3-02/000.00 - Personnel Rules and Regulations

All County employees are governed by the rules of the *Los Angeles County Code,* Title 5 (includes Civil Service Rules), and Title 6 (Salaries), and the employee's Memoranda of Understanding (MOU), from the Bureau of Labor Relations and Compliance, in respect to the terms and conditions of their employment.

In addition to rules and regulations which apply to all County employees, this Department has specific policies and regulations which apply to Sheriff's Department employees.

Policy affecting Department employees is outlined in Volume 3, Chapter 1 of this MPP entitled, "Policy and Ethics."

Procedures, which involve money (other than time and payroll procedures), are covered in the "Fiscal" chapter of this MPP and the *Los Angeles County Fiscal Manual*. Procedures that concern procurement, purchasing, and service contracts are covered in the "Equipment, Supply and Maintenance" chapter of this MPP and the *Los Angeles County Purchasing Policy Manual*.

General personnel and timekeeping related procedures are covered in this chapter; detailed timekeeping procedures are covered in a separate *Time and Attendance Manual*, the *Los Angeles County Code*, and various Memoranda of Understanding (MOU).