**INTRODUCTION**

As a contemporary law enforcement agency, the Erie County Sheriff’s Office has departmental objectives and goals that will lead to the prevention of crime and disorder, along with the protection of life, property, and personal liberty for all. To help meet the objectives and goals for the office, the following policy manual has been developed as a guide for all employees.

Because of the infinite variety of complex situations requiring actions by members of the Erie County Sheriff’s Office, the policies, rules, and directives in the manual have been developed with a broad scope to encompass most situations. By following procedural guidelines and maintaining a high level of personal integrity and ethical conduct, members of the Erie County Sheriff’s Office should be able to discharge their duties of a peacekeeping function within Erie County.

**PREFACE**

If any Article or Section of this Policy Manual, or any amendments thereto, shall be held invalid by operation of law, or by a tribunal of competent jurisdiction, or compliance with or enforcement of any Article or Section of this Policy Manual shall be restrained by such tribunal, the remainder of the resolution and amendments thereto shall not be affected and shall remain in full force and effect.

PERSONNELL POLICY AND PROCEDURES GENERAL

The Sheriff of Erie County appoints employs, fixes compensation, and discharges employees for cause. The Sheriff’s Office is a public agency subject to the laws of the State of Ohio, requiring that employees recognize and agree to abide by these laws as a condition of employment. Additionally, the Sheriff requires employees to conform to personal policies adopted by the Office and to perform assigned duties in a responsible and creditable manner during working hours designated by the Office.

The Erie County Sheriff’s Office will comply with the Ohio Revised Code and Administrative Rules of the Director of Administrative Services concerning civil laws and personnel procedures.