

# Salt Lake County Sheriff's Office Sworn Applicant Handbook

## Correctional Officer and Protective Service Officer

### 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.

Revised: 5/17/2016

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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.

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

## Introduction

Choosing a peace officer career 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 has a Peace Officer Merit Commission, which is established under Utah Law, Title 17 Chapter 30a. Salt Lake County 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 modern 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 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](mailto:clucey@slco.org), three (3) or more working days prior to a scheduled test, TTY users should call 711.

# Employment Qualifications

## Minimum Qualifications

Applicants must meet all of the following minimum qualifications:

- ◇ Must be a U.S. citizen
- ◇ Must be at least 21 years of age at the time 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 achieve a passing score on the National Police Officer Selection Test (NPOST)
- ◇ 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 following conditions **MAY** disqualify you from being accepted into any law enforcement training academy or becoming employed with the Salt Lake County Sheriff's Office:

- Conviction or involvement in misdemeanor crimes concerning drugs/controlled substances. Requires a two (2) to four (4) year waiting period from date of conviction or involvement depending on the type of drug/controlled substances involved.
- Involvement in a felony crime for which you were not convicted of a felony requires a four (4) year waiting period from date of involvement.
- Conviction of or involvement in class A misdemeanor crimes involving physical violence requires a four (4) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class A misdemeanor crimes that do not involve an act of violence requires a three (3) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class B misdemeanor crimes involving an act of violence, possession or use of a controlled substance or providing false information to obtain certification requires a two (2) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class B misdemeanor crimes involving sexual acts, harassment, theft, crimes of dishonesty, the use of alcohol or the use of prescription drugs requires a one (1) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class B misdemeanor crimes not including any of the things listed above requires a six (6) month waiting period from date of conviction or involvement.
- Conviction of or involvement in class C misdemeanor crimes or infractions requires a three (3) month waiting period from date of conviction or involvement.

# The Application Process

## Online Application

The first step in the application process is to apply online: [Jobs.slco.org](http://Jobs.slco.org). Online applications must be received within the Opening and Closing dates listed in the online job posting. Examination dates and times are also displayed on the online job posting. Before applying, please make sure that you are available to attend the required tests. An applicant who fails to report as scheduled for a test component will be disqualified.

## Testing Percentages

Applicants must pass each test before they can move on to take the next test. The tests are shown in the table below in order of occurrence.

Name of Test	Percentage Needed To Pass	How Each Test Contributes To Your Overall Score
NPOST Test	70%	50%
Physical Assessment	Pass/Fail	Does not contribute to your overall score
Oral Interview	60%	50%
	<b>Total</b>	100%
	<b>Preference Points</b>	Maximum that can be awarded is 10%
	<b>Grand Total</b>	110%

Applicants on the hiring register will be ranked by their grand total scores. The top ranking applicants from the register will be contacted by the Sheriff's Office and required to undergo a background investigation, medical examination, polygraph examination, and a final interview with management.

## National Police Officer Selection Test (NPOST)

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 test areas:

- Mathematics
- Grammar
- Reading Comprehension
- Incident Report Writing

Applicants must achieve a score of 70% or higher in each of the 4 test areas 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 a recruitment plan. 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/>.

### Preference Points

When an applicant applies online one of the questions will ask if they would like to receive Veteran’s, Education, or Sheriff’s Office Employee/Sworn Volunteer preference points. Applicants who identify a preference will need to submit copies of their DD214 or unofficial college transcripts at the time of the physical assessment test to receive points.

### Physical Assessment

Applicants are responsible for appearing at the scheduled physical assessment test. After the job posting has closed, applicants will be notified via email reminding them of the testing location and time.

It is extremely important that you begin to prepare for the physical assessment tests immediately in order to meet the qualifying standards.

Vertical Jump	One Minute Sit-Up	Push-Up	1.5 Mile Run
14.5 inches	23	14	Under 16:11 minutes

Detailed Description of Physical Assessment Test Exercises
<p><b>Vertical Jump (Ctrl+left click)</b>            This is a measure of jumping or explosive power. The subject stands flat-footed with one side toward the jump machine and reaches up as high as possible to mark his/her standard reach. The subject jumps as high as possible and marks the spot on the wall above his/her standard reach mark. Score is the inches to the nearest ½”.</p>
<p><b>Sit-ups (Ctrl+left click)</b>            The subject lies on his/her back with knees flexed at a right angle. A partner kneels at the subject's feet and presses down on the subject's insteps to keep the heels in contact with the floor. The hands must remain in contact with the head and fingers cupped behind the ears. When ready, the signal "go" is given and the subject sits up to touch the knees with the elbows breaking the vertical plane. Without pause, the subject returns to the starting position just long enough for the shoulders to touch the mat and immediately sits up again. The score is the number of sit-ups that can be completed in the allotted time period.</p>
<p><b>Push-Ups (Ctrl+left click)</b>            The subject assumes a front-leaning position with the hands placed where they are most comfortable. The back, buttocks and legs must be straight from head to heels. Begin the push-up by bending the elbows and lowering the entire body until the tops of the upper arms, shoulders and lower back are aligned and parallel to the floor. A fist may be placed under the subject’s sternum and should be touched. Return to the starting position by locking the elbows. During the test the subject cannot rest the body on the ground. It is possible to rest, but one cannot relieve pressure from the upper body while in the resting position. If the subject does not keep the body straight or lock the elbows completely, that repetition does not count.</p>

### **1.5 Mile Run**

The exercise involves measuring the time spent in running 1.5 miles. The distance covered in a specific amount of time is then used to determine the fitness category of the individual. This test requires a nearly exhaustive effort. It is assumed that the individual has had the proper medical examination and has been cleared for an exercise program.

On the day of the testing, it is recommended applicants abstain from smoking or eating for a minimum of two hours preceding the test. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises. An important consideration at the end of the run is the "cool down" period. Applicants should not stand around immediately after the run, but should walk for at least five minutes to prevent pooling of the blood in the lower extremities, which reduces the return of the blood to the heart.

### **Oral Interview**

Applicants will be asked to respond to a series of questions designed to assess their ability to be successful in the position. The interview lasts for approximately 15-25 minutes.

## **The Process after the Hiring Register**

### **Hiring Procedure**

When vacancies become available, the Sheriff/Designee submits a request to the Merit Administrator for a list of applicants from which s/-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.

## **Conditional Offer Phase**

### **Background Investigation**

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 hire offer is made, the Sheriff's Office conducts a comprehensive background investigation. The investigation includes, but is not limited to, past work history, a criminal history check, a credit history check, and a polygraph examination. As openings become available, applicants will be invited to a Sheriff's Office Background Interview. If there are any problems or concerns relative to the background investigation, these matters will be discussed with the applicant during the meeting with the Background Board. The Sheriff/Designee may request the Merit administrator remove a applicant's name from the register if they do not meet qualifying standards or otherwise fail a background investigation.



### Medical Evaluation

Applicants who are being considered for hire will be required to successfully complete a medical examination performed by a County designated or contracted physician. The Sheriff/Designee may request that a applicant's name be removed from the merit register if they fail the medical exam. 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://slsheriff.org/page\\_pomc.php](http://slsheriff.org/page_pomc.php).

## Academy Physical Assessment Qualifications

During the probationary period each applicant will be required to pass the physical assessment test as follows:

- During the first week of employment meet or exceed entrance requirement.
- During the Academy mid-term test meet or exceed exit requirement.
- During the Academy final test meet or exceed exit requirement.

Exit Requirement				
Vertical Jump	One Minute Sit-Up	300 Meter Run	Push-Up	1.5 Mile run
16 inches	27	67 seconds	18	Under 15:12 minutes

### Probation

Each newly hired sworn officer will serve a one (1) year probationary period, which may be extended for good cause. 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.

<b>Vacation and Holiday Leave</b>	Holiday leave is accumulated at a rate of eight (8) hours per month. Vacation leave is accumulated monthly as follows:	
	<b>Sworn Service</b>	<b>Accrual</b>
	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.
<b>Sick Leave</b>	Sick leave is accumulated at a rate of eight (8) hours per month.	
<b>Uniform Allowance</b>	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.	
<b>Health Insurance</b>	Salt Lake County offers a comprehensive program of medical and dental benefits, and life insurance for all full-time employees.	
<b>Tuition Assistance</b>	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.	
<b>Retirement</b>	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.	
<b>Disability</b>	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.	

## Entry Level Salary Schedule – January 1, 2016

### Correctional Officer

\$17.27 per/hr. \$35,922/year

### Protective Services Officer

\$16.81 per/hr. \$34,961/year

### Prior Service Credit

Applicants with prior qualifying sworn officer experience may start at a salary higher on the Merit Pay Plan. Applicants with qualifying prior sworn officer 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 as the following:

Correctional Officer-Equivalent, full-time, paid corrections (SFO/BCO certified) experience in any municipal, county, federal or state correctional facility.

Protective Services Officer- Equivalent, full time, paid law enforcement (LEO certified) experience with any municipal, county, state or federal law enforcement agency such as a police officer, deputy sheriff, highway patrol, trooper or federal agent.

### 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)	Bachelor's degree (any field)	Associate's degree (any field)
\$75	\$50	\$25