

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****HIRING REGISTERS****PURPOSE**

To establish procedures for creating registers, certifying and removing names from registers, and specifying the duration of registers.

**PROCEDURE**

## 1.0 CREATION OF REGISTERS

- 1.1 Upon completion of an examination, the Merit Commission staff shall apply acceptable mathematical procedures to convert and combine test scores to calculate an examination score, applying weights as specified in the approved examination plan. Once the examination score is calculated, preference points will be determined and added. This score is the final examination score and will be used to establish each applicant's ranking on the register.
- 1.2 If there are ties in the final examination score, the Merit Commission staff will determine the tied applicants' rank on the register by comparison of test scores on the most heavily weighted test in the examination. Applicants will be ranked in the order of the highest score on that test. If ties still exist, the second most heavily weighted test will be used. If ties still exist, the third most heavily weighted test will be used, etc. If a tie still exists, the Commission Staff will randomly break any remaining tie using a random procedure approved by the Merit Commission.
- 1.3 The Commission Staff may determine for the final register cut-off of candidates based on final scores and Office staffing forecasts.

## 2.0 MAINTENANCE OF REGISTERS

Commission staff are responsible for the security and maintenance of register and personnel actions that may impact the register, including:

- 2.1 Keeping a permanent file of all registers, current and expired;
- 2.2 Certifying names from current registers;
- 2.3 Removing names from registers; and

2.4 Updating applicant information upon notification (address, telephone number, etc.).

### 3.0 CERTIFICATION OF NAMES/FILLING VACANCIES

3.1 When the Sheriff decides to fill vacancies, the Sheriff shall submit a request to the Commission staff to certify the names of eligible applicants from the merit register. Such written request will indicate the number of position(s) intended to be filled. The Commission staff shall certify in writing to the Sheriff those applicants who are eligible for consideration. The Commission staff will certify three applicants for each position vacancy starting with the highest-ranked applicant.

3.2 If the register has fewer names than the Sheriff is entitled to, he/she may request that the register be declared insufficient and request recruitment for a new register, or may accept the certification and proceed with the selection process. If the Sheriff proceeds with an insufficient certification, he/she may fill some or all of the vacancies as long as such selections are consistent with the rule of three for the number of vacancies filled, unless there are insufficient applicants on the register. The names of those not selected shall be restored to their respective order on the list unless requested by the Sheriff to be removed for good cause.

### 4.0 REMOVAL OF NAMES FROM REGISTER

4.1 At the request of the Sheriff an applicant may be removed from an eligibility register for any legitimate reason, including, but not limited to, the following:

4.1.1 Failing to respond to a notice from the Merit Commission within a reasonable period of time or if the applicant cannot be located by reasonable efforts

4.1.2 At the applicant's request to voluntarily withdraw his or her name from the register.

4.1.3 Declining an appointment.

4.1.4 Failing a pre-employment medical examination.

4.1.5 At the request of the Sheriff based on:

4.1.5.1 Job related standards in accordance with Merit Commission Policies

4.1.5.2 Conduct unbecoming a peace officer or

4.1.5.3 Any other job related good cause.

#### 4.2 Removal Procedures

The Merit Commission staff may, after consultation with designated Sheriff's Office or UPD personnel, remove an applicant's name from an eligibility register. The Merit Commission staff will notify the applicant in accordance with Merit Commission Policy.

#### 4.3 Temporary Removal/Reinstatement

An applicant may request that his/her name be temporarily removed from the register. Upon written request and for good cause the Commission staff will reinstate the applicant on the eligible register, however, the applicant's name will not be reinstated for consideration for hire until the Sheriff makes the next request to hire from that eligible register.

5.0 DURATION OF REGISTERS

- 5.1 An eligibility register shall remain in effect until a new register is certified. All registers shall expire after a two year period, except for good reason the Merit Commission may extend the time for a period not to exceed one additional year.
- 5.2 The creation of a new eligible register shall automatically cancel all previous registers for the same category.

APPROVED AND PASSED THIS 26 DAY OF May, 2016.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
Kenneth Wallentine, Chair