



# Cottonwood Heights

## Job Posting - Full Time Police Officer

**Closing Date:** Open Until Filled  
**Position:** Police Officer  
**Pay Rate:** Hourly: \$18.09 - \$30.78 per hour

Cottonwood Heights is currently accepting applications for a Police Officer. The City will accept applications from both laterals and from newly certified officers. You will be notified once an interview date has been established. If you have any questions please contact Paula Melgar at 801-944-7021 or [pmelgar@ch.utah.gov](mailto:pmelgar@ch.utah.gov)

Employment applications are available at [www.ch.utah.gov](http://www.ch.utah.gov). Applicants must submit a completed city application, include a personal resume and POST Certification. Applications must be submitted electronically to Paula Melgar at [employment@ch.utah.gov](mailto:employment@ch.utah.gov)

This position works under the direction of a department sergeant; performs police patrols, investigations, traffic regulation and related law enforcement activities. Probationary period for a police officer is twelve months. The essential functions of the position include assisting in responding to life and property calls such as robbery, burglary, family disturbances, theft, and vandalism; assisting in investigation and follow up on scene and suspect; and making arrests of offenders. Writing and filing crime case reports, arrest reports, and complaint reports for each case handled during the shift. This position will perform traffic enforcement and routine patrol; operate the Intoxilyzer and radar equipment; monitor traffic movement; report hazards, such as blockages of street view, holes, etc.; and provide both written and verbal information to the public upon request.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION**

- Must have a high school diploma or the equivalent (GED).
- **All applicants must have successfully graduated POST by May 2016**

A copy of your certificate **must** be submitted with your application.

#### **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.

Any other criminal convictions involving unlawful sexual conduct, physical violence, or the unlawful use, sale or possession for sale of a controlled substance within the previous four years beginning with the date of conviction or plea. (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 or plea. (Expungement of convictions obtained in this state or any other jurisdiction shall be considered for purposes of hiring).

- **Indebtedness**

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

Cottonwood Heights is an Equal Opportunity Employer  
Pre-employment drug testing and background check required

## **POLICE TESTING PROCESS**

The testing process may be as follows:

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

- Panel Interview
- In basket or written exercise
- Background check & review
- Final Interview with the Chief of Police after applicants are ranked and a hiring list generated

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)

## SUMMARY OF CITY BENEFITS:

The following is intended to give a brief description of Cottonwood Height Benefits. Please contact Heather Sundquist at 801-944-7022 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 qualified retirement account with either URS or ICMA-RC for individual employees, or a health savings account, if preferred.

**Medical, Dental, Vision and Life Insurance:** Medical insurance is provided through Select Health. Cottonwood Heights City offers the High Deductible Health Plan and the City contributes money to a Health Saving Account (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.

An employee that has alternate, comparable health insurance coverage, has the option to decline and waive medical insurance and have the city use a portion of the premium saving resulting from that waiver for additional contributions to a retirement account, HSA, or be paid out. You must show proof of insurance coverage. The amount of the contribution is equal to the amount the City pays for single coverage on its current plan which changes annually.

### **Flexible Spending Accounts (FSAs)**

A flexible spending account allows you to set aside funds each pay period on a pre-tax basis and use them tax free for qualified expenses. You pay no federal income or Social Security taxes on your contributions to an FSA. The contributions are deducted from your paycheck before taxes are withheld, so you save on income taxes and have more disposable income.

### **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
<b>First Quarter</b>	July through September	24 hours added by July 1 to be used by Sept. 30
<b>Second Quarter</b>	October through December	32 hours added October 1 to be used by Dec. 31
<b>Third Quarter</b>	January through March	24 hours added January 1 to be used by March 31
<b>Fourth Quarter</b>	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.

# Cottonwood Heights

## Job Description



Title:	Police Officer	Code:
Division:	Operations	Effective Date:
Department:	Police	Last Revised:

### GENERAL PURPOSE

Performs a variety of **working level law enforcement** duties as needed to perform the day-to-day law enforcement operations of the city, including patrol, traffic control, investigations, school resource, community/business watch, homeland security, K-9, motor patrol, etc. **Performs field operations duties related to** the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property.

### SUPERVISION RECEIVED

Works under the general supervision a Sergeant.

### SUPERVISION EXERCISED

Functions as the Officer-in- Charge (OIC) in the absence of a ranking officer.

### ESSENTIAL FUNCTIONS

**Patrol/Traffic:** Operates police car or motorcycle patrolling all areas of the city, issues traffic citations; monitors community including the city streets and businesses, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities; responds to crimes in progress; secures, defuses and resolves high risk felony calls; secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses and suspects; completes complaint questionnaires.

Performs case follow-up and assists with investigation activities as assigned; makes arrests; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.W.I.'s, D.U.I.'s, moving violation and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Serves summons and subpoenas and keeps records of dispositions; escorts prisoners to and from jail or from one location to another; subdues unruly prisoners when necessary; completes comprehensive reports of daily activities and enforcement actions; Prepares for court cases and testifies in court when required. Cleans and maintains assigned fire arms and vehicles and other special equipment.

**Investigation/Detective:** Receives and performs in cross-trained specialty investigative functions including, but not limited to, homicide investigation, child sexual assault investigation, child forensic interviewing forensic evidence recognition and gathering, check/credit card fraud, white collar crime, internet/computer fraud, child abduction, child homicide, narcotics recognition and interdiction, robbery, burglary and violent domestic assault training.

Conducts criminal investigations, identifies, preserves and collects evidence. Utilizes fingerprinting, photograph, and other specialized equipment in processing crime scenes; interviews and interrogates witnesses, suspects, victims; prepares criminal case screening at trial.

Manages investigative caseload of major felony crimes, works closely with supervisor(s) in solving difficult cases; conducts research, develops and pursues investigative leads, tracks criminal movement; apprehends and arrests suspects.

Answers business/bank complaints of forgeries, theft, scams, bounced checks, embezzlement and white collar crime; educates businesses nad community to prevent victimization; works closely with City and County Attorneys on case prosecution.

Prepares facts, information, evidence and statements for court proceedings; secures witnesses, testimonies, and prepares visual crime scene diagrams; performs extraditions and testifies in court when necessary.

Develops informants and contacts, participates in covert operations pertaining to trafficking and illegal sales of narcotics; including obtaining suspect information and records on illegal sale and use of prescription drugs; performs surveillance, obtains search warrants, works closely with state and federal enforcement agencies, including FBI, DEA, ATF, and US military.

**Community Oriented Policing/Crime Prevention:** performs in various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations; performs specialty resource functions by administrative assignment; enforces all applicable city, state, and federal laws by apprehending, citing, and arresting violators on or off school property.

Implements program(s) unique to elementary, junior high and high schools; focus on safety, drug awareness, alcohol (DUI), gang activity, truancy, violence, theft, vandalism, trespassing, traffic, etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices; demonstrates specialized equipment explains efficiency and effectiveness of the same.

Performs departmental public relations functions; conducts tours of the department; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.; performs ongoing public relations to enhance the image of the department within the community.

May participate as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; may serve on school community council; performs duties and services mutually agreed upon by police department and school administration.

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Organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts.

**K-9 Specialist:** Works closely with specially trained Patrol canine to develop a close working relationship; trains canine daily and weekly in apprehension, evidence search, drug search, area search, obedience, agility and crowd control; maintains accurate records of all training and line duty activities; maintains a personal file on canine; prepares and submits deployment and training reports as necessary.

Insures proper care and feeding, health and safety of canine; maintains accurate records of dog tag licenses and shots; performs necessary cleaning and maintenance of dog, kennel and patrol vehicle; assists in lost person searches; performs drug investigations; tracks and searches for lost or stolen articles; assists with arrests and crowd control; makes court appearances as necessary.

Makes school, community presentations; gives demonstration on canine's abilities; may enter canine in competitions involving apprehension, evidence search, drug search, tracking, agility and obedience.

**School Resource/Crime Prevention:** plans, organizes and coordinates various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations; performs specialty resource functions by administrative assignment; enforces all applicable city, state, and federal laws by apprehending, citing, and arresting violators on or off school property; attends school activities and provides security and crowd control

Develops program(s) unique to elementary, Junior High and High schools; focus on safety, drug awareness, alcohol (DUI), gang activity, truancy, violence, theft, vandalism, trespassing, traffic, etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices ; demonstrates specialized equipment explains efficiency and effectiveness of the same.

May participate as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; may serve on school community council; performs duties and services mutually agreed upon by police department and school administration; performs departmental public relations functions; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, completion of certification provided through POST;
- AND
- B. One (1) year of experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience;

2. Knowledge, Skills, and Abilities:

**Working knowledge of local** street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations. **Some knowledge of** hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

**Skill in** the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police Tasers and restraining devices.

**Ability to** react effectively in emergency and stress situations; ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; ability to follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; teach and communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be clear of a prior criminal record. Must possess a valid Utah State Driver's License. Must maintain firearm proficiency. Must maintain law enforcement certification by completing annual training requirements. Must become a certified FTO within 18 months from date of hire.

4. Work Environment:

Functions of the position generally performed in an controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, ie. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.