

Correctional and Protective Services Officers 2015 Entry Level Exam Plan

Peace Officer Merit Commission



SALT LAKE COUNTY SHERIFF'S HUMAN RESOURCES

Revised: 01-27-2015

Acknowledgements

Peace Officer Merit Commission

Ken Wallentine, Chair
David Salazar, Vice Chair
Geri-Miller Fox, Commissioner

Promotion Policies

It is the candidate's responsibility to read the policies governing the entry level testing process. Below is a list of some of the policies that may apply to the testing process. Copies of the policies will be provided upon the request of the applicant.

1. [Policy 2110 – Qualifications for Admittance to Merit Examinations](#)
2. [Policy 2120 – Entry Examinations](#)
3. [Policy 3110 – Examination Ethics](#)
4. [Policy 3120 – Examination Scoring Procedures](#)
5. [Policy 3130 – Preservation of Papers by Commission and Inspection of Examination Papers](#)

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 disqualifying criminal history. Details regarding disqualifying criminal history can be found in the Employment Disqualifiers section of the [Sworn Applicant Handbook](#).
- ◇ 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 oral interview. Applicants must pass each of the three (3) test areas in order to proceed to the final stages of the hiring process which includes a series of interviews, polygraph examination background investigations and a medical exam. Applicants must pass this stage in order to 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 test area 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 date of the physical assessment test. Exceptions based upon exigent circumstances may be appealed in writing to the Merit Administrator.

The NPOST Test is not administered by the Merit Commission. If an applicant has not previously taken the test, it is strongly encouraged they take it no later than **three (3) weeks prior** to the PT test date. Utah testing locations can be found in the *Appendix* section of the *Sworn Applicant Handbook*.

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 Applicant Handbook* for current test requirements.

Oral Interview

Applicants must achieve a score of 60% or higher on the Oral Interview in order to pass. The oral interview questions may involve a combination of behavioral-based questions and situation based questions. Behavior-based questions are designed to determine how candidates have previously responded to specific situations. Situation 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 – the category that awards them the highest number of points.

Category	Points
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.	Five (5)

<p>Part-time Sheriff's Office Employee/Sworn Volunteers Must have served at least 2080 hours.</p>	<p>Two and one-half (2½)</p>
<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> <p>Sixty (60) Semester Hours. Must have earned the hours at an accredited college or university.</p>	<p>Five (5)</p> <p>Two and one-half (2½)</p>
<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) points</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: _____