

	GENERAL ORDER	Effective: 10-01-2021	# 04-02
	Section: Personnel	Replaces or Modifies: Sheriff's Order of 01-01-13	
	Title: Employees Exempted from Civil Service		
Issued by: Chief Deputy Mattie Provost			

Purpose:

To set standards concerning positions exempted from the civil service system.

Policy:

The Sheriff may use discretionary authority granted in the Texas Local Government Code Section 158.038 to exempt certain positions from the civil service system.

Details and Procedure:

- I. The Sheriff will notify the Civil Service Commission of all positions exempted from the civil service system.
- II. The Chief Deputy will maintain the current list of all exempted positions and will administer provisions concerning this topic.
- III. Employees occupying exempted positions are subject to the following:
 - A. Chief Deputy – Appointed at the sole discretion of the Sheriff.
 - B. Other exempted employees – Appointed by the Sheriff upon recommendation of the Chief Deputy.
 - C. Serve at the pleasure of the Sheriff per Texas Local Government Code Section 85.003 (c).
 - D. The following range of disciplinary action
 1. Verbal or Written Counseling
 2. Written Reprimand
 3. Suspension with or without pay for any period of 1 day to 365 days
 4. Demotion
 5. Termination
 - E. May be placed on non-disciplinary administrative leave with or without pay for any period of 1 day or longer.
 - F. Seniority within each rank will be determined by the Chief Deputy.