2008

1	A bill to be entitled
2	An act relating to the Pinellas County Sheriff's Civil
3	Service System; amending chapter 89-404, Laws of Florida,
4	as amended; deleting intent relating to collective
5	bargaining; limiting application; revising the definition
6	of "personnel"; revising positions covered in the
7	Classified and Unclassified Services; providing effect of
8	participating in the Florida Retirement System's Senior
9	Management Class; providing for Certified Executive Staff;
10	providing additional causes for member suspension or
11	dismissal; providing duties of the Civil Service Board
12	regarding appeals; providing authority of the Division of
13	Administrative Hearings under certain circumstances;
14	revising provisions relating to the timeframe for filing a
15	notice of appeal and for disposing of appeals and making
16	findings of fact and stating a conclusion; revising civil
17	liability immunity applicability; removing a provision
18	relating to certified personnel status as appointed
19	officers; providing an effective date.
20	
21	Be It Enacted by the Legislature of the State of Florida:
22	
23	Section 1. Chapter 89-404, Laws of Florida, as amended by
24	chapter 90-395, Laws of Florida, is amended to read:
25	Section 1. IntentIt is the intent of this act to create
26	a civil service system for members of the Classified Service, as
27	defined herein, within the service of the Sheriff of Pinellas
28	County, for the purposes of ensuring fairness and consistency in
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29 discipline and dismissal. It is also the intent of this act to 30 maintain the existing legal limitations on the right of collective bargaining and other rights under part II of chapter 31 447, Florida Statutes, and to not grant such rights to any 32 deputy, member, or personnel of the Office of the Pinellas 33 County Sheriff who, prior to the effective date of this act, did 34 35 not possess such rights pursuant to law. 36 Section 2. Personnel of Pinellas County Sheriff; 37 applicability of the act; authority of the Sheriff .--The provisions of this act shall apply to all 38 (1)certified, noncertified, and Certified Executive Staff persons 39 within the Office of the Pinellas County Sheriff, except as 40 otherwise provided herein. The provisions of this act shall not 41 apply to the Sheriff, special deputy sheriffs appointed pursuant 42 to s. 30.09(4), Florida Statutes, contract personnel, the 43 44 general counsel, the associate general counsel, the director of human resources, the director of support services, the director 45 of fiscal affairs, the public information coordinator, the 46 47 director of labor relations, the jail medical director, the 48 grants administrator, the sheriff's executive secretary, any 49 person who enters the Florida Retirement System's Senior 50 Management Service legal advisors, chaplains, or individuals appointed as part-time deputy sheriffs, as defined by the 51 Criminal Justice Standards and Training Commission, unless any 52 such part-time deputy sheriff is also a full-time member in the 53 Office of the Sheriff. 54 For the purposes of this act, the term "personnel" 55 (2)

56 shall refer to all persons working for the Pinellas County Page 2 of 18

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57 Sheriff's Office; provided that nothing stated herein shall be 58 construed as changing the status of certified personnel from 59 appointed officers to members covered by the provisions of 60 chapter 447, Florida Statutes.

(3) The Sheriff shall have the authority to adopt such
rules and regulations as are necessary for the implementation
and administration of this act. However, nothing in this act
shall be construed as affecting the budgetmaking powers of the
Board of County Commissioners of Pinellas County.

Section 3. Classified and Unclassified Services; <u>Certified</u>
Executive Staff; status of members of the Classified Service,
Unclassified Service, and <u>Certified</u> Executive Staff.--

The Classified Service shall consist of full-time (1)69 70 positions held by detention deputy sheriffs corrections 71 officers, law enforcement deputy sheriffs, and noncertified personnel, except those persons not covered by the act as set 72 forth in section 2(1), who have attained permanent status as 73 74 defined herein and who are serving in any position except those 75 persons serving in the Unclassified Service or as members of the 76 Sheriff's Certified Executive Staff.

77 The Unclassified Service shall consist of the (2)(a) 78 following positions: all part-time positions, all full-time 79 personnel who have not attained permanent status as defined 80 herein, all volunteer or unpaid nonsalaried positions, school 81 crossing quards, reserve deputies, and special deputies, and personnel participating in the Florida Retirement System's 82 Senior Management Class subsequent to membership in the 83 Classified Service. Members of the Unclassified Service shall 84

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serve at the pleasure of the Sheriff and may be suspended, 85 86 demoted, or terminated at any time without cause and without any 87 right to appeal to the Civil Service Board. Consistent with the requirements of section 88 (b) 89 121.055(1)(c), Florida Statutes, all personnel who are members 90 of the Classified Service who elect to participate in the 91 Florida Retirement System's Senior Management Class, upon 92 selection by the Sheriff and approval by the Florida Retirement 93 System, are no longer members of the Classified Service and serve without civil service protection upon the effective date 94 of Senior Management Class membership. As a member of the Senior 95 Management Class, personnel may be suspended, demoted, or 96 97 terminated at any time without cause and without any right to 98 appeal to the Civil Service Board.

99 (3) For the purposes of this act, the Sheriff's Certified
100 Executive Staff shall consist of all certified personnel who
101 have attained the rank of captain or above, the Public
102 Information Coordinator, the Sheriff's executive secretary and
103 all noncertified personnel whose salary is equal to or greater
104 than the base salary for the rank of law enforcement captain.

105 Members of the Sheriff's Certified Executive Staff (4)shall serve in those positions at the pleasure of the Sheriff. 106 Except as provided herein, such personnel may be suspended, 107 108 demoted, or dismissed at any time without cause and without any 109 right of appeal to the Civil Service Board. However, persons 110 serving as members of the Sheriff's Certified Executive Staff 111 who have, previous to their appointment to the Certified Executive Staff, attained permanent status in the Classified 112 Page 4 of 18

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Service may be returned to the highest rank or position such person achieved in the Classified Service without cause and without any right to appeal such return to Classified Service.

Section 4. Permanent status; effect of rehire; extension of probation; status upon election or appointment of new Sheriff.--

(1) After classified personnel of the Sheriff, to whom the provisions of this act apply, have served in <u>any</u> such position for a period of 1 calendar year without break in service, such personnel shall have attained permanent status in the Office of the Sheriff, unless such personnel are placed on an extended probation <u>or have entered the Florida Retirement System's Senior</u> <u>Management Class</u>.

(2) When <u>Classified Service</u> personnel are terminated,
resign, or are otherwise separated from service, and are rehired
at a later date, they shall be required to complete 1 calendar
year of service, without break in service, following such rehire
before attaining permanent status in the Office of the Sheriff.

(3) Personnel in the Classified Service who are required to serve a probationary period attendant to a promotion shall retain permanent status in the Office of the Sheriff, but may be demoted to their prior rank during such probationary period for any reason and without the right of appeal as provided in this act.

(4) When, in the sole discretion of the Sheriff, an
extension of a probationary period for newly hired or newly
promoted personnel is warranted, such probationary period may be
extended for a period up to 6 additional months. In the case of
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141 newly hired personnel, the affected personnel shall be required 142 to satisfactorily complete the extended probationary period 143 before attaining permanent status in the Office of the Pinellas 144 County Sheriff.

Section 5. Effect of election or appointment of newSheriff on status of personnel.--

(1) When a newly elected or appointed Sheriff assumes
office, the new Sheriff shall continue the members of the
Classified Service at their existing rank and/or salary level
unless cause for demotion or dismissal, as provided herein,
exists.

(2)When a newly elected or appointed Sheriff assumes 152 office, persons then serving as members of the Sheriff's 153 154 Certified Executive Staff who, previous to their appointment to 155 the Certified Executive Staff, had attained permanent status in 156 the Classified Service, shall not be suspended without pay for more than 1 working day or dismissed unless cause as provided 157 158 herein exists. However, such personnel may be demoted to the 159 highest rank achieved in the Classified Service without cause and without any right to appeal. 160

Section 6. Members of Classified Service; certain members of the <u>Certified</u> Executive Staff; suspension, demotion, or dismissal only for cause.--

(1) Members of the Classified Service may only be
suspended, for a period in excess of 1 working day, reduced in
rank or base pay, or dismissed from service for cause. Members
of the <u>Certified</u> Executive Staff who have, previous to their
appointment to the <u>Certified</u> Executive Staff, achieved permanent
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169 status in the Classified Service may only be dismissed or suspended for a period in excess of 1 working day or demoted to 170 a rank or rate of base pay less than the highest rank or base 171 pay the member attained while in the Classified Service for 172 173 cause. Prior to such action described above, the member shall be 174 furnished with written notice of the proposed action and an 175 explanation of the reasons for the action, and offered an 176 opportunity to respond to the reasons for the action. However, 177 nothing stated herein shall be construed as changing the status 178 of deputy sheriffs from appointed officers to employees covered 179 by the provisions of chapter 447, Florida Statutes.

180 (2) In situations where the delay occasioned by furnishing
181 <u>members of the Classified Service</u> personnel such written notice
182 and opportunity to respond could result in damage or injury,
183 personnel may be suspended or dismissed for cause immediately
184 and provided such written notice and opportunity to respond
185 within 24 hours.

(3) Written notice of disciplinary action to a department
member shall be deemed to be effective upon hand delivery, or
upon mailing to the member's last known address.

189 Cause for suspension, dismissal, or demotion shall (4)190 include, but not be limited to: negligence, inefficiency, or inadequate job performance; inability to perform assigned 191 duties, incompetence, dishonesty, insubordination, violation of 192 the provisions of law or the rules, regulations, and operating 193 procedures of the Office of the Sheriff, conduct unbecoming a 194 public servant, misconduct, or proof and/or admission of use of 195 illegal drugs. Cause for suspension or dismissal shall also 196 Page 7 of 18

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197 include a member's acceptance into a pretrial diversion or 198 intervention program, the adjudication of guilt by a court of competent jurisdiction, a plea of guilty or of nolo contendere, 199 or a verdict of quilty where adjudication of quilt is withheld 200 201 and the accused is placed on probation, with respect to any 202 felony or misdemeanor. The filing of felony or misdemeanor 203 charges against Sheriff's Office personnel may also constitute 204 cause for suspension. Subsequent dropping of charges shall result in automatic reinstatement, except where charges were 205 dropped because of completion of a pretrial intervention or 206 diversion program, provided that independent departmental 207 charges are not pending. 208

(5) The listing of causes for suspension, demotion, or
dismissal in this section is not intended to be exclusive. The
Sheriff may, by departmental rule, add to this listing of causes
for suspension, dismissal, or demotion.

Section 7. Creation and qualifications of the CivilService Board.--

(1) The Sheriff of Pinellas County is hereby authorized to
create a Civil Service Board which shall be composed of five
members which shall be determined as follows:

(a) Two members of the Civil Service Board shall be
appointed by the Sheriff after being elected in an election
among the members of the Classified Service. The Sheriff shall
appoint the two persons receiving the highest number of votes in
such election.

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(b) Two members shall be appointed by the Sheriff.

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(c) The fifth member shall be selected by the majority of
the other four Board members within 15 days of their
appointments. In the event that the selection process of the
fifth member results in an impasse, within 15 days, the fifth
member shall be appointed by the Chief Judge of the Sixth
Judicial Circuit.

(d) The five members of the Board shall then select a
sixth or alternate member who shall serve upon the inability of
any other member to serve.

(e) The fifth member shall be chairperson of the CivilService Board, unless the Board elects otherwise.

(f) Four members of the Civil Service Board shallconstitute a quorum.

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(2) Membership qualifications and term:

(a) All members of the Civil Service Board shall be at
least 21 years of age, of good moral character, of good
reputation in the community, citizens of the United States,
permanent residents of Florida, and permanent residents of
Pinellas County for at least 2 years prior to the date of their
appointment.

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(b) No member of the Board may be:

245 1. A member of any national, state, or county committee of246 a political party;

247 2. A candidate for or incumbent of any elected public248 office;

3. A member of the Pinellas County Sheriff's Office, orthe spouse, parent, grandparent, child, grandchild, brother,

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251 sister, aunt, uncle, niece, or nephew, by consanguinity or 252 affinity of a member; or

4. Positioned as to have a conflict of interest in the terms of his or her related business, duties, or responsibilities in connection with the Civil Service Board.

(c) The members of the Board shall serve a term of 1 year from the date of their election or appointment as the case may be.

(d) Members of the Board will receive no salary, but will
be paid a stipend as determined by the Sheriff to offset
expenses incurred in performing the duties of the Civil Service
Board.

263 Section 8. Duties and authority of the Civil Service 264 Board.--

(1) The Civil Service Board shall have the followingauthority and duties:

267 (a) To adopt and amend reasonable rules and regulations268 for its hearing procedures.

(b) To hear all appeals of the members of the Classified
Service arising from personnel actions brought under the
Sheriff's rules, procedures, or policies which result in
dismissal, suspension for more than 1 working day without pay,
demotion, or reduction in base pay <u>for disciplinary or job</u>
performance reasons.

(c) To hear appeals of members of the <u>Certified</u> Executive
Staff who have, previous to their appointment to the <u>Certified</u>
Executive Staff, achieved permanent status in the Classified
Service, arising from personnel actions brought under the

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Sheriff's rules, procedures, or policies which result in dismissal or suspension for more than 1 working day or demotion to base pay less than the highest rank or base pay the member attained while in the Classified Service.

(d) To contract with the Division of Administrative
Hearings to have hearings conducted pursuant to chapter 120,
Florida Statutes, as provided in section 11(8).

(2) Other than those appeals specified <u>herein</u> in
 subsection (1), the Civil Service Board shall not have authority
 to hear appeals.

(3) The authority of the Civil Service Board, and the
authority of the Division of Administrative Hearings acting
under contract, shall not include the establishment or deletion
of the categories of conduct which constitute cause for
suspension, demotion, or dismissal. In hearing appeals, the
Civil Service Board shall:

(a) Determine whether the aggrieved member engaged in
conduct prohibited by section 6 or by a departmental rule
promulgated by the Sheriff;

(b) Determine whether the action taken against the
aggrieved member is consistent with action taken against other
members; and

301 (c) Make findings of fact and state a conclusion as302 specified in subsection (6).

303 (4) The Civil Service Board may also provide assistance
304 and advice to the Sheriff in matters concerning disciplinary
305 actions and may take any other actions authorized by the
306 Sheriff.

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307 (5) The Civil Service Board, pursuant to its authority to 308 hear appeals of members of the Classified Service, shall have the power to schedule hearings, administer oaths, take or allow 309 the taking of depositions, and issue subpoenas to compel the 310 311 attendance of witnesses and the production of books, accounts, papers, records, documents, testimony, and other items to effect 312 313 such other discovery as it deems fit and proper upon the written request of either party. 314

315 (a) The chairperson of the Civil Service Board or his or 316 her his/her designee shall be authorized to sign all notices, 317 subpoenas, and final orders, on behalf of the Board. In the case of disobedience or failure of any person to comply with a 318 subpoena issued by the Board or any of its members, or upon the 319 320 refusal of a witness to testify on any matter on which he or she may be lawfully interrogated, a Judge of the Circuit Court of 321 322 Pinellas County, on application of the Civil Service Board, 323 shall compel obedience by proceedings as for contempt.

324 The service of a subpoena shall be made in the manner (b) 325 provided by the Florida Rules of Civil Procedure. Each witness subpoenaed by the Civil Service Board shall receive for his or 326 327 her attendance, from the party requesting the subpoena, fees and 328 mileage in the amount as provided for witnesses in civil cases. 329 Personnel of the Sheriff's Office appearing before the Civil Service Board while on duty shall not receive witness fees or 330 reimbursements for mileage. 331

(6) Within 10 days of the conclusion of the appeals
hearing, or receipt of the proposed recommended order from the
Division of Administrative Hearings, whichever is longer, unless

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335 the parties agree to a longer period, the Civil Service Board, 336 by a majority vote, shall dispose of the appeal and shall make findings of fact and state a conclusion; such findings of fact 337 and conclusion shall be separately stated and shall be in 338 339 writing. Such conclusion shall either sustain, modify, or not 340 sustain the action being appealed. Upon a finding that cause did 341 not exist for a suspension, demotion, reduction in pay, or dismissal, the Civil Service Board shall reinstate the appellant 342 343 and direct the Sheriff to pay the appellant for the period of any suspension, demotion, loss of pay, or dismissal. The Civil 344 345 Service Board shall not have the authority to impose any penalty more severe than that which formed the basis of the appeal. 346 Should the Civil Service Board be unable to reach a majority 347 348 decision on any appeal, the personnel action taken shall be sustained. 349

(7) The decision of the Civil Service Board shall be finaland binding on all parties concerned.

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Section 9. Appeals procedure. --

353 (1)A member of the Classified Service who has been suspended without pay for more than 1 working day, demoted, 354 355 reduced in base pay, or dismissed, and those members of the 356 Certified Executive Staff to whom rights of appeal are granted 357 pursuant to section 3, may obtain a hearing before the Civil Service Board by filing a written Notice of Appeal with the 358 Sheriff or his or her designee. Filing shall be effected by 359 delivery in person to the Sheriff or his or her designee, when 360 that person is designated by the Sheriff in writing, or by U.S. 361 mail, registered, return receipt requested. Such Notice of 362 Page 13 of 18

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363 Appeal shall be received by 5 p.m. on the fifth filed within 5 364 calendar day after days of receipt of notice of the suspension, 365 demotion, reduction in pay, or dismissal. The day upon which the member receives the notice of suspension, demotion, reduction in 366 367 pay, or dismissal shall not be counted in computing the 5 days, 368 and the 5-day period shall begin on the first day after receipt 369 of the notice, regardless of whether that day is a weekend day 370 or holiday. The burden is on the member requesting the appeal hearing to establish timely service in accordance with the 371 372 provisions herein. Failure to file a said written notice 373 requesting the appeal hearing as required within the 5-day 374 period prescribed herein shall constitute a voluntary waiver of all rights to an appeal under this act. 375 376 (2)The Notice of Appeal shall contain: 377 A statement that the person filing the Notice of (a) 378 Appeal is entitled to an appeal pursuant to the terms of this 379 act as a present or former member of the Classified Service; 380 A statement of the disciplinary action complained of (b) 381 and the basis for the appeal; and A request for relief consistent with relief that may 382 (C) 383 be ordered by the Civil Service Board as set forth herein. 384 The appellant shall be limited in the scope of his or (3) 385 her appeal to the issues raised in the Notice of Appeal. 386 Section 10. Settlements and precedent.--In order to encourage resolutions of appeals prior to hearing, any 387 388 settlement of an appeal acceptable to the appellant shall not establish a precedent against either the Sheriff, any member of 389 the Classified Service, or any member of the Certified Executive 390 Page 14 of 18

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391 Staff to whom the right of appeal is afforded by this act. Such 392 settlement shall not conflict in any manner with the provisions 393 of this act and shall not be used in any subsequent appeal 394 hearing.

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Section 11. Hearing procedure. --

(1) The Civil Service Board shall commence a hearing on an appeal within 30 days from the date upon which the Notice of Appeal was received by the Sheriff, or his <u>or her</u> designee, and shall proceed diligently to conclude such hearing in an expeditious fashion while affording to all parties a full and fair hearing. The Civil Service Board may grant a continuance of a hearing for good cause shown upon its own or a party's motion.

(2) The Civil Service Board shall establish appropriate rules and procedures for the conduct of all hearings pursuant to this act. All testimony of the parties and witnesses shall be made under oath or affirmation. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but shall not be sufficient in and of itself to support a finding unless it would be admissible over objections in civil actions.

(3) Each party shall be entitled to call witnesses on his or her own behalf, to compel the attendance of witnesses through the service of subpoenas, to cross-examine the witnesses, to represent himself or herself, or to be represented by any other representative of his or her choosing, and to be present at such hearing.

(4) Each party shall bear his or her own costs and feesincurred with respect to such hearings. No costs or fees shall

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418 be reimbursed by one party to the other regardless of the 419 decision of the Civil Service Board under this act.

420 (5) Appeal hearings shall be open to the public in
421 accordance with the provisions of chapter 286, Florida Statutes.

(6) The Civil Service Board, its members, the Sheriff,
witnesses while giving truthful testimony, and all the
representatives of the parties, in their individual and official
<u>capacities</u>, shall be immune from all civil liability arising
from actions taken pursuant to the provisions of this act.

(7) A tape recording shall be made of each Civil Service
Board hearing and minutes of the hearing shall be kept. Either
party shall be entitled to engage the services of a certified
court reporter to record such hearing. The party engaging
services of the court reporter shall be solely responsible for
payment for such services.

The Civil Service Board may, upon stating its reasons, 433 (8) elect at any stage of the hearing procedure to contract with the 434 435 Division of Administrative Hearings of the Department of 436 Management Services Administration to have the hearing conducted pursuant to chapter 120, Florida Statutes, in which case the 437 438 board shall limit its considerations to the findings and 439 recommendations of the division's Department of Administration hearing officer. 440

Section 12. Exemption from chapter 120, Florida
Statutes.--Unless the election is made to proceed under section
11(8), the actions of the Civil Service Board and the Sheriff
taken pursuant to this act shall be exempt from the provisions
of chapter 120, Florida Statutes.

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446 Section 13. Members' Advisory Council. -- There shall be a five-person Members' Advisory Council, which shall serve in an 447 448 advisory capacity to the Sheriff concerning personnel matters, 449 policies, rules, and regulations affecting members of the 450 Classified Service. The departmental representation of the 451 Members' Advisory Council shall be determined by the Sheriff. 452 All members of the Members' Advisory Council shall be permanent 453 members of the department and members of the Classified Service. 454 One member shall be elected from each of five areas to be 455 determined by the Sheriff and shall be elected to serve by secret ballot of all members of the Classified Service within 456 457 each respective area. Members of the Members' Advisory Council shall serve a 1-year term of office beginning July 1 of each 458 459 year. The initial council shall serve from the date elected 460 until July 1 of the following year.

461 Section 14. Certified personnel to maintain status as
462 appointed officers. Nothing herein shall be construed as
463 altering the traditional status of certified personnel as
464 appointed officers, who, as such, are excluded from coverage as
465 employees under chapter 447, Florida Statutes.

Section <u>14</u> 15. Sheriff to adopt rules and regulations for review of citizen complaints and other actions.--The Sheriff shall, contemporaneous with the effective date of this act, by department rule or regulation, establish a procedure to review and resolve citizen complaints and disciplinary actions for which an appeal is not provided by this act.

472 Section <u>15</u> 16. If any provision of this act or the 473 application thereof to any person or circumstance is held Page 17 of 18

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474 invalid, the invalidity shall not affect other provisions or 475 applications of the act which can be given effect without the 476 invalid provision or application, and to this end the provisions 477 of this act are declared severable.

478 Section <u>16</u> 17. Chapter 84-514, Laws of Florida, as amended 479 by chapter 87-424, Laws of Florida, is hereby repealed.

480 Section <u>17</u> 18. This act shall take effect July 1, 1989, or 481 upon becoming a law, whichever occurs later.

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Section 2. This act shall take effect upon becoming a law.

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