

Memo

To: Blount County Human Resources
From: Chief Deputy Jeff French
Date: July 11, 2024
Re: BCSO Human Resources Manual Updates

Blount County Sheriff's Office made the following updates to the 2024 BCSO Employee Handbook:

- 2.04 Benefits A-2 that based upon BCG Human Resources recommendation regarding removing the wording regarding pre-existing conditions as outlined by the Affordable Care Act. *This update provides correct benefit information for BCSO employees.*
- In 1.06 Recruitment and Selection E-1, added "Lateral entry personnel will be given a 1 for 2 credits for qualified previous experience, i.e. 2 years previous experience equates to 1 year credit with BCSO."
- In 2.01 Salary Plan B-1, added "Newly hired Corrections and Patrol Deputies will be classified as a Deputy in Training for the first six months of employment while they complete the appropriate academies and training programs. The Chief Deputy and the Sheriff will make the final determination regarding the appropriate step for newly hired employees, to include lateral entry personnel. Lateral entry is allowed at the Patrol Deputy and Corrections Deputy level when the Chief Deputy, after evaluating an applicant's prior related service with another agency, can recommend to the Sheriff appointment to a salary level higher than entry level. Lateral entry personnel will be given a 1 for 2 credits for qualified previous experience, i.e. 2 years previous experience equates to 1 year credit with BCSO."
- In 6.01 Line of Duty or Serious Injury minor revisions *due to a CALEA mandate*. In the first paragraph we added "The following procedures are to be used in incidents following a serious injury or death of an employee while in the performance of work-related duties:" In A, added *all personnel (previously stated "sworn")* will complete a line of duty death information form.

- In 6.02 Secondary Employment, added “PowerDETAILS” due to the purchase of the software to manage most of the secondary employment. Also added wording regarding the “Special Events Coordinator”, who is responsible for coordinating secondary employment.
- In 2.02 Overtime and Compensatory Time, the wording regarding the TN Highway Safety Office Grant was removed and replaced it with “approved extra duty” and replaced time and a half overtime with “current extra duty rate.”