

**CITY OF WOODLAND**

**CIVIL SERVICE RULES AND REGULATIONS**

**OF THE**

**WOODLAND POLICE DEPARTMENT**

Signed:

Attest:

---

Robert C. Hasbrouck, Chairman

---

Georgina D. Anderson, Secretary

---

Erma Gettman, Commissioner

---

Judith A. Kroon, Commissioner

Revised: September 17, 2017

## TABLE OF CONTENTS

RULE NO.	DESCRIPTION	PAGE
RULE 1	DEFINITIONS	2 - 3
RULE 2	CIVIL SERVICE COMMISSION ORGANIZATION	3 - 4
RULE 3	CLASSIFICATION	4 - 5
RULE 4	QUALIFICATIONS - ENTRY LEVEL	5 - 6
	- ADVANCED ENTRY LEVEL	6
	- LATERAL ENTRY	6
	- PUBLIC SAFETY CLERK	6 - 7
	- COMMUNITY SERVICE OFFICER	7 - 8
RULE 5	APPOINTMENT - BASIS OF MERIT	8
RULE 6	APPLICATIONS	8 - 9
RULE 6.3	CONTINUOUS TESTING	9
RULE 6.6	SUBSCRIPTION TESTING SERVICES	9 - 10
RULE 7	EXAMINATIONS AND CERTIFICATIONS	
	- ENTRY LEVEL	10
	- PREFERENCE POINTS	11
	- ADVANCED ENTRY LEVEL	11
	- LATERAL LEVEL	11 - 12
	- LATERAL REINSTATEMENT	12
	- REINSTATEMENT REGISTER	12 - 13
	- NOTICE OF VACANCY	13
RULE 8	APPOINTMENTS	13
RULE 9	PROMOTIONS - POLICE CHIEF	14
	- SERGEANT	14
	- EXAMINATIONS	15
RULE 10	REMOVAL AND LEAVES OF ABSENCE	
	- REMOVAL	15 - 17
	- LEAVES	18
	- REDUCTION IN FORCE	18
RULE 11	REPORTS TO BE MADE	18
RULE 12	ELIGIBILITY TO SALARY	19
RULE 13	PHYSICAL EXAMINATIONS PRIOR TO APPOINTMENT	19
RULE 14	CIVIL SERVICE MEETINGS	19
RULE 15	EXAMINATIONS - ENTRY LEVEL	19 - 20
RULE 16	STANDARD OF PHYSICAL FITNESS (WSCJTC 7/13/00)	21 - 29
<b>GENERAL REGULATIONS</b>		
REGULATION 1	SECRETARY / EXAMINER	30
REGULATION 2	SEVERABILITY	30

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

In accordance with the provisions of the State of Washington pertaining to CIVIL SERVICE in Police Departments of cities, the Civil Service Commission of the City of Woodland, a non-charter code city in the state, hereby adopts the following rules for carrying out the purpose of said laws.

These rules shall be subject to change or amendment by the Commission from time to time.

**RULE 1 – DEFINITIONS**

- Section 1:     Appointing Authority: The Mayor of the City of Woodland. The words appointing authority, appointing officer, or appointing power shall be construed as synonymous.
- Section 2:     Class: A group of positions sufficiently similar in duties and responsibilities so that the same title may reasonably be used for each position, the same qualifications may be required, and the same salary range may be applied with equity.
- Section 3:     Classified Service: All positions in the City service which are subject to the provisions of these Rules and Regulations as defined by law. It includes specifically full-paid members of the Police Department.
- Section 4:     Commission: The Civil Service Commission appointed for the City of Woodland.
- Section 5:     Compensation: Any allowance, fee, salary, or wage paid to an employee or officer in the classified service for performing the duties and responsibilities of his/her position or office.
- Section 6:     Demotion: A reduction in the status of employment.
- Section 7:     Discharge: The separation for cause of a permanent employee from the classified service.
- Section 8:     Eligible: Having satisfied the conditions of qualifications set by the Commission.
- Section 9:     Eligibility or Employment List: A list of names of persons, arranged in order of scores who are eligible for appointment to a position in the classified service.
- Section 10:    Full Paid: A person who received compensation from the City in return for services devoted to police department duties which occupy his/her full attention and activity other than his/her ordinary off-duty time allowance.
- Section 11:    Lay-off: The termination of employment because of lack of funds, work or because of material change in the classified service organization.
- Section 12:    Permanent Status: The status of an employee who has acquired the right to a hearing prior to his/her discharge because he/she has successfully completed his/her probationary period or its equivalent.
- Section 13:    Permanent Employee: An employee who has attained permanent status.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 1 – DEFINITIONS (Continued)**

- Section 14:    Position: Any employment or office in the classified service.
- Section 15:    Probation: The period of trial service during which an employee works prior to attaining permanent status and is therefore subject to rejection without a hearing or trial.
- Section 16:    Promotion: A change in employment in accordance with these Civil Service Rules and Regulations from a lower to a higher position in the classified service.
- Section 17:    Provisional Appointment: A non-competitive appointment made in the absence of eligible candidates to a position in the classified service.
- Section 18:    Rejection: The separation of a probationary employee from the service.
- Section 19:    Suspension: The temporary separation for disciplinary purposes of an employee from the service without pay.
- Section 20:    Temporary Assignment: An appointment from the eligibility list.
- Section 21:    Written Notice: Serving notice in writing either to the person directly or by registered mail to his/her last known address.

**RULE 2 – CIVIL SERVICE COMMISSION ORGANIZATION**

- Section 1:    Members of the Civil Service Commission, immediately upon their appointment, shall proceed to the election of a chairman and a vice-chairman, who shall continue in office until subsequent reorganization of the Commission becomes necessary. The vice-chairman shall act as chairman during the absence of the chairman. All meetings of the Commission shall be public except that upon unanimous vote of its members the Commission may meet in executive session. A meeting may be called by any Commissioner or the Secretary/Examiner. Two members shall constitute a quorum and two affirmative votes shall be required for the transaction of any official business. The Secretary/Examiner shall attend all meetings and shall record the actions taken and how the Commissioners voted, and shall cause the minutes to be typewritten and presented to the Commission for approval or correction at the next regular meeting. Upon approval, the minutes shall be signed by the chairman and countersigned by the Secretary/Examiner and shall become a part of the permanent files of the Commission. Robert's Rules of Order Revised shall be the final authority on all questions of procedure and parliamentary law not otherwise provided by these Civil Service Regulations.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 2 – CIVIL SERVICE COMMISSION ORGANIZATION (Continued)**

Section 2: Powers and Duties

The Civil Service Commission shall:

1. Conduct all civil suits necessary for the proper enforcement of the Civil Service Act and these Rules and Regulations. Any civil action shall be initiated by the City Attorney in the name of the City upon demand of the Commission.
2. Hear and determine appeals arising from the administration of the Civil Service Act and these Rules and Regulations.
3. Investigate and report on all matters touching the enforcement and effect of the Civil Service Act and these Rules and Regulations.
4. Have such powers and duties as are imposed upon the Commission by virtue of RCW 41.12.040.

**RULE 3 – CLASSIFICATION**

Section 1: The classified Civil Service covered hereby shall include all full time Police Officers of the Police Department of the City, including the Chief of said department, and any full-time employee of the Police Department.

The position of Police Chief may be excluded by the legislative body of the City, (City Council), for appointments made to this position after July 1, 1987, in accordance with RCW 41.12.050.

Section 2: In making examinations, certifying for appointments and promotions, making suspensions and removals, and otherwise carrying out said laws, the work of said department shall be classified in accordance with the character of the various services to be performed, which classification shall be as follows:

CHIEF  
SERGEANT  
POLICE OFFICER  
COMMUNITY SERVICE OFFICER  
PUBLIC SAFETY CLERK

Section 3: All of the above classifications with the exception of the Community Service Officer and the Public Safety Clerk shall be required at least annually to meet certain Physical Fitness Standards. Said standards are detailed under Physical Fitness of the current Collective Bargaining Agreement between the City of Woodland and the Woodland Police Officers Association (WPOA).

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 3 – CLASSIFICATION (Continued)**

Section 3: If current or future Collective Bargaining Agreements do not include Physical Fitness Standards then said standards will be as set by the Washington State Criminal Justice Training Commission and will apply to all classifications other than those excepted above unless exempted under the Americans with Disabilities Act. The Secretary/Chief Examiner shall, under the direction of the Commission, be responsible for conducting said tests. Testing for these standards will be at the expense of the City.

**RULE 4 – QUALIFICATIONS**

Section 1: All applicants applying for police officer entry level positions for said Civil Service:

1. Must be a citizen of the United States.
2. Shall be able to read and write the English language.
3. Must be at least twenty-one (21) years old and in ordinary good health.
4. Shall possess a valid Washington Driver's License within two weeks of appointment.
5. Must have graduated from an accredited high school or possess a certificate of equivalency.
6. Shall be required to complete and submit to the employing agency a comprehensive application form.
7. Shall possess a good character as determined by a thorough background investigation.
8. Shall first pass a physical agility and/or ability test and then shall successfully pass a written examination and an oral interview, all of which are to be administered by the Civil Service Commission or its representatives.
9. The Civil Service Commission reserves the right to restrict oral interviews to those applicants achieving a satisfactory level of score performance. This performance cutoff level shall be determined by both the applicants' scores and the number of applicants tested.
10. Those applicants ranking in the first three highest positions on the existing eligibility list shall, prior to appointment, have a thorough physical examination, including drug screening, by a licensed physician or surgeon approved by the Commission. Additionally, applicants could possibly be required to take both a psychological and polygraph examination, to ensure that the applicant is free from conditions which might affect the performance of the applicant's duties as a law enforcement officer.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 4 – QUALIFICATIONS (Continued)**

Section 1:  
(Continued)

10. All probationary appointees will also be required to complete the same required examinations before they enter their employment with the same requirements to apply to all applicants for reinstatement before they are reinstated.

All such examinations shall be made at the expense of the applicant. However, if the applicant successfully meets the standards outlined and is employed by the department, applicant will be reimbursed by the employing authority. The results of such examination shall be certified on blanks provided by the Commission.

11. Race, color, creed or religious preference will not be a factor in any hiring or promotion of any qualified candidate.

Section 1.1

All applicants applying for advanced entry (academy certified) police officer positions for said Civil Service are subject to the same criteria as in Section 1 above and must have graduated from the Washington State Criminal Justice Training Center or Washington State Patrol Academy or another state qualified training center or patrol academy.

Section 2:

All applicants applying for police officer lateral entry positions for said Civil Service are subject to the same criteria as in Section 1 above, items 1 through 7, 10 and 11.

Section 3:

All applicants applying for public safety clerk positions for said Civil Service:

1. Must be a citizen of the United States.
2. Shall be able to read and write the English language.
3. Must be at least twenty-one (21) years old, at time of appointment and in ordinary good health.
4. Shall possess a valid Washington Driver's License within two weeks of appointment.
5. Must have graduated from an accredited high school or possess a certificate of equivalency with specialized course work in general office practices such as typing, filing, accounting or bookkeeping.

If a person fails to meet these requirements, he/she will be terminated subject to review as per Rule 10, Section 2 of these Rules and Regulations.

6. Shall be required to complete and submit to the employing agency a comprehensive application form.
7. Shall possess a good character as determined by a thorough background investigation.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 4 – QUALIFICATIONS (Continued)**

Section 3:  
(Continued)

8. Shall successfully pass a written and practical examination and an oral interview, all of which are to be administered by the Civil Service Commission or its representatives.
9. The Civil Service Commission reserves the right to restrict oral interviews to those applicants achieving a satisfactory level of score performance. This performance cutoff level shall be determined by both the applicants' scores and the number of applicants tested.
10. Those applicants ranking in the first three highest positions on the existing eligibility list, prior to appointment, could possibly be required to take both a polygraph examination and drug screening, to ensure that the applicant is free from conditions which might affect the performance of the applicant's duties.

All probationary appointees will also be required to complete the same required examinations before they enter their employment with the same requirements to apply to all applicants for reinstatement before they are reinstated.

All such examinations shall be made at the expense of the applicant. However, if the applicant successfully meets the standards outlined and is employed by the department, applicant will be reimbursed by the employing authority. The results of such examination shall be certified on blanks provided by the Commission.

11. Race, color, creed or religious preference will not be a factor in any hiring or promotion of any qualified candidate.

Section 4:

All applicants applying for the community service officer positions for said Civil Service:

1. Must be a citizen of the United States.
2. Shall be able to read and write the English language.
3. Must be at least eighteen (18) years old and in ordinary good health.
4. Shall possess a valid Washington Driver's License within two weeks of appointment.
5. Must have graduated from an accredited high school or possess a certificate of equivalency.
6. Shall be required to complete and submit to the employing agency a comprehensive application form.
7. Shall possess a good character as determined by a thorough background investigation.



CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 4 – QUALIFICATIONS (Continued)**

Section 4: 8. Shall successfully pass a comprehensive oral interview, administered by the Civil  
(Continued) Service Commission or its representatives.

9. Those applicants ranking in the first three highest positions on the existing eligibility list, prior to appointment, could possibly be required to take both a polygraph examination and drug screening, to ensure that the applicant is free from conditions which might affect the performance of the applicant's duties.

All probationary appointees will also be required to complete the same required examinations before they enter their employment with the same requirements to apply to all applicants for reinstatement before they are reinstated.

All such examinations shall be made at the expense of the applicant. However, if the applicant successfully meets the standards outlined and is employed by the department, applicant will be reimbursed by the employing authority. The results of such examination shall be certified on blanks provided by the Commission.

10. Race, color, creed or religious preference will not be a factor in any hiring or promotion of any qualified candidate.

**RULE 5 – APPOINTMENT ON BASIS OF MERIT**

Section 1: 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; and no person shall be reinstated in, or transferred, suspended or discharged from any such place, position or employment contrary to the provisions of RCW 41.12.

**RULE 6 – APPLICATIONS**

Section 1: Notice of examination shall be given at least 15 days in advance of the last date for filing of applications by publication in one or more newspapers of general circulation published in Cowlitz and Clark County, by posting announcement in a public place and in such manner as the Commission may deem advisable. Notice of promotional examinations and qualifications shall be posted in the Woodland Police Department.

Section 2: Applications for examination shall be made on blanks furnished by the Commission, must be supported by satisfactory certificate of persons acquainted with the applicant, and be in such form as the Commission may prescribe. A fee, in the amount established by the commission, will be required and must be paid prior to the applicant taking the examination.

Section 4: An incomplete application shall be returned with notice to amend the same. When the

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 6 – APPLICATIONS (Continued)**

Section 4      applicant is disqualified for examination, he/she must also be so notified forthwith.

(Continued)

Section 5:      Except as herein otherwise provided, applications and accompanying certificate not returned for corrections shall remain on file with the Commission for two years.

Section 6:      Such applications must be submitted complete no later than five (5) days before the examination date or as determined by the Civil Service Secretary/Examiner.

**RULE 6.3 – CONTINUOUS TESTING**

Section 1:      Continuous Testing Eligibility List. The Secretary/Chief Examiner, following approval by the Commission, may establish any eligibility list for use by applicants tested through and certified for eligibility through this continuous testing process.

Section 2:      Continuous Testing Defined. Continuous testing shall mean a written examination or a standardized physical fitness/agility test conducted pursuant to set and commonly applied standards whose results shall be valid for a period of one calendar year from the date of certification to a Continuous Testing Initial Eligibility list. Continuous testing may, at the discretion of the Commission, be offered through the Secretary/Chief Examiner or pursuant to a subscription testing agreement.

Section 3:      Certification. Applicants certified pursuant to a continuous testing process shall be placed on a Continuous Testing Initial Eligibility list. Certification shall be in accordance with the rules and regulations of this Commission. As each applicant is placed in accordance with his or her scores and veteran's preference (if applicable) the placement of all others on the list shall be adjusted.

Section 4:      Additional Testing. Applicants placed upon this eligibility list shall be subject to such other testing processes as the Commission shall direct, including but not limited to oral boards or any other testing process conducted by the Commission.

Section 5:      Removal of Names. The names of candidates certified to this eligibility list shall remain on the list until either certified to a secondary hiring list following an oral board or other testing as established by the Commission, the expiration of one year from the date of certification or until the candidate has been hired by another public safety organization. Names may be removed upon notification by the candidate, upon the written notification of another public safety employer or an entity providing subscription testing.

**RULE 6.6 – SUBSCRIPTION TESTING SERVICES**

Section 1:      Subscription Testing Services Authorized. The Secretary, following approval by the Commission, may enter into contracts with one or more Subscription Testing Services.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 6.6 – SUBSCRIPTION TESTING SERVICES (continued)**

Section 2:     Subscription Testing Service – Defined. “Subscription Testing Service” means a person or organization offering a service that tests and maintains lists of candidates for employment who have successfully completed the Subscription Testing Service process.

Section 3:     Process Verification. The Secretary shall verify that the Subscription Testing Service provides qualified testing resources that are content valid and job-related.

Section 4:     Certification.

1. All applicants certified as a qualified candidate by the Subscription Testing Service shall be reviewed and approved by the Commission prior to referral to the appointing authority. Following qualification of candidates pursuant to the procedure set forth in the contract with the Subscription Testing Service, candidates may be certified as eligible for appointment to the Appointing Authority.
2. By motion or other approval, the Commission may delegate to the Secretary the review and approval of candidates. Upon such delegation, the secretary shall verify that candidates for placement on the eligible register met the minimum eligibility requirements for employment.
3. Candidates qualified for appointment pursuant to the procedures established in this Rule shall be placed [in a separate register, entitled “Contract Register”] [on the register in the same rank and order as lists maintained by the Subscription Testing Service]. Provided, however that candidates rejected by the Commission for 1) not satisfying any test requirement; 2) not completing probation; or, 3) following certification, not responding to the appointing authority for consideration, shall be removed from the eligible register.

Section 5:     Additional Testing. Candidates qualified pursuant to a Subscription Testing Service shall be subject to such additional testing as may be required by the Commission or the appointing authority. Such testing shall include, but not be limited to, background, polygraph, psychological and physical agility testing.

**RULE 7 – EXAMINATIONS AND CERTIFICATION**

Section 1:     Entry Level – Police

The examination shall be practical and impartial, shall consist of subjects which will fairly determine the capacity of persons examined to perform the duties of the position for which appointment is to be made, and shall include tests of physical fitness and/or manual skill. Scoring of ENTRANCE examination: 60% for Oral Board and 40% for Written Examination. Any person who fails to attain at least seventy percent (70%) of complete proficiency on the written examination and at least seventy (70%) of complete proficiency on the oral examination shall be deemed ineligible.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 7 – EXAMINATIONS AND CERTIFICATION (continued)**

Section 2: Preference points will be granted as follows:

1. One (1) point for each year served as a City of Woodland reserve police officer within the last five (5) years, if resigned in good standing.
2. One (1) point for each year served as a City of Woodland reserve police officer within the last five (5) years, if resigned in good standing.
3. Two (2) points for an associates degree in a related field only; or
4. Four (4) points for a bachelors degree in a related field only.

These preference points apply to entrance examinations only.

Section 2.5: In accordance with RCW 41.04.010 veterans will be awarded preference points as follows:

1. Ten (10) percent to a veteran who served during a period of war or in an armed conflict as defined in RCW 41.04.005 and does not receive military retirement. The percentage shall be added to the passing mark, grade or rating of competitive examinations until the veteran's first appointment and shall not be utilized in promotional examinations.
2. Five (5) percent to a veteran who did not serve during a period of war or in an armed conflict as defined in RCW 41.04.005 or is receiving military retirement. The percentage shall be added to the passing mark, grade or rating of competitive examinations until the veteran's first appointment and shall not be utilized in promotional examinations.
3. Five (5) percent to a veteran who was called to active military service for one or more years from employment with the state or any of its political subdivisions or municipal corporations. The percentage shall be added to the first promotional examination only.

Veteran is as defined in RCW 41.04.007.

These veteran's preference points to be added after any preference points from Section 2 above.

Section 3: Advanced Entry - Police

The Advanced Entry applicant must meet the educational standards as described in Rule 4, Qualifications as set forth in the Woodland Civil Service Rules and Regulations. Testing shall include but is not limited to: Oral Board, Polygraph, Psychological Examination, Medical Examination, including Drug Testing and Background Investigation.

Section 4: Lateral Entry – Police

The Lateral Entry applicant must meet the educational standards as described in Rule 4, Qualifications as set forth in the Woodland Civil Service Rules and Regulations. The applicants shall have the necessary experience and training that would allow certification

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 7 – EXAMINATIONS AND CERTIFICATION (continued)**

Section 4: with the Washington Training Commission. The applicant must have at least twenty-four (24) months full-time civilian law enforcement experience within the last thirty-six (36) months, or be a current and active Woodland Police reserve officer with at least twenty-four (24) months of service with Woodland Police Department and possessing a Washington state reserve officer training certificate. Testing shall include but is not limited to: Oral Board, Polygraph, Psychological Examination, Medical Examination, including Drug Testing and Background Investigation.

(continued)

The applicant will be required to participate in a competitive Oral Board Examination in which the score is based on a full 100% ratio.

Section 4.5: If a civil service employee resigns in good standing and subsequently determines he/she would like to return to the department, then he/she must advise the Commission of said intent within 12 months of resignation.

At the same time he/she could request a waiver of regular competitive testing requirements. Any other test including but not limited to polygraph, psychological, medical and drug tests could be required.

If a position for which said person qualifies opens up within twenty-four (24) months of resignation then the appointing authority would have the option of re-appointing this person upon approval of the Commission.

Section 5: A Classified Civil Service list of the department shall be kept in an office approved by the Civil Service Commission, which shall contain the name of each position; shall show every officer and employee the title of his/her office, or nature of position, the salary attached thereto, the time he/she has been in the employment of the City of Woodland and the positions in the service he/she has filled.

Section 6: Eligibility lists shall be valid for one (1) year from the date of certification. After one year the commission may extend or shorten the expiration date at their discretion; provided that if an appointment has been made for probationary services and such appointee has been separated from the service through no fault or unfitness on his/her part, the term of eligibility shall run through the term of the last day of employment. The said term of eligibility shall not apply to those who, having passed an examination for a higher position or grade, have accepted service in a lower position or grade than that for which they were examined, in the same line of work.

Section 7: A reinstatement register shall also be kept, which shall contain the names of those laid off because of curtailment of expenditures, reduction of force and for like causes, who shall head the list in order of their seniority, and shall be the first to be reemployed.

Section 8: Upon the requisition of the appointing authority for the certification of eligibles, for the filling of a vacancy, reinstatement shall first be made from the proper reinstatement register, if there are any requesting certification. When more than one person is entitled to such reinstatement by reason of a tie, the person with the most seniority will be reinstated first. No certification shall be made from any promotion or eligibility list until the reinstatement

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 7 – EXAMINATIONS AND CERTIFICATION (continued)**

Section 8: register for such class of service in said department is exhausted.  
(continued)

Section 9: Whenever a vacant position is to be filled in classified service, the appointing authority shall make the requisition upon the form prescribed by the Commission for certification to him/her of eligibles.

Section 10: When a vacancy occurs within any civil service position in the city, a current civil service employee in good standing may request a transfer to the vacant position upon written application to the Civil Service Commission and with the written recommendation of their department head (police or fire chief). At the sole discretion of the Civil Service Commission the employee may be certified for transfer to the vacant position with the approval of the appointing authority.

When a vacant position is to be filled, the Commission shall certify to the appointing authority, on written request, the names of the three highest on the entry level eligibility list and the names of the two highest on the lateral entry eligibility list. The appointing authority may select from either list. If there is no such list, the Commission shall authorize provisional appointment. Such provisional appointment shall not continue for more than four (4) months, nor shall any persons receive more than one provisional appointment or service for more than four (4) months as a provisional appointee in any one fiscal year, except by unanimous approval of the Commission.

A temporary appointment may be made from the eligibility list but such appointment shall not continue for more than four (4) months, nor shall any persons receive more than one temporary appointment or service for more than four (4) months as a temporary appointee in any one fiscal year, except by unanimous approval of the Commission.

Section 11: Whenever the commission is notified that proficiency in any special subject is needed in the position to be filled, it shall certify the names of the persons on the eligibility list for such position having the highest standing (not being below the minimum 70%) in any such special subject and selection shall be made from such list of the person having the highest standing.

Section 12: When certification of an eligible applicant is made for any position, such eligible applicant may decline such appointment, or prior to certification, waive the same, upon giving reasons satisfactory to the Commission, without losing his/her position on the register.

**RULE 8 – APPOINTMENTS**

Section 1: In making his/her appointment from any list of names certified by the Commission, the appointing authority (the Mayor), upon written request, will be furnished with application certificates and examination records of the person certified, and may also summon before him/her any certified person for such verbal inquiries as he/she may deem proper. All such papers must be returned to the Commission.

Section 2: Probation period for any appointee or advancement shall be for a minimum period of twelve (12) months. The length of probation can be extended up to a maximum period of twenty-four (24) months by the Chief of Police, with approval of the Civil Service Commission.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 9 – PROMOTIONS**

**Section 1:** Applicants for the position of Chief with the Woodland Police Department:

1. Shall have six (6) years minimum law enforcement experience.
2. Shall possess at least an Associates Degree in Law Enforcement or related field, and must obtain a Bachelors Degree within 4 years of hire. Applicants with a two (2) year degree, as indicated above, and at least five (5) years of experience in Law Enforcement Management, at the time of appointment to the Woodland Police Department, may petition the Civil Service Commission to waive the Bachelor's degree requirement. Failure to meet any of the above requirements shall be just cause for termination. They must also be graduates of the Washington State Criminal Justice Academy, or obtain a certificate of equivalency within 90 days of hire. Applicants must have certification in Small Agency Administration, or agree to obtain certification within two years of hire.
3. Must be in ordinary good health.
4. Must submit a resume.
5. Must pass a written examination and oral interview. The written examination can be waived at the discretion of the Commission.

**Section 2:** Applicants for the position of Sergeant must meet the following requirements:

1. Have a minimum of three (3) years experience with the Woodland Police Department. Any applicant with at least three (3) years of law enforcement experience with a civilian law enforcement agency may petition the Commission to waive the Woodland Police Department experience requirement.
2. Have an Associate of Arts or Sciences Degree from an accredited college in a field that is job related as determined by the Chief of Police. Any applicant with at least five (5) years in civilian law enforcement with any law enforcement agency may petition the Civil Service Commission to waive the degree requirement.
3. Must be in ordinary good health.
4. Must submit a resume.
5. Must pass a written and oral interview or with the approval of the Civil Service Commission, an assessment center may be used.

**Section 2.5:** There must be a minimum of two qualified applicants for the position of Sergeant. If the minimum is not met under the provisions of Section 2, subsection 1 above, the Commission will then seek outside applicants.

**Section 3:** Examination for promotion shall be practical in character and shall embrace such subjects as will test the general intelligence, accuracy and qualifications of the applicant for the position involved. Appointments and promotions as a result of promotional examinations, to be probationary for one (1) year.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 9 – PROMOTIONS (Continued)**

Section 3.5 When a vacant Sergeant position is to be filled, the Commission shall certify to the appointing authority, on written request, the names of the two highest on the eligibility list. If there is no such list, the Commission shall authorize provisional appointment. Such provisional appointment shall not continue for more than four (4) months, nor shall any person receive more than one provisional appointment or serve more than four (4) months as a provisional appointee in any one fiscal year.

Section 4: Any person who fails to attain at least seventy – five percent (75%) of complete proficiency on the written examination for promotion and at least seventy – five percent (75%) of complete proficiency on the oral examination for promotion shall be deemed ineligible. Grading of PROMOTIONAL examinations: Sixty percent (60%) for oral, forty percent (40%) for written; or, if an assessment center is authorized by the Commission the passing score will be seventy-five percent (75%).

**RULE 10 – REMOVAL AND LEAVES OF ABSENCE**

Section 1: The tenure of everyone holding an office, place or position of employment under the provision of this rule shall be only during good behavior, and any such person may be removed, or discharged, suspended without pay, demoted, or reduced in rank or deprived of vacation privileges or other special privileges for any of the following reasons:

1. Incompetency, inefficiency or inattention to, or dereliction of duty.
  - a. All lawful orders and appointed duties will be performed promptly and specific duties and responsibilities performed punctually.
  - b. All personnel will follow procedures as prescribed by the applicable communications manual when operating departmental radios.
  - c. All personnel will remain at the station or assigned post of duty until authorized to leave by competent authority.
2. Dishonesty, intemperance, insubordination, discourteous treatment of the public, or a fellow employee, or 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 himself/herself; or any willful violation of the provisions of this chapter or the Rules and Regulations adopted hereunder.
3. Impartial and courteous treatment will be afforded the public in all contacts.
4. Mental or physical unfitness for the position which the employee holds.
5. Will not solicit money or goods, for personal gain, while representing his/her department; nor will he/she accept any fee, gratuity, or any reward of any kind for services performed in the line of duty without permission of the Chief.



CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 10 – REMOVAL AND LEAVES OF ABSENCE (Continued)**

Section 1:  
(continued)

6. No employee will appear on duty after having consumed intoxicating liquors, narcotics or any other habit-forming drug, liquid or preparation to such an extent that the use thereof interferes with the efficiency or mental or physical fitness of the employee in properly performing the function and duties of any position under civil service.
7. Conviction of a felony or misdemeanor involving moral turpitude.
8. Any other act or failure to act which in the judgement 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.
9. Violation of the Department Rules and Regulations as adopted by the Department.

Section 2:

No person in the classified Civil Service who shall have been permanently appointed or inducted into the Civil Service under the provisions of this law shall be removed, suspended, demoted, or discharged, except for cause, and only upon the written accusation of the appointing power, or any citizen, or taxpayer; a written statement of which the accusation in general terms shall be served upon the accused and a duplicate filed with the Commission. Any person so removed, suspended, demoted or discharged, may within ten (10) days from the time of removal, suspension, demotion or discharge, file with the Commission a written demand for an investigation, whereupon the Commission shall conduct said investigation.

The Commission shall set a hearing date within thirty (30) days from the date of request. The individual requesting such investigation shall, at least ten (10) days prior to the scheduled hearing date, notify the Commission in writing of his/her intent to appear. At the same time, copies of all documents to be presented at the hearing plus a listing of all witnesses to be called, are to be furnished to the Commission. Failure to so notify the Commission or failure to appear at the scheduled time, shall be grounds for the Commission to waive the individual's request for such a hearing.

The City and/or Police Department shall, at least ten (10) days prior to the scheduled hearing date, furnish to the Commission, copies of all documents and a listing of witnesses to be presented at said hearing.

The investigation shall be confined to the determination of the question of whether such removal, suspension, demotion or discharge was / or was not made for political or religious reasons, or was not made in good faith or for good cause. After such investigation, the Commission may affirm the removal, or if it shall find that the removal, suspension, demotion or discharge was made for political or religious reasons, or was not made in good faith or cause, it shall order the immediate reinstatement or reemployment of such person in the office, place or position from which discharged; which reinstatement shall, if the Commission so provides in its discretion, be retroactive and entitle such person to pay, or compensation from the time of such removal, suspension, demotion or discharge. The Commission upon such investigation in lieu of affirming the removal, suspension, demotion or discharge, may modify the order of removal, suspension, demotion or discharge by directing a suspension, without pay, for a given period and subsequent restoration to duty,

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 10 – REMOVAL AND LEAVES OF ABSENCE (Continued)**

or demotion in classification, grade or pay. The findings of the Commission shall be certified in writing to the appointing power, and shall be forthwith enforced by such officer. All such investigations made by the Commission shall be by public hearing after reasonable notice to the accused of the time and place of such a hearing, at which hearing the accused shall be afforded an opportunity to appear in person and by counsel present his/her defense. If such judgment or order be concurred in by the Commission or a majority thereof, the accused may appeal therefrom to the Superior Court of Cowlitz or Clark County, as provided by law.

**Section 3:**

- (1) Leaves of absence not exceeding thirty (30) days and without pay, may be granted by the appointing authority to any person under Civil Service, provided, that such appointing authority shall give notice of such leave to the Commission. All temporary employment caused by leaves of absence shall be made from the eligibility list of the Classified Civil Service. Longer leaves of absence may be granted by the Commission upon written request of the employee, endorsed by the appointing power, giving his/her reason therefore. A leave of absence for more than twelve months when granted by the Commission shall not entitle the employee when returning to his/her duty to resume his/her former position, but he/she shall be entitled only to standing on the preferred eligibility list for said position; this limitation, however, shall not apply to absence on account of disability caused by sickness or injury or to leave in another department of city government.
- (2) No employee of the Department shall be eligible for a six (6) month temporary disability leave of absence if said employee is physically able to perform light duty, as so directed by his/her supervisor and said duty does not interfere with disability. Such light duty assignment shall not alter the employee's regular salary or promotional status within the department. Any employee alleging that he/she is unable to perform said light duty shall make arrangements to undergo a physical examination for the express purpose of obtaining a physician's opinion. Any appeals on the physician's determination shall be made within thirty (30) days of receipt to the State LEOFF Board.

**Section 4:**

1. Members of the Department who are members of the respective pension fund systems as provided by Washington State Law shall be retired on account of age or disability in accordance with the pertinent provisions of State Law.
2. Reinstatement after disability retirement: The Commission shall review any report from an Employee's Retirement System showing that a former employee who is on disability retirement has regained his health to the extent employable.
  - a. Upon being satisfied that the employee is physically and mentally competent to perform the duties of the regular class, the Commission shall:
    1. Order return of the employee to former employment status as if a leave of absence had been granted, as provided in Rule 10, Section 3; or

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 10 – REMOVAL AND LEAVES OF ABSENCE (continued)**

Section 4:  
(continued)

2. Place the name on the reinstatement register for the same class and department.
- b. The name of an employee who is employable but not fully recovered shall be placed on the most advantageous reinstatement register for the same department, for an equivalent or lower class comprised of duties the employee is competent to perform, as determined by the Commission.
- c. If such an employee's name is placed on a reinstatement register, service credit acquired previous to retirement shall be continued. The employee shall be reinstated from such register and transferred or reduced in grade according to rules. Eligibility rights shall not expire as prescribed in case of layoff.

Section 5:

The Police Chief may lay off any employee, after prior notice in writing, without prejudice because of lack of funds, curtailment of work, or other reasons outside the employee's control which do not reflect discredit on the service of the employee. No permanent employee, however, shall be laid off while there are provisional or probationary employees serving in the same class of position. Layoff due to reduction in force shall be made in inverse order of seniority in the class involved.

**RULE 11 – REPORTS TO BE MADE**

Section 1:

For the purpose of certification to the City authorities for the payment of salaries, and in order that the Commission may keep proper record of changes in the Classified Service, each appointing authority shall immediately report in writing to the Commission:

- a. Every probational or temporary appointment made by them.
- b. Every refusal or neglect to accept an appointment under them by a person who has been duly certified.
- c. Every change in the compensation of any officer or employee serving under them.
- d. Every suspension or other disciplinary action made by them or any officer or employee serving under them.
- e. Every separation from service under him/her and whether the separation was caused by death, dismissal or resignation; any such resignation to be in writing and filed with the Commission.
- f. Every office created or abolished in his/her department.
- g. Every time an employee experiences a loss time injury in his/her department.
- h. Every leave of absence granted to a member in his/her department.

**RULE 12 – ELIGIBILITY TO SALARY**

Section 1:

No payment in compensation for services shall be approved or made to any person until it appears that he/she has been employed or holds his/her position under the provisions of said law. (RCW 41.12)

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 13 – PHYSICAL EXAMINATIONS PRIOR TO APPOINTMENT**

Section 1: When a vacancy occurs or when there is the possibility of a vacancy occurring, the appointing authority shall request the names of the first three individuals on the existing eligibility list. These individuals shall be given a complete physical examination, including drug testing, as prescribed, and shall meet the Minimum Medical and Health Standards as established by the Law Enforcement Officers Retirement System (LEOFF) prior to any probationary or temporary appointment.

**RULE 14 – MEETINGS**

Section 1: The Civil Service Commission shall hold regular meetings as set by the Commission. In the event that there is no business pending the Commission, by unanimous concurrence, may choose not to meet. A meeting may be called by any Commissioner or the Secretary / Examiner.

**RULE 15 – EXAMINATIONS / ENTRY LEVEL**

Section 1: Examinations to be held any time the Commission deems advisable.

Section 2: Applicants must present themselves promptly at the hour and place specified in their official notice to attend, and they will be admitted to the examination only upon the production of such notice.

Section 3: Each applicant in an examination shall first be presented with an envelope containing the declaration paper, on which there will be a number to be known as his/her examination number. On this declaration paper he/she shall write his/her name, and residence. The applicant will then place their declaration paper back in the envelope, seal the envelope and mark thereon his/her examination number. Thereafter, the applicant will mark each paper with his/her examination number only. This sealed envelope shall not be opened until all his/her examination papers shall have been marked.

Section 4: The sheets of questions will be numbered and will be given out in order of their numbering; each after the first, being given out only when the competitor has returned to the examiner the last sheet given her/him.

Section 5: The examiner shall require every competitor, upon completion of the sheet, to surrender it and all paper upon which he/she may have done preliminary work before writing his/her answers on the sheet.

Section 6: Examiners shall make to the whole class any explanations deemed necessary, and must not explain any questions to any individual competitor.

Section 7: After an examination has begun, no communication will be permitted between competitors.

Section 8: Every examination shall be held in the presence of the examiner and in a room set apart for such examination. No secret or private examinations will be permitted, unless Americans with Disabilities Act applies.

Section 9: Examinations shall be regulated in the matter of time by the Commission in a special order

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

provided for such examination; as far as practical, examinations shall be completed on the

**RULE 15 – EXAMINATIONS / ENTRY LEVEL (continued)**

Section 9: day on which commenced.  
(Continued)

Section 10: The time allowed for examinations shall begin when all announcements, instructions and explanations shall have been given and the declaration sheets properly filled out.

Section 11: Examiners must take care that all question sheets, whether complete or not, are turned in by the competitors before the expiration of the time for which the examination is limited, but any competitor who has been permitted to commence the examination at an hour subsequent to that at which the class commenced, shall be entitled to the full time allowed for the examination. If any competitor abandons his/her examination or fails to complete it within the time allowed, the examiner shall note the fact upon the last sheet had by the competitor.

Section 12: During any examination, no competitor shall leave the room without notice and permission of the examiner. If the competitor leaves the room without such notice before he/she has finished the sheet on which he/she is engaged, he/she shall not be permitted to finish it upon his/her return; it will be taken up and the next sheet given.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**RULE 16 – STANDARD OF PHYSICAL FITNESS**

(as received from the Washington State Criminal Justice Training Commission (WSCTC) on 7/13/00)

**PHYSICAL FITNESS ABILITY TEST**

Law enforcement officers have unique job functions, some of which can be physically demanding and dangerous. An officer's capability to perform those functions can affect personal and public safety. Training for the required skills is often more vigorous and demanding than the day-to-day job functions that the officer faces. Physical fitness underlies an officer's ability to perform many of the frequent and critical job tasks as well as the demanded training of skills. The minimum fitness standards identified below, are the requisite levels for an officer to effectively learn the frequent and critical job motor skills. Higher levels of fitness are associated with better performance of physical job tasks required of Criminal Justice Training Basic Law Enforcement Academy.

The Criminal Justice Training Commission Fitness Ability Test Battery is comprised of five tests:

1. 300 – Meter Run
2. Vertical Jump
3. Maximum Push – Ups
4. Sit – Ups (One Minute)
5. 1.5 – Mile Run/Walk

Tests may be administered in the above order. While not required, the test battery process should be sequenced as follows:

1. Warm – up (5-10 minutes) may be self-directed or lead by test personnel
  - A. General warm up 2-3 minutes of easy jogging, jumping jacks, etc.
  - B. Stretching 5-7 minutes, include stretches for shoulders, back, upper and lower legs.
2. Physical Fitness Test Battery (FAT)
  - C. 300 – Meter Run (15 minutes rest)
  - D. Vertical Jump (3 minutes rest)
  - E. Sit – Ups (1 Minute) (5 minutes rest)
  - F. Maximum Push – Ups (10 minutes rest)
  - G. 1.5 Mile Run / Walk
3. Cool – down (5 minutes)
  - H. Walking – keep walking to avoid blood pooling in legs.
  - I. Easy stretching.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**PHYSICAL FITNESS ABILITY TEST**

**300 METER RUN**

Purpose

This test measures anaerobic capacity use in high intensity baton and defensive tactics training, and is important for performing short intense bursts of effort such as foot pursuits, rescues and use of force situations. Score in seconds: 56.0 –71 Mean = 62.5

Equipment

- Standard track or marked level course (300 meters = 328 yards or 984 ft.)
- Stopwatch (printing stopwatch is preferred)
- Numbered vests or other participant identifiers such as the card system explained in class.
- Video camera is strongly recommended for recordation of performance and to discourage cheating.

Procedures

1. Read the instructions to the participants.
2. Allow participants warm up. (see above procedures)
3. Instruct participants to cover the distance as fast as possible.
4. Have participant line up at the starting line. Give the verbal command “Ready, Set, Go” (adding a visual command is effective) and begin timing as you finish the word “go”.
5. The score is the time to the nearest half-second for completion of the run.

Sample Script

The 300-meter run measures your anaerobic power. You must complete the run without any help. At the start, you will line up behind the starting line. When I say “Go” (or describe a visual command, such as dropping a flag or clipboard) the clock will start. Your goal is to run the distance as quickly as possible. You will run (describe the course, including a clear description of the finish line) to and through the finish area and receive a numbered card (Your time will be recorded only when you cross the finish line). Do not bend, fold, or otherwise mutilate this card. Do not trade or lose track of this card, as this is your finish time. Are there any questions?

Tips for the Test Administrator

- ◆ Participants may finish very close to each other in this event, therefore have assistance in recording times, or run participants in heats.
- ◆ It is best to pair different level individuals together for each flight or sprint to avoid simultaneous finishes.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**PHYSICAL FITNESS ABILITY TEST**

**VERTICAL JUMP TEST**

**Purpose**

This test measures muscular power in the legs, used in high intensity arrest – simulation training, and is important in vaulting objects such as walls and ditches, and in moving heavy objects such as people: Score in inches 16 –18.0

Mean = 17.

**Equipment**

Hardboard or white paper with scale, tape measure, or yardstick ( ½” increments) affixed to wall. Can use carpenter’s chalk on finger to measure, or a commercial or homemade device. (Commercial source: “Reach ‘N’ Jump Board” #7438P, cost \$37.50 from M-F Athletic Co., PO Box 8090, Cranston RI 02920-0090, phone 1-800-558-7464) Gopher sports features two types of boards. Gopher Sport PO Box 998, Owatonna MN 55060, phone 1-800-533-0446 or fax 1-800-451-4855.

**Procedures**

1. Read the instructions to the participants.
2. Demonstrate the test, pointing out common errors.
3. Have participants warm up by practicing the test.
4. Have the participant stand with one side toward the wall, heels together, and reach upward as high as possible. Note their armpit and their rib cage.
5. Record the maximum standing reach.
6. Then, using a rocking, one-step approach (“step-feet together-jump”), have the participant jump as high as possible reaching upward at the same time.
7. Record the maximum jumping reach. The number of inches between the standing reach and the jumping reach, measured to the nearest half inch, is the score. Use the best of three trials as the score.

**Sample script:**

The vertical jump measures leg power. After you warm up, stand with one side to the wall with your heels together, reach upward as high as possible with your hand against the measuring device on the wall. Your maximum standing reach will be recorded. Then, using a rocking, one-step approach, jump as high as possible while extending the arm nearest the wall. Your maximum jumping reach will be recorded. You will have three tries at this event, with your best effort counting as your score. Watch this demonstration. Are there any questions?

**Tips for the Test Administrator**

- ◆ Assure the maximum standing reach is a true maximal reach as this is where cheating can take place. You may have to physically check for maximal upward extension of arm at the armpit.
- ◆ A double jump or “crow hop” is not permitted upon take-off. The correct sequence is stride forward with one foot, bring trailing foot up to meet lead foot while flexing knees, jump off both feet.



CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**PHYSICAL FITNESS ABILITY TEST**

**MAXIMUM PUSH-UP TEST**

**Purpose**

This test measures the muscular strength/endurance of the upper body muscles in the shoulders, chest, and back of the upper arms (the triceps) used in high intensity self defense and arrest simulation training. This is important for use of force involving pushing motion breaking one's fall to the ground, use of the baton, etc.

Score in repetitions 21-35 Mean = 28.

**Procedures**

1. Read the instructions to the participants.
2. Demonstrate the test, pointing out common errors and proper positioning.
3. Have the participant get down on the floor into the front leaning rest position and perform one test push-up to properly locate the foam cube at the costal arch and above the zyphoid.
4. Have the participant lower the body until their chest touches and slightly compresses the foam cube and arms are at least parallel to the floor, then push up again. The back must be kept straight, and in each extension up, the elbows should lock. Resting in the up position (only) is allowed.
5. The score is the maximum number of push-ups completed with no time limit.

**Sample Script**

The push-up measures the muscular strength and endurance of the upper body (chest, shoulders, and triceps). Place your hands on the ground so they are in a vertical line with your shoulders (approximately 1 – 1.5 shoulder width apart). Your feet may be together, or up to 12 inches apart. Your body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. When I say "Go", lower your body by bending your elbows until your upper arms are parallel to the ground and you touch and slightly compress the foam block. Your examiner will tell you when you have gone low enough. Then return to the starting position by completely straightening your arms. You may rest only in the up position. If you fail to keep your body in a straight line, touch your chest to the block, or to lock your elbows in the "up" position, you will receive a warning. After one warning, incorrect repetitions will not count. There is no time limit. Do as many correct push-ups as possible. Your score is the number of correct repetitions. Watch this demonstration. Are there any questions?

**Tips for the Test Administrator**

- ◆ Ensure that a non-slip surface is available.
- ◆ Ensure that participants maintain a slightly flexed or straight line from their shoulders to their ankles.
- ◆ Be alert for "head bobbbers", that is, participants who move their heads up and down without lowering or raising their bodies. As well as sway back and push-ups from the waist-up.
- ◆ The examiner should position him/herself at a 45 degree angle to the participant's head and shoulders. This allows the examiner to hold the block without interfering with the participants' head while at the same time he checks for correct body alignment.
- ◆ Participants' glasses should be removed. Remove or tuck-in baggy shirts so they do not obscure sight of the block.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**PHYSICAL FITNESS ABILITY TEST**

**ONE-MINUTE SIT-UP TEST**

**Purpose**

This test measures the muscular endurance of the strength/abdominal muscles, which are used in self-defense and high intensity arrest-simulation training. Further these muscles are important for performing tasks that involve the use of force, and it helps maintain good posture and minimize lower back problems.

Score in repetitions: 30-38 Mean=34.

**Equipment**

- Mat
- Stopwatch – Partner

**Procedures**

1. Read the instructions to the participants.
2. Demonstrate the event, pointing out common errors.
3. Have the participant lie on his or her back, knees bent, heels flat on the floor. Hands should be held behind the head, with elbows out to the sides. A partner holds down the feet.
4. Have the participant perform as many correct sit-ups as possible in one minute. In the up position, the individual must touch the elbows to the knees and then return to the lying position (fingers must touch the examiner's hand) before starting the next sit-up.
5. The score is the number of correct sit-ups.

**Sample Script**

The sit-up measures the muscular strength/endurance of the abdominal muscles. Lie on your back, with your knees bent at a 90 degrees or tighter, and your heels on the edge of the mat. Your feet may be together or apart, but the heels must stay in contact with the floor. Your partner will sit on your feet and wrap their arms around your calf muscle area. It is your responsibility to inform your partner of any adjustments that need to be made in order to assure your comfort. Your fingers must stay interlocked behind your head throughout the event. If your little fingers are not touching that is considered "apart" and such performance will not be counted.

When I say "Go", lift your upper body by bending at the waist. Touch your elbows to your knees, and return to the starting position. When returning to the starting position, your fingers must touch the examiner's hand. You may rest but only in the "up" position. Do no arch your back or lift your buttocks from the mat. If you fail to keep your fingers interlocked, touch your elbows to your knees or your fingers to the examiner's hand, or if you lift your buttocks off the mat, you will receive one warning. After one warning incorrect repetitions will not count. You will have one minute to do as many sit-ups as possible. I will give you signals at 30, 15 and 5 seconds remaining. Your score is the number of correct sit-ups. Watch this demonstration. Are there any questions?

**Tips for the Test Administrator**

- ◆ Make sure that the hands remain interlocked behind the head. Interlocked means that the little fingers are touching.
- ◆ The knees must remain at a 90-degree angle throughout the exercise.
- ◆ The buttocks must remain in contact with the floor at all times.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

- ◆ Any resting must be done in the “up” position.

**PHYSICAL FITNESS ABILITY TEST**

If running on a track, instruct the participants to move out of the inside lane if they decide to walk. Using an assistant test administrator will give you flexibility in case someone needs help during the event. The assistant can either take over timing duties or provide help to the participant. The assistant can also be used to assist with recording times if there are many runners.

The timer should call off the times in minutes and seconds as the runners cross the finish line.

Be aware of environmental conditions. Extreme heat, humidity, elevation, or poor footing will affect performance times and could increase risk of injury. Choose your testing site and schedule with these factors in mind. If not running on a measured track, measure your course carefully. **Automobile odometers may not be accurate** therefore, a measuring wheel is strongly recommended.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**PHYSICAL FITNESS ABILITY TEST**

**SCORING THE FITNESS ABILITY TEST BATTERY**

The scoring matrix shown below allows the examiner to find the participant's raw and Fitness Ability Test score on each test in the battery. The Fitness Ability Test score for each test item is recorded and added on the individual participant's sheet. The passing (TTBS) score is 200 with the range of scores for each test between 30 and 50 for each test item.

Example: The below measures are merely for illustration and are only approximate values.

1. Sit - Ups 34 = 40 Points.
2. Push - Ups 38 = 50 Points. (Note that 34 and above receives the same maximum points)
3. 1.5 - Mile Run 14.31 = 30 Points.
4. 300 Meter Dash 60 sec. = 45 Points.
5. Jump Reach 16.5" = 35 Points.

Total Test battery score is 200 points.

The participant who scores below the 30-point level has failed the test but will be allowed to continue on the other test items with the option of retest on any of the following: jump reach, sit-ups, push-ups.

The participant who scores above the 50-point level on a given test item will not be rewarded more than 50 points to apply towards the other test items.

**Preparing for the Criminal Justice Training Commission Fitness Ability Test**

Whereas many training routines can be used to improve performance in the Fitness Ability Test, participants should keep in mind that physical training is *specific*. That is, one improves in activities practiced. If one wishes to optimize push-up performance, push-ups should be included in the training program. Many other exercises can also be included to strengthen the chest, shoulder, and arms, but push-ups should be included in the routine. Ideally, muscles and the cardiovascular system should be gradually and progressively trained over several weeks or months to achieve desired fitness gains. Physical adaptations occur gradually in response to regular, consistent overloads, i.e. doing more than your body is accustomed to doing. It is important to bear in mind that every individual adapts at a different rate – a stimulus resulting in an appropriate, moderate overload to one person may be too much or too little for another person. A participant who has been inactive for a significant period of time should plan to take six to twelve weeks to train for the Fitness Ability Test.

The training routine should include exercises to train upper body strength and muscular endurance, abdominal muscular endurance, leg power, cardio-respiratory endurance and anaerobic power. Strength and cardio-respiratory endurance activities should be performed about every other day, or three days per week, to allow adequate recovery and positive adaptations to occur. Anaerobic (high intensity) training should be done once per week, and can be performed instead of a cardio-respiratory training session. For flexibility enhancement, good back health, and injury prevention, stretching exercises should be performed before and especially after training sessions, as well as off days off.

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**PHYSICAL FITNESS ABILITY TEST**

**300 METER RUN SCORING MATRIX**

Time in Seconds	1.33 Point / Sec.	Time in Seconds	1.33 Point / Sec.
56	50	63.5	40
56.5	49.3	64	39.328
57	48.67	64.5	38.66
57.5	48	65	38
58	47.34	65.5	37.33
58.5	46.67	66	36.66
59	46.0	66.5	36
59.5	45.33	67	35.33
60	44.67	67.5	34.66
60.5	44	68	34
66.1	43.33	68.5	33.33
61.5	42.67	69	32.66
62	42	69.5	32
62.5	41.33	70	31.33
63	40.67	70.5	30.66
		71	30

<b>JUMP REACH SCORING MATRIX</b>	
Height in Inches	5 Pt/Half Inch 10" Inch/Point
18	50
17.5	45
17	40
16.5	35
16	30

<b>PUSH – UPS SCORING MATRIX</b>	
Number of Reps	1.43 Points/Rep
35	50.0
34	48.62
33	47.19
32	45.76
31	44.33
30	42.9
29	41.47
28	40.04
27	38.61
26	37.18
25	35.75
24	34.32
23	32.89
22	31.46
21	30.0

<b>SIT-UPS SCORING MATRIX</b>	
Number of Reps	2.375 Points/Rep
38	50
37	47.625
36	45.25
35	42.875
34	40.5
33	38.125
32	35.75
31	33.375
30	30

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**PHYSICAL FITNESS ABILITY TEST**

**1.5-MILE SCORING MATRIX**

Time .357 Points / Seconds	Points	Time .357 Points/Second	Points
13:35	50	14:03	39.996
13:36	49.635	14:04	39.639
13:37	49.278	14:05	39.282
13:38	48.921	14:06	38.925
13:39	48.564	14:07	38.568
13:40	48.207	14:08	38.211
13:41	47.85	14:09	37.854
13:42	47.493	14:10	37.497
13:43	47.136	14:11	37.14
13:44	46.779	14:12	36.783
13:45	46.422	14:13	36.426
13:46	46.065	14:14	36.069
13:47	45.708	14:15	35.712
13:48	45.351	14:16	35.355
13:49	44.994	14:17	34.998
13:50	44.637	14:18	34.641
13:51	44.28	14:19	34.284
13:52	43.923	14:20	33.927
13:53	43.566	14:21	33.57
13:54	43.209	14:22	33.213
13:55	42.852	14:23	32.856
13:56	42.495	14:24	32.499
13:57	42.138	14:25	32.142
13:58	41.781	14:26	31.785
13:59	41.424	14:27	31.428
14:00	41.067	14:28	31.071
14:01	40.71	14:29	30.714
14:02	40.353	14:30	30.357
		14:31	30.00

CITY OF WOODLAND, WASHINGTON  
CIVIL SERVICE RULES AND REGULATIONS  
OF THE WOODLAND POLICE DEPARTMENT  
REVISED SEPTEMBER 2017

**\*\*\*\*\* GENERAL REGULATIONS \*\*\*\*\***

**REGULATION 1 – SECRETARY / EXAMINER**

- Section 1: The Secretary and Chief Examiner of the Commission shall keep the records of the proceedings of the Commission and have charge of, and be responsible for the safekeeping of the books, records, papers and other property of the Office of the Commission. The Secretary shall make such certification as the Commission may direct of those eligible for appointment or employment, and shall generally conduct the correspondence of the Commission and perform such other appropriate duties as may be assigned.
- Section 2: The Secretary and Chief Examiner shall be appointed by the Commission as a result of competitive examination which examination may be either original and open to all properly qualified citizens of the city, town or municipality, or promotional and limited to persons already in the service of the Police Department and other departments of said city, town or municipality, as the Commission may decide.
- Section 3: Such Chief Examiner shall, under the direction of the Commission, be responsible for preparation of the examination questions and tests; and shall supervise the examination and mark and grade all papers of written examinations in a fair and impartial manner and shall, if possible be personally present at all examinations.
- Section 4: No examiner shall disclose the results of any examination to anyone except the Commission, except with the consent of the person examined.
- Section 5: No person shall act as examiner in any examinations when he is applicant for a position for which the examination is being taken; nor where he/she is a blood relation within the third degree of any applicant or the spouse of any applicant.

**REGULATION 2 – SEVERABILITY**

- Section 1: If any section, or portion thereof, of these rules and regulations is held to be invalid, such decision shall not effect the validity of the remaining portions.