

RULE 5 – REGISTERS

5.01 RESPONSIBILITY FOR MAINTENANCE OF REGISTERS

The Director, in consultation with the Business Liaison shall be responsible for the establishment and maintenance of appropriate registers for all classifications and for the determination of the adequacy of existing registers.

5.02 DURATION OF REGISTERS

All registers shall expire at the end of one (1) year from the time of its establishment unless the register is specifically extended by the Sheriff for a period not to exceed one year. The Sheriff may abolish a register before the expiration of one year in the event of a new examination, changes in class duty or requirements, or whenever an existing register has ceased to meet the needs for adequate placement in the Office.

5.03 REMOVAL OF NAMES FROM THE REGISTER

The Sheriff may remove the name of an Applicant from any register at any time for any one of the following reasons:

- A. Any of the reasons specified in Rule 4.02(D);
- B. When the Applicant cannot be located despite the Officer's reasonable efforts to locate him;
- C. Receipt by the Director, Sheriff or Business Liaison of any written or oral communication from the Applicant that he or she no longer desires consideration for a position in the classification or is no longer available for appointment;
- D. Refusal or rejection by the Applicant of an offer of appointment;
- E. The probationary appointment of the Applicant to a position in the Office provided, however, that the name of such Applicant shall not be removed from any other register with a higher salary grade.

5.04 REAPPOINTMENT REGISTER

Any law enforcement officer with regular status who has been separated as a result of a formal lay off from a position shall in accordance with these Rules be an Applicant for re-employment for a period of one (1) year from the effective date of layoff. A written request and completion of an official Office application is required within ten (10) calendar days from the date of separation, to have his or her name placed on the reappointment register for the same or lower grade class for which they qualified. They shall remain on such reappointment register for a period of one (1) year from the date of separation. Former law enforcement officer shall be ranked on a reappointment register on the basis of seniority with continuous service in the Office. Performance evaluation reports shall be utilized in the case of ties.

5.05 PROMOTION REGISTERS

Applicants, who have successfully completed and passed all phases of the promotional process, will be placed on a promotional register and selection made pursuant to Rule 6.02.