CLEARFIELD, CITY OF (UT) invites applications for the position of:

Police Officer I, II (Grade PD)

**SALARY:** $21.69 - $23.21 Hourly

**OPENING DATE:** 03/26/21

**CLOSING DATE:** 04/12/21 10:59 PM

**GENERAL PURPOSE:**

*** $1000 Sign-on bonus for entry-level, $2500 Sign-on bonus for LEO experience.
Receive 50% at the time of hire and 50% at completion of FTO***

Performs a variety of working-level technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Clearfield.

**SUPERVISION RECEIVED**

Works under the general supervision of a Sergeant or the Lieutenant/Assistant Chief.

**SUPERVISION EXERCISED**

May provide close to general supervision to less experienced officers while in training or on a case-by-case basis. Functions as the Officer In Charge (OIC) in the absence of a higher ranking officer or by assignment.

**EXAMPLES OF DUTIES:**

**Investigation**

Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interrogates witnesses, victims and suspects; prepares all necessary reports.

Manages investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows-up and insures completion of all cases; conducts research and pursues clues, develops leads through pro-active investigative techniques, makes telephone calls, tracts criminal histories, secures existing information on suspects, etc; apprehends and arrests suspects.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, and white collar crimes; alerts businesses and community of check forgeries; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

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

Develops informative contacts and participates in covert operations; investigates and apprehends persons suspected of illegal sale, purchase or use of narcotics; may examine
prescriptions and pharmacy’s and physician’s records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

**Patrol**

Patrols all areas of Clearfield City in police vehicles, on motorcycle, or on foot, including city streets, residential areas, parks and trail ways, and business districts, with intent of crime prevention and detection.

Responds to calls for service and calls for assistance from other officers, or responds to calls at the direction of supervisory personnel; gathers evidence, secures crime scenes; makes preliminary investigation and interviews or interrogates complainants, witnesses and suspects; prepares thorough and complete reports of investigations; performs case follow-up and assists with investigation activities as assigned; recognizes violations of criminal law and takes appropriate action including making arrests.

Takes pro-active approach to law enforcement thru recognition and enforcement of violations of traffic laws and ordinances; issues citations and warnings for moving violations; provides assistance to the community by directing traffic, assisting motorists, and answering general questions; investigates and enforces D.U.I.'s; investigates traffic accidents involving motor vehicles; prepares and submits accident, offense, and arrest reports, and other forms as necessary.

Serves processes, notices, summons and subpoenas and keeps records of dispositions.

Prepared and capable of using required force to effect arrests.

Prepares for court cases and testifies in court when required.

Has working knowledge of all department issued equipment and maintains all issued equipment in good working order; to include firearms, vehicles, radios, ect....

Maintains professional appearance and adheres to department uniform and grooming standards.

Performs ongoing public relations to enhance the image of the department within the community.

Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**
- Graduation from high school plus 2 years' experience as a police officer.
- Current certifications for the use of radar/lidar and intoxilyzer.
- Completed training in: interview and interrogation, traffic enforcement, search and seizure, EVO, firearms, and taser.
- **Internal candidates must have annual evaluation scores that progress to meet a score of meets expectations.**

**Special Qualifications:**
- Must be clear of a prior criminal record.
- Must possess a valid Utah State Driver's License and meet the requirements of the city’s Motor Vehicle Policy.
- Must maintain firearm proficiency.
- Must maintain law enforcement certification by completing annual training requirements (40 hours).
- Certified typing speed of 30 wpm.
ADDITIONAL QUALIFICATIONS/INFOGRAPHIC:

Essential Functions, Knowledge, Skills, and Abilities:

**Working knowledge of** Clearfield and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County and City laws and ordinances and departmental rules and regulations; proper grammar, spelling and punctuation; computer and word processing programs. **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 batons and restraining devices.

**Ability to** react effectively in emergency, life and death and stress situations; ability to exhibit imagination, initiative and problem-solving capabilities in coping with a variety of law enforcement situations; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; frequently lift 35 to 50 pounds and occasionally lift up to 75 to 100 pounds or more; talk, hear, and see; visually distinguish colors; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public; live within 30 miles of the shortest route to Clearfield City within 6 months after completion of the introductory period. Officers who reside 16-30 miles away from the city will have $25.00 deducted from their paycheck each pay period.; work rotating shifts and 24 hours on-call; work weekends and holidays.

Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Tasks require a variety of physical activities involving muscular strain related to walking, standing, stooping, lifting, sitting, pushing, pulling and reaching. Elements of the job pose a high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

In the interest of workplace and public safety, all offers of employment to include promotion or a change in job status are contingent upon successful completion of a chemical screen for the purpose of detecting the presence of alcohol and or controlled substance in the body. Position is subject to random drug and alcohol testing.

**Stipends for the following (education stipends applicable after probationary status)**

- In-grade promotion: 5% or minimum of pay grade (whichever is greater)
- FTO (only when training)
- Associates Degree: $1.00 / hour
- Bachelor's Degree: $2.00/ hour or an additional $1.00/hour if previously receiving Associate's Degree Stipend
- The foreign language applicable to the community: currently being offered @ $50 monthly.
- Fifty cents for night differential (6 p.m. - 6 a.m.)

***The City policy regarding education equaling years of service will not be applicable to the law enforcement in-grade promotions. Years of service will not be considered for education stipends. Official transcripts will be reviewed prior to considering education stipends. It is the officer's responsibility to forward all official transcripts and a letter requesting the education stipends to the human resource division.***
APPLICATIONS MAY BE FILED ONLINE AT:
http://www.jobs.clearfieldcity.org

55 S State Street
Clearfield, UT 84015
801-525-2742
ricki.miller@clearfieldcity.org

**Police Officer I, II (Grade PD) Supplemental Questionnaire**

* 1. EXCERPT FROM CITY POLICY PERTAINING TO MOTOR VEHICLE RECORD/DRIVING RECORD: ....(6) Applicants, new hires, reassigned employees, and volunteers for a position for which driving is an essential job function, and volunteers or those on the Qualified Drivers List will not qualify if their MVR or background check shows any of the following: (a) A convictions of driving under the influence of alcohol/drugs (DUI), or other alcohol or drug related driving offense, in the previous seven years. (b) A conviction in the previous 5 years of one or more major driving offense similar to or including reckless driving; failure to stop/report an accident; a license revocation for a alcohol/drug (DUI) related offences; driving while license is suspended/revoked; or other flagrant infractions, or convictions of more than two at-fault accidents. (c) Convictions in the previous 3 years of more than three ordinary (minor) traffic violations, e.g., stop sign and traffic signal offenses; speeding; improper turns, failure to signal, failure to yield; improper backing; suspension or revocation of driver's license for an extended periods of time; or more than one at-fault accident, combined with one or more violations... Does your motor vehicle record/driving record comply with the above excerpt from the City policy?

☐ Yes  ☐ No

* 2. Which POST academy did you attend or are currently attending? What was/is the graduation date?

* 3. Are you currently Utah P.O.S.T LEO certified/certifiable? (Graduation from the Utah P.O.S.T. LEO class is required to be certified/certifiable)

☐ Yes  ☐ No

* Required Question