

Correctional Officer and Protective Services Officer Entry Level Exam Plan

Peace Officer Merit Commission



SALT LAKE COUNTY SHERIFF'S HUMAN RESOURCES

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Acknowledgements

Peace Officer Merit Commission

Ken Wallentine, Chair
David Salazar, Vice Chair
Martha Stonebrook, Commissioner
Carita Lucey, Merit Administrator
Stan Moleni, Merit Coordinator

Recruitment and Examination Policies

It is the candidate's responsibility to read the Peace Officer Merit Commission policies listed below governing the entry level testing process. These policies are found on the Sheriff's Office Website at http://slsheriff.org/page_pomc.php.

1. Policy 2110 – Qualifications for Admittance to Merit Examinations
2. Policy 2120 – Entry Examinations
3. Policy 2130 – Preference Points
4. Policy 2150 – Hiring Registers
5. Policy 3130 – Inspection of Examination Papers and Preservation of Papers by Commission

Minimum Qualifications

Candidates must meet all of the following minimum qualifications:

- ◇ Must be a U.S. citizen
- ◇ Must be at least 21 years of age by the proposed date of hire
- ◇ Must be a resident of the State of Utah at the time of hire
- ◇ Must possess a valid Utah Driver's license at time of hire
- ◇ Must have a high school diploma or equivalent (GED)
- ◇ Must not have any of the disqualifiers listed in Peace Officer Merit Commission Policy 2110. Peace Officer Standards and Training (POST) legal requirement and disqualifiers can be found on the Utah POST website <http://post.utah.gov/prospective-officers/qualifications/>.
- ◇ Must be free of any physical, emotional, or mental condition that would prevent an applicant from performing the essential functions of a Correctional Officer or Protective Services Officer position.
- ◇ Must achieve a passing score on the National Police Officer Selection Test (NPOST)

Exam Content

The exam is comprised of a written test (NPOST), physical assessment test and an entry level interview. Applicants must pass each of the three (3) test areas in order to proceed to the Conditional Offer phase of the hiring process which includes a series of interviews, polygraph examination, background investigation, a medical exam and drug screen. Applicants must pass this phase in order to be hired and proceed on to the academy.

Written Test (NPOST)

The written test is the National Police Officer Selection Test (NPOST). It is a multiple-choice, true/false, short answer test, and is designed to assess the applicant's knowledge, skills, and abilities in the following areas:

- Mathematics
- Grammar
- Reading Comprehension
- Incident Report Writing

Applicants must achieve a score of 70% or higher in each of the 4 test areas on the NPOST in order to pass. Applicants must also submit the results of the NPOST test to Salt Lake County Sheriff's Human Resources on or before the NPOST deadline specified in each recruitment announcement. Exceptions based upon exigent circumstances may be considered.

The NPOST Test is not administered by the Sheriff's Office or the Merit Commission. If an applicant has not previously taken the test and passed, it is strongly encouraged they take it immediately. Utah testing locations can be found on Utah POST website at <http://post.utah.gov/prospective-officers/entrance-requirements/>.

Physical Assessment Test

This test measures the ability of a candidate to perform the many physical activities that could be required of a sworn officer when on duty. This is a pass/fail test and has no score associated with it. Physical assessment testing scores are subject to change due to job analysis or a change in State requirements. Please consult the "Sworn Handbook" found on the Sheriff's website at http://slsheriff.org/page_employment.php for current test requirements.

Oral Interview

Applicants must achieve a score of 60% or higher on the Entry Interview in order to pass. The oral interview questions may involve a combination of behavioral and situational based questions. Behavioral based questions are designed to determine how candidates have previously responded to specific situations. Situational based questions are designed to determine how candidates would respond to various scenarios.

Qualifying for Preference Points

To receive Veteran’s, Education, or Sheriff’s Office Employee/Sworn Volunteer preference points, an applicant must submit the supporting documentation at the time of the physical assessment test.

Applicants will receive preference points in one (1) category only that awards them the highest number of points.

Category	Points
<p>Full-time Salt Lake County Sheriff’s Office Employees Must have successfully completed probation by date of application and worked at least six months full-time in the Sheriff’s Office.</p>	Five (5)
<p>Part-time Sheriff’s Office Employee/Sworn Volunteers Must have served at least 2080 hours.</p>	Two and one-half (2½)
<p>Education Credit Must have satisfied all requirements for a Bachelor’s Degree at an accredited college or university. A copy of transcripts must be submitted. Transcripts do not have to be official.</p>	Five (5)
<p>Sixty (60) Semester Hours. Must have earned the hours at an accredited college or university.</p>	Two and one-half (2½)
<p>Veteran’s Preference Must have served on active duty in the armed forces for more than 180 consecutive days; OR was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated under honorable conditions.</p> <p>A retired member of the armed forces who retired below the rank of major or its equivalent.</p> <p>A purple heart recipient and/or a disabled veteran with any percentage of disability.</p> <p>A spouse or unmarried widow or widower of a qualifying veteran</p>	<p>Five (5) points</p> <p>Five (5) points</p> <p>Ten (10) points</p> <p>Five (5) or Ten (10) Points*</p>
<p>*Number of points qualifying veteran would have been entitled to.</p>	

Test Component Evaluators

Evaluators may consist of Sheriff's Office personnel or subject matter experts outside the Sheriff's Office.

Testing Schedule

To be determined by the Sheriff's Office.

Examination Weights

Test Component	Weights
Written Test (NPOST)	50 %
Physical Assessment	Pass/Fail
Oral Interview	50 %
Total	100%
Preference Points	Maximum that can be awarded is ten (10) points.
Grand Total	110%

Approved by Merit Commission

Ken Wallentine, Merit Commission Chair:

Date: _____