

**RULES OF THE
ITASCA COUNTY SHERIFF'S CIVIL SERVICE COMMISSION**

ADOPTED:	November 4, 1974
REVISED:	July 23, 1976
REVISED:	September, 1978
REVISED:	June 11, 1981
REVISED:	August 24, 1982
REVISED:	February 17, 1984
REVISED:	January 1, 1985
REVISED:	August 16, 1985
REVISED:	July 22, 1986
REVISED:	July 7, 1989
REVISED:	April 4, 1991
REVISED:	February 12, 1993
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REVISED:	June 2, 1999
REVISED:	December 6, 2000
REVISED:	February 9, 2005
REVISED:	July 27, 2005
REVISED:	March 10, 2009

COMMISSIONERS:

Tom Neustrom
Joseph Novicki
Ed Bolf

STATEMENT ADOPTING NEW RULES AND REVOKING PRIOR RULES

The Itasca County Sheriff's Civil Service Commission has made a finding that its rules, adopted November 17, 1969, with amendments thereafter to date, have become deficient with respect to current conditions. Pursuant to authority provided in Minnesota Statutes, Sections 387.31 through 387.45 and in accordance with procedures established by this Commission, the Itasca County Sheriff's Civil Service Commission herewith adopts the following rules, effective November 4, 1974, which, together with an amendment hereafter made, shall govern the employment, promotion, discharge and suspension of all deputies and employees in the Itasca County Sheriff's Office. The Commission does hereby declare the rules herewith adopted shall revoke and supersede all previous rules, regulations and amendments thereto adopted prior to the date of adoption of these new rules herein.

Approved on the 4th day of November, 1974.

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by: _____
Chairman, Itasca County Sheriff's Civil Service Commission

by: _____
Secretary, Itasca County Sheriff's Civil Service Commission

by: _____
Member, Itasca County Sheriff's Civil Service Commission

PREFACE TO RULES

The Sheriff's Mission:

The Sheriff shall keep and preserve the peace of his county. (M.S. 387.03). He is the chief law enforcement officer of his county (In Re Olson, 211 Minn. 144). The Sheriff has the duty to use his own initiative and use all proper efforts to secure obedience to the law, even within municipal limits. (In Re Olson, 211 Minn. 114). The Sheriff has the duty to execute all processes, writs and orders issued by lawful authority and attend upon the terms of the District Court. (M.S. 387.03). The Sheriff shall have the charge and custody of the county jail. (M.S. 387.11).

The Sheriff shall appoint deputies and other employees, for whose acts he shall be responsible. (M.S. 387.14)

Effective personnel administration is the key to assuring all citizens of Itasca County that the Sheriff's Mission shall be accomplished in the most satisfactory manner.

Effective personnel administration assists the Sheriff in addressing these operational requirements:

- Span of Control
- Delegation of Authority
- Clear Lines of Communication
- Continuity and Consistency in Policy
- Maintaining Employee Morale and Efficiency

Personnel Administration has two objectives:

- A. Departmental Organization
- B. Fair Rules of Employment

These two objectives are inherently tied together. Designation of a position as "supervisory" solves the organizational question of who is in "command". How the best qualified persons are selected to that level, however, involves the "Rules of Employment". The following rules have been created to accomplish these objectives.

Whenever any words are used in the Civil Service Rules in the masculine gender, they shall also be construed to include the feminine or neuter gender in all situations where they would so apply; whenever any words are used in the singular, they shall also be construed to include the plural in all situations where they would so apply; and whenever any words are used in the plural, they shall also be construed to include singular in all situations where they would so apply.

**RULE I
DIVISION OF RESPONSIBILITY AND
CLASSIFICATION OF EMPLOYMENT**

SECTION I

Command and Operation

Levels of authority and responsibility in the Itasca County Sheriff's Office are categorized as follows:

**Command Responsibility
Operational Responsibility**

1. Command Responsibility

A. The Command Section

First in Command – Sheriff

Second in Command – Chief Deputy

Third in Command – Deputy Sheriff/Investigator-Supervisor, Deputy Sheriff/Civil Process Supervisor

In the absence of all members of the Command Section, Command Responsibility shall rest with the deputy of highest grade and senior within the grade.

B. Characteristics of Command Responsibility

1. Responsible to the electorate
2. Authority to appoint
3. Budget
4. Departmental directions
5. Level of service
6. Designation of priorities
7. Overall discipline

2. Operational Responsibility

A. The Operations Functions

1. Criminal prevention, apprehension, detention
2. Criminal investigation
3. Civil process

- B. The accomplishment of the Sheriff's Mission, must, of necessity, be through the activities of his duly appointed employees. Delegation of authority and responsibility shall be along the lines of the operations functions listed above. This split of the Sheriff's Mission into three primary areas of operations keeps the Sheriff's span of control within reasonable limits and allows clear lines of communication to be maintained.
- C. Each operations function shall be implemented by the appropriate personnel who shall constitute a "division" of the Sheriff's Office as shown in the Table of Authority, Appendix A.
- D. Characteristics of a Division
 - 1. Each division shall have the supervisory personnel and operational personnel sufficient to adequately implement the day to day assignment of the division.
 - 2. Assignments of tasks to the divisions shall be based on an analysis of the substantive nature of the task to be performed or the problem to be solved.

SECTION II

The Divisions

Listed below are the primary assignments of the respective divisions. Changes in operational requirements may require a shift in an assignment from time to time, which may be made by the Sheriff. The list below is not intended to be all-inclusive, but intended to demonstrate in general terms, the division of responsibilities in the Sheriff's Office.

SECTION III

Classes of Employment

1. Chief Deputy

Authority and Responsibility

- A. The Chief Deputy shall be the highest level supervisor within the Sheriff's Office and shall be accountable to the Sheriff and Sheriff's Office policy.
- B. He shall be responsible for the overall operation of the Sheriff's Office.
- C. He shall be responsible to the command section for:

1. Reports on progress of current operations.
 2. Receiving and carrying out new assignments and policy direction.
 3. Reports on personnel performance.
- D. Day to day operating decisions are resolved at this level.
- E. Standards for quality of performance are his responsibility.
- F. He shall identify areas of consistent weakness in daily operation and take corrective action via training and discipline.
- G. He shall recommend changes in Sheriff's Office policy when necessary for improved performance within the department.
- H. He shall maintain liaison with appropriate governmental agencies.
- I. He shall carry out all the specific duties contained in the position specification applicable to his assignment.

Appointment Qualifications

Open to Deputy Sheriff/Investigator-Supervisors, Deputy Sheriff/Civil Process Supervisor, Deputy Sheriff/Road Deputies, to include, Deputy Sheriff/Court/Transport Officer, Deputy Sheriff/Light Duty, Deputy Sheriff/Recreational Deputy, Deputy Sheriff/Road Deputy/Floater and Deputy Sheriff/Liaison Officer of the Itasca County Sheriff's Office who have had at least five years of experience in the classification of Deputy Sheriff/Road Deputy prior to the closing of applications.

2. Deputy Sheriff/Investigator-Supervisor

Authority and Responsibility

- A. The Deputy Sheriff/Investigator-Supervisor is part of the command section, accountable to the Sheriff, Chief Deputy and Sheriff's Office policy. Personnel in this classification implement the procedures and directives of the Sheriff's Office.
- B. Personnel in this classification are responsible for supervising operational level employees.
- C. Appointment as a Deputy Sheriff/Investigator-Supervisor confers the fullest powers of arrest.

- D. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County and as such they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- E. The Deputy Sheriff/Investigator-Supervisor must be physically and mentally sound with average to above average physical agility and be capable of responding to situations involving physical violence.
- F. The Deputy Sheriff/Investigator Supervisor must be capable of self expression, both orally and in writing and to be competent to testify in court as to events observed on duty.
- G. The areas of responsibility for this position will be:
 - Supervisory responsibilities assigned by the Sheriff and/or Chief Deputy
 - Serious domestic abuse
 - Child sexual and physical abuse
 - Missing children/runaways
 - Drug and alcohol abuse
 - Major crimes
 - All other responsibilities and duties assigned by the Sheriff and/or Chief Deputy

Appointments Qualifications

Open to all Deputy Sheriff/Road Deputies of the Itasca County Sheriff's Office who have had at least five (5) years of full time experience in the classification of Deputy Sheriff/Road Deputy within the Itasca County Sheriff's Office prior to the closing of the application period. Must establish their permanent residence as prescribed by Sheriff's Office policy.

3. Deputy Sheriff/Civil Process Supervisor

Authority and Responsibility

- A. The Deputy Sheriff/Civil Process Supervisor is part of the command section, accountable to the Sheriff, Chief Deputy and Sheriff's Office policy. Personnel in this classification implement the policies and directives of the Sheriff's Office.

- B. Personnel in this classification are responsible for supervising operational level employees.
- C. Appointment as a Deputy Sheriff/Civil Process Supervisor confers the fullest powers of arrest.
- D. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- E. The Deputy Sheriff/Civil Process Supervisor must be capable of expressing himself well orally and in writing and be competent to testify in court as to events observed on duty.
- F. The Deputy Sheriff/Civil Process Supervisor must be physically and mentally sound with average to above average physical agility and be capable of responding to situations involving physical violence.
- G. The areas of responsibility for this position will be:
 - 1. Supervisory responsibilities assigned by the Sheriff
 - 2. Civil Process
 - 3. All other responsibilities assigned by the Sheriff and/or Chief Deputy

Appointment Qualifications

Open to Deputy Sheriff/Road Deputies of the Itasca County Sheriff's Office who have had at least five (5) years of full time experience in the classification of Deputy Sheriff/Road Deputy within the Itasca County Sheriff's Office prior to the closing of the application period. Must establish their permanent residence as prescribed by Sheriff's Office policy.

4. Deputy Sheriff/Road Deputy

Authority and Responsibility

- A. The Deputy Sheriff/Road Deputy level is the primary operational level personnel. Personnel in this classification implement, in the field, the policies and directives of the Sheriff's Office generally and in particular, implement the directives and assignments of the area of responsibility to which the Deputy Sheriff/Road Deputy is assigned. Deputy Sheriff/Road

Deputies operate under the supervision of the Deputy Sheriff/Investigator-Supervisor.

- B. Appointment as a Deputy Sheriff/Road Deputy confers the fullest powers of arrest.
- C. Deputy Sheriff/Road Deputies are responsible for maintenance of a variety of law enforcement records, logs, files, including warrants, (both service of and arrest of) and service of court orders.
- D. Deputy Sheriff/Road Deputies must be capable of self expression, both orally and in writing and to be competent to testify in court as to events observed on duty.
- E. Characteristics of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County and as such they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- F. Deputy Sheriff/Road Deputies must be physically and mentally sound with average to above average physical agility and be capable of responding to situations involving physical violence.
- G. Deputy Sheriff/Road Deputies must be able to operate all computerized equipment, including the Itasca County in-house computer system.
- H. Deputy Sheriff/Road Deputies are responsible for any and all other duties assigned to them by the Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be Minnesota Peace Officer Standards and Training (P.O.S.T.) Board full time licensed or eligible for full time licensing by the date of appointment. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must be able to work with minimal supervision. Upon selection for appointment, must pass medical, agility and psychological testing. Must establish their permanent residence as prescribed by Sheriff's Office policy.

5. **Deputy Sheriff/Court/Transport Officer**

Authority and Responsibility

- A. The Deputy Sheriff/Court/Transport Officer level is the primary operational level personnel. Personnel in this classification implement, in the field, the policies and directives of the Sheriff's Office generally, and in particular, implement the directives and assignments of the area of responsibility to which the Deputy Sheriff/Court/Transport Officer is assigned by direct supervision of superior officers in the Sheriff's Office.
- B. Appointment as a Deputy Sheriff/Court/Transport Officer confers the fullest powers of arrest.
- C. Characteristics of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- D. Deputy Sheriff/Court/Transport Officers must be capable of self expression, both orally and in writing and to be competent to testify in court as to events observed on duty.
- E. Deputy Sheriff/Court Transport Officers must be physically and mentally sound with average to above average physical agility and be capable of responding to situations involving physical violence.
- F. The areas of overall responsibility for this position will be:
 - 1. To provide security for both the court and its judges while court is in and out of session.
 - 2. To provide peace and order to those areas of our court system, as necessary.
 - 3. To provide security upon request for any other reason while working in the court system.
 - 4. Apprehension and transportation of subjects on warrants, commitments and other civil process.

5. Handle other civil process procedures when assigned by the Sheriff, Chief Deputy and/or immediate supervisor.
6. Perform the assignments of a Deputy Sheriff/Road Deputy when required by the Sheriff, Chief Deputy and/or immediate supervisor.
7. Deputy Sheriff/Court/Transport Officers must be able to operate all computerized equipment, including the Itasca County in-house computer system.
8. All other responsibilities and duties as assigned by the Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be Minnesota Peace Officer Standards and Training (P.O.S.T.) Board full time licensed or eligible for licensing by the date of appointment. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must pass medical, agility and psychological testing. Must establish their permanent residence as prescribed by Sheriff's Office policy.

6. **Deputy Sheriff/Light Duty**

Authority and Responsibility

- A. This is a special classification designed to accommodate a current Deputy Sheriff/Road Deputy injured on duty and unable to assume the full duties and responsibilities of a regular deputy. Positions within this classification will only be filled in each instance with the approval of the Itasca County Board of Commissioners prior to any appointment.
- B. Deputy Sheriff/Light Duty shall perform the functions of a Deputy Sheriff/Road Deputy with the following exceptions:
 1. Personnel in this classification shall not be assigned to duties that present the probability of a sudden physical confrontation.
 2. Personnel in this classification shall not be assigned duties that exceed prescribed physical limitations on file in their personnel file.
- C. The Deputy Sheriff/Light Duty is the primary operational level personnel. Personnel in this classification implement, in the field, the policies and directives of the Sheriff's Office generally, and in particular, implement the directives and assignments of the area of responsibility to which the Deputy Sheriff/Light Duty is assigned by direct supervision of superior officers in the Sheriff's Office.

- D. Appointment as a Deputy Sheriff/Light Duty confers the fullest powers of arrest.
- E. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of emergency, in order to preserve the peace and maintain law and order.
- F. The Deputy Sheriff/Light Duty must be capable of expressing himself well orally and in writing and be competent to testify in court as to events observed on duty.
- G. The Deputy Sheriff/Light Duty must be physically and mentally sound with average to above average physical agility, with exceptions approved by the Sheriff and those responsible for with workers compensation issues for Itasca County.
- H. The areas of overall responsibility for this position will be:
 - 1. Reviewing all warrants, commitments and civil fines summons submitted to the Sheriff's Office by the courts or other agencies.
 - 2. Investigate background of subjects indicated on warrants, commitments or other legal papers for the purpose of apprehension, collection of fines or other monies due.
 - 3. Apprehension of subjects on warrants, commitments and other civil process.
 - 4. Handle other civil process procedures when assigned by the Sheriff and/or Chief Deputy.
 - 5. Perform the assignments of a Deputy Sheriff/Road Deputy when required by the Sheriff and/or Chief Deputy within prescribed limitations.
 - 6. Deputy Sheriff/Light Duty must be able to operate all computerized equipment, including Itasca County in-house computer system.
 - 7. All other responsibilities and duties as assigned by the Sheriff, Chief Deputy and/or immediate supervisor.

Appointment Qualifications

Must be Minnesota Peace Officer Standards and Training (P.O.S.T.) Board full time licensed or eligible for licensing by the date of appointment. Must be a U.S. citizen. Must possess a valid Minnesota driver's license. Must be a current Itasca County Deputy Sheriff. Must have been approved for this position by the Itasca County Board of Commissioners.

This position is the same pay as the Deputy Sheriff/Road Deputy on the Sheriff's pay plan.

7. Deputy Sheriff/Recreational Deputy

Authority and Responsibility

- A. The Deputy Sheriff/Recreational Deputy is the primary operational level personnel. Personnel in this classification implement, in the field, the policies and directives of the Sheriff's Office generally and in particular, implement the directives and assignments of the area of responsibility to which the Deputy Sheriff/Recreational Deputy is assigned by direct supervision of superior officers in the Sheriff's Office.
- B. Appointment as a Deputy Sheriff/Recreational Deputy confers the fullest powers of arrest.
- C. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- D. Deputy Sheriff/Recreational Deputies shall be responsible for inspecting all resorts for safety compliance of all rental equipment.
- E. Deputy Sheriff/Recreational Deputies shall be responsible for marking all navigational hazards on Itasca County lakes.
- F. Deputy Sheriff/Recreational Deputies must have the ability to operate personal watercrafts, boats, snowmobiles, all-terrain vehicles and all other recreational equipment.

- G. Deputy Sheriff/ Recreational Deputies must be capable of expressing himself well orally and in writing and be competent to testify in court as to events observed on duty.
- H. Deputy Sheriff/Recreational Deputies must be physically and mentally sound with average to above average physical agility and be capable of responding to situations involving physical violence.
- I. Deputy Sheriff/Recreational Deputies must be able to operate all computerized equipment, including Itasca County in-house computer system.
- J. Deputy Sheriff/Recreational Deputies are responsible for any and all other duties assigned to them by the Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be Minnesota Peace Officer Standards and Training (P.O.S.T.) Board full time licensed or eligible for licensing by the date of appointment. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must pass medical, agility and psychological testing. Must establish their permanent residence as prescribed by Sheriff's Office policy.

8. Deputy Sheriff/Road Deputy/Floater

Authority and Responsibility

- A. The Deputy Sheriff/Road Deputy/Floater level is the primary operational level. Personnel in this classification implement, in the field, the policies and directives of the Sheriff's Office generally and in particular, implement the directives and assignments of the area of responsibility to which the Deputy Sheriff/Road Deputy/Floater is assigned. Deputy Sheriff/Road Deputy/Floater operate under the supervision of the Deputy Sheriff/Investigator-Supervisor.
- B. Appointment as a Deputy Sheriff/Road Deputy/Floater confers the fullest powers of arrest.
- C. Deputy Sheriff/Road Deputy/Floater are responsible for maintenance of a variety of law enforcement records, logs and files, including warrants, (both the service of and arrest of) and service of court orders.
- D. Deputy Sheriff/Road Deputy/Floater positions will be used to fill vacations, sick leave, and any other shift that needs to be filled. Deputy

Sheriff/Road Deputy/Floaters could be assigned shifts in any of the patrol areas including civil process and court/transport.

- E. Deputy Sheriff/Road Deputy/Floaters must be willing to be flexible and work with schedules that change often.
- F. Deputy Sheriff/Road Deputy/Floaters must be capable of self expression, both orally and in writing and be competent to testify in court as to events observed on duty.
- G. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- H. Deputy Sheriff/Road Deputy/Floaters must be physically and mentally sound with average to above average physical agility and be capable of responding to situations involving physical violence.
- I. Deputy Sheriff/Road Deputy/Floaters must be able to operate all computerized equipment, including Itasca County in-house computer system.
- J. Deputy Sheriff/Road Deputy/Floaters are responsible for any and all other duties assigned to them by the Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be Minnesota Peace Officer Standards and Training (P.O.S.T.) Board full time licensed or eligible for licensing by the date of appointment. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must pass medical, agility and psychological testing. Must establish their permanent residence as prescribed by Sheriff's Office policy.

9. **Deputy Sheriff/School Liaison**

Authority and Responsibility

- A. The Deputy Sheriff/School Liaison Officer level is the primary operational level. Personnel in this classification implement, in the field, the policies and directives of the Sheriff's Office generally and in particular,

implement the directives and assignments of the area of responsibility to which the Deputy Sheriff/School Liaison is assigned. Deputy Sheriff/School Liaisons operate under the supervision of the Deputy Sheriff/Investigator-Supervisor.

- B. Appointment as a Deputy Sheriff/School Liaison confers the fullest powers of arrest.
- C. Deputy Sheriff/School Liaisons are responsible for maintenance of a variety of law enforcement records, logs, files, including warrants, (both the service of and arrest of) and service of court orders.
- D. Deputy Sheriff/School Liaison positions will be used to fill vacations, sick leave, and any other shift that needs to be filled. Deputy Sheriff/School Liaisons could be assigned shifts in any of the patrol areas including civil process and court/transport.
- E. Deputy Sheriff/School Liaisons must be willing to be flexible and work with schedules that change often.
- F. Deputy Sheriff/School Liaisons must be capable of self expression, both orally and in writing and to be competent to testify in court as to events observed on duty.
- G. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- H. Deputy Sheriff/School Liaisons must be physically and mentally sound with average to above average physical agility and be capable of responding to situations involving physical violence.
- I. Deputy Sheriff/School Liaisons must be able to operate all computerized equipment, including Itasca County in-house computer system.
- J. The areas of overall responsibility for this position will be:
 - 1. To provide liaison security for said school(s) which are part of said school district in which Itasca County has a signed liaison contract.

2. To maintain peace and order to designated areas of said school district property.
3. To provide security for extra curricular school activities.
4. To investigate criminal behavior taking place on school property.
5. Assist in creating school liaison policy.
6. Perform the assignments of a Deputy Sheriff/Road Deputy when required by the Sheriff, Chief Deputy and/or immediate supervisor.
7. All other responsibilities and duties assigned by the Sheriff, Chief Deputy and/or immediate supervisor.

Appointment Qualifications

Must be Minnesota Peace Officer Standards and Training (P.O.S.T.) Board full time licensed or eligible for licensing by the date of appointment. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must pass medical, agility and psychological testing. Must establish their permanent residence as prescribed by Sheriff's Office policy.

10. Deputy Sheriff/Supervisor/Dispatch Coordinator

Primary Objective

Under administrative directions, by policy and procedures, develops, supervises, coordinates and implements effective communications for Itasca County and the Itasca County Sheriff's Office. Coordinates procedures and communications with other law enforcement related entities, EMS, fire departments, etc. and performs related work as required to and/or assigned.

Authority and Responsibility

- A. Supervise, arrange training, evaluate and schedule communications center staff. Assist Chief Deputy in preparing work schedules and arrange for coverage for absenteeism.
- B. Coordinate communication equipment maintenance including the following:
 1. Tower sites.
 2. Dispatch counsel.

3. Required recording devices (Dictaphone).
 4. Camera monitors. (Those relating to downstairs monitors)
 5. Hearing impaired communication equipment.
 6. Any and all 9-1-1 ANI equipment
 7. Fax machine, counsel paging equipment, and any other equipment relating to dispatch and its functions.
- C. Coordinate and supervise the day-to-day communication center responsibilities, including, but not limited to, ICR's, juvenile runaway reports, any other entry, modification and/or retrieval of data.
 - D. Maintain current data, including, but not limited to, current phone number lists of Sheriff's Office employees, all police departments, all fire departments and emergency and support personnel within the county.
 - E. Coordinate procedures required by MINCIS, NCIC, CJIS, BCA and FBI.
 - F. The Deputy Sheriff/Supervisor/Dispatch Coordinator shall be required to remain knowledgeable about the geographical structure of Itasca County and all the resources available for effective communications during the day-to-day operation and during emergencies.
 - G. Repetitive small mechanical motion of keys and that the devices are used on a continuing basis and require a medium ability to accomplish.
 - H. Work required shifts, including prolonged sitting and work generally is confined to the communications center room.
 - I. Independent nature of job requires a high degree of communication skills and self-motivation.
 - J. Shall establish, update and maintain policy and procedure manual pertaining to dispatch and its procedures.
 - K. Establish and update lists of resources for the Itasca County Sheriff's Office Communication Center (any or all that apply).
 - L. Be prepared with knowledge and application of all emergency procedures (pertaining to dispatch of).
 - M. Deputy Sheriff/Supervisor/Dispatch Coordinator shall have daily contact with Chief Deputy regarding communications center.

- N. Shall have daily contact with Deputy Sheriff/Dispatchers, Deputy Sheriff/Road Deputies, Deputy Sheriff/Records Deputies and the public.
- O. Shall have occasional contact with the representatives of response type organizations, such as ambulance services, fire departments and other police departments.
- P. Shall have occasional contact with representatives of MINCIS, NCIC, CJIS, etc.
- Q. Shall have occasional contact with vendors and repair personnel.
- R. Shall be responsible for carrying out any other responsibilities and duties assigned to him by the Sheriff and/or Chief Deputy.

Appointment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must be currently classified as a Deputy Sheriff/Dispatcher in the Itasca County Sheriff's Office and have been in that position for a minimum of five (5) years. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must have the ability to work with minimal supervision. Requires current EMD certification.

11. Deputy Sheriff/Dispatcher

Authority and Responsibility

- A. Personnel in this classification have the primary operational responsibility for communication equipment and operation of this equipment within the Itasca County Sheriff's Office to include, but not limited to, any radio equipment, dispatch equipment, enhanced 9-1-1 equipment, Dictaphone equipment and all dispatch duties concerning all law enforcement within Itasca County. Personnel in this classification shall operate under the supervision of the Deputy Sheriff/Dispatch Coordinator.
- B. Appointment as a Deputy Sheriff/Dispatcher confers the fullest powers of arrest.
- C. Deputy Sheriff/Dispatchers are responsible for maintenance of a variety of law enforcement records, logs, files, including warrants, (both the service of and arrest of) and service of court orders.
- D. Deputy Sheriff/Dispatchers must be capable of self expression, both orally and in writing and to be competent to testify in court as needed.

- E. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.
- F. Deputy Sheriff/Dispatchers must be physically and mentally sound with above average physical agility to be capable of responding to situations, including physical violence.
- G. Deputy Sheriff/Dispatchers must be able to operate teletype machines, computers, to include Itasca County Sheriff's Office in-house computer system and any enhanced 9-1-1 computerized equipment.
- H. Deputy Sheriff/Dispatchers shall act in the capacity of a Deputy Sheriff/Road Deputy when required.
- I. Deputy Sheriff/Dispatchers must be able to learn and implement the security procedures of the Itasca County Sheriff's Office and command a broad knowledge of and be able to implement the rules and regulations governing the security of the Itasca County Sheriff's Office, Itasca County Jail and Jail Annex.
- J. Deputy Sheriff/Dispatchers must be able to express themselves well in answering telephones and answering radios, keeping in mind that, for most people, their only contact with law enforcement is by means of telephone and that the way they are received by the telephone may well chart their future action and that our office is only as good as the information it receives.
- K. Deputy Sheriff/Dispatchers must log all communications via telephone or radio transmission and maintain detailed records.
- L. Deputy Sheriff/Dispatchers must be able to send, as well as receive, all messages and directives from and to the proper authorities via teletype or computer.
- M. Deputy Sheriff/Dispatchers are responsible for any and all other duties assigned to them by the Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must be eligible to obtain minimally a part-time peace officer's license. Must be able to work with minimal supervision. Upon selection for employment, must pass medical, agility and psychological testing.

12. Deputy Sheriff/Supervisor/Jail Coordinator

Primary Objective

An employee in this class is responsible for the administration of the Itasca County Jail. The Deputy Sheriff/Supervisor/Jail Coordinator shall be the highest level supervisor in the jail and shall be accountable to the Sheriff, Chief Deputy and Sheriff's Office policy. Primary responsibilities include the following:

1. Planning and supervising the development and implementation of inmate related policies, procedures and programs.
2. Monitoring and reviewing jail policies, procedures and programs to ensure compliance with state and federal guidelines and regulations.
3. Assisting with budgetary control and purchasing.
4. Assigning and supervising the activities of the operation's staff, as well as conducting staff training, activities and conducting annual reviews.

Authority and Responsibility

- A. Shall assist in organizing, coordinating, implementing and supervising various inmate related programs, such as recreational, reintegrative, educational, vocational, food service, visitation, etc., in accordance with court assignments and court orders for both the jail and medium security annex.
- B. Shall be responsible for all staff persons working in the jail, including the medium security annex and their day to day supervision.
- C. Shall be responsible for the supervision of any contact staff working in the jail or medium security annex.
- D. Shall be responsible for the supervision of operational staff activities to include planning, structure and revising work assignments and shifts.

- E. Shall approve leaves and overtime.
- F. Shall prepare performance evaluations, develop and monitor performance standards and advise and counsel staff of expected performance.
- G. Shall administer any necessary disciplinary actions through the recommendation for suspension.
- H. Shall plan, develop, present and supervise training programs.
- I. Shall process grievances and appeals.
- J. Shall assist in interviewing and hiring new staff.
- K. Shall be responsible for carrying out any additional responsibilities and duties assigned to him by the Sheriff and/or Chief Deputy.

Appointment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must be currently classified as a Deputy Sheriff/Correctional Deputy in the Itasca County Sheriff's Office and have been in that position for a minimum of five (5) years. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must have the ability to work with minimal supervision.

13. **Deputy Sheriff/Supervisor/Assistant Jail Coordinator**

Primary Objective

An employee in this class is responsible for assisting the Deputy Sheriff/Supervisor/Jail Coordinator with the administration of the Itasca County Jail. The Deputy Sheriff/Supervisor/Assistant Jail Coordinator is part of the command section accountable to the Deputy Sheriff/Supervisor/Jail Coordinator, Sheriff, Chief Deputy and Sheriff's Office policy. Primary responsibilities include the following:

1. Planning and supervising the development and implementation of inmate related policies, procedures and programs.
2. Monitoring and reviewing jail policies, procedures and programs to ensure compliance with state and federal guidelines and regulations.
3. Assisting with budgetary control and purchasing.
4. Assigning and supervising the activities of the operation's staff, as well as conducting staff training, activities and conducting annual reviews.

Authority and Responsibility

- A. Personnel in this classification implement the procedures and directives of the Sheriff's Office.
- B. Shall be responsible for assisting all staff persons working in the jail and medium security annex, including assistance in the day to day supervision.
- C. Shall be responsible for reviewing, updating and implementing policies and procedures in the jail and medium security annex.
- D. Shall be responsible for assisting supervision of any contact staff working in the jail and medium security annex.
- E. Shall assist in organizing, coordinating, implementing and supervising various inmate related programs, such as recreational, reintegrative, educational, vocational, food service, visitation, etc., in accordance with court assignments and court orders for both the jail and medium security annex.
- F. Shall assist in planning and preparing the jail's budget, monetary expenditures and assist in conducting financial planning to ensure proper staffing, equipment, supplies, etc.
- G. Shall assist in the supervision of operational staff activities, to include planning, structure and revising work assignments and shifts.
- H. Shall assist in approving leaves and overtime and assist in interviewing and hiring new staff.
- I. Shall coordinate, monitor and update the policy and procedure manual to ensure compliance with state and federal guidelines and regulations.
- J. Shall order and supervise the ordering of supplies and equipment.
- K. Shall supervise payroll preparation.
- L. Shall perform the duties of subordinate staff in their absence during the course of the Deputy Sheriff/Supervisor/Assistant Jail Coordinator's regularly scheduled shift.
- M. Shall perform related duties and responsibilities as assigned by the Deputy Sheriff/Supervisor/Jail Coordinator, Sheriff and/or Chief Deputy.

- N. Shall act with full authority in the absence of the Deputy Sheriff/Supervisor/Jail Coordinator.

Appointment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must be currently classified as a Deputy Sheriff/Correctional Deputy in the Itasca County Sheriff's Office and have been in that position for a minimum of three (3) years. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must have the ability to work with minimal supervision.

14. **Deputy Sheriff/Correctional Deputy/Jail Team Leader**

Authority and Responsibility

- A. Personnel in the Deputy Sheriff/Correctional Deputy/Jail Team Leader classification have the primary responsibility for the Itasca County Jail and medium security annex. The Deputy Sheriff/Correctional Deputy/Jail Team Leader operates under the supervision of the Deputy Sheriff/Jail Coordinator and the Deputy Sheriff/Assistant Jail Coordinator within this department.
- B. Appointment as a Deputy Sheriff/Correctional Deputy/Jail Team Leader confers the fullest powers of arrest.
- C. Deputy Sheriff/Correctional Deputy/Jail Team Leaders are responsible for any and all other duties assigned to them by the Sheriff, Chief Deputy, Jail Coordinator or Assistant Jail Coordinator.
- D. The Deputy Sheriff/Correctional Deputy/Jail Team Leader shall perform the duties of the Deputy Sheriff/Correctional Deputy.
- E. The Deputy Sheriff/Correctional Deputy/Jail Team Leader will be stationed in the mail jail.
- F. The Deputy Sheriff/Correctional Deputy/Jail Team Leader shall be capable of filling shifts for other Deputy Sheriff/Correctional Deputies as needed for vacation, sick, family leave and training days.
- G. The Deputy Sheriff/Correctional Deputy/Jail Team Leader shall conduct at least one complete facility inspection per shift (to include perimeter doors, booking room, rec room, interview room, program room, locker rooms, holding cell, etc.) and to take any corrective action needed. The Jail Team Leader working the night shift will be responsible for inspection of door locks (cell door manual).

- H. The Deputy Sheriff/Correctional Deputy/Jail Team Leader will conduct nightly cell inspections and determine if any cleaning, repairs, maintenance, discipline, etc. needs to be followed up on. This information will then be forwarded to the day shift. The Deputy Sheriff/Correctional Deputy/Jail Team Leader working the day shift is responsible for reviewing the report and initiating the needed follow-up.
- I. Deputy Sheriff/Correctional Deputy/Jail Team Leaders are to ensure that when an inmate is released, the vacated cell is inspected for damage or graffiti.
- J. Deputy Sheriff/Correctional Deputy/Jail Team Leaders are responsible for reviewing and properly routing all necessary reports and records and ensuring the accuracy and completeness of them (signatures, dates, times, charges, Log/CFS numbers, etc.).
- K. Deputy Sheriff/Correctional Deputy/Jail Team Leaders shall assign and participate in specific work assignments and ensure that there is an equitable distribution of workload (including the Jail Team Leader).
- L. The Deputy Sheriff/Correctional Deputy/Jail Team Leader shall ensure that all necessary filing gets done.
- M. The Deputy Sheriff/Correctional Deputy/Jail Team Leader shall ensure that half-hour well-being checks are being done and logged.
- N. Deputy Sheriff/Correctional Deputy/Jail Team Leaders shall monitor housekeeping of work areas and leave work orders for janitor when needed.
- O. The Deputy Sheriff/Correctional Deputy/Jail Team Leader is responsible for properly briefing the relieving shift of status and happenings.
- P. The Deputy Sheriff/Correctional Deputy/Jail Team Leader is responsible for ensuring that DNA samples are taken and logged accordingly.
- Q. The Deputy Sheriff/Correctional Deputy/Jail Team Leader is responsible for ensuring that inmate photos are current and any new tattoos are photographed.
- R. Deputy Sheriff/Correctional Deputy/Jail Team Leaders are responsible for ensuring that Notice of Admissions to prison are completed and faxed.
- S. Deputy Sheriff/Correctional Deputy/Jail Team Leaders are responsible for the re-booking of short-term offenders.

- T. The Deputy Sheriff/Correctional Deputy/Jail Team Leader is responsible for ensuring that all reports are completed (emergency restraint chair, taser deployments, violation reports, etc.).
- U. The Deputy Sheriff/Correctional Deputy/Jail Team Leader shall contact the Jail Coordinator or Assistant Jail Coordinator to notify them of emergencies (suicide, attempted suicide, death, medical emergency, assaults, taser deployments, etc.).

Appointment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must be currently classified as a Deputy Sheriff/Correctional Deputy in the Itasca County Sheriff's Office and have been in that position for a minimum of three (3) years. The Deputy Sheriff/Correctional Deputy/Jail Team Leader should have the ability to establish and maintain effective working relationships with co-workers, law enforcement, other agency personnel and the public. Must have a good working knowledge of the operations of the Itasca County Jail. Full or part-time peace officer license preferred but not required. Must be a U.S. Citizen. Must have a valid Minnesota driver's license.

15. Deputy Sheriff/Correctional Deputy

Authority and Responsibility

- A. Personnel in this classification have the primary operational responsibility for the Itasca County Jail and the medium security annex and operate under the supervision of the Deputy Sheriff/Jail Coordinator and Deputy Sheriff/Assistant Jail Coordinator.
- B. Appointment as a Deputy Sheriff/Correctional Deputy confers the fullest powers of arrest.
- C. Deputy Sheriff/Correctional Deputies shall act in the capacity of a Deputy Sheriff/Road Deputy when required.
- D. Deputy Sheriff/Correctional Deputies are responsible for maintenance of a variety of law enforcement records, logs, files, including warrants, (both the service of and arrest of) and service of court orders.
- E. Deputy Sheriff/Correctional Deputies must be capable of self expression, both orally and in writing and to be competent to testify in court as needed.
- F. Deputy Sheriff/Correctional Deputies are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to

their particular work assignment and command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.

- G. Deputy Sheriff/Correctional Deputies must be physically and mentally sound with average to above average physical agility to be capable of responding to situations, including physical violence.
- H. Deputy Sheriff/Correctional Deputies provide for the health, safety and security of all inmates in custody of the Itasca County Jail.
- I. Deputy Sheriff/Correctional Deputies must be able to operate all computerized equipment, including Itasca County's in-house computer system.
- J. Deputy Sheriff/Correctional Deputies must be able to learn and implement the security procedures of the Itasca County Jail and the medium security annex and command a broad knowledge of and be able to implement the rules and regulations governing the detention and release of prisoners and the booking and identification of incoming suspects.
- K. Deputy Sheriff/Correctional Deputies are responsible for maintaining order in the Itasca County Jail and medium security annex at all times.
- L. Deputy Sheriff/Correctional Deputies are responsible for the investigation of crimes committed within the Itasca County Jail and medium security annex.
- M. Deputy Sheriff/Correctional Deputies are responsible for inventory and the secure storage of personal property of all prisoners.
- N. Deputy Sheriff/Correctional Deputies are responsible for records and distribution of medications.
- O. Deputy Sheriff/Correctional Deputies are the principle contact with the inmates of the Itasca County Jail and the medium security annex.
- P. Deputy Sheriff/Correctional Deputies must have the visibility and ability to conform with Sheriff's Office policy and all office procedures and to function well on handling of prisoners that are incarcerated.
- Q. Deputy Sheriff/Correctional Deputies are responsible for supervision of work activities of trustee prisoners in accordance with Sheriff's Office policies.

- R. Deputy Sheriff/Correctional Deputies must be able to send, as well as receive, all messages and directives from and to proper authorities via computerized mail.
- S. Deputy Sheriff/Correctional Deputies are expected to command a thorough and detailed knowledge of incarceration and rules pertaining to the operation of jails, investigations of crimes committed in jails, court orders and security matters.
- T. Deputy Sheriff/Correctional Deputies must log all activities regarding the release and intake of prisoners, visits and communications.
- U. Deputy Sheriff/Correctional Deputies are responsible for any and all other duties assigned to them by the Deputy Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must be eligible to obtain minimally a part-time peace officer's license. Must be able to work with minimal supervision. Upon selection for appointment, must pass medical, agility and psychological testing.

16. Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader

Authority and Responsibility

- A. Personnel in this classification have the primary operational responsibility for the Itasca County Jail and the medium security annex and operate under the supervision of the Deputy Sheriff/Jail Coordinator and Deputy Sheriff/Assistant Jail Coordinator.
- B. Appointment as a Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader confers the fullest powers of arrest.
- C. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader shall act in the capacity of a Deputy Sheriff/Road Deputy when required.
- D. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader shall perform the duties of a Deputy Sheriff/Correctional Deputy when required.

- E. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader shall be capable of filling shifts for Deputy Sheriff/Correctional Deputies as needed for vacation, sickness, family leave and training days.
- F. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader must be physically and mentally sound with average physical agility and be capable of responding to situations involving physical violence.
- G. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader shall be able to operate all computerized equipment, including Itasca County's in-house computer system.
- H. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader will supervise and work with the people who are on the Sentence to Serve Program.
- I. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader must be responsible for the inventory and secure storage of all Sentence to Serve Program operational equipment.
- J. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader will be responsible for logging the people in and out of jail who participate in the Sentence to Serve Program.
- K. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader will be responsible for the monitoring of the participants who are the Sentence to Serve Program for alcohol and substance use, while they are on the Sentence to Serve Program.
- L. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader will document all activity of the Sentence to Serve Program.
- M. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader must be a versatile person who knows and understands some minor mechanical work.
- N. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader will document the days each person worked on the Sentence to Serve Program.
- O. The Deputy Sheriff/Correctional Deputy/Jail Work Crew Leader is responsible for any and all other duties assigned to them by the Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must be currently classified as a Deputy Sheriff/Correctional Deputy in the Itasca County Sheriff's Office and have been in that position for a minimum of three (3) years. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must have the ability to work with minimal supervision.

17. **Deputy Sheriff/Correctional Deputy/Jail Programmer**

Authority and Responsibility

- A. The Deputy Sheriff/Correctional Deputy/Jail Programmer has the primary operational responsibility for the Itasca County Jail and the medium security annex and operates under the supervision of the Deputy Sheriff/Jail Coordinator and Deputy Sheriff/Assistant Jail Coordinator.
- B. Appointment as a Deputy Sheriff/Correctional Deputy/Jail Programmer confers the fullest powers of arrest.
- C. The Deputy Sheriff/Correctional Deputy/Jail Programmer shall act in the capacity of the Deputy/Road Deputy when required.
- D. The Deputy Sheriff/Correctional Deputy/Jail Programmer shall perform the duties of a Deputy Sheriff/Correctional Deputy as needed.
- E. The Deputy Sheriff/Correctional Deputy/Jail Programmer shall be capable of filling shifts for Deputy Sheriff/Correctional Deputies as needed for vacation, sickness, family leave and training days.
- F. The Deputy Sheriff/Correctional Deputy/Jail Programmer is responsible for Huber release inmates as pursuant to the rules set forth by the Itasca County Jail.
- G. The Deputy Sheriff/Correctional Deputy/Jail Programmer is responsible for release of inmates for educational or counseling purposes.
- H. The Deputy Sheriff/Correctional Deputy/Jail Programmer is responsible for developing programs of counseling or activities involving religious, social, recreational, chemical dependency, educational and vocational.
- I. The Deputy Sheriff/Correctional Deputy/Jail Programmer will conduct orientation sessions with new inmates, acquainting them with the policies and procedures of the Itasca County Jail, as well as introducing programs available to them.

- J. The Deputy Sheriff/Correctional Deputy/Jail Programmer will conduct periodic interviews with inmates to monitor their general attitude and progress in various programs.
- K. The Deputy Sheriff/Correctional Deputy/Jail Programmer must be able to learn and implement the security procedures of the Itasca County Jail and the medium security annex and command a broad knowledge of and be able to implement the rules and regulations governing the detention and release of prisoners and the booking and identification of incoming suspects.
- L. The Deputy Sheriff/Correctional Deputy/Jail Programmer provides for the health, safety and security of all inmates in custody of the Itasca County Jail.
- M. The Deputy Sheriff/Correctional Deputy/Jail Programmer works with the Deputy Sheriff/Jail Coordinator and Deputy Sheriff/Assistant Jail Coordinator on updating jail policies and the development of new policies.
- N. The Deputy Sheriff/Correctional Deputy/Jail Programmer assists in classifying new inmates and reclassifying inmates when necessary.
- O. The Deputy Sheriff/Correctional Deputy/Jail Programmer assists with court on special term, traffic court or pre-trials, when needed.
- P. The Deputy Sheriff/Correctional Deputy/Jail Programmer assists in guarding inmates during a jury trial.
- Q. The Deputy Sheriff/Correctional Deputy/Jail Programmer assists in transporting inmates to and from medical appointments.
- R. The Deputy Sheriff/Correctional Deputy/Jail Programmer assists in ordering supplies for the Jail and medium security annex.
- S. The Deputy Sheriff/Correctional Deputy/Jail Programmer assists in the maintenance and correction of suspense files, fingerprint files, etc.
- T. The Deputy Sheriff/Correctional Deputy/Jail Programmer will maintain knowledge of modern jail operation methods and procedures, Sheriff's Office policies, rules, regulations and controlling laws and regulations.
- U. The Deputy Sheriff/Correctional Deputy/Jail Programmer will assist in the Pay-for-Stay Program.

- V. The Deputy Sheriff/Correctional Deputy/Jail Programmer is responsible for any and all other duties assigned to him by the Sheriff, Chief Deputy and/or immediate supervisor.

Appointment Qualifications

Must have the ability to establish and maintain effective working relationships with co-workers, law enforcement and other agency personnel and the public. Must be currently classified as a Deputy Sheriff/Correctional Deputy in the Itasca County Sheriff's Office and have been in that position for a minimum of three (3) years. Must have a good working knowledge of the operation of the Itasca County Jail. Must have obtained a full-time or part-time peace officer's license. Must have a valid Minnesota driver's license. Must have the ability to work with minimal supervision.

18. **Deputy Sheriff/Records Deputy**

Authority and Responsibility

- A. Personnel in this classification have the primary operational responsibility for communication either direct or indirect with the general public. Deputy Sheriff/Records Deputies must be able to express themselves well in answering telephones and relaying information to the public.
- B. Appointment as a Deputy Sheriff/Records Deputy confers the fullest powers of arrest.
- C. Deputy Sheriff/Records Deputies shall act in the capacity of a Deputy Sheriff/Road Deputy when required.
- D. Deputy Sheriff/Records Deputies are responsible for maintenance of a variety of law enforcement records, logs, files, including warrants, (both the service of and arrest of) and service of court orders.
- E. Deputy Sheriff/Records Deputies must be capable of self expression, both orally and in writing and to be competent to testify in court as needed.
- F. Characteristic of personnel in this classification is their visibility to the public. They are the Sheriff's principle contact with the citizens of Itasca County, and as such, they are expected to command a thorough and detailed knowledge of all laws and ordinances pertaining to their particular work assignment and to command a broad working knowledge of general police procedures to be followed in case of criminal incident, accident, natural disaster, riot or similar emergency, in order to preserve the peace and maintain law and order.

- G. Deputy Sheriff/Records Deputies must be physically and mentally sound with average to above average physical agility to be capable of responding to situations, including physical violence.
- H. Deputy Sheriff/Records Deputies must be able to operate all computerized equipment, including Itasca County's in-house computer system.
- I. Deputy Sheriff/Records Deputies are responsible for the collection and investigation of all misdemeanor insufficient fund checks turned over to the Itasca County Sheriff's Office.
- J. Deputy Sheriff/Records Deputies operate under direct supervision of superior officers in the command section of the area of responsibility of which they are assigned.
- K. Deputy Sheriff/Records Deputies areas of operational responsibility are the records functions of the office to which they are assigned.
- L. Deputy Sheriff/Records Deputies are responsible for any and all other duties assigned to them by the Sheriff, Chief Deputy and/or immediate supervisor.

Employment Qualifications

Must be a high school graduate or have a GED equivalency certificate. Must pass a qualifying exam administered by the Commission and/or the Sheriff. Must be a U.S. citizen. Must have a valid Minnesota driver's license. Must be eligible to obtain minimally a part-time Minnesota peace officer's license. Must be able to work with minimal supervision. Upon selection for appointment, must pass medical, agility and psychological testing.

RULE II SELECTION OF PERSONNEL

SECTION I

Veteran's Preference

1. Preference with respect to appointment and promotion for all permanent positions shall be extended to honorably discharged veterans in accordance with requirements of Minnesota State Statutes Chapter 197.
2. The Commission shall make no inquiry before any Civil Service examination as to whether an applicant is a veteran, nor should any distinction be made in giving

the examination or grading the results thereof on account of the fact that the applicant may be a veteran, except as provided by law.

3. The first time an applicant or employee requests veteran's preference, he shall furnish the Civil Service Commission a photocopy of his discharge or separation papers.

SECTION II

Application Procedures

1. No applicant for a position in the Sheriff's Office may be employed unless each of the following conditions has been fulfilled:
 - A. The applicant must complete and submit to the Commission a written application on the prescribed form.
 - B. The applicant must comply with the requirements established for the position in regard to physical condition, education and experience.
 - C. The applicant must attain a final earned score of not less than 70% for the prescribed examination.
2. Applicants shall file their completed applications with the Commission on the prescribed forms not later than the closing date stated in the examination announcement. All eligibility requirements must be met by this date.
3. The commission may reject applicants when it appears that:
 - A. The application has not been completely fill out; or
 - B. The application contains willful misrepresentation or deceptions; or
 - C. The applicant has been guilty of criminal, infamous or disgraceful conduct; or
 - D. The applicant has otherwise failed to comply with the minimum requirements of the position applied for.
4. The Commission shall keep a register to be known as the "Application Register" in which shall be entered the names and addresses, in the order of the date of application, of all applicants for examination and the position or employment they seek.

SECTION III

Examination Procedure

Entry Examinations

1. Candidates must write a two page, or less, resume and the Commission and/or their designee(s) will grade them on a pass or fail basis.
2. The Commission and/or their designee(s) will administer an oral interview and grade on a pass or fail basis and each Commissioner and/or their designee(s) will write an individual report based on the interview.
3. Applicants must be willing to submit to an exam by the Sheriff and/or his designee(s) which will include the following areas:
 - A. Integrity
 - B. Moral character
 - C. Experience
 - D. Training
 - E. Past Job Performance
 - F. Ability to relate to the public
 - G. Capability to handle job
 - H. Temperament
 - I. Sobriety
 - J. Compassion for people
 - K. Loyalty
 - L. Willingness to comply with the requirements of the job
 - M. Ability to handle confidential material
 - N. Background exam

The Sheriff and/or his designee(s) will grade (70 – 100%) and notify the commission as to scores. If the Sheriff should fail a person, he must give a written reason why.

4. Notice of examination:
 - A. The Commission and/or their designee(s) shall establish the date on which an examination is to be given.
 - B. The Commission and/or their designee(s) shall also establish the date of closing of applications for the position to be tested, in order to finalize the list of names on the application register.

- C. Persons on the application register seeking a position for which the test is being conducted shall be given at least ten (10) days written notice, by mail, as to the date, place and scope of the exam.
 - D. The Commission and/or their designee(s) shall publish notice of all examinations at least ten (10) days in advance of the date of closing of applications in a newspaper of general circulation in the county.
 - E. The Commission and/or their designee(s) shall also post notice of all examinations at least ten (10) days in advance of the date for closing of applications at the county courthouse in the Sheriff's quarters. Said notice to remain posted for ten (10) days.
5. Eligible Register/Entry Classifications:
- A. The names of applicants who obtain a passing score on the entry examination shall be placed on a preliminary eligible register maintained for that job class. The applicants shall be listed on the preliminary register according to their relative standings.
 - B. The Commission and/or their designee(s) shall request the applicant whose name appears on the preliminary eligible register to submit, within ten (10) days, evidence of military service and honorable discharge if he intends to claim Veteran's Preference under the provisions of Minnesota Statutes, Sections 197.45 and 197.46, known as the Veteran's Preference Law.
 - C. After being notified of the applicant's intentions to claim Veteran's Preference, the Commission and/or their designee(s) shall re-determine and finalize the standings and compile a final Eligible Register, reflecting the effect of such Veteran's Preference claims.
 - D. No name shall remain on the Eligible Register for more than two (2) years without a new application and new examination.
 - E. When the Sheriff has indicated his intention of filling a vacancy in a permanent position by original appointment or promotional appointment, he shall submit the proper requisition to the Commission.

6. Appointments

The Commission shall certify to the Sheriff the names of the three Applicants standing the highest on the Eligible Register to fill any vacancy, new or promotional position. From the three certified, the Sheriff shall fill the new or promotional vacancy. If two or more vacancies are to be filled, then two more than the required number of

persons to be appointed shall be certified. Any applicant on the Eligible Register refusing to accept the position which is offered shall be removed from the Eligible Register. Persons selected for appointment must submit to medical, psychological and agility testing as required. Persons failing to meet minimum standards in the examinations shall not be employed and shall be removed from the Eligible Register. Upon notice from the Sheriff of the appointment of an applicant so certified, the Commission shall strike the applicant's name from the Eligible Register and place his name on the Service Register. No name shall remain on the Eligible Register for more than two years without a new application and new examination.

7. Service Register:

- A. The Commission shall prepare a Service Register, in which shall be entered according to classification, the names, ages, compensation, period of past employment, records of efficiency, character, conduct, seniority, and other facts and data with reference to each employee as the Commission may deem useful in order to better ascertain the standing of each employee for the purpose of promotions. Each employee shall have the right to inspect the contents of his/her file in the Service Register.
- B. In order to assist the Commission in maintaining an accurate and current Service Register, the Sheriff shall notify the Commission in writing of all appointments, terminations, resignations and any other matters affecting change of status. He shall indicate the names of the persons involved and the date and time of actions to be taken.

SECTION IV

Temporary Appointment of Personnel

- 1. Temporary Appointment to Entry Level Positions:
 - A. Upon request by the Sheriff, the Commission may authorize the temporary appointment of personnel selected by the Sheriff without testing, to entry level positions within the Sheriff's Office.
 - B. Such temporary appointments shall be authorized only in case of emergency, as determined by the Commission.
 - C. Such temporary appointments shall be effective for a period not exceeding thirty (30) days. Successive temporary appointments shall not be granted; provided, however, that the Commission within such thirty day period complies with Rule II, Section 3, Examination Procedures, and certifies to the Sheriff the names of the applicants from an Eligible Register.

2. Temporary Appointment to Promotional Positions:

Temporary appointment to a promotional position shall be treated in the same manner as in the case of entry level positions; provided, however, that the person appointed must, at the time of appointment, already be a permanent employee of department, and be qualified for the position.

3. Persons in the Armed Forces:

A. Persons on an Eligible Register at the time of their induction or enlistment into the Armed Forces of the United States shall retain their position on the appropriate Eligible Register.

B. A person returning from the Armed Forces shall immediately be certified for appointment to the position for which he is eligible, if at the time of his return, said position is being filled by temporary appointment.

**RULE III
GENERAL RULES**

SECTION I

County Board – Union – Commission Relationships

1. Table of Authorization:

A. The County Board of Commissioners shall determine the total number of authorized personnel to be employed by the Sheriff's Office.

B. Annually, at its first meeting in August of each year and at such other times as it deems appropriate, the Civil Service Commission shall receive recommendations from the Sheriff with respect to amendment of the Rules generally, recommended changes in the Table of Authorization, classification and personnel complement. The Commission shall consider such recommendations and forward them, along with the Commission's own recommendations with respect to changes in classification or personnel complement, to the County Board not later than September 1st of each year.

C. Upon receipt of County Board action approving, disapproving or amending recommendations as to classification or complement, the Civil Service Commission shall proceed to amend the rules as required by such County Board action.

- D. The Commission shall maintain a current Table of Authorization which reflects the actions of the County Board and the Commission. Said Table of Authorization shall indicate the number of personnel authorized in the various classifications and position assignments. Said Table to be attached to these rules as Appendix A, and a current copy thereof posted in the Sheriff's headquarters at all times.

2. Compensation Items:

In light of the existence of the Public Employee Bargaining Act provided in the Laws of Minnesota, the Commission finds that certain items relating to compensation and the conditions of employment are more appropriately the subject of labor negotiation than the subject of the Rules. Therefore, the Civil Service Commission defers the following items to the labor negotiation process to be carried on between the Sheriff's Office employees' exclusive bargaining agent and the County Board:

- A. Wage Schedules
- B. Definition of Work Day
- C. Definition of Holidays
- D. Leave of Absence Due to Injury in the Line of Duty
- E. Fringe Benefits/Vacation and Sick Leave/Severance Benefits
- F. Transfers Within Grade

SECTION II

Probation/Disciplinary Actions/Terminations/Retirement

1. Probation Period:

- A. Until an employee of the Sheriff's Office has had twelve months of continuous employment, he may be discharged at any time with or without cause, subject, however, to the requirements of the Veteran's Preference Law.
- B. All employees while on probation must attend all schools or training required for their position or requested by the Sheriff, Chief Deputy and/or immediate supervisor of their division at County expense. Failure to successfully complete required training shall be grounds for discharge.

- C. After twelve months of continuous employment, an employee shall not be discharged except for cause and according to the procedures set out in the Rules below.

2. Disciplinary Actions:

A. Reprimand

The Sheriff shall have the right to reprimand and impose demerits upon any employee of the Sheriff's Office for disciplinary purposes. Likewise, superior officers within the Sheriff's Office have the right to take such actions against subordinates under their supervision. A complete record of all actions shall be created and forwarded to the Commission. The Commission may note such actions in the subordinate employee's file in the Service Register, and may refer to said notations for purposes of ascertaining the standing of said employee and for purposes of promotion, as it deems appropriate, pursuant to M.S. 387.35 and M.S. 387.36 (9). A copy of said notations entered in an employee's service record as a result of disciplinary action shall be made available to the employee. Any response, in writing, made by the employee shall also be filed in the employee's file in the Service Register.

3. Suspension

- A. For disciplinary reasons or pending investigation of charges against an employee, the Sheriff shall have the authority to suspend an employee from duty without pay for a period not exceeding thirty (30) days.
- B. Detailed written notice of any suspension must be forwarded to the Commission and to the employee involved within three (3) days of the date of such action. Said notice will state the cause for such action and include a statement of the specific charges.
- C. The Commission may note such action in the employee's file in the Service Register and may refer to said notation for ascertaining the standing of said employee and for purposes of promotion as it deems appropriate.

4. Demotion:

An employee shall not be demoted except for cause and upon written charges according to the same procedure outlined below under the paragraph entitled DISCHARGE, except in the case of a waiver thereof by the employee involved.

5. Terminations:

- A. After twelve months of continuous employment, an employee shall not be removed or discharged except for cause and upon written charges and after an opportunity to be heard in his own defense as provided by Minnesota Law. Charges against an employee may be brought only by the Sheriff or a member of the Commission and shall be filed with the Secretary of the Commission.
 - B. Charges against any employee shall be investigated by or before the Commission, and the employee shall be afforded notice and an opportunity to be heard in his own defense before the Commission. The findings and determinations of the Commission and orders of suspension, reduction or removal shall be in writing and shall be filed within three (3) days after the completion of the hearing with the Secretary to notify the employee of his right to appeal. The finding and decision of the Commission shall also be forthwith certified to the Sheriff, to be enforced by him.
 - C. The Commission shall conduct such hearings in a manner consistent with the appropriate provisions of M.S. 387.40 and 387.41.
 - D. An employee who is found guilty, after a hearing by the Commission, of inefficiency, (or as in the case of veterans, incompetence) breach of duty, misconduct or willful violation of these regulations may be discharged, demoted or suspended and his name may be stricken from the Service Register. If the Commission determines that the charges are not sustained, the accused, if he has been suspended pending investigation, shall be immediately restored to duty and shall be paid all back pay for the period of suspension.
6. Resignation/Retirement
- A. A resignation or retirement in good standing shall be made by giving the Sheriff written notice not less than thirty (30) days in advance of resignation or retirement and by mailing a copy thereof to the Civil Service Commission immediately. Failure to give such notice may be considered sufficient reason for rejection of any further applications from such employee, unless said notice requirement has been waived by the Sheriff.
 - B. An employee who is absent without authority for 72 hours or who fails, without sufficient reason, to notify his superior officer of the reason for his absence and the time he or she will return to duty, shall be considered to have resigned without notice. Resignation date will be the date the employee absented himself.

SECTION III

Position Abolished/Layoff/Reinstatement

1. Position Abolished:
 - A. Whenever any classification or a position assignment within a classification is abolished by action of the County Board and/or the Civil Service Commission, the employees within such classification or position within the classification shall be placed, in order of their seniority, on the top of the Layoff Register maintained for that classification. Said employees shall be offered positions in the next lower classification if vacant or held by less senior employees, but only in those cases when, in the judgment of the Commission, the senior employee is adequately qualified to perform the duties and responsibilities of the lower classification.
 - B. The Commission, alone, shall determine what position within a classification is being abolished.

2. Layoff:
 - A. The Sheriff shall notify the Civil Service Commission whenever it becomes necessary or desirable for reasons of economy, decline in the workload or other causes, to reduce the number of employees in the Sheriff's Office. The Commission shall review the notification from the Sheriff and thereupon forward to the County Board its recommendation as to the number of positions to be eliminated.
 - B. Probationary employees shall be laid off first, in the order determined by the Commission. The order of laying off permanent employees shall be decided on the basis of seniority within in each classification and between classifications provided that any senior employee must be adequately qualified to perform the duties and responsibilities of the position in the next lower classification and if, in the judgment of the Commission, he is not so qualified, he shall be placed on the layoff register.

3. Reinstatement:
 - A. The names of employees who are laid off shall be placed on a Layoff Register and shall be eligible for reinstatement to their same position; provided, however, that such eligibility shall not continue longer than twenty-four (24) months after the date of layoff.
 - B. Reinstatement shall be made in inverse order of layoff; i.e., the last employee laid off within a classification shall be the first one reinstated to that classification. When a vacancy occurs, certification and appointment

shall be made from the names appearing on the Layoff Register before reference to any other register.

SECTION IV

Leave of Absence

1. A leave of absence without pay, for a period not to exceed one (1) year in duration, may be granted by the Commission upon recommendation by the Sheriff to any permanent employee who has had not less than one year of continuous service in the Sheriff's Office; provided that the employee makes a written request for such leave and states a reason therefore which meets the approval of the Sheriff and the Civil Service Commission. Seniority and fringe benefits shall not accrue during such leave.
2. All leaves of absence shall be subject to cancellation by the Commission, if, at any time, it is found that the employee is using the leave for purposes other than those specified at the time of approval of the leave.
3. An employee who fails to return to duty upon the expiration of the leave granted shall be considered as having resigned, and his name shall be removed from the Service Register.
4. In appropriate circumstances, the Commission may grant extensions to the leave of absence.

Family and Medical Leave Act of 1993

1. Purpose

The Family and Medical Leave Act of 1993 (FMLA) provides for up to 12 weeks job-protected leave to eligible employees for certain family and medical reasons. The purpose of this policy is to provide guidelines for implementation of the FMLA. Terms used in this policy are intended to have the meaning set forth in the FMLA and accompanying U.S. Department of Labor regulations.

2. Eligibility

An employee must meet the following requirements to be eligible for FMLA leave:

- A. The employee must have worked for the Employer for at least 12 months;
- B. The employee must have worked at least 1,250 hours during the 12 months immediately preceding the request.

FMLA leave may be requested for the following reasons:

1. For the birth of a child, and to care for the newborn child;
2. For the placement with the employee of a child for adoption or foster care;
3. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the essential functions of the employee's job.

Eligibility for FMLA leave for birth or placement of a child expires 12 months after the birth or placement of the child. Circumstances may require that leave for the birth of a child, or for placement for adoption or foster care, commence prior to actual birth or placement. Different policies may apply to certain employees who have been identified by the Employer as "key" employees.

3. Length of Leave

An eligible employee may qualify for up to 12 weeks of FMLA leave in any 12 month period. From the 12 week maximum, any FMLA leave which the employee has taken during the 12 months preceding commencement of the requested leave will be subtracted to determine the maximum leave for which the employee may be eligible presently.

When FMLA leave is taken to care for a spouse, son or daughter, or parent, with a serious health condition, or for an employee's own serious health condition, leave may be taken intermittently or on a reduced schedule if shown to be "medically necessary". Where leave is taken for the birth or placement of a child for adoption or foster care, leave may be taken on an intermittent or reduced leave schedule only if the Employer agrees.

Where two eligible employees are husband and wife, they will be eligible for no more than a combined 12 weeks of leave in a 12 month period where leave is taken for birth or placement of a child for adoption or foster care, or for care of a parent (but not parent-in-law) with a serious health condition.

4. Unpaid Leave

Generally FMLA leave is unpaid. However, an employee may substitute accumulated paid sick leave for a portion of the FMLA leave in any situation where the employee would normally be allowed to use sick leave. An employee may also substitute accumulated paid vacation or personal leave for a portion of the FMLA leave.

The Employer may require the employee to substitute accumulated paid vacation or personal leave for a portion of the FMLA leave provided such a requirement is not inconsistent with the employee's collective bargaining agreement, if any. Minnesota law

allows for unpaid parental leave of up to six weeks and for use of paid sick leave to care for dependent family members under certain circumstances. These leaves remain available under FMLA but do not extend the maximum FMLA leave for which an employee is eligible.

5. Authorization

An eligible employee must ordinarily provide the Employer with 30 days advance notice when the FMLA leave is foreseeable. If 30 days advance notice is not possible, the employee will be required to give the Employer notice as soon as practicable which shall normally be within two business days after the employee learns of the need for the leave. The Employer reserves the right to deny a leave request absent timely advance notice. The employee must attempt to schedule foreseeable FMLA leave so as not to unduly disrupt the Employer's operations.

An employee requesting leave shall provide to the Employer, in writing, the proposed date the leave is to commence, the approximate duration of the leave, and the qualifying reason(s) for the leave. The Employer will normally require medical certification to support a FMLA leave request either to care for an employee's seriously ill family member or because of the employee's serious health condition. The medical certification shall be provided to the Employer as soon as possible, and not more than 15 days later. The Employer reserves the right to require a second medical opinion at the Employer's expense, as allowed by the FMLA.

The Employer reserves the right to require the employee to provide recertification of the need for the leave every 30 days. Recertification may also be required sooner than every 30 days if (1) the employee requests an extension of the leave; (2) there are changed circumstances regarding the nature of the medical condition; or (3) the Employer receives information casting doubt on the continued validity of the most recent certification. The Employer may request a medical fitness-for-duty report upon the employee's return to work.

5. Benefit Communication

During an approved FMLA leave, the employee and dependent health and dental insurance coverage (if any) shall be maintained on the same basis as coverage would have been provided if the employee had been continuously employed during the entire leave period. Employees who receive partial Employer contribution must continue to pay their portion of the premium in order to retain this coverage. If any employee fails to make their premium payment, the employee will lose coverage and will not be covered for any claims which may have occurred while on FMLA leave. However, an employee may voluntarily choose not to pay the premium and thus not retain these coverage's. The coverage's will be reinstated upon the employee's return to work.

An employee on FMLA leave may also continue other insurance coverage's which the employee had in effect through the Employer prior to going on FMLA leave. The employee will be required to pay the full cost of the premium.

The Employer's obligation to maintain health and dental insurance benefits ceases if and when the employee informs the Employer of the employee's intent not to return from leave; if the employee fails to return from leave, thereby terminating employment; or if the employee exhausts the employee's FMLA leave entitlement. In some of these situations, employees may be entitled by law to continue their health care coverage at their own expense.

6. Return to Work

An employee returning from FMLA leave of longer than one month must notify the Employer at least two weeks prior to return from leave.

An employee returning from FMLA leave shall be entitled to be restored to the same position and shift that the employee held when the FMLA leave began, or to an equivalent position and shift with equivalent benefits, pay and other terms and conditions of employment. Benefits of employment and seniority will be resumed at the same level and in the same manner as were provided at the time the leave began. Any increases in pay or changes in benefits that are not dependent upon seniority or accrual during the leave period also must be made effective upon the employee's return to work. However, an employee on FMLA leave shall not be entitled to benefit or seniority accrual during the leave.

7. "Key" Employee Exception

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, the Employer may refuse to reinstate certain highly-paid "key" employees after using FMLA leave during which health benefits are maintained. In order to do so, the Employer must:

- A. Notify the employee of his/her status as a "key" employee in response to the employee's notice of intent to take FMLA leave.
- B. Notify the employee as soon as the Employer decides it will deny job restoration and explain the reasons for this decision.
- C. Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice.
- D. Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

- E. “Key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees within 75 miles of the work site.

8. Failure to Return to Work

If an employee on FMLA leave decides not to return to work, the employee shall notify the Employer as soon as it is foreseeable that the employee will not be returning to work.

If an employee does not return to work for reasons beyond the employee’s control or because the employee has a serious health condition which prevents the employee from returning to work, then the employee will not be required to repay health and dental insurance premiums paid by the Employer during the FMLA leave. If the employee does not return to work for any other reason, then the employee will be required to repay the Employer for those premiums.

An employee who chooses not to return to work or is unable to return to work shall be considered to have voluntarily resigned.

9. Effective Date

This policy is effective August 5, 1993, for all employees except employees who were covered by a collective bargaining agreement which was in effect on that date. For employees covered by a collective bargaining agreement, this policy is effective on the date after August 5, 1993, when the collective bargaining agreement expires or on February 5, 1994, whichever is earlier.

SECTION V

Regulated and Prohibited Activities

1. Residence:

- A. It is the policy of the Sheriff’s Civil Service Commission that employees in the Sheriff’s Office establish their permanent residence as prescribed by Sheriff’s Office policy.
- B. No applicant shall be required to be a resident of Itasca County before becoming eligible for appointment or after appointment.

2. Outside Employment:

- A. No employee of the Sheriff’s Office shall accept any outside employment without first completing the proper form prescribed by the Commission for reporting such outside employment.

- B. The Sheriff shall forward such forms to the Commission with his approval or disapproval. The Commission shall be the final approving authority.
 - C. All changes in outside employment shall be processed and approved in the same manner as approval for new outside employment.
 - D. Outside employment must be compatible with police work, determination of such compatibility to be made by the Sheriff and the Commission.
 - E. Total working hours for any employee of the Sheriff's Office shall not exceed twelve hours per day or sixty hours per week, including those hours devoted to official police duties, outside employment and any school or training course.
3. Prohibited Activities:
- A. No employee of the Sheriff's Office shall, in any manner, participate in political activities in violation of M.S. 387.41 (8).
 - B. No employee of the Sheriff's Office may recommend a specific vendor of services to suspects, inmates, victims of motor vehicle accidents or other citizens involved with the Sheriff's Office. No employee shall receive payment of compensation, other than statutory fees, for photographs, testimony, information or copies of documents or records.

SECTION VI

Physical Fitness and Training

- 1. It is the policy of the Sheriff's Civil Service Commission that the employees of the Sheriff's Office, in their own interest and in the interest of the public, be in physical condition and as highly trained as possible.
- 2. Medical Examinations:
 - A. Medical Examinations shall be required after a prolonged illness.
 - B. The examination shall be conducted by the Health Officer.
 - C. Results of the examination shall be available to the Civil Service Commission.
 - D. An employee that meets the minimum medical standards of physical fitness shall have employment reinstatement.
- 3. Training:

Upon recommendation from the Sheriff or upon its own motion, the Commission may from time to time designate certain available training programs as beneficial to employees of the Sheriff's Office.

RULE IV COMMISSION OPERATIONS

SECTION I

Public Meetings

1. The Commission shall carry on its business at regularly scheduled meetings open to the public.
2. The Commission shall meet on the first Wednesday in February of each year at which meeting it shall select from its members a chairman and a secretary who shall serve until a successor is elected. The Commission shall also fix the times and designate a schedule for its meetings to be held during the forthcoming year.
3. The schedule of meetings shall be posted in the Sheriff's Office headquarters, which schedule shall indicate the time and place for such meetings.
4. Notice of any changes in the meeting schedule shall be posted in the Sheriff's Office headquarters. Such changes shall be posted as soon as is practical.
5. The secretary of the Commission shall keep a journal or minutes of the meeting and record all votes taken on issues coming before the Commission. A copy of said minutes shall be filed with the Sheriff and available for review by any employee upon request.

SECTION II

Amendments to Rules

1. No amendment to the Itasca County Sheriff's Civil Service Rules and Regulations shall be considered for adoption until the proposed amendments have been posted at the Sheriff's Office headquarters in the courthouse for one week, accompanied by a notice of a time and place for a hearing on the proposed amendments. Affected individuals may appear at the hearing and support or oppose the proposed amendments.
2. Amendments shall be adopted after the hearing upon a majority vote of the Commission. Amendments shall be effective the day following adoption unless a different date is specified.

3. This section does not apply to changes in the Table of Authorization, Appendix A.

SECTION III

Rules of Construction

These rules shall be construed in a manner consistent with the general and overall responsibility of the Commission to promote efficiency in the Sheriff's Office and foster fairness in the employment of personnel.

SECTION IV

Equal Opportunity

It is the policy of the Commission to comply with the letter and the spirit of all laws relating to equal opportunity in employment. The Commission shall periodically review the employment practices outlined in the Rules to assure that discrimination based on race, sex, color, religion or natural origin is eliminated in any and all forms. It is further the policy of this Commission to take affirmative action to recruit minorities and women into employment. It is further the policy of the Commission that business be transacted only with firms who likewise agree to provide equal opportunity in employment.

Updated
 Appendix A
 requested
 1-13-2011
 (NOT Part of Word
 doc update - eps)

Appendix A

TABLE OF AUTHORIZATION

Sheriff

Chief Deputy

(1)

Class 13

Deputy Sheriff/
 Investigator

(3)

Class 12

Deputy Sheriff/
 Civil Process

(1)

Class 12

Bigfork
 DEPUTY (2)
 Class 10

Ball Club/Deer River
 DEPUTY (2)
 Class 10

Inger/Squaw Lake
 DEPUTY (2)
 Class 10

East End Deputy
 DEPUTY (4)
 Class 10

Grand Rapids Deputy
 DEPUTY (5)
 Class 10

Bailiff
 DEPUTY (2)
 Class 10

Deputy Sheriff/
 Warrant Officer
 (1)
 Class 10

Deputy Sheriff/
 Light Duty
 (1)
 Class 10

Deputy Sheriff/
 Boat & Water
 (1)
 Class 7

Chief Jailer/Program Coordinator
 (1)
 Class 10

Dispatcher/Jailer
 (16)
 Class 8

Civil Process
 CLERK (1)
 Class 7

General Clerical
 CLERK (6)
 Class 7