

HAND COUNTY SHERIFF'S OFFICE

415 West First Avenue, Suite 102
Miller, South Dakota 57362-1371

September 5, 2017

The board of county commissioners adopted the following wage scale for deputy sheriffs in Hand County. The wage scale is based on the wage breakdown found on the following pages of this document which illustrates the compensation for basic law enforcement officer (deputy sheriff) duties and the addition of advanced functions which add to the deputy sheriff basic responsibilities.

Effective January 1, 2018 the following wage scale shall come into effect:

Entry Level -uncertified	Entry + 6m Probation	Entry + Probation & Certification	Entry Level -certified -experience	Certified + Probation	Certified plus 1y	Certified plus 18m	Certified plus 24m	Certified plus 36m
Start	+\$0.50	+\$0.50	Start	+\$0.75	+\$0.75	+\$0.75	+\$0.75	+\$1.00
\$18.00	\$18.50	\$19.00	\$19.00	\$19.75	\$20.50	\$21.25	\$22.00	\$23.00
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Chief Deputy (Salaried position)	3 years + experience in the HCSO	Year 4: 75% of Sheriff	Year 6: 80% of Sheriff	Year 8: 90% of Sheriff	All shifts are upon approval of the county commission upon presentation of the sheriff. Probationary status is not limited to six months.			

Subject to commission approval, any increase in wages granted to all employees shall shift the wages listed above by 50% of the granted wage. For example, if the commission approves a \$0.50 /hour wage increase for current employees, this scale shall shift by \$0.25 per hour across all fields. These adjustments shall be in whole cents rounded down if 1/2 cent or less, and up if more than 1/2 cent. Percentage raises shall be broke down to hourly equivalents and calculated as above. The base number of full time hours is 2,080.

The three rows of figures allows for the sheriff (subject to commission approval) to shift wages without advancing the person in steps (rows). For example, if a deputy brings certain skills to the job, the sheriff may apply to the commission to have that skill recognized and the pay adjusted accordingly.

In addition, the commission approved a stipend of \$100 per month for employees who become certified EMT's and remain active in the service of the community ambulance while so employed. "Active" is defined elsewhere and does not include services provided while on shift. The stipend is based on months of active service and is to be paid in the month of December upon completion of the year. Employees who leave before the yearend forfeit their stipend.

Wage breakdown: The advanced functions that deputy sheriff's perform that other law enforcement officers do not perform are reflected here. The concept is that deputies perform functions that municipal police officers do not and should be compensated for these extra duties, responsibilities and risks.

Basic law enforcement functions: \$15.50 per hour (base)

- Respond to and investigate accidents
- Respond to and investigate crimes
 - Conduct suspect, witness and victim interviews.
 - Gather and collect crime scene and other evidence (fingerprints, bodily fluids, property)
- Respond to and investigate suspicious persons, check properties, provide general security
- Produce printed or digital reports, take photographs.
- Respond to and investigate traffic complaints.
- Participate in active traffic law enforcement.
- Participate in active criminal interdiction, crime prevention and crime prevention.
- Maintain, operate and perform maintenance on vehicles, equipment and structures.
- Transport persons in custody, either for criminal acts or mental health issues.
- Provide assistance to medical and fire services when requested, as needed and when appropriate.
- Providing educational presentations on a variety of topic related to law enforcement or public safety, whether short term or long term programming.
- Work varied or overlapping shifts, subject to changes as needed to benefit the office and its objectives and duties.
- Certification and effective use of the Omnixx / teletype computer program to access state and federal criminal justice data.
- Use of and participation in the state 24/7 scram bracelet program.
- Use of and participation in the state sex offender online registration program.
- Use of and participation in the state NIRBRS reporting system.
- Use of and participation in the state EDGAR grant reporting system of highway safety data.
- Provide security during traffic and criminal court sessions.
- Provide security during court trials when requested by the court, assist bailiff as needed.

Advanced law enforcement functions: \$2.50 per hour (base)

- Serve civil and criminal process
 - Receive and prepare civil papers for service.
 - Receive and prepare criminal summons, complaints, warrants for service.
 - Receive and prepare temporary or permanent protection orders for execution.
- Conceal Carry Permits, Enhanced and Gold Card Permits
 - Assist applicant through the process to obtain the permit they desire
 - Have a functional knowledge of the firearms laws, background checks and permits.
- Court functions:
 - Service jury summons
 - Assist in jury pool selection
 - Apprehend / present delinquent jurors or witness.
- Collections
 - Receive, prepare and execute judgments of civil collection.
 - Collect money, levy upon property, prepare for sale.

- Perform sales on execution of judgments.
 - Receive, prepare and execute distress warrants for collection of taxes.
 - Collect money, levy upon property, prepare for sale.
 - Perform sales on distress warrants.
- Accident investigations involving speeds over 55 mph.
 - Investigating rural accidents on roadways with a speed limit of 55 mph or more are inherently dangerous and one of the leading causes of officer injury and death.
 - Rural accidents at speeds above 55 mph are more likely to lead to severe injury and death and thus present more investment by the officers than low speed collisions.
- Advanced investigative processes / detective status: Deputies are expected to investigate all degrees of crimes without reliance on other agencies like the DCI or SDHP. These advanced investigative duties often require investments of time exceeding 60 hours, interviews of multiple witnesses, multiple victims, processing physical evidence and coordinated intensive case management. Also includes advanced interview and interrogation education and crime scene processing.
- Advanced Enforcement Activities:
 - Actively participate in and assist in game violations in the county.
 - Actively participate in and assist in over weight vehicle detection in the county.
- Advanced infrastructure duties: These include:
 - Monitor, supervise and maintain the Hand County Mutual Aid Radio System (HC-MARS).
 - Monitor, supervise and maintain the hand-gun range owned by the county.
- Off duty obligations. Deputies are required to be on-call for emergencies while off duty. This includes:
 - Carrying employer assigned cellular telephones and two-way radio equipment for off-duty call out and work performance.
 - Use of employer assigned computer and two-way radio base stations in the home for use while off duty but for the benefit of the agency.
 - Homework. Work performed outside of scheduled work hours which can be done while at home but for the benefit of the employee and employer. This includes:
 - Receiving telephone and radio calls.
 - Dispatching telephone and radio calls to other units or agencies.
 - Disseminating controlled burn information to responders through social media and text based notification systems.
 - Validating and forwarding warrant information.
 - Staying aware of homeland security issues, crime bulletins, state radio traffic.
 - Providing back up to other deputies, dispatch staff and the sheriff.
 - Providing assistance to other agencies when life or property are at risk and doing so does not cause financial hardship to the county.
 - Working extra hours for the current Department of Public Safety, Office of Highway Safety speed and/or alcohol enforcement program through assigned segments / programming. (This is a grant program providing overtime to participating officers).
 - Maintain situational awareness of other employees through our current GPS based location system on the employer provided cellular phones.

Advanced management functions: Percentage based upon appointment and commission approval.

- Chief Deputy Status (active, not occasional use of management involvement)

- Assist in management of subordinate employees.
- Assist in policy creation, updates and enforcement.
- Assist in budget preparation, spending, spending controls and projections
- Inmate operations including management, liability controls, contract compliance, budgeting and spending controls.
- Effective management of sheriff function in the absence of the sheriff.
- Advanced supervision and subordinate assignment.