

PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE**PROMOTIONAL EXAMINATIONS****DEFINITIONS**

CATEGORY: A group of employees who have been selected and appointed under the Merit Commission system. There are currently three categories: Peace Officer, Correctional Officer, and Protective Service Officer. A category may consist of one or more ranks.

RANK: Refers to an appointment attained on the basis of a merit examination or an emergency appointment.

OUTSIDE PUBLIC SAFETY CREDIT: Qualifying outside public safety credit is outside public safety experience applicable to a category.

QUALIFYING SERVICE TIME: The total time an employee has served in a rank within a category, including probationary and regular merit status, plus prior outside service credit, and minus any breaks of service, except for qualifying military duty.

SENIORITY SERVICE RATING: A rating which is added to the candidate's examination score. The rating includes time served in the Sheriff's Office or UPD within the category tested up through the date of the examination.

PURPOSE

To establish minimum qualifications, service time and education requirements, the examination schedule, and other pertinent information pertaining to promotional examinations.

PROCEDURES**1.0 MINIMUM QUALIFICATIONS**

1.1 A candidate must meet the qualifications listed in this policy to qualify to take a promotional exam.

1.1.1 Candidates must be a merit system officer to take a promotional examination.

1.1.2 A candidate will not be allowed to take a promotional merit examination if the candidate has a combined total of three or more "does not meet expectations" performance evaluation ratings during the two preceding semi-annual rating periods.

2.0 MINIMUM SERVICE TIME AND EDUCATION REQUIREMENTS FOR CATEGORIES AND RANKS

2.1 Sergeant:

- 2.1.1 For examination purposes, service time will be counted to the first day of the examination.
- 2.1.2 Must have a minimum of five years' service time within his/her current category.
- 2.1.3 Outside Public Safety Credit, at a maximum of two years, will be granted to candidates as a part of their qualifying time.
- 2.1.4 For Sheriff's Office a candidate must have one year's credit from an educational institution accredited by one of the Regional Accreditation Councils for the U.S. Dept. of Education. Sheriff's Office service time in the current category can substitute for the required education on a time equivalency basis.
- 2.1.5 For UPD a candidate must have a Bachelor's degree from an educational institution accredited by one of the Regional Accreditation Councils for the U.S. Dept. of Education. UPD service time in the current category can substitute for the required education on a time equivalency basis.
- 2.1.6 The equivalent experience replacing education is based on one year's experience being equivalent to 30 semester hours or 45 quarter hours.

2.2 Lieutenant:

- 2.2.1 For examination purposes, service time will be counted to the first day of the examination.
- 2.2.2 The candidate must have a minimum of two years' service time within his/her current category at the rank of sergeant.
- 2.2.3 A Sheriff's Office candidate must have two years' credit from an educational institution accredited by one of the Regional Accreditation Councils for the U.S. Dept. of Education. Sheriff's Office service time in the current rank can substitute for the required education on a time equivalency basis.
- 2.2.4 A UPD candidate must have a Bachelor's degree from an educational institution accredited by one of the Regional Accreditation Councils for the U.S. Dept. of Education. UPD service time in the current rank can substitute for the required education on a time equivalency basis.
- 2.2.5 The equivalent experience replacing education is based on one year experience being equivalent to 30 semester hours or 45 quarter hours.

2.3 Captain:

- 2.3.1 For examination purposes, service time will be counted to the first day of the examination.
 - 2.3.2 The candidate must have a minimum of two years' service time within his/her current category at the rank of lieutenant.
 - 2.3.3 A Sheriff's Office candidate must have four years' credit from an educational institution accredited by one of the Regional Accreditation Councils for the U.S. Dept. of Education. Sheriff's Office service time in the current rank can substitute for the required education on a time equivalency basis.
 - 2.3.4 A UPD candidate must have a Bachelor's degree from an educational institution accredited by one of the Regional Accreditation Councils for the U.S. Dept. of Education. UPD service time in the current rank can substitute for the required education on a time equivalency basis.
 - 2.3.5 The equivalent experience replacing education is based on one year experience being equivalent to 30 semester hours or 45 quarter hours.
- 2.4 The Merit Commission shall adopt an education/experience equivalency chart, which shall be available to employees upon request.

3.0 EXAMINATION SCHEDULE

- 3.1 The Protective Services Sergeant examination will be administered every two years. The first day of the examination will be scheduled in the month of July in odd-numbered years.
- 3.2 The Correctional Sergeant examination will be administered every two years. The first day of the examination will be scheduled in the month of February in even-numbered years.
- 3.3 The UPD Sergeant examination will be administered every two years. The first day of the examination will be scheduled in the month of September in odd-numbered years.
- 3.4 The Lieutenant examination for the Sheriff's Office and UPD will be administered every two years in odd-numbered years. For Corrections and UPD, the first day of the examination will be scheduled in the month of March. For Protective Services, the first day of the examination will be scheduled in the month of May.
- 3.5 The Captain examination for Sheriff's Office and UPD will be administered every two years. The first day of the examination will be scheduled in the month of October in even-numbered years.

4.0 EXAMINATION CONTENT

- 4.1 The content of the examinations or any selection procedures will be practical in character and will relate only to those matters that fairly test, measure, and assess the potential of a candidate to perform the duties as outlined in the competencies of the job.
- 4.2 Examinations will be based on job-related standards and in accordance with federal and state statutes, and acceptable test guidelines.
- 4.3 A seniority rating will be added to the candidate's examination score which will be shown as a weighted testing component of 5 percent.
- 4.4 Passing scores may be established for each test component of the examination and may take into consideration one or a combination of the following factors:
 - 4.4.1 An acceptable level of performance.
 - 4.4.2 The administrative difficulties involved and resources required in testing large numbers of candidates in multi-phase examinations.
 - 4.4.3 The number of vacancies anticipated.
 - 4.4.4 Diversity of work force considerations.

5.0 EVALUATOR TRAINING

- 5.1 The Merit Administrator will provide adequate orientation and training of the evaluators involved in the examination process and will monitor the test to promote consistency and reliability of evaluators.

6.0 EXAMINATION ANNOUNCEMENTS

- 6.1 Notice for all promotional merit examinations will be transmitted to each division not less than thirty (30) days prior to the first day the examination is given.
- 6.2 The announcement will include: qualifications for admittance, the examination plan, and examination dates, weights assigned to the various components of the examination, and pertinent information that will help the potential candidate understand the nature of the examination procedure.

7.0 INABILITY TO APPEAR FOR EXAMINATION

- 7.1 If a candidate is unable to appear at the designated time and place for an examination, the candidate shall be disqualified from testing unless the candidate receives permission from the Merit Commission to make an alternate arrangement.

7.1.1 The status of a candidate who fails to appear due to active military leave shall be governed by applicable federal and state law.

7.2 The candidate must submit, in writing, a request for an alternative test time. The Merit Commission shall not grant such requests unless there are mitigating or extenuating circumstances including but not limited to:

7.2.1 Through administrative error, the candidate was given no notice or insufficient notice to appear.

7.2.2 The candidate is required to work on a mandatory assignment within the Sheriff's Office or UPD.

7.2.3 The candidate is a member of a military reserve unit or National Guard and is required to be on active duty on the scheduled test date.

7.2.4 Other justifiable circumstances at the discretion of the Merit Commission.

7.3 The Merit Commission shall deny the request for an alternate date or time if the administration of the test is not practical or feasible, there is reason to believe that the integrity of the examination will be compromised, or for other justifiable reasons.

8.0 EXAMINATION CONDITIONS

8.1 All testing procedures will be administered with conditions as uniform and standardized for all candidates as is practical.

9.0 IMPROPER CONDUCT

9.1 During the administration of an examination, candidates must obey regulations as to time limits and conduct as may be established by the Merit Commission. The proctor or Merit Administrator may disqualify a candidate for improper conduct during an examination.

10.0 RELEASE OF EXAMINATION SCORES

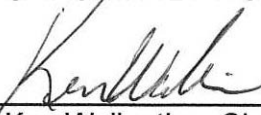
10.1 Examination scores will be made available to the candidate and the Sheriff/designee, but not to the public.

11.0 EXAMINATION RECORDS

11.1 The Merit Commission staff shall be responsible for the maintenance of all records pertinent to the examination program. Applications and other necessary examination records shall be kept in accordance with a retention schedule adopted by the Commission.

APPROVED AND PASSED THIS 2nd DAY OF March, 2017.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 
Ken Wallentine, Chair