

# Fulton County Sheriff Department Salary and Compensation Ordinance

Ordinance 2024- 01

Whereas, salary issues were once specified in the County Personnel Policy, and

Whereas, salary changes can happen frequently, and

Whereas, salary changes can be brought about by outside forces, and

Whereas, a separate ordinance for salary issues allows easier updates than revising the County Personnel Policy.

Be it resolved by the Fulton County Quorum Court that the County salary structure be defined by this ordinance as follows:

1. Base Salary. Base salary amounts refer to the starting salary of an employee when hired. When an employee receives a raise, their base pay salary increases. The base salary does not include overtime, shift differential or extra compensation or reimbursement. Base salary for Sheriff Department employees (excluding deputies) will begin at the current minimum wage plus two (2) dollars. The salary of those currently within the listed job titles will be adjusted by the difference of the new base pay.
2. The pay scale for sheriff's Deputies is as follows based on the qualifications.
  - Non-certified Deputies- \$28,500
  - Certified Deputies- \$32,000
  - Field Training Officer- \$34,000
  - Patrol Sergeant/Investigator- \$36,000
  - Lt. Investigator- \$38,000
  - Chief Deputy- \$42,000
3. Shift Differential Compensation. To establish uniform guidelines for compensation of hourly Sheriff's Department employees who work in the Safety Sensitive positions. Fulton County recognizes that some departments may be required to routinely schedule personnel to work more than one shift during a 24-hour period. It is the intent of the County to provide extra compensation above the regular base salary for those who work during times that are deemed to be less desirable within the 24-hour period.
  - Eligibility. Shift Differential Compensation is limited to employees of the Sheriff's Department who work in shift work positions that are also deemed Safety Sensitive.
  - Shift Definitions. Day Shift (A shift) includes work hours between 8:00am and 4:00pm. Evening shift (B shift) occurs between the hours of 4:00pm and 12:00am. Night Shift (C shift) occurs between the hours of 12:00am and 8:00am
  - Provisions. Employees who are assigned a work shifts B or C are eligible for

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additional compensation. If the employee works additional hours into a following shift, which is not their regularly assigned shift, they must work at least four (4) hours into the shift for shift differential pay to be applied. Shift differential pay applies to hours worked and does not apply to holiday or vacation pay, compensatory hours or sick leave.

- Payroll Reporting. The department head shall be responsible for overseeing accuracy of time sheets and record keeping of Shift Differential Pay that is reported to payroll. Shift Differential Pay may be included with regular payroll as an additional payment.
- Shift Differential Pay Rate. The rate of pay increases for Shift Differential shall be an additional \$.50/hour for Shift B, and \$1.00/hour for Shift C.

#### 4. Positions within the Sheriff's Office-

- Book Keeper- Is responsible for keeping accurate account criminal fines ordered to be collected by the outcome of criminal circuit court cases. This position is a part time position.
- Administrative Secretary- Same as Book Keeper as well as responsible for providing secretarial work for the Sheriff's Office. Process civil orders such as subpoenas, orders of protections, and other orders issued by a judge that require execution by a law enforcement officer. Handles the Sheriff Account, and Radio Fund account ledgers as well as settlements. Orders office supplies that have been approved by the Sheriff.
- Dispatcher- Receives calls from the public for emergency or non-emergency services; questions callers to obtain information required to dispatch the appropriate response units.
- Jailer- A jailer or correctional officer enforces the rules and regulations. Maintains order and security within the jail. In this career, you supervise all inmate activities, such as recreation and meal times. Distribute medications as prescribed by a medical professional. Book detainees into the booking system, and maintain inmate records for court. Ensure detainees, or inmates attend scheduled court appearances.
- Assistant Jail Administrator- Same as jailer and dispatcher as well as, works with Patrol Sergeant on coordinating transports. Ensures all procedures and policies concerning the jail are followed. Ensures that detainees and inmates have proper care as needed. Acts as a supervisor in the absence of the jail administrator. Assists in the oversight of jail operations and maintenance. Responsible for and assigns all needed training for jailers and dispatchers.



- Jail Administrator- Same as jailer and dispatcher as well as, responsible for the administration of custodial, treatment, education, personnel and business programs necessary for the operation of a jail facility. This position will assign and direct subordinates, ensuring that all policy, rules, regulations, orders, procedures and directives are enforced and implemented.
  
- Community Support Services Liaison (CSSL)- The position is responsible for the day to day operations of Fulton County Sheriff's Office Community Support Services Program (CSSP). The Liaison will also work with any member of the public who also seeks services that fall under the CSSP. The CSSP consists of; Substance Addiction, Domestic Violence, Mental Health, and Court-Ordered Community Service. The responsibilities are defined as follows;
  - I. Substance Addiction- Connects individuals struggling with substance addiction to the appropriate resources and support systems. This involves a combination of counseling, advocacy, and coordination to help individuals on their path to recovery.
  - II. Domestic Violence- Involved in supporting individuals and families affected by domestic violence. This is a combination of advocacy, counseling, coordination, and education to empower survivors and facilitate access to the necessary resources.
  - III. Mental Health- Serves as a vital link between individuals or families in need and the various support services available within the community. This role involves assessing the needs of community members, and jail detainees by connecting them with appropriate resources, and fostering collaboration between service providers.
  - IV. Court-Ordered Community Service Coordinator- Is responsible for organizing and overseeing community service programs for individuals mandated by the court to work off fines or fulfill other legal obligations. The role involves liaising with courts, community organizations, and participants to ensure the smooth and effective completion of court-ordered community service.
  - V. Sex Offender Registration Officer- Same as Deputy as well as, under general supervision, this position's primary responsibility is to collect, maintain and report information pertaining to convicted sexual offenders as mandated and instructed by State and Federal Laws, for the protection of its citizens against recidivism of convicted sexual offenders.




VI. The Liaison tracks progress of all persons within the program assisting them in meeting goals. The Liaison will submit progress reports on each person within the programs as required if the person is part of a criminal proceeding to the Judge, Prosecutor, Defense Attorney, and Sheriff. Liaison will track all measurable progress as it pertains to criminal proceedings. As the need may arise for more programs to be implemented, the Sheriff, and the CSSL can assess each program to ensure that it is viable, and have specific goals that can be attained.

- Deputy Sheriff- Apprehends, arrests and detains criminal suspects and law violators when necessary; follows proper procedures when making arrests. Serves warrants, summonses, subpoenas, civil and other official papers. Serves as witness in court and provides evidence in court as required.
- Specialized Deputy- Same as all positions deputy through FTO, with the following restrictions; Specialized police personnel may assist local law enforcement during emergency situations but shall not enforce the traffic laws of the State of Arkansas. The employing law enforcement agency may require additional specialized training for job assignments such as: jailers, parole, probation, etc.. This position acts as a bailiff, civil papers process server, transport officer and regular deputy with the exceptions listed above. The training required for this position is set by the Sheriff, and Chief Deputy as the needs arise.
- Field Training Officer (FTO)- Same description as Deputy Sheriff as well as, maintain a professional and ethical atmosphere while training all new deputies. Must be FTO certified as well as instructor certified. Complete and turn in daily evaluation forms while training officers. Meet with Chief Deputy once a week while training new hires to give evaluation of the new hire. Will serve as process server (paper service), court bailiff, and transports evidence to the crime lab when necessary.
- Patrol Sgt.- Same description as Deputy Sheriff as well as, front line supervisor, work with scheduling to maintain coverage for county patrols. Manages agency inventory by tracking articles of inventory and maintaining an account of the items. Supervisory role as well as maintaining a professional and ethical standard from which the deputies will draw from. Manages transports for the detention center by maintaining a working relationship with Jail Administrator, and jail staff.
- Investigator- Same as Deputy as well as, gathers and verifies evidence through interviews and observation of suspects and witnesses or by reviewing and analyzing records and logs. Uses proper methods to search for, collect, and maintain various types of evidence including fingerprints or DNA.

- Lieutenant Investigator- Same as Deputy as well as, responsible for processing and cataloging evidence at crime scenes. Acts as a custodian of evidence for the evidence room. They also prepare affidavits for felony arrest warrants, search warrants, interview victims, witnesses, and suspects, and perform many other related duties. supervises felony investigations being conducted by all deputies, detectives, and investigators. Assigns cases and works with other investigators, detectives, and deputies on case loads.
  - Chief Deputy- Same as all other job descriptions as well as, works directly under the Sheriff and oversees the daily overall operations of the Sheriff's Office, which includes but not limited to the Administration Division, Patrol Division, Criminal Investigation Division, Detention Center and Support Services Division. This position is also responsible for locating, applying and utilizing grants for the Sheriff's Office.
5. The provisions of this Ordinance are hereby declared to be severable and if any provision shall for any reason be held illegal or invalid, such holding shall not affect the validity of the remainder of this Ordinance.
  6. All ordinances and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
  7. EMERGENCY CLAUSE. It is hereby found than an immediate need exists for this Ordinance, being necessary for the immediate preservation of the public peace, health and safety shall be in full force and effective upon passage.

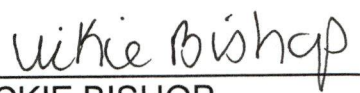
APPROVED:

  
 KENNETH G. CROW  
 FULTON COUNTY JUDGE

01/23/2024  
 DATE

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 GENERAL FUND COUNTY CLERK  
 ADVERTISING \$ \_\_\_\_\_

ATTEST:

  
 VICKIE BISHOP  
 FULTON COUNTY CLERK

ADOPTED: 1/23/2024  
 FOR 8 AGAINST 0 ABSTAIN 0

**FILED**

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