

NOTICE OF PUBLIC MEETING

Monday, May 24, 2021
City Council Chambers
680 Park Avenue
Idaho Falls, ID 83402
3:00 p.m.

The public is invited to observe City Council Work Sessions. However, to observe appropriate social distancing guidelines, as recommended by the Centers for Disease Control and Prevention (CDC), the public may view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>. The agenda does not include an opportunity for public interaction.

This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Kathy Hampton at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 as soon as possible and they will accommodate your needs.

CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Presentation:

-Final Report: Connecting Us, Sustaining Progress (CUSP)
Steering Committee (45)

Mayor:

-Calendars, Announcements,
Reports, Coronavirus (COVID-19) Update,
and Legislative Update as needed (15)

Council:

-Liaison Reports and Councilmember Concerns (15)

Police Department and Public Works:

-Update: Law Enforcement Complex (30)

Police Department and City Attorney

-Consideration: Personnel Policy Manual/Police Policy Manual
Action Desired: Approve Police Manual(s) Amendment
Language for Relevant Employee Consideration (20)

**Mayor's Office, Economic Development
Coordinator:**

-Discussion: Building Easement (10)
-Update: Economic Development Incentive Program (10)

Community Development Services:

-Discussion: Idaho Falls Downtown Development Corporation
(IFDDC) Parking Code (30)

Announcements and Adjournment

DATED this 21st day of May, 2021



Jodi Adolfson
Deputy City Clerk



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes Wednesday, January 20, 2021

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a special committee meeting, Wednesday, January 20, 2021, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 2:00 p.m. and held remotely via Webex.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Jim Freeman, City Council
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Center for the Performing Arts Manager
Krista McKellip, General Services Office Assistant

Absent:

Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

The meeting was called to order by Chair Arthur Kull at 2:02 p.m.

Confirmation of Committee Assignments:

- After a brief discussion, Bonnee Taggart motioned for the committee assignments to remain the same as before. Carrie Scheid seconded the motion. Motion carried.

Public Comment:

- None.

Review and Update on COVID-19 protocols for the Civic:

- Ed Morgan provided an update on the COVID-19 protocols. Current restrictions only allow 10 people in the building at a time. School age children are different. There have been a few programs that have utilized the building to record performances. There was a brief discussion regarding current bills in the legislature that will hopefully remove the 10 people restriction. If the restriction goes back to 6 foot spacing then approximately 600 people can be seated in the audience.
- Chandra Witt provided information on the foggers purchased by the City that utilize the industrial type sanitizer. These machines can be used in instances where more than one group is needing to utilize the Civic within a 24 hours period. At this time, there will be no additional charge to patrons for the use of the foggers.



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Review Upcoming Tentative Schedule at the Civic:

- Ed Morgan advised that the tentative schedule going forward is that the Symphony will utilize the building to record some performances and will be under the current 10 people restriction. There are a few shows that have holds and are waiting for the rollback on restrictions to where they can have an audience before they move forward with their show. These are tentatively scheduled for May 2021.
- There was a brief discussion regarding the financial position of the Civic. Pam Alexander advised that the Civic is holding steady on the operations budget, but down in revenue as there haven't been any shows.
- Chandra Witt advised that there are only 2 pods of old seats left. After the pandemic subsides and things open up, we are hoping to sell the remainder of the old seats.

Discuss Future Renovations:

- Carrie Scheid indicated that she had heard that there has been push back from City Council members not wanting to put more money into the Civic renovation, and she requested what the City's position is on that. Pam Alexander provided an update. There is currently a draft request for qualifications "RFQ" that is waiting for the right time to be sent off, as we were waiting for the "RFQ" for the Police complex to go through. Pam advised that she spoke with Terri Frickey a few months ago, and advised that the money for the renovations was still available. Pam also advised that due to COVID, the City had to make significant budget reductions to the general fund in anticipation of not being able to receive revenue. Currently in this fiscal year's budget there is \$200,000 for the renovation. \$100,000 from the Maeck Foundation, and \$100,000 from the City's match. The \$200,000 should cover the conceptual design and drawings for both the front and back of the house, which would give the City something to then take for fundraising. The engineering and construction would come once additional funding is provided. Pam advised that she wanted some kind of commitment from City Council before proceeding with the next phases. Jim Freeman advised that he did not feel that Civic funding has been discussed by the City Council. He advised that it has not been on their radar. He suspects that the renovations will be supported, but he cannot provide a definitive answer. Pam advised that she would reach out to Terri Frickey and update her on the current position.

Future Meeting Schedule:

- After a brief discussion, it was decided that a meeting will be set the first part of March 2021, unless something changes and a meeting needs to be held sooner.

The meeting adjourned at 2:46 p.m.


Krista McKellip - Secretary


Arthur Kull - Chair



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, March 31, 2021

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a special committee meeting, Wednesday, March 31, 2021, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 1:30 p.m. and held remotely via Webex.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Jim Freeman, City Council
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Center for the Performing Arts Manager
Krista McKellip, General Services Office Assistant
Brandi Newton, Executive Director IF Arts Council
Alekszandria Peugh, Executive Director Idaho Falls Symphony
Kent McCandless, Big-D Construction

Absent:

Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

The meeting was called to order by Chair Arthur Kull at 1:38 p.m.

Review and Approve May 20, 2020 and January 20, 2021 Committee Minutes:

- Chair Arthur Kull called for the approval of the minutes from May 20, 2020, and January 20, 2021. Anne Staton-Voilleque motioned for the approval and Carrie Scheid seconded the motion. Motion carried.

Public Comment:

- None.

Live Stream Events:

- Ed Morgan provided an update on the live streaming equipment and capabilities at the Civic. Alekszandria Peugh, Executive Director of the Idaho Falls Symphony advised that they were obtaining some audio-visual equipment for live streaming through a grant. She advised that she wanted to see if permanently installing the equipment at the Civic would be an option. In exchange of having their equipment installed at the Civic, the Symphony would explore allowing other people to utilize the equipment with a contract and rules in place. It would benefit the Symphony, but it could also help groups in the community who do not have the same



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Wednesday, March 31, 2021

opportunities. Ed advised of an agreement that is already in place with the Sounds Choir for a video projector that the Sounds Choir installed at the Civic. Non-profits are not charged for the rental of the video projector, but money paid by for-profit rentals go to the Civic for the maintenance of the projector. Alekzandria Peugh advised that she has a few different groups that she needs to speak with before proceeding with a plan. The timeline of having a proposal by October is fine. Carrie Scheid motioned to approve the installation of the Symphony's audio-visual equipment with fee details to be worked out between the Symphony and the Civic by the October finances. Anne Staton-Voilleque seconded the motion. Motion carried.

Advertising on Marquee:

- Chandra Witt advised that there needs to be a discussion on the rate structure for the use of the Marquee by shows that are advertising their performance. There was a brief discussion, and it was advised that the City needs to go over the different scenarios that will be allowed and what the rates will be and submit a proposal to the committee by the middle of June. There was a request that the proposal be emailed to the committee prior to the meeting so the committee has an opportunity to review it and address concerns at the meeting.

Proposed Fee Changes for 2021/22 Fiscal Year:

- Pam Alexander recommended and proposed that no changes be made to the fee schedule and that the fee schedule remain as is for the 2021/2022 fiscal year. Brandi Newton asked about rentals strictly for live streaming, and she requested that they be charged a rehearsal fee and not a rental fee. The committee asked that live streaming events be added to the fee schedule for 2021/2022. City advised that a proposal on the fees will be provided.

Civic Renovation Funding Concerns and Path Forward:

- Carrie Scheid provided a list of positive and negative factors regarding Civic campaign concerns. Positive factors include: \$200,000 pledged for design and engineering; rising although volatile stock market; campaign committee; community interest. Negative factors include: skyrocketing costs of construction materials; major donor pool is sparse; COVID impact on major capital campaign fundraising and large venues; City politics-pressure on spending; IF High School not leaving, new superintendent; competing campaigns. It is the campaign committee's recommendation to scale the project back to a one million dollar (\$1,000,000.00) to one and a half million dollar (\$1,500,000.00) range. Carrie requested ideas of what could be done on a smaller scale in order to keep the momentum going on the Civic renovation. Anne Staton-Voilleque expressed that she did not feel that it is even possible to raise one and a half million dollars (\$1,500,000.00). There was a brief discussion on the band and art room that the high school is utilizing, and if the Civic would be obtaining those rooms back. Pam



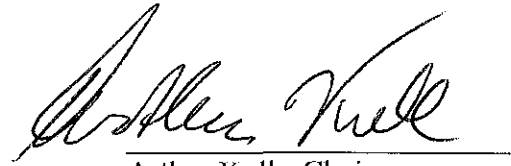
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Alexander advised that at this time there are no plans in place for the high school to relinquish the rooms back to the City. It was agreed that City staff would meet with Reggie Fuller and do a walk about at the Civic to see what project could be proposed.

- Ed Morgan advised the committee that the Civic received a donation of a PA system, which should be up and running shortly.

The meeting adjourned at 2:38 p.m.


Krista McKellip - Secretary


Arthur Kull - Chair



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, May 20, 2020

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a special committee meeting, Wednesday, May 20, 2020, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 1:30 p.m. and held remotely via Webex.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Rebecca Casper, Mayor
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Center for the Performing Arts Manager
Krista McKellip, General Services Office Assistant
Brandi Newton, Executive Director IF Arts Council
Alekszandria Peugh, Executive Director Idaho Falls Symphony
Cindy Ozaki, Vice President of the Idaho Falls Symphony Board of Directors

Absent:

None

The meeting was called to order by Chair Arthur Kull at 1:33 p.m.

Review and Approval of March 4, 2020, Meeting Minutes:

- Chair Arthur Kull called for the approval of the minutes from March 4, 2020. Bonnee Taggart motioned for the approval and Deidre Warden seconded the motion. Motion carried.

Public Comment:

- None.

Discussion of the Idaho Coronavirus (COVID-19) Rebound Plan and Preparation of the Civic Facilities:

- Large venues would not be able to reopen until the Governor's stage 4 order. Pam explained that she would have Bud Cranor post information on social media prior to the first show to remind people of the Center for Disease Control's (CDC) recommendations. Guidelines have not been released by the Public Health Department as of yet for large venues. Ed Morgan advised that social distancing



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Wednesday, May 20, 2020

should still be active, and in order to accomplish that it would allow for approximately 600 patrons. Ed advised that plexiglass shields would be added to the ticket booths allowing two (2) people to be in each of the booths at a time. As far as cleaning goes, movement will be restricted throughout the building during rehearsals to prevent having to clean the entire building between rehearsals. Cleaning will still be done between each show. Chandra Witt advised that there will be hand sanitizer stations available to patrons. Chandra also advised that the City looked into fogging between shows and it would cost approximately \$30,000.00 after each show. Chandra informed that the Committee should look into adding an additional cleaning fee on the contracts during the COVID-19 pandemic. Avenues need to be looked at to recoup some cleaning costs. Brandi Newton expressed that the Art's Council is following CDC's guidelines and will post reminders of those guidelines at events. They are fluid with policy at this time as nothing has been specifically mandated and they are also trying to be receptive to what the patrons are telling them they want. A survey of their patrons was conducted to see when patrons would feel comfortable being in a theater again and will money be a driving factor. Over 850 patrons participated and over 30% said that when the Governor says it's okay to be with people they will be with people, another 30% said they will be with people if they are socially distancing and 15% percent responded that they wouldn't right now, but maybe by the fall. Brandi expressed that patrons have not expressed a need for mandated masks, but the Art's Council will continue to encourage the wearing of masks. If patrons express that they want the need for masks they will revisit it. Ann Staton-Voilleque and Carrie Scheid expressed that they would not be attending shows if masks are not required. Carrie Scheid expressed that she felt audiences at the Colonial and the Civic were mainly of an older demographic who are in the risk group and that these older people, who may not have responded to the survey, won't attend without a mask requirement and the venues may lose season ticket holders and sponsors because of this. Brandi advised that she would take their recommendations to the board. Ed Morgan advised that as the Civic is a rental facility, if a presenter wants to require masks, they can choose to require the masks and enforce it. Alekzandria Peugh expressed concern over potential conflict due to inconsistency if some presenters require a mask and others do not. Alekzandria also requested that the use of bathrooms need to be kept in mind during shows and how to safely move people in and out of bathrooms during intermissions. Cindy Ozaki advised that ultraviolet lights should also be looked into to sanitize areas. Carrie Scheid expressed that she felt that any decisions made at this time would be premature as the official stage 4 guidelines have not been released. Mayor Rebecca Casper provided feedback from experience with the Governor's office, and that the board members could contact and weigh in with the Governor's office for guidance. It was agreed that this item would be tabled until further guidelines came from the Governor's office and the CDC. There was a brief discussion regarding live streaming and Ed advised that he has some equipment to video.



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Discussion of Protocols for the Civic Beyond Stage 4 of the Idaho COVID-19 Rebound Plan:

- It was agreed that this item would be postponed until the next meeting when guidelines have been posted.

Fiscal Year 2020/21 Civic Fee Discussion:

- Chandra Witt sent an email with a breakdown of the revenue on tickets from the Idaho Falls Arts Council. Pam advised that the committee wanted this information to see if we would have a facility fee or a transaction fee. Carrie advised that she believed the facility fee would be for those who do not sell tickets, and if they sell tickets it would be a transaction fee. Pam Alexander explained that the City will be facing a financial impact on the General Fund side due to COVID-19. There was a brief discussion regarding the uncertainty at this time and that this may need to be tabled for a future date. Mayor Rebecca Casper explained the different timing issues regarding tabling this discussion, and that the committee could come to a decision without enforcing it. It was agreed that any decision on this item would be postponed.

The meeting adjourned at 2:21 p.m.


Krista McKellip - Secretary


Arthur Kull - Chair



PERSONNEL MANUAL

~~August 2020~~

2021

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I. Purpose

In recognition of the unique role played by the Idaho Falls Police Department (IFPD) in service to the community, this Policy is intended to increase general efficiency, to promote harmonious and collaborative relations within the Department, and to protect the rights, well-being, safety, and security of Department employees.

This Police Personnel Policy is the result of collaboration among City employees and is intended to promote the highest ideals and values of the Department. This Policy is not and shall not be considered or interpreted as a collective bargaining agreement between the City and any employee or group of employees, whether formally or informally organized. The Council has reviewed and approved this Policy.

II. Application and Interpretation of this Policy

A. The provisions of this Police Personnel Policy shall apply to all Idaho Falls Police Department employees except where it is specifically indicated that the provision applies only to certain Department employees. Additionally, the City Personnel Policy manual shall continue to apply to all Police Department employees, except where a provision of this Police Personnel Policy is more specific, in which case a Police Department employee shall be subject to this Police Personnel Policy. The City Director of Human Resources is authorized by the Council to interpret which Personnel Policy shall be applied to a Police Department employee if an uncertainty or dispute arises about the application of this Police Personnel Policy.

B. Calculating Time.

“Day” as used in this Policy, shall mean one (1) twenty-four (24) hour calendar day beginning at midnight and ending twenty-four (24) hours later, whether or not the City is open for business. When time is calculated for a deadline, counting begins on the day following the date a document is required to be submitted or an event is due to occur. Where a due date falls on a day that the City is officially closed for business (e.g., a weekend or official or declared Holiday), the due date is on the first date that the City is open for business following the due date.

III. Changes

Changes may be made to this Police Personnel Policy by the Council at the recommendation of the Police Department, Police Department employees, Human Resources, or Elected Officials. Department employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council.

IV. Management Decisions and Expectations

“Management”, as used in this Policy includes the Chief of Police, Captains, the Communications Manager, the Animal Control Director, and Lieutenants. The Police Department management staff possesses and retains the sole authority to operate and lead the Department. This authority includes, but is not limited to, the following examples:

1. Determining the mission of IFPD
2. Setting standards of Department service to be offered the public
3. Exercising control and discretion over its organization and operation
4. Disciplining or discharging non-probationary Police Officers for cause
5. Directing the work force
6. Hiring, assigning, or transferring employees
7. Determining the methods, means, and number of employees needed to carry out Department objectives
8. Introducing new or improved methods, police policies, or equipment
9. Changing existing police policies, methods, or equipment
10. Relieving employees because of lack of work
11. Taking whatever actions necessary to carry out the objective of the Department in situations of emergency
12. Establishing positions of employment and classifications for positions
13. Establishing performance standards and/or revising performance standards to determine acceptable performance levels of employees

V. Employee Expectations

1. Expectations.

~~A. Employees may present their views to the Management of the Department, to the City, or to the Human Resources Director or the Department's Human Resources Representative at any time. and to the City at any time. Additionally, the Chief of Police will meet with employees (including employees from all Department Bureaus and all levels of employment in the Department) in at least three (3) separate meetings to listen to employee views and suggestions during the months of February and March of each year.~~

~~— At the request of the Chief of Police or Department employees, a Human Resource Department representative will attend these meetings.~~

~~A. The Chief of Police will present the results of these meetings in writing to the Mayor and Department employees by April 10th annually. Any Department employee may present their ideas or concerns to the Mayor and Council if they disagree with the written recommendations as contained in the Chief's report~~

2. Investigations.

A. Employees may be accompanied and assisted by a representative of their choice at all times when subject to investigation of alleged acts of misconduct. No representative shall be a person who is the subject of the same investigation. Employees shall be granted a reasonable amount of time to obtain such representation prior to any internal investigation or pre-disciplinary hearing.

Employees' access to representation does not apply to performance based, informal, routine, or unplanned discussions between employees and their supervisors.

B. Procedures set out in this Policy will be followed by the Department during investigative interviews. Such procedures do not apply to routine, initial inquiries, coaching, counseling, instruction, or direction given to employees by their supervisors.

Prior to an internal investigative interview, employees will be advised of the following:

a. The nature of the matter being investigated

- b. The specific allegation(s) of misconduct, if any, against the employee being interviewed
- c. The date, time, and location of the matter that gave rise to the allegation(s),
- d. All rights and obligations pertaining to the *Garrity* rule
- e. The employee's access to representation, as provided in Section 2. A- above

The interview will specifically and narrowly focus on the job related conduct of the employee.

- C. The Investigator. Persons conducting the interview will not use offensive language or threaten disciplinary action. An employee who refuses to respond to questions or submit to interviews will be informed that failure to answer questions narrowly and directly related to job-related conduct may result in disciplinary action.

Persons conducting the interview shall not be a person with significant personal, first-hand knowledge of the facts giving rise to the investigation.

Except for the Chief of Police, persons making the final disposition in an investigation may not be the person who made the initial allegations(s), either directly or indirectly.

- D. Dispositions and Time limits. Employees shall be notified in writing of the final disposition of an investigation, including a disposition of each allegation, and the disciplinary action to be administered, if applicable, within ninety (90) days following the date the Department received the allegations that form the basis of the investigation. An extension may be granted by the Chief. The employee shall be notified in writing of any such extension, the reason for the extension, and the anticipated investigation conclusion date.

In the event an employee is notified that a final disposition of an investigation includes a finding of misconduct which may result in time off without pay, demotion, or termination, a pre-disposition hearing will be held no sooner than fourteen (14) days and no later than thirty (30) days following hand delivery to the employee of notice of the pre-disposition hearing date, time, and location unless

another date for the pre-disposition hearing is otherwise mutually agreed by the employee and the Department.

- E. Access and entries into Employee Personnel Files. Employees shall, upon reasonable notice, be provided access to their own individual Internal Affairs files (only after such investigation is completed) or Personnel files.

A document adverse to an employee's employment may not be entered in their Personnel file (which is a file different from and does not include any Internal Affairs files) without the employee having first read and signed the document.

The adverse entry may be made, after the employee reads the document, even if the employee refuses to sign it. The employee's refusal to sign shall be noted on the adverse document. The employee will have fourteen (14) days from the date the employee reads and is asked to sign the adverse document within which to file a written response or comment to any adverse document entered in their personnel file. The employee's written response, if any, shall be attached to and accompany the adverse document but the adverse document shall remain in the Personnel file.

VI. Hours of Service and Overtime

The Fair Labor Standards Act (FLSA) and its regulations outline the Department's legal obligations to pay minimum wages and overtime. Nothing in this Section VI alters the calculation of employee step and grade classification, wage rate, or overtime rate.

Compensation for the employee in this Section VI, where applicable, is in addition to the regular step and grade hourly rate of pay that includes any additional hourly compensation due to longevity, language facility, and the like (referred to in this Section VI. as the employee's "hourly base rate").

1. FLSA Work Periods. Sworn police officers shall fall under the FLSA fourteen (14) day, eighty (80) hour work period for overtime consideration.

All other police department employees shall fall under the FLSA seven (7) day, forty (40) hour work week for overtime compensation.

2. Changes in regular work days off. If the Department fails to give an employee at least fourteen (14) calendar days' prior notice of a change to the employee's regular days off, the Department will pay the employee for all time worked at a rate of one and one-half times the employee's hourly base rate.
3. Changes in Scheduled Hours. If IFPD fails to give employees at least fourteen (14) calendar days' prior notice of a change to the employee's scheduled hours, the Department will pay the employee for all time worked outside the regularly scheduled hours at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.3~~r~~ applies to **Sworn Police Officers, Dispatch employees, and Animal Control Enforcement Officers** only.
4. Unscheduled House (Shift Extensions). All approved unscheduled hours worked by employees, such as shift extensions, shall be paid at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.4~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.
5. Grant and Billable Details. An employee who works an extra shift, outside of their regularly scheduled hours pursuant to a grant or billable work detail (such as airport operations, DUI saturation grants, seatbelt enforcement grants, school resource functions, etc.), shall be paid actual hours worked at a rate of one and one-half times the employee's hourly base rate. This Subsection VI.5~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.
6. Compensation for Court/Administrative Proceedings. Employees shall receive compensation for a court or administrative proceeding appearance as a witness subpoenaed by the City, the State of Idaho, the United States or a party to a legal proceeding when the appearance is related to the employee's official duties as follows.

Court or administrative proceeding appearances made while on-duty shall constitute normal hours of work and will be compensated accordingly.

Employees who are required to attend court or other administrative proceedings in person while off-duty will be paid a minimum of four (4) hours at the rate of one and one-half times the employee's hourly base rate. If the off-duty required personal attendance is for more than four (4) hours, then the employee shall be paid with actual time worked at the rate of one and one-half times the employee's hourly base rate. If the off-duty attendance may be accomplished by telephone or teleconference, the employee will be paid a minimum of two (2) hour at the rate of one and one-half times the employee's hourly base rate.

If the court or other administrative proceeding starts immediately at the end of the employee's regular scheduled work shift or starts before the employee's shift ends and extends past when the employee's shift is scheduled to end, the employee will be paid for the actual time worked past the end of their shift at the rate of one and one-half the employee's hourly base rate.

If the prosecutor or subpoenaing authority does not cancel the employee's appearance request forty-eight (48) hours before the court or administrative hearing is scheduled, the employee will be paid as described in this Section VI. 6, as long as they were physically able to attend the court or administrative hearing on time. It is the employee's responsibility to call the prosecutor or subpoenaing authority not less than forty-eight (48) hours prior to the scheduled court or administrative proceeding to see whether their appearance is still required.

7. Standby. Standby is when an employee's off duty activities are restricted in such a way that they are available for an immediate return to work. Employees who are placed on standby shall be compensated with two (2) hours at the employee's hourly base rate for each twenty-four (24) hour "day" they are on standby status. This Subsection VI.7. applies to **Detectives** only.
8. Callout. Employees who have been released from their scheduled work shift and have been directed to perform work by an appropriate Bureau head or designated representative without at least twenty-four (24) hours advance notice or scheduling shall receive a minimum of two (2) hours compensation at one and one half times the employee's hourly base rate.

Off-duty employees who are directed to perform work at the employee's current physical location shall receive a minimum of one (1) hour compensation at one and one half times their wage rate.

9. Compensatory Time. Employees may request compensatory time off in lieu of pay for overtime, and such compensatory time may be allowed, subject to approval of the Bureau Commander.

Employees shall not accrue more than one hundred twenty (120) hours of compensatory time. Employees who have accrued one hundred twenty (120) hours of compensatory time off, shall, for additional overtime hours worked, be compensated with pay at one and one half time their regular rate of pay.

Utilization of compensatory time. Employees may use their compensatory time when staffing is sufficient to take time off. When there is not sufficient staffing to take time off, compensatory time can only be used if there is someone willing to cover the time for the employee. The Department will attempt to find someone willing to cover the time and will not order someone else to work so that an employee can take compensatory time off.

Employees may cash in up to eighty (80) hours of their accrued compensatory time at the end of each year by notifying the Office of the Chief between April 1 and April 30 and shall be converted in October of the same year.

10. Out of Classification work. When an employee is assigned to work temporarily for forty (40) hours or more at a position in a higher pay classification, the employee shall be compensated as if they had been moved to that higher pay classification but only during the duration of the temporary assignment. The employee will have no expectation that the temporary out of classification assignment is a promotion or is permanent.

VII. Vacation and Holidays

1. Definitions applicable to this Section VII:

Holiday: Any of the eleven (11) official City-observed holidays scheduled each year where the City is closed for normal business operations. The Holidays of the Fourth of July, Christmas, and New Year will occur on the actual day of the holiday for **Police Officers, Dispatchers, and Animal Control Officers**, regardless of the date of official City Observance of those Holidays.

Holiday Substitute Compensation (HSC): Compensation for work performed on all or part of a Holiday, pursuant to this Policy, which is taken by the employee in time off rather than in pay. HSC may be earned and taken by an employee on an hour-by-hour basis up to the full value of that employee's Holiday pay, regardless of whether the employee is scheduled to work a shift of 8, 10, or 12 hours that falls partly or wholly on a Holiday. HSC can be used only when shift staffing levels are above minimum, as solely determined by Management. No employee may carry a balance of more than one-hundred twenty (120) hours of HSC at any time.

Investigations and Special Operations Bureau: A Department Bureau comprised of Major Crimes detectives, Special Investigations Unit detectives, Crime Scene and Lab technician, School Resource officers, DARE officers, Airport officers, SWAT Team selections, Bomb Squad selections, and Crowd Control Team selections.

Seniority: Cumulative time of service in the Police Department, based upon date of hire.

Time on Team Seniority: The cumulative, consecutive time of service in a given Department, Bureau, or subdivision based on the date of assignment to such Department, Bureau, or subdivision.

Sworn Personnel: A sworn police officer

Non-Sworn personnel: An employee of the Police Department who is not a sworn police officer

2. Vacation Time. Vacation time is an important benefit for Police Department employees. Vacation time can help reduce stress and improve employee performance. Employees will accrue vacation at different rates based on years of service and as calculated using the method set out in the City Personnel Manual.

3. Shift Bidding.

a. Patrol Bureau sworn personnel assigned to Patrol Bureau will have the opportunity to bid for use of accrued vacation time annually when the Patrol Bureau shift bid is being conducted. The shift bid is done by Department Seniority. Each officer will have the opportunity during the shift bidding process to use up to, but no more than their yearly accrual of vacation time. At the conclusion of the shift bidding process and throughout that same calendar year, any vacation time that has carried over from previous years may be used on a first come, first served basis, and only when mandatory minimum staffing requirements are met for those effected shifts.

Lieutenants and Sergeants assigned to the Patrol Bureau will bid for vacation time by Department seniority according to the date of promotion with respect to their rank. This Subsection VII.3.a- applies to the **Patrol Bureau Sworn Police Officers** ~~employees~~ only.

b. Investigations and Special Operations Bureau sworn police officer personnel assigned to the Investigations Bureau will have the opportunity to bid for vacation time annually based on their Time on Team Seniority. Officers assigned to the Investigations Bureau may bid up to, but no more than their yearly accrual of vacation time during this process. At the conclusion of the vacation bid process any vacation time that has carried over from previous years may be used on a first come first served basis according to minimum staffing requirements within the Investigations Bureau.

Lieutenants and Sergeants assigned to the Investigation and Special Operations Bureau will bid for vacation time by Department Seniority according to the date of promotion with respect to their rank. This Subsection VII.3.b- applies to the **Investigation employees** and **Special Operations Bureau Sworn Police Officers** ~~employees~~ only.

4. Compensation related to a Holiday.
 - A. Holiday compensation is due to every employee, whether that employee works on the Holiday or is scheduled to be off on the Holiday, at that employee's customary rate of pay for the Holiday (i.e., as extra day time off duty pay).

B. Holiday compensation shall be applied in any one (1) of the following ways for each Holiday, as applicable:

1. If a Holiday falls on an employee's regular work day and the employee takes the Holiday off, the employee shall receive no additional compensation for that Holiday.
2. If a Holiday falls on an employee's regular, scheduled day off, and the employee does not work on that scheduled day off, the employee will earn only Holiday Substitute Compensation (HSC) and will not earn pay for the Holiday.
3. If a Holiday falls on an employee's regular, scheduled work day and the employee is required to work the Holiday, the employee has the option of HSC and/or pay for the Holiday time worked, in hourly increments and in any combination of HSC or pay chosen by the employee. Such compensation is in addition to the employee's hourly base rate.

VIII. Promotions

Promotions in the Department shall be upon job performance and competitive examinations. All candidates for a promotion must meet the job requirements for the position during the testing cycle. Candidates will not be eligible for promotion until the minimum time requirements for the position have been met. Written examination(s) may be given as often as needed, as determined by the Chief, in order to establish a viable eligibility list. A minimum written test score appropriate for each examination will be determined and announced at least fourteen (14) days prior to the examination date. Notice of openings for promotions shall be posted on the Department of Human Resources web page at least fourteen (14) days prior to the date upon which the written examination for the position shall be conducted. This Subsection VIII applies to **Sworn Police Officers** only.

Tests and consideration for promotional placement may include a written examination, assessment center, and staff evaluations. The methods used and weight to be given grades

in each area utilized will be determined by the Chief and announced at least fourteen (14) days prior to the date upon which the examination is to be given.

Where two (2) or more applicants for promotion receive identical grades, their ranking on the eligible list shall be determined by preference given to employment seniority.

The total number of persons allowed to participate in the Department assessment process shall be determined in advance by the Chief. If there are more applicants than the number of ~~positions~~ positions available for testing in the assessment process, the candidates receiving the highest written exam scores shall be selected for participation in the assessment.

The finished candidate for promotion ranking will form an eligibility list for promotion to the position and will apply to all current openings existing at the time the list is established. The Chief will select, at the Chief's discretion, from the top three (3) candidates on the promotional eligibility list for a period of one (1) year following the initial promotions. Any promotion(s) made following the initial promotions for openings existing at the time the list is established will be subject to and dependent upon an interview and re-evaluation by the Chief of Police based upon the candidate's then-current performance and any pending internal investigations. At the Chief's sole discretion, the promotional eligibility list may be utilized for promotions for up to one (1) additional year following the expiration of the initial one (1) year period the promotion eligibility was established.

IX. Seniority

Seniority shall be applied as described in Section VII for shift bidding and vacation bidding, and as described in Section VIII for breaking ties in promotions. Seniority shall not be used for any other purpose in this Police Personnel Policy.

X. Grievance Procedure

Purpose.

The purpose of this grievance procedure is to maintain a productive, cooperative, efficient and experienced work force, thereby enhancing the public welfare; to not unjustifiably

terminate or treat employees inappropriately; to afford the City administrative staff and employees opportunity to resolve errors, disputes, without the need for judicial intervention. This grievance procedure is the exclusive procedure to be applied to Department non-probationary sworn officers. All other Department employees shall utilize grievance procedures set out in Section XXIX of the City Personnel Policy Manual.

Grievance Defined.

“Grievance” is any complaint by a regular employee who is subject to this Grievance Procedure and related to the following:

1. A disciplinary action applied to an employee,
2. Action taken by an employee which results in unfair or discriminatory treatment, inequity, or arbitrary or capricious action relative to another employee, based on a legally protected status,
3. Any interpretation or dispute regarding the terms and conditions of this Policy, or
4. Retaliation or recrimination as result of any action by a superior that violates public policy or law.

No Retaliation.

An employee who files a grievance shall be free from restraint, interference, discrimination, or reprisal by the City, its officers or employees, for having filed a grievance.

Privacy.

All documents, records and information generated, compiled or kept in conjunction with a grievance shall be exempt from disclosure to the public to the extent allowed by the Idaho Code (especially Title 74, Chapter 1 commonly known as the “Idaho Public Records Act”). An employee who files a grievance may obtain copies of records related to a grievance pursuant to the Idaho Public Records Act.

Commencing a Grievance.

Every employee is encouraged not to file a grievance until after he or she has made a reasonable effort to resolve the subject matter of the grievance with his or her immediate supervisor or other person against whom the grievance could be filed. Examples of

reasonable effort include: meeting informally with the person(s) affected to discuss the matter; engaging a supervisor to assist in resolving a matter; suggesting a compromise or resolution; self-assessment; reviewing a policy with a peer or supervisor to clarify expectations.

A grievance shall be commenced by filing the grievance with the Chief of Police. Such grievance shall be in writing and shall contain the following:

1. The name and job classification of the grievant;
2. The date of the alleged action(s) or omission(s) which form the basis of the grievance;
3. A statement of the facts, materials, and arguments supporting the grievance;
4. A list of all articles, sections, or rules of the Department, City policy, or law which are alleged to have been violated; and
5. The remedy or resolution sought.

Failure of the City to comply with the time limits specified in this grievance process shall automatically and immediately advance the grievance to the next Step in the grievance process. Failure of a grievant to comply with the time limits specified in this grievance policy automatically and immediately results in the denial of the grievance.

The time limits herein stated may be extended only by prior written mutual agreement of the parties.

Grievance Process:

Step 1. Chief's review. The grievance process shall be initiated by submitting the written grievance to the Chief of Police within fourteen (14) days following the disputed grieved action or inaction or the date that the employee knew or should have known of the action or inaction, whichever is earlier. This requirement is meant to encourage prompt reporting and resolution of the matter grieved.

Within fourteen (14) days following the Chief's receipt of the written grievance, the Chief shall meet with the grievant (and his or her representative, if requested) to discuss the grievance. The Chief shall provide a written response to the grievant within fourteen (14) days following such meeting.

Step 2. Mayor's review. If the grievant does not agree with the Chief's response in Step 1, the grievance may be submitted by the grievant to the Mayor within fourteen (14) days following the Chief's response.

Within fourteen (14) days following receipt of the grievance and materials from Step 1, the Mayor shall provide a written response to the grievant.

Step 3. Independent Review. If the grievant does not agree with the Mayor's response in Step 2, the grievance may be submitted for independent third-party review in the following manner:

Within twenty one (21) days following the grievant's receipt of the Mayor's response in Step 2, the grievant shall deliver a written request for independent review to the City Human Resources (HR) Director. The grievant and the HR Director shall meet to select an independent reviewer from a list of qualified reviewers within fourteen (14) days following the receipt of the demand from the grievant for such review.

The HR Director shall maintain a list of not less than five (5) qualified independent reviewers. If the parties are unable to agree upon an independent reviewer, the HR Director and grievant shall alternately strike a name from the list (the first to strike a name shall be determined by coin flip) until the name of only one (1) individual from the list remains. The remaining person shall be the independent reviewer for the grievance.

The independent reviewer shall be selected and engaged within fourteen (14) days following a meeting between the grievant and HR Director to select a reviewer. The review will commence within fourteen (14) days following the reviewer's receipt of grievance material provided by the HR Director. The failure of the reviewer to commence and to complete review within the time periods established shall result in selection of a new reviewer, who will proceed with the process outlined in this Step 3 until a review is completed.

The scope of review by the independent reviewer in Step 3 shall be limited to whether the action taken against the grievant was or resulted in something unfair, discriminatory, inequitable, arbitrary, or capricious, based upon 1. a legally protected status, or 2. whether any Department or City policy was vague, subject to misinterpretation, or erroneously or wrongly applied to the grievant. The reviewer shall have no authority to rule contrary to,

expand upon, or eliminate any terms or conditions of a Department policy or City Personnel policy.

The grievant and the City may submit materials and/or testimony in support of their relative positions, the weight, materiality, and persuasiveness of which shall be determined solely by the reviewer. The reviewer may request additional information or clarification of any party or person and may independently research the matter; however, the reviewer shall have no authority to compel production of any information nor have the authority to compel the presence or testimony of any person. The reviewer shall not attribute any adverse motive or inference to materials not proffered by the grievant or the City.

The reviewer shall be requested to provide the parties with a written statement of relevant criteria and standards and a decision justifying the reviewer's decision regarding the grievance within thirty (30) days of commencement of the review.

An informal group comprised of the Chief of Police, a representative from the HR Department and a representative from the City Attorney's office will meet to confer about the reviewer's decision within fourteen (14) days following the City's receipt of the decision (to consider it and to take action, if any, deemed appropriate).

XI. Boot and Uniform Cleaning Allowance

All Department employees who are required by the Chief to maintain and be in an official Department uniform as part of their employment shall receive four hundred fifty dollars (\$450) annually to be paid on the first pay period of July, if employed on such date. This Subsection XI applies to **Sworn Police Officers, Animal Control, and ~~Parking Enforcement~~ Code Enforcement** employees only.

XII. Career Path

~~Subject to approval and funding by the Council, the~~ The Department will develop and promote a Career Path Program whose purpose is to develop highly motivated, educated and skilled **non-probationary Police Officers, Sergeants, Lieutenants, and Captains, Dispatchers, Dispatch Supervisors, and Dispatch Managers**. This Program is intended to encourage and reward these employees for improving and expanding their law enforcement skills. The Career Path Program will be designed to be available to participants who have received an overall acceptable or better on their two (2) most recent performance evaluations. The Career Path Program will be proposed to consist of four (4) categories of

achievement: education, leadership academy, physical fitness, and skills. This Subsection XII applies to **Sworn Police Officers** and Dispatchers only.

XIII. Police Employee Association Business:

Regular employees elected to an office within an employee association or selected by an employee's association for the purpose of any grievance meeting or presentation of new recommendations, upon notification of the Chief, shall be granted time off to perform such duties with no loss of pay to the employee, provided such meetings or duties shall not require the employee to leave the City or indulge in any other meetings or business not to exceed a maximum of four (4) people at any one time.



PERSONNEL MANUAL

~~August 2020~~

2021

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I. Purpose

In recognition of the unique role played by the Idaho Falls Police Department (IFPD) in service to the community, this Policy is intended to increase general efficiency, to promote harmonious and collaborative relations within the Department, and to protect the rights, well-being, safety, and security of Department employees.

This Police Personnel Policy is the result of collaboration among City employees and is intended to promote the highest ideals and values of the Department. This Policy is not and shall not be considered or interpreted as a collective bargaining agreement between the City and any employee or group of employees, whether formally or informally organized. The Council has reviewed and approved this Policy.

II. Application and Interpretation of this Policy

A. The provisions of this Police Personnel Policy shall apply to all Idaho Falls Police Department employees except where it is specifically indicated that the provision applies only to certain Department employees. Additionally, the City Personnel Policy manual shall continue to apply to all Police Department employees, except where a provision of this Police Personnel Policy is more specific, in which case a Police Department employee shall be subject to this Police Personnel Policy. The City Director of Human Resources is authorized by the Council to interpret which Personnel Policy shall be applied to a Police Department employee if an uncertainty or dispute arises about the application of this Police Personnel Policy.

B. Calculating Time.

“Day” as used in this Policy, shall mean one (1) twenty-four (24) hour calendar day beginning at midnight and ending twenty-four (24) hours later, whether or not the City is open for business. When time is calculated for a deadline, counting begins on the day following the date a document is required to be submitted or an event is due to occur. Where a due date falls on a day that the City is officially closed for business (e.g., a weekend or official or declared Holiday), the due date is on the first date that the City is open for business following the due date.

III. ~~Changes~~Recommendations for Change

Employees may present their individual suggestions for changes to their Department or for the City as a whole at any time. It is recommended, but not required, that such suggestions be made in the following order: to the Chief of Police; the Human Resource Department; the Mayor; Council member(s).

This recommended informal process for employees to express suggestions is not intended to replace, alter, or circumvent the procedures associated with the Grievance Procedure outlined in Section X of this Manual.

Changes recommended and brought forward by the Mayor or a Council member may be made to this Police Personnel Policy by Resolution adopted by the Council. Prior to adoption of such a Resolution, Department employees will be given not less than thirty (30) days to offer comment in any lawful manner to elected officials regarding proposed changes.

For the purposes of presentation of identified problems and/or suggestions for system improvements, employees elected to an office within an employee association or selected by an employees' association for the purpose of presentation of new recommendations, upon notification to the Chief of Police, shall be granted time off to perform such duties. The parameters for the granting of this time off are found in Section XXXV "Association Business" in the City of Idaho Falls Personnel Manual. ~~Changes may be made to this Police Personnel Policy by the Council at the recommendation of the Police Department, Police Department employees, Human Resources, or Elected Officials. Department employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council.~~

IV. Management Decisions and Expectations

"Management", as used in this Policy includes the Chief of Police, Captains, the Communications Manager, the Animal Control Director, and Lieutenants. The Police Department management staff possesses and retains the sole authority to operate and lead the Department. This authority includes, but is not limited to, the following examples:

1. Determining the mission of IFPD
2. Setting standards of Department service to be offered the public
3. Exercising control and discretion over its organization and operation

4. Disciplining or discharging non-probationary Police Officers for cause
5. Directing the work force
6. Hiring, assigning, or transferring employees
7. Determining the methods, means, and number of employees needed to carry out Department objectives
8. Introducing new or improved methods, police policies, or equipment
9. Changing existing police policies, methods, or equipment
10. Relieving employees because of lack of work
11. Taking whatever actions necessary to carry out the objective of the Department in situations of emergency
12. Establishing positions of employment and classifications for positions
13. Establishing performance standards and/or revising performance standards to determine acceptable performance levels of employees

V. Employee Expectations Investigations

~~1. Expectations.~~

~~1. Employees may present their views to the Management of the Department and to the City at any time. Additionally, the Chief of Police will meet with employees (including employees from all Department Bureaus and all levels of employment in the Department) in at least three (3) separate meetings to listen to employee views and suggestions during the months of February and March of each year.~~

~~At the request of the Chief of Police or Department employees, a Human Resource Department representative will attend these meetings.~~

~~The Chief of Police will present the results of these meetings in writing to the Mayor and Department employees by April 10th annually. Any Department employee may present their ideas or concerns to the Mayor and Council if they disagree with the written recommendations as contained in the Chief's report~~

~~2. Investigations.~~

1. Employees may be accompanied and assisted by a representative of their choice at all times when subject to investigation of alleged acts of misconduct. No representative shall be a person who is the subject of the same investigation. Employees shall be granted a reasonable amount of time to obtain such

representation prior to any internal investigation or pre-disciplinary hearing.

Employees' access to representation does not apply to performance based, informal, routine, or unplanned discussions between employees and their supervisors.

2. Procedures set out in this Policy will be followed by the Department during investigative interviews. Such procedures do not apply to routine, initial inquiries, coaching, counseling, instruction, or direction given to employees by their supervisors.

Prior to an internal investigative interview, employees will be advised of the following:

- a. The nature of the matter being investigated
- b. The specific allegation(s) of misconduct, if any, against the employee being interviewed
- c. The date, time, and location of the matter that gave rise to the allegation(s),
- d. All rights and obligations pertaining to the *Garrity* rule
- e. The employee's access to representation, as provided in Section 2. A- above

The interview will specifically and narrowly focus on the job related conduct of the employee.

3. The Investigator. Persons conducting the interview will not use offensive language or threaten disciplinary action. An employee who refuses to respond to questions or submit to interviews will be informed that failure to answer questions narrowly and directly related to job-related conduct may result in disciplinary action.

Persons conducting the interview shall not be a person with significant personal, first-hand knowledge of the facts giving rise to the investigation.

Except for the Chief of Police, persons making the final disposition in an investigation may not be the person who made the initial allegations(s), either directly or indirectly.

4. Dispositions and Time limits. Employees shall be notified in writing of the final

disposition of an investigation, including a disposition of each allegation, and the disciplinary action to be administered, if applicable, within ninety (90) days following the date the Department received the allegations that form the basis of the investigation. An extension may be granted by the Chief. The employee shall be notified in writing of any such extension, the reason for the extension, and the anticipated investigation conclusion date.

In the event an employee is notified that a final disposition of an investigation includes a finding of misconduct which may result in time off without pay, demotion, or termination, a pre-disposition hearing will be held no sooner than fourteen (14) days and no later than thirty (30) days following hand delivery to the employee of notice of the pre-disposition hearing date, time, and location unless another date for the pre-disposition hearing is otherwise mutually agreed by the employee and the Department.

5. Access and entries into Employee Personnel Files. Employees shall, upon reasonable notice, be provided access to their own individual Internal Affairs files (only after such investigation is completed) or Personnel files.

A document adverse to an employee's employment may not be entered in their Personnel file (which is a file different from and does not include any Internal Affairs files) without the employee having first read and signed the document.

The adverse entry may be made, after the employee reads the document, even if the employee refuses to sign it. The employee's refusal to sign shall be noted on the adverse document. The employee will have fourteen (14) days from the date the employee reads and is asked to sign the adverse document within which to file a written response or comment to any adverse document entered in their personnel file. The employee's written response, if any, shall be attached to and accompany the adverse document but the adverse document shall remain in the Personnel file.

VI. Hours of Service and Overtime

The Fair Labor Standards Act (FLSA) and its regulations outline the Department's legal obligations to pay minimum wages and overtime. Nothing in this Section VI alters the calculation of employee step and grade classification, wage rate, or overtime rate.

Compensation for the employee in this Section VI, where applicable, is in addition to the

regular step and grade hourly rate of pay that includes any additional hourly compensation due to longevity, language facility, and the like (referred to in this Section VI. as the employee's "hourly base rate").

1. FLSA Work Periods. Sworn police officers shall fall under the FLSA fourteen (14) day, eighty (80) hour work period for overtime consideration.
All other police department employees shall fall under the FLSA seven (7) day, forty (40) hour work week for overtime compensation.
2. Changes in regular work days off. If the Department fails to give an employee at least fourteen (14) calendar days' prior notice of a change to the employee's regular days off, the Department will pay the employee for all time worked at a rate of one and one-half times the employee's hourly base rate.
3. Changes in Scheduled Hours. If IFPD fails to give employees at least fourteen (14) calendar days' prior notice of a change to the employee's scheduled hours, the Department will pay the employee for all time worked outside the regularly scheduled hours at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.3~~r~~ applies to **Sworn Police Officers, Dispatch employees, and Animal Control Enforcement Officers** only.
4. Unscheduled House (Shift Extensions). All approved unscheduled hours worked by employees, such as shift extensions, shall be paid at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.4~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.
5. Grant and Billable Details. An employee who works an extra shift, outside of their regularly scheduled hours pursuant to a grant or billable work detail (such as airport operations, DUI saturation grants, seatbelt enforcement grants, school resource functions, etc.), shall be paid actual hours worked at a rate of one and one-half times the employee's hourly base rate. This Subsection VI.5~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.

compensation for a court or administrative proceeding appearance as a witness subpoenaed by the City, the State of Idaho, the United States or a party to a legal proceeding when the appearance is related to the employee's official duties as follows.

Court or administrative proceeding appearances made while on-duty shall constitute normal hours of work and will be compensated accordingly.

Employees who are required to attend court or other administrative proceedings in person while off-duty will be paid a minimum of four (4) hours at the rate of one and one-half times the employee's hourly base rate. If the off-duty required personal attendance is for more than four (4) hours, then the employee shall be paid with actual time worked at the rate of one and one-half times the employee's hourly base rate. If the off-duty attendance may be accomplished by telephone or teleconference, the employee will be paid a minimum of two (2) hour at the rate of one and one-half times the employee's hourly base rate.

If the court or other administrative proceeding starts immediately at the end of the employee's regular scheduled work shift or starts before the employee's shift ends and extends past when the employee's shift is scheduled to end, the employee will be paid for the actual time worked past the end of their shift at the rate of one and one-half the employee's hourly base rate.

If the prosecutor or subpoenaing authority does not cancel the employee's appearance request forty-eight (48) hours before the court or administrative hearing is scheduled, the employee will be paid as described in this Section VI. 6, as long as they were physically able to attend the court or administrative hearing on time. It is the employee's responsibility to call the prosecutor or subpoenaing authority not less than forty-eight (48) hours prior to the scheduled court or administrative proceeding to see whether their appearance is still required.

7. Standby. Standby is when an employee's off duty activities are restricted in such a way that they are available for an immediate return to work. Employees who are placed on standby shall be compensated with two (2) hours at the employee's hourly base rate for each twenty-four (24) hour "day" they are on standby status. This Subsection VI.7. applies to **Detectives** only.

8. Callout. Employees who have been released from their scheduled work shift and have been directed to perform work by an appropriate Bureau head or designated representative without at least twenty-four (24) hours advance notice or scheduling shall receive a minimum of two (2) hours compensation at one and one half times the employee's hourly base rate.

Off-duty employees who are directed to perform work at the employee's current physical location shall receive a minimum of one (1) hour compensation at one and one half times their wage rate.

9. Compensatory Time. Employees may request compensatory time off in lieu of pay for overtime, and such compensatory time may be allowed, subject to approval of the Bureau Commander.

Employees shall not accrue more than one hundred twenty (120) hours of compensatory time. Employees who have accrued one hundred twenty (120) hours of compensatory time off, shall, for additional overtime hours worked, be compensated with pay at one and one half time their regular rate of pay.

Utilization of compensatory time. Employees may use their compensatory time when staffing is sufficient to take time off. When there is not sufficient staffing to take time off, compensatory time can only be used if there is someone willing to cover the time for the employee. The Department will attempt to find someone willing to cover the time and will not order someone else to work so that an employee can take compensatory time off.

Employees may cash in up to eighty (80) hours of their accrued compensatory time at the end of each year by notifying the Office of the Chief between April 1 and April 30 and shall be converted in October of the same year.

10. Out of Classification work. When an employee is assigned to work temporarily for forty (40) hours or more at a position in a higher pay classification, the employee shall be compensated as if they had been moved to that higher pay classification but only during the duration of the temporary assignment. The employee will have no expectation that the temporary out of classification assignment is a promotion or is permanent.

VII. Vacation and Holidays

1. Definitions applicable to this Section VII:

Holiday: Any of the eleven (11) official City-observed holidays scheduled each year where the City is closed for normal business operations. The Holidays of the Fourth of July, Christmas, and New Year will occur on the actual day of the holiday for **Police Officers, Dispatchers, and Animal Control Officers**, regardless of the date of official City observance of those Holidays.

Holiday Substitute Compensation (HSC): Compensation for work performed on all or part of a Holiday, pursuant to this Policy, which is taken by the employee in time off rather than in pay. HSC may be earned and taken by an employee on an hour-by-hour basis up to the full value of that employee's Holiday pay, regardless of whether the employee is scheduled to work a shift of 8, 10, or 12 hours that falls partly or wholly on a Holiday. HSC can be used only when shift staffing levels are above minimum, as solely determined by Management. No employee may carry a balance of more than one-hundred twenty (120) hours of HSC at any time.

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Time on Team Seniority: The cumulative, consecutive time of service in a given Department, Bureau, or subdivision based on the date of assignment to such Department, Bureau, or subdivision.

Sworn Personnel: A sworn police officer

Non-Sworn personnel: An employee of the Police Department who is not a sworn police officer

2. Vacation Time. Vacation time is an important benefit for Police Department employees. Vacation time can help reduce stress and improve employee performance. Employees will accrue vacation at different rates based on years of service and as calculated using

the method set out in the City Personnel Manual.

3. Shift Bidding.

a. Patrol Bureau sworn personnel assigned to Patrol Bureau will have the opportunity to bid for use of accrued vacation time annually when the Patrol Bureau shift bid is being conducted. The shift bid is done by Department Seniority. Each officer will have the opportunity during the shift bidding process to use up to, but no more than their yearly accrual of vacation time. At the conclusion of the shift bidding process and throughout that same calendar year, any vacation time that has carried over from previous years may be used on a first come, first served basis, and only when mandatory minimum staffing requirements are met for those effected shifts.

Lieutenants and Sergeants assigned to the Patrol Bureau will bid for vacation time by Department seniority according to the date of promotion with respect to their rank.

This Subsection VII.3.a- applies to the **Patrol Bureau Sworn Police Officers** ~~employees~~ only.

b. Investigations and Special Operations Bureau sworn police officer personnel assigned to the Investigations Bureau will have the opportunity to bid for vacation time annually based on their Time on Team Seniority. Officers assigned to the Investigations Bureau may bid up to, but no more than their yearly accrual of vacation time during this process. At the conclusion of the vacation bid process any vacation time that has carried over from previous years may be used on a first come first served basis according to minimum staffing requirements within the Investigations Bureau.

Lieutenants and Sergeants assigned to the Investigation and Special Operations Bureau will bid for vacation time by Department Seniority according to the date of promotion with respect to their rank. This Subsection VII.3.b- applies to the **Investigation**

employees and **Special Operations Bureau Sworn Police Officers** ~~employees~~ only.

4. Compensation related to a Holiday.

A. Holiday compensation is due to every employee, whether that employee works on the Holiday or is scheduled to be off on the Holiday, at that employee's customary rate of pay for the Holiday (i.e., as extra day time off duty pay).

B. Holiday compensation shall be applied in any one (1) of the following ways for each Holiday, as applicable:

1. If a Holiday falls on an employee's regular work day and the employee takes the Holiday off, the employee shall receive no additional compensation for that Holiday.
2. If a Holiday falls on an employee's regular, scheduled day off, and the employee does not work on that scheduled day off, the employee will earn only Holiday Substitute Compensation (HSC) and will not earn pay for the Holiday.
3. If a Holiday falls on an employee's regular, scheduled work day and the employee is required to work the Holiday, the employee has the option of HSC and/or pay for the Holiday time worked, in hourly increments and in any combination of HSC or pay chosen by the employee. Such compensation is in addition to the employee's hourly base rate.

VIII. Promotions

Promotions in the Department shall be upon job performance and competitive examinations. All candidates for a promotion must meet the job requirements for the position during the testing cycle. Candidates will not be eligible for promotion until the minimum time requirements for the position have been met. Written examination(s) may be given as often as needed, as determined by the Chief, in order to establish a viable eligibility list. A minimum written test score appropriate for each examination will be determined and announced at least fourteen (14) days prior to the examination date. Notice of openings for promotions shall be posted on the Department of Human Resources web page at least fourteen (14) days prior to the date upon which the written examination for the position shall be conducted. This Subsection VIII applies to **Sworn Police Officers** only.

Tests and consideration for promotional placement may include a written examination, assessment center, and staff evaluations. The methods used and weight to be given grades

in each area utilized will be determined by the Chief and announced at least fourteen (14) days prior to the date upon which the examination is to be given.

Where two (2) or more applicants for promotion receive identical grades, their ranking on the eligible list shall be determined by preference given to employment seniority.

The total number of persons allowed to participate in the Department assessment process shall be determined in advance by the Chief. If there are more applicants than the number of ~~positions~~ positions available for testing in the assessment process, the candidates receiving the highest written exam scores shall be selected for participation in the assessment.

The finished candidate for promotion ranking will form an eligibility list for promotion to the position and will apply to all current openings existing at the time the list is established. The Chief will select, at the Chief's discretion, from the top three (3) candidates on the promotional eligibility list for a period of one (1) year following the initial promotions. Any promotion(s) made following the initial promotions for openings existing at the time the list is established will be subject to and dependent upon an interview and re-evaluation by the Chief of Police based upon the candidate's then-current performance and any pending internal investigations. At the Chief's sole discretion, the promotional eligibility list may be utilized for promotions for up to one (1) additional year following the expiration of the initial one (1) year period the promotion eligibility was established.

IX. Seniority

Seniority shall be applied as described in Section VII for shift bidding and vacation bidding, and as described in Section VIII for breaking ties in promotions. Seniority shall not be used for any other purpose in this Police Personnel Policy.

X. Grievance Procedure

Purpose.

The purpose of this grievance procedure is to maintain a productive, cooperative, efficient and experienced work force, thereby enhancing the public welfare; to not unjustifiably

terminate or treat employees inappropriately; to afford the City administrative staff and employees opportunity to resolve errors, disputes, without the need for judicial intervention. This grievance procedure is the exclusive procedure to be applied to Department non-probationary sworn officers. All other Department employees shall utilize grievance procedures set out in Section XXIX of the City Personnel Policy Manual.

Grievance Defined.

“Grievance” is any complaint by a regular employee who is subject to this Grievance Procedure and related to the following:

1. A disciplinary action applied to an employee,
2. Action taken by an employee which results in unfair or discriminatory treatment, inequity, or arbitrary or capricious action relative to another employee, based on a legally protected status,
3. Any interpretation or dispute regarding the terms and conditions of this Policy, or
4. Retaliation or recrimination as result of any action by a superior that violates public policy or law.

No Retaliation.

An employee who files a grievance shall be free from restraint, interference, discrimination, or reprisal by the City, its officers or employees, for having filed a grievance.

Privacy.

All documents, records and information generated, compiled or kept in conjunction with a grievance shall be exempt from disclosure to the public to the extent allowed by the Idaho Code (especially Title 74, Chapter 1 commonly known as the “Idaho Public Records Act”). An employee who files a grievance may obtain copies of records related to a grievance pursuant to the Idaho Public Records Act.

Commencing a Grievance.

Every employee is encouraged not to file a grievance until after he or she has made a reasonable effort to resolve the subject matter of the grievance with his or her immediate supervisor or other person against whom the grievance could be filed. Examples of

reasonable effort include: meeting informally with the person(s) affected to discuss the matter; engaging a supervisor to assist in resolving a matter; suggesting a compromise or resolution; self-assessment; reviewing a policy with a peer or supervisor to clarify expectations.

A grievance shall be commenced by filing the grievance with the Chief of Police. Such grievance shall be in writing and shall contain the following:

1. The name and job classification of the grievant;
2. The date of the alleged action(s) or omission(s) which form the basis of the grievance;
3. A statement of the facts, materials, and arguments supporting the grievance;
4. A list of all articles, sections, or rules of the Department, City policy, or law which are alleged to have been violated; and
5. The remedy or resolution sought.

Failure of the City to comply with the time limits specified in this grievance process shall automatically and immediately advance the grievance to the next Step in the grievance process. Failure of a grievant to comply with the time limits specified in this grievance policy automatically and immediately results in the denial of the grievance.

The time limits herein stated may be extended only by prior written mutual agreement of the parties.

Grievance Process:

Step 1. Chief's review. The grievance process shall be initiated by submitting the written grievance to the Chief of Police within fourteen (14) days following the disputed grieved action or inaction or the date that the employee knew or should have known of the action or inaction, whichever is earlier. This requirement is meant to encourage prompt reporting and resolution of the matter grieved.

Within fourteen (14) days following the Chief's receipt of the written grievance, the Chief shall meet with the grievant (and his or her representative, if requested) to discuss the grievance. The Chief shall provide a written response to the grievant within fourteen (14) days following such meeting.

Step 2. Mayor's review. If the grievant does not agree with the Chief's response in Step 1, the grievance may be submitted by the grievant to the Mayor within fourteen (14) days following the Chief's response.

Within fourteen (14) days following receipt of the grievance and materials from Step 1, the Mayor shall provide a written response to the grievant.

Step 3. Independent Review. If the grievant does not agree with the Mayor's response in Step 2, the grievance may be submitted for independent third-party review in the following manner:

Within twenty one (21) days following the grievant's receipt of the Mayor's response in Step 2, the grievant shall deliver a written request for independent review to the City Human Resources (HR) Director. The grievant and the HR Director shall meet to select an independent reviewer from a list of qualified reviewers within fourteen (14) days following the receipt of the demand from the grievant for such review.

The HR Director shall maintain a list of not less than five (5) qualified independent reviewers. If the parties are unable to agree upon an independent reviewer, the HR Director and grievant shall alternately strike a name from the list (the first to strike a name shall be determined by coin flip) until the name of only one (1) individual from the list remains. The remaining person shall be the independent reviewer for the grievance.

The independent reviewer shall be selected and engaged within fourteen (14) days following a meeting between the grievant and HR Director to select a reviewer. The review will commence within fourteen (14) days following the reviewer's receipt of grievance material provided by the HR Director. The failure of the reviewer to commence and to complete review within the time periods established shall result in selection of a new reviewer, who will proceed with the process outlined in this Step 3 until a review is completed.

The scope of review by the independent reviewer in Step 3 shall be limited to whether the action taken against the grievant was or resulted in something unfair, discriminatory, inequitable, arbitrary, or capricious, based upon 1. a legally protected status, or 2. whether any Department or City policy was vague, subject to misinterpretation, or erroneously or wrongly applied to the grievant. The reviewer shall have no authority to rule contrary to,

expand upon, or eliminate any terms or conditions of a Department policy or City Personnel policy.

The grievant and the City may submit materials and/or testimony in support of their relative positions, the weight, materiality, and persuasiveness of which shall be determined solely by the reviewer. The reviewer may request additional information or clarification of any party or person and may independently research the matter; however, the reviewer shall have no authority to compel production of any information nor have the authority to compel the presence or testimony of any person. The reviewer shall not attribute any adverse motive or inference to materials not proffered by the grievant or the City.

The reviewer shall be requested to provide the parties with a written statement of relevant criteria and standards and a decision justifying the reviewer's decision regarding the grievance within thirty (30) days of commencement of the review.

An informal group comprised of the Chief of Police, a representative from the HR Department and a representative from the City Attorney's office will meet to confer about the reviewer's decision within fourteen (14) days following the City's receipt of the decision (to consider it and to take action, if any, deemed appropriate).

XI. Boot and Uniform Cleaning Allowance

All Department employees who are required by the Chief to maintain and be in an official Department uniform as part of their employment shall receive four hundred fifty dollars (\$450) annually to be paid on the first pay period of July, if employed on such date. This Subsection XI applies to **Sworn Police Officers, Animal Control, and ~~Parking Enforcement~~ Code Enforcement** employees only.

XII. Career Path

~~Subject to approval and funding by the Council, the~~ The Department will develop and promote a Career Path Program whose purpose is to develop highly motivated, educated and skilled **non-probationary Police Officers, Sergeants, Lieutenants, and Captains, Dispatchers, Dispatch Supervisors, and Dispatch Managers**. This Program is intended to encourage and reward these employees for improving and expanding their law enforcement skills. The Career Path Program will be designed to be available to participants who have received an overall acceptable or better on their two (2) most recent performance evaluations. The Career Path Program will be proposed to consist of four (4) categories of

achievement: education, leadership academy, physical fitness, and skills. This Subsection XII applies to **Sworn Police Officers** and Dispatchers only.

XIII. Police Employee Association Business:

Regular employees elected to an office within an employee association or selected by an employee's association for the purpose of any grievance meeting or presentation of new recommendations, upon notification of the Chief, shall be granted time off to perform such duties with no loss of pay to the employee, provided such meetings or duties shall not require the employee to leave the City or indulge in any other meetings or business not to exceed a maximum of four (4) people at any one time.

Economic Development: Building Easement

GRANT OF EASEMENT

THIS INDENTURE, made this ____ day of _____, 2021, between CITY OF IDAHO FALLS, IDAHO, a municipal corporation of the State of Idaho, P.O. Box 50220, Idaho Falls, Idaho 83405, County of Bonneville, hereinafter referred to as "GRANTOR," and Iona Girl Properties, LLC, a Idaho limited liability company, 2345 N Woodruff Avenue, IDAHO FALLS, ID 83401, hereinafter referred to as "GRANTEE."

WITNESSETH

WHEREAS, GRANTEE is the owner of a tract of land described as:

Lots 29 and 30, Block 1, Oregon Short Line Addition Railroad, according to the plat thereof, records of Bonneville County, Idaho, excepting therefrom any portion of public right-of-way for Park Avenue dedicated by a common law dedication or by prescription.

ALSO:

The Easterly 23.0 feet of Lot 31, Block 1, Oregon Short Line Railroad Addition, to the original Townsite of Eagle Rock, now known as the City of Idaho Falls, County of Bonneville, State of Idaho, according to the recorded plat thereof, and being more particularly described as follows:

Beginning at the most Easterly Corner of said Lot 31 and running thence Northwesterly along the Northeasterly line of Lot 31, 23.0 feet; thence Southwesterly and parallel to the Southeasterly line of Lot 31, 120.0 feet to the Southwesterly line of Lot 31; thence Southeasterly along said Southwesterly line, 23.0 feet to the most Southerly Corner thereof; thence Northeasterly along the Southeasterly line of Lot 31, 120.0 feet to the point of beginning.

Hereinafter referred to as the "BENEFITTED PROPERTY".

For and in consideration of the sum of One and No/100 Dollars (\$1.00) and other good and valuable consideration paid by GRANTEE, the receipt of which is hereby acknowledged, GRANTOR does hereby grant, bargain and convey unto GRANTEE, and its heirs successors or assigns forever, an irrevocable non-exclusive permanent no-structure easement over, across and under the following described real estate, situated in the County of Bonneville, State of Idaho, to-wit:

A strip of GRANTOR's property six (6) feet in width, along and directly coincident with, the Northwest and Southwest boundary lines of the BENEFITTED PROPERTY described above.

This no-build easement restricts the construction by GRANTOR or its heirs, successors or assigns of any building structure that might become a fire conduit between GRANTEE's existing building and any future building construction and has been granted in order to maintain an unobstructed minimum six (6') foot fire separation area between the plane of the existing finished façade of GRANTEE's building as it exists as of the date of this conveyance and any future buildings or structures GRANTOR wishes to construct.

GRANTOR further agrees that GRANTEE shall have the right to remove any structure placed on the BENEFITTED PROPERTY which violates the terms of this Grant of Easement, excepting therefrom any object that is allowed to exist in this area by the International Building Code, 2018 Edition, including but not limited to fences, landscaping, trees, shrubs, handrails, stairs, utility lines, or mechanical equipment. Such right may be exercised only after thirty (30) days prior notice to GRANTOR or its heirs, successors or assigns.

To have and to hold unto GRANTEE and its successors and assigns forever.

IN WITNESS WHEREOF, GRANTOR has hereunto subscribed its hand and seal on this day and year first above written.

"GRANTOR"
CITY OF IDAHO FALLS, IDAHO

By: Rebecca L. Noah Casper, Mayor

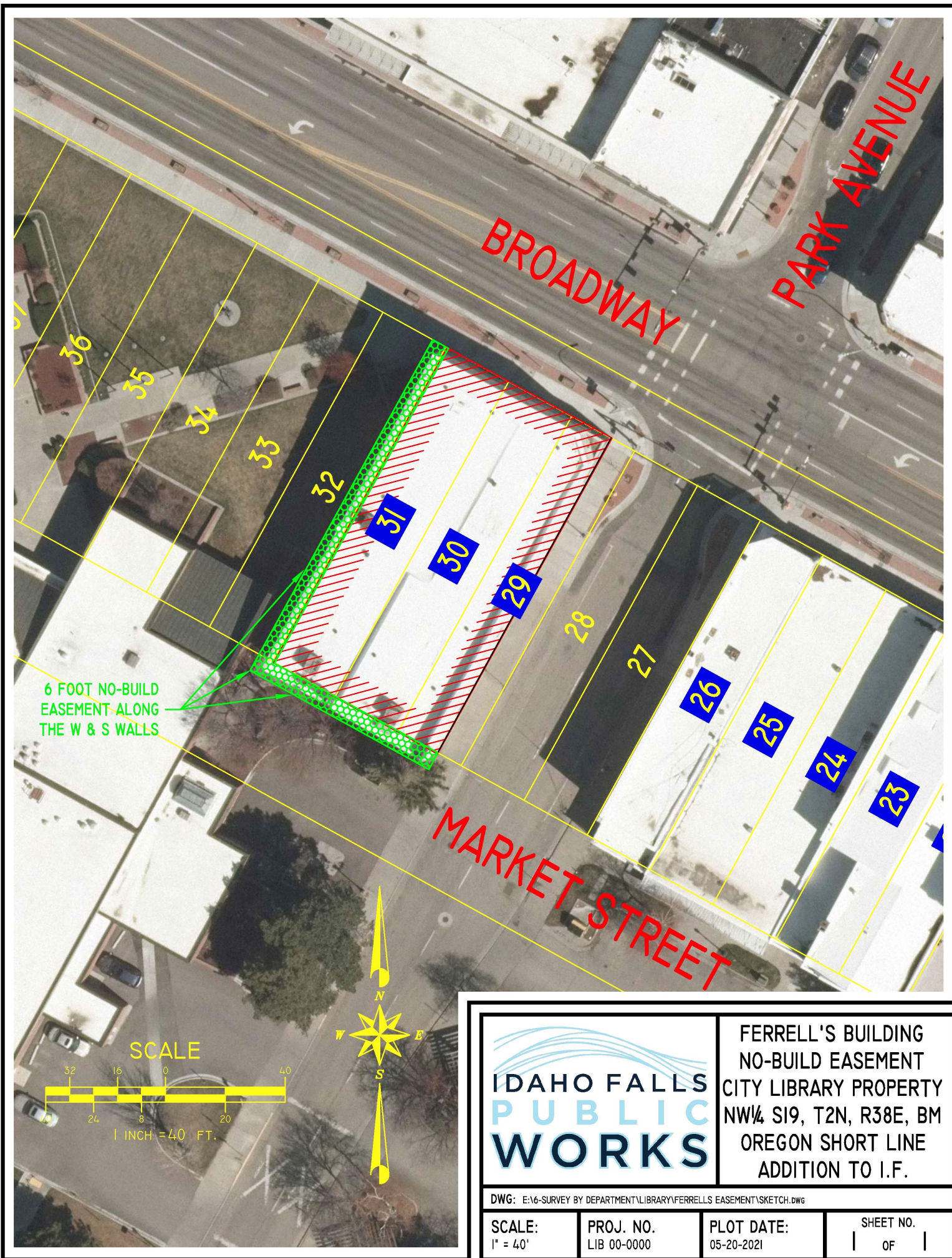
STATE OF IDAHO)
) ss:
County of Bonneville)

On this _____ day of _____, 2021, before me, the undersigned, a notary public, in and for said State, personally appeared Rebecca L. Noah Casper, known or identified to me to be the Mayor of the City of Idaho Falls, Idaho, and whose name is subscribed to the within instrument and acknowledged to me that they are authorized to execute the same for and on behalf of said GRANTOR, City of Idaho Falls, Idaho.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.

(Seal)

Notary Public of Idaho
Residing at: _____
My Commission Expires: _____



FERRELL'S BUILDING
NO-BUILD EASEMENT
CITY LIBRARY PROPERTY
NW¼ S19, T2N, R38E, BM
OREGON SHORT LINE
ADDITION TO I.F.

DWG: E:\6-SURVEY BY DEPARTMENT\LIBRARY\FERRELLS EASEMENT\SKETCH.DWG

SCALE:
1" = 40'

PROJ. NO.
LIB 00-0000

PLOT DATE:
05-20-2021

SHEET NO.
OF

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING
TITLE 9 CHAPTER 4 SECTION 21 TO PERMIT THE REGULATION OF
DOWNTOWN PARKING BY BLOCK FACE, PROVIDING DEFINITIONS
AND EXPLANATION ON BLOCK FACE PARKING ZONES; PROVIDING
SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND
ESTABLISHING EFFECTIVE DATE.

WHEREAS, ; and

WHEREAS,.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY
OF IDAHO FALLS, IDAHO, THAT:

SECTION 1. Title 9, Chapter 4, of the City Code of the City of Idaho Falls, Idaho, is hereby
amended as follows:

9-4-21: DOWNTOWN AREA STREET PARKING

- A. For the purposes of this Chapter, the “Downtown Area” shall be defined as the area bounded on the west by Memorial Drive and Capital Avenue, on the south by Cliff Street, on the east by Yellowstone Avenue and on the north by and including D Street. The Downtown Area shall also include the both sides of the streets that form the borders of the Downtown Area.
- B. Within the Downtown Area, any person who parks a vehicle in violation of any regulation as stated on any parking sign located within clear view of a restricted parking area shall be liable of a civil parking fine in an amount set from time to time by Resolution of the Council. The Council may set higher or graduated fines for repeated violations.

a. Parking signs which display “Block Face” shall regulate parking as follows

- i. “Block Face” means the street parking along both sides of a street, bordered by an intersection at each end. Any parking regulation stated on any parking sign which displays “Block Face” shall apply to the entire Block Face.
- ii. A vehicle shall not remain parked in any parking space along a signed Block Face for a period that exceeds the posted time limit of the Block Face.
- iii. A vehicle may not return to or occupy another parking space within 500 feet of where previous parked within the Block Face for a three (3) hour period.

iv. A citation may be issued, as indicated by the parking sign, if a vehicle remains parked or stopped on the same Block Face, unless

1. The vehicle has moved 500 for more lineal feet, measured along the curb or edge line;
2. The vehicle has moved to an unregulated parking spot in the same Block Face; or
3. The vehicle has vacated the Block Face for three (3) hours.

...

SECTION 2. Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

SECTION 3. Codification Clause. The City Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

SECTION 4. Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

SECTION 5. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this ____ day of _____, 2021.

CITY OF IDAHO FALLS, IDAHO

REBECCA L. NOAH CASPER, MAYOR

ATTEST:

KATHY HAMPTON, CITY CLERK

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO,
DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Ordinance
entitled, "AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO,
AMENDING TITLE 9 CHAPTER 4 SECTION 21 TO PERMIT THE
REGULATION OF DOWNTOWN PARKING BY BLOCK FACE, PROVIDING
DEFINITIONS AND EXPLANATION ON BLOCK FACE PARKING ZONES;
PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY
SUMMARY, AND ESTABLISHING EFFECTIVE DATE."

(SEAL)

KATHY HAMPTON, CITY CLERK



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, January 20, 2021

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a special committee meeting, Wednesday, January 20, 2021, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 2:00 p.m. and held remotely via Webex.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Jim Freeman, City Council
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Center for the Performing Arts Manager
Krista McKellip, General Services Office Assistant

Absent:

Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

The meeting was called to order by Chair Arthur Kull at 2:02 p.m.

Confirmation of Committee Assignments:

- After a brief discussion, Bonnee Taggart motioned for the committee assignments to remain the same as before. Carrie Scheid seconded the motion. Motion carried.

Public Comment:

- None.

Review and Update on COVID-19 protocols for the Civic:

- Ed Morgan provided an update on the COVID-19 protocols. Current restrictions only allow 10 people in the building at a time. School age children are different. There have been a few programs that have utilized the building to record performances. There was a brief discussion regarding current bills in the legislature that will hopefully remove the 10 people restriction. If the restriction goes back to 6 foot spacing then approximately 600 people can be seated in the audience.
- Chandra Witt provided information on the foggers purchased by the City that utilize the industrial type sanitizer. These machines can be used in instances where more than one group is needing to utilize the Civic within a 24 hours period. At this time, there will be no additional charge to patrons for the use of the foggers.



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, January 20, 2021

Review Upcoming Tentative Schedule at the Civic:

- Ed Morgan advised that the tentative schedule going forward is that the Symphony will utilize the building to record some performances and will be under the current 10 people restriction. There are a few shows that have holds and are waiting for the rollback on restrictions to where they can have an audience before they move forward with their show. These are tentatively scheduled for May 2021.
- There was a brief discussion regarding the financial position of the Civic. Pam Alexander advised that the Civic is holding steady on the operations budget, but down in revenue as there haven't been any shows.
- Chandra Witt advised that there are only 2 pods of old seats left. After the pandemic subsides and things open up, we are hoping to sell the remainder of the old seats.

Discuss Future Renovations:

- Carrie Scheid indicated that she had heard that there has been push back from City Council members not wanting to put more money into the Civic renovation, and she requested what the City's position is on that. Pam Alexander provided an update. There is currently a draft request for qualifications "RFQ" that is waiting for the right time to be sent off, as we were waiting for the "RFQ" for the Police complex to go through. Pam advised that she spoke with Terri Frickey a few months ago, and advised that the money for the renovations was still available. Pam also advised that due to COVID, the City had to make significant budget reductions to the general fund in anticipation of not being able to receive revenue. Currently in this fiscal year's budget there is \$200,000 for the renovation. \$100,000 from the Maeck Foundation, and \$100,000 from the City's match. The \$200,000 should cover the conceptual design and drawings for both the front and back of the house, which would give the City something to then take for fundraising. The engineering and construction would come once additional funding is provided. Pam advised that she wanted some kind of commitment from City Council before proceeding with the next phases. Jim Freeman advised that he did not feel that Civic funding has been discussed by the City Council. He advised that it has not been on their radar. He suspects that the renovations will be supported, but he cannot provide a definitive answer. Pam advised that she would reach out to Terri Frickey and update her on the current position.

Future Meeting Schedule:

- After a brief discussion, it was decided that a meeting will be set the first part of March 2021, unless something changes and a meeting needs to be held sooner.

The meeting adjourned at 2:46 p.m.


Krista McKellip - Secretary


Arthur Kull - Chair



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, March 31, 2021

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a special committee meeting, Wednesday, March 31, 2021, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 1:30 p.m. and held remotely via Webex.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Jim Freeman, City Council
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Center for the Performing Arts Manager
Krista McKellip, General Services Office Assistant
Brandi Newton, Executive Director IF Arts Council
Alekszandria Peugh, Executive Director Idaho Falls Symphony
Kent McCandless, Big-D Construction

Absent:

Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

The meeting was called to order by Chair Arthur Kull at 1:38 p.m.

Review and Approve May 20, 2020 and January 20, 2021 Committee Minutes:

- Chair Arthur Kull called for the approval of the minutes from May 20, 2020, and January 20, 2021. Anne Staton-Voilleque motioned for the approval and Carrie Scheid seconded the motion. Motion carried.

Public Comment:

- None.

Live Stream Events:

- Ed Morgan provided an update on the live streaming equipment and capabilities at the Civic. Alekszandria Peugh, Executive Director of the Idaho Falls Symphony advised that they were obtaining some audio-visual equipment for live streaming through a grant. She advised that she wanted to see if permanently installing the equipment at the Civic would be an option. In exchange of having their equipment installed at the Civic, the Symphony would explore allowing other people to utilize the equipment with a contract and rules in place. It would benefit the Symphony, but it could also help groups in the community who do not have the same



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, March 31, 2021

opportunities. Ed advised of an agreement that is already in place with the Sounds Choir for a video projector that the Sounds Choir installed at the Civic. Non-profits are not charged for the rental of the video projector, but money paid by for-profit rentals go to the Civic for the maintenance of the projector. Alekzandria Peugh advised that she has a few different groups that she needs to speak with before proceeding with a plan. The timeline of having a proposal by October is fine. Carrie Scheid motioned to approve the installation of the Symphony's audio-visual equipment with fee details to be worked out between the Symphony and the Civic by the October finances. Anne Staton-Voilleque seconded the motion. Motion carried.

Advertising on Marquee:

- Chandra Witt advised that there needs to be a discussion on the rate structure for the use of the Marquee by shows that are advertising their performance. There was a brief discussion, and it was advised that the City needs to go over the different scenarios that will be allowed and what the rates will be and submit a proposal to the committee by the middle of June. There was a request that the proposal be emailed to the committee prior to the meeting so the committee has an opportunity to review it and address concerns at the meeting.

Proposed Fee Changes for 2021/22 Fiscal Year:

- Pam Alexander recommended and proposed that no changes be made to the fee schedule and that the fee schedule remain as is for the 2021/2022 fiscal year. Brandi Newton asked about rentals strictly for live streaming, and she requested that they be charged a rehearsal fee and not a rental fee. The committee asked that live streaming events be added to the fee schedule for 2021/2022. City advised that a proposal on the fees will be provided.

Civic Renovation Funding Concerns and Path Forward:

- Carrie Scheid provided a list of positive and negative factors regarding Civic campaign concerns. Positive factors include: \$200,000 pledged for design and engineering; rising although volatile stock market; campaign committee; community interest. Negative factors include: skyrocketing costs of construction materials; major donor pool is sparse; COVID impact on major capital campaign fundraising and large venues; City politics-pressure on spending; IF High School not leaving, new superintendent; competing campaigns. It is the campaign committee's recommendation to scale the project back to a one million dollar (\$1,000,000.00) to one and a half million dollar (\$1,500,000.00) range. Carrie requested ideas of what could be done on a smaller scale in order to keep the momentum going on the Civic renovation. Anne Staton-Voilleque expressed that she did not feel that it is even possible to raise one and a half million dollars (\$1,500,000.00). There was a brief discussion on the band and art room that the high school is utilizing, and if the Civic would be obtaining those rooms back. Pam



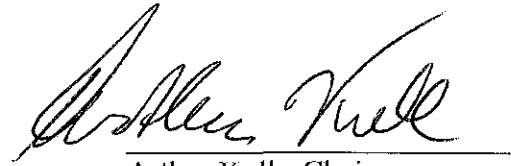
Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, March 31, 2021

Alexander advised that at this time there are no plans in place for the high school to relinquish the rooms back to the City. It was agreed that City staff would meet with Reggie Fuller and do a walk about at the Civic to see what project could be proposed.

- Ed Morgan advised the committee that the Civic received a donation of a PA system, which should be up and running shortly.

The meeting adjourned at 2:38 p.m.


Krista McKellip - Secretary


Arthur Kull - Chair



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, May 20, 2020

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a special committee meeting, Wednesday, May 20, 2020, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 1:30 p.m. and held remotely via Webex.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Rebecca Casper, Mayor
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Center for the Performing Arts Manager
Krista McKellip, General Services Office Assistant
Brandi Newton, Executive Director IF Arts Council
Alekszandria Peugh, Executive Director Idaho Falls Symphony
Cindy Ozaki, Vice President of the Idaho Falls Symphony Board of Directors

Absent:

None

The meeting was called to order by Chair Arthur Kull at 1:33 p.m.

Review and Approval of March 4, 2020, Meeting Minutes:

- Chair Arthur Kull called for the approval of the minutes from March 4, 2020. Bonnee Taggart motioned for the approval and Deidre Warden seconded the motion. Motion carried.

Public Comment:

- None.

Discussion of the Idaho Coronavirus (COVID-19) Rebound Plan and Preparation of the Civic Facilities:

- Large venues would not be able to reopen until the Governor's stage 4 order. Pam explained that she would have Bud Cranor post information on social media prior to the first show to remind people of the Center for Disease Control's (CDC) recommendations. Guidelines have not been released by the Public Health Department as of yet for large venues. Ed Morgan advised that social distancing



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should still be active, and in order to accomplish that it would allow for approximately 600 patrons. Ed advised that plexiglass shields would be added to the ticket booths allowing two (2) people to be in each of the booths at a time. As far as cleaning goes, movement will be restricted throughout the building during rehearsals to prevent having to clean the entire building between rehearsals. Cleaning will still be done between each show. Chandra Witt advised that there will be hand sanitizer stations available to patrons. Chandra also advised that the City looked into fogging between shows and it would cost approximately \$30,000.00 after each show. Chandra informed that the Committee should look into adding an additional cleaning fee on the contracts during the COVID-19 pandemic. Avenues need to be looked at to recoup some cleaning costs. Brandi Newton expressed that the Art's Council is following CDC's guidelines and will post reminders of those guidelines at events. They are fluid with policy at this time as nothing has been specifically mandated and they are also trying to be receptive to what the patrons are telling them they want. A survey of their patrons was conducted to see when patrons would feel comfortable being in a theater again and will money be a driving factor. Over 850 patrons participated and over 30% said that when the Governor says it's okay to be with people they will be with people, another 30% said they will be with people if they are socially distancing and 15% percent responded that they wouldn't right now, but maybe by the fall. Brandi expressed that patrons have not expressed a need for mandated masks, but the Art's Council will continue to encourage the wearing of masks. If patrons express that they want the need for masks they will revisit it. Ann Staton-Voilleque and Carrie Scheid expressed that they would not be attending shows if masks are not required. Carrie Scheid expressed that she felt audiences at the Colonial and the Civic were mainly of an older demographic who are in the risk group and that these older people, who may not have responded to the survey, won't attend without a mask requirement and the venues may lose season ticket holders and sponsors because of this. Brandi advised that she would take their recommendations to the board. Ed Morgan advised that as the Civic is a rental facility, if a presenter wants to require masks, they can choose to require the masks and enforce it. Alekzandria Peugh expressed concern over potential conflict due to inconsistency if some presenters require a mask and others do not. Alekzandria also requested that the use of bathrooms need to be kept in mind during shows and how to safely move people in and out of bathrooms during intermissions. Cindy Ozaki advised that ultraviolet lights should also be looked into to sanitize areas. Carrie Scheid expressed that she felt that any decisions made at this time would be premature as the official stage 4 guidelines have not been released. Mayor Rebecca Casper provided feedback from experience with the Governor's office, and that the board members could contact and weigh in with the Governor's office for guidance. It was agreed that this item would be tabled until further guidelines came from the Governor's office and the CDC. There was a brief discussion regarding live streaming and Ed advised that he has some equipment to video.



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Discussion of Protocols for the Civic Beyond Stage 4 of the Idaho COVID-19 Rebound Plan:

- It was agreed that this item would be postponed until the next meeting when guidelines have been posted.

Fiscal Year 2020/21 Civic Fee Discussion:

- Chandra Witt sent an email with a breakdown of the revenue on tickets from the Idaho Falls Arts Council. Pam advised that the committee wanted this information to see if we would have a facility fee or a transaction fee. Carrie advised that she believed the facility fee would be for those who do not sell tickets, and if they sell tickets it would be a transaction fee. Pam Alexander explained that the City will be facing a financial impact on the General Fund side due to COVID-19. There was a brief discussion regarding the uncertainty at this time and that this may need to be tabled for a future date. Mayor Rebecca Casper explained the different timing issues regarding tabling this discussion, and that the committee could come to a decision without enforcing it. It was agreed that any decision on this item would be postponed.

The meeting adjourned at 2:21 p.m.


Krista McKellip - Secretary


Arthur Kull - Chair



PERSONNEL MANUAL

~~August 2020~~

2021

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I. Purpose

In recognition of the unique role played by the Idaho Falls Police Department (IFPD) in service to the community, this Policy is intended to increase general efficiency, to promote harmonious and collaborative relations within the Department, and to protect the rights, well-being, safety, and security of Department employees.

This Police Personnel Policy is the result of collaboration among City employees and is intended to promote the highest ideals and values of the Department. This Policy is not and shall not be considered or interpreted as a collective bargaining agreement between the City and any employee or group of employees, whether formally or informally organized. The Council has reviewed and approved this Policy.

II. Application and Interpretation of this Policy

A. The provisions of this Police Personnel Policy shall apply to all Idaho Falls Police Department employees except where it is specifically indicated that the provision applies only to certain Department employees. Additionally, the City Personnel Policy manual shall continue to apply to all Police Department employees, except where a provision of this Police Personnel Policy is more specific, in which case a Police Department employee shall be subject to this Police Personnel Policy. The City Director of Human Resources is authorized by the Council to interpret which Personnel Policy shall be applied to a Police Department employee if an uncertainty or dispute arises about the application of this Police Personnel Policy.

B. Calculating Time.

“Day” as used in this Policy, shall mean one (1) twenty-four (24) hour calendar day beginning at midnight and ending twenty-four (24) hours later, whether or not the City is open for business. When time is calculated for a deadline, counting begins on the day following the date a document is required to be submitted or an event is due to occur. Where a due date falls on a day that the City is officially closed for business (e.g., a weekend or official or declared Holiday), the due date is on the first date that the City is open for business following the due date.

III. Changes

Changes may be made to this Police Personnel Policy by the Council at the recommendation of the Police Department, Police Department employees, Human Resources, or Elected Officials. Department employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council.

IV. Management Decisions and Expectations

“Management”, as used in this Policy includes the Chief of Police, Captains, the Communications Manager, the Animal Control Director, and Lieutenants. The Police Department management staff possesses and retains the sole authority to operate and lead the Department. This authority includes, but is not limited to, the following examples:

1. Determining the mission of IFPD
2. Setting standards of Department service to be offered the public
3. Exercising control and discretion over its organization and operation
4. Disciplining or discharging non-probationary Police Officers for cause
5. Directing the work force
6. Hiring, assigning, or transferring employees
7. Determining the methods, means, and number of employees needed to carry out Department objectives
8. Introducing new or improved methods, police policies, or equipment
9. Changing existing police policies, methods, or equipment
10. Relieving employees because of lack of work
11. Taking whatever actions necessary to carry out the objective of the Department in situations of emergency
12. Establishing positions of employment and classifications for positions
13. Establishing performance standards and/or revising performance standards to determine acceptable performance levels of employees

V. Employee Expectations

1. Expectations.

~~A. Employees may present their views to the Management of the Department, to the City, or to the Human Resources Director or the Department's Human Resources Representative at any time. and to the City at any time. Additionally, the Chief of Police will meet with employees (including employees from all Department Bureaus and all levels of employment in the Department) in at least three (3) separate meetings to listen to employee views and suggestions during the months of February and March of each year.~~

~~— At the request of the Chief of Police or Department employees, a Human Resource Department representative will attend these meetings.~~

~~A. The Chief of Police will present the results of these meetings in writing to the Mayor and Department employees by April 10th annually. Any Department employee may present their ideas or concerns to the Mayor and Council if they disagree with the written recommendations as contained in the Chief's report~~

2. Investigations.

A. Employees may be accompanied and assisted by a representative of their choice at all times when subject to investigation of alleged acts of misconduct. No representative shall be a person who is the subject of the same investigation. Employees shall be granted a reasonable amount of time to obtain such representation prior to any internal investigation or pre-disciplinary hearing.

Employees' access to representation does not apply to performance based, informal, routine, or unplanned discussions between employees and their supervisors.

B. Procedures set out in this Policy will be followed by the Department during investigative interviews. Such procedures do not apply to routine, initial inquiries, coaching, counseling, instruction, or direction given to employees by their supervisors.

Prior to an internal investigative interview, employees will be advised of the following:

a. The nature of the matter being investigated

- b. The specific allegation(s) of misconduct, if any, against the employee being interviewed
- c. The date, time, and location of the matter that gave rise to the allegation(s),
- d. All rights and obligations pertaining to the *Garrity* rule
- e. The employee's access to representation, as provided in Section 2. A- above

The interview will specifically and narrowly focus on the job related conduct of the employee.

- C. The Investigator. Persons conducting the interview will not use offensive language or threaten disciplinary action. An employee who refuses to respond to questions or submit to interviews will be informed that failure to answer questions narrowly and directly related to job-related conduct may result in disciplinary action.

Persons conducting the interview shall not be a person with significant personal, first-hand knowledge of the facts giving rise to the investigation.

Except for the Chief of Police, persons making the final disposition in an investigation may not be the person who made the initial allegations(s), either directly or indirectly.

- D. Dispositions and Time limits. Employees shall be notified in writing of the final disposition of an investigation, including a disposition of each allegation, and the disciplinary action to be administered, if applicable, within ninety (90) days following the date the Department received the allegations that form the basis of the investigation. An extension may be granted by the Chief. The employee shall be notified in writing of any such extension, the reason for the extension, and the anticipated investigation conclusion date.

In the event an employee is notified that a final disposition of an investigation includes a finding of misconduct which may result in time off without pay, demotion, or termination, a pre-disposition hearing will be held no sooner than fourteen (14) days and no later than thirty (30) days following hand delivery to the employee of notice of the pre-disposition hearing date, time, and location unless

another date for the pre-disposition hearing is otherwise mutually agreed by the employee and the Department.

- E. Access and entries into Employee Personnel Files. Employees shall, upon reasonable notice, be provided access to their own individual Internal Affairs files (only after such investigation is completed) or Personnel files.

A document adverse to an employee's employment may not be entered in their Personnel file (which is a file different from and does not include any Internal Affairs files) without the employee having first read and signed the document.

The adverse entry may be made, after the employee reads the document, even if the employee refuses to sign it. The employee's refusal to sign shall be noted on the adverse document. The employee will have fourteen (14) days from the date the employee reads and is asked to sign the adverse document within which to file a written response or comment to any adverse document entered in their personnel file. The employee's written response, if any, shall be attached to and accompany the adverse document but the adverse document shall remain in the Personnel file.

VI. Hours of Service and Overtime

The Fair Labor Standards Act (FLSA) and its regulations outline the Department's legal obligations to pay minimum wages and overtime. Nothing in this Section VI alters the calculation of employee step and grade classification, wage rate, or overtime rate.

Compensation for the employee in this Section VI, where applicable, is in addition to the regular step and grade hourly rate of pay that includes any additional hourly compensation due to longevity, language facility, and the like (referred to in this Section VI. as the employee's "hourly base rate").

1. FLSA Work Periods. Sworn police officers shall fall under the FLSA fourteen (14) day, eighty (80) hour work period for overtime consideration.

All other police department employees shall fall under the FLSA seven (7) day, forty (40) hour work week for overtime compensation.

2. Changes in regular work days off. If the Department fails to give an employee at least fourteen (14) calendar days' prior notice of a change to the employee's regular days off, the Department will pay the employee for all time worked at a rate of one and one-half times the employee's hourly base rate.
3. Changes in Scheduled Hours. If IFPD fails to give employees at least fourteen (14) calendar days' prior notice of a change to the employee's scheduled hours, the Department will pay the employee for all time worked outside the regularly scheduled hours at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.3~~r~~ applies to **Sworn Police Officers, Dispatch employees, and Animal Control Enforcement Officers** only.
4. Unscheduled House (Shift Extensions). All approved unscheduled hours worked by employees, such as shift extensions, shall be paid at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.4~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.
5. Grant and Billable Details. An employee who works an extra shift, outside of their regularly scheduled hours pursuant to a grant or billable work detail (such as airport operations, DUI saturation grants, seatbelt enforcement grants, school resource functions, etc.), shall be paid actual hours worked at a rate of one and one-half times the employee's hourly base rate. This Subsection VI.5~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.
6. Compensation for Court/Administrative Proceedings. Employees shall receive compensation for a court or administrative proceeding appearance as a witness subpoenaed by the City, the State of Idaho, the United States or a party to a legal proceeding when the appearance is related to the employee's official duties as follows.

Court or administrative proceeding appearances made while on-duty shall constitute normal hours of work and will be compensated accordingly.

Employees who are required to attend court or other administrative proceedings in person while off-duty will be paid a minimum of four (4) hours at the rate of one and one-half times the employee's hourly base rate. If the off-duty required personal attendance is for more than four (4) hours, then the employee shall be paid with actual time worked at the rate of one and one-half times the employee's hourly base rate. If the off-duty attendance may be accomplished by telephone or teleconference, the employee will be paid a minimum of two (2) hour at the rate of one and one-half times the employee's hourly base rate.

If the court or other administrative proceeding starts immediately at the end of the employee's regular scheduled work shift or starts before the employee's shift ends and extends past when the employee's shift is scheduled to end, the employee will be paid for the actual time worked past the end of their shift at the rate of one and one-half the employee's hourly base rate.

If the prosecutor or subpoenaing authority does not cancel the employee's appearance request forty-eight (48) hours before the court or administrative hearing is scheduled, the employee will be paid as described in this Section VI. 6, as long as they were physically able to attend the court or administrative hearing on time. It is the employee's responsibility to call the prosecutor or subpoenaing authority not less than forty-eight (48) hours prior to the scheduled court or administrative proceeding to see whether their appearance is still required.

7. Standby. Standby is when an employee's off duty activities are restricted in such a way that they are available for an immediate return to work. Employees who are placed on standby shall be compensated with two (2) hours at the employee's hourly base rate for each twenty-four (24) hour "day" they are on standby status. This Subsection VI.7. applies to **Detectives** only.
8. Callout. Employees who have been released from their scheduled work shift and have been directed to perform work by an appropriate Bureau head or designated representative without at least twenty-four (24) hours advance notice or scheduling shall receive a minimum of two (2) hours compensation at one and one half times the employee's hourly base rate.

Off-duty employees who are directed to perform work at the employee's current physical location shall receive a minimum of one (1) hour compensation at one and one half times their wage rate.

9. Compensatory Time. Employees may request compensatory time off in lieu of pay for overtime, and such compensatory time may be allowed, subject to approval of the Bureau Commander.

Employees shall not accrue more than one hundred twenty (120) hours of compensatory time. Employees who have accrued one hundred twenty (120) hours of compensatory time off, shall, for additional overtime hours worked, be compensated with pay at one and one half time their regular rate of pay.

Utilization of compensatory time. Employees may use their compensatory time when staffing is sufficient to take time off. When there is not sufficient staffing to take time off, compensatory time can only be used if there is someone willing to cover the time for the employee. The Department will attempt to find someone willing to cover the time and will not order someone else to work so that an employee can take compensatory time off.

Employees may cash in up to eighty (80) hours of their accrued compensatory time at the end of each year by notifying the Office of the Chief between April 1 and April 30 and shall be converted in October of the same year.

10. Out of Classification work. When an employee is assigned to work temporarily for forty (40) hours or more at a position in a higher pay classification, the employee shall be compensated as if they had been moved to that higher pay classification but only during the duration of the temporary assignment. The employee will have no expectation that the temporary out of classification assignment is a promotion or is permanent.

VII. Vacation and Holidays

1. Definitions applicable to this Section VII:

Holiday: Any of the eleven (11) official City-observed holidays scheduled each year where the City is closed for normal business operations. The Holidays of the Fourth of July, Christmas, and New Year will occur on the actual day of the holiday for **Police Officers, Dispatchers, and Animal Control Officers**, regardless of the date of official City Observance of those Holidays.

Holiday Substitute Compensation (HSC): Compensation for work performed on all or part of a Holiday, pursuant to this Policy, which is taken by the employee in time off rather than in pay. HSC may be earned and taken by an employee on an hour-by-hour basis up to the full value of that employee's Holiday pay, regardless of whether the employee is scheduled to work a shift of 8, 10, or 12 hours that falls partly or wholly on a Holiday. HSC can be used only when shift staffing levels are above minimum, as solely determined by Management. No employee may carry a balance of more than one-hundred twenty (120) hours of HSC at any time.

Investigations and Special Operations Bureau: A Department Bureau comprised of Major Crimes detectives, Special Investigations Unit detectives, Crime Scene and Lab technician, School Resource officers, DARE officers, Airport officers, SWAT Team selections, Bomb Squad selections, and Crowd Control Team selections.

Seniority: Cumulative time of service in the Police Department, based upon date of hire.

Time on Team Seniority: The cumulative, consecutive time of service in a given Department, Bureau, or subdivision based on the date of assignment to such Department, Bureau, or subdivision.

Sworn Personnel: A sworn police officer

Non-Sworn personnel: An employee of the Police Department who is not a sworn police officer

2. Vacation Time. Vacation time is an important benefit for Police Department employees. Vacation time can help reduce stress and improve employee performance. Employees will accrue vacation at different rates based on years of service and as calculated using the method set out in the City Personnel Manual.

3. Shift Bidding.

a. Patrol Bureau sworn personnel assigned to Patrol Bureau will have the opportunity to bid for use of accrued vacation time annually when the Patrol Bureau shift bid is being conducted. The shift bid is done by Department Seniority. Each officer will have the opportunity during the shift bidding process to use up to, but no more than their yearly accrual of vacation time. At the conclusion of the shift bidding process and throughout that same calendar year, any vacation time that has carried over from previous years may be used on a first come, first served basis, and only when mandatory minimum staffing requirements are met for those effected shifts.

Lieutenants and Sergeants assigned to the Patrol Bureau will bid for vacation time by Department seniority according to the date of promotion with respect to their rank. This Subsection VII.3.a- applies to the **Patrol Bureau Sworn Police Officers** ~~employees~~ only.

b. Investigations and Special Operations Bureau sworn police officer personnel assigned to the Investigations Bureau will have the opportunity to bid for vacation time annually based on their Time on Team Seniority. Officers assigned to the Investigations Bureau may bid up to, but no more than their yearly accrual of vacation time during this process. At the conclusion of the vacation bid process any vacation time that has carried over from previous years may be used on a first come first served basis according to minimum staffing requirements within the Investigations Bureau.

Lieutenants and Sergeants assigned to the Investigation and Special Operations Bureau will bid for vacation time by Department Seniority according to the date of promotion with respect to their rank. This Subsection VII.3.b- applies to the **Investigation employees** and **Special Operations Bureau Sworn Police Officers** ~~employees~~ only.

4. Compensation related to a Holiday.
 - A. Holiday compensation is due to every employee, whether that employee works on the Holiday or is scheduled to be off on the Holiday, at that employee's customary rate of pay for the Holiday (i.e., as extra day time off duty pay).

B. Holiday compensation shall be applied in any one (1) of the following ways for each Holiday, as applicable:

1. If a Holiday falls on an employee's regular work day and the employee takes the Holiday off, the employee shall receive no additional compensation for that Holiday.
2. If a Holiday falls on an employee's regular, scheduled day off, and the employee does not work on that scheduled day off, the employee will earn only Holiday Substitute Compensation (HSC) and will not earn pay for the Holiday.
3. If a Holiday falls on an employee's regular, scheduled work day and the employee is required to work the Holiday, the employee has the option of HSC and/or pay for the Holiday time worked, in hourly increments and in any combination of HSC or pay chosen by the employee. Such compensation is in addition to the employee's hourly base rate.

VIII. Promotions

Promotions in the Department shall be upon job performance and competitive examinations. All candidates for a promotion must meet the job requirements for the position during the testing cycle. Candidates will not be eligible for promotion until the minimum time requirements for the position have been met. Written examination(s) may be given as often as needed, as determined by the Chief, in order to establish a viable eligibility list. A minimum written test score appropriate for each examination will be determined and announced at least fourteen (14) days prior to the examination date. Notice of openings for promotions shall be posted on the Department of Human Resources web page at least fourteen (14) days prior to the date upon which the written examination for the position shall be conducted. This Subsection VIII applies to **Sworn Police Officers** only.

Tests and consideration for promotional placement may include a written examination, assessment center, and staff evaluations. The methods used and weight to be given grades

in each area utilized will be determined by the Chief and announced at least fourteen (14) days prior to the date upon which the examination is to be given.

Where two (2) or more applicants for promotion receive identical grades, their ranking on the eligible list shall be determined by preference given to employment seniority.

The total number of persons allowed to participate in the Department assessment process shall be determined in advance by the Chief. If there are more applicants than the number of ~~positions~~ positions available for testing in the assessment process, the candidates receiving the highest written exam scores shall be selected for participation in the assessment.

The finished candidate for promotion ranking will form an eligibility list for promotion to the position and will apply to all current openings existing at the time the list is established. The Chief will select, at the Chief's discretion, from the top three (3) candidates on the promotional eligibility list for a period of one (1) year following the initial promotions. Any promotion(s) made following the initial promotions for openings existing at the time the list is established will be subject to and dependent upon an interview and re-evaluation by the Chief of Police based upon the candidate's then-current performance and any pending internal investigations. At the Chief's sole discretion, the promotional eligibility list may be utilized for promotions for up to one (1) additional year following the expiration of the initial one (1) year period the promotion eligibility was established.

IX. Seniority

Seniority shall be applied as described in Section VII for shift bidding and vacation bidding, and as described in Section VIII for breaking ties in promotions. Seniority shall not be used for any other purpose in this Police Personnel Policy.

X. Grievance Procedure

Purpose.

The purpose of this grievance procedure is to maintain a productive, cooperative, efficient and experienced work force, thereby enhancing the public welfare; to not unjustifiably

terminate or treat employees inappropriately; to afford the City administrative staff and employees opportunity to resolve errors, disputes, without the need for judicial intervention. This grievance procedure is the exclusive procedure to be applied to Department non-probationary sworn officers. All other Department employees shall utilize grievance procedures set out in Section XXIX of the City Personnel Policy Manual.

Grievance Defined.

“Grievance” is any complaint by a regular employee who is subject to this Grievance Procedure and related to the following:

1. A disciplinary action applied to an employee,
2. Action taken by an employee which results in unfair or discriminatory treatment, inequity, or arbitrary or capricious action relative to another employee, based on a legally protected status,
3. Any interpretation or dispute regarding the terms and conditions of this Policy, or
4. Retaliation or recrimination as result of any action by a superior that violates public policy or law.

No Retaliation.

An employee who files a grievance shall be free from restraint, interference, discrimination, or reprisal by the City, its officers or employees, for having filed a grievance.

Privacy.

All documents, records and information generated, compiled or kept in conjunction with a grievance shall be exempt from disclosure to the public to the extent allowed by the Idaho Code (especially Title 74, Chapter 1 commonly known as the “Idaho Public Records Act”). An employee who files a grievance may obtain copies of records related to a grievance pursuant to the Idaho Public Records Act.

Commencing a Grievance.

Every employee is encouraged not to file a grievance until after he or she has made a reasonable effort to resolve the subject matter of the grievance with his or her immediate supervisor or other person against whom the grievance could be filed. Examples of

reasonable effort include: meeting informally with the person(s) affected to discuss the matter; engaging a supervisor to assist in resolving a matter; suggesting a compromise or resolution; self-assessment; reviewing a policy with a peer or supervisor to clarify expectations.

A grievance shall be commenced by filing the grievance with the Chief of Police. Such grievance shall be in writing and shall contain the following:

1. The name and job classification of the grievant;
2. The date of the alleged action(s) or omission(s) which form the basis of the grievance;
3. A statement of the facts, materials, and arguments supporting the grievance;
4. A list of all articles, sections, or rules of the Department, City policy, or law which are alleged to have been violated; and
5. The remedy or resolution sought.

Failure of the City to comply with the time limits specified in this grievance process shall automatically and immediately advance the grievance to the next Step in the grievance process. Failure of a grievant to comply with the time limits specified in this grievance policy automatically and immediately results in the denial of the grievance.

The time limits herein stated may be extended only by prior written mutual agreement of the parties.

Grievance Process:

Step 1. Chief's review. The grievance process shall be initiated by submitting the written grievance to the Chief of Police within fourteen (14) days following the disputed grieved action or inaction or the date that the employee knew or should have known of the action or inaction, whichever is earlier. This requirement is meant to encourage prompt reporting and resolution of the matter grieved.

Within fourteen (14) days following the Chief's receipt of the written grievance, the Chief shall meet with the grievant (and his or her representative, if requested) to discuss the grievance. The Chief shall provide a written response to the grievant within fourteen (14) days following such meeting.

Step 2. Mayor's review. If the grievant does not agree with the Chief's response in Step 1, the grievance may be submitted by the grievant to the Mayor within fourteen (14) days following the Chief's response.

Within fourteen (14) days following receipt of the grievance and materials from Step 1, the Mayor shall provide a written response to the grievant.

Step 3. Independent Review. If the grievant does not agree with the Mayor's response in Step 2, the grievance may be submitted for independent third-party review in the following manner:

Within twenty one (21) days following the grievant's receipt of the Mayor's response in Step 2, the grievant shall deliver a written request for independent review to the City Human Resources (HR) Director. The grievant and the HR Director shall meet to select an independent reviewer from a list of qualified reviewers within fourteen (14) days following the receipt of the demand from the grievant for such review.

The HR Director shall maintain a list of not less than five (5) qualified independent reviewers. If the parties are unable to agree upon an independent reviewer, the HR Director and grievant shall alternately strike a name from the list (the first to strike a name shall be determined by coin flip) until the name of only one (1) individual from the list remains. The remaining person shall be the independent reviewer for the grievance.

The independent reviewer shall be selected and engaged within fourteen (14) days following a meeting between the grievant and HR Director to select a reviewer. The review will commence within fourteen (14) days following the reviewer's receipt of grievance material provided by the HR Director. The failure of the reviewer to commence and to complete review within the time periods established shall result in selection of a new reviewer, who will proceed with the process outlined in this Step 3 until a review is completed.

The scope of review by the independent reviewer in Step 3 shall be limited to whether the action taken against the grievant was or resulted in something unfair, discriminatory, inequitable, arbitrary, or capricious, based upon 1. a legally protected status, or 2. whether any Department or City policy was vague, subject to misinterpretation, or erroneously or wrongly applied to the grievant. The reviewer shall have no authority to rule contrary to,

expand upon, or eliminate any terms or conditions of a Department policy or City Personnel policy.

The grievant and the City may submit materials and/or testimony in support of their relative positions, the weight, materiality, and persuasiveness of which shall be determined solely by the reviewer. The reviewer may request additional information or clarification of any party or person and may independently research the matter; however, the reviewer shall have no authority to compel production of any information nor have the authority to compel the presence or testimony of any person. The reviewer shall not attribute any adverse motive or inference to materials not proffered by the grievant or the City.

The reviewer shall be requested to provide the parties with a written statement of relevant criteria and standards and a decision justifying the reviewer's decision regarding the grievance within thirty (30) days of commencement of the review.

An informal group comprised of the Chief of Police, a representative from the HR Department and a representative from the City Attorney's office will meet to confer about the reviewer's decision within fourteen (14) days following the City's receipt of the decision (to consider it and to take action, if any, deemed appropriate).

XI. Boot and Uniform Cleaning Allowance

All Department employees who are required by the Chief to maintain and be in an official Department uniform as part of their employment shall receive four hundred fifty dollars (\$450) annually to be paid on the first pay period of July, if employed on such date. This Subsection XI applies to **Sworn Police Officers, Animal Control, and ~~Parking Enforcement~~ Code Enforcement** employees only.

XII. Career Path

~~Subject to approval and funding by the Council, the~~ The Department will develop and promote a Career Path Program whose purpose is to develop highly motivated, educated and skilled **non-probationary Police Officers, Sergeants, Lieutenants, and Captains, Dispatchers, Dispatch Supervisors, and Dispatch Managers**. This Program is intended to encourage and reward these employees for improving and expanding their law enforcement skills. The Career Path Program will be designed to be available to participants who have received an overall acceptable or better on their two (2) most recent performance evaluations. The Career Path Program will be proposed to consist of four (4) categories of

achievement: education, leadership academy, physical fitness, and skills. This Subsection XII applies to **Sworn Police Officers** and Dispatchers only.

XIII. Police Employee Association Business:

Regular employees elected to an office within an employee association or selected by an employee's association for the purpose of any grievance meeting or presentation of new recommendations, upon notification of the Chief, shall be granted time off to perform such duties with no loss of pay to the employee, provided such meetings or duties shall not require the employee to leave the City or indulge in any other meetings or business not to exceed a maximum of four (4) people at any one time.



PERSONNEL MANUAL

~~August 2020~~

2021

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I. Purpose

In recognition of the unique role played by the Idaho Falls Police Department (IFPD) in service to the community, this Policy is intended to increase general efficiency, to promote harmonious and collaborative relations within the Department, and to protect the rights, well-being, safety, and security of Department employees.

This Police Personnel Policy is the result of collaboration among City employees and is intended to promote the highest ideals and values of the Department. This Policy is not and shall not be considered or interpreted as a collective bargaining agreement between the City and any employee or group of employees, whether formally or informally organized. The Council has reviewed and approved this Policy.

II. Application and Interpretation of this Policy

A. The provisions of this Police Personnel Policy shall apply to all Idaho Falls Police Department employees except where it is specifically indicated that the provision applies only to certain Department employees. Additionally, the City Personnel Policy manual shall continue to apply to all Police Department employees, except where a provision of this Police Personnel Policy is more specific, in which case a Police Department employee shall be subject to this Police Personnel Policy. The City Director of Human Resources is authorized by the Council to interpret which Personnel Policy shall be applied to a Police Department employee if an uncertainty or dispute arises about the application of this Police Personnel Policy.

B. Calculating Time.

“Day” as used in this Policy, shall mean one (1) twenty-four (24) hour calendar day beginning at midnight and ending twenty-four (24) hours later, whether or not the City is open for business. When time is calculated for a deadline, counting begins on the day following the date a document is required to be submitted or an event is due to occur. Where a due date falls on a day that the City is officially closed for business (e.g., a weekend or official or declared Holiday), the due date is on the first date that the City is open for business following the due date.

III. ~~Changes~~Recommendations for Change

Employees may present their individual suggestions for changes to their Department or for the City as a whole at any time. It is recommended, but not required, that such suggestions be made in the following order: to the Chief of Police; the Human Resource Department; the Mayor; Council member(s).

This recommended informal process for employees to express suggestions is not intended to replace, alter, or circumvent the procedures associated with the Grievance Procedure outlined in Section X of this Manual.

Changes recommended and brought forward by the Mayor or a Council member may be made to this Police Personnel Policy by Resolution adopted by the Council. Prior to adoption of such a Resolution, Department employees will be given not less than thirty (30) days to offer comment in any lawful manner to elected officials regarding proposed changes.

For the purposes of presentation of identified problems and/or suggestions for system improvements, employees elected to an office within an employee association or selected by an employees' association for the purpose of presentation of new recommendations, upon notification to the Chief of Police, shall be granted time off to perform such duties. The parameters for the granting of this time off are found in Section XXXV "Association Business" in the City of Idaho Falls Personnel Manual. ~~Changes may be made to this Police Personnel Policy by the Council at the recommendation of the Police Department, Police Department employees, Human Resources, or Elected Officials. Department employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council.~~

IV. Management Decisions and Expectations

"Management", as used in this Policy includes the Chief of Police, Captains, the Communications Manager, the Animal Control Director, and Lieutenants. The Police Department management staff possesses and retains the sole authority to operate and lead the Department. This authority includes, but is not limited to, the following examples:

1. Determining the mission of IFPD
2. Setting standards of Department service to be offered the public
3. Exercising control and discretion over its organization and operation

4. Disciplining or discharging non-probationary Police Officers for cause
5. Directing the work force
6. Hiring, assigning, or transferring employees
7. Determining the methods, means, and number of employees needed to carry out Department objectives
8. Introducing new or improved methods, police policies, or equipment
9. Changing existing police policies, methods, or equipment
10. Relieving employees because of lack of work
11. Taking whatever actions necessary to carry out the objective of the Department in situations of emergency
12. Establishing positions of employment and classifications for positions
13. Establishing performance standards and/or revising performance standards to determine acceptable performance levels of employees

V. Employee ~~Expectations~~ Investigations

~~1. Expectations.~~

~~1. Employees may present their views to the Management of the Department and to the City at any time. Additionally, the Chief of Police will meet with employees (including employees from all Department Bureaus and all levels of employment in the Department) in at least three (3) separate meetings to listen to employee views and suggestions during the months of February and March of each year.~~

~~At the request of the Chief of Police or Department employees, a Human Resource Department representative will attend these meetings.~~

~~The Chief of Police will present the results of these meetings in writing to the Mayor and Department employees by April 10th annually. Any Department employee may present their ideas or concerns to the Mayor and Council if they disagree with the written recommendations as contained in the Chief's report~~

~~2. Investigations.~~

1. Employees may be accompanied and assisted by a representative of their choice at all times when subject to investigation of alleged acts of misconduct. No representative shall be a person who is the subject of the same investigation. Employees shall be granted a reasonable amount of time to obtain such

representation prior to any internal investigation or pre-disciplinary hearing.

Employees' access to representation does not apply to performance based, informal, routine, or unplanned discussions between employees and their supervisors.

2. Procedures set out in this Policy will be followed by the Department during investigative interviews. Such procedures do not apply to routine, initial inquiries, coaching, counseling, instruction, or direction given to employees by their supervisors.

Prior to an internal investigative interview, employees will be advised of the following:

- a. The nature of the matter being investigated
- b. The specific allegation(s) of misconduct, if any, against the employee being interviewed
- c. The date, time, and location of the matter that gave rise to the allegation(s),
- d. All rights and obligations pertaining to the *Garrity* rule
- e. The employee's access to representation, as provided in Section 2. A- above

The interview will specifically and narrowly focus on the job related conduct of the employee.

3. The Investigator. Persons conducting the interview will not use offensive language or threaten disciplinary action. An employee who refuses to respond to questions or submit to interviews will be informed that failure to answer questions narrowly and directly related to job-related conduct may result in disciplinary action.

Persons conducting the interview shall not be a person with significant personal, first-hand knowledge of the facts giving rise to the investigation.

Except for the Chief of Police, persons making the final disposition in an investigation may not be the person who made the initial allegations(s), either directly or indirectly.

4. Dispositions and Time limits. Employees shall be notified in writing of the final

disposition of an investigation, including a disposition of each allegation, and the disciplinary action to be administered, if applicable, within ninety (90) days following the date the Department received the allegations that form the basis of the investigation. An extension may be granted by the Chief. The employee shall be notified in writing of any such extension, the reason for the extension, and the anticipated investigation conclusion date.

In the event an employee is notified that a final disposition of an investigation includes a finding of misconduct which may result in time off without pay, demotion, or termination, a pre-disposition hearing will be held no sooner than fourteen (14) days and no later than thirty (30) days following hand delivery to the employee of notice of the pre-disposition hearing date, time, and location unless another date for the pre-disposition hearing is otherwise mutually agreed by the employee and the Department.

5. Access and entries into Employee Personnel Files. Employees shall, upon reasonable notice, be provided access to their own individual Internal Affairs files (only after such investigation is completed) or Personnel files.

A document adverse to an employee's employment may not be entered in their Personnel file (which is a file different from and does not include any Internal Affairs files) without the employee having first read and signed the document.

The adverse entry may be made, after the employee reads the document, even if the employee refuses to sign it. The employee's refusal to sign shall be noted on the adverse document. The employee will have fourteen (14) days from the date the employee reads and is asked to sign the adverse document within which to file a written response or comment to any adverse document entered in their personnel file. The employee's written response, if any, shall be attached to and accompany the adverse document but the adverse document shall remain in the Personnel file.

VI. Hours of Service and Overtime

The Fair Labor Standards Act (FLSA) and its regulations outline the Department's legal obligations to pay minimum wages and overtime. Nothing in this Section VI alters the calculation of employee step and grade classification, wage rate, or overtime rate.

Compensation for the employee in this Section VI, where applicable, is in addition to the

regular step and grade hourly rate of pay that includes any additional hourly compensation due to longevity, language facility, and the like (referred to in this Section VI. as the employee's "hourly base rate").

1. FLSA Work Periods. Sworn police officers shall fall under the FLSA fourteen (14) day, eighty (80) hour work period for overtime consideration.
All other police department employees shall fall under the FLSA seven (7) day, forty (40) hour work week for overtime compensation.
2. Changes in regular work days off. If the Department fails to give an employee at least fourteen (14) calendar days' prior notice of a change to the employee's regular days off, the Department will pay the employee for all time worked at a rate of one and one-half times the employee's hourly base rate.
3. Changes in Scheduled Hours. If IFPD fails to give employees at least fourteen (14) calendar days' prior notice of a change to the employee's scheduled hours, the Department will pay the employee for all time worked outside the regularly scheduled hours at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.3~~r~~ applies to **Sworn Police Officers, Dispatch employees, and Animal Control Enforcement Officers** only.
4. Unscheduled House (Shift Extensions). All approved unscheduled hours worked by employees, such as shift extensions, shall be paid at the rate of one and one-half times the employee's hourly base rate. This Subsection VI.4~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.
5. Grant and Billable Details. An employee who works an extra shift, outside of their regularly scheduled hours pursuant to a grant or billable work detail (such as airport operations, DUI saturation grants, seatbelt enforcement grants, school resource functions, etc.), shall be paid actual hours worked at a rate of one and one-half times the employee's hourly base rate. This Subsection VI.5~~r~~ applies to **Sworn Police Officers and Dispatch employees** only.

compensation for a court or administrative proceeding appearance as a witness subpoenaed by the City, the State of Idaho, the United States or a party to a legal proceeding when the appearance is related to the employee's official duties as follows.

Court or administrative proceeding appearances made while on-duty shall constitute normal hours of work and will be compensated accordingly.

Employees who are required to attend court or other administrative proceedings in person while off-duty will be paid a minimum of four (4) hours at the rate of one and one-half times the employee's hourly base rate. If the off-duty required personal attendance is for more than four (4) hours, then the employee shall be paid with actual time worked at the rate of one and one-half times the employee's hourly base rate. If the off-duty attendance may be accomplished by telephone or teleconference, the employee will be paid a minimum of two (2) hour at the rate of one and one-half times the employee's hourly base rate.

If the court or other administrative proceeding starts immediately at the end of the employee's regular scheduled work shift or starts before the employee's shift ends and extends past when the employee's shift is scheduled to end, the employee will be paid for the actual time worked past the end of their shift at the rate of one and one-half the employee's hourly base rate.

If the prosecutor or subpoenaing authority does not cancel the employee's appearance request forty-eight (48) hours before the court or administrative hearing is scheduled, the employee will be paid as described in this Section VI. 6, as long as they were physically able to attend the court or administrative hearing on time. It is the employee's responsibility to call the prosecutor or subpoenaing authority not less than forty-eight (48) hours prior to the scheduled court or administrative proceeding to see whether their appearance is still required.

7. Standby. Standby is when an employee's off duty activities are restricted in such a way that they are available for an immediate return to work. Employees who are placed on standby shall be compensated with two (2) hours at the employee's hourly base rate for each twenty-four (24) hour "day" they are on standby status. This Subsection VI.7. applies to **Detectives** only.

8. Callout. Employees who have been released from their scheduled work shift and have been directed to perform work by an appropriate Bureau head or designated representative without at least twenty-four (24) hours advance notice or scheduling shall receive a minimum of two (2) hours compensation at one and one half times the employee's hourly base rate.

Off-duty employees who are directed to perform work at the employee's current physical location shall receive a minimum of one (1) hour compensation at one and one half times their wage rate.

9. Compensatory Time. Employees may request compensatory time off in lieu of pay for overtime, and such compensatory time may be allowed, subject to approval of the Bureau Commander.

Employees shall not accrue more than one hundred twenty (120) hours of compensatory time. Employees who have accrued one hundred twenty (120) hours of compensatory time off, shall, for additional overtime hours worked, be compensated with pay at one and one half time their regular rate of pay.

Utilization of compensatory time. Employees may use their compensatory time when staffing is sufficient to take time off. When there is not sufficient staffing to take time off, compensatory time can only be used if there is someone willing to cover the time for the employee. The Department will attempt to find someone willing to cover the time and will not order someone else to work so that an employee can take compensatory time off.

Employees may cash in up to eighty (80) hours of their accrued compensatory time at the end of each year by notifying the Office of the Chief between April 1 and April 30 and shall be converted in October of the same year.

10. Out of Classification work. When an employee is assigned to work temporarily for forty (40) hours or more at a position in a higher pay classification, the employee shall be compensated as if they had been moved to that higher pay classification but only during the duration of the temporary assignment. The employee will have no expectation that the temporary out of classification assignment is a promotion or is permanent.

VII. Vacation and Holidays

1. Definitions applicable to this Section VII:

Holiday: Any of the eleven (11) official City-observed holidays scheduled each year where the City is closed for normal business operations. The Holidays of the Fourth of July, Christmas, and New Year will occur on the actual day of the holiday for **Police Officers, Dispatchers, and Animal Control Officers**, regardless of the date of official City observance of those Holidays.

Holiday Substitute Compensation (HSC): Compensation for work performed on all or part of a Holiday, pursuant to this Policy, which is taken by the employee in time off rather than in pay. HSC may be earned and taken by an employee on an hour-by-hour basis up to the full value of that employee's Holiday pay, regardless of whether the employee is scheduled to work a shift of 8, 10, or 12 hours that falls partly or wholly on a Holiday. HSC can be used only when shift staffing levels are above minimum, as solely determined by Management. No employee may carry a balance of more than one-hundred twenty (120) hours of HSC at any time.

Investigations and Special Operations Bureau: A Department Bureau comprised of Major Crimes detectives, Special Investigations Unit detectives, Crime Scene and Lab technician, School Resource officers, DARE officers, Airport officers, SWAT Team selections, Bomb Squad selections, and Crowd Control Team selections.

Seniority: Cumulative time of service in the Police Department, based upon date of hire.

Time on Team Seniority: The cumulative, consecutive time of service in a given Department, Bureau, or subdivision based on the date of assignment to such Department, Bureau, or subdivision.

Sworn Personnel: A sworn police officer

Non-Sworn personnel: An employee of the Police Department who is not a sworn police officer

- ### 2. Vacation Time.
- Vacation time is an important benefit for Police Department employees. Vacation time can help reduce stress and improve employee performance. Employees will accrue vacation at different rates based on years of service and as calculated using

the method set out in the City Personnel Manual.

3. Shift Bidding.

a. Patrol Bureau sworn personnel assigned to Patrol Bureau will have the opportunity to bid for use of accrued vacation time annually when the Patrol Bureau shift bid is being conducted. The shift bid is done by Department Seniority. Each officer will have the opportunity during the shift bidding process to use up to, but no more than their yearly accrual of vacation time. At the conclusion of the shift bidding process and throughout that same calendar year, any vacation time that has carried over from previous years may be used on a first come, first served basis, and only when mandatory minimum staffing requirements are met for those effected shifts.

Lieutenants and Sergeants assigned to the Patrol Bureau will bid for vacation time by Department seniority according to the date of promotion with respect to their rank.

This Subsection VII.3.a- applies to the **Patrol Bureau Sworn Police Officers** ~~employees~~ only.

b. Investigations and Special Operations Bureau sworn police officer personnel assigned to the Investigations Bureau will have the opportunity to bid for vacation time annually based on their Time on Team Seniority. Officers assigned to the Investigations Bureau may bid up to, but no more than their yearly accrual of vacation time during this process. At the conclusion of the vacation bid process any vacation time that has carried over from previous years may be used on a first come first served basis according to minimum staffing requirements within the Investigations Bureau.

Lieutenants and Sergeants assigned to the Investigation and Special Operations Bureau will bid for vacation time by Department Seniority according to the date of promotion with respect to their rank. This Subsection VII.3.b- applies to the **Investigation**

employees and **Special Operations Bureau Sworn Police Officers** ~~employees~~ only.

4. Compensation related to a Holiday.

A. Holiday compensation is due to every employee, whether that employee works on the Holiday or is scheduled to be off on the Holiday, at that employee's customary rate of pay for the Holiday (i.e., as extra day time off duty pay).

B. Holiday compensation shall be applied in any one (1) of the following ways for each Holiday, as applicable:

1. If a Holiday falls on an employee's regular work day and the employee takes the Holiday off, the employee shall receive no additional compensation for that Holiday.
2. If a Holiday falls on an employee's regular, scheduled day off, and the employee does not work on that scheduled day off, the employee will earn only Holiday Substitute Compensation (HSC) and will not earn pay for the Holiday.
3. If a Holiday falls on an employee's regular, scheduled work day and the employee is required to work the Holiday, the employee has the option of HSC and/or pay for the Holiday time worked, in hourly increments and in any combination of HSC or pay chosen by the employee. Such compensation is in addition to the employee's hourly base rate.

VIII. Promotions

Promotions in the Department shall be upon job performance and competitive examinations. All candidates for a promotion must meet the job requirements for the position during the testing cycle. Candidates will not be eligible for promotion until the minimum time requirements for the position have been met. Written examination(s) may be given as often as needed, as determined by the Chief, in order to establish a viable eligibility list. A minimum written test score appropriate for each examination will be determined and announced at least fourteen (14) days prior to the examination date. Notice of openings for promotions shall be posted on the Department of Human Resources web page at least fourteen (14) days prior to the date upon which the written examination for the position shall be conducted. This Subsection VIII applies to **Sworn Police Officers** only.

Tests and consideration for promotional placement may include a written examination, assessment center, and staff evaluations. The methods used and weight to be given grades

in each area utilized will be determined by the Chief and announced at least fourteen (14) days prior to the date upon which the examination is to be given.

Where two (2) or more applicants for promotion receive identical grades, their ranking on the eligible list shall be determined by preference given to employment seniority.

The total number of persons allowed to participate in the Department assessment process shall be determined in advance by the Chief. If there are more applicants than the number of ~~positions~~ positions available for testing in the assessment process, the candidates receiving the highest written exam scores shall be selected for participation in the assessment.

The finished candidate for promotion ranking will form an eligibility list for promotion to the position and will apply to all current openings existing at the time the list is established. The Chief will select, at the Chief's discretion, from the top three (3) candidates on the promotional eligibility list for a period of one (1) year following the initial promotions. Any promotion(s) made following the initial promotions for openings existing at the time the list is established will be subject to and dependent upon an interview and re-evaluation by the Chief of Police based upon the candidate's then-current performance and any pending internal investigations. At the Chief's sole discretion, the promotional eligibility list may be utilized for promotions for up to one (1) additional year following the expiration of the initial one (1) year period the promotion eligibility was established.

IX. Seniority

Seniority shall be applied as described in Section VII for shift bidding and vacation bidding, and as described in Section VIII for breaking ties in promotions. Seniority shall not be used for any other purpose in this Police Personnel Policy.

X. Grievance Procedure

Purpose.

The purpose of this grievance procedure is to maintain a productive, cooperative, efficient and experienced work force, thereby enhancing the public welfare; to not unjustifiably

terminate or treat employees inappropriately; to afford the City administrative staff and employees opportunity to resolve errors, disputes, without the need for judicial intervention. This grievance procedure is the exclusive procedure to be applied to Department non-probationary sworn officers. All other Department employees shall utilize grievance procedures set out in Section XXIX of the City Personnel Policy Manual.

Grievance Defined.

“Grievance” is any complaint by a regular employee who is subject to this Grievance Procedure and related to the following:

1. A disciplinary action applied to an employee,
2. Action taken by an employee which results in unfair or discriminatory treatment, inequity, or arbitrary or capricious action relative to another employee, based on a legally protected status,
3. Any interpretation or dispute regarding the terms and conditions of this Policy, or
4. Retaliation or recrimination as result of any action by a superior that violates public policy or law.

No Retaliation.

An employee who files a grievance shall be free from restraint, interference, discrimination, or reprisal by the City, its officers or employees, for having filed a grievance.

Privacy.

All documents, records and information generated, compiled or kept in conjunction with a grievance shall be exempt from disclosure to the public to the extent allowed by the Idaho Code (especially Title 74, Chapter 1 commonly known as the “Idaho Public Records Act”). An employee who files a grievance may obtain copies of records related to a grievance pursuant to the Idaho Public Records Act.

Commencing a Grievance.

Every employee is encouraged not to file a grievance until after he or she has made a reasonable effort to resolve the subject matter of the grievance with his or her immediate supervisor or other person against whom the grievance could be filed. Examples of

reasonable effort include: meeting informally with the person(s) affected to discuss the matter; engaging a supervisor to assist in resolving a matter; suggesting a compromise or resolution; self-assessment; reviewing a policy with a peer or supervisor to clarify expectations.

A grievance shall be commenced by filing the grievance with the Chief of Police. Such grievance shall be in writing and shall contain the following:

1. The name and job classification of the grievant;
2. The date of the alleged action(s) or omission(s) which form the basis of the grievance;
3. A statement of the facts, materials, and arguments supporting the grievance;
4. A list of all articles, sections, or rules of the Department, City policy, or law which are alleged to have been violated; and
5. The remedy or resolution sought.

Failure of the City to comply with the time limits specified in this grievance process shall automatically and immediately advance the grievance to the next Step in the grievance process. Failure of a grievant to comply with the time limits specified in this grievance policy automatically and immediately results in the denial of the grievance.

The time limits herein stated may be extended only by prior written mutual agreement of the parties.

Grievance Process:

Step 1. Chief's review. The grievance process shall be initiated by submitting the written grievance to the Chief of Police within fourteen (14) days following the disputed grieved action or inaction or the date that the employee knew or should have known of the action or inaction, whichever is earlier. This requirement is meant to encourage prompt reporting and resolution of the matter grieved.

Within fourteen (14) days following the Chief's receipt of the written grievance, the Chief shall meet with the grievant (and his or her representative, if requested) to discuss the grievance. The Chief shall provide a written response to the grievant within fourteen (14) days following such meeting.

Step 2. Mayor's review. If the grievant does not agree with the Chief's response in Step 1, the grievance may be submitted by the grievant to the Mayor within fourteen (14) days following the Chief's response.

Within fourteen (14) days following receipt of the grievance and materials from Step 1, the Mayor shall provide a written response to the grievant.

Step 3. Independent Review. If the grievant does not agree with the Mayor's response in Step 2, the grievance may be submitted for independent third-party review in the following manner:

Within twenty one (21) days following the grievant's receipt of the Mayor's response in Step 2, the grievant shall deliver a written request for independent review to the City Human Resources (HR) Director. The grievant and the HR Director shall meet to select an independent reviewer from a list of qualified reviewers within fourteen (14) days following the receipt of the demand from the grievant for such review.

The HR Director shall maintain a list of not less than five (5) qualified independent reviewers. If the parties are unable to agree upon an independent reviewer, the HR Director and grievant shall alternately strike a name from the list (the first to strike a name shall be determined by coin flip) until the name of only one (1) individual from the list remains. The remaining person shall be the independent reviewer for the grievance.

The independent reviewer shall be selected and engaged within fourteen (14) days following a meeting between the grievant and HR Director to select a reviewer. The review will commence within fourteen (14) days following the reviewer's receipt of grievance material provided by the HR Director. The failure of the reviewer to commence and to complete review within the time periods established shall result in selection of a new reviewer, who will proceed with the process outlined in this Step 3 until a review is completed.

The scope of review by the independent reviewer in Step 3 shall be limited to whether the action taken against the grievant was or resulted in something unfair, discriminatory, inequitable, arbitrary, or capricious, based upon 1. a legally protected status, or 2. whether any Department or City policy was vague, subject to misinterpretation, or erroneously or wrongly applied to the grievant. The reviewer shall have no authority to rule contrary to,

expand upon, or eliminate any terms or conditions of a Department policy or City Personnel policy.

The grievant and the City may submit materials and/or testimony in support of their relative positions, the weight, materiality, and persuasiveness of which shall be determined solely by the reviewer. The reviewer may request additional information or clarification of any party or person and may independently research the matter; however, the reviewer shall have no authority to compel production of any information nor have the authority to compel the presence or testimony of any person. The reviewer shall not attribute any adverse motive or inference to materials not proffered by the grievant or the City.

The reviewer shall be requested to provide the parties with a written statement of relevant criteria and standards and a decision justifying the reviewer's decision regarding the grievance within thirty (30) days of commencement of the review.

An informal group comprised of the Chief of Police, a representative from the HR Department and a representative from the City Attorney's office will meet to confer about the reviewer's decision within fourteen (14) days following the City's receipt of the decision (to consider it and to take action, if any, deemed appropriate).

XI. Boot and Uniform Cleaning Allowance

All Department employees who are required by the Chief to maintain and be in an official Department uniform as part of their employment shall receive four hundred fifty dollars (\$450) annually to be paid on the first pay period of July, if employed on such date. This Subsection XI applies to **Sworn Police Officers, Animal Control, and ~~Parking Enforcement~~ Code Enforcement** employees only.

XII. Career Path

~~Subject to approval and funding by the Council, the~~ The Department will develop and promote a Career Path Program whose purpose is to develop highly motivated, educated and skilled **non-probationary Police Officers, Sergeants, Lieutenants, and Captains, Dispatchers, Dispatch Supervisors, and Dispatch Managers**. This Program is intended to encourage and reward these employees for improving and expanding their law enforcement skills. The Career Path Program will be designed to be available to participants who have received an overall acceptable or better on their two (2) most recent performance evaluations. The Career Path Program will be proposed to consist of four (4) categories of

achievement: education, leadership academy, physical fitness, and skills. This Subsection XII applies to **Sworn Police Officers** and Dispatchers only.

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Regular employees elected to an office within an employee association or selected by an employee's association for the purpose of any grievance meeting or presentation of new recommendations, upon notification of the Chief, shall be granted time off to perform such duties with no loss of pay to the employee, provided such meetings or duties shall not require the employee to leave the City or indulge in any other meetings or business not to exceed a maximum of four (4) people at any one time.

Economic Development: Building Easement

GRANT OF EASEMENT

THIS INDENTURE, made this ____ day of _____, 2021, between CITY OF IDAHO FALLS, IDAHO, a municipal corporation of the State of Idaho, P.O. Box 50220, Idaho Falls, Idaho 83405, County of Bonneville, hereinafter referred to as "GRANTOR," and Iona Girl Properties, LLC, a Idaho limited liability company, 2345 N Woodruff Avenue, IDAHO FALLS, ID 83401, hereinafter referred to as "GRANTEE."

WITNESSETH

WHEREAS, GRANTEE is the owner of a tract of land described as:

Lots 29 and 30, Block 1, Oregon Short Line Addition Railroad, according to the plat thereof, records of Bonneville County, Idaho, excepting therefrom any portion of public right-of-way for Park Avenue dedicated by a common law dedication or by prescription.

ALSO:

The Easterly 23.0 feet of Lot 31, Block 1, Oregon Short Line Railroad Addition, to the original Townsite of Eagle Rock, now known as the City of Idaho Falls, County of Bonneville, State of Idaho, according to the recorded plat thereof, and being more particularly described as follows:

Beginning at the most Easterly Corner of said Lot 31 and running thence Northwesterly along the Northeasterly line of Lot 31, 23.0 feet; thence Southwesterly and parallel to the Southeasterly line of Lot 31, 120.0 feet to the Southwesterly line of Lot 31; thence Southeasterly along said Southwesterly line, 23.0 feet to the most Southerly Corner thereof; thence Northeasterly along the Southeasterly line of Lot 31, 120.0 feet to the point of beginning.

Hereinafter referred to as the "BENEFITTED PROPERTY".

For and in consideration of the sum of One and No/100 Dollars (\$1.00) and other good and valuable consideration paid by GRANTEE, the receipt of which is hereby acknowledged, GRANTOR does hereby grant, bargain and convey unto GRANTEE, and its heirs successors or assigns forever, an irrevocable non-exclusive permanent no-structure easement over, across and under the following described real estate, situated in the County of Bonneville, State of Idaho, to-wit:

A strip of GRANTOR's property six (6) feet in width, along and directly coincident with, the Northwest and Southwest boundary lines of the BENEFITTED PROPERTY described above.

This no-build easement restricts the construction by GRANTOR or its heirs, successors or assigns of any building structure that might become a fire conduit between GRANTEE's existing building and any future building construction and has been granted in order to maintain an unobstructed minimum six (6') foot fire separation area between the plane of the existing finished façade of GRANTEE's building as it exists as of the date of this conveyance and any future buildings or structures GRANTOR wishes to construct.

GRANTOR further agrees that GRANTEE shall have the right to remove any structure placed on the BENEFITTED PROPERTY which violates the terms of this Grant of Easement, excepting therefrom any object that is allowed to exist in this area by the International Building Code, 2018 Edition, including but not limited to fences, landscaping, trees, shrubs, handrails, stairs, utility lines, or mechanical equipment. Such right may be exercised only after thirty (30) days prior notice to GRANTOR or its heirs, successors or assigns.

To have and to hold unto GRANTEE and its successors and assigns forever.

IN WITNESS WHEREOF, GRANTOR has hereunto subscribed its hand and seal on this day and year first above written.

"GRANTOR"
CITY OF IDAHO FALLS, IDAHO

By: Rebecca L. Noah Casper, Mayor

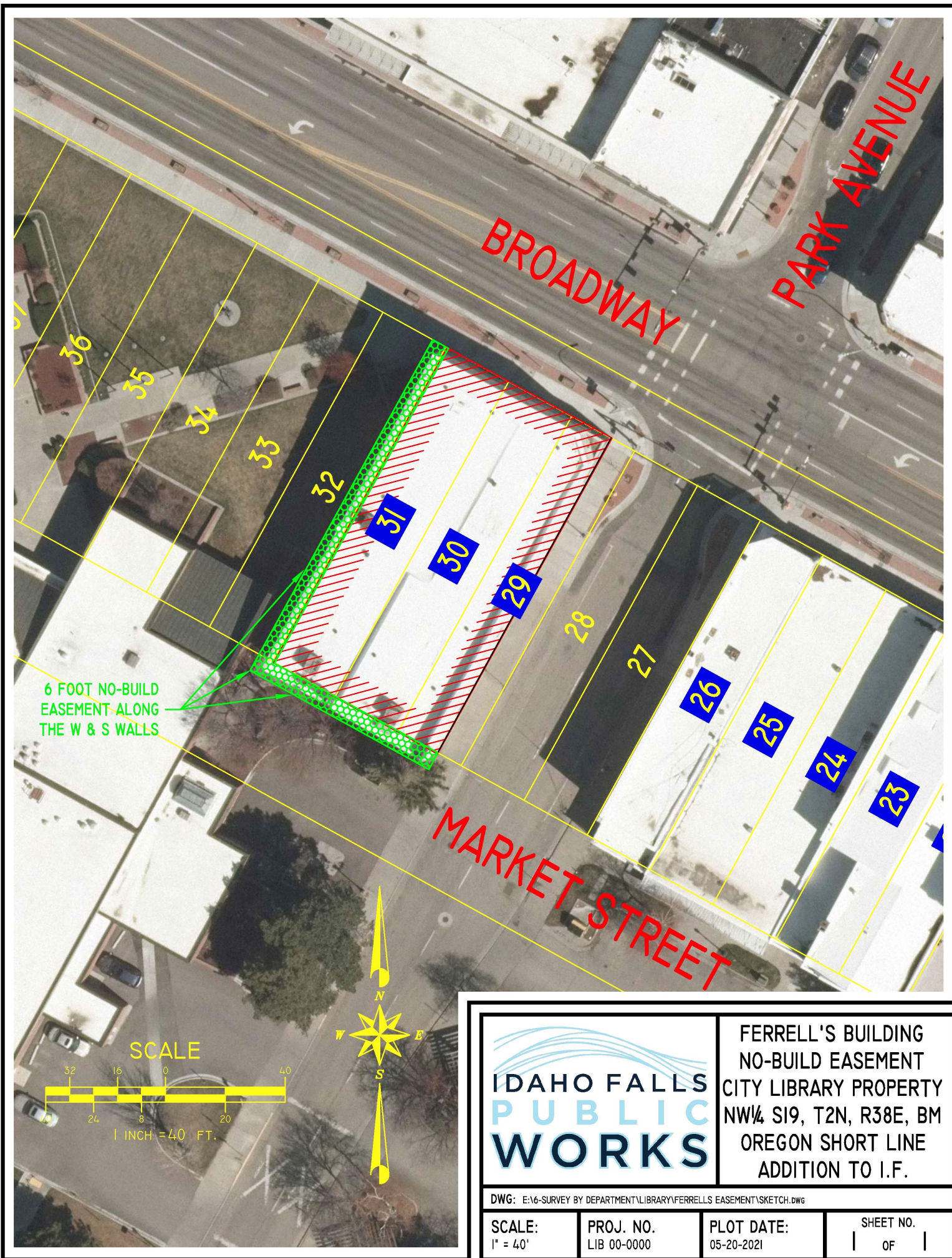
STATE OF IDAHO)
) ss:
County of Bonneville)

On this _____ day of _____, 2021, before me, the undersigned, a notary public, in and for said State, personally appeared Rebecca L. Noah Casper, known or identified to me to be the Mayor of the City of Idaho Falls, Idaho, and whose name is subscribed to the within instrument and acknowledged to me that they are authorized to execute the same for and on behalf of said GRANTOR, City of Idaho Falls, Idaho.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.

(Seal)

Notary Public of Idaho
Residing at: _____
My Commission Expires: _____



FERRELL'S BUILDING
NO-BUILD EASEMENT
CITY LIBRARY PROPERTY
NW¼ S19, T2N, R38E, BM
OREGON SHORT LINE
ADDITION TO I.F.

DWG: E:\6-SURVEY BY DEPARTMENT\LIBRARY\FERRELLS EASEMENT\SKETCH.DWG			
SCALE: 1" = 40'	PROJ. NO. LIB 00-0000	PLOT DATE: 05-20-2021	SHEET NO. OF

Community Development Services: IFDDC Parking Code

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO, AMENDING
TITLE 9 CHAPTER 4 SECTION 21 TO PERMIT THE REGULATION OF
DOWNTOWN PARKING BY BLOCK FACE, PROVIDING DEFINITIONS
AND EXPLANATION ON BLOCK FACE PARKING ZONES; PROVIDING
SEVERABILITY, CODIFICATION, PUBLICATION BY SUMMARY, AND
ESTABLISHING EFFECTIVE DATE.

WHEREAS, ; and

WHEREAS,.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY
OF IDAHO FALLS, IDAHO, THAT:

SECTION 1. Title 9, Chapter 4, of the City Code of the City of Idaho Falls, Idaho, is hereby
amended as follows:

9-4-21: DOWNTOWN AREA STREET PARKING

- A. For the purposes of this Chapter, the “Downtown Area” shall be defined as the area bounded on the west by Memorial Drive and Capital Avenue, on the south by Cliff Street, on the east by Yellowstone Avenue and on the north by and including D Street. The Downtown Area shall also include the both sides of the streets that form the borders of the Downtown Area.
- B. Within the Downtown Area, any person who parks a vehicle in violation of any regulation as stated on any parking sign located within clear view of a restricted parking area shall be liable of a civil parking fine in an amount set from time to time by Resolution of the Council. The Council may set higher or graduated fines for repeated violations.

a. Parking signs which display “Block Face” shall regulate parking as follows

- i. “Block Face” means the street parking along both sides of a street, bordered by an intersection at each end. Any parking regulation stated on any parking sign which displays “Block Face” shall apply to the entire Block Face.
- ii. A vehicle shall not remain parked in any parking space along a signed Block Face for a period that exceeds the posted time limit of the Block Face.
- iii. A vehicle may not return to or occupy another parking space within 500 feet of where previous parked within the Block Face for a three (3) hour period.

iv. A citation may be issued, as indicated by the parking sign, if a vehicle remains parked or stopped on the same Block Face, unless

1. The vehicle has moved 500 for more lineal feet, measured along the curb or edge line;
2. The vehicle has moved to an unregulated parking spot in the same Block Face; or
3. The vehicle has vacated the Block Face for three (3) hours.

...

SECTION 2. Savings and Severability Clause. The provisions and parts of this Ordinance are intended to be severable. If any section, sentence, clause, or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

SECTION 3. Codification Clause. The City Clerk is instructed to immediately forward this Ordinance to the codifier of the official municipal code for proper revision of the Code.

SECTION 4. Publication. This Ordinance, or a summary thereof in compliance with Idaho Code, shall be published once in the official newspaper of the City, and shall take effect immediately upon its passage, approval, and publication.

SECTION 5. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication.

PASSED by the City Council and APPROVED by the Mayor of the City of Idaho Falls, Idaho, this ____ day of _____, 2021.

CITY OF IDAHO FALLS, IDAHO

REBECCA L. NOAH CASPER, MAYOR

ATTEST:

KATHY HAMPTON, CITY CLERK

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO,
DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Ordinance
entitled, "AN ORDINANCE OF THE CITY OF IDAHO FALLS, IDAHO,
AMENDING TITLE 9 CHAPTER 4 SECTION 21 TO PERMIT THE
REGULATION OF DOWNTOWN PARKING BY BLOCK FACE, PROVIDING
DEFINITIONS AND EXPLANATION ON BLOCK FACE PARKING ZONES;
PROVIDING SEVERABILITY, CODIFICATION, PUBLICATION BY
SUMMARY, AND ESTABLISHING EFFECTIVE DATE."

(SEAL)

KATHY HAMPTON, CITY CLERK