Deputy Sheriff's Merit Commission

Sworn Applicant Handbook
(Correctional Officer & Protective Services Officer)

Important Employment Information Rules and Regulations

Please read the following information contained in the Applicant Handbook. It is important that you understand the information and we encourage you to call Salt Lake County Human Resources, on behalf of the DSMC, for clarification regarding areas you do not understand. Please keep this information for your records.

The Salt Lake County Sheriff's Office is an Equal Employment Opportunity Employer.

All interested and qualified individuals are encouraged to apply for the sworn positions in the Sheriff's Office.

Reasonable accommodations in the testing process may be made for individuals who have disabilities. Requests for accommodations must be made to Salt Lake County Human Resources, on behalf of the Deputy Sheriffs-Merit Commission, by contacting Ginger Hennefer at (801) 468-2122 or Diane Okumura (801) 468-2117 at least three (3) working days prior to a scheduled test.

For applicants who pass the DSMC tests and earn placement on a register, the Sheriff's Office will conduct a background investigation, medical and polygraph examinations, and a final interview with management.

ACKNOWLEDGEMENTS

Deputy Sheriff-Merit Commission	Salt Lake County Sheriff's Office
Jill E. Carter, Chair	James M. Winder, Sheriff
Ryan Carter, Vice Chair	Scott Carver, Undersheriff
David E. Salazar Jr., Board Member	Rollin Cook, Chief Deputy (Corrections Bureau)
	Gaylyn Larsen, Human Resources Manager

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INTRODUCTION

The Applicant Handbook is intended to inform applicants about the nature of sworn positions and assist in understanding the examination process. The Handbook is for information purposes only and is not intended to serve as a formal policy and procedure manual. The information is subject to change as needed.

Choosing a peace officer career can prove to be an interesting and personally satisfying choice. The Salt Lake County Sheriff's Office is the largest law enforcement agency in the State of Utah. The office operates a full-service agency consisting of over 1,250 full time employees, 200 part-time employees and 170 volunteers. Over 900 sworn members serve as deputy sheriffs, correctional officers, and protective service officers.

Salt Lake County has a Deputy Sheriff-Merit Commission (DSMC), which is established under Utah Law, Title 17 Chapter 30. Salt Lake County Human Resources, on behalf of the DSMC, is tasked with recruiting, selection and testing applicants to be placed on a certified register. The basic merit principles, which govern the examination and selection procedures include:

- To select, promote and retain peace officer members on the basis of merit through a system of impartial and objective examinations.
- To provide a merit system that offers advancement within the service when practicable and by protecting the tenure of employees who demonstrate continuing efficiency and satisfactory performance.
- To provide a modern system of merit administration that is fair and impartial regardless of race, religion, color, sexual orientation, gender, national origin, age, qualified disability, political affiliation, religion, marital status, or any other non-merit factor.

Salt Lake County Human Resources, on behalf of the DSMC, is accountable for the development and administration of merit examinations using fair and impartial merit principles.

Sworn employees of the Sheriff's Office, except the political appointments of Chief Deputies and Undersheriff, are hired as merit-covered employees through the DSMC. Prior to the Sheriff considering any person for the position of correctional officer or protective services officer, the applicant must be certified on a merit register. This register lists all applicants who have successfully passed the DSMC examination and have been ranked by their final exam score.

NATURE OF PEACE OFFICER WORK

A position as a peace officer, like any other job, has both advantages and disadvantages. On the positive side, the work can be extremely interesting and challenging. Those peace officers who view themselves as professionals and who are dedicated to the job usually experience a great deal of satisfaction.

The work also entails some negative aspects. An officer's work schedule is not typically Monday through Friday, 8:00 a.m. to 5:00 p.m. An officer can expect to work a great deal of shift work, as well as Saturdays, Sundays, and holidays. On occasion, an officer may have to take abuse from the public. In addition, peace officers are held to a higher standard of behavior, both on and off-duty, than the general public.

OPPORTUNITIES FOR EMPLOYMENT

What are the chances of becoming a Correctional Officer or a Protective Services Officer for Salt Lake County? That depends on two factors: (1) the number of persons competing for the position and (2) the number of job openings.

Since you are competing for the sworn position with other applicants, it would be to your advantage to try and achieve the highest possible score on the testing components, including the National Peace Officer Selection Test (NPOST). In some cases we may use a cut-off score that is above the passing standard during some or all phases of testing. You may be eliminated if you score below the cut-off score.

APPLICATION PROCESS FOR SWORN POSITION

NPOST Test - Scores must be submitted on or before the closing date and timeof the job announcement!!

Applicants must achieve a score of 70% or higher in each of the four (4) areas in order to pass.

Applicants must also submit the results of the NPOST test to Salt Lake County Human Resources, on or before the closing date of the job announcement, to qualify to participate in the physical assessment test. This requirement applies to law enforcement certified and non-certified applicants. There are no exceptions to this requirement.

The written test is a multiple-choice, true/false, and short answer test, and is designed to assess the applicant's skills in the following areas:

- Mathematics
- Grammar
- Reading Comprehension
- Incident Report Writing

This test is not given by the DSMC and must be taken at one of the testing centers in Utah that administers the NPOST. **Please refer to the NPOST administration locations on page 15 of this Handbook and call the locations for test times and fees.**

APPLICATION FOR EMPLOYMENT

To apply, visit the Salt Lake County Online Employment Center at:

http://humanresources.slco.org/employmentCenter/Index.html

You must provide all applicable documents described in the Application and/or Handbook to establish qualifications and receive preference points.

DISQUALIFIERS

The following conditions ***will*** disqualify you from being accepted by the State of Utah Peace Officer Standards and Training (P.O.S.T.) Academy into law enforcement training and employment in a sworn position with the Salt Lake County Sheriff's Office:

- Non U.S. citizen
- Falsification of application
- Felony conviction
- Exceptions: Felony convictions as a minor may be considered, but are not an automatic disqualifier.

The following conditions ***may*** disqualify you from being accepted by POST into law enforcement training and employment with the Salt Lake County Sheriff's Office:

Conviction or involvement in misdemeanor crimes concerning drugs/controlled substances.

- Requires a two (2) to five (5) year waiting period from date of conviction or involvement depending on the type of drug/controlled substances involved.

Misdemeanor crimes of dishonesty, unlawful sexual conduct, and physical violence.

- Requires a four (4) year waiting period from date of conviction or involvement.

Misdemeanor conviction for DUI (1st offense) or other crime pled down from original DUI charge.

- Requires a two (2) year waiting period from date of conviction.

Less than honorable discharge from the military.

Convictions of minor crimes, other than traffic violations, may require a one (1) year wait depending upon crime and severity.

EXAM DESCRIPTIONS

Following the application deadline, applicants who passed the **NPOST** written test and achieved the cut-off score will be required to participate in the following exam components:

- P.O.S.T. Physical Assessment Test
- Human Relations Test
- Oral Interview

1. An applicant who fails a test component will not be allowed to continue in the exam process.
2. An applicant who fails to report as scheduled for a test component will be disqualified.
3. During the examinations, applicants must obey time limits and follow instructions as given by the Merit Administrator/designee to avoid disqualification.
4. Applicants may be disqualified if they practice or attempt deception or fraud during any stage of the selection process.
5. Applicants who pass all components will be ranked by a final score on a merit register.

PASSING SCORES

A passing score will be established for each phase of the examination and will take into consideration one or more of the following:

- A minimum score indicating an acceptable level of job performance.
- The number of applicants.
- The number of vacancies anticipated.
- The administrative costs of processing a given applicant pool.
- Diversity of work force consideration.

Applicants must achieve an overall minimum score of 70 percent to pass. However, based on DSMC Policy 2120, Entry Examinations, Section 8.2, a higher cut-off score may be set by the DSMC.

UTAH PEACE OFFICERS STANDARDS AND TRAINING (POST) PHYSICAL ASSESSMENT

Applicants are responsible for appearing at the scheduled physical assessment test listed on the schedule on page 15 of this handbook. Applicants will be notified in writing of the time and location of the test.

DESCRIPTION OF PHYSICAL ASSESSMENT TEST EXERCISES

It is extremely important that you begin to prepare for the physical assessment tests immediately in order to meet the qualifying standards.

VERTICAL JUMP

DESCRIPTION: This is a measure of jumping or explosive power. Subject stands flat-footed with one side toward the jump machine and reaches up as high as possible to mark his/her standard reach. Subject jumps as high as possible and marks the spot on the wall above his/her standard reach mark. Score is the inches to the nearest ½".

SIT-UPS

DESCRIPTION: The subject lies on his/her back with knees flexed at a right angle. A partner kneels at the subject's feet and presses down on the subject's insteps to keep the heels in contact with the floor. The hands must remain in contact with the head and fingers cupped behind the ears. When ready, the signal "go" is given and the subject sits up to touch the knees with the elbows breaking the vertical plane. Without pause, the subject returns to the starting position just long enough for the shoulders to touch the mat and immediately sits up again. The score is the number of sit-ups that can be completed in the allotted time period.

PUSH-UPS

DESCRIPTION: The subject assumes a front-leaning position with the hands placed where they are most comfortable. The back, buttocks and legs must be straight from head to heels. Begin the push-up by bending the elbows and lowering the entire body until the tops of the upper arms, shoulders and lower back are aligned and parallel to the floor. (A fist may be placed under the subject's sternum and should be touched. Return to the starting position by locking the elbows. During the test the subject cannot rest the body on the ground. It is possible to rest, but one cannot relieve pressure from the upper body while in the resting position. If the subject does not keep the body straight or lock the elbows completely, that repetition does not count.

1.5 MILE RUN

DESCRIPTION: The exercise involves measuring the time spent in running 1.5 miles. The distance covered in a specific amount of time is then used to determine the fitness category of the individual. This test requires a nearly exhaustive effort. It is assumed that the individual has had the proper medical examination and has been cleared for an exercise program.

TAKING THE TEST: On the day of the testing, it is recommended applicants abstain from smoking or eating for a minimum of two hours preceding the test. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises. An important consideration at the end of the run is the "cool down" period. Applicants should not stand around immediately after the run, but should walk for at least five minutes to prevent pooling of the blood in the lower extremities, which reduces the return of the blood to the heart.

P.O.S.T. PHYSICAL ASSESSMENT QUALIFICATIONS

Entrance Requirements

All Candidates

VERTICAL JUMP	ONE MINUTE SIT-UP	PUSH-UP	1.5 MILE RUN (time)
14 inches	26	18	15:54

HUMAN RELATIONS SITUATIONS TEST

The “Human Relations Situations Test” has a time limit of ninety (90) minutes. The test consists of 50 job-related situations. For each situation, candidates indicate their preferred response from the four choices provided. The situations include scenarios that occur in the office and in the field. The items are designed to test knowledge and skills in the areas of respect for people, interpersonal skills, integrity, reliability, quality customer service, teamwork, striving for continual improvement, problem-solving and decision making.

ORAL INTERVIEW

Applicants will be asked to respond to a series of questions designed to assess their ability to be successful in the position.

CERTIFIED REGISTER AND EXAM WEIGHTS

Applicants who successfully complete all DSMC testing will be placed on a certified register ranked by their respective test scores. Test scores will be based on 100 points weighted as follows:

CORRECTIONAL OFFICER

TEST COMPONENT	WEIGHT
NPOST Test	**20%**
Human Relations Situations Test	**30%**
Oral Interview:	**50%**
TOTAL	**100%**
Preference Points	**2.5, 5, or 10 points added to overall test score**

QUALIFYING FOR PREFERENCE POINTS

To receive Veterans, Education, or Sheriff's Office Employee/Sworn Volunteer Preference points, an applicant must submit a completed Preference Points Application (see page 9). Applicants are eligible for preference points as follows:

CATEGORY	POINTS ADDED
SALT LAKE COUNTY SHERIFF'S OFF ICE FULL-TIME EMPLOYEES Must have successfully completed probation by date of application and worked at least six months full-time in the Sheriff's Office.	Five (5)
PART-TIME SHERIFF'S OFFICE EMPLOYEE/SWORN VOLUNTEERS Must have served at least 2080 hours.	Two and one-half (2½)
EDUCATIONAL CREDIT-BACHELOR'S DEGREE Must have satisfied all requirements for a Bachelor's Degree at an accredited college or university.	Five (5)
SIXTY (60) SEMESTER HOURS Must have earned the hours at an accredited college or university.	Two and one-half (2½)
A copy of official transcripts must be provided in order for the applicant to receive credit.	
VETERAN'S PREFERENCE Served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated under honorable conditions.	Five (5) points
A retired member of the armed forces who retired below the rank of major or its equivalent.	Five (5) points
A purple heart recipient and/or a disabled veteran with any percentage of disability.	Ten (10) points
A spouse or unmarried widow or widower of a qualifying veteran	Same as the qualifying veteran
NOTE: APPLICANTS WILL RECEIVE PREFERENCE POINTS IN ONE AREA, THE AREA IN WHICH THEY RECEIVE THE HIGHEST CREDIT	

Deputy Sheriffs-Merit Commission

PREFERENCE POINTS APPLICATION

If you are claiming preference points, you will need to complete this form. Applicants will receive credit in only one category — Veteran's Preference, Sheriff's Office Human Resources/Sworn Volunteer, or Education Credit. **This form must be completed and submitted to Salt Lake County Human Resources on or before the closing date of the position in order to receive preference points.**

Please print clearly

Name:	Date:

VETERAN'S PREFERENCE POINTS

Are you claiming veteran's preference points? Yes _____ No _____

If yes, please read and complete the following:

- Applicants claiming Veteran's Preference points MUST attach a copy of their DD-214 that clearly shows the dates of service and nature of discharge received.
- Applicants claiming Surviving Spouse Preference points must provide a letter from the Department of Veteran's Affairs verifying eligibility for such preference.
- Applicants claiming Disabled Veteran's Preference points must provide proof of service-connected disability.

PLESE CHECK APPLICABLE CATEGORY BELOW

Veterans Preference Points Granted:

- ☐ Five (5) points for an eligible veteran that served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized or who has been separated under honorable conditions.
- ☐ Five (5) points for a retired member of the armed forces who retired below the rank of major or its equivalent.
- ☐ Ten (10) points of the total possible score for an eligible disabled veteran or a Purple Heart recipient.
- ☐ Preference eligible spouse, widow, or widower, will be granted the same points as the qualifying veteran is or would have been entitled.

EDUCATIONAL PREFERENCE POINTS

Please Check Applicable Category Below

- ☐ Five (5) points for a Bachelor's Degree
- ☐ Two and one-half (2.5) points for sixty (60) semester hours

Education must have been received at an institution accredited from one of the Regional Accreditation Councils of the U.S. Dept. of Education. (Contact DSMC for further information.)

Please provide a copy of your official school transcripts to receive Education Preference points.

SHERIFF'S OFFICE EMPLOYEE/SWORN VOLUNTEER PREFERENCE POINTS

Please Check Applicable Category Below

- ☐ Five (5) points for a SLCO full time merit employee(must have successfully completed probation by date of application and worked at least six (6) months full-time in the Sheriff's Office
- ☐ Two and one-half (2.5) points for part-time Sheriff's Office employee/sworn volunteers (must have served at least 2080 hours)

HIRING PROCESS

Background Investigation

When the Sheriff has or anticipates job openings, he will issue a conditional offer of hire to the top ranking persons on the merit register. After a conditional hire offer is made, the Sheriff's Office conducts a comprehensive background investigation. The investigation includes, but is not limited to, past work history, a criminal history check, a credit history check, and a polygraph examination. As openings become available, applicants will be invited to a Sheriff's Office Background Interview. If there are any problems or concerns relative to the background investigation, these matters will be discussed with the applicant during the meeting with the Background Board. The Sheriff may request the DSMC remove a candidate's name from the register if they do not meet qualifying standards or otherwise fail a background investigation.

Medical Evaluation

Applicants who are being considered for hire will be required to successfully complete a medical examination performed by a County designated or contracted physician. The Sheriff may request that a candidate's name be removed from the merit register if they fail the medical exam. A qualified candidate with a disability, as applicable under the Americans with Disabilities Act, may request reasonable accommodations that would allow them to perform the essential duties of the job. The Sheriff's Office will consider requests for reasonable accommodations.

Hiring Procedure

When vacancies become available, the Sheriff submits a request to the DSMC for a list of candidates from which he may select. The DSMC will certify the number of candidates the Sheriff is entitled to, pursuant to state statute and DSMC policies. Current policy allows certification of three (3) candidates for each opening available. The Sheriff may select any candidate from those certified for the vacancy.

NOTE: No candidate is guaranteed employment. Selections are subject to the discretion of the Sheriff. Candidates not selected will remain on the register for future consideration unless the Sheriff requests a candidate's name be removed for good cause or until a new merit register is established.

Probation

Each newly hired sworn officer will serve a one (1) year probationary period, which may be extended. All probationary employees must successfully complete all POST requirements as a condition of continued employment. Following the successful completion of the probationary period, the employee is accorded all status and rights of a sworn officer covered by the Deputy Sheriffs-Merit System.

PROBATION INFORMATION

P.O.S.T. PHYSICAL ASSESSMENT QUALIFICATIONS

During the probationary period each candidate will be required to pass the physical assessment test as follows:

- During the first week of employment meet or exceed entrance requirement.
- During the Academy mid-term test meet or exceed exit requirement.
- During the Academy final test meet or exceed exit requirement.

Exit Requirement
All Candidates

VERTICAL JUMP	ONE MINUTE SIT-UP	300 METER RUN	PUSH-UP	1.5 MILE RUN (time)
17.5 inches	29	64 seconds	21	14:46

SALARY AND BENEFITS

No contract exists between Salt Lake County and employees with respect to salaries, salary ranges, or employee benefits. Salary, salary ranges, and benefits may change as a result of market surveys, job analysis, availability of funds, and changes in Deputy Sheriffs-Merit Commission policy.

ENTRY SALARY SCHEDULE - JANUARY 1, 2012

The salary structure consists of 12 yearly steps (step = 2.75%). Entry level, without qualifying outside public agency experience, is step one. Advancement to the next step occurs after completion of one year of service. (Merit increases, which affect step advancement, may be denied an employee who does not meet job expectations.)

Correctional Officer

Step Plan	STEPS (Monthly Salary)											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
P-6 START	2737											
P-8 Step I		2969	3050									
P-10 Step II				3309	3400	3494	3590	3688	3790	3894	4001	4111

Protective Services Officer

Step Plan	STEPS (Monthly Salary)											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
P-6 START	2663											
P-8 Step I		2889	2969									
P-10 Step II				3221	3309	3400	3494	3590	3688	3790	3894	4001

PRIOR SERVICE CREDIT

- Candidates with prior equivalent sworn officer experience may start at a salary higher than Step 1. Candidates with qualifying prior equivalent sworn officer experience are credited with one step on the plan for every two years of prior credited experience. Qualifying experience must be in the category for which you are applying in order to qualify as prior service time. Qualifying experience is defined as the following:

- **Correctional Officer** – Equivalent, full-time, paid correctional experience in a local or state correctional facility.

- **Protective Services Officer** – Equivalent, full time, paid experience in a local or state protective services area

EDUCATION INCENTIVE PAY

In order to promote professionalism in law enforcement, sworn Human Resources will receive a monthly incentive payment based on the highest educational degree held.

Master's degree (any field) $75 | Bachelor's degree (any field) $50 | Associate's degree (any field) $25

DUTIES OF NEWLY HIRED SWORN MEMBERS

Correctional Officer

This position ensures the safety of prisoners through appropriate segregation and the supervision of daily activities in the housing units. Ensures prisoner information collected is correct, including fingerprints and photographs. Delivers judicial papers to prisoners when directed. Records any occurrences in jail and/or unit during tour of duty.

Protective Services Officer

This position patrols County facilities and work areas. Responds to emergencies, calls for assistance, and alarms. Performs executive protection for County Council, Elected Officials, Judges and other employees. Provides information and assistance to the public. Protects participants in public meetings, including County Council meetings and court rooms. Enforces parking laws. Protects participants at public meetings and provides crowd control at large events. Provides escorts and transportation of County funds. Takes custody of court defendants while waiting for transportation to the jail. Testifies in court. Takes custody of lost or unsecured property. Checks County facilities for safety violations and pedestrian hazards. Writes reports.

Note: These are examples of some duties and are not intended to be used as a complete job description.

BENEFITS

Salt Lake County offers a comprehensive program of medical and dental benefits, and life insurance. Sworn employees participate in the Utah Public Safety Non-Contributory Retirement System. A final average salary, which is the monthly average of the highest three years of salary, is used to calculate the monthly retirement allowance.

VACATION AND HOLIDAY LEAVE	Vacation leave is accumulated monthly as follows: SWORN SERVICE — ACCRUAL Service date through the end of the 8th year — Eight (8) hours per month 9th year through the end of the 16th year — Twelve (12) hours per month 17th year and over — Sixteen (16) hours per month Holiday leave is accumulated at a rate of eight (8) hours per month.
SICK LEAVE	Sick leave is accumulated at a rate of eight (8) hours per month.
UNIFORM ALLOWANCE	Employees receive a $100 per month uniform allowance for the first year of employment and $75 per month thereafter.
HEALTH INSURANCE	Salt Lake County offers a comprehensive program of medical and dental benefits, and life insurance for all full-time employees.
TUITION ASSISTANCE	Employees who have successfully completed probation can be reimbursed for course work relating to their jobs if they receive a “C” or better. Reimbursement is 75% of tuition and equipment/lab fees minus one-half any other financial aid for a maximum of $3,000 per calendar year.
RETIREMENT	Sworn members participate in the Utah Public Safety Non-Contributory Retirement System. Years of service are used in calculating the monthly retirement allowance. The County pays 100 percent of the retirement contribution. You are eligible for retirement benefits: 1. At 65 years of age or older with four (4) years of service. 2. At 60 years of age or older with ten (10) years of service. 3. At any age with twenty (20) or more years of service.
DISABILITY	Disability coverage is provided under a long-term disability insurance program. The program provides a benefit equal to two-thirds of the individual's regular monthly salary (less social security, worker's compensation, and similar reductions). A five-month elimination period is required as well as mandatory rehabilitation training participation. Violent, line-of-duty disability increases the benefit level to 100 percent.

RIGHT OF APPEAL

Applicants who feel they have been unfairly treated or discriminated against in any phase of the entire examination or selection process have the right to file a complaint with Salt Lake County Human Resources, on behalf of the Deputy Sheriff Merit Commission (DSMC), by contacting Ginger K. Hennefer at (801) 468-2122 or Diane Okumura (801) 468-2117. Complaints must be filed within fifteen days (15) calendar days of the event or issue that is the basis of the grievance.

CHECKLIST FOR SUBMITTING ONLINE APPLICATION

Complete an Online Application at:

http://humanresources.slco.org/employmentCenter/Index.html

Applicants must achieve a score of 70% or higher in each of the four (4) areas in order to pass.

Submit Preference Points Form (if applicable)

- Veterans Preference – submit DD214 or DD124
- Salt Lake County Sheriff's Office Employee/Sworn Volunteer Preference
- Education Preference – submit copy of official transcripts

To submit NPOST Scores, preference points, transcripts, DD214, etc. to accompany your application, reference the document number on the documents and email them to recruitment@slco.org, fax them to 801-468-2172, or mail them to the address below. Documents submitted via US Mail must be postmarked no later than the closing date of the job announcement:

Salt Lake County
Human Resources Division
2001 South State Street #N4600
Salt Lake City, UT 84190-3150

For information regarding the SALT LAKE COUNTY SHERIFF'S OFFICE, visit www.slsheriff.org.

NATIONAL POLICE OFFICER SELECTION TEST (NPOST) LOCATIONS

(**Call the individual testing location to verify day, time & cost**)

Salt Lake Community College Skill Center 1575 South State St, Rm. W-124 Salt Lake City, UT 84115 (801) 957-3257 Tue & Wed @ 5:30 pm	Utah Valley State College 800 West University Parkway, Rm. AD004 Orem, UT 84058 (801) 863-8269 Monday – 8:30 a.m. by appointment – Denise Hodgkin
Weber State University Testing Center 1112 University Circle, Ogden, Utah 84408 (801) 626-6803 Monday – Thursday – Arrive by 6:00 p.m. Friday – Arrive by 3:30 p.m. Saturday – Arrive by 1:30 p.m.	Southern Utah University Blaine Edwards Student Development Center 351 West Center, ST 169 Cedar City, UT 84720 (435) 586-5419 By appointment only
Davis Applied Technical Center 550 East 300 South, Kaysville, UT 84037 (801) 593-2332 Tuesday – 5:00 p.m. by appointment – Julie Harmer	Uintah Basin Applied Technology Center 1100 East Lagoon St (124-5), Roosevelt, UT 84066 (435) 722-4523 By appointment only – Wayne Embelton
College of Eastern Utah Testing Center 451 East 400 South, Price, UT 84501 (435) 637-2120 Ext. 5325 By appointment – Jeanette Parker	College of Eastern Utah – San Juan Campus 639 West 100 South, Blanding, UT 84511 (435) 678-2201 Ext. 171 By appointment – Shirley Clarke
Dixie State College Testing Center 225 South 700 East (BRN 210), St. George, UT 84770 (435) 652-7692 Tuesday – 5:00 p.m. by appointment – Jim Cox	Bridgerland Applied Technology Center 1301 North 600 West, Logan, UT 84321 (435) 750-3188 April – October by appointment – Monica Thompson

UPCOMING RECRUITMENT NUMBERS AND SCHEDULES

(DATES ARE SUBJECT TO CHANGE)

CORRECTIONAL OFFICER RECRUITMENT SCHEDULE

Test Component	Recruitment Dates
Opening Date	**November 9, 2011**
Closing Date	**December 8, 2011 @ 12:01 a.m.**
POST Physical Assessment Test	**December 17, 2011**
Human Relations Situations Test	**December 17, 2011**
Oral Interviews	**January 2012 – Dates To Be Determined**