

## Sheriff's Office External Lateral Transfer Officer Policy

**External Lateral Transfer Officers:** applicants from external law enforcement agencies who apply for Sheriff's Office Deputy Sheriff, Detention Officer, or 911 Dispatcher positions may be considered for higher salaries under this Lateral Transfer Officer (LTO) policy.

- Deputy Sheriff applicants must be licensed by TCOLE as a peace officer, be employed as a peace officer or a supervisor requiring TCOLE peace officer licensure at the time of hire\*, have a minimum of two (2) years of current and relevant experience as a TCOLE-licensed peace officer, and have no major sustained or pending misconduct allegations within the last twenty-four (24) months before application date. Applicants must also meet the minimum requirements for the position as outlined in the relevant Deputy Sheriff position description. The division's Chief Deputy or their designee has the discretion to determine whether applicants' previous experience is relevant and meets the experience requirements stated herein. Applicants will need to complete the standard background check and hiring process.
  - \*Out-of-state peace officers: Deputy Sheriff applicants with relevant out-of-state peace officer experience must obtain a TCOLE peace officer license prior to application, have a minimum of two (2) years of current and relevant experience as a peace officer, and have no major sustained or pending misconduct allegations within the last twenty-four (24) months before application date. Applicants must also meet the minimum requirements for the position as outlined in the relevant Deputy Sheriff position description. The division's Chief Deputy or their designee has the discretion to determine whether applicants' previous experience is relevant and meets the experience requirements stated herein. Applicants will need to complete the standard background check and hiring process.
- Detention Officer applicants must be licensed by TCOLE as a corrections officer, be employed as a corrections officer or as a supervisor requiring TCOLE corrections officer licensure at the time of hire\*, have a minimum of two (2) years of experience working as a TCOLE-licensed corrections officer in a county facility, and have no major sustained or pending misconduct allegations within the last twenty-four (24) months before application date. Applicants must also meet the minimum requirements for the position as outlined in the Detention Officer position description. The Executive Chief Deputy of Confinement or their designee has the discretion to determine whether applicants' previous experience is relevant and meets the experience requirements stated herein. Applicants will need to complete the standard background check and hiring process.
  - \*If applicants aren't employed in a position that requires TCOLE corrections officer licensure at the time of hire, they must have served in that position within the last two (2) years, have a minimum of five (5) total years of experience as a TCOLE-licensed corrections officer in a county facility, and possess a current TCOLE corrections officer license in good standing.
- 911 Dispatcher applicants must be licensed by TCOLE as a telecommunicator, be employed as a telecommunicator or as a supervisor requiring TCOLE telecommunicator licensure at the time of hire, have a minimum of two (2) years of experience working as a telecommunicator, and have no major sustained or pending misconduct allegations within the last twenty-four (24) months before application date. Applicants must also meet the minimum requirements for the position as outlined in the 911 Dispatcher position description. The division's Chief Deputy or their designee has the discretion to determine whether applicants' previous experience is relevant and meets the experience requirements stated herein. Applicants will need to complete the standard background check and hiring process.
- Employees hired under the LTO Policy must complete a minimum of eight (8) weeks of field training. The content and length of field training will be determined by the division's Chief Deputy or the Executive Chief Deputy of Confinement (as applicable) or their designees.

- Employees' starting salary will be set and remain at the hire-in rate through the completion of field training. Upon completion of field training, the employee's salary may be increased via CS-5 or online SAP entry in accordance with the employee's experience as shown below:

	<u>Deputy Sheriff</u>	<u>Detention Officer</u>	<u>911 Dispatcher</u>
Two (2) years of experience	53-II F	52 C	52-II C
Three (3) years of experience	53-II G	52 D	52-II D
Four (4) years of experience	53-II H	52 E	52-II E
Five (5) years of experience	53-II I	52 F	52-II F
Six (6) or more years of experience	53-II J	52 G	52-II G

This salary increase will be considered a step increase, resulting in the employee's review date being adjusted per guidelines set in Section H – Review Date.

- Nothing in this section should be construed as affecting an employee's probationary period as set by the Sheriff's Office Civil Service Rules.