

**HAND COUNTY SHERIFF'S OFFICE**  
Public Safety Dispatch & Emergency Management  
415 West First Avenue, Suite 102  
Miller, South Dakota 57362-1371

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Newsletter & Commission Report  
December 2015  
(Year End)

**PERSONNEL:**

- I currently have no applicants for the officer manager's position.
- I conducted two interviews for the deputy sheriff positions. One of the two withdrew after learning he would be working weekends, evenings and holidays. The second interviewee was displayed behaviors unsuitable for employment here. Two other applicants withdrew their applications after submitting them as they had found other employment.
- Aaron Meyer of Huron continues to help with occasional shifts when he is not working his "normal" day job.
- **Deputy Sheriff's Wage Scale**, proposed amendment to include Emergency Managers based on 2015 pay scale. See attached pages.
- **Wage scale effects on PT deputies**: Flor, Keeter, Meyer, Speck, Henrickson, Henson and Ames.

**TRAINING:**

- I was unable to attend the "mass fatality" training in Pierre over December 17 & 18. I was not able to go with the amount work here. I will try again when it is offered.
- States Attorney Anson and I hosted a class for 42 law enforcement officers on preparing search warrants for DUI arrests. The presenter was Paul Bachand of the SD States Attorney's Association.

**Policy Manual:**

- I had NECOG read the present manual into Microsoft Word so that it can be edited. I have not had time to work on any other details.

**EQUIPMENT:**

**Prisoner Cage for vehicles:** Jim Keeter is using old parts and pieces to fabricate a cage for the GMC Envoy.

**County Mutual Aid Radio System:**

- The FCC approved our license change for the Ree Heights (primary tower). We were granted access to a frequency near 460 megahertz. The approval means that we can begin the process of planning and reprogramming all of the equipment on the system. Both privately and publicly owned equipment.
- The FCC approval also allowed for the current radio license to be moved from the Ree Heights site to the north county highway department shed (SD 45 & SD 26 corner). This is a subsequent project to help improve radio coverage in the north part of the county, lost due to narrow banding in late 2012, early 2013.

- The reprogramming plan will be created in January and commence in February. We will proceed as follows:
  - Full time public safety agencies (Sheriff, Emergency Management, Hospital & Police)
  - Full time public service agencies (County Highway and City Crews)
  - Ambulance services (Hand County and Wessington)
  - Fire Departments (Polo, Ree Heights, South Hand, Wessington, Miller)
  - Privately owned equipment.
- The reprogramming will take effect in the evenings. We will schedule a primary and secondary date in each location, spending a couple hours each evening. This programming will be done by the EM and I. We will cover the cost of software and cable needs.
- There will be one “last ditch effort” to catch anyone who was missed in March.
- We will make the switch in March or early April to the new frequency.
- The “temporary” channels rented from Dakota Electronics will be used until the “north” repeater is in place and operational. This depends on how long it takes to set the pole, get the antenna and support, provide for lightning protection and power. The City of Miller has a pole they are willing to give us for this project.

### GRANTS

**The 2013-2014 Highway Safety Grant :** PT Deputy Aaron Meyer is presently the only employee eligible for this grant. He worked one weekend during December.

**BVP / Vest Grant:** I am restarting the application process.

**2009-2014 COPS GRANT** program: This grant is up for renewal / extensions. I will have started this process when the meeting occurs.

### IMPORTANT ACTIVITIES:

My **YEAR TO DATE** activity report is attached to this newsletter. This information is also uploaded to the sheriff’s page on the Hand County Website. It can be reviewed at any time.

### NECOG

I attended the last NECOG meeting via telephone. It was our “end of the year” business meeting.

More information can be found at [www.necog.org](http://www.necog.org). I encourage you to visit the NECOG website.

Original  
from 2007  
c.

**Classification of Deputies:**

The Sheriff's Office shall have four (4) classifications for deputies. The four- (4) classifications will reflect the basis for salary, seniority, and responsibility.

**Grade 1:** This is an entry-level position as a law enforcement officer. This newly appointed deputy sheriff would, most likely, be uncertified and inexperienced in the field of law enforcement or corrections. This deputy will remain on probation for at least 12 months and until certified

**Grade 2:** This position requires that a deputy be certified in the State of South Dakota as outlined by the South Dakota Law Enforcement Standards and Training Commission. A deputy at Grade 2 is still a less experienced deputy but should possess enough knowledge about general law enforcement that supervision is seldom needed.

**Grade 3:** This position requires that a deputy meet the requirements of Grade 2 and have at least one (1) year of active law enforcement experience. This deputy must be completely self-oriented and assertive. A Grade 3 deputy should be able to respond to any emergency or situation presented without direction or instruction. A Grade 3 deputy will be expected to learn the functions of County Government and Administration.

**Grade 4:** This position requires completion of Grade 3 responsibilities. This grade shall be referred to as "Chief Deputy". The Chief Deputy shall be the highest level of deputy to be occupied at the discretion of the sheriff by one person. The Chief Deputy shall have a full working knowledge of the Sheriff's Office and all of its functions. The Chief Deputy shall also have a working understanding of County Government and departmental operations. The Chief Deputy may be assigned administrative, departmental functions.

All deputies shall be appointed (hired) by the sheriff. An employee may be hired at any grade level based on prior work history or knowledge. The first twelve months of employment as a deputy shall be "probationary" regardless of the grade level at which they are appointed. The sheriff may, upon discovery of work related misconduct, place a deputy on "probationary status" for the length of time the sheriff feels is necessary to resolve the misconduct. Demotions are the exclusive right of the sheriff after establishing work-related misconduct and promotion shall be based upon merit worthy activities or performance grades.

The sheriff shall determine a deputy's wage based on job performance, knowledge, and merit as shall he approve advancement from one grade to another.

The deputies shall be paid according to the following schedule:

Grade 1 Deputy	Grade 2 Deputy	Grade 3 Deputy	Grade 4 "Chief Deputy"
11.55	12.05	12.55	13.05
11.80	12.30	12.80	

[Any hourly wage increase approved by the Commission shall raise each listing by that amount]

Nothing in this schedule should preclude the sheriff from advancing any particular employee who shows accelerated skill simply on the basis of time. Longevity salary increases are not reflected in this schedule and are in no way intended to restrict longevity raises. This schedule serves as a basis for all employees without regard to longevity issues.

- Amended 3/99 (created & approved by Commission)
- Amended 1/00 (to reflect salary increases)
- Amended 2/00 (to reflect starting salary change)
- Amended 11/01 (to reflect \$0.50 increase)
- Amended 01/03 (to reflect \$0.25 increase)
- Amended 01/2004 (to reflect \$0.15 increase to base)
- Amended 01.2005 (to reflect \$0.15 increase to base)
- Proposal A (Match City of Miller)

**C. Classification of Deputies:**

The Sheriff's Office shall have four (4) classifications for deputies and emergency managers. The four- (4) classifications will reflect the basis for salary, seniority, and responsibility.

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**Grade 2:** This position requires that a deputy or emergency manager be certified in the State of South Dakota as outlined by the South Dakota Law Enforcement Standards and Training Commission, or complete the training requirements for emergency managers as outlined in the "State and Local Agreement". A deputy An employee at Grade 2 is still a less experienced deputy employee but should possess enough knowledge about general law enforcement and emergency management that supervision is seldom needed.

**Grade 3:** This position requires that a deputy employee meet the requirements of Grade 2 and have at least one (1) year of active law enforcement experience. This deputy employee must be completely self-oriented and assertive. A Grade 3 deputy employee should be able to respond to any emergency or situation presented without direction or instruction. A Grade 3 deputy employee will be expected to learn the functions of County Government and Administration. This is the highest level an emergency manager can obtain.

**Grade 4:** This position requires completion of Grade 3 responsibilities. This grade shall be referred to as "Chief Deputy". The Chief Deputy shall be the highest level of deputy to be occupied at the discretion of the sheriff by one person. The Chief Deputy shall have a full working knowledge of the Sheriff's Office and all of its functions. The Chief Deputy shall also have a working understanding of County Government and departmental operations. The Chief Deputy may be assigned administrative, departmental functions.

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The deputies shall be paid according to the following schedule:

Grade 1 Deputy	Grade 2 Deputy	Grade 3 Deputy	Grade 4 "Chief Deputy"
16.00	17.00 (Certified)	18.00	19.00
16.50 (after 6 months)	17.50 (Certified + 6 months)	18.50 (after 2nd Anniversary)	No less than two years experience.

[Any hourly wage increase approved by the Commission shall raise each listing by that amount]

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Amended 2007 (subsequent increases by yearly act)  
 Proposed 2014.12 for 2015 adoption  
 adjust wage to \$16 & \$17  
 added Emergency Manager

