RULES AND REGULATIONS

BENTON COUNTY

CIVIL SERVICE COMMISSION

Adopted by the Benton County Civil Service Commission
November 10, 2026

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GENERAL RULES AND REGULATIONS OF THE CIVIL SERVICE COMMISSION

FOR BENTON COUNTY WASHINGTON

Pursuant to the provisions of Chapter 41.14 RCW, the Benton County Civil Service Commission hereby establishes and adopts the following rules and regulations pertaining to positions classified as Civil Service:

RULE 1 - DEFINITIONS

1.01- Definitions of Terms:

- Act - the provisions of Chapter 41.14 RCW of the State of Washington.
- Applicant - anyone who has filed an application to take a Civil Service Examination.
- Appointment - all means of selecting, appointing, or employing any person to any office, place, position or employment subject to civil service.
- Commission - the Civil Service Commission.
- Commissioner - any one of the three members of the commission.
- County - any county of the state, or any counties combined pursuant to Chapter 41.14.040 RCW for the purpose of carrying out the provisions of this chapter.
- Hiring Authority- the Elected Official or Department Head who is vested with power and authority to select, appoint, or employ any employees subject to civil service.
- Probationary Employee - shall mean an employee who is serving a probationary period pursuant to the applicable Collective Bargaining Agreement.
- Provisional Employee - shall mean an employee filling a position without qualifying by Civil Service Examination but appointed pursuant to the provisions of Chapter 41.14 and these rules.
- Regular Employee - shall mean any employee in the classified service who has been regularly appointed after a probationary period, pursuant to the applicable Collective Bargaining Agreement.
- Vacancy - shall mean any classified position (as defined in Rule 5) that is not

occupied by a Benton County employee either as a result of a position having been added to the budget, separation of employment of an employee, or formal notice of separation of an employee that has been received by the Hiring Authority. The Civil Service Commission shall consider a vacancy filled once an applicant has begun employment occupying a classified position.

RULE 2 - ORGANIZATION AND MEETINGS

2.01 – The Civil Service Commission shall be appointed by the Board of County Commissioners in accordance with RCW 41.14.030

2.02 - The Commission shall hold regular meetings at least once a month. Additional meetings may be required for the proper discharge of the Commission's duties. All meetings shall be held in accordance with Chapter 42.30 RCW.

2.03 - All meetings and/or hearings of the Commission shall be held in Benton County, Washington.

2.04 – At the first meeting in January, the Commission shall elect one Chair and one Vice Chair. A Chair shall be selected by the Commission and shall hold office for a term not to exceed one year, PROVIDED that nothing herein shall preclude any person from holding office as Chair for successive terms.

2.05 - Roberts Rules of Order shall be the final authority on all questions of procedure and parliamentary law not otherwise provided by these rules. However, with the concurrence of two commissioners, such rules may be waived or modified. In quasi-judicial proceedings, the Commission shall be guided, but not bound by, the Civil Rules for Superior Court.

2.06 - Two members of the Commission shall constitute a quorum. No action of the Commission shall be effective unless at least two members concur.

2.07 - Any member of the Commission may be removed from office for incompetence, incompatibility, dereliction of duty, malfeasance in office, or other good cause. No Commissioner may be removed without charges proffered in writing, due notice, and a full hearing conducted before the Board of Benton County Commissioners. No Commissioner may have more than three unexcused absences in a calendar year. More than three unexcused absences in a calendar year could result in being removed from the Commission as in "other good cause."

RULE 3: POWERS AND DUTIES OF THE COMMISSION

3.01 – It shall be the duty of the Commission to make suitable rules and regulations, consistent with the provisions detailed in RCW 41.14.060.

3.02 - The Commission or its designee shall provide practical examinations which shall consist only of subjects which will fairly determine the capacity of persons examined to perform duties of the position to which appointment is to be made.

3.03 – The Commission shall certify eligibility lists in accordance with RCW 41.14.060 following the examination outlined in 3.02.

3.04 - The Commission shall investigate and report upon all matters regarding the enforcement and effect of the provisions of RCW 41.14.060, and the rules and regulations prescribed hereunder.

3.05 – The Commission shall determine appeals or complaints and conduct hearings and investigations in accordance with RCW 41.14.060 and by the rules and regulations adopted by the Commission.

3.06 – When a vacant classified position is to be filled, the Commission or its designee shall certify to the hiring authority the names of applicants on the eligible list for the class in accordance with Rule 7.

RULE 4 - THE CHIEF EXAMINER

4.01 - The Chief Examiner shall be appointed by the Commission and shall serve as Secretary. No appointee shall be a current employee of the Benton County Sheriff's Office.

4.02 - The Chief Examiner/Secretary or their designee shall perform duties as defined in the act and determined by the Commission. In addition, the Chief Examiner/Secretary or their designee, in cooperation with the hiring authority and subject to the approval of the Commission, shall prepare and maintain a list of qualified applicants for positions in the classified service. Such classifications shall be in accordance with Rule 5. The Chief Examiner may, at the direction of the Commission, certify eligibility lists as needed. Eligibility lists certified by the Chief Examiner will be approved by the Commission at their next regularly scheduled meeting.

4.03 - The Chief Examiner/Secretary or their designee shall administer all examinations for classified positions and shall personally supervise these examinations in accordance with the rules herein, unless administered by a contract testing agency. The Chief Examiner/Secretary or their designee shall administer all examinations for promotional purposes and shall ensure the examinations are administered in accordance with the

rules herein. The Chief Examiner/Secretary or their designee shall score all in a fair and impartial manner.

RULE 5 - CLASSIFICATIONS OF POSITIONS

5.01 – Classified and unclassified positions shall be designated in accordance with RCW 41.14.070

5.02 - Unclassified Service
The positions authorized by these regulations shall include:

A. Undersheriff
B. Finance Administrator
C. Commander (2)
D. Community Services Lieutenant

5.03 - Classified Service
The positions authorized by these regulations shall include:

A. Lieutenant
B. Sergeant (Patrol and Records)
C. Corporal
D. Deputy
E. Accreditation Coordinator
F. Evidence Technician
G. Records Supervisor
H. Civil Specialist
I. Records Specialist
J. Administrative Associate
K. Records Technician

5.04 – The Chief Examiner or Designee shall be notified of any updates or changes to the Classified or Unclassified title outlined in this section. The Commission shall update this section following any Classification changes by the Hiring Authority.

RULE 6 – APPLICANT QUALIFICATIONS

6.01 - An applicant for a position in the Classified Service must meet the following criteria:

A. Be a citizen, lawful permanent resident of the United States, or a Deferred Action for Childhood Arrivals (DACA) recipient.
B. Read and write the English language.
C. Be at least 21 years of age at date of hire.
D. Have or obtain a valid driver's license. Law enforcement applicants must have or obtain a valid Washington State driver's license within 60 days of hire.
E. Have a high school diploma or equivalent.
F. Pass a Civil Service examination.
G. Pass a physical agility examination if applying for the position of entry-level Sheriff's Deputy.
H. Be of good moral character.
I. Pass all Benton County Sheriff's Office background requirements, including but not limited to a comprehensive background investigation and polygraph examination.
J. Be eligible for coverage by the County's liability insurance carrier.

6.02 - The burden shall be upon an applicant to show that they possess the required qualifications.

6.03 - The Commission may reject or reconsider an application whenever the applicant or eligible person is found to lack any of the minimum qualifications established in this rule.

RULE 7 - LIST OF ELIGIBLES, REQUISITIONS AND APPOINTMENTS.

7.01 - All appointments to and promotions in the Civil Service shall be made solely on merit, efficiency, and fitness, which shall be ascertained by open competitive examination and impartial investigation as set forth here.

7.02 - All candidates, who have taken and passed any of the examinations (whether electronic, written, oral, or physical) given by this Civil Service Commission or its designee, shall be placed on an appropriate eligibility list in order of their grade on the examination, and if applicable the Veterans' Scoring Criteria in accordance with RCW 41.04.010. In the event of a tie, candidates shall be ranked in order of the date the exam was completed. Should that ranking still result in a tie, the Chair of the Civil Service Commission shall flip a coin to determine the final ranking.

7.03 – When a vacancy exists for a position, the Chief Examiner/Secretary or their designee shall verify with the Hiring Authority their desire to fill the vacancy within the current budget year. If it is the desire of the Hiring Authority to fill the vacancy, the Chief Examiner/Secretary

or their designee shall provide the Hiring Authority the names of the top five candidates on the eligibility list for the first vacancy, and one name for each additional vacancy. Nothing in this section shall compel the Hiring Authority to hire or appoint a candidate within a specific period of time. For vacancies created as a result of newly budgeted positions, the Chief Examiner/Secretary or their designee shall not provide names until there are 90 days or fewer from the effective date of the budgeted positions. The Chief Examiner/Secretary or their designee shall provide names from a lateral list first for any position where a lateral list is certified prior to providing names from an entry-level list.

A. If there are no candidates, not enough candidates, or no lateral and entry-level certified list the Hiring Authority may provisionally appoint a person to the position. The appointment shall expire after four months and may not be extended for a longer period of time.

B. The Hiring Authority may extend the provisional appointment beyond the four-month period, up to one year if the Commission continues to advertise and test for the position.

C. If, after one year from the date of the initial provisional appointment, there are less than five persons on the eligibility list for the position, then the Hiring Authority may fill the position with any person or persons on the eligibility list.

7.04 – An entry-level deputy applicant who has been employed with the Benton County Sheriff's Office for 12 months and has completed probation, may be eligible to receive an additional 5% preferential bonus points to their score, as long as they've received a score of at least 70% on their examination.

7.05 – A current Benton County Corrections employee (Officer, Corporal, Sergeant and Lieutenant) being considered for employment as a Deputy Sheriff shall be eligible to receive an additional 10 points to their total score – provided they have completed probation and are an employee in good standing with the Benton County Corrections Department as determined by the Chief of Corrections or their designee

7.06 - No person whose overall entrance examination score, exclusive of veterans' scoring criteria, averages less than 70% of complete proficiency shall be registered as eligible.

7.07 - The Commission may abolish any eligibility list at any time and re-announce the examination, if required, to meet staffing needs.

7.08 - The names of candidates certified to an eligibility list shall remain on the list until either:

A. One year has passed from the date of examination unless the candidate's name has already been given to the Hiring Authority for consideration. For promotional lists,

candidates shall remain on the list for one year from the date the list was last certified.

B. The candidate has been hired by another public safety organization,

C. At the candidate's request,

D. Upon written notification from the Hiring Authority requesting their removal. When a request has been received from the Hiring Authority, written or electronic notification shall be sent to the candidate informing them of their reason for removal.

E. The Commission abolishes a list.

7.09 – At the request of the candidate, the Commission may review the reasons for the removal from an eligibility list of a position and, upon a satisfactory showing, retain the name on the eligibility list.

7.10 – The Hiring Authority may appoint a candidate for a temporary position. A temporary appointment will not exceed 5 months in any 12-month period. The candidate will be selected from an eligibility/promotional list. The Hiring Authority will make a request to the Chief Examiner in a similar manner to a regular appointment, however they will also indicate the duration of the appointment. The Chief Examiner will reach out to the candidates and notify them of the nature and duration of the position and learn who is willing to accept the temporary appointment. Those who are highest on the list and who are willing to accept the temporary appointment, will be certified. All temporary appointments will need to be approved by the Board of County Commissioners.

7.11 – In a situation where life or property are threatened, the Hiring Authority may employ any person that they deem fit. The appointment will not have restriction under these Rules. Emergency appointments shall be limited duration and will not exceed 30 days.

RULE 8 - APPLICATIONS FOR EXAMINATIONS (NON-PROMOTIONAL)

8.01 –Notice/Postings shall be determined by the Chief Examiner/Secretary or their designee, except as otherwise specified by the Commission. Notice/Postings shall be provided in a manner reasonably designed to provide prompt notification to potential applicants, in accordance with state and federal law.

8.02 - All applications for examination shall be on forms prescribed by the Commission or its designee.

8.03 – Any falsification, misrepresentation, or omission of any facts made by any person in connection with application for examination shall be just cause to exclude the person from the register of eligible applicants.

8.04 - An applicant with an incomplete application shall, if at all possible, be notified of the needed changes before the examination.

8.05 - All applications for employment and accompanying certificates shall remain on file with the Chief Examiner/Secretary in accordance with state and federal records requirements.

8.06 – The Chief Examiner may allow an application under the posted age requirement, as long as the candidate is 21 at the time of hire and no more than three months under the specified experience qualification. Any applicant still in their probationary period must have successfully completed probation by the last day of application acceptance.

RULE 9 - NATURE OF EXAMINATION

9.01 - All examinations shall be practical and consist of subjects which fairly determine the capacity of those examined to perform the duties of the position to which appointment is to be made.

9.02 - All examinations shall be approved by the Commission. The examinations may include tests of physical fitness, oral, written, assessment center or electronic examinations. The Commission may contract with a testing agency to administer testing to applicants. For examinations conducted by a testing agency, applicants shall follow that agency's rules and procedures.

9.03 - Oral examinations may be given by a Board of Examiners experienced in law enforcement and/or personnel management under the supervision of the Chief Examiner/Secretary or their designee. The Commission shall determine who is responsible for selecting the Board of Examiners, subject to final approval by the Commission.

9.04 - The Commission shall fix the relative weight of each examination subject prior to the examination, and the examinations shall be scored accordingly.

9.05 - The following apply to examinations administered directly by the Commission or its designee:

A. Applicants must be present and ready to take the examination at the time and place specified for the examination. Late arrivals will not be admitted.

B. All instructions will be given before the examination begins.

C. The Chief Examiner/Secretary or their designee will make all necessary explanations to testers and will not explain any question to any individual applicant.

D. After an examination begins, no communication will be permitted among applicants.

E. During any examination, no applicant shall leave the room without permission of the Chief Examiner/Secretary or their designee. If an applicant leaves the room without permission before they have finished the examination, it will be collected and declared invalid.

F. The time allowed for examination(s) shall begin when all announcements, instructions, and explanations have been given and the information sheets are filled out.

G. The questions on each subject shall be answered within a specified time. At the expiration of the time all test materials will be returned to the Chief Examiner/Secretary or their designee.

H. Answers to the examination may be written in pencil or ink if being taken on a paper examination, and the applicant shall place all answers on the examination sheet or attached sheets.

I. The Chief Examiner/Secretary or their designee will require the applicant to turn in all testing materials at the conclusion of the examination. If any applicant abandons the examination or fails to complete it within the time allowed, the Chief Examiner/Secretary or their designee will note that fact.

J. The Chief Examiner/Secretary or their designee, assisted by the Commission or its designee, shall score each examination. An applicant who is dissatisfied with the scoring may appeal the matter to the Commission within 10 days after receiving notice of the score, by serving written notice on the Chief Examiner/Secretary or their designee of a request for review. The Chief Examiner/Secretary, in conjunction with the Commission or its designee, shall re-examine the examination and all other portions of the examination and either approve or change the scoring as may appear just and proper. The score thus established shall be conclusive and notice shall be given to the applicant.

All testing and scoring materials associated with the examination whether completed by the application of Board of Examiners shall be returned to the Chief Examiner/Secretary or their designee following the examination to all for records retention.

RULE 10 – PROMOTIONAL EXAMINATIONS

10.01 – When determined by the Commission or their designee that promotional examinations are necessary, an announcement created by the Chief Examiner, or their designee, will be posted in Human Resources and the Sheriff's Office notifying employees of the examination. The posting shall be open for a minimum of two weeks, include the eligibility criteria outlined in this rule, and applicants must submit their applications to the

Commission or their designee. The application for promotion shall be determined by the Commission or their designee. Exceptions to the eligibility criteria shall only be approved by the Commission.

10.02 - Whenever practicable, vacancies for corporal, sergeant, lieutenant and clerical positions shall be filled by promotion from a lower position. Such promotions shall be by examination.

10.03- Promotional examinations shall be conducted in the same general matter as outlined in Rule 9. The Commission shall approve any promotional examination prior to it being administered.

10.04 – Candidate Responsibilities: Candidates shall appear at each part of the examination on time and be prepared to participate in the examination process. Except as authorized by the Chief Examiner/Secretary or their designee, a candidate may not assist another candidate or receive assistance during the examination from any person or source. A candidate shall follow all directions provided by the Chief Examiner/Secretary or their designee during the examination. Failure of the candidate to comply with this section may result in disqualification of the candidate. Cheating on the examination will result in disqualification and notice will be sent to the hiring authority. The Commission may cancel or nullify all or any part of an examination if it finds that the examination has been compromised.

10.05 – Notice to Candidates: The Chief Examiner/Secretary shall provide to candidates the examination results, including whether the candidate passed or failed all or part of the examination, the earned examination score, the final examination score, and ranking on the eligibility list. The Chief Examiner/Secretary shall correct clerical errors in the results of an examination or relative rankings when discovered during the life of the eligibility list. Such corrections shall not affect any appointment made from the register prior to the correction. Answer keys shall not be provided to any person other than the Commissioners, Chief Examiner/Secretary and persons authorized by the Chief Examiner/Secretary to score examinations.

10.06 - An applicant who is dissatisfied with the scoring may appeal the matter to the Commission within ten days after receiving notice of the score, by serving written notice on the Chief Examiner/Secretary or their designee of a request for review. The Chief Examiner/Secretary, in conjunction with the Commission or its designee, shall re-examine the examination and all other portions of the examination and either approve or change the scoring as may appear just and proper. The score thus established shall be conclusive and notice of the Commission's decision shall be sent to the applicant.

10.07 - In the event multiple applicants have the equivalent examination score, the applicants shall be ranked according to when completed application documentation was received by the Commission, and/or its designee. Should that ranking still result in a tie,

the applicants shall be ranked according to date of hire within the Benton County Sheriff's Office.

10.08 – Promotional Classifications and Eligibility Requirements:

LIEUTENANT: Any Patrol Sergeant in good standing who has completed probation, has six years of law enforcement experience, with two of those years being with the Benton County Sheriff's Office is eligible to take the Civil Service Examination for Lieutenant.

PATROL SERGEANTS: Any Corporal. Or Patrol Deputy in good standing who has completed probation, has four years of law enforcement experience, with two of those years being with the Benton County Sheriff's Office is eligible to take the Civil Service Examination for Sergeant.

PATROL CORPORAL: Any Patrol Deputy in good standing who has completed probation and four years of law enforcement experience, with two of those years being with the Benton County Sheriff's Office is eligible to take the Civil Service Examination for Corporal.

RECORDS SUPERVISOR / EVIDENCE TECHNICIAN: Any Records Technician or Administrative Associate in good standing who has completed probation and has three years of service with the Benton County Sheriff's Office is eligible to take Civil Service Examination for Records Supervisor or Evidence Technician.

CIVIL SPECIALIST: Any Records Technician in good standing and has competed probation is eligible to take the Civil Service Examination for Civil Specialist.

ADMINISTRATIVE ASSOCIATE / RECORDS SPECIALIST: Any Records Technician in good standing who has completed probation is eligible to take Civil Service Examination for Administrative Associate or Records Specialist.

RULE 11 - LATERAL ENTRY HIRING

11.01 – Lateral Entry hiring means the County is conducting open recruitment to hire trained and experienced commissioned law enforcement officers as an alternative to entry- level personnel. For certification onto a lateral list, the following minimum qualifications must be met for each position:

Washington State Candidates:

- Must have successfully passed the Washington State Basic Law Enforcement Academy.
- Must have successfully completed a probationary period with the current or previous law enforcement employer. If not currently employed, the applicant must not have separated for performance or disciplinary reasons to be eligible to apply.
- Must have been continuously employed by the applicant's present or previous employer as a full-time civilian law enforcement officer for not less than 12 months, and have not less than 12 months total full time law enforcement experience by the date of hire. Applicant must have been employed as a full-time law enforcement officer within the last 24 months.
- Must meet all Benton County Sheriff's Office Recruitment Standards and Civil Service Eligibility Requirements.

Out of State Candidates:

- Must meet all above criteria and successfully complete the Washington State Basic Law Enforcement Equivalency Academy once hired.

11.02 – For purposes of ranking, all lateral applicants will be ranked according to years of service in the respective field for which they are applying. In the event multiple applicants have the equivalent years of service, the applicants shall be ranked according to when completed application documentation was received by the Commission, and/or its designee. Lateral Entry applicants claiming veteran's preference, will be given preference in accordance with RCW 73.16.010.

11.03 – If a candidate or Hiring Authority is requesting an exception be made by the Civil Service Commission on their lateral entry qualifications, they must submit, in writing the request to the Commission along with any additional information the Commission should consider in evaluating the request.

RULE 12 - APPOINTMENTS - PROBATION

12.01 - The right of any person to appointment or promotion to any position in the Sheriff's Office shall not be withheld because of their race, color, religion, national origin, age, sexual orientation, gender, disability, veteran status, political affiliation, or any other characteristic as identified by state or federal law, nor shall any person be dismissed, demoted, or reduced in grade for such reason.

12.02 - No appointment, employment, or promotion in any position in the Classified Service shall be deemed complete until the successful completion of the probation period.

12.03 – The Hiring Authority may assign an employee from the Classified Service to the Unclassified Service. No permanent or vested rights, including one's permanent Civil Service status, shall be acquired or lost by reason of such assignment. The assignment shall remain in effect at the discretion of the Hiring Authority. If an employee is re-allocated to the Classified Service, their position in Classified Service shall be equivalent to the position occupied before placement in the Unclassified Service.

RULE 13 - TENURE - SEPARATION - SUSPENSION

13.01 - The tenure of office of every regular employee shall be during good behavior and the satisfactory performance of duties.

13.02 - No person in the classified Civil Service who has been regularly appointed or inducted into Civil Service under provisions of this act, shall be removed, suspended or demoted except for cause, and only upon written accusations by the Hiring Authority, or any citizens or taxpayer. A written statement of the accusation in general terms shall be served upon the accused and a duplicate filed with the Commission.

Any person so removed, suspended, or demoted may, within 10 days from the time of their removal, suspension, or demotion, file with the Commission a written request for an investigation.

The Commission shall conduct an investigation, confined to the determination of the question of whether the removal, suspension, or demotion was made in good faith and for cause. After the investigation the Commission may affirm the removal or, if it finds that removal, suspension, or demotion was not made in good faith and for cause, shall order the immediate reinstatement or reemployment of the employee in the office, place, position, or employment from which they were removed, suspended or demoted. The reinstatement shall, if the Commission so provides, be retroactive and entitle the employee to pay or compensation from the time of removal, suspension, or demotion. The Commission, in lieu of affirming a removal, may modify the order by directing a suspension without classification, grade, or pay.

The findings of the Commission shall be certified in writing to the Hiring Authority, and the Hiring Authority shall enforce the Commission's decision.

13.03 - All investigations made by the Commission pursuant to this section shall be by public hearing after reasonable notice to the accused of the time and place. At the hearing, the accused shall be permitted to appear in person and/or by counsel and to present their defense. If the Commission or a majority of the Commission concurs in the order of removal, suspension, or demotion, the employee may appeal to the Superior Court of the State of Washington.

13.04 - Any person regularly appointed to the Classified Service may be removed, discharged, or suspended without pay; demoted or reduced in rank; or be deprived of leave or other special privileges for any of the following reasons:

A. Any willful violation of the provisions of this act or the rules and regulations to be adopted here under.

B. Incompetency, inefficiency or inattention to or dereliction of duty.

C. Dishonesty, intemperance, disgraceful, prejudicial, or immoral conduct, insubordination, or discourteous treatment of the public view or a fellow employee.

D. Any other act of omission or commission tending to injure the public service; or any other willful failure on the part of the employee to properly conduct themselves.

E. Mental or physical unfitness for the position that the employee holds.

F. Offensive conduct or language toward the public or fellow officers and employees.

G. Carelessness or negligence in the use of county property.

H. Willful violation of any lawful and reasonable regulation, order, or direction made or given by a superior officer where such violation has amounted to insubordination or has resulted in loss or injury to the County or to the public.

I. The promotion of discord among fellow officers or employees.

J. Any other act or failure to act which, in the judgment of the Civil Service Commission, is sufficient to show the offender to be an unsuitable and unfit person to be employed in the public service.

K. False statement of material fact in application for the Civil Service position.

RULE 14 - TRANSFER - REINSTATEMENT - LEAVE OF ABSENCE

14.01 - Any Benton County employee who has received a regular appointment to any position and who has resigned without misconduct or inefficiency on their part, or is laid off because or curtailment of services or funds, or for any reason beyond their control within the last 24 months may be reinstated by the Hiring Authority to a position with the same or similar duties to those they previously performed, provided they have previously been certified by the Commission. Prior to reinstatement, the Commission or their designee may require the employee to pass a qualifying examination.

14.02 - Leave of absence, without pay, may be granted by any appointing power to any person under civil service: PROVIDED, that such appointing power gives notice of the leave to the Commission. All temporary employment caused by leaves of absence shall be made from an eligibility list of the classified civil service for that position.

14.03 – When there is cause to believe that an Employee is physically or mentally unfit to perform the full duties of the Employee's position, an employee may be required to submit medical verification of the Employee's ability to work from a physician of the employer's choosing. The Employee may submit a second medical opinion from a physician of the employee's choice. In the event the medical opinions are conflicting, a third physician shall be selected who is mutually acceptable to the Hiring Authority and Employee and that opinion shall govern. If the Employee is found unfit to continue in the position the Employee shall be placed on medical leave if the disability is for less than 6-months as provided above. If the temporary disability is expected to continue for longer than 6-months, the Employee shall be terminated for medical reasons and may be eligible for reemployment or reinstatement in accordance with these rules.

14.04 - No person holding any office, place, or position of employment in the Classified Service shall be required to contribute to any political fund or render any political service to any person or party whatsoever. No person shall be removed, reduced in grade or salary, or otherwise be prejudiced for refusing to do so. No public officer, whether elected or appointed shall discharge, promote, demote, or in any other manner change the official rank, employment, or compensation of any person under Civil Service or promise or threaten to do so for giving, withholding, or neglecting to make any contribution of money, service, or any other valuable thing for any political purposes.

RULE 15 - REPORTS TO BE MADE

15.01 - In order that the Commission may keep proper records of changes in the Classified Service, the Commission or its designee shall:

A. Be made aware of every hire, transfer, promotion, and/or provisional appointment made by the hiring authority.

B. Maintain a list of active employees in classified positions. The report shall include employee name, position, and hire date.

C. Be made aware of every suspension or demotion made by the hiring authority or any officer or employee along with the reasons for the action.

D. Be made aware of every separation from service, along with the reason for the separation.

E. Be made aware of every position created or abolished in the hiring authority's office.

F. Be made aware of every leave of absence, other than regular accumulated leave granted to a member of the Sheriff's Office.

G. Be made aware of every refusal or neglect to accept an appointment under the hiring authority by a person who has been duly certified.

RULE 16 - PUBLICITY

16.01 - Pursuant to RCW 41.14.060, Section 1, these rules and regulations, and any amendments, shall be printed and made available to the public for free distribution.

16.02 - A copy of these rules and regulations and any current amendments shall be made readily available to departments with Civil Service positions, and the Human Resources Department.

RULE 17 – SEVERABILITY

17.01 – If any section, sentence, clause or phrase of these rules should be held invalid or unconstitutional, such holding shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of these rules.

RULE 18 – AMENDMENTS

18.01 - These rules and regulations may be amended, suspended, or changed from time to time by the Commission, as circumstances may require at any regular or special meeting of the Commission. The Commission shall submit a copy of the proposed amendment, suspension or change to the Hiring Authority and applicable bargaining unit.

RULE 19 – CIVIL SERVICE & COLLECTIVE BARGAINING

19.01 - The Public Employee's Collective Bargaining Act (Act), chapter 41.56 RCW, provides for collective bargaining agreements between the County and labor organizations representing employees. The Act, and applicable collective bargaining agreements, prevail over these rules in the event of conflict.

RULE 20 – EFFECTIVE DATE

20.01 - These rules and regulations of the Benton County Civil Service Commission for the Benton County Sheriff's Office employees shall become effective November 10, 2026.

Patty Wilson – Chair

Evan Carlisle – Vice Chair

Gregery Levy - Commissioner

Devon Henry – Chief Examiner/Secretary

Approved as to form:

Reid Hay, Deputy Prosecuting Attorney