

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

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SECTION 1.0 GENERAL

SCOPE

Kingman County Sheriff's Office wants to provide employees with information on the operations to meet the needs of the Public, the department and the employee. This manual is designed only to be a general guide. Kingman County hopes this manual is and will continue to be helpful.

POLICY

It is the policy of the Kingman County Sheriff's Office to provide written Policies and Standard Operating Procedures (SOP) to its employees so that all will have an understanding of the Kingman County Sheriff's Office objectives and consistent methods of operation. Each employee shall have ready access to the information contained in the applicable policies and standard operating procedures.

1. Employees have both the duty and responsibility of knowing and conducting themselves in keeping with legal and ethical requirements in addition to the provisions of the Kingman County Sheriff's Office policies, directives and procedures. Action contrary to these principles may subject an employee to disciplinary action up to and including termination.

Employees are to use good judgment and discretion in exercising their duties and promptly report extraordinary circumstances through their respective chain of command.

2. Supervisors are responsible for ensuring compliance with these policies, directives and procedures, especially from those employees over whom they have direct or indirect supervision. Supervisors should use good judgment and discretion in determining whether to intervene in the actions of employees over whom they do not have direct or indirect supervision.
3. Employees at all levels are encouraged to make suggestions to improve policies and standard operating procedures and to draft proposed changes or modifications. These should be forwarded to the Sheriff.

PRECEDENCE OF LAW

1. This manual is a supplemental to the provisions of the law and regulations. The order of precedence is:
 - a) Federal law;
 - b) Kansas law;
 - c) Kingman County personnel policies manual;
 - d) Kingman Sheriff's Office policies, personal policy manual, policy directives, and standard operating procedures;
 - e) Superseding memoranda dated after polices, directives and /or procedures;
 - f) Memoranda.

COMMAND

1. The Sheriff's authority in the State of Kansas derives from Chapter 19, Article 8, of the Kansas State Statutes.
 - a) K.S.A. 19-805 authorizes the sheriff to appoint, promote, demote, and dismiss additional deputies and assistants as necessary to carry out the duties of the office, the official acts for which the sheriff is responsible.
 - b) All personnel of the Kingman County Sheriff's Office are employees of Kingman County, Kansas.
 - c) All Kingman County Sheriff personnel are under the direct supervision of the Sheriff or persons appointed by the Sheriff.
2. Chain of command:
 - Sheriff
 - Undersheriff
 - Investigator, Sergeant, Division Chiefs
 - K-9 Deputy
 - Senior Deputy

DIVISIONS OF THE SHERIFF'S OFFICE

While the Sheriff's Office works as one unit to meet the needs of the public, it has been divided into divisions which operate in their areas of expertise.

- a) Law Enforcement
- b) Communication/911
- c) Corrections, Adult
- d) Recorders

EMPLOYEE

This manual shall apply to all Sheriff personnel. Parts of this manual may only apply to various personnel as set out by their job description:

1. Voluntary (this will include any non paid personal, reserve, auxiliary, etc.)
2. Part Time
 - a) Hourly (also know as non-exempt)
 - b) Executive
 - c) Professional
 - d) Computer
 - e) Salary
3. Full Time
 - a) Hourly (also know as non-exempt)
 - b) Executive
 - c) Professional
 - d) Computer
 - e) Salary

For the purpose of this manual all personnel are referred to as employees.

MAINTAINING OF MANUAL

1. The Office Manager shall maintain the master manual(s).

This Policy Manual does not constitute a contract between the County and its employees and should not be construed as such. Employment by the County is At-Will and is not for a definite term and may be terminated by the County or the employee at any time for any reason. No supervisor of the County or any other person, except the County Commissioners, has any authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this Personnel Policy Manual.