

Lateral Transfer Hiring Policy



Purpose

To establish guidelines that ensure the Cache County Sheriff's Office the ability to attract and retain the best qualified candidates for employment. Candidates that qualify under this policy will be considered for direct hire and may be exempted from the pre-employment examination process. Candidates with a rank greater than deputy from their previous agency will not be eligible for a lateral transfer into a supervisory position. Candidates considered for lateral transfer will only be eligible for a deputy position.

Requirements

- The candidate must be a United States citizen.
- The candidate must have a high school diploma or GED.
- The candidate must be certified in the state of Utah as LEO, BCO, or both.
- Any pending administrative actions will be reviewed and may be cause for disqualification.
- There shall be a review of the candidate employment history including, but not limited to, use of force issues, discipline, training, complaint history, and whether the candidate has been named in any civil or criminal action.
- The candidate will not be eligible for reimbursement for money owed to his or her former department/office.
- Out of state officers must challenge the Utah Peace Officers Standards and Training test before applying. Once the candidate is recognized as certifiable in the state of Utah he or she may then apply.
- The candidate must successfully complete a training period with an FTO.
- The candidate must complete the County required probation period.

Selection process

- The candidate must complete an application.
- The candidate must go through an interview process.
- The candidate must successfully complete a background investigation.
- The candidate may be required to take a psychological exam.
- The candidate may be required to pass an initial medical exam/drug screen.

Benefits

- Position compensation: Successful candidates shall be classified for purposes of compensation and given credit for full years of service with another law enforcement agency as a full-time officer. A candidate's salary will not exceed that of an existing deputy with the same tenure. Successful candidates will be placed in the step-in-grade system and paid at the same rate as a deputy with the same tenure.
- Personal leave time (PLT): Successful candidates shall be given credit for full years of service with another law enforcement agency as a full-time officer for the purposes of calculating PLT accrual. A successful candidate's anniversary date will include credit for full years of service with other law enforcement agencies and the PLT will accrue at the same rate as a deputy with the same tenure.
- Candidates will be allowed to wear service stars for their full years of service.

- The candidate's seniority within our agency begins on their date of hire with our office. As such, candidates will be assigned a delta number and employee number based on their seniority within the Cache County Sheriff's Office (previous service with another agency will not count toward this assignment).