

WEBER COUNTY CORRECTIONAL FACILITY

Volume

ADMINISTRATION

Chapter

JB 09 - ALTERNATE CORRECTIONS OFFICER CAREER PATH PROGRAM

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JB 09/01.00 **GENERAL**

JB 09/01.01 **Purpose**

The purpose of this chapter is to provide policy, rationale and procedure for the implementation of the Alternate Corrections Officer Career Path Program.

JB 09/01.02 **Cross Reference**

JB 09/01.03 **Definitions**

ACOCPP	Alternate Corrections Officer Career Path Program
Law Enforcement Officer	an officer who has Peace Officer or Corrections Officer certification
P.O.S.T.	Peace Officer Standards and Training (Utah)
WCCF	Weber County Correctional Facility
WCSO	Weber County Sheriff's Office

JB 09/02.00 **ALTERNATE CORRECTIONS OFFICER CAREER PATH PROGRAM**

JB 09/02.01 **Policy**

It is the policy of the WCCF that:

- A. qualified WCCF officers may accumulate points based on specified criteria; and
- B. qualified officers may earn pay increases as defined by the provisions in this policy.

JB 09/02.02 **Rationale**

- A. The purpose of the Alternate Corrections Officer Career Path Program is to:
 - 1. improve skills;
 - 2. enhance productivity;
 - 3. promote professional growth and job satisfaction; and
 - 4. provide compensation for designated skills, combination of skills and advanced education.
- B. The ACOCPP is designed to assist in retaining highly motivated, skilled Corrections Officers that will be an economic asset to Weber County.

JB 09/02.03 **Procedure: Corrections Officers**

- A. The ACOCPP is a four-level program based on the accumulation of point scores for officer skills, assignment, and education.
 - 1. Corrections Officer
 - a. Corrections Officer Basic,
Grade 16
 - b. Corrections Officer Advanced,
100 accumulated points/ Grade 17
 - c. Corrections Officer Senior,
200 accumulated points/ Grade 18
 - d. Corrections Officer Master,
300 accumulated points/ Grade 19

2. Lead Corrections Officer

- a. Lead Corrections Officer Basic,
Grade 16
- b. Lead Corrections Officer Advanced,
100 accumulated points/ Grade 17
- c. Lead Corrections Officer Senior,
200 accumulated points/ Grade 18
- d. Lead Corrections Officer Master,
300 accumulated points/ Grade 19

B. Minimum Entry Requirements

The ACOCPP is available to any Weber County Corrections Officers who meet the following requirements:

- 1. A minimum of two full-time years as a Weber County Law Enforcement Officer.
 - a. Officers entering the full-time employment of Weber County from another agency will be given credit for prior full-time service at a rate of one year for every two years of prior service.
 - b. Time is computed from the date of hire or appointment as a Law Enforcement Officer with the WCSO. The staff member must have successfully completed the P.O.S.T. Corrections Academy.
 - c. Corrections Officers re-instated to the Weber County Sheriff's Office shall be credited with prior WCSO experience toward entry into the ACOCPP.
- 2. An overall performance rating of "competent/satisfactory" or better on the previous two annually scheduled performance evaluations.
- 3. A letter of caution or reprimand or any major discipline during the past year shall disqualify any candidate for that year.
- 4. Approval of the ACOCPP Committee.

C. Applying for Entry into the ACOCPP

1. It shall be the sole responsibility of each officer interested in the Program to complete the necessary application process to include documentation regarding points earned towards the ACOCPP.
2. Applications for entry into the ACOCPP may be completed and submitted at any time to the ACOCPP Committee.
3. Supplemental application should be submitted only when the officer has evidence of additional points to qualify the officer for advancement within the ACOCPP or has evidence of re-certification requirements being completed.
4. Officers applying for entry into the ACOCPP shall include a resume of the officer's work history with the WCSO.
 - a. The resume should include a detailed report of the officers qualifications to be accepted into the ACOCPP.
 - b. Documentation for specialty assignments, skills, or training should include:
 - 1) a certificate;
 - 2) assignment record;
 - 3) supervisory memorandum; or
 - 4) office training records.
 - c. Documentation of education shall be a transcript or diploma.
5. The ACOCPP committee can only consider information submitted by the officer applying for entry into the ACOCPP.
6. An officer whose application has been denied by the ACOCPP committee shall be informed of the denial in writing and be given an opportunity to appeal such denial to the Sheriff. A memo appealing the denial shall be forwarded to the Sheriff/Designee for review within ten days.

JB 09/02.04 **Procedure: Accumulation of Points**

An officer progressing in the ACOCPP may earn points toward Advanced, Senior, or Master levels in the following manner:

A. Education

1. Points are cumulative for education and degrees and must be from an accredited college or university. Points allowed for formal education shall be:
 - a. Credit Hours only - 15 points (maximum)

College credits without a degree shall be counted as one point for every twelve quarter hours or eight semester hours.
 - b. Associate Degree - 20 points
 - c. Bachelors Degree- 40 points
 - d. Masters Degree- 60 points
 - e. Doctorate (PhD)- 80 points
2. The maximum total points allowed for formal education shall be 80 points.

B. Longevity

Three points shall be awarded for each year of full-time service as a Corrections Officer in the WCSO. Corrections Officer service shall include prior full-time Corrections Officer service with another agency on a one-for-two basis.

C. In-Service

1. Job related training is defined as relevant corrections or law enforcement training. The burden of proof shall rest with the applicant.
2. Points shall be awarded only to those Corrections Officers who meet the minimum P.O.S.T. requirement of 40 hours per year.
3. Points awarded each year shall be cumulative toward Advanced, Senior, or Master levels.
4. Points shall be awarded based on training hours in the following

manner:

41 - 50 hours	1 point
50 - 69 hours	3 points
70 - 89 hours	5 points
90 - 120 hours	7 points
121- 150 hours	9 points
151+ hours	12 points

5. Special Functions Officer and initial Corrections Academy training as determined by P.O.S.T. shall be excluded for purposes of the ACOCPP.

D. Language

A Corrections Officer who demonstrates that he/she is conversant in a second language, including sign language (relative to the hearing impaired), shall be awarded 10 points.

E. Skills

1. The following skills require proof of successful completion recognized by P.O.S.T. before points may be awarded. Each skill earned shall be awarded ten points (no limit). The following skills are approved:

Achieving Excellence in Law Enforcement
Armorer
Background Investigations Training
*Basic Internal Affairs
Basic Supervision
Budgeting for the Police Administrator
Corrections Shotgun Qualified
Crisis Intervention
D.R.E. (Drug Recognition Expert)
E.M.T (Emergency Medical Technician)
E.V.O. Certification (Emergency Vehicle Operations)
Field Training Officer Course
Firearms Certification
First Responder
*First Line Supervisor
Hostage Negotiator
I.D.H.O. Training (Inmate Disciplinary Hearing Officer)
Impact Weapons Qualified
*Instructor Development
Interview and Interrogation
Intoxylizer

Jail Inspection Training
*Management Planning & Budget
Managing Small Agency
Middle Management
Notary Public
*Patrol Staffing, Deployment, Scheduling
Physical Fitness (must meet P.O.S.T. requirements of at least 50% for
push-ups, sit-ups, flexibility, and 1.5 mile run)
Public Information Officer

(* = Mid-level Management Certificate requirement)

2. Additional points may be awarded for officers who are certified instructors. An officer may earn an additional five points for each of the following areas:

Arrest Control
Baton
C.P.R.(Cardiopulmonary Resuscitation)
E.M.T.(Emergency Medical Technician)
E.V.O.(Emergency Vehicle Operations)
Firearms
PR-24
Shotgun

3. The following correspondence courses require proof of successful completion recognized by the WCCF Training Officer before points may be awarded. The successful completion of the correspondence courses shall be awarded five points each. A maximum of 20 points may be earned with any combination of a. and b. below. The following courses are approved:
 - a. National Jail Association Correspondence Courses
 - b. American Correctional Association Correspondence Courses.
4. When a skill is earned that requires the officer to periodically re-certify, the officer must maintain the certification or the ACOCPP committee may recommend that points be deducted in the amount originally earned for that skill.

F. Assignments

1. WCCF Post Assignments

- a. A WCCF post assignment is defined as any scheduled, assigned post within the WCCF that is:
 - 1) recognized by the WCCF administration;
 - 2) authorized by the WCCF commander; and
 - 3) includes the performance of daily routine duties.
- b. A Corrections Officer serving in a post assignment for a minimum of six months may earn five points. Post assignments shall include:
 - Assignment Officer
 - Booking Officer
 - Central Control Room Officer
 - Classification Officer
 - Community Release (CR) Officer
 - Community Service Officer
 - Corridor Officer
 - Floor/Pod Officer
 - Inmate Disciplinary Hearing Officer
 - Programs Officer
 - Property Officer
 - Recreation Officer
 - Training Officer
 - Transportation Officer
 - Utility Officer
- c. Points shall be awarded only once for experience gained at each post assignment.

2. Specialty Assignments

- a. Specialty assignments are defined as any assignment that includes the performance of duties over and above those required in the performance of a scheduled post assignment as defined in 1. a. above.
- b. A Corrections Officer successfully serving in a specialty assignment for a minimum of six months may earn ten points.

Specialty assignments shall include:

Armorer Equipment Officer
Field Training Officer
Fire/ Life-Safety Officer
Fleet Management Officer
Inmate Issue Supply Officer
Inmate Work Coordinator
Key Control Officer
Paper/Chemical Supply Officer
Special Action Team (S.A.T.)

G. Discretionary Points

1. Discretionary points may be awarded by the Sheriff for individual assignments or training not specifically listed in this policy.
2. The final determination for awarding discretionary points rests with the Sheriff.
3. Officers desiring to be considered for discretionary points shall submit an individual request, in writing, through his/her chain-of-command.
4. The Division Commander shall review the request for discretionary points. If the request is approved, the Division Commander shall:
 - a. recommend the number of points that may be awarded for each request;and
 - b. forward the request and points recommendation to the Sheriff for final approval.
5. If the request for discretionary points is denied, the officer making the request shall be notified in writing as to the reason for the denial.

JB 09/02.05 **Procedure: Corrections Sergeant**

A. Corrections Sergeant Career Enhancement Program

The ACOCPP for Corrections Sergeants is a three-level program based on time in service and training/educational requirements. Levels are defined as follows:

1. Corrections Sergeant I,
Grade 19

2. Corrections Sergeant II,
Grade 20
3. Corrections Sergeant III,
Grade 21

B. Entry Requirements/Sergeant II

The Corrections Sergeant II ACOCPP is available to Corrections Sergeants who meet the following requirements:

1. A minimum of one year as a Corrections Sergeant; and
2. Three of five Mid-Management training classes.

C. Entry Requirements/Sergeant III

The Corrections Sergeant III ACOCPP is available to Corrections Sergeants who meet the following requirements:

1. Mid-Management Certificate **and** four years as a Corrections Sergeant;
or
3. Mid-Management Certificate **and** one year as a Corrections Sergeant
and a Bachelor of Science Degree.

JB 09/02.06 **Procedure: Corrections Lieutenant**

A. Corrections Lieutenant Career Enhancement Program

The ACOCPP for Corrections Lieutenants is a two-level program based on time in service and training/educational requirements. Levels are defined as follows:

1. Corrections Lieutenant I,
Grade 23
2. Corrections Lieutenant II,
Grade 24

B. Entry Requirements/Lieutenant II

The Corrections Lieutenant II ACOCPP is available to Corrections Lieutenants

who meet the following requirements:

1. minimum of six years Corrections experience, two years of which shall have been in a supervisory position; and
2. two-year college degree or vocational school training in:
 - a. corrections;
 - b. law enforcement;
 - c. criminal justice administration;
 - d. public administration;
 - e. or closely related field; **or**
3. an equivalent combination of education and experience; **and**
4. other qualifications, as described in the Weber County Human Resources job description.

JB 09/02.07 **Procedure: ACOCPP Committee**

A. **Committee**

1. The purpose of the ACOCPP committee is to administer the ACOCPP including:
 - a. the formal acceptance or denial of officers applying for entry into the ACOCPP;
 - b. periodic review of the program; and
 - c. making recommendations regarding the operation of the ACOCPP to the Sheriff.
2. The ACOCPP committee shall meet quarterly.

B. **Committee Members**

1. The ACOCPP committee shall be comprised of five representatives appointed by the Sheriff, including:
 - a. One WCCF supervisory staff member;

- b. Two WCCF non-supervisory staff members (sworn or non-sworn);
 - c. Two non-staff civilian members.
- 2. A committee Chairperson shall be elected by the members of the committee.
- 3. Each representative on the committee shall have a designated alternate to ensure full representation of the committee.
- 4. The committee shall meet when called upon by the committee Chairperson.

JB 09/02.08 **Procedure: Compensation/Advancement**

- A. Officers may receive only one advancement per year within the ACOCPP.
- B. Officers who qualify for advancement shall be:
 - 1. advanced to the appropriate grade;
 - 2. placed at the step closest to their current pay level (rounded to the next highest step); and
 - 3. advanced one step.
- C. Officers who have met qualifications as outlined in this policy and who qualify for advancement shall be advanced as soon as possible following the approval of the ACOCPP committee.
- D. Officers who have been approved by the Sheriff to receive discretionary points shall be advanced as soon as possible following approval by the Sheriff.
- E. Movement of an officer within the ACOCPP shall be considered an advancement.
- F. When an officer is promoted to the rank of Sergeant, Lieutenant, or Captain, and the officer is receiving ACOCPP pay, the officer shall receive a promotional pay increase above the ACOCPP pay.