

# Salt Lake County Sheriff's Office Sworn Applicant Handbook

## Correctional Deputy and Public Safety Deputy

### 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.

<b>Peace Officer Merit Commission</b>	<b>Salt Lake County Sheriff's Office</b>
David E. Salazar Jr, Chair	Rosie Rivera, Sheriff
Martha Stonebrook, Vice Chair	Jake Peterson, Undersheriff
Chris Bertram, Commissioner	Matt Dumont, Chief Deputy (Corrections)
Carita Lucey, Merit Administrator	Kari Huth, Chief Deputy (Public Safety)
Christian Luke, Merit Coordinator	Shanda Gonzalez, Deputy Chief (Corrections)
Hillary Davis, 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 680 sworn members serve in all ranks in our Corrections and Public Safety 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 based on 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 Deputy or Public Safety Deputy, 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 Deputy or Public Safety Deputy is both challenging and demanding. A deputy's work schedule is not typically Monday through Friday, 8:00 a.m. to 5:00 p.m. A deputy will be expected to work a great deal of shift work, as well as Saturdays, Sundays, and holidays. On occasion, a deputy 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 Deputy

Correctional Deputies 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. \*

### Public Safety Deputy

Public Safety Deputies 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, 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.

(Please 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 the following minimum qualifications:

- Must be at least 19 years of age by the proposed date of hire for Correctional Deputy IIA.
- Deputy IIA will also attend Special Functions Officer (SFO) courses but will not be eligible to test for SFO certification until age 21. Deputies will be required to pass SFO certification within one (1) year after becoming eligible to maintain employment.
- Must be at least 21 years of age by the proposed date of hire for Correctional Deputy II or Public Safety Deputy I.
- Must be a U.S. citizen.
- 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 be free of any physical, emotional, or mental condition that would prevent an applicant from performing the essential functions of a Correctional Deputy or Public Safety Deputy position.
- Must not have any disqualifying criminal history. Peace Officer Standards and Training (POST) legal requirements and dis-qualifiers can be found on the Utah POST website at <http://post.utah.gov/prospective-officers/qualifications/>

The following conditions will disqualify you from 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) (search 'deputy'). Online applications must be received within the opening and closing dates listed on the online job posting.

Examination dates and times will be e-mailed to you. Please ensure you attend the required tests. An applicant who fails to report as scheduled for a testing component may 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
Physical Assessment	25%	50%
Oral Interview	60%	50%
	<b>Total</b>	100%
	<b>Preference Points</b>	Maximum amount awarded is 10%
	<b>Grand Total</b>	110%

Applicants on the hiring register will be ranked by their grand total scores. Applicants from the register will be contacted by the Sheriff's Office and required to undergo a background investigation, computer voice stress analysis (CVSA), oral interview, background interview, medical examination, and a final interview with management.

### Preference Points

When an applicant applies online, one of the questions asked is 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. Applicants will be notified via email and/or text message 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 25%	One Minute Sit-Up 25%	Push-Up 25%	1.5 Mile Run 25%
14.5 inches	23	14	Under 16:11 minutes

### Detailed Description of Physical Assessment Test Exercises

#### Vertical Jump

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 inches rounded to the nearest half inch.

#### Sit-ups

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.

#### Push-Ups

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.

### 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.

## 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 allow 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, she/-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 computer voice stress analysis.

### Interviews

As openings become available, applicants will be invited to a Sheriff's Office Oral Interview, followed by a Background 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.

If there are any problems or concerns related 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 an 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 an 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 Academy, each applicant will be required to pass the physical assessment test as follows:

- During the first week, 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 Requirements			
Vertical Jump	One Minute Sit-Ups	Continuous Push-Ups	1.5 Mile run
16 inches	27	18	Under 15:12 minutes

### Probation

Each newly hired sworn deputy 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 awarded all status and rights of a sworn deputy 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.

<p>Vacation and Holiday Leave</p>	<p>Holiday leave is accumulated at a rate of eight (8) hours per month. Vacation leave is accumulated monthly as follows:</p>	
	<p style="text-align: center;"><b>Sworn Service</b></p> <p>Service date through 2nd year- 3rd through 5th year- 6th through 10th year- 11th through 15th year- 16th year and on-</p>	<p style="text-align: center;"><b>Accrual</b></p> <p>12 days per year. 15 days per year. 18 days per year. 21 days per year. 24 days per year.</p>
<p>Sick Leave</p>	<p>Sick leave is accumulated at a rate of eight (8) hours per month.</p>	
<p>Uniform Allowance</p>	<p>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.</p>	
<p>Health Insurance</p>	<p>Salt Lake County offers a comprehensive program of medical and dental benefits, and life insurance for all full-time employees.</p>	
<p>Tuition Assistance</p>	<p>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.</p>	
<p>Retirement</p>	<p>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.</p>	
<p>Disability</p>	<p>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.</p>	

## Entry Level Salary Schedule – January 1, 2019

### Correctional Deputy

\$21.46 per/hr. \$44,783/year

### Public Safety Deputy

\$17.27 per/hr. \$36,046/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 Deputy 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 Deputy-Equivalent, full-time, paid corrections (SFO/BCO certified) experience in any municipal, county, federal or state correctional facility.

Public Safety Deputy- 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 degree (any field)
\$75	\$50	\$25