



RESOLUTION NUMBER: 2016-09

Establishing the Roosevelt County Detention Center Proposed Pay Plan

WHEREAS, the Board of County Commissioners met in regular meeting on Tuesday, January 5, 2016 at 9:00 a.m. in Commission Chambers at the Roosevelt County Courthouse, 109 West First Street, Portales, New Mexico 88130; and,

WHEREAS, the Roosevelt County Commission determined that it is in the best interest of Roosevelt County to establish a Pay Plan for Detention Officers at the Roosevelt County Detention Center which will encourage and reward Detention employees for their loyalty and for service years; and

WHEREAS, the Roosevelt County Detention Center proposed Pay Plan shall establish rates of pay for Cadet Detention Officers, Certified Detention Officers, Senior Officers, Sergeants as well as for the position of Lieutenants. The Policy shall further establish appropriate pay grades for external hire Certified Officers based upon the number of years the external hire can document they have been employed as a Certified Detention Officer; and

WHEREAS, the Roosevelt County Detention Center Pay Plan shall further establish longevity pay to reward Detention Officers for their loyalty and service years; and

WHEREAS, the Roosevelt County Detention Center Pay Plan establishes increases in pay for employees who obtain licenses or certifications and further establishes pay increases for each employee on his/her anniversary date of employment.

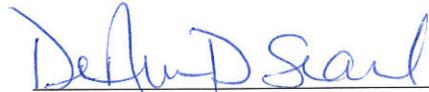
NOW, THEREFORE, BE IT RESOLVED by the governing body of the County of Roosevelt County, New Mexico that: the Roosevelt County Commission hereby approves the Roosevelt County Detention Center proposed Pay Plan which shall become effective immediately upon approval of this Resolution.



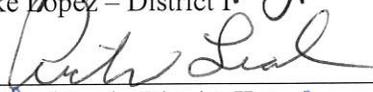
PASSED, APPROVED, and ADOPTED this 5th day of January, 2016.

**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

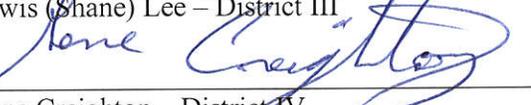
ATTEST:

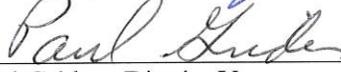

DeAun D. Searl, Roosevelt County Clerk


Jake Lopez – District I


Richard Leal – District II


Lewis (Shane) Lee – District III


Gene Creighton – District IV


Paul Grider – District V



Roosevelt County Detention Center Proposed Pay Plan

| Step | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Cadet Detention Officer | \$12,000 | | | | | | | | | | | |
| Certified Detention Officer | | \$12,500 | \$12,813 | \$13,133 | \$13,461 | \$13,798 | | | | | | |
| Senior Officer | | | | | | | \$14,143 | \$14,496 | \$14,859 | \$15,230 | \$15,611 | \$16,001 |
| Sergeant | \$14,859 | \$15,230 | \$15,611 | \$16,001 | \$16,401 | \$16,811 | \$17,231 | \$17,662 | | | | |

| Step | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Cadet Detention Officer | \$24,960 | | | | | | | | | | | |
| Certified Detention Officer | | \$26,000 | \$26,650 | \$27,316 | \$27,999 | \$28,699 | | | | | | |
| Senior Officer | | | | | | | \$29,417 | \$30,152 | \$30,906 | \$31,678 | \$32,470 | \$33,282 |
| Sergeant | \$30,906 | \$31,678 | \$32,470 | \$33,282 | \$34,114 | \$34,967 | \$35,841 | \$36,737 | | | | |

A Cadet Officer will be classified as a Certified Detention Officer and moved to grade 2 once they have completed their initial 80 hours of training. When the Certified Detention Officer completes 160 mandatory hours of training and their year-long probationary period, then they will move to grade 3. The Officer will move up a pay grade each following year on his/her hire date.

An Officer or external candidate must successfully complete each annual training requirement of forty (40) hours with no exception or lapse through their Grade 6 year before advancing to Senior Officer grade 7.

An internal candidate for promotion to Sergeant must be off probationary status, successfully complete at least one annual training requirement of forty (40) hours with no exception or lapse, and complete twenty-four (24) hours of leadership training before promotion to Sergeant. Once promoted to Sergeant, the officer will start at Sergeant Pay Grade 1 regardless of their ending Officer pay grade.

An internal candidate for Lieutenant must successfully complete at least two years in the Sergeant rank before promoting to Lieutenant, as well as each annual training requirement. Once promoted to Lieutenant, the officer will start at Lieutenant Pay Grade 1 regardless of their ending Sergeant pay



Roosevelt County Detention Center Proposed Pay Plan

The Lieutenants are salaried, and they fall under the approved organizational chart for the Roosevelt County Detention Center.

External hire Certified Officers will be placed in the appropriate pay grade based on the number of years the external hire can document as certified (for example, by providing training certificates). External hire certified officers will also move up a pay grade each year on his/her hire date.

External Hires

- 1-2 years equivalent certified experience will start off at grade 4.
 - 3-5 years equivalent certified experience will start off at grade 5.
 - 6-8 years equivalent certified experience will start off at grade 6.
- Any equivalent certified experience beyond 6-8 years will start off at grade 6 unless all Senior Officer requirements can be documented as completed prior to their hire date.

Any Officer, regardless of rank, that achieves and maintains one or more of the following licenses or certifications shall receive the following per hour increase subject to the below exceptions:

- Field Training Officer Certificate = \$0.29
- Training for Trainers (T4T) Certificate* = \$0.45 *Only one T4T certificate increase will be authorized per employee.
- Bilingual in Spanish** = \$0.29 **American Translator Association (ATA) certification required for bilingual pay.
- Associates Degree = \$0.29
- Bachelors Degree = \$0.43
- Masters Degree = \$0.58

Longevity pay is pay for loyalty and service years. Officers will receive the following incentive pay for his/her years of service with the Roosevelt County Detention Center, and the incentive will be paid on the Officer's hire date anniversary (subject to budget approval annually).

| | |
|---------|---------------------|
| \$1,000 | 3 year anniversary |
| \$2,000 | 6 year anniversary |
| \$2,000 | 9 year anniversary |
| \$2,000 | 12 year anniversary |

Upon reaching the maximum requirements and grade within a given rank, the employee is eligible for \$0.25 per hour per pay increase on his/her anniversary date.

Any cost of living adjustment granted by the County of Roosevelt shall reflect on the pay plan.

