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PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE
TRANSITIONING OF PEACE OFFICERS FROM THE UNIFIED POLICE
DEPARTMENT TO THE SALT LAKE COUNTY SHERIFF'S OFFICE

PURPOSE

To establish the qualifications and procedures for transitioning merit system officers from the Unified Police Department (UPD) to the Salt Lake County Sheriff's Office.

POLICY

To transition merit system officers from UPD to the Sheriff's Office in an accelerated manner ensuring continuity of law enforcement services, public safety, and hiring preference to current UPD merit system members using the procedures outlined in this policy.

APPLICATION

This policy only applies to instances in which merit officers from the UPD become employees of the Salt Lake County Sheriff's Office during the transition of services lasting no longer than July 1, 2025.

This policy supersedes any other Peace Officer Merit Commission (POMC) policy in conflict herewith.

DEFINITIONS

TRANSITION: The process by which merit officers from the UPD are integrated into the Sheriff's Office merit system through employment with the Salt Lake County Sheriff's Office. This process differs from the hiring and promotional process described in U.C.A. §§ 17-30a-302 – 17-30a-312.

PROCEDURES

1.0 SENIORITY

1.1 UPD merit officers who transition to the Sheriff's Office Law Enforcement Bureau (LEB) will retain their seniority in their current UPD rank. This provision will remain in effect until the transition of law enforcement services from UPD to the LEB is complete or until July 1, 2025, whichever comes sooner.

1.2 Merit officers serving in a temporary appointed rank, according to section 7.0 in this policy, will accrue seniority service time in their current merit rank.

2.0 RETENTION OF RANK

2.1 Individuals with rank will retain their rank when transitioning insofar as the rank

obtained from the UPD has the same job duties as the corresponding Sheriff's Office rank.

- 2.2 Individuals on a current UPD merit promotional register may be transitioned to the LEB using the rule of three in the promotional merit rank by the Sheriff. They will be placed at the bottom of the seniority list for the rank they are promoted into regardless of placement on the roster.

3.0 PROBATION

- 3.1 The Sheriff's Office recognizes members being transitioned from the UPD have served a period of probation equivalent to merit probation and will not be required to complete a new probationary period.
- 3.2 Members being transitioned from the UPD, who are currently on probation, shall remain on probation with the Sheriff's Office until the terms and conditions of that probation have been satisfied.

4.0 RATE OF PAY

- 4.1 Individuals shall transition to the Sheriff's Office at the rate of pay detailed in the Sheriff's Office Sworn Pay Plan.

5.0 TRANSITIONAL HIRING REGISTER

- 5.1 To maintain operations, manage the existing workload of Human Resources staff, and maintain a competitive and fair testing process, the Merit Commission may, upon request from the Sheriff, certify a transitional hiring register for both sworn entry and rank positions. The testing process will be open to all UPD members in the current merit rank and will include, but not be limited to, a standardized oral interview and seniority service rating. Registers shall not exceed more than one year past the transition deadline.

6.0 TEMPORARY HIRING APPOINTMENT

- 6.1 Equal Or Higher Rank Appointments: The Sheriff is permitted to make temporary appointments pursuant to 17-30a-310 and POMC 3100, 2.0 for merit UPD officers who demonstrate satisfactory job performance in their current position (rank) to the LEB. Appointments can be made to their current merit rank or higher.
- 6.2 Individuals appointed under the terms of this section, to a rank higher than their current merit rank, shall receive five (5) preference points (not to exceed five (5) percent of maximum score) at the time of promotional examination to recognize their service during the transition and the experience they gain in this role.
- 6.3 Temporary Appointment Timelines: Through the duration of the transition or upon the certification of a new register, whichever comes first, temporary appointments shall be exempt from the time frame defined in [17-30a-310.1](#) and shall not exceed Oct. 1, 2025 (120 days past July 1, 2025).

7.0 TESTING SCHEDULE

7.1 Upon completion of the return of services from the UPD to the Sheriff's Office or no later than July 1, 2025, a promotional examination schedule will be adopted with the approval of the POMC.

DAVID SALAZAR
SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

DRAFT

ADDENDUMS

PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE
POLICY CHANGES

PURPOSE

To establish the procedures governing policy changes.

PROCEDURE

1.0 The Merit Commission may repeal and amend existing policies and procedures or adopt new policies and procedures in a public meeting.

1.1 The Sheriff, peace officers, and employee organizations shall be given a reasonable period of time to review and respond to the proposed change before it is officially adopted.

2.0 NOTIFICATION OF CHANGE

2.1 For proposed policy changes the following shall take place:

2.1.1 The Merit Commission staff will prepare a draft of the proposed policy change(s) and consult with the Merit Commission regarding the issue surrounding the changes.

2.1.2 The proposal will be submitted to the Merit Commission in a public meeting.

2.1.3 The Merit Commission may opt to adopt, modify, reject, or request additional redrafting of the proposal.

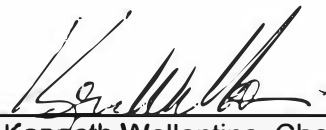
2.1.4 A newly adopted policy is effective 14 days after approval by the Merit Commission, unless the Merit Commission finds a need to modify the effective date.

3.0 NOTIFICATION OF CHANGE

3.1 A copy of the updated policy shall be posted on the Sheriff's Office and UPD public website, in Policy and Procedure section within two weeks after the public meeting.

APPROVED AND PASSED THIS 26 DAY OF May, 2015.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 
Kenreth Wallentine, Chair

PEACE OFFICER MERIT COMMISSION POLICY & PROCEDURE

MERIT COMMISSION POLICIES

PURPOSE

To explicitly advise employees that neither language contained on any of the Merit Commission Policies and Procedures nor any representation made by a member of management may be construed as a guarantee of employment or of any employment-related benefit.

PROCEDURE

- 1.0 Merit Commission Policies and Procedures and any other County, Sheriff's Office, UPD or Merit Commission documents or handwritten materials regarding pay, merit awards, insurance, employee benefits and any other aspect of employment are subject to change and are not to be construed as an express or implied contract between the County, Sheriff's Office, UPD or Merit Commission and its employees.
 - 1.1 Oral or written promises about promotions, pay raises or other employment related matters have no legal affect and are not binding on the County, Sheriff or UPD unless the promised action is in full compliance with applicable personnel laws and these policies and procedures.
- 2.0 Merit Commission Policies and Procedures undergo periodic revisions based upon changes in the law, salary surveys, management philosophies, or any other reason for the betterment of County government or UPD, or in the public's interest.
- 3.0 The Merit Commission is responsible for all changes and revisions to these policies and procedures. Policies approved by the Merit Commission become effective fourteen (14) days after approval by the Merit Commission, unless the Merit Commission finds a need to modify the effective date.

APPROVED AND PASSED THIS 26 Day of March 2016.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: Kenneth Wallentine
Kenneth Wallentine, Chair

[<< Previous Section \(17-30a-202\)](#)[Download Options PDF | RTF | XML](#)[Next Section \(17-30a-204\) >>](#)[Index Utah Code](#)[Title 17 Counties](#)[Chapter 30a Peace Officer Merit System in Counties of the First Class Act](#)[Part 2 Merit System Commission Powers and Duties](#)[Section 203 General duty of commission. \(Effective 5/13/2014\)](#)***Effective 5/13/2014*****17-30a-203. General duty of commission.**

(1) The commission:

- (a) is responsible for carrying out the provisions of this chapter; and
- (b) shall make necessary rules and regulations to govern the merit system in accordance with this chapter, including:
 - (i) adopting merit rules regarding:
 - (A) appointments and registers;
 - (B) examinations;
 - (C) promotions;
 - (D) reassignments;
 - (E) reappointments;
 - (F) disciplinary grievance procedures;
 - (G) administrative reviews;
 - (H) recognition of the equivalency of another merit system for the purpose of appointing a peace officer from another agency; and
 - (I) reductions in force;
 - (ii) adopting a rule regarding the preparation of a job classification plan; and
 - (iii) adopting rules necessary for the efficient management of the merit system not specifically enumerated above and not inconsistent with this chapter or applicable law.

(2) Upon the request of the appointing authority and after conducting a public hearing, the commission may temporarily suspend a rule if the suspension is necessary for the proper enforcement of this chapter.

[Home](#)[Utah Code](#)[Title 17](#)[Chapter 30a](#)[Part 2](#)[Section 207](#)[Historical Code](#)[<< Previous Section \(17-30a-206\)](#)[Download Options PDF | RTF | XML](#)[Next Section \(17-30a-301\) >>](#)[Index Utah Code](#)[Title 17 Counties](#)[Chapter 30a Peace Officer Merit System in Counties of the First Class Act](#)[Part 2 Merit System Commission Powers and Duties](#)[Section 207 Duty of commission to provide for unspecified activities. *\(Effective 5/13/2014\)*](#)***Effective 5/13/2014*****17-30a-207. Duty of commission to provide for unspecified activities.**

The commission may provide by rule for the operation and functioning of an activity within the purpose and spirit of this chapter if the activity is necessary and proper and not otherwise prohibited by law.

Enacted by Chapter 366, 2014 General Session



<< Previous Section (17-30a-307)

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Title 17 Counties

Chapter Peace Officer Merit System in Counties of the First Class Act

30a

Part 3 Merit Officer Conditions of Employment

**Section Vacancies -- Positions requiring special qualifications -- Competition suspended --
308 Promotion -- Promotional register. (Effective 5/13/2014)**

Effective 5/13/2014

**17-30a-308. Vacancies -- Positions requiring special qualifications -- Competition suspended --
Promotion -- Promotional register.**

- (1) In case of a vacancy in a position requiring peculiar and exceptional qualifications of a scientific, professional, or expert character, and upon satisfactory evidence that competition is impracticable and the position can best be filled by the selection of some designated person of recognized attainments, the commission may, after a public hearing and by unanimous vote, suspend competition regarding that position.
- (2) The commission shall report a suspension under Subsection (1) in the commission minutes, together with the reason for suspension.
- (3) With the exception of an appointment made in accordance with a commission rule adopted under Subsection 17-30a-203(1)(b)(i)(H), a department shall fill a supervisor vacancy in the merit system classification by promotion insofar as possible.
- (4) (a) A department shall make a promotion only after an open competitive examination, admission to which shall be limited to merit system officers.
(b) An examination process described in Subsection (4)(a) shall include consideration of the seniority and competence of the peace officer to perform the duties required in the position for which application is made.
(c) The seniority element of the examination may not exceed 40% of the entire examination score.
- (5) (a) After a promotional examination, the commission shall prepare a promotional register that shall take precedence over any previously existing register.
(b) The certified promotional register shall consist of three names for the initial vacancy and one more name for each additional vacancy, ranked in the order of the examination score, beginning with the highest scoring applicant.

PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE**PURPOSE AND PHILOSOPHY****PURPOSE**

The policies and procedures of the Merit Commission are designed to supplement and implement the merit provisions in State law as set forth in Chapter 30a Title 17 and applicable County, UPD, State, and Federal statutes, ordinances, policies and guidelines. Unless otherwise specifically stated, these policies shall apply equally to Salt Lake County and to the Unified Police Department. (UPD).

PROCEDURES**1.0 PURPOSE, GOALS, AND OBJECTIVES**

- 1.1 The policies and procedures shall be applied to protect the public and the peace officers of Salt Lake County and the UPD by providing for the implementation of the following goals and objectives:
 - 1.1.1 Provision of a merit system that is administered through fair and impartial treatment of all applicants and employees regardless of race, religion, color, sexual orientation, gender, national origin, age, qualified disability, political affiliation, religion, marital status, or any other non-merit factor, with regard to their privacy and constitutional rights.
 - 1.1.2 Affirmative steps may be taken to attract and recruit protected groups that may be substantially under-represented.
 - 1.1.3 Provision of an equitable job classification plan.
 - 1.1.4 Maintain a job classification plan consistent with the needs of the Sheriff and sound human resource management principles.
 - 1.1.5 Recruitment, selection, and advancement of peace officers on the basis of their relative ability, knowledge, and skills, including open consideration of qualified applicants for initial appointment.
 - 1.1.6 Offer promotional advancement through competitive testing.
 - 1.1.7 Protect the tenure of peace officers who demonstrate continuing efficiency and satisfactory performance and separate peace officers whose inadequate performance cannot be corrected.
 - 1.1.8 Provide a formal procedure for processing the appeals and grievances of peace officers without discrimination, coercion, restraint, or reprisal.

2.0 COOPERATION WITH OTHER AGENCIES AND ORGANIZATIONS

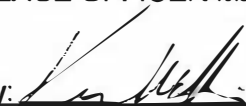
- 2.1 It is the policy of the Merit Commission to work and cooperate with other agencies, organizations, and interested parties on all matters that relate to testing, job classification, appeals, hearings, and other related matters that come within the scope of the Merit Commission's responsibility.

3.0 INTERPRETATION

- 3.1 It is the intent of the Merit Commission that these policies and procedures be interpreted within the purpose and spirit of Chapter 17-30a on the basis of a fair and reasonable approach to specific problems and situations, as necessary and proper and not prohibited by law.
- 3.2 The policies will be considered as a total set of working procedures, rather than each section, sub-section, sentence or phrase being interpreted in isolation and out of context.
- 3.3 The general principles stated in the policies will serve as a basis for a broad merit system for the Salt Lake County and UPD peace officers.

APPROVED AND PASSED THIS May 26 of 2015.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 

Kenneth Wallentine, Chair