

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

1.06 EMPLOYMENT OF FAMILY OR HOUSEHOLD MEMBERS OF EMPLOYEES

(REVISED SEPTEMBER, 2012)

PAGE 2 OF 2

1.06 EMPLOYMENT OF FAMILY OR HOUSEHOLD MEMBERS OF EMPLOYEES (Revised September, 2012)

POLICY STATEMENT

The Erie County Sheriff is obligated by the public trust and applicable statutes to maintain an employment environment that is, to every extent possible, free of conflicts of interest. To achieve this goal, the Erie County Sheriff has determined that qualified immediate family members of current employees may be employed by the Erie County Sheriff's Office, provided that this policy is followed to avoid potential conflicts of interest between the employees, or the appearance of such conflicts of interest.

DEFINITIONS

“Agency” means the Erie County Sheriff's Office.

“Employee” means any person who receives financial compensation while performing his or her duties for the Erie County Sheriff. This includes any sworn or non-sworn member of the agency to include deputy sheriffs, corrections officers, communications officers, cooks, and secretaries.

“Employer” is the Erie County Sheriff.

“Immediate family member” includes an employee's mother, father, brother, sister, child, spouse, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, legal guardian, a person who stands (or stood) in place of a parent, or any other family or household member of the employee.

“Family or household member” means any person listed in Section 2919.25(E) of the Ohio Revised Code

POLICY

An immediate family member, or other family or household member, (“family member”), of an Erie County Sheriff's Office employee may be considered for employment by the agency, provided that the applicant possesses all of the necessary qualifications for employment. A family member of an Erie County Sheriff's Office employee will not be hired, however, if the employment of the applicant would:

- 1) Immediately create either a direct or indirect relationship that would involve the supervision of the applicant by the currently employed family member, or vice-versa; and/or
- 2) Create a situation where the family members would work in the same division of the agency, or would routinely work together on job assignments; and/or,
- 3) Create a conflict of interest and/or the appearance of impropriety.

These criteria will also be considered when assigning, transferring, or promoting an employee.

Employees who marry or otherwise become members of the same household may continue their employment with the agency, provided that there is not created:

- 1) A direct or indirect relationship that would involve the supervision of one family or household member by

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

**1.06 EMPLOYMENT OF FAMILY OR HOUSEHOLD MEMBERS OF EMPLOYEES
(REVISED SEPTEMBER, 2012)**

PAGE 2 OF 2

the other; and/or

- 2) A situation wherein one family or household member works in the same division as the other, and both must routinely work together on the same job assignment(s); and/or
- 3) A conflict of interest and/or the appearance of impropriety.

The involved employees are forbidden by this policy to voluntarily seek to work with the other family member, either on a routine basis or to work voluntary overtime assignments.

Should one of the above situations occur, the employer will attempt to resolve the issue through voluntary modification(s) to the schedule by the affected employees. If voluntary modifications cannot be made, the employer will seek other remedies—including involuntary schedule changes. If the conflict cannot be otherwise resolved, the affected employees will be permitted to determine which will resign, within a time period of thirty days after the date that the unresolved conflict has been identified.

End of policy.