



TAYLORSVILLE CITY POLICE DEPARTMENT POLICE OFFICER RECRUITMENT INFORMATION

INTRODUCTION:

The Taylorsville City Police Department administers entry level testing to establish a list of qualified police officer candidates. Upon completion of the initial testing process, qualifying candidates will be ranked on an eligibility register according to their testing scores. As positions become available, candidates will be chosen from the register to participate in further testing and consideration.

WORK SCHEDULE:

Taylorsville City Police Department operates twenty four hours per day seven days a week and offers a variety of work shifts including: Day, Afternoon, and Graveyard shifts. Full-time police officers are generally scheduled to work 10 hour shifts, four days a week during one of those shifts.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of GED certificate.
2. Must be a U.S. Citizen on/by the date of the first examination.
3. Must be at least 21 years of age on/by the date of the first examination.
4. Successful completion of the examination process which may include written examination, physical examination, background investigation, physical agility test, polygraph examination, psychological examination, drug screen, and oral interview.
5. Successful completion of Utah N.P.O.S.T. exam.
6. Graduation from Police Officers Standards and Training Academy within six (6) months of hire.
7. Considerable knowledge of criminal and civil law, and police techniques and tactics.
8. Considerable human relations and communications skills.

9. Ability to work independently makes critical decisions, and use initiative and common sense in a variety of police functions.

10. Must have valid Utah Driver License or the ability to obtain one within 30 days of employment.

HIRING STANDARDS:

Education

Minimum requirement is high school graduation or general education diploma (G.E.D.)

Felony Conviction

The applicant may not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary or by imprisonment in the penitentiary of this or another state. Felony convictions as a minor (under 18 years of age) may not be an automatic disqualifier and will be individually reviewed.

Misdemeanor Conviction

Misdemeanor crimes of dishonesty, unlawful sexual conduct and physical violence requires a four (4) year waiting period from the date of conviction or involvement. Conviction of minor crimes not listed above may require a one (1) year wait depending upon the crime and severity.

Moral Character

The applicant shall demonstrate good moral character, as determined by a department conducted background investigation including criminal history records as well as expunged records. Conviction of any criminal offense is an indication that the applicant may not be of good moral character and may be grounds for disqualification. As part of the background process, applicants for department employment may take a truth verification examination which will be used as part of the background investigation.

Military Service

An applicant will be disqualified for any discharge less than honorable.

Physical, Emotional and Mental Condition

Applicant must successfully pass a drug test no more than thirty (30) days prior to employment. Applicant must also pass a psychological evaluation with a passing suitability rating. Police Officer candidate must also successfully pass a medical examination and drug screen to be provided through the city. Specific questions as to the suitability of a candidate's physical condition will be determined during this examination.

Tattoos

The city and department does not allow employees to display tattoos or body decals while on-duty.

Illegal Drugs

Applicant may not have used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries a high level of public trust.

Applicant may not have sold, manufactured or cultivated or distributed any illegal drug.

Any use of LSD, PCP will automatically exclude the applicant from the process.

Applicant may not have used hard drugs or their derivatives and synthetic equivalents within five (5) years prior to the application closing date. Including but not limited to:

Stimulants – Amphetamine, Meth Amphetamine, Cocaine, Crack, MDMA (Ecstasy);
Hallucinogen – Psilocybin Mushrooms, Mescaline, Peyote, Ketamine, DMT, Foxy/AMT (Tryptamine), Gamma Hydroxy Butyrate (GHB)

Opiates – Opium, Morphine, Heroin, Methadone, Quaalude Pills, Thai Sticks

Applicant may not have used other drugs not classified as hard drugs within two (2) years prior to the application closing date. Other drugs include the following listed drugs, their chemical derivatives and synthetic equivalents: Marijuana, Spice, Anabolic Steroids, Hashish, DXM (Dextromethorphan) Amyl Nitrates, Cannabis, and Inhalants.

Abuse of prescription drugs will be individually considered and may be grounds for disqualification.

Failure to fully disclose any and all illegal drug use will automatically disqualify the applicant from the process.

Alcohol

Any activity involving the abuse of alcohol will be considered in determining the suitability of the applicant.

Domestic Violence

Applicants for Police Officer are not eligible for employment if they have been convicted of any domestic violence related offense. Other domestic incidents or reports will be looked at on a case by case basis.

DUI Conviction

Applicants who have been convicted of DUI of alcohol or drugs, or who have pled guilty to a lesser charge shall not be allowed to make application prior to two years from the conviction. Applicants who have been convicted of more than two DUI or who has pled guilty to lesser charges shall not be allowed to continue in the process. Age may be taken into consideration if at the time of the offense the applicant was a juvenile.

Driving History

Applicant driving record is reviewed and excessive moving citations and drivers' age at the time of the offenses will be considered and may disqualify the applicant. The loss of driving privileges will make the applicant ineligible if within the last two years from date of testing. Applicants for Police Officer are required to have a valid driver license.

Credit History

The applicant must demonstrate financial responsibility.

Employment History

Applicant work history will be considered including completeness of job history information provided.

Job Testing

The applicant must successfully pass all examinations as required by the City of Taylorsville.

Associations

Applicant associations with known felons, criminal enterprise, street gang members, groups advocating violence and/or subversive goals will be individually reviewed.

Application Process

The applicant will be disqualified from the process if false information is discovered. Incomplete applications or omissions of requested information will delay the hiring process and may disqualify the applicant from the process.

APPLICATION PROCESS:

Each applicant is required to complete an application **and** must submit a copy of their Utah N.P.O.S.T. scores and typing test scores with their application prior to the designated application deadline.

TESTING AND SELECTION PROCESS:

The testing and selection process for this position consists of the following phases:

1. TYPING TEST SCORES (pass/fail)

All candidates must turn in a copy of type test scores. Test may be taken at any Department of Workforce Services. Candidate must score a 30 to pass. Results of this test must be turned in with your application or your application will not be accepted.

2. UTAH N.P.O.S.T. SCORES (pass/fail)

All candidates must turn in a copy of their Utah N.P.O.S.T. scores prior to the application deadline. If the candidate pool is large, a cutoff or "pass rate" as determined by the Utah N.P.O.S.T. scores will be used to determine who may continue in the testing process. Those candidates who successfully achieve a passing score on this test will be invited to proceed to the next phase of the testing and selection process.

3. PHYSICAL AGILITY TEST (pass/fail)

On the day of the physical agility test, candidates **MUST** bring picture identification (i.e. driver license, passport, or military I.D. card) in which we will verify each candidates date of birth (must be 21 years of age on/by the date of the physical agility test). Candidates who qualify to take this test will be notified of the event date, time, and place the test. This test consists of the following four exercises: push-ups, sit-ups, vertical jump, and a mile and a half (1.5) run. Candidates are required to pass the physical agility test at 50% in each area to continue with the selection process.

4. REPORT WRITING SCENARIO (Scored by Records Committee)

All candidates who pass the physical agility test will be required to complete a report writing scenario. Candidates will be scored and ranked on this test.

5. BACKGROUND QUESTIONNAIRE INTERVIEW (Scored by Hiring Board)

Applicants who have completed above areas and have scored sufficient points will be contacted and invited to participate in a background questionnaire interview with the hiring board.

6. HIRING BOARD INTERVIEW (Scored by Hiring Board)

Applicants who have completed above areas and have scored sufficient percentage points will be contacted and invited in for an interview with the hiring board.

7. ESTABLISHMENT OF AN ELIGIBILITY REGISTER

At this point candidates will be placed on an eligibility roster in ranking order based upon their cumulative test scores.

8. CHIEF'S INTERVIEW

As positions become available the Chief will conduct interviews with top-ranked candidates from the eligibility register. Candidates will be contacted by phone and invited to an interview with the Police Chief.

9. IF THE CHIEF CHOOSES TO HIRE A CANDIDATE THEY MUST PASS THE FOLLOWING TESTS:

a. POLYGRAPH EXAMINATION (pass/fail)

This examination explores the candidate's background information to determine if they are truthful or not.

b. BACKGROUND INVESTIGATION (pass/fail)

This investigation may explore such areas as employment history, driving record, arrest and conviction record, personal references, and drug use history.

c. PSYCHOLOGICAL EVALUATION (pass/fail)

This examination compares your profile to that of a successful police officer in the Taylorsville Police Department. The Department has carefully reviewed the psychological examination and we believe this examination is a good predictor of success as a Police Officer.

d. MEDICAL EXAMINATION AND DRUG SCREEN (pass/fail)

This examination is a thorough medical examination, including a drug screen. Physicians who perform the medical examination consider the severity of any problem in making the pass/fail decision.

COMPONENTS AND WEIGHTS:

The Police Officer Testing and Selection Process will consist of the following components and weights:

NPOST Scores	10%
Report Writing	15%
Background Interview	25%
Oral Board	50%
ADDITIONAL 5% OVERALL FOR VETERANS WITH HONORABLE DISCHARGE.	

** Applicants claiming veteran's preference MUST bring a copy of their DD-214 to their scheduled Physical Agility Test.*

PAY SCALE:

<u>Step</u>	<u>Bailiff/Cat II</u>		<u>Code Enforcement</u>		<u>Police Officer</u>	
	<u>Hourly Rate</u>	<u>Annual Pay</u>	<u>Hourly Rate</u>	<u>Annual Pay</u>	<u>Hourly Rate*</u>	<u>Annual Pay</u>
1	16.80	34,944.00	17.50	36,400.00	17.75	36,920.00
2	17.56	36,524.80	18.29	38,043.20	18.55	38,584.00
3	18.55	38,584.00	19.11	39,748.80	19.38	40,310.40
4	19.38	40,310.40	19.97	41,537.60	20.26	42,140.80
5	20.25	42,120.00	20.87	43,409.60	21.17	44,033.60
6			21.81	45,364.80	22.12	46,009.60
7			22.79	47,403.20	23.13	48,110.40
8					24.16	50,252.80
9					25.24	52,499.20
10					26.38	54,870.40

* The starting hourly wage of \$17.75 is after completion of POST.

FREQUENTLY ASKED QUESTIONS:

What are my chances of getting hired?

Your chances for becoming a Police Officer will depend upon the number of openings that occur and the number of candidates competing for the position. It is difficult to determine exactly how many positions will be filled during the life of the register. Such factors as budget, retirements, and other unforeseen circumstances make estimates difficult.

What is the hiring procedure?

Once the testing is complete, applicants will receive a final score, by which they will be ranked on the eligibility register.

The eligibility register will be presented and adopted by the Taylorsville Police Department. The eligibility register will be approved for a maximum of one year. Once the register expires, individuals who are still interested in the position(s) of police officer will be required to reapply for the position and complete the testing process a second time from start to finish.

It is each candidate's responsibility to keep the city informed of their current address and phone number during the entire time the list is active.

Is there a probationary period?

Applicants who are hired are placed on probation for twelve (12) months. New employees who voluntarily resign during their probationary period may be required to reimburse their employer for the full cost of issued uniforms and equipment.

Below is the timeline for the 2012 Recruitment

Applications Due	April 13, 2012
Reporting Writing Test/Physical Fitness Test	April 28, 2012
Interviews	May 15-18, 2012

Disclaimer: The information on prior pages is intended as a guide for prospective police officers. The testing procedures and hiring requirements are subject to change at any time without prior notice.

For additional testing questions, you may contact the Human Resource Manager at (801) 963-5400.

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