

RULE 2 - GENERAL PROVISIONS

2.01 PURPOSE

The purpose of these Rules is to implement and give effect to the intent and requirements of the Resolution, which establishes for Pinal County law enforcement officers a system of personnel administration that is in compliance with A.R.S. § 38-1001 *et seq.*, so that well-qualified law enforcement officers can be selected and retained to carry out the Sheriff's legally mandated responsibilities effectively and efficiently and to provide reasonable stability of employment in PCSO.

2.02 RULES

A. These rules shall apply to all law enforcement officer positions, except as set forth in Rule 2.03.

B. Amendments to the Rules may be made by the Council in accordance with the Resolution and A.R.S. § 38-1001 *et seq.* The Council shall encourage the input of the Sheriff on proposed amendments.

2.03 EXEMPTIONS

As provided in A.R.S. § 11-352(B), the Sheriff Chief Deputies and any other Administrative positions removed from the County Employee Merit System by the Board of Supervisors shall be exempt from the provisions of these Rules.

Further, these Rules shall not be construed to change the at-will status of any law enforcement officer serving in an at-will position.

2.04 DIRECTOR'S DUTIES

A. Perform administrative functions of the Council as assigned.

B. Attend all meetings of the Council and to act as its Secretary and keep minutes of its proceedings or appoint a designee in his/her stead.

C. Prepare for the approval of the Council and maintain a roster of employees covered by this Resolution, in which there shall be set forth, as to each employee, the class, title, pay, status and other pertinent data.

2.05 PERFORMANCE APPRAISAL

The performance appraisal system presently in use by the Office shall be adopted. Employees shall be evaluated prior to the completion of a probationary period. Evaluations shall be conducted annually thereafter. Special evaluations may be conducted at any time deemed necessary.

2.06 MEMBERSHIP IN ORGANIZATIONS

Employees may join and hold office in any employee organization, labor union, or professional association in which they are Applicant for membership, provided that such employee organization, labor union or professional association is not organized for any illegal purpose or primarily engaged in activities contrary to law. No person in the Office shall attempt to prohibit or intimidate any employee from belonging to or holding office in any lawful organization. Membership in such organizations shall not be considered in any personnel action, including promotion, demotion, suspension or dismissal.

2.07 GRIEVANCE PROCEDURE

The grievance procedure presently in use is PCSO Policy 1006, *Grievance Procedure*, and Pinal County Policy and Procedure 3.60, *Progressive Discipline and Problem Solving*.

2.08 DISCRIMINATION IN EMPLOYMENT

PCSO shall not, because of race, gender, disability, age, religion, color, national origin or veterans status refuse to appoint or promote any law enforcement officer. Nor shall any employee be suspended, demoted or dismissed unlawfully from a position in the Classified Service or unlawfully discriminated against in compensation or in terms, conditions, and privileges of employment.

2.09 REPRISALS

The Office shall take no disciplinary, punitive or disciplinary action against a law enforcement officer for exercising their rights under these Rules.

2.10 RECORDS AND REPORTS

A. Status Change Forms shall be used to report personnel actions and status changes as it may require. Forms currently in use by PCSO and information reported shall be adopted by the Council.

B. Records and reports shall be retained pursuant to Arizona Record Retention Laws.

2.11 SEVERABILITY

If any provision of these Rules, or the application thereof to any employee or circumstances is held invalid, the remainder of the Rules, or the application of such provision to other employee's or circumstances, shall not be affected thereby.

2.12 CONFLICT WITH FEDERAL AND STATE REQUIREMENTS

Any provision of these Rules which conflicts or is inconsistent with federal and/or state rules, regulations, or standards governing the grant of federal funds or state assistance to any agency shall not be applicable to such agency.