



**JOB ANNOUNCEMENT
FULL TIME
POLICE OFFICER**

CLOSING DATE: Monday, November 30, 2015 @ 5:00 pm

**PAY RATE: Police Officer I \$18.0984 - \$25.7118 (Less than five years of service)
Police Officer II \$21.6589 - \$30.7789**

Cottonwood Heights is currently accepting applications for a Full Time Police Officer. This is a lateral transfer position. Candidates must have a minimum of 2 years of experience as a Certified Law Enforcement Officer prior to applying.

Employment applications are available at www.ch.utah.gov. Applicants must submit a completed city application, include a personal resume and POST Certification. Applications must be submitted electronically to Linda Dunlavy at ldunlavy@ch.utah.gov. **ALL CORRESPONDENCE WILL BE HANDLED VIA EMAIL.**

NO LATE OR INCOMPLETE APPLICATIONS WILL BE ACCEPTED

This position works under the direction of a department sergeant; performs police patrol, investigation, traffic regulation and related law enforcement activities. Probationary period for a police officer is twelve months.

A complete job description and a summary of benefits is available on the City's website

MINIMUM REQUIREMENTS

EDUCATION AND EXPERIENCE

- Must have a high school diploma or the equivalent (GED)
- Must have a minimum 2 years previous experience as a Certified Law Enforcement Officer

Out of state applicants **must** provide the Human Resource Manager a letter from Utah POST stating they are **certifiable** and approved to take the POST written and physical tests

AGE

- Must be at least twenty-one (21) years of age at time of application deadline.

U.S. CITIZENSHIP

- Must be a citizen of the United States at the time of hiring.

MEDICAL & HEALTH REQUIREMENTS

Applicants who are offered employment must undergo and successfully pass a thorough medical examination which will include drug/alcohol testing.

VISION

Visual acuity must be 20/20 in each eye, with or without correction. Uncorrected visual acuity must be 20/40 binocular or better for wearers of hard and semi rigid gas permeable contact lenses or glasses. Successful long-term soft daily wear contact lens wearers correctable to 20/20 are subject to no uncorrected standard. Significant loss of color and/or peripheral vision is unacceptable for public safety positions.

HEARING

Hearing loss may not be greater than 30 decibels at 500 Hz, 1000 Hz, and 2000 Hz and an average of 30 db for the four frequencies. (500, 1000, 2000, 3000)

DRIVER LICENSE

Applicants must, by date of hiring, possess a valid Utah driver license and have a satisfactory driving record.

BACKGROUND INVESTIGATION

Prior to appointment each applicant will be fingerprinted and a thorough investigation will be conducted.

- **Criminal Violations**

Must not have been convicted of a crime for which the applicant could have been punished by imprisonment in the federal penitentiary or by imprisonment in the penitentiary of this or another state and shall not have been convicted of an offense of dishonesty, unlawful sexual conduct, physical violence, or the unlawful use, sale or possession for sale of a controlled substance. Expungement of convictions obtained in this state or any other jurisdiction shall be considered for purposes of hiring.

- **DUI**

Must not have been convicted of a DUI within the previous four (4) years beginning with the date of conviction.

- **Indebtedness**

Recent problems that reflect either poor judgment or lack of integrity may result in disqualification.

ESSENTIAL FUNCTIONS OF THE JOB

Assists in responding to life and property threatening calls such as robbery, burglary, family disturbances, theft, and vandalism.

Assists in investigation and follow up investigation on scene and suspect; makes arrests of offenders.

Writes and files crime case reports, arrest reports, complaint reports, traffic accident reports for each case handled during the shift, issues tickets to traffic violators and testifies in court.

Performs traffic enforcement and routine patrol; operates the Intoxilyzer and radar equipment; monitors traffic movement; reports hazards, such as blockages of street view, holes, etc.

Provides both written and verbal information to the public upon request.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat. The noise level in the work environment is usually moderate.

POLICE TESTING PROCESS

The testing process may be as follows:

After initial screening of the applications and resumes for minimum requirements, the following process may be utilized:

- Panel Interview
- In basket or written exercise
- Background Interview – Candidates moving forward will participate in a Background Interview
- Final Interview with the Chief of Police – Recommended applicants will be interviewed by the Chief and a hiring list will be generated

PREFERENCE POINTS

Following the ranking of applicants on the register, preference points will be added for the following:

- Military Service (must provide a copy of the Military Discharge form DD214 at the time of application)
- Post high school education (copies of post high school education must be included at the time of application)

BENEFITS SUMMARY:

The following is intended to give a brief description of Cottonwood Height Benefits. Please contact Heather Sundquist for additional information on specific benefits.

Social Security Exemption: Cottonwood Heights is exempt from Social Security and has elected to contribute the 12.4% to a retirement account for individual employees.

Medical, Dental, Vision and Life Insurance: Medical insurance is provided through Select Health. Cottonwood Heights offers a traditional health plan as well as a health savings plan. The City contributes money to the HSA plan monthly. Dental insurance is provided through EMI Health and the vision coverage is through VSP Vision. The City also provides basic life insurance on the employee, as well as their spouse, and children. Additional life coverage can be purchased by the employee.

Paid Vacation

YEARS OF SERVICE	PER MONTH	MAXIMUM ACCRUAL OF HOURS
Less than 1	8	320
1 through 8	8	320
9 through 16	12	320
17 and over	16	320

Sick Leave: Eligible sworn employees shall accumulate sick leave at the rate of eight hours per month. There is no limitation on the amount of sick leave that may be accrued and carried forward to succeeding years. Sworn employees retiring pursuant to the provisions of the Utah State Retirement Act and the Utah Public Safety Retirement Act shall be paid for 25% of their accumulated sick leave at their current daily rate of pay.

Paid Holidays: Due to the nature of scheduling in the City's police department, sworn employees will accrue holiday hours on a quarterly basis. Hours for the quarter will be added on the first day of the quarter and must be used by the end of the quarter in which accrued. Any holiday hours left on the books after the end of the quarter will be removed. Hours will be accrued as follows:

	MONTHS IN EACH QUARTER	HOURS INCLUDED IN EACH QUARTER
First Quarter	July through September	24 hours added by July 1 to be used by September 30
Second Quarter	October through December	32 hours added October 1 to be used by December 31
Third Quarter	January through March	24 hours added January 1 to be used by March 31
Fourth Quarter	April through June	8 hours added April 1 to be used by June 30

Pension Program: We participate in the Utah State Retirement System.

Cafeteria Plan: The City offers a 125 FLEX plan. The employee designates funds they want set aside Pre-tax to use for medical costs and/or child care costs. This plan is subject to applicable IRS rules. We also provide a credit card that is used to pay for any medical money set aside in this program. This eliminates the need to fax receipts in and wait for reimbursement.

Short and Long Term Disability: The City is currently provides disability coverage.

Tuition Reimbursement: This program is to provide employees equitable financial assistance for courses of study which are directly related to the employees' current position or are beneficial to the City. Employees must attend an accredited educational institution. We currently reimburse up to \$2000 per year. This is available after employees have been working for one year.

Recreation Center: Employees and their family members are eligible to join the Cottonwood Heights Recreation Center for half price.