

## **RULE 10 – SEPARATIONS/DISMISSALS**

### **10.01 RESIGNATION**

A. A law enforcement officer who desires to resign his/her service with the Office shall submit a written resignation to the Sheriff at least ten (10) calendar days prior to the effective date of the resignation.

B. Failure of the law enforcement officer who resigns to give a proper notice may jeopardize consideration for future employment with the Office or the County.

C. Any law enforcement officer may withdraw a written resignation no later than twenty-four (24) hours after the resignation is tendered. Thereafter, the law enforcement officer may withdraw any such resignation only with the written consent of the Sheriff, but in no event, later than ten (10) working days after the effective date of the resignation.

### **10.02 DISMISSAL FOR DISCIPLINARY REASON**

The provisions involved in dismissal for a disciplinary reason are covered in Rule 14. Law enforcement officers dismissed for a disciplinary reason as set forth therein will not be considered for rehire.

### **10.03 SEPARATION OR DISMISSAL DURING PROBATIONARY PERIOD**

A. A law enforcement officer may be separated at any time during the initial probationary period without the right of appeal.

### **10.04 LAYOFFS**

A. The Sheriff may lay off a law enforcement officer in the Office due to lack of funds, abolition of position, reduction of the statutory duties, or other reasons as specified in these Rules.

B. The Sheriff, shall make the decision as to which classification shall be affected by Layoff and when the Layoff shall be effective. The Sheriff shall prepare a Layoff Plan, which shall be approved by the Board of Supervisors before it is effective.

C. When any classification is subject to a Layoff, non-regular status law enforcement officers in that same classification shall be terminated before any regular status law enforcement officer is laid off.

D. When regular status law enforcement officers in a classification become subject to Layoff, the Sheriff shall determine which law enforcement officer shall be laid off based on performance, conduct, qualification and seniority of all regular status law enforcement officers in that classification. The weighing of the criteria shall be provided in the Layoff Plan.

E. The Director shall notify law enforcement officers to be laid off in writing as soon as possible, but no later than ten (10) working days prior to the effective day of the Layoff. The written notice shall be hand-delivered or sent via certified mail. A copy of the notice shall be sent to the Sheriff. The notice shall inform the law enforcement officer of the effective date of Layoff and of the Re-Employment procedures, pursuant to these Rules.