

Salt Lake County Sheriff's Office Sworn Lateral Recruitment Handbook

Correctional Officer and Protective Services Officer Lateral Recruitment

SALT LAKE COUNTY SHERIFF'S HUMAN RESOURCES

Disclaimer: The Applicant Handbook is intended to inform applicants about the nature of sworn positions and assist in understanding the examination process. The Handbook is for information purposes only and is not intended to serve as a formal policy and procedure manual. The information is subject to change as needed.

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Acknowledgements

For your information, in the table below are the names of key persons at the County who influence peace officer employment policy and practice.

Peace Officer Merit Commission	Salt Lake County Sheriff's Office
Ken Wallentine, Chair	James M. Winder, Sheriff
David E. Salazar Jr, Vice Chair	Scott Carver, Undersheriff
Martha Stonebrook, Commissioner	Pam Lofgreen, Chief Deputy (Corrections)
Carita Lucey, Merit Administrator	Justin Hoyal, Chief Deputy (Protective Services)
Stan Moleni, Merit Coordinator	

Introduction

Working as a Salt Lake County Correctional Officer or Protective Services Officer can prove to be an interesting and personally satisfying choice. The Salt Lake County Sheriff's Office is one of the largest law enforcement agencies in the State of Utah. The office operates a full-service agency consisting of over 850 full time employees. Over 560 sworn members serve in all ranks in our Corrections and Protective Services Bureaus.

Salt Lake County Sheriff's Office has a Peace Officer Merit Commission, which is established under Utah Law, Title 17 Chapter 30a. Salt Lake County Sheriff's Human Resources, on behalf of the Merit Commission, is tasked with recruiting, selecting and testing applicants to be placed on a certified hiring register. The basic merit principles, which govern the examination and selection procedures include:

- To select, promote and retain peace officer members on the basis of merit through a system of impartial and objective examinations.
- To provide a merit system that offers advancement within the service when practicable and by protecting the tenure of employees who demonstrate continuing efficiency and satisfactory performance.
- To provide a system of merit administration that is fair and impartial regardless of race, religion, color, sexual orientation, gender, national origin, age, qualified disability, political affiliation, religion, marital status, or any other non-merit factor.

Salt Lake County Human Resources, on behalf of the Merit Commission, is accountable for the development and administration of merit examinations using fair and impartial merit principles.

Sworn employees of the Sheriff's Office, except the political appointments of Chief Deputies and the Undersheriff, are hired as merit-covered employees through the Merit Commission. Prior to the Sheriff/Designee considering any person for the position of a Correctional Officer or Protective Services Officer, the applicant must be certified on a hiring register. This register lists all applicants who have successfully passed the merit examination and have been ranked by their exam scores.

The Nature and Duties of Sworn Officers

A position as a Correctional Officer or Protective Services Officer is both challenging and demanding. An officer's work schedule is not typically Monday through Friday, 8:00 a.m. to 5:00 p.m. An officer will be expected to work a great deal of shift work, as well as Saturdays, Sundays, and holidays. On occasion, an officer may experience physical or verbal abuse from offenders or the public. This holds the peace officer to a higher standard of behavior than would be expected in many other occupations.

Correctional Officer

Correctional Officers perform a wide variety of police functions including but not limited to: Receive and process all individuals arrested or convicted, ensure safety of prisoners and security of the Jail, prisoner transportation, prisoner treatment and education, ankle monitor labor details, probation functions and serving the citizens of the Salt Lake County.

This position ensures the safety of prisoners through appropriate segregation and the supervision of daily activities in the housing units, ensures prisoner information collected is correct, including fingerprints and photographs, delivers judicial papers to prisoners when directed, records any occurrences in jail and/or unit during time on duty.*

Protective Services Officer

Protective Service Officers perform a wide variety of police functions including but not limited to: Courthouse security, In-court bailiff duties, facilities security, crime prevention, protection of personal liberties, and serving the citizens of Salt Lake County

This position patrols County facilities and work areas, responds to emergencies, calls for assistance, alarms, performs executive protection for County Council, Elected Officials, Judges and other employees, provides information and assistance to the public, protects participants in public meetings, including County Council meetings and court rooms, enforces parking laws, protects participants at public meetings and provides crowd control at large events, provides escorts and transportation of County funds, takes custody of court defendants while waiting for transportation to the jail, testifies in court, takes custody of lost or unsecured property, checks County facilities for safety violations and pedestrian hazards, and writes reports.*

(*Note: These are examples of some duties and are not intended to be used as a complete job description.)

Equal Employment

The Salt Lake County Sheriff's Office is an Equal Employment Opportunity Employer. All interested and qualified individuals are encouraged to apply for the sworn positions in the Sheriff's Office. Reasonable accommodations in the testing process may be made for individuals with disabilities. Requests for accommodations must be made by contacting the Merit Administrator, Carita Lucey, at (385) 468-9885 or at clucey@slco.org, three (3) or more working days prior to a scheduled test, TTY users should call 711.

Employment Qualifications

Years of Experience

All Correctional Officer applicants must be SFO/BCO certified or certifiable by the State of Utah P.O.S.T. and must have worked a minimum of one year in a full-time position as a Correctional Officer.

All Protective Services Officer applicants must be LEO certified or certifiable by the State of Utah P.O.S.T. and must have worked a minimum of one year in a full-time position as a Law Enforcement Officer.

All applicants will be screened through POST to ensure all minimum qualifiers are met.

Minimum Qualifications

Applicants must meet all of the following minimum 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 not have any disqualifying criminal history. Peace Officer Standards and Training (POST) legal requirements and disqualifiers can be found on the Utah POST website at <http://post.utah.gov/prospective-officers/qualifications/>

The Application Process

Online Application

The first step in the application process is to apply online: jobs.slco.org/. Online applications must be received within the Opening and Closing dates listed in the online job posting. Closing dates may be adjusted accordingly based on needs of the Sheriff's Office. Interview dates and times are also displayed on the online job posting. Before applying, please make sure that you are available to attend the required interviews. An applicant who fails to report as scheduled for a test component will be disqualified.

Testing Percentages

Applicants must pass the background investigation before they can move on to the interviews. The table below outlines the testing components in order of occurrence.

Testing Components and Interview Weights

Test Component	Weights
Background Investigation	Pass/Fail
Qualifying Years of Experience	20%
Background Board Interview	30%
Final Interview	50%
Total	100%
Preference Points	Max points that can be awarded ten (10).
Grand Total	110%

Hiring Register

The Hiring Register will be created and each applicant will be ranked based on their grand total scores. Applicants will be chosen from the register and contacted by Sheriff's Office Human Resources as the needs of the Sheriff's Office warrants. Applicants who do not meet qualifying standards or otherwise fail any part of the hiring process will be removed from the register.

Background Investigation (PASS/FAIL)

When the Sheriff/Designee has or anticipates job openings, he will issue a conditional offer of hire to the top ranking persons on the hiring register. After a conditional offer is made, the Sheriff's Office conducts a background investigation. The investigation includes, but is not limited to, past work history, a criminal history check, drug history, driving record and a credit history check. If during the background investigations it is found that an applicant does not meet Utah Peace Officer Standards and Training (P.O.S.T.) or Salt Lake County Sheriff's Office minimum requirements, they will be removed from the hiring register.

Years of Experience (20%)

Applicants may earn up to 20% towards their overall score for years of qualifying outside service experience.

To receive credit, all qualifying prior service experience must be documented on the outside agency's Human Resource letterhead. Documentation must be signed by a Human Resource representative and must state the position held, certification required for the position, whether it was full time or part time, date of hire, and resignation/termination date. All documentation must be submitted prior to the application deadline.

Background Board Interview (30%)

Applicants who pass the Background Investigations will be invited to a Sheriff's Office Interview with the Background Board to review the findings of their background investigation. If there are any problems or concerns relative to the background investigation, these matters will be discussed with the applicant during the interview with the Background Investigation Board. You will be evaluated based on accountability, past work history, a criminal history, drug history, credit history, driving record etc. This interview is weighted at 30% of your overall score.

Final Interview with Management (50%)

Only applicants who pass the Background Investigations Interview board will be recommended for the final interview. The final interview will be conducted by management and will include questions of character, past experience, law enforcement training you have completed and/or participated in and willingness to commit to the Sheriff's Office and the Corrections Bureau. This interview will be evaluated and is weighted at 50% of your overall score.

Preference Points (up to 10%)

When an applicant applies online, one of the questions will ask if they would like to receive Veteran's or Education preference points. **Applicants who identify a preference will need to submit copies of their DD214 or unofficial college transcripts before the application deadline to receive points.**

Hiring Procedure

Hiring Procedure

When vacancies become available, the Sheriff/Designee submits a request to the Merit administrator for a list of applicants from which he may select. The Merit administrator will certify the number of applicants the Sheriff is entitled to, pursuant to state statute and Merit Commission policies. Current statute and policy allows certification of three (3) applicants for each opening available. The Sheriff/Designee may select any applicant from those certified for the vacancy.

Note: No applicant is guaranteed employment. Selections are subject to the discretion of the Sheriff/Designee. Applicants not selected will remain on the register for future consideration unless the Sheriff/Designee requests an applicant's name be removed for good cause or until a new hiring register is established.

Medical Evaluation and Drug Screening

Applicants who are being considered for hire will be required to successfully complete a medical examination and drug screen performed by a County designated or contracted physician. The Sheriff/Designee may request that an applicant's name be removed from the merit register if they fail the medical exam or drug screen. A qualified applicant with a disability, as applicable under the Americans with Disabilities Act, may request reasonable accommodations that would allow them to perform the essential duties of the job. The Merit Administrator will consider requests for reasonable accommodations.

Administrative Review

Persons with complaints regarding the examination or rating process may request an administrative review in accordance with Merit Commission Policy 4910 found on website <http://www.slsheiff.org/sheriff/merit-system-commission-policies>

Probation

Each newly hired sworn officer will serve a one (1) year probationary period, which may be extended. All probationary employees must successfully complete all POST requirements as a condition of continued employment. Following the successful completion of the probationary period, the employee is accorded all status and rights of a sworn officer covered by the Peace Officer-Merit System.

Benefits

Salt Lake County offers a comprehensive program of medical, dental and life insurance benefits. Sworn employees participate in the Utah Public Safety Non-Contributory Retirement System.

Vacation and Holiday Leave	<p>Holiday leave is accumulated at a rate of eight (8) hours per month. Vacation leave is accumulated monthly as follows:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center;">Sworn Service</th> <th style="text-align: center;">Accrual</th> </tr> </thead> <tbody> <tr> <td>Service date through the end of the 8th year.</td> <td>Eight (8) hours per month.</td> </tr> <tr> <td>9th year through the end of the 16th year.</td> <td>Twelve (12) hours per month.</td> </tr> <tr> <td>17th year and over.</td> <td>Sixteen (16) hours per month.</td> </tr> </tbody> </table>	Sworn Service	Accrual	Service date through the end of the 8th year.	Eight (8) hours per month.	9th year through the end of the 16th year.	Twelve (12) hours per month.	17th year and over.	Sixteen (16) hours per month.
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17th year and over.	Sixteen (16) hours per month.								
Sick Leave	Sick leave is accumulated at a rate of eight (8) hours per month.								
Uniform Allowance	During the first year of employment you will receive \$100 per month and \$75 per month thereafter. The first year uniform allowance (\$1200) may be distributed in different amounts throughout the first year as deemed necessary by the Sheriff's Office.								
Health Insurance	Salt Lake County offers a comprehensive program of medical and dental benefits, and life insurance for all full-time employees.								
Tuition Assistance	Employees who have successfully completed probation can be reimbursed for course work relating to their jobs if they receive a "C" or better. Reimbursement is 100% of tuition and equipment/lab fees minus one-half any other financial aid for a maximum of \$5,250 per calendar year.								
Retirement	Sworn members participate in the Utah Public Safety Non-Contributory Retirement System. Years of service are used in calculating the monthly retirement allowance. The County pays 100 percent of the retirement contribution.								
Disability	Disability coverage is provided under a long-term disability insurance program. The program provides a benefit equal to two-thirds of the individual's regular monthly salary (less social security, worker's compensation, and similar reductions). A five-month elimination period is required as well as mandatory rehabilitation training participation. Violent, line-of-duty disability increases the benefit level to 100 percent.								
Education Incentive Pay	In order to promote professionalism in law enforcement, sworn staff will receive a monthly incentive payment based on the highest educational degree held. Master's degree (any field) \$75. Bachelor's degree (any field) \$50. Associate's degree (any field) \$25.								

Salary Schedule – January 1, 2016

Prior Service Credit

To receive credit, all qualifying prior service experience must be documented on the outside agency's Human Resource letterhead. Documentation must be signed by a Human Resource representative and must state the position held, certification required for the position, whether it was full time or part time, date of hire, and resignation/termination date. All documentation must be submitted prior to the application deadline.

Applicants with qualifying experience will be given one (1) year of credit for every one (1) year of qualifying experience based on where current officers are paid on the Merit Pay Plan with equivalent years of service. Qualifying experience is defined on page 4 in the "Employment Qualifications" section under "Years of Experience".

Correctional Officer Range:

1 Year: \$17.27 per/hr. (\$35,922/year)
2-6 Years: \$18.23 per/hr. (\$37,926/year)
7 Years: \$19.25 per/hr. (\$40,040/year)
8-9 Years: \$20.32 per/hr. (\$42,273/year)
10 Years: \$22.04 per/hr. (\$45,857/year)
11 Years: \$22.65 per/hr. (\$47,118/year)
12 Years: \$23.27 per/hr. (\$48,414/year)
13 Years: \$23.91 per/hr. (\$49,745/year)
14 Years: \$24.57 per/hr. (\$51,113/year)
15 Years: \$25.25 per/hr. (\$52,520/year)
16+ Years: \$25.94 per/hr. (\$53,955/year)

Protective Services Officer Range:

1 Year: \$16.81 per/hr. (\$34,965/year)
2-6 Years: \$17.74 per/hr. (\$36,911/year)
7 Years: \$18.73 per/hr. (\$38,969/year)
8-9 Years: \$19.77 per/hr. (\$41,141/year)
10 Years: \$21.45 per/hr. (\$44,630/year)
11 Years: \$22.04 per/hr. (\$45,857/year)
12 Years: \$22.65 per/hr. (\$47,118/year)
13 Years: \$23.27 per/hr. (\$48,414/year)
14 Years: \$23.91 per/hr. (\$49,745/year)
15 Years: \$24.57 per/hr. (\$51,113/year)
16+ Years: \$25.25 per/hr. (\$52,520/year)