

II-1 BASIC OBJECTIVES

The purpose of these Rules is to establish for the Pima County Sheriff's Department a system of personnel administration for Law Enforcement Officers that is based on merit principles and designed to insure the following:

- A. That recruitment and selection be competitive with final appointment predicated on job-related ability and qualifications;
- B. That compensation and classification reflect the responsibility and difficulty of the work and a competitive position with respect to the labor market;
- C. That involuntary separation from County service be for a disciplinary reason as defined herein, or for other reasons as specifically provided in these Rules and Pima County Personnel Policies;
- D. That disciplinary action be taken only for a disciplinary reason as defined herein;
- E. That no unlawful discrimination be practiced.

II-2 REPRISALS

The Sheriff shall take no disciplinary or punitive action against any employee to impede or interfere with the legitimate exercise by any employee of his/her rights.

II-3 JURISDICTION

- A. These Rules shall apply to all Law Enforcement Officers of the Sheriff's Department pursuant to ARS 38-1001 et seq. and the Resolution.
- B. Amendments to these Rules may be made by the Law Enforcement Merit System Council in accordance with the Resolution.

II-4 MEMBERSHIP IN ORGANIZATION

No person in the Sheriff's Department 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 as a factor in any personnel action.

II-5 SERVICE OF NOTICE

Unless otherwise provided by Law or these Rules, whenever any notice, paper or document is to be given to or served upon any person or department by the Council, the Director of Human Resources, Appointing Authority or Designee, such notice, paper, or document may be personally served, or it may be served by mailing to the last known residence or business address of the addressee. Service is complete upon mailing.

II-6 DELEGATION OF RESPONSIBILITY

Where the Director of Human Resources has agreed in writing to delegate certain responsibilities covered in these Rules to the Sheriff in order to increase the efficiency of the organization, the Sheriff has the responsibility of applying all Law Enforcement Merit System Rules to the delegated actions and for conducting them in the same manner as would the Director of Human Resources.

II-7 SEVERABILITY

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

II-8 CONFLICT WITH FEDERAL AND STATE REQUIREMENTS

Any provision of these Rules which conflicts or is inconsistent with Federal and/or State Laws, Statutes, Rules, or Regulations shall be invalid to the extent of such conflict or inconsistency.