

Lateral Transfers

For Correctional Officer

Mission: To increase eligibility list with experienced/trained correctional officer candidates.

Guidelines for Correctional Officer Lateral Transfer Candidates

The written examination shall be waived for transfer applicants who:

- A. Are currently employed as a full-time Correctional Officer, Deputy Sheriff, Municipal Police Officer, or any other Law Enforcement Officer; AND,
- B. Are in good standing in their department as of the date of selection for hire at the Sangamon County Sheriff's Office; AND,
- C. Have one year of full-time, continuous, Correctional Officer experience or law enforcement experience; AND,
- D. Have successfully completed a full time Basic Corrections Academy, OR the full time Illinois Basic Police Officer Training, OR successfully completed Basic Police Officer Training Program from another state which can be transferred and accepted by the Illinois State Training Board (ILETSB), OR successfully completed Illinois Part Time Officer Basic Training Class in addition to the Transitional Training; AND,
- E. Have a high school diploma; AND,
- F. Be a U.S. Citizen

Once these requirements are waived, all other standards for appointment delineated in the Merit Commission Rules shall apply and the procedures shall be as follows:

- A. Transfer Applicants must complete a Sangamon County Sheriff's Office Lateral Transfer Application
- B. Applications shall be accepted year round
- C. All applicants chosen for selection by the Sheriff shall undergo a background investigation
- D. Applicants who have completed the above will be considered conditionally certified for employment
- E. The Sheriff *may* require further appropriate screening examinations of conditionally certified applicants
- F. Any applicant chosen who completed the Illinois Part Time Officer Basic Training Class and not the Full Time Illinois Basic Police Officer Training Class *may* be required to attend a full time academy or Basic Corrections Academy, at the Sheriff's discretion

Once an applicant has been chosen for hire as a Sangamon County Sheriff's Office Correctional Officer, he/she shall:

- A. Establish residency within Sangamon County within six months of appointment; AND,
- B. Enter at the same pay scale as a new correctional officer from the traditional merit certified list in the appropriate tier; AND,
- C. Have a 12 month probationary period; AND,
- D. Accrue vacation time based on time at SCSO; AND,

E. Have seniority based on time at SCSO