assignment** - When a vacancy within a bureau in a non-supervisory job classification position occurs on a shift during the calendar year, assignment to that shift will be based on job classification seniority. Police Officer, Police Officer First Class and Senior Police Officer shift assignment will be based on departmental seniority.

Vacancy means a position available in the total complement of personnel assigned and not to a particular job assignment. Exceptions may be made for reasonable cause.

Short-term exceptions for extreme hardship, not to exceed sixty (60) days, may be made when mutually agreed upon by the Chief of Police and the Guild President.

## **Section H - Transfers**

In determining transfers of non-supervisory personnel, seniority shall be the determining factor. Exceptions may be made for reasonable cause.

## **Section I - Special Assignments**

Management has the right to assign a member to a special assignment without regard to seniority.

Patrol, with the exception of Probationary Officer (newly hired) and front desk are not considered special assignments. Special assignments include the following assignments and any other assignments mutually

agreed to in writing:

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~~Probationary Officer (newly hired)~~

- ~~1. — Special Investigative Unit~~
- ~~2. — K-9 Officer~~
- ~~3. — Traffic Unit~~
- ~~4. — Neighborhood Resource Officer~~
- ~~5. — Field Training Officer~~
- ~~6. — Special Weapons & Tactics Officer~~
- ~~7. — Hostage Negotiator~~
- ~~8. — Bomb Squad~~
- ~~9. — Tactical Team~~
- ~~10. — Dignitary Protection Team~~
- ~~11. — Assistant Range Master (Current Sergeant FTE will not be eliminated but may be moved to meet department needs)~~
- ~~12. — Patrol Anti-Crime Team~~
- ~~13. — Chronic Offender Unit~~
- ~~14. — Community Outreach~~
- ~~15. — Domestic Violence Unit~~
- ~~16. — TARU~~
- ~~17. — FTO Coordinator~~
- ~~18. — PIO~~
- ~~19. — Other assignments as agreed to by the Police Guild President and the Office of the Chief.~~

For those special assignments where more than one (1) person is assigned and more than one (1) shift is involved, shift assignment will be by seniority as per the annual shift bid process. Any person so attached will not displace any other person regularly assigned to the bureau.

When an employee is assigned or removed from a special assignment, a letter of notice will be sent

from the Unit Commander notifying the employee of their official change of status. This form will serve as formal notice for payroll to begin or suspend specialty pay.

**Section J – VEBA Medical Savings Trust**

~~The City will contribute to the employees' deferred compensation accounts in accordance with specific provisions in Article 23 in lieu of contributing to a VEBA Account.~~

**Section K - Duplication of Benefits**

Should Legislature improve or add new benefits to LEOFF II members that duplicate benefits provided by the City, the legislative benefits shall prevail. At such time that this should occur, the City will discontinue the duplicated benefits to the members. Members shall receive the greater of the benefits provided by the City and legislative action but shall not receive benefits from the City that are duplicated by legislative action.

**Section L - LEOFF II Light Duty**

If an employee is disabled from performing his/her regular duties, but is released by his/her physician for light duty, the following procedures shall apply;

Non-duty related temporary disability

1. The employee shall provide the Office of the Chief with the physician's release in which the physical limitations of the employee shall be stated.
2. When work is available, the Chief of Police shall offer the employee the opportunity to perform work, which is within the employee's ability to perform within the department.
3. The light duty assignment shall continue for such period of time as there is a need for the duty or until the employee is released by the physician for full-duty but not to exceed six months (cumulative).
4. The Chief of Police shall have the right to have an independent medical examination of the employee conducted to determine the extent of the employee's disability.
5. The employee shall suffer no loss of wages or benefits during the light duty assignment. This provision shall apply only to temporarily disabled LEOFF II employees.

6. If any question arises as to the application of this section, the President of the Guild and the Chief of Police, or their designee, will negotiate the matter and their decision will be final.

Duty related temporary disability

This section (L) shall not apply to LEOFF II employees covered by worker compensation. The employer reserves all rights it has under the law to administer such claims, including requiring light duty, consistent with state law. The parties are bound by state, federal and applicable laws/regulations with respect to permanently disabled employees.

**ARTICLE 18 – SUPPLEMENTAL AGREEMENTS**

The parties recognize that circumstances change from time to time during the term of labor agreements that give rise to a need discuss changes in hours or working conditions (including the scope of bargaining unit work). In order to provide a convenient forum to discuss these issues, the parties agree to the following procedure.

This Agreement may be amended within the scope of this Article provided both parties concur. Supplemental agreements may be completed through negotiations between the parties at any time during the life of this Agreement. A joint committee comprised of the negotiating teams of the two parties will meet upon the request of either party to discuss proposals related to work hours or changes in working conditions, including the scope of bargaining unit work. Should either party desire to negotiate a matter of this kind, it shall notify the other party in writing of its desire to negotiate. Supplemental agreements thus completed will be signed by the Guild President or designee and the Mayor or designee.

Should either party, having been notified of the proposed supplemental language, not respond by requesting a meeting of the joint committee within thirty (30) days, the proposed language shall be considered acceptable and shall be forwarded to the other party for signature. Supplemental agreements thus completed shall become a part of this Agreement.

The City reserves the right to implement changes that are not mandatory subjects of bargaining, or

those which have otherwise been reserved to the City by the express terms of this Agreement.

## **ARTICLE 19 - SAVING CLAUSE**

If any section of this Agreement is declared invalid or unconstitutional for any reason, such declaration of invalidity or unconstitutionality shall not affect the other sections or portions thereof which shall be valid.

## **ARTICLE 20 - JURY DUTY**

City Employees shall be encouraged to serve jury duty at times when they are called. Employees so called and asked to serve during working hours will suffer no loss of pay. Employees called during the working day, or excused during the day, shall report immediately by phone to the shift supervisor for instructions as to whether to report for work during the remainder of the work date.

## **ARTICLE 21 – MISCELLANEOUS**

### **Section A - Negotiations**

Police Guild members selected to negotiate with the City shall be paid for their time during negotiations if those meetings are held during the regular scheduled duty hours.

### **Section B - Mileage Allowance**

The City agrees to pay the rate established by City policy to all Guild employees who use their personal vehicles to conduct approved City business.

### **Section C - Tuition Reimbursement**

The City agrees to reimburse the employee for 100 percent of the tuition fee for any approved job related course upon satisfactory completion of the said course up to the applicable tuition level established at Washington State University. In order to qualify for tuition reimbursement, the course must be approved by the Police Chief or designee and the Human Resources Department before the course is taken. The cost for

books, laboratory and other related expenses shall not be paid by the City. Satisfactory completion of any course shall mean a grade of "C" or better.

For all courses that are approved for reimbursement after February 21, 2014, the employee must refund the City for tuition reimbursement under the following circumstances:

1. The employee voluntarily leaves City employment within two years after receiving tuition reimbursement; and
2. The course(s) for which the City reimbursed tuition was completed during the two years prior to the effective date of the voluntary separation. The course(s) shall be considered completed on the date the employee submitted his or her grade to the City for purposes of demonstrating satisfactory completion.

There shall be an exception to this requirement in the event extenuating circumstances require the employee to terminate employment with the City (e.g., employee quits in order to move and take care of sick parent). The employee's requests shall be reviewed for approval by the Police Chief or designee and the Human Resources Department and such approval shall not be unreasonably denied.

#### **Section D - Joint Committee**

The Chief of Police (or designee) and the President of the Guild (or designee) will meet for the purpose of developing recommendations for the Civil Service Commission concerning the sources, structure, and general components of promotional examinations within the bargaining unit. In the event that the joint recommendations are rejected by the Civil Service Commission, either party may reopen this section of the Agreement for the limited purpose of negotiating the possible implementation of the recommended changes in the promotional process.

#### **Section E – SWAT Team**

~~4. Each SWAT team member will receive two hours per week during duty hours for physical fitness training. The training will occur at the beginning or end of a work shift and must be done at the Public Safety Building the assigned facility or job location. Training time will be pre-approved by the member's unit supervisor. SWAT team members will submit a signature card to the unit supervisor for approval. The unit~~

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~~supervisor will forward the signature card to the SWAT Training Coordinator and it will be entered into a training log. The training log will be submitted quarterly to the Office of the Chief.~~

~~2.1.~~ The training time will be scheduled by mutual agreement between the officer and their supervisor. The training may be denied where shift staffing levels or work of the department so requires.

~~3.2.~~ Training time may not be carried over if not used during a given week.

~~4.3.~~ No overtime will be permitted to complete shift or assigned duties, or for working out if the officer continues to work out following the end of their shift. All other time that an officer may spend working out (unless specifically ordered to work out by the responsible supervisor), including time immediately before or after their shift, is not compensable.

~~5.4.~~ Officers will be subject to call at all times while they are being compensated for working out (physical fitness training).

~~6.5.~~ The Guild and the City agree that they will work together to minimize the operational impact on the department of the physical fitness release time.

~~7.6.~~ The parties recognize the importance of having some balance in shift assignments for SWAT team members. Should the shift selection process result in an imbalance, the City may reassign SWAT team members, by seniority, to restore such balance.

#### **Section F – On Duty Physical Fitness Training**

1. Each employee assigned to uniformed field assignment may use two hours per week day during duty hours for physical fitness training. The training will occur at the beginning or end of a work shift and must be done at ~~the Public Safety Building~~the assigned facility or job location. Employees assigned to all other assignments will be allowed to convert lunch breaks (30 minutes) and the two daily rest periods (15 minutes each) for physical training. Detectives only may leave the ~~Public Safety Building~~assigned facility or job location to jog as long as they carry their ~~paggers or~~ cell phones for emergency contact.

2. The training time will be scheduled by mutual agreement between the employee and their supervisor. The training may be denied where shift staffing levels or work of the department so requires, however, reasonable requests for physical fitness training shall not be denied.
3. Training time may not be carried over if not used during a given week.
4. No overtime will be permitted to complete shift or assigned duties or for working out if the employee continues to work out following the end of their shift. All other times that an employee may spend working out, including time immediately before or after their shift, is not compensable.
5. Employees will be subject to call at all times while they are being compensated for working out (physical fitness training).
6. The Guild and the City agree that they will work together to minimize the operational impact on the department of the physical fitness release time.

### **Section G – Leave Sharing**

Occasionally Guild employees suffer from a severe or extraordinary illness or sustain an injury, or have an immediate family member suffering from a severe or extraordinary illness or injury and exhaust their leave balances. Often co-workers who have substantial leave balances wish to donate some of their leave to those employees. Leave sharing is the mechanism to accommodate both groups.

This agreement will permit employees of the Police Guild to donate vacation time, illness leave and/or compensatory time to a co-worker, who is suffering from, or has an immediate family member suffering from, a severe or extraordinary non-job-related illness, injury, or other impairment, is out of vacation time, illness leave, compensatory time, floating holidays, and personal leave (if applicable) and who will imminently go on leave without pay or terminate City employment.

1. Eligibility to Receive Shared Leave
  - a. The employee must not be receiving time-loss payments as a result of an on-the-job injury or illness.
  - b. The employee's position must be one in which vacation and illness leave can be accrued and used.

- c. All Police Guild employees may receive leave under this program if the employee suffers from a severe or extraordinary non-job-related illness, injury, or impairment which has caused, or is likely to cause, the employee to go on leave without pay or which may cause the employee to be terminated from City employment.
  - d. An employee may also receive leave under this program if an immediate family member of the employee suffers from a severe or extraordinary illness or injury.
  - e. Requests to receive the leave-sharing benefit shall be submitted to a committee composed of one person from Human Resources, one person from the Police Department and one person representing the Police Guild. The decision of the committee shall be final; however, if the decision of the committee is to deny the request, the requester has the right to petition the committee for reconsideration. The decision of the committee shall not be subject to the grievance procedure.
  - f. An employee must have exhausted his/her illness leave, vacation time, compensatory time, floating holidays, and personal leave (if applicable) before receiving shared leave.
  - g. An employee receiving the leave sharing benefit must have abided by the City's policies respecting illness leave. It is the responsibility of the supervisor to ensure that the employee has not abused illness leave before submitting the request.
  - h. For the purpose of this policy, immediate family is defined as spouse, child, parents, or other more distant relative living in the home of the employee.
2. Lifetime Maximums
- a. Employees receiving the leave-sharing benefit shall receive not more than a total of one hundred and twenty (120) days (960 hours) of such leave every ten (10) years of his/her employment with the City of Spokane, provided, however, the received leave after the first one hundred and twenty (120) days may only be direct donations of accrued leave from other Guild members.
  - b. The employee's position must be one in which vacation and illness leave can be accrued and used.

- c. The employee must not be receiving time-loss payments as a result of an on-the-job injury or illness.

### 3. Leave Transference Process

- a. An employee wishing to receive shared leave shall submit a written request to the Human Resources Director and attach a detailed statement from his/her physician verifying the severe or extraordinary nature of the condition and expected duration of time off from work. A Guild representative or other person may submit the request on behalf of the employee.
- b. After receiving the request, a committee composed of one person from Human Resources, one person from the department and one person from the Police Guild will review the request and if approved, the Human Resources Department will notify the Police Chief, or designee, who will communicate the employee's eligibility for leave-sharing to the other employees in the department.
- c. If the employee does not supply adequate documentation from his/her physician, the Human Resources Department will contact the employee or Guild representative and require additional information be supplied. A decision will not be rendered until adequate documentation is supplied.
- d. The decision of the committee shall be final; however, if the decision of the committee is to deny the request, the requester has the right to petition the committee for reconsideration. The decision of the committee shall not be subject to the grievance procedure.
- e. There shall be no retroactive applications of donated leave.

### 4. Donating Leave

- a. Guild members wishing to donate leave shall send the Leave-Sharing Donation form to the Payroll Division for processing.
- b. All donated leave shall be in full days. A day shall be considered eight (8) hours regardless of whether the employee is on a flex schedule or compressed workweek. No differentiation will be made between the salary level of the donor and the recipient.

- c. An employee may donate a total of ten (10) days of vacation time, illness leave, or compensatory time, or any combination that does not exceed ten (10) days, in any calendar year. All donations shall be entered as illness leave in the recipient's account.
- d. Donations of vacation time or illness leave may not bring the donor's balances below thirteen (13) days each.
- e. All donations of leave shall be strictly voluntary and confidential and shall be done on the Leave-Sharing Donation form. The donor shall designate the recipient.
- f. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave.
- g. Once leave has been donated, it becomes the recipient's leave regardless of any changes in his/her employment status, subject to the maximum stated in section 5(d) below.
- h. If the employee receiving the leave sharing donations passes away before using all donated hours, the employee's beneficiary will receive a maximum payout of up to ten (10) days in accordance with the City policy on payouts. The remaining hours will be deleted from the system.

#### 5. Leave-Sharing Bank

- a. The employees of the Police Guild will have access to the leave-sharing bank. All donations shall be made by completing the Leave-Sharing Donation form. All donations will be applied to the recipient's illness leave bank.
- b. Except as provided in section 5(f) below, the total of any one employee's donations to the bank may not exceed ten (10) days in any calendar year. Donating to the bank shall not affect an employee's right to donate up to ten (10) days to an individual(s).
- c. Only employees who have been approved to receive shared leave and who have exhausted their recipient-specific leave may, with the approval of the committee that approved their leave-sharing request, draw leave from the leave sharing bank with up-to-date supporting documentation from

their physician. The amount of leave drawn from the bank shall be the lesser of: (i) the amount needed to cover the balance of their illness; (ii) the amount needed to make up their lifetime maximum of one hundred and twenty (120) days; (iii) half the number of days in the leave sharing bank; or (iv) thirty (30) days.

- d. Employees who have been approved to receive shared leave and receive more recipient-specific leave than they need may keep up to ten (10) days of the excess. Donated leave above ten (10) excess days shall be transferred to the leave-sharing bank. Employees may not keep any part of the excess leave that would put them over their one hundred and twenty (120) day lifetime maximum.
- e. Police Guild members who have more than nine hundred and sixty (960) hours of sick leave, have surplus compensatory time, or have vacation time they are on the verge of forfeiting may donate their surplus leave to the bank in units of a day.
- f. Police Guild employees who terminate with five (5) or more years of service with SPD may donate all accrued illness leave hours in excess of nine hundred and sixty (960) hours to the leave-sharing bank. Employees who retire from City employment may donate all accrued illness leave hours in excess of nine hundred and sixty (960) hours to the leave-sharing bank.

## 6. Administration

- a. The Human Resources Department shall administer the leave-sharing program.

### **Section H – Swing Shift Parking**

Swing shift officers will have twenty spaces provided on or near the Spokane County campus. The cost of the monthly parking will be the same as the Spokane County parking committee established rate for parking (currently \$10), using permits issued by the County. Employees using these spots are expected to comply with the County's requirements, and will be responsible for any tickets or fines. Failure to pay the fee or otherwise comply may result in loss of the permit.

### **Section I – City Residency Incentive**

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In order to incentivize residency of employees to reside within City of Spokane city limits, the City agrees to provide the following to employees providing proof of residency from the effective date of this agreement: (1) a monthly stipend of \$50.

### **Section J- Civilian Roles and Positions**

The parties agree that the City may bring to the Guild during the term of this agreement proposals for potential civilian roles to assist in Departmental operations; any such proposals are subject to RCW 41.56. If the City brings such proposals to the Guild during the term of the agreement the Guild, in addition to any responsive proposals the Guild may bring forth proposals on economics.

## **ARTICLE 22 - SALARY COMPUTATIONS**

### **Section A - Regular Hourly Rate**

Regular rate of pay shall mean base salary together with any shift differential pay, longevity, specialty pay, educational or other incentive pays.

### **Section B - Pay Periods and Pay Checks**

Pay periods shall be established on a bi-weekly basis. ~~Employee pay~~ Pay checks shall be issued on a bi-weekly basis on alternate Fridays. ~~Employees who do not work on Friday and those employees working the Thursday evening shift shall have their pay checks distributed, whenever possible, on the Thursday before pay day.~~

## **ARTICLE 23 - DEFERRED COMPENSATION**

### **Section A - Deferred comp.**

The City agrees to make a qualified deferred compensation plan available to Guild represented employees.

The City shall contribute 2.2% of each employee's base pay including longevity and education, regardless of whether that employee makes his/her own contribution. Employees may also make contributions to his or her own account. If an employee makes contributions to his/her account, the City shall make matching contributions of 4% of the employee's base monthly pay including longevity and education, in addition to the 2.2%.

### **Section B – Health reimbursement agreement/account.**

In addition to the foregoing, the City will establish and maintain a qualified health reimbursement agreement/account for each Guild represented employee as soon as reasonably possible after ratification of the Agreement. The employer shall contribute one hundred seventy-five dollars (\$175) per month to the employee's qualified, health reimbursement agreement/account. The agreement/account shall be portable after termination and usable in retirement.

**Section C – VEBA Alternative.**

~~The City will contribute \$50.00 per employee per month to the employee's deferred compensation account without requiring a match in lieu of a VEBA contribution. Upon ratification, the City will contribute \$75.00 per employee per month to the employee' deferred compensation account without requiring a match in lieu of a VEBA contribution until the health reimbursement account referred to in Section B above is established. As soon as the HRA is established and contributions to the HRA begin, the VEBA contribution will cease. At no time will the City be required to contribute both to the HRA and VEBA.~~

**ARTICLE 24 – DISCIPLINE**

**Section A - General**

Both parties recognize that Police Officers have certain rights and responsibilities. Some of these rights and responsibilities are included in the departmental policy manual, under the title Complaint and Disciplinary Procedures.

Both parties agree that the carrying out of departmental Policy and Procedures is exclusively the province of the Chief of Police.

An employee shall be allowed to inspect his/her personnel file with the exception of materials that are exempt from disclosure pursuant to Washington law and may obtain a copy of such file at any reasonable time. The employee may request removal of material which he/she believes erroneous or irrelevant. This request will be reviewed by the Chief of Police. If the employee does not agree with the Chief's decision, he/she may prepare a statement of dissent which will be placed in the file. ~~Employees may request that~~Upon employee request, written reprimands shall be ~~expunged from personnel files~~ considered stale (which means that it shall not be used for any employment purpose) after a minimum period of three years if there is no reoccurrence of similar misconduct for which the employee was disciplined during that period. ~~Employees may request that records of~~Upon employee request, serious discipline shall be ~~expunged from personnel files~~ considered stale after a minimum period of five years if there is no recurrence of similar

misconduct for which the employee was disciplined during that period. Requests for the ~~expungement staleness~~ of disciplinary references in personnel files, pursuant to this section, shall not be unreasonably denied. Nothing in this section shall be construed as requiring the City to destroy, ~~expunge, or purge~~ any employment records ~~where the City is prohibited by law from taking such actions necessary to the City's case if it is engaged in litigation in any way related to that employee's employment at the time those records would otherwise be destroyed.~~

### **Section B - Forms of Discipline**

The following disciplinary procedures apply to Guild members who are permanent employees, that is, have completed their probationary period. The City will continue to administer disciplinary actions in accordance with the "Just Cause" concept. Disciplinary actions may include, but are not limited to, the following actions: oral reprimand, written reprimand, denial of promotion, demotion, suspension, and discharge for cause.

### **Section C - Right of Appeal**

Permanent employees (completed probation) shall have the right to take up discipline as a grievance, as set forth in Article 5 or as an appeal through the Civil Service Rules and Regulations, but the employee is limited to one or the other.

### **Section D(1) - Probationary Periods**

Probationary periods upon initial appointment shall not exceed eighteen (18) months for entry level and twelve (12) months for laterals and may not be extended without the written agreement of the Guild. During an employee's initial probationary period, he/she may be discharged by the employer at-will and such discharge shall not be subject to the grievance procedure. Probationary periods upon promotion shall not exceed six months and shall not be extended without the written agreement of the Guild. During a promotional probationary period, an employee may be reverted to his/her former classification and such reversion shall not be subject to the grievance procedure.

### **Section D(2) - Right of Petition**

Any probationary Guild employee who reverted or discharged pursuant to section D(1) above shall have the opportunity, upon request, for hearing with the Chief of Police or his designated representative.

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However, this opportunity shall not be subject to the grievance procedure. The Guild may provide representation at this hearing.

### **Section E - Police Officer Rights in Discipline**

It is agreed that the Employer has the right to discipline, suspend, or discharge any employee for just cause. The City must meet the just cause requirements for disciplining employees for off-duty conduct. Examples of off-duty conduct that may be subject to discipline include: 1) the off-duty misconduct materially effects the employer's business operation; or 2) the conduct is inconsistent with the office that the police officer holds.

1. In an effort to ensure that investigations are conducted in a manner which is conducive to good order and discipline, bargaining unit employees shall be entitled to the following protections which shall hereafter be termed as the "Police Officers' Rights in Discipline". Every employee who becomes the subject of an internal investigation shall be afforded the rights contained in the rest of this Section. This Section shall not apply to routine supervisory inquiries.

2. Every employee who becomes the subject of a formal internal investigation shall be advised at the time of their interview that he/she is accused of:

- a. Committing a criminal offense; and/or
- b. Conduct that would be grounds for termination, suspension, or other disciplinary actions.
- c. Of their right to Guild representation

3. Any employee who becomes the subject of a criminal investigation shall, prior to their interview, be notified that he/she is the subject of a criminal investigation and, further, that he/she is under no obligation to answer any questions or to remain in an interview setting involuntarily, except as provided herein. So long as the matter remains a criminal investigation, the remainder of this article shall not apply until or unless the Department determines to compel the subject employee to answer questions. A criminal investigation as used herein shall be interpreted as any investigation which could result in the filing of a criminal charge against the officer. In any non-criminal investigation,

the balance of this article shall apply.

4. Any interview shall take place at the Spokane Police Department, except when impractical. The employee shall be advised of his/her right to and allowed that Guild representation to the extent required by law. If the employee is a suspect, they shall be given a general overview of the factual allegations in writing before the interview commences

5. The interview of any employee shall be at a reasonable hour, when the employee is on duty, unless the exigency of the interview dictates otherwise. If the employee is suspected of misconduct, the interview generally shall be conducted in person, except that for limited follow-up questions or where there are other unusual situations, questioning may be telephonic so long as a Guild representative is given the opportunity to participate in the call.

6. The employee or Employer may request that an internal investigation interview be recorded, either mechanically or by a stenographer. There can be no "off the record" questions. Upon request, the employee under internal investigation shall be provided an exact copy of any written statement he/she has signed or of a verbatim transcript of any interview if one is created.

7. Interviewing shall be completed within a reasonable time and, in all internal investigation interviews, the employee shall be afforded such intermissions as he/she shall reasonably request for personal necessities, meals, telephone calls and rest periods.

8. All interviewing shall be limited in scope to activities, circumstances, or events which pertain to an employee's conduct or fitness to hold office.

9. The employee will not be threatened with dismissal or other disciplinary punishment as a guise to attempt to obtain his/her resignation, nor shall he/she be subject to abusive or offensive language or intimidation in any other manner. No promises or rewards shall be made as an inducement for the accused officer to answer questions.

10. No employee shall be required to unwillingly submit to a polygraph test, nor will employees be required to answer questions without a direct order to do so.

11. Internal Investigation Files - Employees and/or their Guild Representative (if representing the employee) shall have access to complete copies of completed Internal Investigation files at any

reasonable time once a Loudermill hearing has been scheduled, or after discipline has been imposed if no Loudermill hearing is held. Internal investigation files that do not result in an adverse finding shall not, in any way, be notated in that employee's personnel file and shall not be considered in determining the level of discipline which is appropriate.

12. Administrative investigations must be completed within 180 days of the matter coming to the attention of the Department (Assistant Chief or above). In the event the Office of the Chief believes an extension beyond 180 days is necessary, and the City can show that it has acted with due diligence and the investigation could not be reasonably be completed due to factors beyond the control of the City (including, but not limited to, for example, extended illness or other unavailability of a critical witness (i.e. - the complainant, the officer being investigated), or necessary delays in the processing of forensic evidence by other agencies) the Chief must contact the Guild prior to the expiration of the 180 days seeking to extend the time period. Any request for extension based on the unavailability of witnesses shall include a showing that the witness is expected to become available in a reasonable period of time. A request for extension based upon the above criteria will not be unreasonably denied. The period of investigation may also be extended by mutual agreement between the Guild President and the Chief.

The 180 day period shall be suspended when a complaint involving alleged criminal conduct is being reviewed by a prosecuting authority or is being prosecuted at the city, state or federal level, or if the alleged conduct occurred in another jurisdiction and is being criminally investigated or prosecuted in that jurisdiction. In cases of an officer involved fatal incident, the 180 day period will commence when the completed criminal file is provided to the Prosecuting Attorney, and will only be tolled in the event criminal charges are filed.

In the event an outside agency conducts a criminal investigation of a matter within the jurisdiction of the City, and the Department receives the completed criminal file with less than sixty (60) days remaining for the administrative investigation, the Department will have up to an additional sixty (60) days to complete its administrative investigation; in no event, shall the investigation last

more than 240 days.

Compliance with this provision is required if findings are to be entered or discipline is to be imposed. Issuance of a Loudermill notice of intent to discipline will constitute conclusion of the administrative investigation for purposes of this section.

Nothing in this article prohibits the City from disciplining (provided just cause exists) an officer convicted of a crime, or laying off an employee pursuant to Civil Service Rule IX, Section 6 (d).

## **ARTICLE 25 - DRUG TESTING**

### **Section A**

Reporting to work under the influence of alcohol and/or illegal drugs, or the use, sale, or possession by an employee of illegal drugs is strictly prohibited and will result in disciplinary action (unless otherwise required by law), including immediate termination. For the purpose of this policy, substances that require a prescription or other written approval from a licensed physician or dentist for their use shall also be included when used other than as prescribed. Each employee must advise the Employer if they are using prescription or other over-the-counter drugs they know or reasonably should know may impair their ability to perform job functions and/or operate machinery such as automobiles. Under appropriate circumstances the Employer may request the employee provide written medical authorization to perform various essential job functions from a physician while using such drugs.

Any voluntary request by an employee for assistance with his/her own alcohol abuse problem will remain confidential and shall not be used as the basis for any disciplinary action provided that the request for assistance is initiated prior to being identified as impaired through the procedures herein.

The parties recognize the essential purpose of any law enforcement agency is to enforce the criminal laws. Moreover, the parties recognize the courts have held it would substantially impair law enforcement agencies if they were required to employ individuals within their ranks who have violated the very laws said

agencies are charged with enforcing. Therefore, the Employer reserves the right to refuse to employ or continue the employment of individuals who are or have been engaged in serious criminal conduct, whether drug related or not.

**Section B**

Where a supervisory employee of the City has a reasonable suspicion to believe an employee is under the influence of alcohol or illegal drugs or is abusing the use of prescription or over-the-counter drugs, or is using illegal drugs, the employee in question will be ordered to immediately submit to discovery testing. Such tests include breath tests, urinalysis and blood screens to identify any involvement with alcohol or such drugs. An employee who refuses to submit to discovery testing shall be conclusively presumed to be under the influence of alcohol or an illegal drug for the purpose of administering this Article and therefore will be subject to discipline, including immediate discharge.

**Section C**

For the purpose of administering this Article the following definition of terms is provided:

1. Reasonable Suspicion - Reasonable suspicion is based on objective facts and reasonable inferences from those facts, that discovery testing will produce evidence of a violation of this policy.
2. Under the Influence – In determining whether an employee is under the influence or using illegal drugs, the following cutoff levels shall be used for the initial screening of specimens to determine whether they are negative for these drugs or classes of drugs:

	Nanograms per milliliter (ng/ml)
	Test Level
Amphetamines .....	1000
Barbiturates.....	300
Benzodiazepines.....	300
Cannabinoids .....	100

Cocaine metabolites.....	300
Methadone	300
Methaqualone	300
Opiates (Codeine)	300
Opiates (Morphine) .....	300
Phencyclidine (PCP) .....	25
Propoxyphene .....	300
Level of the positive result for alcohol.....	0.04 blood alcohol

3. Illegal Drugs - All forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, which sale, purchase, transfer, or unauthorized use or possession is prohibited or restricted by law.
4. Over-the-Counter Drugs - Are those drugs which are generally available without a prescription and are limited to those drugs which are capable of impairing the judgment of an employee to safely perform the employee's duties.
5. Prescription Drugs - All drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

**Section D**

If an employee is required to submit to a drug test, the following procedure shall be followed:

1. The employee shall be given notice of an opportunity to confer with a Guild representative if one is readily available.
2. The employee shall be given an opportunity to explain the reasons for the employee's condition, such as reaction to a prescribed drug, fatigue, exposure to toxic substances, or any other reasons known to employee, to the test administrator. The Guild representative may be present during this discussion.
3. The Employer may request urine and/or blood samples.

4. Urine and blood samples shall be collected at a local laboratory, hospital or medical facility. The Employer shall transport the employee to the collection site. The Employer and/or Guild representative may be allowed to accompany the employee to the collection site and observe the bottling and sealing of the specimen. The employee shall not be observed by the Employer when the urine specimen is given.

5. All specimen containers, vials, and bags used to transport the specimen, shall be sealed to safeguard their integrity, (upon request in the presence of the Employer, employee and Guild representative) and proper chain-of-custody procedures shall be followed.

6. The collection and testing of the samples shall be performed only at Occupational Medicine Associates or at another laboratory mutually agreed to by the parties. The results of such tests shall be made available to the Employer and the Guild.

7. If a specimen tests positive in an immunoassay screen test, the results must be confirmed by a gas chromatography/mass spectrometry tests. The specimen must show positive results at/within the following limits on the GC/MS (gas chromatography/mass spectrometry) confirmatory test to be considered positive.

If immunoassay is specific for free morphine the initial test level is 25 ng/ml.

Confirmatory Test

Marijuana metabolites	15 ng/ml
Cocaine metabolites	150 ng/ml
Opiates:	
Morphine	300 ng/ml
Codeine	300 ng/ml
Phencyclidine	25 ng/ml
Amphetamines:	
Amphetamine	500 ng/ml
Methamphetamine	500 ng/ml

8. At the employee's or the Guild's option, a sample of the specimen may be requisitioned and sent to a laboratory chosen by the Guild for testing. The cost of this test will be paid by the Guild or the employee. Failure to exercise this option may not be considered as evidence in arbitration or other proceeding concerning the drug test or its consequences. The results of this second test shall be provided to the City.

9. The employee (and the Guild, upon approval of the employee) shall be informed of the results of all tests, and provided with all documentation regarding the tests as soon as the test results are available. Such disclosure shall be in conformance with the Americans with Disabilities Act.

### **Section E**

The parties shall designate a Medical Review Officer (MRO) to review all confirmed positive test results and communicate those results to the Employer. The MRO shall have the responsibility to determine when an individual has failed a drug test in accordance with the standards enumerated herein. The MRO shall retain all records of all positive tests for at least five years and records of all negative tests for at least one year.

### **Section F**

If the results of the drug test are positive, and support a conclusion that the employee used an illegal drug, abused the use of a prescription or over-the-counter drug, or reported to work while under the influence of alcohol, the employee will be subject to discipline, including immediate discharge, unless otherwise required by law.

## **ARTICLE 26 – HEALTH AND WELFARE**

### **Section A - Insurance**

1. **Family Dental Insurance** - The City agrees to provide the current Premier Dental Insurance plan at no cost to the employee, including orthodontia at a 50% benefit level, through April 30, 2014. Effective May 1,

2014, the City agrees to provide the PPO Dental Insurance plan at no cost to the employee, including orthodontia at a 50% benefit level.

~~2. **Family Medical Insurance (LEOFF I)** - The City will pay for employee medical coverage as is required by law and will pay for 90% of dependent coverage and the employee will be responsible for 10% of the dependent premium. Medical plans offered will be City Plan III and Group Health. Prescription drugs under City Plan III shall be subject to the following co-pays: generic medications \$10.00, all other medications \$20.00. Group Health participants shall be required to pay the following co-pays: generic medications \$10.00, all other medications \$30.00. All other medical benefits will be maintained at current levels. The City program for domestic partner benefits is available for bargaining unit employees.~~

3.2. **Family Medical Insurance (LEOFF II)** - Police Officers hired after September 30, 1977, and their dependents, shall be covered under a City sponsored plan for non-duty related medical care.

~~Through April 30, 2014, medical plans offered will be City Plan III and Group Health I, with employees paying \$105/month toward coverage of the employee and his/her dependents in the employee's selected medical plan and the City paying the balance of the monthly premium.~~

~~Effective May 1, 2014, medical plan options will be City Plan III, City Plan IV, Group Health I, and Group Health II. Employee contributions for City Plan III and Group Health I will increase by \$15/month to \$120/month. Employee contributions for City Plan IV and Group Health II will be \$105/month.~~

Effective January 1, 2015, employee contributions for City Plan III and Group Health I will increase by \$15/month to \$135/month. Employee contributions for City Plan IV and Group Health II will remain \$105/month.

Prescription drugs under City Plan III shall be subject to the following co-pays: generic medications \$10.00, all other medications \$20.00. City Plan IV and Group Health participants shall be subject to the following co-pays: generic medications \$10.00, all other medications \$30.00. All other medical benefits will be maintained at current levels. The City program for domestic partner benefits will be made available for bargaining unit employees.

~~4. **Retiree Medical** – The Guild has agreed to work with the City on redesigning the current medical plans and creating a Retirees Medical Plan. The Guild has indicated that it would work towards development of a retirees plan similar to the current Plan III with the costs assumed in total by the retiree. The Guild would also like to develop a plan where contributions could be made by existing employees prior to retirement to help offset the costs. The Guild has also requested that employees who have retired since January 2002 be allowed to access the retirees plan. The parties have agreed that they will work in concert during 2004 with a goal to implement the plan in 2005. The goal date may be extended by the parties.~~

~~\_\_\_\_ Employees (and their dependents) who retire from employment shall be permitted to receive health insurance via the City in retirement through the retiree medical plans offered to other City retirees~~

### 5.3. Life Insurance

- (a) For Police Officers: The City shall provide \$100,000 life insurance coverage to be paid in full by the City.
- (b) For Dependents: The City shall make a life insurance plan available at the employee's option and expense.
- (c) Bomb Squad and Swat Team Members will be provided 1½ times their annual salary in life insurance coverage to a maximum of \$60,000-120,000. K-9 Handlers and Hostage Negotiators will be provided \$50-120,000 in life insurance coverage.

6.4. Long-Term Disability Insurance - The City shall make payroll deduction available for Guild members to purchase the group disability insurance plan, which the Guild sponsors. ~~LEOFF II~~ Employees shall be required to purchase this insurance as a condition of employment. The City shall contribute \$30-50-45.00 per month, as wages, for ~~LEOFF II~~ officers.

~~7. **Vision Care** - The City agrees to provide vision care coverage for LEOFF II employees at the same~~

~~8. \_\_\_\_\_ level as LEOFF I in a manner determined by the City.~~

9.5. Health Plan Redesign. The Guild will participate in City Health plan redesign discussions along with other employee groups provided that this section shall not be construed as either a reopener on employee benefits or as evidence that the Guild agrees to change any health care provision of this agreement by their

participation.

9. **Employee Physicals.** Employee annual physicals shall be covered by the City under the employees selected employee medical plan. The City will no longer cover the costs of the annual physical as reimbursement from Department funds, and all physicals will be submitted and covered through the employee's insurance carrier.

## **ARTICLE 27 - CIVILIAN REVIEW**

The Office of Police Ombudsman (OPO) will provide a professional presence to help ensure a quality investigation in real time, and visible, independent oversight to reassure the public. The City and the Guild acknowledge that on June 16, 2014 with the ratification of the 2012-2016 collective bargaining agreement the parties agreed that the OPO and the Police Ombudsman Commission as set forth in Article 27 complied with and satisfied all of the requirements of the City Charter in effect on March 1, 2013.

(a) The Office of Police Ombudsman (OPO) means the Ombudsman, Deputy Ombudsman, and all other regular full-time employees and regular part-time employees of the Office of Police Ombudsman who have signed a confidentiality agreement under the terms of this Article and completed CJIS certification.

(b) "OPO Independent Investigation" (Independent Investigation) means any investigative activity authorized by and conducted in accordance with this Article by the Ombudsman, or Deputy Ombudsman, or third party. Investigative activity may include: interviews of witnesses, review of police reports or other police documents, review of body camera footage, review of IA or criminal investigative transcripts, audio or video recordings, visitation of a location, as provided for in this Article.

(c) The OPO will be notified of and the Ombudsman and/or Deputy Ombudsman will have the option of actively monitoring all police department IA investigations as provided for herein.

(d) The OPO may receive complaints from any complaining party, including, without limitation, citizens or employees of the police department. In instances where the Ombudsman and/or Deputy Ombudsman has first hand knowledge, the Ombudsman and/or Deputy Ombudsman can be the

complainant, but the individual filing the Complaint would be conflicted out of OPO duties for that complaint and firewalled from the investigation.

(e) Upon receiving a complaint, the OPO will advise the complainant of the ~~options available~~ potential processes to resolve the complaint. These ~~options-processes~~ include referral of the complaint to IA with the potential for a disciplinary investigation monitored by the OPO, mediation services, and/or independent investigation by the OPO where authorized by and in accordance with the provisions of this Article.

1. The OPO will only refer complaints to IA for conduct that occurred within one calendar year and will inform the complainant that the OPO cannot guarantee that IA will investigate a complaint or that the OPO has sufficient resources to conduct an independent investigation where authorized by and in accordance with this Article.

(f) The Ombudsman or Deputy Ombudsman may conduct a preliminary investigation regarding the complaint for the purpose of determining whether to forward the complaint to IA.

1. The preliminary investigation shall include, as appropriate, interviewing the complainant and interviewing any other person who the complainant asserts was subject to the improper use of force or improper/inappropriate interaction with an officer. If after this interview(s) the Ombudsman and/or Deputy Ombudsman is unable to determine whether the matter should be forwarded to IA, the Ombudsman and/or Deputy Ombudsman may conduct such additional interviews as are reasonably necessary to determine whether to forward the case to IA. If a complainant or witness refuses to have ~~his or her~~ their interview recorded, he or she shall be asked to write out his or her complaint. All interviews will be conducted by the Ombudsman and/or Deputy Ombudsman. The Office of the Ombudsman may conduct the initial intake of the complainant. The complainant will be asked to prepare a written statement or taped oral narrative concerning the matter, allowing the Ombudsman and/or Deputy Ombudsman to subsequently determine whether an actual interview should be conducted. Officers will not be interviewed as part of the preliminary investigation, unless the complainant is an officer. If the complainant is an officer, the OPO may request an interview

from the complainant officer as part of the preliminary investigation.

2. The Ombudsman and /or Deputy Ombudsman will promptly be given access to all documentation in possession of the Police Department that is relevant to the stated complaint and necessary for determining whether or not to forward the complaint to IA, including access to Internal Affairs record keeping systems (IA Pro and Blue Team or their successor record keeping system) for all information related to the stated complaint. Any and all video that is downloaded and provided to OPO and/or the Police Ombudsman Commission for any purpose authorized by Article 27 shall be uniquely marked by the Police Department, prior to being provided, in order to prevent the copying and/or distribution of such video for a purpose that is not authorized by Article 27. The Ombudsman and/or Deputy Ombudsman may assign the retrieval, indexing, and search of such documentation to the OPO.

(g) If the OPO determines a complaint alleges potentially criminal conduct by an officer, the case shall be immediately forwarded to Internal Affairs.

If the Ombudsman or Deputy Ombudsman determines that the complaint should not be forwarded to IA, the OPO ~~may publish a closing report, which states the allegations of the complaint and the basis for the Ombudsman's or Deputy Ombudsman's determination that the complaint did not need to be forwarded to IA. Neither this closing report nor the preliminary investigation shall be used for discipline or other tangible adverse employment action against a bargaining unit member, including but not limited to decisions regarding defense and indemnification of an officer. The closing report and any part of the preliminary investigation that is released shall not reveal the names of the officers involved. For each complaint where the Ombudsman or Deputy Ombudsman determines that the complaint does not need to be forwarded to IA, the OPO shall forward to IA its determination as well as the name of any complainant and/or witnesses and the details of the alleged complaint. In these instances where the allegations result in a determination that the complaint should not be forwarded to IA, the OPO may refer, via IA, information that the OPO has received to the Department for review so that the Department may determine if there are general service~~

improvements that could be addressed by the Department. Neither the determination not to forward the complaint to IA nor the preliminary investigation or any referral shall be used for discipline or tangible adverse employment action against a bargaining unit employee, including but not limited to decisions regarding defense and indemnification of an officer. The determination and any part of the preliminary investigation or referral that is released shall not reveal the names of the officers involved.

If the Ombudsman or Deputy Ombudsman determines that the complaint should be forwarded to IA, the OPO will forward the complaint and any preliminary investigation to IA within ten business days of the initial interview or review of the written statement or taped oral narrative concerning the matter, unless the time is extended by mutual agreement of the Ombudsman or Deputy Ombudsman and the Guild, for processing and, when appropriate, investigation. The OPO will not act upon complaints concerning events that occurred more than one year prior to the filing of a complaint, unless such complaint alleges serious misconduct that could result in termination, in which case the OPO will not act upon complaints concerning events that occurred more than five (5) years prior to the filing of a complaint. An extension of the five (5) year limit may occur if there is written agreement from the Guild. The OPO will not conduct separate disciplinary investigations, but the Ombudsman and Deputy Ombudsman may participate in interviews and request that further investigation be completed, as provided herein and be given access to all documentation in the possession of the Police Department that is relevant to the stated complaint and necessary for determining the internal investigation was timely, thorough and objective, including access to IA Pro and Blue Team for all information related to the stated complaint. Any and all video that is downloaded and provided to the OPO and/or the Police Ombudsman Commission for any purpose authorized by Article 27 shall be uniquely marked by the Police Department, prior to being provided, in order to prevent the copying and/or distribution of such video for a purpose not authorized by Article 27. The Ombudsman and/or Deputy Ombudsman may assign the retrieval, indexing, and search of such documentation to the OPO.

(h) In instances where the Ombudsman or Deputy Ombudsman determines that the complaint

should be forwarded to IA, the Ombudsman or Deputy Ombudsman may also send a request that the complaint be considered for an “OPO led” OPO independent investigation (“OLOII”). Prior to the Chief (or designee) making a determination as to whether or not the complaint will be investigated (as set forth in (k)) the Chief (or designee) will review the request for an OLOII and determine if the Department agrees that the complaint is appropriate to be handled as an OLOII. In making the determination that an OLOII is appropriate, the Chief (or designee) shall consider that no discipline may result from an OLOII. An OLOII is an investigation that is conducted by the Ombudsman or Deputy Ombudsman. No discipline of or other tangible adverse employee actions against bargaining unit employees, including but not limited to decisions regarding defense and indemnification of an officer may result from an OLOII.

1. In the event the OPO, the Department, and the officer all agree to an OLOII, that process will be utilized rather than sending the matter on for investigation. Once there is agreement that the OLOII process will be utilized, the matter will be concluded through the OLOII process and cannot be investigated elsewhere.
2. As part of the OLOII, Article 24 Section E shall apply and employees shall be advised of the nature of the complaint and scope of the investigation. However, consistent with the voluntary nature of this process, employees shall not be compelled to provide a statement. Officers will have the right to bring Guild representation to any OPO interview.
3. Upon completion of the OLOII, the Ombudsman or Deputy Ombudsman may publish a closing report so long as the closing report does not identify specific members of the Department and does not in any way comment on officer discipline (or lack thereof). The closing report will identify the author(s). There shall only be one closing report for an OLOII. The closing report may include the allegation made in the complaint, a summary of the investigative steps taken by the Ombudsman or Deputy Ombudsman, and any policy or practice recommendations; however, the report will not determine whether there has been a violation of the law or policy or recommended discipline. The closing report of the OLOII also may include the OPO’s perspective of the factual information that was obtained as a result of the investigation. Any closing report from an OLOII shall clearly state that the

information expressed within the report is the perspective of the OPO and that the OPO does not speak for the City on the matter, and that the report is not an official determination of what occurred.

4. An OLOII will be completed within 180 days of the beginning of the OLOII.

~~(h)~~(i) In addition to complaints received by the OPO, Internal Affairs will provide: (a) access to all complaints received by IA to the OPO, and, (b) notice of criminal investigations of officers that Internal Investigations is aware of within ten business days of receiving the complaint. Once the case is closed, the OPO will return all case file materials to IA for retention and delete all downloaded files, but will have subsequent access to closed cases.

~~(h)~~(i) The OPO or IA will have the opportunity to make a recommendation for mediation to the Chief of Police, at any time prior to a determination that the investigation was timely, thorough and objective. An involved officer may request that the case be considered for mediation. The OPO retains sole discretion whether or not to offer mediation based on available resources and the goals of the OPO.

1. In the event the Department, the complainant and the officer all agree to mediation, that process will be utilized rather than sending the matter on for investigation. Unless agreed upon by the participants (the Department, complainant, officer and mediator), the provisions of RCW 7.07 shall be applicable to a mediation conducted under this Article and all evidence, statements, communications or agreements made in mediation shall be confidential and may not be used by the City or any other party in any criminal or disciplinary process against any member bargaining unit employee or in promotional consideration or as the basis as any other adverse employment action. The OPO may publish a closing report at the end of any mediation services. In order to comply with the confidential nature of mediation, an OPO closing report of mediation services shall only state whether the officer participated in good faith and if the matter was resolved. Identification of the names of participants will not be included in any OPO closing report of mediation services.

2. Assuming the officer participates in good faith during the mediation process, the officer will not be subject to discipline and no disciplinary finding will be entered against the

officer. Good faith means that the officer listens and considers the issues raised by the complainant, and acts and responds appropriately. Agreement with either the complainant or the mediator is not a requirement of good faith. In the event an agreement to mediate is reached and the complainant thereafter refuses to participate, the officer will be considered to have participated in good faith.

(j)(k) Once any complaint is received by the Internal Affairs unit (including those forwarded to IA from the OPO), it shall be submitted to the chain of command for review per existing policy. The Chief or her/his/their designee will determine whether or not the complaint will be investigated, and if it will be investigated, what type of investigation including an IA Investigation, an Inquiry, a Shift Level investigation, or other type of investigation. IA will notify the OPO in writing of the determination as to whether or not the complaint will be investigated by the Department; the notification shall state either no investigation or the type of investigation that will be used for the investigation. When the OPO is notified that no departmental investigation shall occur, the OPO shall have ten business days to advise IA in writing that the OPO believes an investigation should occur and the basis for such belief; if no such notice is received it shall be understood that the OPO agrees with the department's decision not to investigate. When either the Chief or her/his designee determines that the allegations warrant an investigation, such investigation shall be approved, and IA will initiate the investigative process. For those investigations not performed by IA such as a Shift Level investigation, IA will direct another Police Department member to do the investigation.

If the Ombudsman or Deputy Ombudsman disagree with the classification of the complaint as an investigation other than an IA Investigation, the Ombudsman may appeal the classification to the Chief of Police. The Chief of Police shall make the final determination on the classification.

When the Department initiates an investigation, the OPO will have the opportunity to participate in that investigative process as follows:

1. Internal Affairs or the Police Department member conducting the investigation for those other than IA investigations will notify the OPO of all administrative interviews on all

investigations. The Ombudsman or Deputy Ombudsman will promptly be given access to all documentation in the possession of the Police Department that is relevant to the stated complaint and necessary for determining whether the internal investigation was timely, thorough and objective, including access to IA Pro and Blue Team for all information related to the stated complaint. Any and all video that is downloaded and provided to the OPO and/or the Police Ombudsman Commission for any purpose authorized by Article 27 shall be uniquely marked by the Police Department, prior to being provided, in order to prevent the copying and/or distribution of such video for a purpose not authorized by Article 27. The Ombudsman and/or Deputy Ombudsman may assign the retrieval, indexing, and search of such documentation to the OPO.

The Ombudsman and/or Deputy Ombudsman may attend and observe interviews, in person or by telephone, and will be given the opportunity to ask questions during the interview after the completion of questioning by the Department. The Ombudsman or Deputy Ombudsman will not participate in criminal investigations of Department employees but will be notified when the criminal case is concluded.

2. Upon completion or suspension without completion of investigations, IA will forward a complete copy of the case file to the OPO for review. When the OPO is notified that an investigation is suspended, the OPO shall have ten business days to advise IA in writing that the OPO believes the investigation should not be suspended and the basis for such belief; if no such notice is received it shall be understood that the OPO agrees with the decision to suspend the investigation. If an investigation is completed, the Ombudsman or Deputy Ombudsman will review the case file and determine whether the investigation was timely, thorough and objective, prior to a chain of command review.

3. As a part of the review process of completed or suspended investigations, the Ombudsman and/or Deputy Ombudsman may conclude that further investigation is needed on issues deemed material to the outcome. The OPO will notify IA of the suggested further investigation in such cases. The Ombudsman's and/or Deputy Ombudsman's suggestions

and rationale for further investigation will be provided to IA in writing. The Ombudsman and/or Deputy Ombudsman and assigned investigator(s) will discuss the suggested further investigation and attempt to reach an agreement. If there is no agreement between the assigned investigator(s) and the Ombudsman and/or Deputy Ombudsman regarding the necessity, practicality or materiality of the requested further investigation, the OPO will notify the Chief (or designee) in writing of the Ombudsman's or Deputy Ombudsman's suggestions and rationale for further investigation. The written request of the Ombudsman or Deputy Ombudsman shall specifically list the additional investigative steps that the Ombudsman or Deputy Ombudsman is requesting be taken. The Chief (or designee) will determine whether further investigation will be undertaken by IA. The Chief (or designee) will provide ~~his/her~~their determination in writing.

4. Where the complaint giving rise to the investigation, whether made to the Department or the OPO, is a complaint of a serious matter (complaints that could lead to suspension, demotion, or discharge) involving allegations that an employee either improperly used force or improperly/inappropriately interacted with citizens, if the Ombudsman and/or Deputy Ombudsman is not satisfied with the determination of the Chief concerning an investigation referenced in this section, the Ombudsman and/or Deputy Ombudsman may present a request for further investigation to the Police Ombudsman Commission, which shall specifically list the additional investigative steps that the Ombudsman or Deputy Ombudsman is requesting be taken. The Ombudsman or Deputy Ombudsman will promptly provide the Police Ombudsman Commission all documentation in the possession of the OPO that is relevant to evaluate the Ombudsman's and/or Deputy Ombudsman's request. The OPO will also prepare a log reflecting the documentation provided to the Police Ombudsman Commission. The log will be retained by the OPO and a copy will promptly be provided to IA. The Police Ombudsman Commission shall return all documentation received from the OPO to the OPO, after making its final determination.

The decision of the Police Ombudsman Commission will be final and be based upon the Ombudsman's or Deputy Ombudsman's written request and the Chief's (or designee's) written response, and other information received from the OPO relevant to evaluate the OPO's request. Once the matter has been referred to and resolved by the Police Ombudsman Commission, an Independent Investigation referenced in this section will be completed consistent with the decision of the Police Ombudsman Commission on the OPO's request. The Independent Investigation shall be limited to the additional investigative steps that were in the Ombudsman or Deputy Ombudsman's written request. The Police Ombudsman Commission may direct the Ombudsman or Deputy Ombudsman or a third-party investigator to undertake an Independent Investigation to complete the further investigation requested by the Ombudsman or Deputy Ombudsman referenced in this section; however, no such investigation may commence until the Chief has made a final, written discipline determination in the matter. If the Police Ombudsman Commission contracts for a third-party to do the Independent Investigation, it shall be conducted by someone with knowledge and experience in conducting a fair and objective law-enforcement investigation and who has no conflict of interest. The Ombudsman or Deputy Ombudsman or third-party investigator may request, but not require, participation by police officers in the investigation. Once the Ombudsman or Deputy Ombudsman or third-party investigator has completed the OPO requested investigation, the Commission may publish a closing report of the results of the investigation of the OPO or third-party investigation, so long as the closing report does not identify specific ~~members of the Department bargaining unit employees~~ and does not in any way comment on officer discipline (or lack thereof). The closing report may be authored by the investigator (OPO or third-party), OPOC or a combination thereof. The closing report will identify the author(s). There shall only be one closing report for an Independent Investigation. The closing report may include the allegation made in the complaint, a summary of the investigative steps taken by the Ombudsman or Deputy Ombudsman or

third-party investigator, and any policy and practice recommendations; however, the report will not determine whether there has been a violation of the law or policy or recommend discipline. The closing report of the Independent Investigation also may include the OPO or OPOC's perspective of the factual information that was obtained as a result of the investigation. Any closing report from an Independent Investigation shall clearly state that the information expressed within the report is the perspective of the OPO and/or OPOC, that the OPO and/or OPOC do not speak for the City on the matter, and that the report is not an official determination of what occurred.

The further investigation and/or the Police Ombudsman Commission's closing report may not be used by the City as a basis to open or re-open complaints against any bargaining unit employees, including those assigned to IA, or to reconsider any decision(s) previously made concerning discipline. No discipline of or other tangible adverse employment actions against bargaining unit employees, including but not limited to decisions regarding defense and indemnification of an officer, may result from the OPO or third-party investigation.

The request from the OPO for IA to do further investigation, the process of review and decision making on that request, or the requirement to do further investigation do not suspend the 180 day requirement of Article 24.

5. After completion of the further investigation by IA referenced in paragraph (j)3 above, or the conclusion (by IA or the Commission) that no further investigation by IA will be undertaken, the Ombudsman or Deputy Ombudsman will then certify whether or not, in the opinion of the Ombudsman or Deputy Ombudsman, the internal investigation was timely, thorough and objective. This determination will be made within ten business days. Once the certification determination is made in writing, the OPO will not be involved further in the disciplinary process in that case.

6. Where the complaint giving rise to the investigation, whether made to the Department of the OPO, is not a complaint of a serious matter (complaints that could lead to suspension, demotion, or discharge) involving allegations that the employee either improperly used

force or improperly/inappropriately interacted with citizens, and if the Ombudsman or Deputy Ombudsman requests further investigation, then the determination of the Chief on the request shall be final.

~~(k)(1)~~ As set forth in paragraph j above, the OPO will be notified if the Chief or designee determines that any complaint received by the Internal Affairs unit (including those forwarded to IA from the OPO) will not be investigated by written notice referenced in paragraph j above. If IA notifies the OPO in writing that there shall be no investigation of a complaint received by the Internal Affairs unit (including those forwarded to IA from the OPO) where the complaint giving rise to the investigation whether made to the Department or the OPO is a complaint of a serious matter (complaints that could lead to suspension, demotion or discharge) involving allegations that an employee either improperly used force or improperly/inappropriately interacted with citizens then the OPO may conduct an OPO Independent Investigation into that complaint. The Ombudsman or Deputy Ombudsman may request, but not require, participation by police officers in the investigation. The OPO may publish a report of the results of the investigation of a complaint referenced in this section, so long as the report does not identify specific ~~members bargaining unit employees~~ of the Department and does not in anyway comment on officer discipline (or lack thereof). The closing report of the Independent Investigation may include the OPO's perspective of the factual information that was obtained as a result of the investigation. Any closing report from an independent investigation shall clearly state that the information expressed within the report is the perspective of the OPO, that the OPO does not speak for the City on the matter, and the report is not an official determination of what occurred. Any released investigation of a complaint referenced in this section will not identify specific ~~members bargaining unit employees~~ of the Department. The Ombudsman's or Deputy Ombudsman's investigation and/or OPO's closing report of a complaint referenced in this section may not be used by the City as a basis to open complaints against any bargaining unit employee(s), including those assigned to IA, or to reconsider any decision(s) previously made concerning discipline. No discipline of or other tangible adverse employment actions against bargaining unit employees, including but not limited to decisions regarding defense and indemnification of an officer, may result from the Ombudsman or Deputy Ombudsman investigation.

The request from the Ombudsman or Deputy Ombudsman for IA to do an investigation of a complaint  
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referenced in this section, the process of review and decision making on that request, or the requirement to do an investigation do not suspend the 180 day requirement of Article 24.

~~(H)~~(m) All disciplinary decisions will be made by the Chief (or designee).

~~(m)~~(n) The OPO will be provided a copy of any letter or other notification to an officer informing them of actual discipline imposed as a result of an internal affairs investigation or any Notice of Finding in the event that the complaint is not sustained.

~~(A)~~(o) The OPO will be notified by IA within ten business days of case closure or suspension of all IA Investigations. The OPO, in addition to the Department's written Notice of Finding letter to the complainant, may send a letter to the complainant. The letter may summarize the investigative process and the Department's case findings.

~~(e)~~(p) Any complaining party who is not satisfied with the findings of the Department concerning their complaint may contact the Office of Police Ombudsman to discuss the matter further. However, unless persuasive and probative new information is provided, the investigation will remain closed. In accordance with established arbitral case law, employees may not be disciplined twice for the same incident. In the event the investigation is re-opened and discipline imposed, the appropriate burden of establishing compliance with this section rests with the City in any subsequent challenge to the discipline.

~~(P)~~(q) Once the Ombudsman and/or Deputy Ombudsman has made a certification decision and the Chief has made a final determination on the case, the OPO may publish a closing report that summarizes the complaint, the IA or Departmental Investigation, which the OPO had the opportunity to be involved in, and the Department's findings, and any recommendations of the Ombudsman and/or Deputy Ombudsman for changes in departmental policies to improve the quality of police practices, training, and investigations. This closing report may include the OPO's perspective of the factual information that was obtained as a result of the IA investigation. Any closing report from an IA investigation shall clearly state that the information expressed within the report is the perspective of the OPO, that the OPO does not speak for the City on the matter, and the report is not an official determination of what occurred. Prior to making any policy recommendations, the closing report will include the current policy practice, policy, and/or training as applicable and shall expressly state that the policy recommendations that follow reflect the OPO's opinion on

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modifications that may assist the Department in reducing the likelihood of harm in the future; they do not reflect an opinion on individual job performance under the current policy, practice, or training. The closing report will not disclose the names of officers or witnesses. The OPO's closing report shall not be used in disciplinary proceedings or other tangible adverse employment actions against bargaining unit employees, including but not limited to decisions regarding defense and indemnification of an officer.

~~(s)~~(r) Once the Ombudsman or Deputy Ombudsman has made a certification decision and the Chief has made a final determination on the case, IA may publish a case summary. The case summary may include an incident synopsis, summary of the complaint, summary of the investigation, and an analysis and conclusion. The case summary will not disclose the names of officers or witnesses. Prior to IA publishing the case summary, IA will send the case summary to the OPO. The Ombudsman and/or Deputy Ombudsman will review the case summary and respond to IA with any input within ten business days from the receipt of the case summary. IA and the Ombudsman and/or Deputy Ombudsman will collaborate on the input received from the Ombudsman and/or Deputy Ombudsman. ~~IA-The Chief~~ will make the final determination if IA and the Ombudsman and/or Deputy Ombudsman do not agree on the case summary after collaborating.

~~(s)~~(s) In addition to the investigative process, the OPO will have unimpeded access to all complaint and investigative files from IA Investigations for auditing and reporting purposes. The OPO and Police Ombudsman Commission shall not retain investigative materials and/or files beyond one year after a certification decision, for any purpose, and will return the same to Internal Affairs for safekeeping and delete all downloaded files. At all times and including, without limitation, issuing written reports, the OPO will not release the name(s) of employees or other individuals involved in incidents or investigations nor any other personally identifying information. The OPO may make statistical observations regarding the disciplinary results of sustained internal investigations, but shall not take issue with discipline imposed by the Chief of Police in specific cases.

~~(s)~~(t) The OPO may recommend policies and procedures for the review and/or audit of the complaint resolution process, and review and recommend changes in departmental policies to improve the quality of police investigations and practices. The OPO may publish a policy and procedure report that identifies the OPO's recommended policy and procedure changes. The OPO's recommendations will be  
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related to departmental procedure, policies, training, or related issues. The policy and procedure report is a tool for the OPO to provide recommendations for future changes, additions, or modifications to policies, training, or procedures. Any policy report should identify the current policy or practice that the OPO is recommending changing. The OPO will not make recommendations concerning discipline for specific cases or officers. Nothing herein shall be construed as a waiver of the Guild's right to require the City to engage in collective bargaining as authorized by law.

~~(t)~~(u) No report authorized under this Article, including closing reports and policy and procedure reports shall comment on discipline of an officer(s). This prohibition includes a prohibition on writing in a report whether the OPO or OPOC agrees with or differs with the Chief's findings, whether the officer acted properly, whether the officer's actions were acceptable, or whether the officer's actions were in compliance with training or policy. Additionally, no report will criticize an officer or witness or include a statement on the OPO or OPOC's opinion on the veracity or credibility of an officer or witness.

~~(+)~~(v) Prior to the release of any closing report by the OPO or OPOC, the Guild will be provided with a copy of the closing report to review for potential contract violations prior to the report's public release. Any alleged contract violations must be disclosed in writing to the Mayor with a copy to the OPO and OPOC within ten business days of receiving the closing report ("OPO closing report Grievance"). If an OPO closing report Grievance is not timely filed, the closing report may be released.

~~(+)~~(w) The OPO closing report Grievance must include the information required in Article 5, Step 1. The grievance filing will include the specific sentences of the closing report that allegedly violate the Agreement, an explanation of how those sentences violate specific sections of the Agreement, and proposed modifications to comply with the Agreement. The Mayor and/or designee will request a written response by the OPO or OPOC as applicable within ten business days of receiving the OPO closing report Grievance. In lieu of or in addition to a written response, the Mayor and/or designee will offer to facilitate a meeting between the OPO and/or OPOC, City and Guild as appropriate to resolve the OPO closing report Grievance. If the OPO closing report Grievance is not resolved within 30 calendar days of the date of the filing of the OPO closing report Grievance, the Guild may request Expedited Arbitration. The Arbitrator will conduct an arbitration within twenty-one (21) calendar days of the Guild's request for Expedited Arbitration, and issue a

bench decision. The decision will be final and binding upon the parties. The Arbitrator shall have no authority to amend, alter, or modify this Agreement or its terms and shall limit his/her decision solely to whether the closing report violates the Agreement. The time limits for Expedited Arbitration may be extended upon mutual agreement of the parties. Requests to extend the time limits will not be unreasonably denied.

(x) A committee of five (5) members (Committee) will be formed that will recommend three (3) candidates for the ~~OPO-Ombudsman~~ position to the Police Ombudsman Commission (one of which must be selected). The Committee shall be composed of one member appointed by the Spokane Police Officers Guild; one member appointed by the Lieutenants and Captains Association; one member appointed by the President of the City Council; one member appointed by the Mayor; and a fifth member selected by the other four members.

~~(w)(y)~~ (y) A committee of five (5) members (Committee) will be formed that will recommend three (3) candidates for the Deputy Ombudsman position to the Police Ombudsman Commission (one of which must be selected). The Committee shall be composed of one member appointed by the Spokane Police Officers Guild; one member appointed by the Lieutenants and Captains Association; one member appointed by the President of the City Council; one member appointed by the Mayor; and a fifth member selected by the other four members. The Ombudsman may sit on the Committee and participate in the process and interviews, but will be a non-voting member of the Committee.

~~(x)(z)~~ (z) The Ombudsman or Deputy Ombudsman may attend meetings of the Use of Force Review Board (UFRB), Collision Review Board (CRB), and Deadly Force Review Board (DFRB) as a participating observer. Based upon such participation, may recommend policies and procedures for the review and/or audit of the operation of the UFRB and/or CRB and/or DFRB and recommended changes in departmental policies to improve the quality of such reviews. The OPO may publish a policy and procedure report that identifies the OPO's recommended policy and procedure changes. The OPO's recommendations will be related to departmental procedure, policies, training, or related issues. The OPO will not make recommendations concerning discipline for specific cases or officers. Nothing herein shall be construed as a waiver of the Guilds right to require the City to engage in collective bargaining as authorized by law.

~~(y)(aa)~~ (aa) In addition to whatever job requirements may be established by the City, which shall be the Spokane Police Guild Agreement ~~2017-2021~~2023-2026

same for the Ombudsman and Deputy Ombudsman, one of the minimum job requirements for the Ombudsman or Deputy Ombudsman will be to have a history that includes the establishment of a reputation for even-handedness in dealing with both complainants and the regulated parties. The City also agrees that compliance with the confidentiality provisions of this agreement will be a condition of employment for all employees of the OPO, including the Ombudsman or Deputy Ombudsman. Inadvertent, de minimis disclosures shall not be considered a violation of this section. A disclosure which is more than an inadvertent, de minimis disclosure shall result in discipline as outlined in Section 4.32.100 of the Spokane Municipal Code (effective date of March 26, 2014), which may include the removal of the person(s) making the disclosure from the OPO. The City also agrees that acting within the authority given to the OPO by the City including under the Spokane Municipal Code and this Agreement will be a condition of employment. The City will require that each individual member within the OPO sign a statement confirming that she/he will only act within the authority she/he received from the City including from the Spokane Municipal Code and this Agreement. Knowingly or negligently acting outside of their legal authority will be considered a failure to perform the duties of the office and/or negligence in the performance of the duties and may result in appropriate discipline up to and including removal of the person(s) from the OPO in accordance with the Spokane Municipal Code (effective date of March 26, 2014).

~~(z)~~(bb) Allegations that the OPO has intentionally knowingly or negligently exceeded his/her authority as defined by the Spokane Municipal Code and this Agreement shall be resolved using the OPO Grievance and Expedited Arbitration. A grievance alleging a violation must be presented to the Mayor within 28 calendar days of the occurrence and include the information provided for in Step 1 of the grievance procedure. The Mayor and/or designee will request a written response by the OPO or OPOC as applicable within ten business days of receiving the OPO Grievance. In lieu of or in addition to a written response, the Mayor and/or designee will offer to facilitate a meeting between the OPO and/or OPOC, City and Guild as appropriate to resolve the OPO Grievance. If the OPO Grievance is not resolved within 30 calendar days of the date of the filing of the OPO Grievance, the Guild may request Expedited Arbitration. The Arbitrator will conduct an arbitration within twenty-one (21) calendar days of the Guild's request for Expedited Arbitration, and issue a bench decision. The decision will be final and binding upon the parties. The Arbitrator shall have no

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authority to amend, alter, or modify this Agreement or its terms and shall limit his/her decision solely to whether the OPO or OPOC have violated the Agreement. The time limits for Expedited Arbitration may be extended upon mutual agreement of the parties. Requests to extend the time limits will not be unreasonably denied.

(~~ccaa~~) Except where a different grievance procedure is specifically provided for, alleged violations of Article 27 are subject to the grievance and arbitration provisions of the bargaining agreement. In the event the Guild believes a candidate recommended by the Committee for Ombudsman or Deputy Ombudsman does not meet the minimum job requirement established in Section (v) above, the Guild must within three (3) days of the recommendation present information to the Police Ombudsman Commission about their concern. If that person is ultimately selected by the Police Ombudsman Commission, the Guild may file a grievance within five (5) days of the appointment and an expedited arbitration process will be utilized to resolve the matter. The Arbitrator will conduct an arbitration within twenty-one (21) days, and issue a bench decision. The decision will be final and binding upon the parties. Upon the filing of a grievance, the appointment shall be held in abeyance pending completion of the arbitration.

(~~bddd~~) The City will require that each member of the Police Ombudsman Commission sign a confidentiality statement confirming as a condition of service that they will not release the name(s) of employees or other individuals involved in incidents or investigations, nor any other personally identifying information. Inadvertent, de minimis disclosures shall not be considered a violation of this section. A disclosure which is more than an inadvertent, de minimis disclosure may result in the removal by the City Council of the person(s) making the disclosure from the Police Ombudsman Commission.

(~~eeee~~) The City will require that each member of the Police Ombudsman Commission sign a statement confirming as a condition of service that she/he will only act within the authority she/he received from the City, including from the Spokane Municipal Code and this Agreement. Acting outside of their authority may result in the removal by the City Council of the person(s) from the Police Ombudsman Commission.

(~~efff~~) In addition to whatever job requirements may be established by the City, one of the minimum job requirements for the members of the Police Ombudsman Commission will be to have a history that  
Spokane Police Guild Agreement  
~~2017-2021~~2023-2026

includes the establishment of a reputation for even-handedness in dealing with both complainants and the regulated parties.

(~~eej~~) Nothing herein shall be construed as a waiver of the Guilds right to require the City to engage in collective bargaining as authorized by law.

## ARTICLE 28 – SALARY SAVINGS PLAN

The parties agree to adopt the Guild Salary Savings Plan under the following terms:

### A. Eligibility and Payment Terms

	Minimum Age	Age + Years of Service	Monthly Payment	Duration
<b>LEOFF II</b>	53	78	\$500	8 years (96 months)
<b>LEOFF I</b>	53	78	\$300	5 years (60 months)

The monthly payment will be made into an HRA account. The individual accounts are subject to deduction for administration costs. The HRA will be an inheritable asset, if allowed by law.

### B. Limits and Deadlines

	2010	Subsequent years
<b>Number eligible</b>	10	10
<b>Deadline to apply for the incentive</b>	March 1, 2010	Dec. 31 of the prior year
<b>Deadline to retire</b>	August 30, 2010	Between January 1 and June 30

Employees must complete and turn in an application form by the above deadline in order to be eligible for the incentive. Applicants must meet retirement eligibility requirements under their LEOFF pension plan.

If the City receives applications from more than 10 employees in one year, the incentive will be given to

Spokane Police Guild Agreement  
~~2017-2021~~2023-2026

the eligible employees highest on the seniority list. If an employee does not receive the benefit based on seniority, that employee may be eligible for the incentive in future years.

**C. Disqualifications**

The intent of this program is for service retirements only. Employees who are receiving L&I or long term disability or are on medical layoff/retirement are disqualified from the incentive. If at any time during the incentive payment term the recipient of the incentive begins receiving L&I or long term disability, incentive payments under this program will cease.

Employees who have already applied and been approved for the City's Voluntary Retirement Incentive Program (VRIP) are disqualified from the incentive. Under no circumstance can an employee receive benefits from both the VRIP and the incentive program outlined by this Salary Savings Plan.

If an employee applies for the incentive but does not retire by the established deadline, the employee will not be eligible for the incentive in that year or any future year. If an employee is approved for the benefit but does not retire, then the next eligible applicant on the seniority list will receive the incentive.

**D. COLA**

The agreed monthly payment amounts will not be subject to any cost of living adjustment.

**E. Discontinuance/Reinstatement of Plan**

The City has the right to discontinue this incentive plan at any time. The City has provided notice that the program will be discontinued following 2013 retirements.

The City has the right to reinstate the plan on January 1 of any year.

If at any point the incentive is modified or discontinued, employees who have already been approved to receive the incentive will continue to receive payments under the terms that were in place at the time that they were approved for the incentive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, ~~2021~~2023.

FOR THE CITY OF SPOKANE:

\_\_\_\_\_  
Nadine Woodward  
Mayor

\_\_\_\_\_  
Johnnie Perkins  
City Administrator

\_\_\_\_\_  
Craig Meidl  
Police Chief

\_\_\_\_\_  
Justin Lundgren  
Assistant Police Chief

\_\_\_\_\_  
David Moss  
Human Resources Director

\_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Lynden Smithson  
City Attorney

FOR THE SPOKANE POLICE GUILD:

\_\_\_\_\_  
David Dunkin  
President

\_\_\_\_\_  
Timothy Schwering  
Vice-President

\_\_\_\_\_  
Trevor Winters  
Vice-President

\_\_\_\_\_  
Kelly Mongan  
Secretary

\_\_\_\_\_  
Michael Baldwin  
Treasurer

Attest:

\_\_\_\_\_  
Terri Pfister  
City Clerk

Spokane Police Guild Agreement  
~~2017-2021~~2023-2026



**Agenda Sheet for City Council Meeting of:**

06/29/2023

<b>Date Rec'd</b>	6/26/2023
<b>Clerk's File #</b>	OPR 2023-0658
<b>Renews #</b>	
<b>Cross Ref #</b>	OPR 2023-0036/0037
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	CR25114

<b>Submitting Dept</b>	MUNICIPAL COURT
<b>Contact Name/Phone</b>	HOWARD DELANEY 625-4450
<b>Contact E-Mail</b>	HDELANEY@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Contract Item
<b>Agenda Item Name</b>	0560 CONTRACT WITH PHOENIX COUNSELING FOR DOMESTIC VIOLENCE TREATMENT

**Agenda Wording**

Domestic violence assessment and treatment services provided to participants in the Municipal Court's Domestic Violence Intervention Therapeutic Court (DVITC).

**Summary (Background)**

The City of Spokane's Municipal Court is entering into a contract with Phoenix Counseling Services, LLC, in accordance with RFP 5841-23 issued by the City to provide domestic violence screening, assessment and treatment services to participants involved in the Domestic Violence Intervention Therapeutic Court (DVITC). The contract is to be effective May 1, 2023 through April 30, 2024.

Lease? NO Grant related? YES Public Works? NO

**Fiscal Impact**

Expense	\$ \$29,760
Expense	\$ \$500
Expense	\$ \$161,740
Select	\$

**Budget Account**

#	1360-91213-12500-54101-99999
#	1360-91214-12500-54101-99999
#	1360-912XX-12500-541010-99999
#	

**Approvals**

<b>Dept Head</b>	DELANEY, HOWARD
<b>Division Director</b>	LOGAN, MARY
<b>Finance</b>	BUSTOS, KIM
<b>Legal</b>	
<b>For the Mayor</b>	SMITHSON, LYNDEN

**Council Notifications**

<b>Study Session\Other</b>	01/09/2023 Urban Exp (SBO)
<b>Council Sponsor</b>	CP Beggs/CM Wilkerson

**Additional Approvals**

<b>Purchasing</b>	
<b>ACCOUNTING - GRANTS</b>	MURRAY, MICHELLE

**Distribution List**

hdelaney@spokanecity.org
sthompson@spokanecity.org
aharte@spokanecity.org
jlargent@spokanecity.org
kbustos@spokanecity.org
bam@phoenixcounselingservices.org
mdiamond@spokanecity.org

## Committee Agenda Sheet

### Public Safety & Community Health Committee

<b>Submitting Department</b>	Municipal Court
<b>Contact Name</b>	Howard Delaney
<b>Contact Email &amp; Phone</b>	<a href="mailto:hdelaney@spokanecity.org">hdelaney@spokanecity.org</a> 509-625-4450
<b>Council Sponsor(s)</b>	CP Beggs/CM Wilkerson
<b>Select Agenda Item Type</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion    Time Requested:
<b>Agenda Item Name</b>	Contract with Phoenix Counseling for Domestic Violence Treatment
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	The City of Spokane's Municipal Court is entering into a contract with Phoenix Counseling Services, LLC, in accordance with RFP 5841-23 issued by the City to provide domestic violence screening, assessment and treatment services to participants involved in the Domestic Violence Intervention Therapeutic Court (DVITC). The contract is to be effective May 1, 2023, through April 30, 2024.
<b>Proposed Council Action</b>	Approve
<b>Fiscal Impact</b>	
Total Cost: <u>192,000.00</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Specify funding source: Grant agreement GRT23999 - WA State Administrative Office of the Courts	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Other budget impacts: No net budget impact. Grant funds are available by reimbursement following advance of contract expense funds by the City.	
<b>Operations Impacts (If N/A, please give a brief description as to why)</b>	
What impacts would the proposal have on historically excluded communities? Provides opportunity for domestic violence intervention and treatment that may otherwise not be affordable to a primarily indigent population.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? Data and associated costs are tracked in Court's case management system, FMS and grant tracking systems.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Data is collected in the Court's case management system for therapeutic court programs.	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? N/A	



**City of Spokane**  
**PERSONAL SERVICES AGREEMENT**  
**Title: DOMESTIC VIOLENCE  
SCREENING, TREATMENT  
ASSESSMENT, AND TREATMENT**

This Agreement is made and entered into by and between the **CITY OF SPOKANE** as ("City"), a Washington municipal corporation, and **PHOENIX COUNSELING SERVICES, LLC**, whose address is 901 East Second Avenue, Suite 204, Spokane, Washington 99202, as ("Company"), individually hereafter referenced as a "party", and together as the "parties".

The parties agree as follows:

**1. PERFORMANCE.**

The Company shall provide Domestic Violence Screening, Treatment Assessment, and Treatment Services, in accordance with RFP 5841-23 issued by the City, and the Company's RFP Response dated March 13, 2023, which is attached as Exhibit B. In the event of a conflict between the Company and this City Contract, the terms of this contract will control.

**2. TERM OF AGREEMENT.**

The term of this Agreement begins on May 1, 2023, and shall run through April 30, 2024, unless amended by written agreement or terminated earlier under the provisions. This Agreement may be renewed by agreement of the parties not to exceed four (4) additional one (1) year contract periods.

**3. COMPENSATION / PAYMENT.**

The City shall pay Company for services under this Agreement in accordance with the Budget Breakdown located in Exhibit B and not to exceed **ONE HUNDRED NINETY TWO THOUSAND AND NO/100 DOLLARS (\$192,000.00)**, plus applicable tax, unless modified by a written amendment to this Agreement. This is the maximum amount to be paid under this Agreement for the work described in Section 1 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

The Company shall submit its applications for payment to Municipal Court, Administration Office, West 1100 Mallon Avenue, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

**4. TAXES, FEES AND LICENSES.**

A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Company's sole responsibility to monitor and determine changes or

the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.

B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

**5. CITY OF SPOKANE BUSINESS LICENSE.**

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at [www.dor.wa.gov](http://www.dor.wa.gov) or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

**6. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

**7. INDEMNIFICATION.**

The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

**8. INSURANCE.**

During the period of the Agreement, the Company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

A. **Worker's Compensation Insurance** in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;

B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement;

i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of \$1,000,000, in order to meet the insurance coverage limits required in this Agreement; and

C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.

D. Professional Liability Insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least two (2) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without forty-five (45) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) to the City at the time it returns this signed Agreement. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the forty-five (45) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

#### **9. DEBARMENT AND SUSPENSION.**

The Company has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

#### **10. AUDIT.**

The Company and its sub-contractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Company and its sub-contractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

#### **11. ASSIGNMENT AND SUBCONTRACTING.**

The Company shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Company shall incorporate by reference this Agreement, except as otherwise provided. The Company shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or

subcontract does not release the Company from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

**12. TERMINATION.**

Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

**13. STANDARD OF PERFORMANCE.**

The standard of performance applicable to the Company's services will be the degree of skill and diligence normally employed by a professional Company performing the same or similar services at the time the services under this Agreement are performed.

**14. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.**

Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Company shall be safeguarded by the Company. The Company shall make such data, documents and files available to the City upon the City's request. If the City's use of the Company's records or data is not related to this project, it shall be without liability or legal exposure to the Company.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

**15. ANTI KICK-BACK.**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

**16. MISCELLANEOUS PROVISIONS.**

A. **Amendments/Modifications:** This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.

B. The Company, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Company shall comply with the requirements of this Section.

C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.

D. **Captions:** The titles of sections or subsections are for convenience only and do not define or limit the contents.

E. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.

F. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any

preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Company after the time the same shall have become due nor payment to the Company for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.

G. **Entire Agreement:** This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Company. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.

H. **No personal liability:** No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

**PHOENIX COUNSELING SERVICES, LLC**

**CITY OF SPOKANE**

By Brandy A. McBride 5/27/23  
Signature Date

By [Signature] 6/20/2023  
Signature Date

BRANDY A. MCBRIDE  
Type or Print Name

Howard F. Delaney  
Type or Print Name

DIRECTOR/OWNER  
Title

Court Administrator  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

**Attachments that are part of this Agreement:**

Exhibit A – Certificate Regarding Debarment

Exhibit B – Company’s RFP Response dated March 13, 2023

23-075

**EXHIBIT A**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
  
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
  
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

<p><u>BRANDY A. McBRIDE</u> Name of Subrecipient / Contractor / Consultant (Type or Print)</p>	<p><u>PHOENIX COUNSELING SERVICES</u> Program Title (Type or Print)</p>
<p>_____ Name of Certifying Official (Type or Print)</p>	<p><u>Brandy A. McBride</u> Signature</p>
<p>_____ Title of Certifying Official (Type or Print)</p>	<p><u>5.21.2023</u> Date (Type or Print)</p>

EXHIBIT B



CITY OF SPOKANE - PURCHASING  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201-3316  
(509) 625-6400

REQUEST FOR PROPOSALS

<p><b>RFP NUMBER:</b> 5841-23  <b>RFP TITLE:</b> Domestic Violence Screening, Treatment Assessment, and Treatment Services   <b>RFP COORDINATOR:</b> Connie Wahl, City of Spokane Purchasing Department   <b>PRE-SUBMITTAL MEETING:</b> None  <b>QUESTION DEADLINE:</b> Monday, February 20, 2023 <b>TIME:</b> 1:00 p.m.</p>	<p><b>PROPOSAL DUE DATE:</b> Monday, February 27, 2023 <b>TIME:</b> 1:00 p.m.   <b>PROPOSAL SUBMITTAL:</b>  All Proposals shall be submitted electronically through the ProcureWare online procurement system portal:  <a href="https://spokane.procureware.com">https://spokane.procureware.com</a> before the due date and time.</p>
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## 1. GENERAL INFORMATION

### 1.1 COMMUNICATION

All communication between the Proposer and the City shall be with the Request for Proposal Coordinator and submitted through the 'Clarifications' tab in the City of Spokane's online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

### 1.2 BACKGROUND AND PURPOSE

The City of Spokane, through Spokane Municipal Court (hereinafter "City") is initiating this Request for Proposals (hereinafter "RFP") to solicit Proposals from Firms interested in providing domestic violence (DV) assessment and treatment services to participants involved in the projected Domestic Violence Intervention Therapeutic Court (DVITC).

### 1.3 MINIMUM QUALIFICATIONS

The Firm must be licensed to do business in the State of Washington. The Firm must have three (3) years of experience in domestic violence treatment, be able to provide domestic violence levels 1, 2, and 3, and be certified by the State of Washington Department of Social and Health Services. The Firm's direct treatment staff must be currently registered or licensed by the Washington State Department of Health. Reference Chapter 388-60B, Title 388 of WAC (Washington Administrative Code) "Domestic violence perpetrator treatment program standards" for requirement information on levels and certification.

### 1.4 CONTRACT PERIOD

Any contract resulting from this RFP will be for a one (1) year period. Contract is renewable upon mutual agreement for up to four (4) one-year extension options.

### 1.5 ADDENDA

It is the responsibility of Proposers to check the City of Spokane's online procurement system <https://spokane.procureware.com> for Addenda or other additional information that may be posted regarding this Request for Proposals.

### 1.6 TERMS AND CONDITIONS

Terms and Conditions applicable to this RFP are included herein by reference and attached to this RFP as Attachment 1.

### 1.7 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Deadline for Questions	2/20/2023 – 1:00 p.m.
Proposals Due	2/27/2023 – 1:00 p.m.
Evaluation, Negotiation and Contract Award	March, 2023
Begin Contract Work	April/May, 2023

The City reserves the right to revise the above schedule.

## 1.8 DEFINITIONS

Definitions for the purposes of this RFP include:

**City** – The City of Spokane, a Washington State municipal corporation, the agency issuing this RFP.

**DVITC** – Domestic Violence Intervention Therapeutic Court

**Firm or Consultant** – Individual or company whose Proposal has been accepted by the City and is awarded a fully executed, written contract.

**Proposal** – A formal offer submitted in response to this solicitation.

**Proposer** - Individual or Firm submitting a Proposal in order to attain a contract with the City.

**Request for Proposals (RFP)** – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. The purpose of an RFP is to permit the consultant community to suggest various approaches to meet the City's needs at a given price.

## 2. SCOPE OF SERVICES

The Firm will provide services under contract that include, but may not be limited to, the following:

1. Provide domestic violence screenings, assessment, and reassessments for up to 50 participants engaged in the Domestic Violence Intervention Therapeutic Court (DVITC) annually.
2. Provide domestic violence counseling services. Treatment may include case management. Services will be provided for a minimum of six months.
3. Provide designated domestic violence counselor(s) to provide treatment, provide updates to the therapeutic court team, and attend staffing sessions and court in person to advocate for, and provide support to, participants.
4. Provide treatment for DVITC participants following a Continuum of Care. The Firm shall use an evidence-informed trauma treatment modality. Firm must provide a detailed description of each treatment modality and evidence to support its use with the identified treatment population. The Firm must describe how they will use the proposed screening and/or assessment tools(s) to determine the most appropriate treatment modality.
5. Recommendations for the level of intensity for treatment will be determined following a comprehensive assessment and then discussed with the DVITC Judge and participant during court sessions. The level of care may be matched with the DVITC Phase and requirements for compliance will be determined by the DVITC Judge.
6. Firm will work with each participant to prepare a written Continuing Care Plan prior to graduation.
7. Firm must be able to provide a site in the County of Spokane to provide services as requested on-site and in-person within reasonable amount of time from request.
8. Firm will ensure participants have access to counseling services in their native language, preferably through on-site counselors or on-site translation services.
9. Participants will not incur any out-of-pocket expenses without prior authorization from the court. Firm will provide financial statements, which will include individual participant costs as well as administrative overhead costs to provide services when seeking reimbursement from DVITC.

### **3. PROPOSAL CONTENTS**

#### **3.1 PREPARATION OF PROPOSAL**

Proposals shall be clear, concise, in order and titled as: Letter of Submittal, Technical Proposal, Management Proposal and Cost Proposal.

#### **3.2 LETTER OF SUBMITTAL**

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Firm to a contractual relationship. Include the following information about the Firm and any proposed sub-consultants:

- A. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
- B. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.
- C. Identification of any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.
- D. Confirmation that the Firm meets the minimum qualifications as identified in Paragraph 1.3 "Minimum Qualifications".
- E. Acknowledgement that the Firm will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the Agencies.

#### **3.3 TECHNICAL PROPOSAL**

Proposal content for this section shall include an understanding of the City's requirements with a comprehensive proposed approach, methodology and work plan.

- A. Demonstrate a clear and concise understanding of the project requirements along with a proposed approach, methodology for management, and successful completion of the scope of services. Provide a detailed description of each treatment modality and evidence to support its use with the identified treatment population. Describe how proposed screening and/or assessment tools(s) will be used to determine the most appropriate treatment modality. The Firm may also present any creative approaches that may be appropriate and may provide any pertinent supporting documentation.
- B. Provide a detailed description of the work plan with all proposed tasks, services, activities, and other items necessary to accomplish the scope of the project as described in the Scope of Services section. Include example intake scenarios with estimated timelines for elements of work and deliverables. If applicable, provide name and address of any sub-consultant and what services they may provide. Include the Firm's expectations about any City staff involvement in the tasks, services, and activities necessary to execute the work plan.

#### **3.4 MANAGEMENT PROPOSAL**

Proposal content for this section shall include experience, capabilities, qualifications and application of resources to convey the ability to perform the scope of services.

- A. Indicate the experience the Firm, staff and any sub-consultants have relevant to the scope of services. Provide name, title, brief description of duties, responsibilities, qualifications, and years of

pertinent experience. Provide details describing project team, team assignments, allocation of resources, lines of authority, and responsibility. Identify person within the Firm that will have prime responsibility and authority for the work. Indicate availability for each staff member assigned to the project and include percentage of time each will be assigned to the project. Describe how Firm will respond proactively to issues and project scope changes. Resumes may be included limited to 2 pages per person. The Firm shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the City.

B. Include a list of contracts the Firm has had during the last three (3) years up to a maximum of ten (10) contracts that relate to the Firm's ability to perform the services needed under this RFP. Provide contract period, contact names, phone numbers and e-mail addresses. Identify three (3) specific references from this list and briefly describe the work accomplished. Do not include City staff as references. The Firm grants permission to the City to contact the list provided.

C. If the Firm has had a contract terminated for default in the last five (5) years, describe the incident. Termination for default is defined as notice to stop performance due to the Firm's non-performance or poor performance and if the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default. Provide other party's name, address, phone number and email address. If no such termination for default has been experienced by the Firm in the past five (5) years, so indicate.

### 3.5 COST PROPOSAL

The Cost Proposal shall identify all costs to be charged including any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. The Cost Proposal should include fee for service structure to include but not limited to costs for assessment, group sessions, individual sessions, language services, case management, and other treatment relevant services. Firms are required to collect and pay Washington state sales tax, if applicable. Do not include Washington state sales tax in Proposal.

## 4. PROPOSAL SUBMISSION AND EVALUATION

### 4.1 SUBMISSION OF PROPOSALS

Proposals shall be submitted with most favorable terms that can be proposed. There will be no best and final offer procedure. Proposals shall be submitted electronically through the City of Spokane's online procurement system portal: <https://spokane.procurement.com> before the due date and time. **Hard paper, e-mailed or faxed copies will not be accepted. Late Proposals shall not be accepted.** Proposers must register if they have not done so previously and follow the steps below to enter and submit the electronic Proposal:

1. Click on "Bids" located on the left hand column.
2. Find the applicable project and click the "Project Number".
3. Click on the "Response" tab.
4. In the "Questions" tab, **answer questions and upload required documents** into the bid portal by clicking on "Browse" for each item. Note that only one document can be uploaded per question line item so combine if necessary.

5. Click on the "Pricing" tab and enter pricing as requested. A "Comment" field is available if needed. Skip "Pricing" Tab if it has no line items. Cost shall be included in Proposal document submitted.
6. Once the Questions have been entered, the yellow "Question Response" information message will change from incomplete to complete. Then the "Submit" button will become available.
7. Click the "Submit Bid" button and review the terms and conditions, pop-up window that appears. If you agree to the terms and conditions, click the "I Accept and Submit this Bid" button.
8. If you want to remove your Proposal, click the red "Withdraw Bid" button in the "Response" tab for the applicable Proposal.

#### 4.2 EVALUATION PROCEDURE

Responsive Proposals will be evaluated in accordance with the requirements stated in this solicitation and any addenda issued. The City, at its sole discretion, may elect to select the top-scoring Firms as finalists for an oral presentation and evaluation. The RFP Coordinator may contact the Firm for clarification of any portion of the Firm's Proposal.

#### 4.3 EVALUATION SCORING

The Proposal will be evaluated as follows:

<b>TECHNICAL PROPOSAL – 35%</b> Project Approach/Methodology/Understanding Work Plan/Schedule/Deliverables	35 Points (Maximum) 35 Points (Maximum)	70 points
<b>MANAGEMENT PROPOSAL – 30%</b> Firm and Staff Experience/Capabilities/Qualifications	60 Points (Maximum)	60 points
<b>COST PROPOSAL – 35%</b>	70 Points (Maximum)	70 points
<b>GRAND TOTAL FOR WRITTEN PROPOSAL</b>		<b>200 POINTS</b>

#### 4.4 AWARD/REJECTION OF PROPOSAL/CONTRACT

This RFP does not obligate the City to award a contract. Any contract awarded as a result of this procurement is contingent upon the availability of funding.

The City of Spokane reserves the option of awarding this contract in any manner most advantageous for the City and without further discussion of submitted Proposal. Failure to comply with any part of the RFP may result in rejection of Proposal as non-responsive. The City also reserves the right, at its sole discretion, to waive minor irregularities, reject any and all Proposals received without penalty and to not issue a contract from this RFP. More than one contract may be awarded. Contract negotiations may incorporate some or all of the Proposal.

Award of contract, when and if made, will be to the proposer whose Proposal is the most favorable to the City including consideration the evaluation criteria. Interlocal agreements accessing other agency contracts where applicable may be considered as a Proposal. Contract is optional (non-exclusive) use.

### 5. GRANT REQUIREMENTS

This project is supported by the Washington Administrative Office of the Courts (AOC) under grant agreement IAA23976. The court will utilize a portion of the grant funding to provide treatment services

and participant services to pay for domestic violence screening, treatment assessment, and treatment for the DVITC program (not covered by insurance). Since the program is grant funded, all awards are subject to change and may be modified, reduced, or discontinued depending on the funding allocation during future city budget sessions. Firms must take into consideration applicable grant requirements in making their Proposal and performing the work. The Firm shall provide the City any information needed to meet grant requirements for the services provided by the Firm.

## **6. RFP ATTACHMENTS**

Attachments applicable to this RFP are included herein by reference as follows:

Attachment 1 – Terms and Conditions

Attachment 2 – Washington State Administrative Office of the Courts Grant IAA23976

<b>Level 3-minimum 52 weeks</b>				
Item	Quantity	Cost	Total Per Person	Services for 50
Risk Assessments	1	\$ 300	\$ 300	\$ 15,000
Intake	1	\$ 60	\$ 60	\$ 3,000
Groups	52	\$ 50	\$ 2,600	\$ 130,000
Individuals	10	\$ 60	\$ 600	\$ 30,000
Books	2	\$ 50	\$ 100	\$ 5,000
Discharge Report	1	\$ 60	\$ 60	\$ 3,000
			\$ 3,720	\$ 186,000
<b>Administrative Services</b>				
	12	\$ 500	\$ 6,000	
<b>Anticipated Treatment Expenditures</b>				<b>\$ 192,000</b>



< Business Lookup

**License Information:**

[New search](#) [Back to results](#)

**Entity name:** PHOENIX COUNSELING SERVICES, LLC

**Business name:** PHOENIX COUNSELING SERVICES, LLC

**Entity type:** Limited Liability Company

**UBI #:** 604-355-651

**Business ID:** 001

**Location ID:** 0004

**Location:** Active

**Location address:** 901 E 2ND AVE  
STE 204  
SPOKANE WA 99202-2257

**Mailing address:** PO BOX 30716  
SPOKANE WA 99223-3011

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State status:** [Click here](#)

**Endorsements**

Endorsements held at this lo	License #	Count	Details	Status	Expiration date	First issuance
Spokane General Business				Active	Nov-30-2023	Oct-26-2020

**Governing People** May include governing people not registered with Secretary of State

Governing people	Title
MCBRIDE, BRANDY	

**Registered Trade Names**

Registered trade names	Status	First issued
PHOENIX COUNSELING SERVICES, LLC	Active	Nov-26-2018

Registered trade names	Status	First issued
PHOENIX COUNSELING SERVICES, LLC - IV	Active	Aug-23-2019
PHOENIX COUNSELING SERVICES, LLC - V	Active	Jun-24-2022
PHOENIX COUNSELING SERVICES, LLC II	Active	Jan-28-2019
PHOENIX COUNSELING SERVICES, LLC III	Active	Jan-28-2019

[View Additional Locations](#)

The Business Lookup information is updated nightly. Search date and time: 6/26/2023 1:29:53 PM

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
Page 34  
03/01/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext):</b> (888) 202-3007 <b>FAX (A/C. No):</b> <b>E-MAIL ADDRESS:</b> contact@hiscox.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> <b>INSURER A:</b> Hiscox Insurance Company Inc      10200	
<b>INSURED</b> Phoenix Counseling Services, LLC 901 E 2nd Ave Ste 204 Spokane WA 99201	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			UDC-4010014-CGL-21	12/04/2021	12/04/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <b>(Mandatory in NH)</b> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

**GRANT AGREEMENT - GRT23999**  
**BETWEEN**  
**WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS**  
**AND**  
**Spokane Municipal Court**

THIS AGREEMENT (Agreement) is made by and between, **Washington State Administrative Office of the Courts (AOC)** and Spokane Municipal Court, (Grantee), (collectively as the **Parties** and individually each as a **Party**).

The Parties hereby enter into this Agreement whereby Grantee will perform certain services for, and provide product deliveries to AOC. Grantee is subject to the terms and conditions specified in Attachment A and agrees to the following terms and conditions.

**1. SCOPE OF WORK**

Grantee must use funding to identify individuals before their court with substance use disorders or other behavioral health needs and engage those individuals with community-based therapeutic interventions within the Grantee's jurisdiction in accordance with the Grantee's grant application, and Statement of Work (Attachment A). This contract constitutes an official award letter.

**2. TERM AND PERIOD OF PERFORMANCE**

This Agreement's period of performance runs from July 1, 2022 through June 30, 2023, unless otherwise terminated (Term). Notwithstanding the foregoing, this Agreement and all its terms and conditions shall remain in full force and effect until all deliverables are completed or otherwise terminated, and this Agreement is terminated and/or completed.

**3. COMPENSATION AND PAYMENT**

The awarded amount is **\$421,018.00**. Grantee will use the funds for the following cost categories (these amounts need to match what the grantee submitted in their application):

Cost Category	Amount
Personnel salaries & benefits	\$ 70,018
Staff equipment & training	\$ 6,000
Treatment services	\$ 320,000
Other participant services	\$ 25,000
Total	\$ 421,018

Grantee may vary the amount in any particular category by up to 10%, but any adjustments beyond 10% require the explicit written consent of AOC's Project Manager, and in no case

may the total amount exceed the awarded amount above.

This amount includes expenses necessary or incidental to performing the items under the Statement of Work, including, but not limited to, travel, lodging and per diem related expenses. Grantee will submit an invoice after the completion and acceptance of each deliverable noted above.

This amount will be disbursed in two allotments, one in August 2022 and the second in January 2023 upon receipt of a properly filled out Form A-19.

#### 4. REPORTING

The Grantee must submit quarterly reports to AOC documenting the progress of their therapeutic court program. These reports will provide:

- The number of program participants for the corresponding quarter,
- The services provided to program participants for the corresponding quarter,
- The cost of services provided to program participants for the corresponding quarter,
- Other costs accrued by the Grantee to support the therapeutic court program during the corresponding quarter, and
- Any challenges faced by the Grantee in operating their therapeutic court program during the corresponding quarter.

Reports shall be **submitted to**

[https://inside.courts.wa.gov/apps/therapeuticgrants/view/dsp\\_therapeuticgrants.cfm](https://inside.courts.wa.gov/apps/therapeuticgrants/view/dsp_therapeuticgrants.cfm) on the following schedule:

Period	Report Due
07/01/22 - 09/16/22	09/30/22
09/17/22-02/14/23	02/28/23
02/15/23-06/30/23	07/15/23 (final report)

Failure to submit a report by the due date may adversely affect the Grantee's eligibility for future funding.

#### 5. BILLING PROCEDURES

Grantee will submit properly prepared Form A-19s via email to AOC Financial Services at [payables@courts.wa.gov](mailto:payables@courts.wa.gov). Invoices shall be submitted no more than twice during the pendency of the contract. Incorrect or incomplete invoices shall be returned by AOC to Grantee for correction and reissuance, and may result in delays in funding. All Invoices shall provide and itemize, at a minimum, the following:

- A. Contract Number GRT23999;
- B. Grantee name, address, phone number;
- C. Grantee Federal Tax Identification Number;

- D. Description of Services to be provided;
- E. Date(s) Services will be provided;
- F. Total Invoice Price.

Payment will be considered timely if made by the AOC within thirty (30) calendar days of receipt of a properly prepared invoice. Payment shall be sent to the address designated by the Grantee.

The AOC may, in its sole discretion, terminate the contract or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the AOC.

## 6. SAFEGUARDING OF INFORMATION

The use or disclosure by the Grantee of any information obtained as a result of performance under this contract concerning the AOC or the Court for any purpose not directly connected with the administration of the AOC's, the Court's or the Grantee's responsibilities with respect to services provided under this contract is prohibited except by written consent of the AOC or the Court.

## 7. CONFLICT OF INTEREST

Grantee warrants that at the date of execution of this Agreement, no organizational conflict of interest exists or is likely to arise in the performance of its obligations under the Subcontract. Grantee warrants that it shall advise AOC immediately if a conflict of interest arises in the future.

## 8. PROJECT MANAGEMENT

The Project Manager for each of the parties shall be the contact person for all communications regarding the performance of this Contract.

AOC Project Manager	Grantee Project Manager
<b>Stephanie Oyler</b> PO Box 41170 Olympia, WA 98504-1170 Stephanie.Oyler@courts.wa.gov 360-890-0901	<b>Michael Diamond</b> 1100 W Mallon Ave Spokane, WA 99260 mdiamond@spokanecity.org 509-622-5806

## 9. ASSIGNMENT

Grantee agrees that none of the deliverables to be furnished under this Agreement shall be assigned or subcontracted (including to independent consultants) without the prior written permission of AOC.

## **10. TERMINATION**

### **A. Termination for Default**

The AOC may, by written notice, terminate this contract, in whole or in part, for failure of the Grantee to perform any of the obligations or provisions required by the contract. In the event of default, the Grantee shall be liable for damages as authorized by law, including but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time; Provided, that if (i) it is determined for any reason the Grantee was not in default, or (ii) the Grantee's failure to perform is without Grantee's and/or SubGrantee's control, fault, or negligence, the termination shall be deemed to be a Termination for Convenience.

### **B. Termination for Convenience**

Except as otherwise provided in this contract, the AOC may terminate this contract by providing written notice of such termination to the Grantee, specifying the effective date thereof, at least five (5) calendar days prior to such date. If this contract is so terminated, the AOC shall be liable only for payment for services rendered prior to the effective date of termination.

## **11. DISPUTES**

The Parties agree to attempt to resolve any dispute arising under this Agreement first by elevating the matter to appropriate levels of management within each organization. Grantee agrees that pending any decision, appeal or judgment on the settlement of any dispute arising under this Agreement, Grantee shall proceed diligently with the performance of this Agreement.

## **12. INDEMNIFICATION**

The Grantee shall defend, protect, and hold harmless the state of Washington, the AOC, or any employees thereof, from and against all claims, suits or actions arising from the Grantee's acts which are libelous or slanderous, which result in injury to persons or property, which violate a right of confidentiality, or which constitute an infringement of any copyright, patent, trademark or trade name through use or reproduction of material of any kind.

## **13. FORCE MAJEURE**

Neither Grantee nor AOC shall be liable or responsible for delays or failures in performance resulting from events beyond the reasonable control of such party and without fault or negligence of such party. Such events shall include but not be limited to strikes, lockouts, riots, acts of war, epidemics, pandemics, acts of government, fire, power failures, nuclear accidents, earthquakes, unusually severe weather, acts of terrorism, or other disasters, whether or not similar to the foregoing, and acts or omissions or failure to cooperate of the other party or third parties (except SubGrantees).

#### **14. REPRESENTATION AND CERTIFICATIONS**

Grantee shall complete all required Representations and Certifications as they apply to this Agreement, if any. Grantee further agrees that it will provide additional or annual Representations and Certifications as may be requested by AOC in connection with this Agreement, and also agrees to promptly notify AOC of any changes which modify the information contained in any such Representations and Certifications.

#### **15. COMPLIANCE WITH LAWS**

Grantee shall comply with all applicable Federal, State, and local laws, executive orders, rules and regulations applicable to its performance under this Agreement.

#### **16. INDEPENDENT GRANTEES**

Grantee is an independent Grantee in relation to AOC with respect to all matters arising under this Agreement. Nothing herein shall be construed to establish a partnership, joint venture, association or employment relationship between the parties. Neither Party shall be deemed to be an agent of the other or to have any authority to bind or create any obligation, express or implied, on behalf of the other.

#### **17. WHOLE AGREEMENT**

This Agreement and the SOW attached hereto contain and embody the entire agreement of the Parties hereto and supersede all prior agreements, negotiations and discussions between the Parties hereto. Any representation, inducement or agreement that is not contained in this Agreement shall not be of any force or effect. Except as otherwise expressly provided in this Agreement, this Agreement may not be modified or changed in whole or in part in any manner other than by an instrument in writing duly signed by both Parties hereto.

#### **18. GOVERNING LAW/VENUE**

This Agreement will be governed by and construed and enforced in accordance with the laws of Washington without giving effect to the principles of conflict of laws thereunder.

#### **19. EXECUTION IN COUNTERPARTS**

This Agreement may be executed in one or more counterparts and each counterpart shall constitute one and the same Agreement.

#### **20. WAIVER**

No Party shall be deemed to have waived any right hereunder unless such waiver is in writing, and the waiver or failure of either Party to exercise in any respect any right provided for herein shall not be a waiver of any further right hereunder.

#### **21. SEVERABILITY**

If any portion of this Agreement is held or determined to be invalid or unenforceable, the remaining provisions shall continue in full force and effect as if this Agreement had been executed within the invalid portion eliminated.

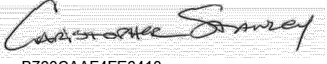
**22. HEADINGS**

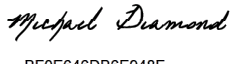
Any headings used in this Agreement are for purposes of organization only and have no independent legal significance.

In **WITNESS WHEREOF**, the parties hereto have caused this instrument to be signed as of the day and year below written.

**Administrative Office of the Courts**

**Grantee**

DocuSigned by:  
  
B766CAAF4FE6416...  
Signature \_\_\_\_\_  
8/3/2022  
Date

DocuSigned by:  
  
BF0E646DB6E948F...  
Signature \_\_\_\_\_  
8/3/2022  
Date

**Christopher Stanley**  
Name

Michael Diamond  
Name

**Director, MSD**  
Title

Director of Community Justice Services  
Title

**Attachment A****Statement of Work:**

The Grantee must use funding to identify individuals before their court with substance use disorders or other behavioral health needs and engage those individuals with community-based therapeutic interventions within the Grantee's jurisdiction in accordance with the Grantee's grant application.

Funds can be used for the following costs categories:

- personnel salaries & benefits,
- staff equipment & training,
- treatment services (therapeutic services specifically designed to address SUD and MH) & compliance monitoring, and
- other participant services (other supportive services meant to ensure participant success- i.e. transportation services, including bus passes or car services providing transportation to court related activities and direct provision of meals, water and snacks).

Funds cannot be used for:

- replacing or supplementing the salary of current employees of the Grantee (employees must be taking on additional work or be a new employee to be eligible for funding),
- program incentives that constitute a gift or reward
- items and activities outside of the cost categories listed in the Grantee's contract.

The Grantee shall submit quarterly reports to AOC documenting the progress their therapeutic court program. These reports shall provide:

- the number of program participants for the corresponding quarter,
- the services provided to program participants for the corresponding quarter,
- the cost of services provided to program participants for the corresponding quarter
- other cost accrued by the Grantee to support the therapeutic court program during the corresponding quarter, and
- challenges faced by the Grantee in operating their therapeutic court program during the corresponding quarter.

Reports shall be **submitted to**

[https://inside.courts.wa.gov/apps/therapeuticgrants/view/dsp\\_therapeuticgrants.cfm](https://inside.courts.wa.gov/apps/therapeuticgrants/view/dsp_therapeuticgrants.cfm) on the following schedule:

**Reporting schedule:**

<b>Period</b>	<b>Report Due</b>
07/01/22-09/16/22	09/30/22
09/17/22-02/14/23	02/28/23
02/15/23-06/30/23	07/15/23 (final report)

Failure to submit a report by the due date may adversely affect the Grantee's eligibility for future funding.



**Agenda Sheet for City Council Meeting of:**

06/29/2023

<b>Date Rec'd</b>	6/28/2023
<b>Clerk's File #</b>	RES 2023-0051
<b>Renews #</b>	
<b>Cross Ref #</b>	
<b>Project #</b>	
<b>Bid #</b>	
<b>Requisition #</b>	

<b>Submitting Dept</b>	CITY COUNCIL
<b>Contact Name/Phone</b>	BREEAN BEGGS X6254
<b>Contact E-Mail</b>	BBEGGS@SPOKANECITY.ORG
<b>Agenda Item Type</b>	Resolutions
<b>Agenda Item Name</b>	0320 - RESOLUTION REGARDING INTERIM APPOINTMENT OF CITY ATTORNEY

**Agenda Wording**

A Resolution stating the Spokane City Council's position on the appointment of the current candidate serving in an interim capacity as the Interim City Attorney.

**Summary (Background)**

The current candidate serving in an interim capacity was initially appointed to serve as the Interim City Attorney on May 31, 2022, and was not nominated by the Mayor for permanent appointment nor was his interim position extended as provided by the SMC, and he is no longer eligible to serve as interim City Attorney. According to the City Charter and SMC, his appointment expired in November 2022.

Lease? NO	Grant related? NO	Public Works? NO
<b>Fiscal Impact</b>		<b>Budget Account</b>

Neutral	\$	#
Select	\$	#
Select	\$	#
Select	\$	#

<b>Approvals</b>		<b>Council Notifications</b>	
<b>Dept Head</b>	BYRD, GIACOBBE	<b>Study Session\Other</b>	06/29/2023
<b>Division Director</b>		<b>Council Sponsor</b>	CP Beggs & CM Zappone
<b>Finance</b>		<b>Distribution List</b>	
<b>Legal</b>		gbyrd@spokanecity.org	
<b>For the Mayor</b>		zzappone@spokanecity.org	
<b>Additional Approvals</b>		jgunn@spokanecity.org	
<b>Purchasing</b>			

## Committee Agenda Sheet

### Council Study Session June 29, 2023

**\*Select Committee Name\***

<b>Submitting Department</b>	City Council
<b>Contact Name</b>	CP Beggs, CM Zappone
<b>Contact Email &amp; Phone</b>	jgunn@spokanecity.org
<b>Council Sponsor(s)</b>	CP Beggs, CM Zappone
<b>Select Agenda Item Type</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion    Time Requested: 15 minutes
<b>Agenda Item Name</b>	Resolution Regarding Interim Appointment of City Attorney
<b>Summary (Background)</b>  *use the Fiscal Impact box below for relevant financial information	<p>City Charter section 24 provides that the mayor has the “power to appoint and remove the city attorney, provided such appointment shall be subject to the approval of the city council.” SMC 03.01A.100 reaffirms that appointment of the City Attorney requires approval of the city council.</p> <p>SMC 02.005.010 and SMC 03.01A.100 provide that permanent appointments must be presented to the city council for approval within 30 days, and that interim appointments serve no longer than 180 days, except as extended by the city council for an additional 180 days. In addition, SMC 03.01A.195 provides that the City Attorney shall not perform the duties of the position or be compensated until approved by the City Council.</p> <p>The current candidate serving in an interim capacity was initially appointed to serve as the Interim City Attorney on May 31, 2022, and was not nominated by the Mayor for permanent appointment nor was his interim position extended as provided by the SMC, and he is no longer eligible to serve as interim City Attorney. According to the City Charter and SMC, his appointment expired in November 2022.</p> <p>The resolution expresses the Council’s position that the current candidate serving in an interim capacity has served without council approval since November 2022 and requests the Mayor either appoint a new person to the position of Interim City Attorney (to serve for an initial 180 days) or that the Mayor immediately nominate and present to the Council for confirmation a candidate for regular City Attorney. The resolution also requests the Washington State Auditor investigate the possible improper or illegal use of public funds arising from the current candidate serving in an interim capacity’s continuation as Interim City Attorney without Council approval.</p>
<b>Proposed Council Action</b>	Resolution
<b>Fiscal Impact</b> Total Cost: <u>Unknown</u> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A  Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring Specify funding source: Opioid settlement funds	

Expense Occurrence     One-time     Recurring

Other budget impacts: (revenue generating, match requirements, etc.)

**Operations Impacts** (If N/A, please give a brief description as to why)

What impacts would the proposal have on historically excluded communities?

Credibility and trust in municipal government, especially among persons of color and historically excluded communities, depends on the perception and reality of Mayor’s good faith effort to follow the law with respect to interim appointments. The failure of the Mayor to adhere to the Charter and SMC with respect to the appointment of the City Attorney undermines that credibility and trust. The resolution reaffirms the Council’s prerogative with respect to certain mayoral appointments.

How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities?

Not applicable

How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution?

Not applicable

Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others?

The resolution is an attempt to ensure mayoral compliance with City Charter Section 24 , SMC 03.01A.100, SMC 02.005.010 and SMC 03.01A.100, and to prevent the use of public funds that is otherwise illegal under SMC 03.01A.195.

## RESOLUTION NO. 2023-0051

A Resolution stating the Spokane City Council's position on the appointment of the current candidate serving in an interim capacity as the Interim City Attorney.

**WHEREAS**, the City of Spokane Charter, which can be understood as the constitution of our city, provides that the mayor has the "power to appoint and remove the city attorney, provided such appointment shall be subject to the approval of the city council;" and

**WHEREAS**, per Section 03.01A.100 of the Spokane Municipal Code, "the appointment of the city attorney, the city clerk and the administrative heads and acting or interim head of each department requires approval of the city council; and

**WHEREAS**, Sections 02.005.010 and 03.01A.100 of the Spokane Municipal Code further provide that permanent appointments be presented to the city council for approval within 30 days, and that interim appointments serve no longer than 180 days, except as extended by the city council for an additional 180 days; and

**WHEREAS**, the current candidate for the position of Interim City Attorney was initially appointed to serve as the Interim City Attorney on May 31, 2022; and

**WHEREAS**, following 180 days after the appointment, the Mayor neither nominated the candidate to be the regular City Attorney, nor formally requested that City Council extend the interim position for an additional one hundred eighty days; and

**WHEREAS**, Spokane Municipal Code Section 03.01A.195 provides that the City Attorney, the City Clerk, and the administrative head of each department shall not perform the duties of the position or be compensated directly or indirectly by the City of Spokane until approved by the City Council; and

**WHEREAS**, even if the Spokane City Council had voted to approve a requested extension of the interim appointment, the maximum time period of three hundred sixty days for an interim appointment has elapsed and thus the current candidate is no longer eligible to serve as the Interim City Attorney; and

**WHEREAS**, the continued employment and compensation of the current candidate for Interim City Attorney likely violates the Spokane City Charter and the Spokane Municipal Code, and may expose the City of Spokane to legal challenges and serious negative consequences; and

**WHEREAS**, the Mayor's failure to adhere to the Spokane City Charter, and the failure to adhere to Spokane Municipal Code requirements with respect to the unlawful extension of service by and level of compensation to the current candidate for Interim City Attorney, necessitates a formal resolution by the Spokane City Council that makes clear its position with respect to the current candidate for that position.

**NOW, THEREFORE, BE IT RESOLVED** that the Spokane City Council does not approve of the candidate currently filling the position of Interim City Attorney serving beyond the maximum allowed term of service of one hundred eighty days that expired in November of 2022, and requests that the Mayor immediately name an eligible person to the position of Interim City Attorney, to serve for an initial one hundred eighty days, or that the Mayor immediately nominate and present to the Council for confirmation a candidate for regular City Attorney, whichever comes first.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that pursuant to RCW 43.09.050 the City of Spokane requests that the Washington State Auditor promptly investigate the possible improper or illegal use of public funds arising from this situation and provide further guidance to the City.

Passed by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

# EXHIBIT 2

[REDACTED]

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[REDACTED]  
[REDACTED]  
[REDACTED] | Fax (509) 625-6379  
[aadam@SpokaneCity.org](mailto:aadam@SpokaneCity.org)

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**From:** Yates, Maggie <[myates@spokanecity.org](mailto:myates@spokanecity.org)>  
**Sent:** Monday, February 2, 2026 4:01 PM  
**To:** SPD Guild President <[president@spdguild.onmicrosoft.com](mailto:president@spdguild.onmicrosoft.com)>; Scott, Alexander <[ascott@spokanecity.org](mailto:ascott@spokanecity.org)>; Adam, Allison <[aadam@spokanecity.org](mailto:aadam@spokanecity.org)>  
**Cc:** Erica Nelson <[erican@vjmlaw.com](mailto:erican@vjmlaw.com)>; SPD Guild Treasurer <[treasurer@spdguild.onmicrosoft.com](mailto:treasurer@spdguild.onmicrosoft.com)>; SPD Guild Vice President <[vicepresident@spdguild.onmicrosoft.com](mailto:vicepresident@spdguild.onmicrosoft.com)>; SPD Guild Vice President2 <[vicepresident2@spdguild.onmicrosoft.com](mailto:vicepresident2@spdguild.onmicrosoft.com)>; SPD Guild Secretary <[secretary@spdguild.onmicrosoft.com](mailto:secretary@spdguild.onmicrosoft.com)>; SPD Guild President <[president@spdguild.onmicrosoft.com](mailto:president@spdguild.onmicrosoft.com)>  
**Subject:** RE: Step 3 - Article 24 (E)(12) Stephen Richmond

President Dunkin,

Please find attached the Administration's Step 4 response.

Thank you,

Maggie

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**From:** Dave <[president@SPDGuild.onmicrosoft.com](mailto:president@SPDGuild.onmicrosoft.com)>  
**Sent:** Tuesday, January 13, 2026 7:18 PM  
**To:** Scott, Alexander <[ascott@spokanecity.org](mailto:ascott@spokanecity.org)>; Yates, Maggie <[myates@spokanecity.org](mailto:myates@spokanecity.org)>; Adam, Allison <[aadam@spokanecity.org](mailto:aadam@spokanecity.org)>  
**Cc:** Erica Nelson <[erican@vjmlaw.com](mailto:erican@vjmlaw.com)>; SPD Guild Treasurer <[treasurer@spdguild.onmicrosoft.com](mailto:treasurer@spdguild.onmicrosoft.com)>; SPD Guild Vice President <[vicepresident@spdguild.onmicrosoft.com](mailto:vicepresident@spdguild.onmicrosoft.com)>; SPD Guild Vice President2 <[vicepresident2@spdguild.onmicrosoft.com](mailto:vicepresident2@spdguild.onmicrosoft.com)>; SPD Guild Secretary

<[secretary@spdguild.onmicrosoft.com](mailto:secretary@spdguild.onmicrosoft.com)>; SPD Guild President  
<[president@spdguild.onmicrosoft.com](mailto:president@spdguild.onmicrosoft.com)>

**Subject:** Step 3 - Article 24 (E)(12) Stephen Richmond

**[CAUTION - EXTERNAL EMAIL - Verify Sender]**

City Administrator Scott  
Deputy City Administrator Yates,

While we appreciate that Chief Hall acknowledged he had erred in his original claim that the 180 day time line had not lapsed, we are disappointed that he is now months after the fact, claiming a new 180 day time line began in September. The alleged “new” allegations are based on accusations that no longer exist. This is akin to double jeopardy and prosecution based on the fruits of the poisonous tree.

The Guild is moving the City’s violation of Article 24 (E)(12) of the CBA to Step 3. The remedy requested by the Guild is that the City follow the language in Article 24 (E)(12), that no findings or sanction be listed for #C25-046, and that Officer Richmond be returned to full duty.

Respectfully,

Dave Dunkin

**Dave Dunkin** | President | Spokane Police Guild | Cell (208) 819-2750 |  
[president@SPDGuild.onmicrosoft.com](mailto:president@SPDGuild.onmicrosoft.com)



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**From:** Hall, Kevin <[khall@spokanepolice.org](mailto:khall@spokanepolice.org)>  
**Sent:** Tuesday, December 23, 2025 5:55 PM  
**To:** Dave <[president@SPDGuild.onmicrosoft.com](mailto:president@SPDGuild.onmicrosoft.com)>  
**Cc:** Trevor <[vicepresident@SPDGuild.onmicrosoft.com](mailto:vicepresident@SPDGuild.onmicrosoft.com)>; Kelly <[vicepresident2@SPDGuild.onmicrosoft.com](mailto:vicepresident2@SPDGuild.onmicrosoft.com)>; Mike <[treasurer@SPDGuild.onmicrosoft.com](mailto:treasurer@SPDGuild.onmicrosoft.com)>; Daniel <[secretary@SPDGuild.onmicrosoft.com](mailto:secretary@SPDGuild.onmicrosoft.com)>; Erica Nelson <[erican@vjmlaw.com](mailto:erican@vjmlaw.com)>  
**Subject:** Re: Step 1 - Article 24 (E)(12) Stephen Richmond

President Dunkin,

After further review, I acknowledge that the prior cases relied upon by staff as “past practice” were largely not on point, as all but one involved suspension due to criminal investigations. Moving forward, Internal Affairs has implemented a revised process whereby any investigation at risk of not being completed within the contractual timeframe will be promptly brought to the attention of SPD Guild leadership for consultation and consideration of a potential extension. Part of this process will include notification to the Guild and the officer of cases suspended due to a criminal investigation. Furthermore, this process will operate within the bounds of due diligence and in accordance with factors beyond the City’s control.

That said, the language of the collective bargaining agreement is unambiguous regarding when an administrative investigation begins. Specifically, Article 24.E.12 states: “*Administrative investigations must be completed within 180 days of the matter coming to the attention of the Department (Assistant Chief or above).*”

In this case, the allegation that ultimately led to the scheduling of a *Loudermill* hearing originated on September 15, 2025, during the Internal Affairs interview of the officer regarding the #C25-046 investigation. That interview gave rise to a new allegation, Standard 340.3.5, False or Misleading Statements, which was brought to the Chief’s attention on September 16, 2025. As a timeline for completion of an administrative investigation cannot begin until the alleged conduct occurs and the Department (Assistant Chief or above) becomes aware of it pursuant to the contract, the timeline for the 180-day timeline commenced on September 16, 2025, and expires on March 15, 2026.

Concerning the underlying allegations in #C25-046, I concede that the 180-day period has expired, and I will implement the remedy proposed by the Guild: the allegations noticed to the Department on April 23, 2025 (Standard 2.3; SPD Policies 510.5 and 344.2.4) will not result in a finding or sanction. However, the subsequent new allegation committed on September 15, 2025, which resulted in a finding that precipitated the *Loudermill* hearing, remains well within the 180-day timeline and will therefore remain in effect. The officer will remain on administrative leave.

Respectfully,

Kevin

Kevin Hall | Chief of Police | Spokane Police Department | Desk 509-625-4215 | Cell 509-995-0300 | [khall@spokanepolice.org](mailto:khall@spokanepolice.org)

---

**From:** Dave <[president@SPDGuild.onmicrosoft.com](mailto:president@SPDGuild.onmicrosoft.com)>

**Sent:** Wednesday, December 10, 2025 4:02 PM

**To:** Hall, Kevin <[khall@spokanepolice.org](mailto:khall@spokanepolice.org)>

**Cc:** SPD Guild Vice President <[vicepresident@spdguild.onmicrosoft.com](mailto:vicepresident@spdguild.onmicrosoft.com)>; SPD Guild Vice President2 <[vicepresident2@spdguild.onmicrosoft.com](mailto:vicepresident2@spdguild.onmicrosoft.com)>; SPD Guild Treasurer <[treasurer@spdguild.onmicrosoft.com](mailto:treasurer@spdguild.onmicrosoft.com)>; SPD Guild Secretary <[secretary@spdguild.onmicrosoft.com](mailto:secretary@spdguild.onmicrosoft.com)>; Erica Nelson <[erican@vjmlaw.com](mailto:erican@vjmlaw.com)>

**Subject:** Step 1 - Article 24 (E)(12) Stephen Richmond

[CAUTION - EXTERNAL EMAIL - Verify Sender]

Chief Hall,

Thank you for your 12/08/2025 response to our 12/04/2025 question regarding the 180-day timeline for the administrative investigation (#C25-046) of Officer Stephen Richmond, which began on 04/23/2025.

The language in Article 24 (E)(12) of the CBA between the Guild and the City is clear - in the event the Office of the Chief believes an extension beyond 180 days is necessary, and the City can show that it has acted with due diligence and the investigation could not be reasonably completed due to factors beyond the control of the City, the Chief must contact the Guild prior to the expiration of the 180 days seeking to extend the time period. This language applies to extensions for extended illnesses or other unavailability of critical witnesses, including the officer being investigated.

Chief, you did not contact the Guild before or even after 10/20/2025 (180 days from 04/23/2025) to request an extension of the time period, nor did you provide evidence that the City acted with due diligence and that factors beyond the City's control necessitated an extension of the time period. There is no past practice that invalidates the clear language in Article 24 (E) (12). In fact, past practice is consistent with the contractual language.

The Guild finally received the Internal Investigation Files for this case yesterday (12/09/2025). The Guild notes that Lt. Schneider and Sgt. Rose's official reports state that they decided without proof of due diligence, and without consultation with the Guild, to suspend the investigation from 08/01/2025 to 09/02/2025. The unilateral decision by internal affairs to suspend the investigation does not relieve the Chief of his obligation to contact the Guild to request any extensions to the investigation timeline pursuant to Article 24 (E)(12).

The City's Internal Investigation Files for #C25-046 show that the City's lack of due diligence was the actual proximate cause for the City not meeting the 180 day time period. In Sgt. Rose's official report he documented that he received the case file for this investigation on 04/28/2025, and that the case file had, "all of the necessary preliminary documentation." He also wrote, "due to additional cases assigned to me, I triaged this case and began my investigation on 06/28/2025." It was the City's decision, and choice not to do any investigation on this case for 62 days. Officer Richmond was available from 04/23/2025 through the end of May, and his planned (not unforeseen) leave began in June.

Given the City's response, and for the reasons set forth above, the Guild grieves the City's violation of Article 24 (E)(12) of the CBA. The remedy requested by the Guild is that the City follow the language in Article 24 (E)(12), that no findings or sanction be listed for #C25-046, and that Officer Richmond be returned to full duty.

Dave Dunkin

**Dave Dunkin** | President | Spokane Police Guild | Cell (208) 819-2750



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**From:** Hall, Kevin <[khall@spokanepolice.org](mailto:khall@spokanepolice.org)>  
**Sent:** Monday, December 8, 2025 1:42 PM  
**To:** Dave <[president@SPDGuild.onmicrosoft.com](mailto:president@SPDGuild.onmicrosoft.com)>  
**Cc:** Trevor <[vicepresident@SPDGuild.onmicrosoft.com](mailto:vicepresident@SPDGuild.onmicrosoft.com)>; Kelly <[vicepresident2@SPDGuild.onmicrosoft.com](mailto:vicepresident2@SPDGuild.onmicrosoft.com)>; Daniel <[secretary@SPDGuild.onmicrosoft.com](mailto:secretary@SPDGuild.onmicrosoft.com)>; Mike <[treasurer@SPDGuild.onmicrosoft.com](mailto:treasurer@SPDGuild.onmicrosoft.com)>; Erica Nelson <[erican@vjmlaw.com](mailto:erican@vjmlaw.com)>  
**Subject:** Re: Officer S. Richmond

Good afternoon, President Dunkin,

The Loudermill notice issued to Officer Richmond was dated on the day it was drafted (November 18), and the hearing was scheduled accordingly on that same date. The effective date is December 4, the date on which he signed and returned the document via email after returning from approved vacation leave. As you know, we adjusted the hearing date to accommodate the Guild's and the officer's need to review the investigative materials.

Regarding the timeliness of the investigation under Article 24(E)(12) of the CBA, the officer was unavailable for 94 days due to unforeseen, FMLA-protected leave. In accordance with

past practice, the investigation timeline was suspended during this period and resumed upon his return and subsequent availability for interview. Based on this adjustment, the revised 180-day deadline is December 21, 2025. Considering this information, I respectfully deny your request to return the officer to full duty at this time.

Lastly, your point regarding Guild leadership not receiving the *Loudermill* notice is noted, and we will correct this oversight immediately.

Regards,

Kevin

Kevin Hall | Chief of Police | Spokane Police Department | Desk 509-625-4215 | Cell 509-995-0300 | [khall@spokanepolice.org](mailto:khall@spokanepolice.org)

---

**From:** Dave <[president@SPDGuild.onmicrosoft.com](mailto:president@SPDGuild.onmicrosoft.com)>

**Sent:** Thursday, December 4, 2025 11:49 AM

**To:** Hall, Kevin <[khall@spokanepolice.org](mailto:khall@spokanepolice.org)>

**Cc:** SPD Guild Vice President <[vicepresident@spdguild.onmicrosoft.com](mailto:vicepresident@spdguild.onmicrosoft.com)>; SPD Guild Vice President2 <[vicepresident2@spdguild.onmicrosoft.com](mailto:vicepresident2@spdguild.onmicrosoft.com)>; SPD Guild Secretary <[secretary@spdguild.onmicrosoft.com](mailto:secretary@spdguild.onmicrosoft.com)>; SPD Guild Treasurer <[treasurer@spdguild.onmicrosoft.com](mailto:treasurer@spdguild.onmicrosoft.com)>; Erica Nelson <[erican@vjmlaw.com](mailto:erican@vjmlaw.com)>

**Subject:** Officer S. Richmond

**[CAUTION - EXTERNAL EMAIL - Verify Sender]**

Good morning,

Officer Richmond received a *Loudermill* notice on December 4, 2025 (it is incorrectly dated November 18, 2025), which he forwarded to the Guild.

This investigation was initiated on April 23, 2025. The Department has 180 days to complete an administrative investigation under Article 24 (E)(12) of the CBA. In order to be timely, the investigation needed to be completed by October 20, 2025. Given that the investigation was not completed within 180 days, the Guild requests that there be no sustained findings, no discipline imposed pursuant to Article 24 (E)(12) of the CBA, and that Officer Richmond be returned to full duty.

Also, the Guild was not copied on Officer Richmond's *Loudermill* notice, which is inconsistent with past practice. Moving forward, please forward copies of *Loudermill* notices to our attention.

Thank you,

**Dave Dunkin** | President | Spokane Police Guild | Cell (208) 819-2750



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# EXHIBIT 3



CITY OF SPOKANE  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WASHINGTON 99201-  
3333  
3-1-1 OR 755-CITY (2489)  
MY.SPOKANECITY.ORG

February 2, 2026

President Dunkin,

I write in response to the Guild's Step 4 Grievance, received January 13, 2026, regarding the City of Spokane's (the "City") alleged violation of Article 24 (E) (12) of the CBA in connection with discipline of Officer Stephen Richmond.

As previously acknowledged, Officer Richmond was subject to Internal Affairs ("IA") investigation #C25-046, following allegations received by Spokane Police Department (the "Department") on April 23, 2025, regarding an incident that occurred the same day. Those allegations and the September 3, 2025, Internal Affairs Investigation Notice to Personnel addressed to Officer Richmond, related to potential violations of the following Department policies: Standard 2.3; Policy 510.5 Vehicle Inventory; and Policy 344.2.4 Injury or Damage by City Personnel. Officer Richmond's initial investigatory meeting was held on September 15, 2025—"within 180 days of the matter coming to the attention of the Department." CBA, Article 24 (E) (12).

Following that initial investigatory meeting, review of Officer Richmond's statements made during the September 15, 2025, interview revealed that his statements did not align with other evidence collected during the course of the investigation. This inconsistency raised concerns of a potential new violation, which had not occurred and *could not have been known to the Department* before September 15, 2025, and was not previously a focus of IA #C25-046. In light of this potential new violation, a second investigatory interview was scheduled and new notice issued to Officer Richmond on September 15, 2025. The September 15 notice alleged a new potential violation of Policy 340.3.5 (Z) Performance, and specified a second date of incident—September 15, 2025—related to the new potential violation.

Before September 15, there were no allegations of false or misleading statements by Officer Richmond, in violation of Policy 340.3.5(Z), since the misrepresentations giving rise to these allegations had not occurred yet. After Officer Richmond's September 15 interview, the Department did have reason to suspect such a violation, and took prompt action to investigate it within the 180-day timeframe contemplated by Article 24 (E) (12). Notably, that 180-day timeframe, as it relates to Officer Richmond's September 15, 2025, violation, will not expire until, at the very soonest, March 14, 2026.

The Guild has seemingly taken the position that an officer's commission, or the Department's discovery, of a new potential policy violation during the pendency of an ongoing IA investigation does not have its own incident date for purposes of Article 24 (E) (12). By this logic, if an officer is untruthful or commits some other egregious misconduct on the 180<sup>th</sup> day of a pending IA, the Department has no ability to meaningfully investigate and, if warranted, discipline that officer for the new violation. But nothing in the CBA, just cause principles, or the parties' prior dealings supports this result. A new violation committed during a pending investigation does not "relate back" to the earlier incident date of prior violations subject to investigation, or otherwise shrink the Department's investigative timeline. Instead, the 180-day timeframe for each potential policy violation runs from the date "the matter com[es] to the attention of the Department (Assistant Chief or above)." CBA, Article 24 (E) (12).

Regardless of whether adverse findings were or could have been sustained concerning the initial policy violations at issue in IA #C25-046 (Standard 2.3; Policy 510.5 Vehicle Inventory; and Policy 344.2.4 Injury or Damage by City Personnel), and regardless of whether discipline was imposed or could have been imposed based on such



**CITY OF SPOKANE**  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WASHINGTON 99201-  
3333  
3-1-1 OR 755-CITY (2489)  
MY.SPOKANECITY.ORG

findings, nothing in the CBA prevented the Department from investigating and disciplining Officer Richmond based on his September 15, 2025, conduct. And nothing in the CBA even suggests that the Department had fewer than 180 days to complete its inquiry.

With respect to Officer Richmond's September 15, 2025, interview, the Department's investigation determined that statements made during this interview constituted false or misleading statements, in violation of Policy 340.3.5(Z). The merits of this finding have not been challenged by the Guild. And it is this policy violation, alone, that precipitated the Department's January 5, 2026, *Loudermill* Notice, and Officer Richmond's subsequent discipline.

For these reasons, the Guild's timeliness argument lacks merit. Since, as we understand it, this is the Guild's sole basis for challenging the discipline issued here, the grievance is denied.

Sincerely,

Alex Scott

City Administrator

# EXHIBIT 4

01/17/26

**Subject: Appeal to Spokane Civil Service Commission – Derivative Discipline, False Statement Allegation is also Time Barred under the Previous Investigative Window**

**(Investigation #C25-046)**

**To the Spokane Civil Service Commission:**

I respectfully submit this appeal challenging the imposition of discipline arising from an alleged “False Statements” allegation asserted in connection with **Investigation C25-046**. The allegation is legally defective because it is wholly derivative of, and inseparable from, original allegations that are **contractually time-barred** under the Collective Bargaining Agreement between the City of Spokane and the Spokane Police Guild.

This issue was brought forth by Spokane Guild President Dave Dunkin to the attention of the City Administrator and Deputy City Administrator on Jan 13, 2026 citing the City’s Violation of Article 24 (E)12 of the CBA to Step 3. Requesting “no findings or sanctions be listed for #C25-046, and that Officer Richmond be returned to full duty” prior to the final decision and adjudication of the Termination by the Officiant (City Administrator). Please see the attached email that is included in this Appeal email.

*The Spokane Civil Service Commission has consistently held that discipline may not be sustained where it depends upon time-barred misconduct, lacks an independently verifiable basis, or is imposed after protected activity in a manner suggesting pretext or retaliation. These principles arise repeatedly in Commission decisions applying RCW 41.12 and the parties’ collective bargaining agreement and are consistent with Washington retaliation jurisprudence.*

**I. Background**

Investigation C25-046 was initiated on 04/23/25 based on two original allegations (Allegations A and B) asserting violations of Spokane Police Department policy. Those allegations were not completed or disciplined within the **mandatory 180-day disciplinary window** set forth in the Collective Bargaining Agreement, and no valid extension was obtained. As a result, Allegations A and B are time-barred and no longer eligible to serve as a basis for discipline.

**The mandatory 180-day disciplinary window for Allegations A and B that Led to C was on 10/20/25.**

Following an interview conducted on 09/16/25 as part of that same investigation, the Department asserted a third allegation (Allegation C), alleging that I made false statements regarding Allegations A and B.

On **January 5, 2026**, 3 days prior to the Loudermill Hearing and any termination decision, the Chief of Police expressly acknowledged that Allegations A and B were **outside the contractual disciplinary window** and therefore could not lawfully serve as the basis for discipline.

If the Chief of Police is allowed to make a new 180 day discipline window under these pretenses then a contractual time limit is rendered meaningless. Doing so would be viewed as:

1. Contract evasion
2. Improper bootstrapping

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3. A violation of just-cause principles

Despite that acknowledgement, the City proceeded to termination based on a third allegation (“Allegation C”), asserting that I made false statements during an interview concerning Allegations A and B. The termination decision was announced at the Loudermill hearing on **January 8, 2026**, and the termination was served on **January 15, 2026**.

The Commission has consistently required that discipline be based on **lawful, timely, and independently verifiable misconduct**. A false statement allegation necessarily requires proof that:

- The statement was false,
- The employee knew it was false,
- The statement was made with intent to deceive, and
- The statement was material.

Here, determining whether any statement was “false” would require the Commission to **re-adjudicate Allegations A and B**, which the City has already acknowledged were **time-barred** under the CBA. Once the disciplinary window expired, those allegations ceased to be legally actionable and could not be revived indirectly.

The Commission has never permitted the City to do indirectly—through recharacterization as dishonesty—what it is contractually prohibited from doing directly. Discipline that depends on expired allegations is invalid as a matter of contract enforcement and fundamental fairness.

**SPD Truthfulness Policy – Intent and Materiality**

- Spokane Police Department policy governing truthfulness requires proof that an employee:
  - **Knowingly** made a false statement,
  - **With intent to deceive**, and
  - Regarding a **material fact**.
- A statement is material only if it is **objectively significant and independently verifiable**, and **not merely a differing recollection**, interpretation, or denial of alleged misconduct.
- Where an alleged false statement concerns the officer’s denial or explanation of alleged misconduct that is itself time-barred, **materiality cannot be established without re-adjudicating the underlying allegation**.
- The Commission should find that **intent to deceive cannot be inferred solely from a denial of allegations**, particularly where those allegations are no longer subject to discipline.
- Because Allegation C depends entirely on expired Allegations A and B, the Department failed to establish **material falsity or intent**, as required under SPD policy.

**II. Allegation C Is Derivative and Cannot Stand Independently**

Allegation C does not arise from a separate incident, independent conduct, or objectively verifiable fact. Rather, it exists **solely because of Allegations A and B** and depends entirely upon their truth or falsity.

To sustain a false statement allegation, the Department must establish that a statement was knowingly false, made with intent to deceive, and material. Here, determining whether any statement was “false” necessarily requires adjudicating Allegations A and B—allegations that are no longer subject to discipline due to the expiration of the contractual disciplinary window. Under long-standing labor and civil service principles, the Department may not do indirectly what it is prohibited from doing directly. Once Allegations A and B became time-barred, they could not lawfully be re-litigated or revived by re-characterizing the same factual dispute as a charge of dishonesty.

**Washington recognizes and rejects “derivative discipline”**

Under Washington labor law, an employer **may not discipline a secondary charge that requires proof of a time-barred primary charge.**

This is what is commonly referred to as **impermissible bootstrapping.**

Bootstrapping occurs when:

- Allegation C **cannot be proven without proving Allegations A and B**, and
- A and B are barred by contract or statute, and
- The employer attempts to impose discipline anyway by re-labeling the theory (e.g., “dishonesty,” “false statements,” “lack of candor”).

Washington tribunals reject this because it:

- Defeats negotiated finality provisions
- Violates just cause
- Undermines collective bargaining rights protected under RCW 41.56

**Washington decisions draw a sharp distinction between:**

**A. Independent false statements: Statements that can start a new 180 Disciplinary window include the following:**

- ✓ Objectively verifiable
- ✓ Provable without resolving the underlying allegation
- ✓ Discovered later despite due diligence

**B. Derivative false statements: Statements derived statements made from or about previous allegations**

- ✗ Denials or explanations of alleged misconduct
- ✗ Truth depends on whether the underlying allegation is sustained
- ✗ Arise during the same investigation

**III. No New Disciplinary Window Was Triggered**

The Collective Bargaining Agreement measures the disciplinary window from the point at which the Department **knew or reasonably should have known** of the alleged misconduct, however this False Statement’s allegation (Allegation C) fails to independently open a new 180-day disciplinary window because:

**“Time-barred” in Washington means “not available for proof”**

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A critical Washington principle (often misunderstood by agencies): An employer may not rely on time-barred allegations **even as proof elements** for another charge.

So the argument that “we’re not disciplining A and B, only C” fails if:

- A and B must be proven to establish falsity, intent, or materiality.

Washington arbitrators routinely hold that this is **functionally identical to disciplining the expired conduct**.

### **1. Derivative allegations do not reset contractual time limits**

Arbitrators consistently distinguish between:

- **Independent misconduct**, and
- **Derivative misconduct** (misconduct that only exists because of another allegation).

Here, Allegation C (false statements):

- Has **no factual existence independent of Allegations A and B**
- Requires the department to decide whether A and B were true or false
- Collapses entirely if A and B cannot be disciplined or adjudicated

### **2. You cannot prove “false statements” without proving the expired allegations (this is known as legal bootstrapping):**

To discipline for false statements, the Department must prove:

1. A statement was made
2. The statement was false
3. The officer **knew** it was false (intent)

But here:

- Determining falsity requires adjudicating **A and B**
- A and B are **contractually time-barred**
- The contract prohibits discipline based on expired allegations

### **3. The 180-day clock likely began when the interview occurred**

Even if the City claims C is “new,” the clock does **not** start when the Chief labels it “false statements.”

It starts when:

- The statement was made **or**
- The Department reasonably should have known it might be false

If the interview occurred **during the original investigation**, then:

- Allegation C arose **within the same factual investigation**
- The Department had actual notice at that time
- The 180-day window ran concurrently with A and B

#### 4. Contract purpose: preventing perpetual investigations

The Spokane Police Guild's 180-day provision exists to:

- Prevent endless investigations
- Prevent shifting theories of discipline
- Force diligence by the employer

Allowing C to proceed would:

- Nullify the contract protection
- Allow the Department to wait out the clock
- Then allege "dishonesty" whenever discipline fails

Accordingly, any disciplinary clock applicable to Allegation C ran concurrently with the original investigation and did not create a new or independent 180-day window.

Permitting the Department to open a new disciplinary period under these circumstances would render the contractual time limitation meaningless and defeat its purpose of finality and fairness.

The Commission has consistently enforced disciplinary time limits to prevent precisely this type of procedural end-run.

#### IV. Lack of Just Cause

Discipline lacks just cause where it is untimely, unsupported by substantial evidence, unfairly investigated, disproportionate, unlawfully imposed or imposed in violation of contractual due process protections. Because Allegation C cannot be proven without re-adjudicating time-barred allegations, it fails the just cause standard as a matter of law and policy.

A denial or explanation of allegations—standing alone—does not establish intent to deceive, particularly where the underlying allegations themselves cannot lawfully be adjudicated.

- The Commission applies the established just cause standard requiring that discipline be **timely, reasonable, supported by substantial evidence, and consistent with contractual and due process protections.**
- Discipline based on Allegation C fails the just cause standard where the alleged dishonesty **cannot be proven without adjudicating underlying allegations that are contractually barred from discipline** (Allegations A & B).
- The Commission should find that permitting discipline under these circumstances would allow the Department to **circumvent negotiated time limits and impose discipline without timely notice**, contrary to principles of fundamental fairness and industrial due process.
- Accordingly, the Commission should conclude that **just cause does not exist to support discipline based on Allegation C**, and such discipline must be reversed.

Even if the City tried to argue C is technically "new," Washington's just cause standard still bars it because:

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- **Timeliness** – the employer knew or should have known at the time of the interview
- **Notice** – the officer cannot defend against an allegation that cannot legally be adjudicated
- **Proof** – intent to deceive cannot be inferred from a denial of time-barred conduct
- **Fairness** – discipline cannot rest on allegations the contract declares closed

Washington commissions repeatedly reverse discipline on this basis alone.

This termination fails multiple just-cause elements. Discipline imposed after the City acknowledged the underlying allegations were time-barred is untimely as a matter of law. Further, a denial or explanation given by an employee—without proof of intentional deception—cannot establish dishonesty, particularly where the truth of the underlying allegations cannot lawfully be adjudicated.

The Commission has consistently rejected discipline where intent is inferred rather than proven, or where the charge depends on allegations that the City was no longer authorized to pursue.

## **V. Retaliatory Context Undermines the Termination Decision**

The timing and circumstances of the termination further undermine just cause. After reviewing the investigative materials provided in advance of the Loudermill hearing, I identified material factual errors and investigative irregularities, including biased questioning and selective enforcement. I submitted administrative complaints raising those concerns prior to the Loudermill hearing. The Chief knew of the complaints first hand and acknowledged by a statement that it appeared I had gone through their investigation with a “Fine tooth comb” reflecting knowledge.

The Guild also grieved the timeline of events as the 180 day discipline window under the CBA Article 24 (E)(12) had expired on Allegations A & B.

At the Loudermill hearing, despite being advised by Guild counsel that just cause was not met—and despite the Chief’s prior acknowledgment that Allegations A and B were time-barred—the City proceeded with termination on sole derivative Allegation C.

The Commission has long recognized that discipline imposed after protected activity warrants heightened scrutiny, particularly where the asserted basis for termination is procedurally or legally defective.

## **References / Legal Support**

- **CBA Articles:**
  - 24.3 – 180-day disciplinary window (time-barred allegations cannot serve as a basis)
  - 24.5 – Protected grievance and complaint procedures
  - 25 – Just cause requirement for discipline
- **RCW:**

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- 41.12.070 – Civil Service requires just cause and procedural fairness
- 49.60.210 – Retaliation prohibited for asserting rights or filing complaints

**Relief Requested:**

For these reasons, I respectfully request that the Spokane Civil Service Commission:

- 1. Accept jurisdiction over this appeal pursuant to RCW 41.12;**
- 2. Reverse and dismiss the termination and the associated false statement allegation with prejudice;**
- 3. Order removal of all references to Investigation C25-046 and related discipline from my personnel and internal affairs records;**
- 4. Make me whole for all lost wages, benefits, seniority, and other employment-related losses; and**
- 5. Find that the Spokane Police Department Sanction of Termination was Unlawful and in breach of Contract with the Spokane Police Collective Bargaining Agreement.**
- 6. Either prepare a Memorandum or if allowed make the Chief of Police put out a All Police Email apologizing for punitive actions taken against me, acknowledging it was an unlawful termination that was in breach of the Guild Contract and that no sanctions or discipline has been imposed and Officer S. Richmond #1391 is reinstated at this time to remove stigma or reputational harm.**
- 7. Grant such other relief as the Commission deems just and proper.**

This appeal presents a narrow but critical contractual and legal issue: whether a time-barred investigation may be resurrected through a derivative allegation of dishonesty. Under the Collective Bargaining Agreement, Spokane Civil Service precedent, and fundamental just-cause principles, it may not.

Respectfully submitted,



**Stephen Richmond**  
Spokane Police Department  
Appellant

BEFORE THE CIVIL SERVICE COMMISSION  
CITY OF SPOKANE

STEPHEN RICHMOND,

Petitioner,

v.

CITY OF SPOKANE,

Respondent.

PROPOSED ORDER REGARDING  
ELECTION OF REMEDIES

CAME ON for consideration the following issues, which the Commission raised *sua sponte* in an Order issued at the Civil Service Commission Meeting on March 17, 2026:

1. Whether, pursuant to Article 24(C), Officer Richmond elected to “take up discipline as a grievance . . .”?
2. Whether the Civil Service Commission is precluded from considering Officer Richmond’s Appeal?

Having considered the written submissions of the City and the Appellant, Officer Stephen Richmond, along with supporting declarations, exhibits, and any replies thereto, the Commission finds and concludes as follows:

1. Appellant \_\_\_ **did** / \_\_\_ **did not** make an election of remedies pursuant to Article 24(C) of the parties’ CBA with respect to the challenged discipline (termination).
2. The Commission \_\_\_ **is** / \_\_\_ **is not** precluded from considering Appellant’s appeal.

SO ORDERED this \_\_\_\_ day of \_\_\_\_\_, 2026.

Civil Service Commission  
City of Spokane

By: \_\_\_\_\_

Its: \_\_\_\_\_

Presented by:

SUMMIT LAW GROUP, PLLC  
*Attorney for City of Spokane*

*s/Britaney R. Garrett*  
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**CERTIFICATE OF SERVICE**

I hereby certify that on this day I caused the foregoing document entitled *City of Spokane's Proposed Order Regarding Election of Remedies* to be served upon the following:

Kelsey Myers  
*Chief Examiner*  
Civil Service Commission  
[kmyers@spokanecity.org](mailto:kmyers@spokanecity.org)  
*(Via E-Mail)*

Stephen Richmond  
*Petitioner*  
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Allison Adam  
*Director of Human Resources*  
City of Spokane  
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*(Via E-Mail)*

DATED this 13<sup>th</sup> day of April 2026.

s/ Sarah Gunderson  
Sarah Gunderson, Legal Assistant