



**EL PASO COUNTY**  
**Career Progression Plan and Policy**  
**For Deputy Constables**

**Adopted Date: December 10, 2018**

**Revised Date: January 7, 2019**

The purpose of this policy is to identify those prerequisites and guidelines necessary for Deputy Constables to be eligible to participate in the Career Progression Plan. This Career Progression Plan is in effect only when funds are budgeted and available as set forth by Commissioners Court. Commissioners Court has final approval of Certification and Education stipends and may rescind when conditions warranting the pay premium are no longer applicable or funds are no longer available.

**Policy:**

This Career Progression Plan is an ongoing process designed to align the Constable's office career goals with the County's mission, goals and objectives. The purpose of the Career Progression Plan is to provide the 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 El Paso County's success is contingent upon retention of competent employees who are motivated and challenged.

**Policy Goals:**

1. Assist supervisors 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.

Personnel salaries for Constables are determined by the Commissioners Court under Tex. Loc. Gov't Code 152.011. The County of El Paso Commissioners Court has sole authority to modify or abolish this Career Progression Plan and Policy at any time and to determine if funding is available for incentive pay associated with this policy.

**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.

Step/Grade: 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. Requirements

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

### A. 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.

### B. 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 Plan, 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.

#### **Exclusions**

- A. Elected officials or temporary employees are not eligible to participate in the Career Progression Plan.