

**PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE****PROMOTIONAL EXAMINATION SCORING AND CERTIFICATION PROCEDURES****PURPOSE**

This policy establishes the procedure and guidelines for creating and managing a certified register.

**DEFINITIONS**

**CERTIFIED REGISTER:** An official written list of names of candidates who have successfully completed a merit examination, ranked from highest to lowest based on each candidate's respective examination scores. The list is certified by the Merit Commission and is used to fill future promotions.

**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.

**TEST COMPONENT:** A single part of the promotional test that is scored separately. The promotional test is comprised of several test components that make up the promotional test. Examples include written tests, oral interviews, and job simulations.

**PROCEDURE****1.0 SCORING**

- 1.1 The scoring by the Administrator shall be considered correct. No examination documents, records, or statements created as part of the examination shall be subject to alteration, addition, or deletion by anyone except the Merit Administrator.
- 1.2 Seniority ratings shall be used in calculating a candidate's examination score.
  - 1.2.1 The rating shall be based on a maximum achievable score of five (5) points based on a 100-point examination.
  - 1.2.2 Candidates shall be credited one-fourth of a point for each year of credited experience up to a maximum of twenty (20) years, based on their seniority service rating.
  - 1.2.3 Candidates shall only be credited experience for their current category. For example, a peace officer testing for Sergeant, who was a Correctional Officer prior to peace officer, shall only receive credit for peace officer experience.

- 1.2.4 Outside public safety credit shall be counted as part of seniority time, not exceeding two years. It is the candidate's responsibility to provide proof of qualifying outside public safety credit at the time of application.
- 1.2.5 Service time that is less than fifteen days shall not be counted toward seniority time.
- 1.2.6 Service time that equals fifteen or more days shall be calculated as one month time toward seniority.

## 2.0 COMBINING TEST SCORES

- 2.1 When the examination is complete, the Merit staff shall calculate each candidate's test component scores and shall combine the test component scores to calculate each candidate's total examination score.
- 2.2 The resulting score is the candidate's final ranking.
- 2.3 The register shall be established by rank order, with candidates being placed on the register from the highest to lowest score.

## 3.0 TIES

- 3.1 Whenever two or more candidates have an equal final ranking on the examination, ties shall be resolved by the following method:
  - 3.1.1 Candidates with the most seniority in the present position shall be ranked higher.
  - 3.1.2 If a tie still exists, the candidate with the most experience within the same category shall be ranked higher.
  - 3.1.3 If a tie still exists, a random selection procedure, such as the flip of a coin by the Merit Administrator, shall be used.

## 4.0 CERTIFICATION OF NAMES AND RULE OF THREE

- 4.1 At the request of the Sheriff or designee, for promotional purposes the Merit Administrator shall provide the Sheriff or designee with the top three highest scoring names from the certified register for one opening, and one additional name for each additional opening.
- 4.2 The names of those not selected shall be restored to their respective order on the certified register, unless provided written notice of removal for cause as defined by Merit Commission Policy 4600 (2.0) Written Charges.

- 4.3 A person removed for cause from a certified promotional register may petition the Merit Commission for an administrative review per Merit Commission Policy 4910 Administrative Reviews within ten (10) calendar days of the receipt of written notice of removal.

## 5.0 PASSING GRADE

- 5.1 A candidate participating in a promotional examination must score an overall minimum of 70 percent on the examination.
- 5.2 If the candidate fails to earn an overall 70 percent score on the promotional examination, the candidate:
- 5.2.1 failed the examination; and
  - 5.2.2 shall not be placed on the register.

## 6.0 FAILURE TO ACCEPT PROMOTION

- 6.1 In the event a certified candidate fails to accept a proffered promotion, the candidate may request, in writing, that the Merit Administrator place his or her name in temporary abeyance while the register is active.
- 6.2 If the candidate desires to reactivate his or her eligibility status, the candidate shall inform the Merit Administrator in writing.
- 6.3 The candidate's name shall be reinstated for consideration for promotion when the Sheriff or designee makes the next request to promote from that register.
- 6.4 Once the register has expired the certified candidate may not reactive his or her eligible status.

## 7.0 DURATION OF CERTIFIED REGISTERS

- 7.1 The existing promotional certified register shall expire on the first day of the next scheduled examination unless it is extended by the Merit Commission for good cause.
- 7.2 Prior to the expiration of the existing certified register, the Sheriff may request, in writing to the Merit Commission, to extend the certified register for good cause.
- 7.3 If a certified register is extended it is not to exceed one year beyond the original expiration date.

APPROVED AND PASSED THIS 25<sup>th</sup> DAY OF July, 2018.

SALT LAKE COUNTY  
PEACE OFFICER MERIT COMMISSION

By:   
Kenneth Wallertine, Chair