



EL PASO COUNTY
Compensation Policy for Deputy & Sergeant Deputy Constables

Adopted Date: December 10, 2018
Revised Date: September 11, 2023

The purpose of this policy is to establish the pay scale plan for Deputy and Sergeant Deputy Constables and identify those prerequisites and guidelines necessary for Deputy and Sergeant Deputy Constables to be eligible to participate in the Career Progression Incentives Plan.

This Policy is not contractual in nature and Commissioners Court has the sole authority to set Deputy Constable pay under Tex. Loc. Gov't Code 152.011. This Policy is in effect only when funds are available and budgeted for as set by Commissioners Court. Commissioners Court may rescind its approval of this Policy within its discretion.

Policy:

This Policy is an ongoing process designed to align the Constables Offices' career goals with the County's mission, goals, and objectives. The goal of the Career Progression Plan Incentives is to provide Deputy Constables with skill development opportunities to enhance their performance in their current position and assist them in achieving their personal and professional goals. The County's success is contingent upon retention of competent employees who are motivated and challenged.

Policy Goals:

1. Assist Constables to develop a better understanding of their employee's professional goals, strengths, and development needs.
2. Encourage Deputy Constables to take personal responsibility and accountability for their career development by acquiring or enhancing the skills they need to stay competitive in their field.
3. Establish a method to Compensate Deputy Constables and Sergeant Deputy Constables in a manner that parallels the base pay scales for deputy sheriffs and sergeant deputy sheriffs (respectively).

I. Definitions

TCOLE: Texas Commission on Law Enforcement - the governing body in Texas that licenses peace officers, jailers, and tele-communicators.

Certification Pay: An amount defined by Texas law as part of an employee's calculated hourly wage that offers additional compensation for higher level TCOLE certifications, including Intermediate, Advanced, and Master levels.

Pay scale: A compensation system designed to categorize employee salaries.

Sworn Position: For purposes of this policy, a sworn position is a position of employment as a peace officer which requires a TCOLE issued license or certification and requires the execution of oaths and statements to discharge the duties of the position.

Law Enforcement Official: For purposes of this policy, law enforcement officials refer to the Elected Constable of El Paso County.

II. Pay

The following Compensation guidelines are established under this policy, with the following requirements for each position for the Constable's Office.

A. Deputy and Sergeant Deputy Constable Pay

1. All Deputy Constables will be paid in accordance with the Deputy Constable Pay Scale which includes Deputy Constables and Sergeant Deputy Constables.
2. The Deputy Constable pay scale will align with the deputy sheriff pay scale and the sergeant deputy constable pay scale will align with the sergeant deputy sheriff pay scale.
3. The Constable shall assign the workday as provided by the County's Work Periods & Schedules Policy. Deputy constables and sergeant deputy constables will be compensated with overtime pay or compensatory time for hours worked in excess of 84 hours during any scheduled 14-day work period.
4. A work period is defined as beginning at 12:00 a.m. on Sunday and ending at 11:59 p.m. on the second Saturday thereafter.

B. TCOLE Certification Pay

1. All Deputy Constables in sworn positions are eligible for Certification Pay based on TCOLE certifications or licenses. Eligible personnel will receive Certification Pay based on the single highest certification held in the field employed.
2. Certification Pay shall be paid to Deputy Constables in the following amounts, based on level of certification:

Intermediate Certification	\$ 34.620 bi-weekly
Advanced Certification	\$ 57.690 bi-weekly
Master Certification	\$ 69.231 bi-weekly

3. Certification incentive pay shall begin on the first regular payday following the pay period in which the certificate is submitted and verified by the HR Office.
4. The individual employee holding or obtaining a qualifying certification is solely responsible for furnishing documented proof of the certificate to Human Resources before the employee will receive certification incentive pay.
5. A Deputy Constable shall be eligible for only one level of certification incentive pay at any given time.

C. Educational Pay

1. Educational Incentive Pay shall be provided to Deputy Constables who have an Associate's Degree, a Bachelor's Degree, or a Master's Degree from an accredited university or college.

2. Educational incentive pay shall begin on the first regular payday following the pay period in which the degree is submitted and verified by the HR Office.
3. The individual employee holding or obtaining a qualifying degree is solely responsible for furnishing documented proof of the degree to Human Resources before the employee will receive educational incentive pay.
4. A Deputy Constable shall be eligible for only one level of education incentive pay at any given time.
5. Educational Incentive Pay shall be paid at the following amounts, based on level of education completed:

Associate's Degree	\$ 18.462 bi-weekly
Bachelor's Degree	\$ 36.923 bi-weekly
Master's Degree	\$ 60.00 bi-weekly

III. Eligibility

- A. In order to be eligible to participate in the Career Progression Incentive, the Deputy or Sergeant Constable must:
 - i. Be assigned in a full-time or part-time sworn position by a Law Enforcement Official and must have served at least one-year of service as a Sgt. Deputy Constable or Deputy Constable in El Paso County;
 - ii. Meet all requirements described in this policy.

IV. Verification and Compensation

- A. The individual employee holding or obtaining a qualifying certification and degree is solely responsible for furnishing documented proof of the certificate or diploma to the Human Resources Department before the employee will receive the incentive pay.
- B. The Human Resources Office shall verify that all requirements are met for the TCOLE Certificate, and/or Education and approve the personnel action submitted by the Constable's Office.
- C. The Employee shall be compensated for the TCOLE Certificate and or Education stipends the first regular payday following the pay period in which the certificate and degree is submitted and verified by the Human Resources Department.

V. Exclusions

- A. Elected officials or temporary employees are not eligible to receive certification or education stipends.