



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-50

Effective Date: 06/15/2018

Revision Date: NEW


County Administrator

SUBJECT: **LAW ENFORCEMENT AND CORRECTIONS ACADEMY TRAINEE PROGRAMS**

DEPARTMENT RESPONSIBLE: **Human Resources and Sheriff's Departments**

I. **STATEMENT**

In accordance with Board of Supervisors Policy D-23.6, Essential Training, and in compliance with the Fair Labor Standards Act (FLSA) governing trainees, Pima County Law Enforcement and Corrections Academy Trainee Programs are designed to: (1) assist County employees with upward mobility opportunities or career-path changes; and, (2) assist the Pima County Sheriff's Department (PCSD) in the recruitment of hard-to-fill positions that require specific training necessary to meet certification requirements established by the Arizona Peace Officer Standards and Training Board (AZ POST) as well as other professional standards established by PCSD.

II. **PROGRAM ELIGIBILITY**

- A. An eligible individual is any person interested in becoming a Deputy Sheriff or Corrections Officer with Pima County and who has met established minimum qualifications for the classification and the applicable training academy for which they have applied.
- B. Recruitment and Selection for all trainee positions shall be in accordance with Pima County Law Enforcement Merit System Rules (LEMSR) governing Deputy Sheriffs or Pima County Merit System Rules (MSR) governing Corrections Officers.

III. **PROGRAM CHARACTERISTICS**

- A. PCSD Trainees are provided training opportunities directly tied to knowledge, skills and abilities required of the classification. PCSD Academies include:

- 1. Basic Law Enforcement Training Academy (BLETA); and,
- 2. Corrections Training Academy (CTA).

PCSD shall maintain training plans specific to each academy trainee program.

- B. Participants in BLETA, and subsequent required training and evaluation, shall remain in trainee status for eighteen (18) months. Participants in CTA, and subsequent required training and evaluation, shall remain in trainee status for twelve (12) months.

- 1. Participants must satisfy all academic training requirements and successfully

complete the requisite probationary period for the assigned classification, pursuant to LEMSR and MSR, as appropriate.

2. Upon completion of the trainee program and requisite probationary period, participants shall non-competitively transition into their full performance positions.

C. Employee Benefits While Serving in a Trainee Status

1. Trainee accrual and use of sick and annual leave shall occur in the same manner as set forth in Administrative Procedure 23-18 Trainee Program.
2. PCSD employees on initial probation at the time of appointment to either the BLETA or CTA shall retain both their initial hire and anniversary dates.

D. Employee Salary While Serving in a Trainee Status

1. New hire Trainees appointed to the BLETA program will be paid 11.28% below the minimum salary of the Deputy Sheriff classification for which they are being trained or at a different hourly salary as approved by the County Administrator.
2. New hire Trainees appointed to the CTA program will be paid 10.15% below the minimum salary of the Corrections Officer classification for which they are being trained or at a different hourly salary as approved by the County Administrator.
3. When a regular classified employee is appointed to either the BLETA or CTA, and either the 11.28% or 10.15% differential (depending upon the trainee program) would result in a decrease in salary, the employee shall retain his/her current salary while in the program, provided the current salary does not exceed the maximum of the classification for which the employee is being trained.
4. When an unclassified employee's appointment to either the BLETA (11.28% differential) or CTA (10.15% differential) trainee program would result in a decrease in salary, only the County Administrator may approve a salary above the assigned differential. In no case shall the employee's salary exceed the maximum of the employee's classification.
5. New hire trainees are not eligible for a Board approved salary adjustment until they have successfully completed the Trainee Program unless the Board of Supervisors approves otherwise. Their eligibility begins with the first Board approved adjustment following the non-competitive transition to the full performance position, provided all other relevant conditions are met. Example: If an employee completed the Trainee Program on November 1, 2018, and the Board approved an adjustment for July 1, 2018, the employee is ineligible for the increase. However, if the Board approved an increase on January 1, 2019, or any time after November 1, 2018, the employee may be eligible for the increase, as long as other relevant criteria are met.
6. Unclassified employees and regular classified permanent employees appointed to either the BLETA or CTA trainee programs are eligible to receive

a Board approved salary adjustment during the training period, unless the Board approves otherwise.

- E. The vacated position of a regular classified permanent employee appointed to the BLETA or CTA trainee program may only be filled by a temporary appointment during the entire time the employee is in the trainee program. In order to preserve this right, the employee is required to inform the department in writing, via the Appointing Authority or designee, of intent to accept a trainee position. The document, signed by the Appointing Authority to acknowledge receipt and filing, shall be placed in the employee's department personnel file (DPF) and a copy given to the employee. If the employee is in a department other than PCSD prior to entering the trainee program, that department shall make and maintain a copy of the document prior to transferring the employee's DPF to PCSD.

- F. Trainees may be terminated or returned to their previous position (if appropriate) at any time during their trainee program, and/or requisite probationary period, without the right of appeal.
 - 1. Except for regular classified permanent employees, trainees who fail to successfully complete the trainee program shall be terminated in the same manner as an employee on initial probation in accordance with applicable LEMSR and MSR. Unclassified employees shall be terminated as "at will" employees.
 - 2. A regular classified permanent employee who fails to successfully complete the trainee program shall be returned to the position and salary previously held, provided written notice, as stated in paragraph E above, was provided. The employee shall serve no probation provided no layoff occurred during the trainee period that impacted the employee's previous position. If a layoff did occur, and the previously held position was eliminated, the employee would be subject to layoff at the time the employee failed the trainee program.

- G. Participants who successfully complete their trainee program and requisite probationary period shall be non-competitively transitioned into the full performance position.

- H. Upon successful completion of a trainee program and requisite probationary period, participants subject to the salary differentials described in section D.1 or D.2 above shall receive a salary adjustment equivalent to the minimum salary of the classification for which trained. Participants not subject to the salary differential shall be compensated upon successful completion of the trainee program as follows:
 - 1. Regular classified employees who maintained a salary equivalent to their previous salary shall receive a 2.5% to 5% pay increase, unless more is necessary to reach the minimum salary of the classification for which trained, when the entrance salary is higher than that of their previously held position (pursuant to Personnel Policy 8-117(H), *Promotions*). The increased salary shall not exceed the maximum of the new salary range.

2. Regular classified employees who maintained a salary equivalent to their previous salary shall receive at least a 2.5% reduction in pay, unless waived by the County Administrator, when the new classification has a lower grade/open salary range than that of their previous classification (pursuant to Personnel Policy 8-117.I, *Demotions*). The new salary shall not be less than the minimum or exceed the maximum of the grade/open salary range for the new, lower classification.
3. Unclassified employees previously approved for a higher trainee salary pursuant to D.4 above shall retain the same salary as received during the trainee program unless an increase is needed to reach the minimum salary of the classification for which trained.

IV. PROCEDURES

- A. Announcements for both BLETA and CTA trainee program positions shall clearly denote trainee status, the pay differential, the length of the training period and non-competitive transition into the full performance position upon satisfactory completion of the requisite training program and associated probationary period. The designation "Trainee" shall follow the official classification title in advertising or job postings.
- B. Trainee is not a classification, but a method of filling a budgeted position. At the beginning of the trainee period, the department will use the County's applicant tracking system to report the applicant's selection to participate in the BLETA or CTA trainee program as a new hire, competitive promotion, or competitive demotion and complete a Personnel Action Form (PAF) as follows:
 1. New hires, employees on initial probation and unclassified employees should have a PAF reflecting permanent full-time, part-time or variable time with an employee type of Trainee.
 2. Regular classified permanent employees maintain their permanent status and same employment type.

At the conclusion of the Trainee Program and associated probationary period, complete a PAF denoting the outcome (e.g., successful completion, termination). If successful, new hires, probationary employees and unclassified employees should have a PAF that reflects permanent full-time, part-time or variable time and an employment type of Regular Classified. "NON-COMPETITIVE TRANSITION INTO FULL PERFORMANCE CLASSIFICATION" should be cited in the comments section.