

PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE

LATERAL RECRUITMENT

PURPOSE

To establish a system for the announcement of entry level lateral job openings, the creation of an entry level lateral hire register and the plan for hiring and entry into the system.

DEFINITIONS

LATERAL RECRUITMENT: A recruitment for an entry level category is limited to applicants with one or more years of law enforcement experience as defined in the recruitment plan.

1.0 APPROVAL OF LATERAL RECRUITMENTS

Prior to opening a lateral recruitment, the Sheriff or UPD shall submit to the Commission for their approval the lateral recruitment plan for entry level lateral applicants.

2.0 RECRUITMENT ANNOUNCEMENTS

Announcements of public recruitment for entry level lateral hires into merit service positions shall be made in the following manner:

2.1 A public recruitment announcement will be prepared to include, but not be limited to: the title of the position, current salary range, basic duties of the job, minimum prior law enforcement qualifications required, any additional qualifying or disqualifying conditions not listed in Policy 2110 and the closing deadline.

2.2 The scope, content and character of the entry level lateral recruitment process shall be sufficient to fairly test the knowledge of the applicant to discharge the duties of the position.

3.0 CREATION OF REGISTERS

Upon completion of the recruitment and review process, Commission staff shall create the lateral hire register following Policy 2150. An entry level recruitment and a lateral entry level recruitment may be conducted simultaneously; but only one register can be open at a time. Applicants can appear on both an entry level examination and an entry level lateral hire register. Their treatment on the register will be determined by the recruitment plan applicable to that register.

4.0 PROBATION

- 4.1 All employees hired from an entry level lateral register must serve a probationary period of 12 consecutive months.

5.0 OUTSIDE PUBLIC SAFETY CREDIT

- 5.1 Entry level lateral hires shall receive service credit for all qualifying experience at the rate of one for one, rounded to the nearest whole month as stated in Policy 4400 Section 6.0.
- 5.2 Policy 3105 and 3120 determines the amount of outside service credit a candidate may use to meet the service requirements for promotional testing.
- 5.3 UPD and Sheriff's Office policy is used to determine the impact of outside service credit on leave accrual, seniority, or other issues governed by internal agency policy.

APPROVED AND PASSED THIS 26 DAY OF May, 2016

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 
Kenneth Wallentine, Chair