

	<b>GENERAL ORDER</b>	<b>Effective: 08-30-2022</b>	<b># 01-03</b>
	<b>Section:</b> Establishment & Organization	<b>Replaces or Modifies:</b> Sheriff's Order 5-15-2013	
	<b>Title:</b> Civil Service		
<b>Issued by:</b> Chief Deputy Mattie Provost			

**I. Purpose:**

Establish the relationship between the Fort Bend County Sheriff's Office (FBCSO) and its Civil Service Commission.

**II. Policy Statement:**

The FBCSO operates under a Civil Service System as duly established under Chapter 158 (Subchapter B) of the Texas Local Government Code. The authority of the Civil Service commission is defined in this same chapter of the Local Government Code. The Sheriff retains all other authority not specifically given to the Civil Service Commission (CSC) to promulgate policy and make employment decisions of the FBCSO through direct or delegated action.

**III. Details and Procedure:**

- A. The Chief Deputy is designated with the primary duty of interacting with and presenting the interests of the FBCSO to the CSC. He/she may delegate authority in this matter as necessary.
- B. Lawful Rules of the CSC will be followed by all employees. Any question concerning the lawful nature of a CSC rule, action, or order will be forwarded through the chain of command to the Chief Deputy for resolution.
- C. Rulings issued by the CSC are not orders to any particular FBCSO employee. Actions to implement rulings will be ordered by the Sheriff or Chief Deputy only. The Chief Deputy is charged with reviewing all rulings by the CSC and coordinating the response/action to rulings (this may include but is not limited to obtaining a legal opinion, coordinating with other affected County Departments, and issuing appropriate orders).
- D. Employee attendance at Civil Service Meetings (including regular, special, and appeals)
  - 1. Employees attending a Civil Service Meeting in compliance with a subpoena from the Commission, officially representing the Sheriff's Office as authorized by the Chief Deputy, when specifically approved by a Major or higher ranking officer, and/or when he/she is the appellant of a disciplinary action to the Commission will be considered "on duty" for purposes of hours worked.
  - 2. Employees attending a Civil Service Meeting for reasons other than those mentioned in D. 1. above will not be considered "on duty" for purposes of hours worked.