

## **Chapter 2 - Personnel**

- **3-02/000.00 - Personnel Rules and Regulations**
- **3-02/010.00 - Work Assignments**
- **3-02/010.05 - Relatives Assigned to the Same Unit**
- **3-02/010.06 - Nepotism and Personal Relationships**
- **3-02/010.10 - Working Hours**
- **3-02/010.15 - Work Schedules**
- **3-02/010.16 - Filling Vacancies with Overtime**
- **3-02/010.17 - Swapping of RDO/Shifts**
- **3-02/010.19 - Overtime Worked At Other Assignments**
- **3-02/010.20 - Transfer - Deputy Personnel**
- **3-02/010.22 - Assignments/Seniority - Deputy Personnel**
- **3-02/010.25 - Filing Assignment Preference Requests - Deputy Personnel**
- **3-02/010.27 - Hardship Transfer - Deputy Personnel**
- **3-02/010.29 - Transfer - Coveted Positions**
- **3-02/010.30 - Transfer - Custody Assistant Personnel**
- **3-02/010.31 - Assignments/Seniority - Custody Assistant Personnel**
- **3-02/010.32 - Filing Assignment Preference Requests - Custody Assistant Personnel**
- **3-02/010.33 - Hardship Transfers - Custody Assistant Personnel**
- **3-02/010.35 - Transfers - Security Officer or Security Assistant Personnel**
- **3-02/010.36 - Filing Assignment Preference Requests Security Assistant**

## **or Security Officer Personnel**

- **3-02/010.37 - Hardship Transfer Requests - Security Assistant/Security Officer**
- **3-02/010.39 - Transfer - Supervisors**
- **3-02/010.40 - Administrative Reassignment of Personnel Positions**
- **3-02/010.45 - Civilian Staffing Policy**
- **3-02/010.50 - Policy on Promotion/Transfer Process - Responsibility for Active Investigation Reviews**
- **3-02/010.55 - Transferring Employees Subject to a Settlement Agreement or a Participant in the Performance Mentoring Program, or Other Work Restrictions**
- **3-02/020.00 - Employee Personnel Records**
- **3-02/020.01 - Employment Reference Checks**
- **3-02/020.05 - Employee's Personal Information Form**
- **3-02/020.10 - Personnel Folders**
- **3-02/020.12 - Employee Personnel File Reviewing**
- **3-02/020.15 - Removal of Documents From Personnel Files**
- **3-02/020.20 - Outside Employment**
- **3-02/020.23 - Procedures for Private Entity Contract Services**
- **3-02/020.25 - Paid Assignments for Reserve Deputies**
- **3-02/020.27 - Procedures for the Reporting of Paid Assignments Worked by Reserve Deputies**
- **3-02/020.30 - Supplemental Law Enforcement Services for Public School Districts**

- **3-02/020.35 - Education Records and Verification**
- **3-02/020.45 - Employee Identification**
- **3-02/030.00 - Absences**
- **3-02/030.05 - Foreseeable and Unforeseeable Absences**
- **3-02/030.07 - Extended Leave of Absences**
- **3-02/030.10 - Military Leave**
- **3-02/030.12 - Reinstatement After Military Leave**
- **3-02/030.15 - Military Activation Committee (MAC)**
- **3-02/030.17 - Military Leave - Unit Commander's Responsibilities**
- **3-02/030.19 - Unit Employee's Responsibility**
- **3-02/030.20 - Pregnancy Disability Leave (PDL)**
- **3-02/030.21 - Family and Medical Leave Act (FMLA)**
- **3-02/030.25 - Industrial Injury or Illness Leave**
- **3-02/030.30 - Bereavement Leave**
- **3-02/030.35 - Leave Without Pay**
- **3-02/030.40 - Return to Work Following a Leave of Absence in Excess of 30 Days**
- **3-02/030.45 - Vacations**
- **3-02/030.50 - Holidays**
- **3-02/030.55 - Witness Leave**
- **3-02/030.60 - Variance Affecting Prior Payroll Document**
- **3-02/040.00 - Medical**

- **3-02/040.05 - Occupational Injury/Illness**
- **3-02/040.10 - Injured or Ill While Off Duty**
- **3-02/040.15 - Sick Leave**
- **3-02/040.18 - Medical Certification or Doctor's Note**
- **3-02/040.20 - Kin Care**
- **3-02/040.25 - Employee Exposed to Communicable Disease**
- **3-02/040.30 - Employee Exposure to the Bodily Fluids of Persons in Custody, Field Operations Regions, and Court Services**
- **3-02/040.31 - Hepatitis B Immunization Program**
- **3-02/040.35 - Medical Examination Following Sick Leave**
- **3-02/040.40 - Return to Work - Sworn Members - Medical Restrictions**
- **3-02/040.41 - Administrative Reassignment of Personnel - Loans**
- **3-02/040.42 - Creating Unfunded Positions - Prohibition**
- **3-02/040.45 - Voluntary Medical Examinations for Safety Members**
- **3-02/040.50 - Emotional Behavioral Concerns**
- **3-02/040.55 - Peer Support Program**
- **3-02/050.00 - Injury/Illness Prevention Program (IIPP)**
- **3-02/050.05 - Employees' Safety Responsibilities**
- **3-02/050.10 - Supervisors' Safety Responsibilities**
- **3-02/050.15 - Managers' Safety Responsibilities**
- **3-02/050.20 - Department Safety Officer Responsibilities**
- **3-02/050.25 - Hazardous Substances Information**

- **3-02/060.00 - Deceased Employee**
- **3-02/060.05 - Notification**
- **3-02/060.10 - Assistance to Family**
- **3-02/060.15 - Donations and Trust Funds**
- **3-02/060.20 - Pre-Funeral Arrangements**
- **3-02/060.21 - Guidelines for Department Member Funeral Services**
- **3-02/060.25 - Dress and Conduct At Funerals**
- **3-02/060.30 - Other Related Duties**
- **3-02/060.35 - Guidelines for Department Representation At Peace Officer Memorial Services**
- **3-02/060.40 - Guidelines for Submitting Fallen Peace Officer Applications to Local, State, and Federal Law Enforcement Memorials**
- **3-02/070.00 - Jury Duty**
- **3-02/070.05 - Prospective Juror Questionnaire**
- **3-02/070.10 - Jury Service Continuances**
- **3-02/070.15 - Out-Of-County Jury Service**
- **3-02/070.20 - Receipt of Jury Summons - Employee Responsibility**
- **3-02/070.25 - Receipt of Jury Summons by Employee - Unit Responsibility**
- **3-02/080.00 - Training**
- **3-02/080.01 - Training Requirements for Sworn Personnel**
- **3-02/080.02 - Training Requirements for Professional Staff**
- **3-02/080.05 - V.A. Apprenticeship Program**

- **3-02/080.15 - Educational Advancement Program**
- **3-02/080.20 - Special Institutes and Seminars**
- **3-02/080.25 - In-Service Training**
- **3-02/080.30 - Dress Code Policy for Training Attendance**
- **3-02/080.35 - Post Incentive Program**
- **3-02/080.40 - Participation in Work Experience Educational Program**
- **3-02/080.45 - Special Unit Training**
- **3-02/085.00 - Evaluating Employee Performance**
- **3-02/085.10 - Employee Performance Records**
- **3-02/085.20 - Automated Performance Performance Databases**
- **3-02/085.30 - Management Guidelines**
- **3-02/085.40 - Unit Commanders' Responsibilities in Using Automated Personnel Performance Data**
- **3-02/085.45 - Middle Management/Supervisory Responsibilities**
- **3-02/085.50 - Employee Review of Automated Personnel Performance Information**
- **3-02/085.55 - Unit Commander's Responsibility**
- **3-02/085.60 - Personnel Management Issues**
- **3-02/085.65 - Procedure for Use of Automated Performance in the Transfer Request Process**
- **3-02/085.70 - Correction/Removal/Modification of Records in the Automated Performance Recording and Monitoring System Database**
- **3-02/085.75 - Procedures for Using the Performance Recording and Monitoring System Profile Report**

- **3-02/090.00 - Performance Evaluations**
- **3-02/090.05 - "Improvement Needed" or "Unsatisfactory" Rating - Permanent Employee**
- **3-02/090.07 - Probationary Employees - Unit Commander's Responsibilities**
- **3-02/090.10 - Probationary Evaluation**
- **3-02/090.15 - Transferring or Terminating Employees**
- **3-02/090.17 - Guidelines for Performance Evaluation Narratives**
- **3-02/090.18 - Employee Absence During the Rating Period**
- **3-02/090.20 - Responsibility for Evaluation**
- **3-02/090.30 - Signatures on Performance Evaluations**
- **3-02/090.35 - Drivers License Check**
- **3-02/100.00 - Classification**
- **3-02/110.00 - Promotions**
- **3-02/120.00 - Probationary Period - Deputy Sheriff**
- **3-02/130.00 - Reinstatement/Restoration**
- **3-02/130.05 - Reinstated Employees**
- **3-02/130.10 - Restoration of Reinstated Deputy Personnel Following Completion of Probationary Period**
- **3-02/130.15 - Reinstatement/Restoration Pursuant to Other Lawful Authority**
- **3-02/130.20 - Restoration Following Voluntary Demotion**
- **3-02/130.25 - Restoration of Employees Reduced Due to Disciplinary Action or Unsatisfactory Work Performance**

- **3-02/130.50 - Request for Continued Service Beyond Age 60 - Medical Certification Process**
- **3-02/140.00 - Commendations**
- **3-02/140.05 - Commendable Actions Observed by Department Personnel (Internal Commendations)**
- **3-02/140.10 - Valor, Purple Heart, Sheriff's Humanitarian, Line of Duty, Lifesaving and Public Safety Awards**
- **3-02/140.15 - Service Awards**
- **3-02/140.18 - Leadership Award**
- **3-02/140.20 - The Sheriff's Award**
- **3-02/140.25 - Sheriff's Commendations**
- **3-02/140.26 - Master Field Training Officer Pin**
- **3-02/140.27 - Field Training Officer Pin**
- **3-02/140.28 - Physical Fitness Pin**
- **3-02/140.30 - Commendable Restraint Commendation**
- **3-02/140.35 - Career Achiever's Award**
- **3-02/140.38 - Tradition of Service Award**
- **3-02/140.40 - Employee Unit Recognition Programs**
- **3-02/140.43 - Divisional Service Pin**
- **3-02/140.45 - Executive Commendations**
- **3-02/140.48 - Star Scroll/Star Certificate Awards**
- **3-02/140.50 - Supervisory Acknowledgments**
- **3-02/140.55 - Employee Recognition Awards Form**



- **3-02/140.60 - Legendary Lawman and Law Woman Pin**
- **3-02/140.65 - Humanitarian Award**
- **3-02/145.00 - County and Department Service Awards**
- **3-02/150.00 - Employee Grievance Procedure**
- **3-02/150.05 - General Provisions**
- **3-02/150.10 - Informal Procedure**
- **3-02/150.15 - Formal Procedure**
- **3-02/150.20 - Third Step for Civilian Personnel**
- **3-02/160.05 - Notification of Pending Retirement**
- **3-02/160.10 - Regular Service Retirement**
- **3-02/160.15 - Disability Retirement**
- **3-02/160.20 - Affecting Retirement**
- **3-02/160.25 - Retirement Luncheons or Dinners**
- **3-02/170.00 - Resignation or Transfer to Another County Department**
- **3-02/170.05 - Termination Process for Reserve Deputies**
- **3-02/170.10 - Replacement/Restoration of County Uniforms, Equipment, and Badges, Etc.**
- **3-02/170.50 - Policy and Procedures for Issuance of Concealed Weapon Privileges and Retirement Credentials**
- **3-02/170.51 - Procedure for the Issuance of Retirement Credentials**
- **3-02/170.52 - Requirements for a Department Recognized Retirement**
- **3-02/170.55 - Retirement Credentialing of Sworn Personnel**

- **3-02/170.60 - Retirement**
- **3-02/170.65 - Retirement Credential**
- **3-02/180.00 - Bilingual Bonus**
- **3-02/190.00 - Supervisor-Subordinate Bonus**
- **3-02/190.05 - Conditions for Payment**
- **3-02/190.10 - Supervisor's Request for Authorization**
- **3-02/190.15 - Procedures Governing Approved Bonuses**
- **3-02/190.20 - Responsibility for Processing**
- **3-02/200.00 - Payroll Information Requests**
- **3-02/210.00 - Paid Time in Addition to Salary**
- **3-02/220.00 - Employee Relations Ordinance**
- **3-02/230.00 - Employee's Signature on Payroll Documents**
- **3-02/240.00 - Pay and Leave Documents Designation/Authorization**
- **3-02/250.00 - Tax Deductions on Supplemental Wages**
- **3-02/260.00 - Employees Temporarily Reassigned**
- **3-02/270.00 - Payroll Deduction Cards**
- **3-02/280.00 - Overtime**
- **3-02/280.10 - Overtime Authorization**
- **3-02/280.15 - Overtime Provisions**
- **3-02/290.00 - Overtime Guidelines**
- **3-02/290.05 - General Guidelines**

- **3-02/290.10 - Specific Guidelines**
- **3-02/290.15 - Court Time Guidelines**
- **3-02/290.20 - Preparation for and Completion of Duties**
- **3-02/290.25 - FLSA Exemptions**
- **3-02/300.00 - Overtime and Paid Hours Worked Report**
- **3-02/300.05 - General Information**
- **3-02/300.10 - Overtime**
- **3-02/310.00 - Call-Back Time/Early Shift Start**
- **3-02/320.00 - Standby Pay**
- **3-02/330.00 - Daily/Weekly Time Sheets**
- **3-02/340.00 - Audit of Time Documents**
- **3-02/350.00 - Night Bonus**