



COURT ORDER 2019-0986

Policy Revision - Law Enforcement Educational Incentive Pay Section 82-981

On a motion made by County Judge Clay Jenkins, and seconded by Commissioner Dr. Elba Garcia, the following order was passed and adopted by the Commissioners Court of Dallas County, State of Texas:

BRIEFING DATE: September 17, 2019

Be it resolved and ordered that the Dallas County Commissioners Court does hereby Approve the revision per the Law Enforcement Educational Incentive Pay of Dallas County Code (Section 82-981); therefore Human Resources/Civil Service Department respectfully submit this request to Commissioners Court for consideration.

Done in open Court September 17, 2019 by the following vote:

IN FAVOR:	County Judge Clay Jenkins, Commissioner Dr. Theresa Daniel, Commissioner JJ Koch, Commissioner John Wiley Price, and Commissioner Dr. Elba Garcia
OPPOSED:	None
ABSTAINED:	None
ABSENT:	None



Dallas County
COURT ORDER / BRIEFING
Commissioners Court - Sep 17 2019

- Resolution
- Solicitation/Contract
- Executive Session
- Addendum

Policy Revision - Law Enforcement Educational Incentive Pay Section 82-981

Briefing Date: Sep 17 2019
Funding Source:
Originating Department: Human Resources
Prepared by: Yvette Craig, HR Analyst V
Recommended by: Robert B. Wilson, Director of Human Resources

BACKGROUND INFORMATION:

In its continuing efforts to update and clarify the *Dallas County Code*, the Human Resources/Civil Service Department submits the attached with minor revisions to the Law Enforcement Education Incentive Pay section 82-981. See underlines for policy revisions.

On February 10, 1998, Dallas County Commissioners Court approved the implementation of the Education Incentive Pay for select positions on the Law Enforcement Salary Schedule. Additionally, on January 30, 2019, the Commissioners Court approved the reclassification of Communications Technician from job grade 09 to job grade 40 on the Law Enforcement Salary Schedule. The Sheriff's Department has requested that the Communications Technicians be eligible to receive Education Incentive Pay in order to remain consistent with other Law Enforcement positions such as Detention Service Officers, Constables and Deputies.

The Communications Supervisors (job grade 42) are not eligible for Education Incentive Pay which is consistent with the Detention Service Supervisors, Detention Service Managers, Corporals, Sergeants, Lieutenants and Captains, in accordance with Dallas County Code Section 82-981.

OPERATIONAL IMPACT:

N/A

FINANCIAL IMPACT:

N/A

LEGAL IMPACT:

The Civil Division of the District Attorney's Office has reviewed the revised policy.

ADMINISTRATIVE PLAN COMPLIANCE:

Recommendation supports Dallas County's Vision under the Administrative Plan of becoming operationally a model governmental entity by supporting Objective 6: Update, Improve, Maintain, and Make Readily Available Online Collection of All County Policies.

RECOMMENDATION:

The Human Resources/Civil Service Department recommends Commissioners Court *approve the attached revised policy (Section 82-981) with minor revisions for immediate inclusion into the Dallas County Code.*

MOTION:

On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby Approve the revision per the Law Enforcement Educational Incentive Pay of Dallas County Code (Section 82-981); therefore Human Resources/Civil Service Department respectfully submit this request to Commissioners Court for consideration.

ATTACHMENTS:

Revised Dallas County Code 82-981

Sec. 82-981. Minimum requirements for law enforcement and detention officer positions and educational incentive pay. (This section reflects recent court approved policy language: Court Order #2009 0097-January 13, 2009; and Court Order #2012 0237 - February 7, 2012).

- (a) Minimum requirements for education and experience for all positions covered by the law enforcement and detention officer salary plan are outlined on the applicable job description approved by the Civil Service Commissions. Contact the human resources/civil service department for the most recent job description. College degrees and college hours completed are accepted from post-secondary institutions that have been accredited to grant degrees by one of the regional institutional accrediting agencies in the United States, as recognized by the U. S. Department of Education. Education obtained outside of the United States must be converted to the equivalent U.S. level by a recognized, accrediting agency or organization in the United States. Positions under the Law Enforcement and Detention Officer Salary Plan are:
- (1) Detention service officer, supervisor, manager, commander.
 - (2) Deputy sheriff recruit.
 - (3) Deputy I (sheriff).
 - (4) Deputy II (sheriff).
 - (5) Deputy III (sheriff).
 - (6) Deputy IV (sheriff).
 - (7) Deputy V (sheriff).
 - (8) Assistant chief and chief deputy -- appointed by the sheriff.
 - (9) Deputy constable recruit.
 - (10) Deputy constable I.
 - (11) Deputy constable II.
 - (12) Deputy constable III.
 - (13) Deputy constable IV.
 - (14) Communications Technician
 - (15) Communications Supervisor

Any employee covered by the law enforcement and detention officer salary plan who has made formal application for promotion prior to the adoption of this plan

will not be required to meet the additional minimum requirements for that promotional opportunity.

- (b) All detention service officers, deputies and communications technicians shall be eligible to receive education incentive pay of \$25.00 per month for each 30 hours of accredited college hours successfully completed with a grade of C or above, not to exceed \$100.00 per month. All Officers covered by this plan, who have successfully completed an Associate's Degree/Bachelor's Degree from an accredited college/university is eligible to receive \$50.00/\$100.00. The two (2) years of continuous active military service with honorable discharge, substituted for 30 college hours, are not eligible for the education incentive. College hours eligible to be included in this educational incentive program are those courses completed from a post-secondary educational institution that has been accredited to grant degrees by one of the regional institutional accrediting agencies in the United States, as recognized by the U.S. Department of Education and is part of a degree plan to obtain an associate's or bachelor's degree. College hours for elective subjects above the degree plan requirements are not eligible, and no credits in physical education are eligible except as part of a completed associate's or bachelor's degree. To begin to receive education incentive pay the employee must provide the sheriff a certified copy of their transcript and sign a personnel form swearing that the information contained on the transcript is accurate to the best of their knowledge. Education completed outside the United States will not be accepted unless it has been converted to the equivalent U.S. educational level by a recognized accrediting agency or organization in the United States. If the employee has not yet earned a degree, the certified copy of the transcript should be accompanied by a degree plan or the human resources/civil service department will review all courses before credit will be given for any elective courses. These documents must be attached to a personnel action form and processed through the county's standard payroll review and approval process. Each employee's education incentive pay will begin when the new hire personnel action is effective or the first day of a pay period for any payroll not distributed when not part of the new hire process (with no retroactive adjustments). Detention service supervisors, detention service managers, corporals, sergeants, lieutenants, captains and communications supervisors are not eligible for education incentive pay.
- (c) When an employee is receiving education incentive pay and is promoted to a position that is not eligible for education incentive pay, the ten percent minimum salary

increase for purposes of promotion will be based on the employee's total prior pay, including the employee's regular salary and the education incentive pay.

- (d) When an employee is demoted from a position that is not eligible for education incentive pay to a position that is eligible for education incentive pay, the employee is then eligible to receive education incentive pay.
- (e) If for any reason the minimum requirements for education and experience for all positions covered by this plan are not used or are not able to be used, all education incentive pay will be suspended until such time as these minimum requirements are utilized.

(Ord. No. 98-251, §§ 1--5, 2-10-1998; Ord. No. 2004-1790, 10-5-2004; Ord. No. 2006-1222, 7-11-2006)