



Salt Lake County Sheriff's Office Sworn Applicant Handbook

SALT LAKE COUNTY SHERIFF'S HUMAN RESOURCES

Disclaimer: 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.

Revised: July 2026

Salt Lake County Sheriff's Deputy Contents

Contents

Contents.....	1
Acknowledgements	2
Introduction	2
The Nature and Duties of Sworn Officers	3
Correctional Deputy	3
Public Safety Deputy.....	3
Law Enforcement Deputy	4
Equal Employment.....	4
Employment Qualifications	5
Minimum Qualifications	5
The Application Process.....	6
Online Application.....	6
Preference Points.....	6
Testing Percentages	6
Physical Assessment.....	7
The Process After the Hiring Register	9
Hiring Procedure	9
Conditional Offer Phase	9
Background Investigation.....	9
Interviews.....	9
Medical Evaluation	8
Administrative Review	8
Academy Physical Assessment Qualifications	9
Probation.....	9
Benefits	10
Entry Level Salary Schedule – January 1, 2026	11

Questions? Contact:

Lieutenant Scott Laughlin (385)468-9890 slaughlin@saltlakecounty.gov

or

Sergeant Mike Russell (385)465-9882 mjrussell@saltlakecounty.gov

Acknowledgements

For your information, in the table below are the names of key people at the County who influence peace officer employment policy and practice.

Peace Officer Merit Commission	Salt Lake County Sheriff's Office
David E. Salazar Jr, Chair	Rosie Rivera, Sheriff
Martha Stonebrook, Vice Chair	Cynthia Archuleta, Undersheriff
Chris Bertram, Commissioner	Matt Dumont, Chief Deputy (Corrections)
Carita Lucey, Merit Administrator	Kari Huth, Chief Deputy (Public Safety)
Scott Laughlin, Merit Coordinator	Jason Ackerman, Chief Deputy (Law Enforcement)
Michael Russell, Merit Coordinator	Shanda Gonzalez, Deputy Chief (Corrections)
Lindsey Moseley, Merit Coordinator	Zachery Van Emmerik, Deputy Chief (Law Enforcement)

Introduction

Choosing a career as a peace officer can prove to be an interesting and personally satisfying choice. The Salt Lake County Sheriff's Office is one of the largest law enforcement agencies in the State of Utah. The office operates a full-service agency consisting of over 1,149 full-time employees.

Over 766 sworn members serve in all ranks in our Corrections, Law Enforcement and Public Safety Bureaus.

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

- To select, promote and retain peace officer members based on 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 Merit Commission, is accountable for the development and administration of merit examinations using fair and impartial merit principles.

Sworn employees of the Sheriff's Office, except for the political appointments of Chief Deputies, Deputy Chiefs and the Undersheriff, are hired as merit-covered employees through the Merit Commission. Prior to the Sheriff/Designee considering any person for the position of Correctional, Law Enforcement or Public Safety Deputies, the applicant must be certified on a hiring register. This register lists all applicants who have successfully passed the merit examination and have been ranked by their exam scores.

The Nature and Duties of Sworn Officers

A position as a Correctional, Law Enforcement or Public Safety Deputy is both challenging and rewarding. A deputy's work schedule is not typically Monday through Friday, 8:00 a.m. to 5:00 P.M. A deputy will be expected to work a great deal of shift work, as well as Saturdays, Sundays, and holidays. On occasion, a deputy may experience physical or verbal abuse from offenders or the public. This holds a Deputy to a higher standard of behavior than would be expected in many other occupations.

Correctional Deputy

Correctional Deputies are the critical frontline in maintaining order, security, and rehabilitation within the justice system. They execute a dynamic range of law enforcement functions, including but not limited to:

- Receiving and processing incoming individuals
- Safeguarding the facility and ensuring prisoner welfare
- Executing high-security prisoner transports
- Overseeing vital treatment and education programs
- Managing ankle monitor and labor detail initiatives
- Supporting probation operations and proudly serving the citizens of Salt Lake County

In this vital role, you are the backbone of facility security. You will ensure the safety of the prisoner population through strategic housing segregation and vigilant, hands-on supervision of daily activities. Your keen eye for detail guarantees that critical intake data—from digital fingerprints to photographs—is captured flawlessly. Whether you are serving judicial documents, managing crisis situations, or meticulously documenting daily shift occurrences, your vigilance ensures the secure and seamless operation of the jail.

Public Safety Deputy

Public Safety Deputies are the visible shield protecting the heart of our county's civic operations. They perform a diverse and fast-paced array of crucial law enforcement functions, including but not limited to:

- Providing premier courthouse and facility security
- Serving as authoritative in-court bailiffs
- Spearheading proactive crime prevention
- Defending personal liberties and constitutional rights
- Proudly serving and protecting the citizens of Salt Lake County

As a Public Safety Deputy, no two days are exactly alike. You will actively patrol county grounds, acting as the rapid first responder to emergencies, high-priority alarms, and calls for assistance. Your commanding presence provides executive-level protection for the County Council, Elected Officials, Judges, and the public during high-profile meetings and court proceedings. From executing crowd control at major events and securely transporting county funds, to taking custody of court defendants and neutralizing pedestrian hazards, you are the trusted guardian of our public spaces.

Law Enforcement Deputy

Sheriff's Deputies are the dynamic, proactive force patrolling our streets and directly safeguarding our neighborhoods. They execute a comprehensive and thrilling array of frontline law enforcement functions, including but not limited to:

- Responding rapidly to 911 dispatch calls and emergencies
- Enforcing state and local traffic laws
- Conducting preliminary criminal investigations
- Executing arrest and search warrants
- Engaging in community policing and proudly serving the citizens of Salt Lake County

In this highly rewarding, action-oriented position, you are the primary point of contact between law enforcement and the community. You will conduct proactive vehicle and foot patrols to deter crime, secure active crime scenes, and gather critical evidence. Whether you are initiating traffic stops, interviewing witnesses and suspects, mediating civil disputes, or providing life-saving aid during critical incidents, your quick thinking is paramount. By building strong relationships with local residents and decisively mitigating threats, you play a pivotal role in ensuring the peace, safety, and vitality of the entire county.

(Please note: These are examples of some duties and are not intended to be used as a complete job description.)

Equal Employment

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 accommodation in the testing process may be made for individuals with disabilities. Requests for accommodations must be made by contacting the Merit Administrator, Carita Lucey, at (385) 468-9885 clucey@saltlakecounty.gov three (3) or more working days prior to a scheduled test, TTY users should call 711.

Employment Qualifications

Minimum Qualifications

Applicants must meet all the following minimum qualifications:

- Must be at least 19 years of age by proposed date of hire
- Must be at least 21 years of age by proposed date of hire
- Must be a U.S. citizen. or, for at least five (5) years continuous, be a legal permanent resident (LPR)
- Must be a resident of the State of Utah at the time of hire
- Must possess a valid Utah Driver's license at time of hire
- Must have a high school diploma or equivalent (GED)
- Must have passed the National Police Standardized Test (NPOST) with a minimum of 70% in each of the four categories
- Must be free of any physical, emotional, or mental condition that would prevent an applicant from performing the essential functions of a Correctional Deputy or Public Safety Deputy position
- Must not have any disqualifying criminal history. Peace Officer Standards and Training (POST) legal requirements and dis-qualifiers can be found on the Utah POST website at <http://post.utah.gov/prospective-officers/qualifications/>

The following conditions will disqualify you from becoming employed at the Salt Lake County Sheriff's Office:

- Conviction or involvement in misdemeanor crimes concerning drugs/controlled substances. Requires a one (1) to four (4) year waiting period from date of conviction or involvement depending on the type of drug/controlled substances involved.
- Involvement in a felony crime for which you were not convicted of a felony requires a four (4) year waiting period from date of involvement.
- Conviction of or involvement in class A misdemeanor crimes involving physical violence requires a four (4) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class A misdemeanor crimes that do not involve an act of violence requires a three (3) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class B misdemeanor crimes involving an act of violence, possession or use of a controlled substance or providing false information to obtain certification requires a two (2) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class B misdemeanor crimes involving sexual acts, harassment, theft, crimes of dishonesty, the use of alcohol or the use of prescription drugs requires a one (1) year waiting period from date of conviction or involvement.
- Conviction of or involvement in class B misdemeanor crimes not including any of the things listed above requires a six (6) month waiting period from date of conviction or involvement.
- Conviction of or involvement in class C misdemeanor crimes or infractions requires a three (3) month waiting period from date of conviction or involvement.

The Application Process

Online Application

The first step in the application process is to apply online: [Job Listings at Salt Lake County](#) (search deputy). Online applications must be received within the opening and closing dates listed on the online job posting.

Examination dates and times will be e-mailed to you. Please ensure you attend the required tests. An applicant who fails to report as scheduled for a testing component may be disqualified.

Preference Points

When an applicant applies online, one of the questions asked is if they would like to receive Veteran's, Education, or Sheriff's Office Employee/Sworn Volunteer preference points.

Applicants who identify a preference will need to submit copies of their DD214 or unofficial college transcripts at the time of the physical assessment test to receive points.

Testing Percentages

Applicants must pass each test before they can move on to take the next test. The tests are shown in the table below in order of occurrence.

Name of Test	Percentage Needed to Pass	How Each Test Contributes to Your Overall Score
Written Test (NPOST)	70%	30%
Physical Assessment	Pass / Fail	Pass / Fail
Background Interview	70%	60%
Total		90%
Preference Points		Maximum amount awarded is 10%
Grand Total		100%

Applicants on the hiring register will be ranked by their grand total scores. Applicants from the register will be contacted by the Sheriff's Office and required to undergo a physical fitness test, Computer Voice Stress Analysis (CVSA), background investigation, background interview, final interview with management, and a medical examination.

Physical Assessment

Applicants are responsible for appearing at the scheduled physical assessment test. Applicants will be notified via email and/or text message reminding them of the testing location and time.

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

Vertical Jump 25%	Plank 25%	Push-Up 25%	1.5 Mile Run 25%
14.5 inches	30 Sec.	14	Under 16:11 minutes

Detailed Description of Physical Assessment Test Exercises

Vertical Jump

This is a measure of jumping or explosive power. The subject stands flat-footed with one side toward the jump machine and reaches up as high as possible to mark his/her standard reach. The applicant jumps as high as possible and marks the spot on the wall above his/her standard reach mark. Score is inches rounded to the nearest half inch.

Plank

To do a correct plank, the applicant starts by lying face down on the floor, then prop their upper body up on your forearms with your elbows resting directly under their shoulders. Next, lift the hips and knees off the floor so weight is resting entirely on forearms and toes. The goal is to make your body look like a straight, rigid board from the top of head all the way down to heels. To keep lower back from dipping toward the floor, squeeze stomach muscles (like you're bracing for a cough).

Push-Ups

The applicant assumes a front-leaning position with 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 applicant's sternum and should be touched. Return to the starting position by locking the elbows. During the test the applicant 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 applicant does not keep the body straight or lock the elbows completely, that repetition does not count.

1.5 Mile Run

The exercise involves measuring the time spent 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.

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.

The Process After the Hiring Register

Hiring Procedure

When vacancies become available, the Sheriff/Designee submits a request to the Merit Administrator for a list of applicants from which s/-he may select. The Merit Administrator will certify the number of applicants the Sheriff is entitled to, pursuant to state statute and Merit Commission policies. Current statute and policy allow certification of three (3) applicants for each opening available. The Sheriff/Designee may select any applicant from those certified for the vacancy.

Note: No applicant is guaranteed employment. Selections are subject to the discretion of the Sheriff/Designee. Applicants not selected will remain on the register for future consideration unless the Sheriff/Designee requests an applicant's name be removed for good cause or until a new hiring register is established.

Conditional Offer Phase

Background Investigation

When the Sheriff/Designee has or anticipates job openings, she/-he will issue a conditional offer of hire to the top-ranking persons on the hiring 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 computer voice stress analysis.

Interviews

As openings become available, applicants will be invited to a Background Interview. The interview lasts for approximately 60 minutes. If there are any problems or concerns related to the background investigation, these matters will be discussed with the applicant during the meeting with the Background Board.

The Sheriff/Designee may request the Merit administrator remove an applicant'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/Designee may request that an applicant's name be removed from the merit register if they fail the medical exam. A qualified applicant 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.

Administrative Review

People with complaints regarding the examination or rating process may request an administrative review in accordance with Merit Commission Policy 4910 found on website [Sheriff | Salt Lake County](#).

Academy Physical Assessment Qualifications

During the Academy, each applicant will be required to pass the physical assessment test as follows:

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

Exit Requirements			
Vertical Jump	Plank	Continuous Push-Ups	1.5 Mile run
17.5 inches	1:30-One Minute 30 Seconds	21	Under 14:46 minutes

Probation

Each newly hired sworn deputy will serve a one (1) year probationary period, which may be extended for good cause. 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 awarded all status and rights of a sworn merit deputy covered by the Peace Officer Merit System.

Benefits

Salt Lake County offers a comprehensive program of medical, dental and life insurance benefits. Sworn employees participate in the Utah Public Safety Non-Contributory Retirement System.

Vacation and Holiday Leave	Holiday leave is accumulated at a rate of eight (8) hours per month. Vacation leave is accumulated monthly as follows:	
	Sworn Service Service date through 2nd year- 3rd through 5th year- 6th through 10th year- 11th through 15th year- 16th year and on-	Accrual 12 days per year. 15 days per year. 18 days per year. 21 days per year. 24 days per year.
Sick Leave	Sick leave is accumulated at a rate of eight (8) hours per month.	
Uniform Allowance	During the first year of employment, you will receive \$100 per month and \$75 per month thereafter. The first-year uniform allowance (\$1200) may be distributed in different amounts throughout the first year as deemed necessary by the Sheriff's Office.	
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 100% of tuition and equipment/lab fees minus one-half of any other financial aid for a maximum of \$5,250 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.	
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.	

Entry Level Salary Schedule – January 1, 2026

Correctional Deputy

\$31.01 per/hr. \$64,729/year

Law Enforcement Deputy

\$33.64 per/hr. \$70,217/year

Public Safety Deputy

\$27.82 per/hr. \$58,073/year

Prior Service Credit

Applicants with prior qualifying sworn officer experience may start at a higher salary on the Merit Pay Plan. Applicants with qualifying prior sworn Deputy experience will be given one (1) year of credit for every one (1) year of qualifying experience based on where current officers are paid on the Merit Pay Plan with equivalent years of service. Qualifying experience is defined as the following:

Public Safety Deputy: Candidates with full-time paid Special Function Officer (SFO) or Law Enforcement Officer (LEO) experience will be given one (1) year of credit for each (1) year of experience based on where current Public Safety Deputies are paid on the Public Safety Bureau Pay Plan with equivalent years of service.

Corrections Deputy: Candidates with full-time paid Basic Corrections Officer (BCO) experience will be given one (1) year of credit for each (1) year of experience based on where current Corrections Deputies are paid on the Corrections Bureau Pay Plan with equivalent years of service.

Law Enforcement Deputy: Candidates with full-time paid Law Enforcement Officer (LEO) experience will be given one (1) year of credit for each (1) year of experience based on where current Law Enforcement Deputies are paid on the Law Enforcement Bureau Pay Plan with equivalent years of service.

Education Incentive Pay

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

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