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Law Enforcement- Policies and Procedures	EFFECTIVE DATE	7/1/95
	REVISION DATE	6/15/99
SUBJECT: Law enforcement Officer Hiring and Training		
Kathleen Clarke, Executive Director		

I. PURPOSE

To define the policy of the Department of Natural Resources regarding the hiring and training of all law enforcement officers employed by the department and to provide that all candidates for law enforcement officer employment are fully qualified for the job and are able to perform the essential demands of the job. To hire only those who have the necessary character for success and train them in the requisite skills.

II. POLICY

It shall be the policy of the department that all law enforcement officers employed by the department shall comply with Section 53-13-103(4), Utah Code Annotated, 1953:

- (4) A law enforcement officer shall, prior to exercising peace officer authority, satisfactorily complete: (a) the basic course at a certified law enforcement officer training academy or pass a certification examination as provided in Section 53-6-206, and be certified; and (b) annual certified training of at least 40 hours per year as directed by the director of the division, with the advice and consent of the council.

III. DEFINITIONS

- A. "Department" means the Department of Natural Resources.
- B. "Division" means both the Division of Parks and Recreation and the Division of Wildlife Resources.
- C. "Hard drugs" means the use of heroin, toluene, cocaine, PCP, percodan, Tai sticks, amphetamine injected, barbiturates injected, quaaludes, crank, morphine, LSD, crack, mescaline, peyote, opium, demoral, methadone, psilocybin/mushrooms or their chemical derivatives, synthetic equivalents and any other drugs listed in schedule I or II of UCA 58-37-4.
- D. "Other drugs" means the use of marijuana, amphetamines not injected, anabolic steroids, hashish, amyl nitrates and any other drugs listed in schedule III, IV and V of UCA 58-37-4.

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- E. “Good Moral character” means possessing moral traits of honesty and truthfulness, integrity, respect among the community for lawful behavior, respect for the rights of others, and obedience to the lawful directives of public officers or officials, or persons charged with enforcement of the law.
- F. “Good physical, emotional, and mental condition” means a condition defined by a certified or licensed medical and mental health professional (with a background in police duties and evaluations) as fit for law enforcement duty.

#### IV. STANDARDS

All potential law enforcement officers applying for employment with the department or divisions must meet the following criteria.

- A. Must be at least 21 years old and a United States Citizen.
- B. Must be able to pass the physical fitness and swimming proficiency test.
- C. Must have a valid drivers license.
- D. Must have completed a bachelors degree in Recreation, Forestry, Business, Human Resources, Criminal Justice or Wildlife Biology as specified and required by each division.
- E. The application and all forms must be completed and signed or as requested. (intentional falsification and incomplete documentation is grounds for disqualification).
- F. Must have good moral character and be in good stable physical, emotional and mental condition.
- G. Must be clear of criminal activity defined below.
- H. Any applicant previously rejected may be permanently rejected.
- I. Must comply with all standards required by POST for admission to basic training as listed in UCA 53-6-302 and Rule 728-403.

*Clarification: Any history of behavior involving dishonesty, moral perpetuity, character disorder, misdemeanors or felony offenses will be considered to disqualify an applicant.*

1. Applicants who have been convicted of, or involved in crimes of the unlawful use, manufacture, cultivation, sale or possession for sale of a controlled substance (hard and other drugs), driving under the influence of alcohol or drugs, shall not be allowed to make application to the department, to attend basic peace officer training

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program or receive peace officer certification prior to five years from the date of the conviction, involvement or usage.

2. Applicants who have been involved or have a documented history in unlawful sexual conduct, crimes of physical or domestic violence will not be allowed to make application to the department or either division, to attend basic peace officer training program or receive peace officer certification.
3. Applicants who have been convicted of, or used other drugs not classified as hard drugs in this policy shall not be allowed to make application to the department, to attend a basic peace officer training or receive peace officer certification prior to five years from the date of conviction or last usage.
4. Applicants who have been convicted of more than two DUI's or who have pled guilty to lesser charges, or has alcohol abuse problems shall not be allowed to apply to the department, to attend peace officer training or receive peace officer certification prior to five years from the date of the conviction or involvement. Age may be taken into consideration if at the time of the offense the applicant was a juvenile.
5. Applicants convicted of, or involved in misdemeanor crimes other than traffic and not identified in this policy shall not be allowed to make application to the department, to attend a basic peace officer training or receive peace officer certification prior to two years from the conviction or involvement.
6. Applicants convicted of excessive traffic violations or have a drivers license revocation in the two years prior to applying, shall not be allowed to make application to the department, to attend a basic peace officer training or receive peace officer certification prior to two years from the conviction or revocation.
7. If an applicant is found to have falsified the application to gain employment to the department or to attend POST, will not be allowed to make application to the department, to attend basic peace officer training program or receive peace officer certification.

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Any conduct or pattern of conduct that would tend to disrupt, diminish or otherwise jeopardize public trust in law enforcement.

V. PROCEDURES

The following outlines the department and division responsibilities to hire and train law enforcement officers within the department.

- A. The department will establish standards for the hiring of law enforcement officer personnel.
  - 1. Each division will have each prospective law enforcement officer candidate complete a uniform *Personal History* background information packet.
  - 2. The completed *Personal History* packet (signed and notarized) will be submitted to the respective division for assignment to an investigator for background investigation for the purpose of determining the candidates suitability for employment.
  - 3. A report on the results of the background analysis will be completed by the assigned investigator and made available to the hiring division.
  - 4. The hiring division will conduct:
    - a) a physical fitness performance test based on current POST standards to determine that the candidate for employment can meet POST physical fitness requirements.
    - b) a swimming proficiency test to assure that candidates for employment have the level of swimming ability to survive in an aquatic environment. (The current test consists of a 50-meter swim fully clothed without shoes or socks)
    - c) an approved preview assessment evaluation will be administered to measure successful work related characteristics.

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5. The hiring division will conduct an interview which will consist of an evaluation of the candidates observation and report writing skills.
  6. A conditional offer of employment can be made to a candidate. Conditional based on the results of the following tests:
    - a) a pre-employment polygraph examination conducted and evaluated to determine the candidate's law enforcement occupational suitability,
    - b) a psychological test administered and evaluated by the department's psychological services provider for the purpose of determining the character traits and suitability of the candidate for law enforcement officer employment,
    - c) a medical examination, including drug screening will be administered by the departmentally approved medical facility consistent with POST guidelines and essential law enforcement officer job requirements.
  7. The candidate must attend and graduate from POST.
- B. The hiring division will establish on-the-job training programs which shall consist of:
1. Scheduling and assuring the completion of the basic POST training or the certification examination.
  2. A field training officer program to familiarize the employee with all pertinent division and department functions and policies and to quantifiably measure the probationary employees ability to perform law enforcement functions.

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- a) Each division will submit to the department for approval, a field officer training program that provides each law enforcement employee with a broad range of specific training beyond the basic POST academy. The field training will enable the employee to learn job expectations and skills under the tutelage of experienced and successful field training officers.
  - b) Each division will send their designated field trainers through the POST certified FTO training program.
3. During the probationary period, the employing division will perform periodic performance evaluations to determine that officers are meeting FTO training objectives.
  4. After FTO training, a final written evaluation of each probationary officer will be completed by FTO supervisors, which will become a permanent record in the officer's personnel file.
  5. The employing division will dismiss any probationary officers failing to satisfactorily complete the required training program.
  6. The hiring division will review the prior law enforcement experience of new hires who have POST certification or may be eligible for waiver status, to determine the appropriate level of required field training.
- C. In-service training law enforcement officers.
1. The employing division will document in-service training and will maintain a record of all in-service training for the duration of the officer's service. The department will monitor compliance with the CORE required training.
  2. It is the individual officer's responsibility to successfully complete the required training.
  3. The divisions will report any training requirement deficiencies to the department and POST.

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4. Any officer who is deficient in training requirements will complete the training as soon as possible according to POST.
5. Failure to meet the training requirements for the maintenance of peace officer certification will render an officer out of compliance and subject the officer to disciplinary action. The officer will remain under disciplinary action until all requirements have been made up. Disciplinary action could include dismissal from a law enforcement officer position.