

LANCASTER COUNTY NEBRASKA

SHERIFF'S OFFICE

Employment Opportunity
Information





Terry T. Wagner
Sheriff

*The many responsibilities
of the Sheriff's Office
require deputies to perform
duties in all parts of
Lincoln-Lancaster County*

ABOUT LANCASTER COUNTY

Lancaster County offers both urban and rural working environments. Its 839 square miles includes 23 cities and villages with the city of Lincoln at its center. Several major roadways, including interstate 80, are a source of activity for the Sheriff's Office as are the many lakes and state recreation areas.

With Lincoln's population of 258,379 and a total county population of 285,407, Lancaster County is a thriving and growing community. Lancaster County offers...

safe neighborhoods

quality schools, churches, and community centers

higher education opportunities,
including the University of Nebraska

reasonable cost of living

excellent emergency services

an abundance of recreational activities

Whether it's education and recreation or shopping and dining, Lancaster County offers great variety.

LANCASTER COUNTY



OUR MISSION

The Lancaster County Sheriff's Office is committed to seeking and applying ways of affirmatively promoting and preserving a feeling of security and safety to members of the community.

BASIC QUALIFICATIONS

United States citizen

21 years of age

High School diploma or G.E.D.

Able to operate a motor vehicle and possess a valid driver's license

No felony or certain misdemeanor convictions or the equivalent under the Uniform Code of Military Justice

Read, write, and speak English fluently, with no dysfunctional reading disorders

Normal hearing and olfactory function

Eyesight of the strong eye at 20/40, correctable to 20/20; weak eye at 20/100, correctable to 20/40. Applicants not meeting these standards may employ FDA-approved soft contact lenses to meet minimum correction of 20/20 strong eye and 20/40 weak eye. Normal color vision. Binocular vision must be clear and comfortable with good stereopsis at all normal working distances and angles.

Possess good character and meet the other requirements necessary for admittance to the Nebraska Law Enforcement Training Center

TRAINING

Unless already certified, deputies must acquire certification as a Nebraska Law Enforcement Officer. The Nebraska Law Enforcement Training Center in Grand Island, NE operates the 14-week basic certification academy during which new deputies live at the training facility Monday through Friday (except holidays). Deputies earn their starting wage while attending the academy unlike some agencies who pay a reduced training wage.

Those who hold law enforcement certification from another state may qualify for an abbreviated certification course. This reciprocity course is conducted based on scheduling and is two days in length.

Following academy graduation, deputies begin a 14-week field training program during which they are paired with senior deputies designated "field training officers." Deputies must serve a one-year probationary period.

THE SELECTION PROCESS

The Sheriff's Office conducts a selection process every 6-12 months to create an eligibility list for filling open positions. Each opening is filled by choosing from the top three candidates on the list. The selection process is overseen by the Sheriff's Office Merit Commission, a statutorily mandated body which oversees hiring and promotion. Initial application is made to the County-City Employment Office at 555 So. 10th St., Lincoln, Nebraska. (402) 441-7597.

WRITTEN EXAM

The process begins with written examinations which evaluate writing skill, reading comprehension, and mathematics. Those with passing scores move on to a physical fitness examination.

PHYSICAL FITNESS EXAMINATION

The physical fitness portion consists of five tests based on the physical tasks performed by law enforcement officers. They are the 120 yard shuttle run, vertical jump, maximum push ups, one minute sit ups and 1.5 mile run/walk. Those passing the physical portion will advance to an oral interview.

INTERVIEW & BACKGROUND INVESTIGATION

A hiring panel will conduct formal interviews and then conduct a background investigation on remaining applicants.

Polygraph • Psychological • Drug Screen



GENERAL DUTIES

The Lancaster County Sheriff's Office, with its 100 employees including 76 commissioned deputies is responsible for a full range of law enforcement and court-related duties.

Most deputies are assigned to the Patrol Division. Patrol deputies respond to emergency and non-emergency calls, investigate crimes and traffic accidents, perform coroner's duties, and conduct self-initiated prevention and detection of law violations.

Some deputies are assigned to specialized duties in other divisions such as criminal investigations, narcotics investigations, D.A.R.E., crime prevention, education, service of civil process, training, court security and prisoner extradition. Sheriff's deputies do not work in the Lancaster County jail.

Although primarily serving those outside the city of Lincoln, the Sheriff's Office works cooperatively with several other agencies, including the Lincoln Police Department, Nebraska State Patrol, University of Nebraska Police Department, and the Nebraska Game and Parks Division of Law Enforcement.



STATEMENT OF VALUES

In fulfilling our mission, the Lancaster County Sheriff's Office is guided by a set of values. They are:

INTEGRITY

We recognize the critical need to maintain high standards of ethical conduct and honesty.

ENTERPRISE

Industry among employees through self-initiated action in delivering services and pursuing goals is encouraged.

RESTRAINT

We value self-control, cautious restraint, and mutual respect to perform the heavy burden of lawful power granted to us by statute.

COMMUNITY INVOLVEMENT

Active participation of the public greatly enhances our efforts. We believe strongly in maintaining open and personal relationships with citizens.

PUBLIC SERVICE

As a service-oriented agency, we strive to serve the public equally and fairly as valued citizens.

PROFESSIONAL DEVELOPMENT

We believe in encouraging opportunities for professional growth through such means as education, training, and varied job assignments.



SALARY & BENEFITS

EQUIPMENT

All uniforms, uniform cleaning, equipment, and body armor are provided by the Sheriff's Office.

RETIREMENT PLAN

Employees who have attained age 25 and have one year of service automatically become members of the defined contribution retirement plan. Lancaster County contributes \$1.50 for every \$1.00 contributed by the employee. The employer's subaccount is 20% vested after 3 years in the plan, up to 100% vested after 7 years. The employee can choose to place the money in any combination of investment options such as a selection of mutual funds or money market accounts.

LONGEVITY PAY

Deputies receive \$400.00 annual longevity pay after completing six years of service. The amount increases up to \$850.00 annually after completing 20 years of service.

PAID SICK LEAVE

Employees accumulate 104 hours of sick time per year and there currently is no cap on banked sick leave.

PAID VACATIONS

Vacation leave is earned at 80 hours per year during the first four years of service; after five years - 120 hours/year; after 10 years, 148 hours/year; after 15 years - 168 hours/year; and after 20 years - 198 hours/year. Accumulation is continuous and is not to exceed 240 hours. Leave is earned but not granted during the probationary period.

PAID HOLIDAYS

Deputies are credited with 104 hours per year of paid holiday time, of which 9 days are designated County holidays and the remaining time as personal holidays. Deputies required to work on any of the nine designated holidays can choose to receive compensatory pay at time-and-a-half in lieu of taking time off at a later date.

SHIFTS & HOURS

The Sheriff's Office maintains patrol coverage for the County 24 hours a day, 365 days of the year. Patrol deputies bid every six months, by seniority, for positions of shift and days off. Most, if not all, patrol deputies are assigned to 10-hour shifts, four days a week, with three consecutive days off. Other positions carry an 8-hour shift, five days a week.

SALARY

(effective fiscal year August, 2015)

Starting at \$46,779.20 (\$22.490 per hour). Upon meeting satisfactory standards on annual performance reviews, a deputy can advance a pay step each year, up to Step 8, paying \$66,243.84 (\$31.848 per hour).

Deputies working evening and night shifts receive an extra 45 cents per hour. Deputies assigned to the supervisory ranks of sergeant and captain receive higher rates of pay.

PAID DENTAL INSURANCE

Deputies may enroll in the Ameritas Dental Plan. The county pays one hundred percent of single premiums and eighty percent of family and 2/4 premiums.

PAID HEALTH CARE & LIFE INSURANCE

Deputies may enroll in the Blue Cross Blue Shield PPO health care plan. The county pays ninety five percent of single premiums and eighty five percent of family and 2/4 premiums. The county also pays in full for a \$30,000.00 life insurance premium for each deputy. Supplemental

OVERTIME

Compensatory time or pay is earned at 1 1/2 times the hourly rate for time exceeding normal shift hours, including court attendance and training.



**Scan with a mobile device to go to our
website: lancaster.ne.gov/sheriff**

Lancaster County Sheriff's Office
Justice & Law Enforcement Center
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An Equal Opportunity Employer
lancaster.ne.gov/sheriff