

**PEACE OFFICER TENURE SYSTEM
AND CERTIFICATION PAY PLAN**

- (a) **Purpose.** The purpose of this policy is to establish the procedures and compensation rates for employees designated by the Commissioners Court as eligible for the Peace Officer Tenure System (POTS). The POTS may be eliminated at any time, and the compensation rate may be reduced, frozen, or adjusted at any time, by action of the Commissioners Court.
- (b) **Eligibility.** The Commissioners Court shall designate the peace officer and corrections officer position types that are eligible to participate in POTS. Only employees who are peace officers or corrections officers actively involved in a law enforcement activity and whose job qualifications require state peace officer or state corrections officer certification may be eligible to participate in POTS.
- (c) **Peace Officer Pay Scale (POPS) (attached).** The Peace Officer Pay Scale attached to this section is approved by the Commissioners Court. The scale correlates years of service with official rank within an office or department.
- (d) **Years of Service.**
- (1) Years of Service under POTS are based on continuous service (with no break of more than one calendar year) as a regular employee in an approved POTS position (see POPS chart) in the sheriff's office, the offices of the county attorney or district attorney, or in any constable's office. Years of service as a corrections officer do not automatically count toward years of service as a law enforcement officer, nor do years of service as a law enforcement officer automatically count toward years of service as a corrections officer. (See paragraphs 3 and 5, below.)
- If an employee in an approved POTS law enforcement position transfers from one designated POTS office to another (e.g., constable to sheriff, sheriff to constable, constable to another constable, sheriff to county attorney, district attorney, constable), the employee's years of POTS service will apply, **not to exceed the current budgeted amount for the position.**
- (2) All personnel newly hired from outside Williamson County for positions subject to POTS start at the first pay increment for the POPS position for which they are hired, unless they qualify for a prior service credit that applies to the L1 rank (patrol deputy, or similar) only. (See paragraph (e) below.)
- (3) Current Williamson County corrections officers who successfully complete the selection process to become an officer in the law enforcement division of the Sheriff's Office must begin their law enforcement service at the first pay increment of the law enforcement position and remain at that increment for a period of one

calendar year. At the end of that year, such officers will be evaluated, and if they are able to remain in the law enforcement division, they will be placed at the pay increment corresponding to their time of continuous POTS service (with no break of more than one calendar year) in both corrections and law enforcement.

(4) Effective October 7, 2005, all current officers in POTS law enforcement positions will be placed in the pay increment that corresponds to their time of continuous POTS service (with no break of more than one calendar year) in both corrections and law enforcement.

(5) Law enforcement officers within the Sheriff's Office who transfer from the law enforcement division to the corrections division will, if appropriate corrections certification is achieved, be placed at the pay increment corresponding to their time of continuous POTS service (with no break of more than one calendar year) in both corrections and law enforcement.

(e) **Credit for Prior Service.** An applicant for a law enforcement POTS position, or a current officer in such a position at the grade of L1.1, may qualify for service credit earned prior to current employment with Williamson County, if the following requirements are met:

1. Applicant must meet all Williamson County requirements of the hiring office.
2. Must be a TCLEOSE certified officer.
3. If from another state, the officer must become TCLEOSE certified or attend a regional police academy.
4. Must have **four years** of prior law enforcement experience (prior service subject to approval by hiring office). Lengthy gaps in service may disqualify a candidate, at the discretion of the hiring office.
5. Qualified applicants and current officers will receive up to **three years of service credit** as it applies to tenure increment increases. *The applicants and officers affected by this section are the following:*
 - (a) *applicants whose prior service may qualify them for starting pay at increment L1.2, L1.3, or L1.4;*
 - (b) *current officers whose credit for prior service may qualify them for tenure increments L1.2, L1.3, or L1.4; and*

(c) officers with the rank of law enforcement captain, whose beginning pay may be up to increment L5.10 if they have prior service credit of 9 years; the minimum pay for the rank of law enforcement captain is increment L5.6.

The hire date and length of service with the county for officers who receive prior service credit will not change as a result of receiving the prior service credit.

6. Prior service defined (candidates must substantially meet at least 3 of 5 criteria):

- a. Patrolling in a radio equipped car, answering calls for the protection of life, property and the enforcement of city, county or state laws;
- b. conducting preliminary and follow up investigations of disturbances, prowlers, burglaries and other crimes;
- c. responding to calls related to traffic incidents and other required emergencies, observing, monitoring and controlling routine and unusual traffic conditions, assisting and advising motorists and enforcing safety laws;
- d. collecting and preserving evidence at a crime or accident scene, making arrests as necessary, interviewing victims and witnesses, interrogating suspects, searching and transporting prisoners and testifying in court;
- e. filing complaints and performing other work related to processing misdemeanor and felony complaints, enforcing court orders, and preparing reports of arrests and activities performed.

7. Offices must submit both a Payroll Action Sheet and a Prior Service Verification Form to the Human Resources Department in order for prior service credit to be applied.

(f) Tenure Progression. Employees in POTS positions move from one tenure level to the next, within the same rank, based on their years of service, subject to funding by the commissioners' court.

(g) Promotions. Promotions for POTS employees in positions subject to POTS to higher ranks are based on years of service determined in compliance with paragraph (d)(1) and on the office's assessment of an employee's performance.

(h) **Longevity Pay.**

(1) Each commissioned peace officer in the Sheriff's Office shall be provided statutory longevity pay of not less than \$5 a month for each year of service in the office in addition to the applicable salary rate.

(2) Commissioned peace officers in the Sheriff's Office are eligible to accrue statutory longevity pay at the rate of \$5 per month for each year of service (up to a maximum of 25 years) after the first year anniversary of their certification as a peace officer.

(3) Commissioned peace officers in the Sheriff's Office are not eligible to receive statutory longevity pay under this section and Williamson County longevity pay. ~~As of October 1, 2003, currently employed~~ Commissioned peace officers in the Sheriff's Office ~~as of October 1, 2003~~, will receive the greater of statutory longevity pay or Williamson County longevity pay until the amount of statutory longevity pay exceeds county longevity pay ~~as such pay was set on October 1, 2003~~. From that time forward, such officers will receive only statutory longevity pay. ~~New~~ Commissioned peace officers in the Sheriff's Office ~~employed after October 1, 2003~~ will receive only statutory longevity pay. Other officers participating in the POTS may receive regular county longevity pay or the same longevity pay as commissioned peace officers in the Sheriff's Office, as determined by the Commissioners' Court.

(i) **Timing of Payroll Actions.** All pay changes related to dates of service will take effect at the beginning of the first full pay period that follows the attainment of the service date.

(j) **Certification Pay.** The following certification pay will be paid to ~~non-elected~~ commissioned peace officers and eligible corrections officers (County Jail) who are on full-time active duty in a law enforcement or corrections capacity with the County:

(1) Law enforcement officers--\$60 per month for Advanced Certification; \$90 per month for Masters Certification;

(2) Corrections officers--\$60 per month for Advanced Certification; \$90 per month for Masters Certification.

(3) Payment for an entire fiscal year will be based on the level of certification held as of June 1 of the preceding fiscal year. Payment for all of Fiscal 09 will be based on the level of certification held on September 15, 2008.

September 24, 2008