

## **Civil Service Rules for Police and Fire Employees**

### **Rule VII CERTIFICATION AND APPOINTMENT**

#### **SEC. 5. CERTIFICATION FOR ORIGINAL APPOINTMENT OR PROMOTIONAL APPOINTMENT:**

(a) Original Appointment. When an appointing authority desires to fill a vacancy by original appointment, the Commission shall certify two (2) more names than the number of vacancies of those individuals standing highest on the existing eligible list. The appointing authority shall appoint such persons to such vacant positions on probation in accordance with rule VIII, section 1, of these rules.

(b) Lateral Entry/Academy Graduate Appointments. In addition to the eligible list for candidates for original appointments, lateral entry persons and academy graduates shall be certified for appointment by the Commission upon the successful completion of a background investigation.

(1) Lateral Entry—The appointing authority may select any one of the eligibles so certified to fill the vacancy. The appointing authority shall appoint such persons to such vacant positions on probation in accordance with rule VIII, section 1, of these rules.

(2) Academy Graduate—In addition to the Lateral Entry candidates, the Commission may certify candidates from the Academy Graduate list to fill vacant positions in the manner set forth in subsection (a) above. Such persons shall be appointed to vacant positions on probation in accordance with rule VIII, section 1 of these rules.

(c) Promotional Appointment. When an appointing authority desires to fill a promotional vacancy, the Commission shall certify the name at the top of the eligible list for that class, or, in the event of two (2) or more vacancies in one class, they shall certify the same number of names as the number of vacancies.

(d) Police Officer Trainee/Police Officer Recruit/Fire Fighter Trainee. An employee who successfully completes a Peace Officer Standards and Training Academy, and has successfully completed a California POST Entry-Level Law Enforcement Test, or who has successfully completed the Stockton Fire Academy, shall be sworn in as a probationary Police Officer or a probationary Fire Fighter.

(e) Assistant Fire Chief. Whenever a position of Assistant Fire Chief becomes vacant, the appointive officer, if he desires to fill the vacancy, shall make requisition upon the Commission for the names of persons eligible for appointment thereto. The Commission shall certify the three (3) names at the top of the eligible list for such class or, in the event of two (2) or more vacancies in the same class, the Commission shall certify two (2) names more than the number of vacancies. They shall certify, in addition, the name next in order on the eligible list to replace that of each certified eligible who is unwilling to accept appointment. If insufficient names are available to meet this requirement, the appointing authority may request additional certification, whereupon the Commission shall schedule and conduct an examination to provide the number of eligibles required. Any one of the names so certified may be appointed to the vacancy regardless of standing on the eligible list and not on probation. (Amended by Resolutions CS07-011, 2-01-07; CS06-030, 2/09/06; CS05-155, 11/17/05; CS05-056, 4/21/05; CS02-099, 9/19/02; CS01-077 7/19/01; CS97-057, 5/17/97; CS87-26, 3/19/87; 5762, 1/15/81)