

WORK MEETING

Memo

To: Mayor and City Council
From: Mark K. Anderson
Date: 08/28/2014
Re: City Council Agenda Items

WORK MEETING

Item A – Discuss Business License Study: A few weeks ago, the Council discussed this matter and requested that a revised business license fee schedule be prepared that shows what each business would pay if the City assessed 70% of the maximum fee allowable. (See the last two columns of the attached spreadsheet) Using this philosophy, a majority of the business license fees would decrease and a limited number (which demand disproportionate services from the Police Department) will dramatically increase. In many instances, the cost of issuing the license will not be covered. It would also likely reduce the number of special events that would be held in our community as well. Businesses that generate significant sales tax revenue would receive no consideration for their positive economic impact. Ideally, the Council can discuss the following:

- Do we want to charge a similar percentage to all business types
- Do we want to categorize businesses with similar attributes
- Do we want to require businesses that require more regulation to pay a higher percentage
- Do we want to give consideration to the economic benefit (sales tax, employment, type of jobs created) in how the fees are imposed

As discussed before, the City needs to finalize the business license fees prior to the time we send out renewals in November. Lastly, some have suggested that we need input from the business community. In what forum would you like to see this feedback occur?

Item B – Chief Booth, Discuss Realignment of Police Officer Advancements: Chief Booth has requested that the City modify some of the current job descriptions for the following positions:

- Police Officer I
- Police Officer II
- Police Officer III
- Sergeant
- Lieutenant

Attached is a staff report from Chief Booth with a summary of the proposed changes. Changes to the enclosed job descriptions have also been highlighted. Chief Booth and I have discussed this matter at length and I do not oppose the changes that are being requested.

With that said, it does cause me to look at how we can create equity throughout the organization to provide opportunities for advancement in more non-management areas of the organization as proficiencies and skills are obtained and how we can do a better job of getting entry level employees to midpoint on their pay scale in a five year period. With those admirable goals in mind, we also need to be able to fund any changes that are made to how we compensate employees.

To address this, I would like to get feedback from the Council on the following:

- Should job descriptions be more broken down to include entry level, working level and advanced skill levels to provide more opportunities for career advancement?
- Would the Council support looking at a pay system that would accelerate an employee to midpoint over a five year period with reduced raises after they reach midpoint?

Financially, I don't think the City is in a position to implement these changes in this budget year, but I think this is a direction that we should consider going. I look forward to your input.

TAB A

Total # of Businesses: 1,025
 Total Business Licensing Cost: \$ 146,490
 Total Revenue (based on %): \$ 146,490
 Revenue as Percent of Cost: 100%

Base Administrative Cost %: 100%
 Disproportionate Regulatory Cost %: 100%
 Disproportionate Service Call % - Big Box & Grocery: 100%
 Disproportionate Service Call % - Hotel: 100%
 Disproportionate Service Call % - Convenience Stores: 100%
 Disproportionate Service Call % (All Other Businesses): 100%
 Large Special Events %: 100%

Description	# Businesses	# of Units	Total Cost	Cost Per Business	Unit Cost Per Business	Fee Per Business	Unit Fee Per Business	Total Revenue	Proposed			Current Fee Structure	% of Total Cost	70% of Total Cost	Total Revenue at 70%
									Proposed Fee	Proposed Revenue Generated	Proposed Fee				
Automotive Service and Repair	34	\$ 4,964	\$ 146	\$ 4,318	\$ 8.00	\$ 4,964	\$ 146	\$ 4,964	\$ 125	\$ 4,250	\$ 80-\$110	86%	\$ 102	\$ 3,474.80	
Assisted Living/Care Centers	2	\$ 630	\$ 67	\$ 8.00	\$ 8.00	\$ 630	\$ 67	\$ 630	\$ 65	\$ 378	\$ 80	60%	\$ 221	\$ 441.00	
Banks	10	\$ 3,420	\$ 342			\$ 3,420	\$ 342	\$ 3,420	\$ 250	\$ 2,500	\$ 60	73%	\$ 239	\$ 2,394.00	
Big Box	1	\$ 8,748	\$ 8,748			\$ 8,748	\$ 8,748	\$ 8,748	\$ 2,000	\$ 2,000	\$ 275	23%	\$ 6,124	\$ 6,123.60	
Convenience Store with Gas - Open 24 hours	2	\$ 5,638	\$ 2,819			\$ 5,638	\$ 2,819	\$ 5,638	\$ 750	\$ 1,500	\$ 275	27%	\$ 1,973	\$ 3,946.60	
Convenience Store with Gas - Not open 24 hours	4	\$ 5,788	\$ 1,447			\$ 5,788	\$ 1,447	\$ 5,788	\$ 400	\$ 1,600	\$ 275	28%	\$ 1,013	\$ 4,051.60	
Department Store	1	\$ 1,870	\$ 1,937			\$ 1,870	\$ 1,937	\$ 1,870	\$ 500	\$ 500	\$ 110	26%	\$ 1,356	\$ 1,309.00	
Entertainment	3	\$ 1,401	\$ 467			\$ 1,401	\$ 467	\$ 1,401	\$ 110	\$ 330	\$ 110	24%	\$ 327	\$ 980.70	
Farmer's Market Vendors (excluding utility costs)	107	\$ 8,988	\$ 84			\$ 8,988	\$ 84	\$ 8,988	\$ 80	\$ 8,560	\$ 125	95%	\$ 59	\$ 6,291.60	
Film Events - Large		\$ -	\$ 303			\$ -	\$ 303	\$ -	\$ 200	\$ -	\$ 5350-\$3500	66%	\$ 212	\$ -	
Firm Events - Small	5	\$ 990	\$ 198			\$ 990	\$ 198	\$ 990	\$ 135	\$ 675	\$ 110	68%	\$ 139	\$ 693.00	
Fireworks	13	\$ 1,248	\$ 96			\$ 1,248	\$ 96	\$ 1,248	\$ 95	\$ 1,235	\$ 255	99%	\$ 67	\$ 873.60	
General Services - (Business & Professional, Personal, Construction & Contracted Services)	260	\$ 17,420	\$ 67			\$ 17,420	\$ 67	\$ 17,420	\$ 65	\$ 16,900	\$ 80	97%	\$ 47	\$ 12,194.00	
Home Occupation	298	\$ 18,476	\$ 62			\$ 18,476	\$ 62	\$ 18,476	\$ 50	\$ 14,900	\$ 30-\$60	81%	\$ 43	\$ 12,933.20	
Large Grocery with Gas	1	\$ 8,748	\$ 8,748			\$ 8,748	\$ 8,748	\$ 8,748	\$ 2,000	\$ 2,000	\$ 275	23%	\$ 6,124	\$ 6,123.60	
Large Grocery without Gas	1	\$ 3,848	\$ 3,848			\$ 3,848	\$ 3,848	\$ 3,848	\$ 1,000	\$ 1,000	\$ 275	26%	\$ 2,694	\$ 2,693.60	
Hotel/Motel	2	\$ 935	\$ 67	\$ 9.00		\$ 935	\$ 67	\$ 935	\$ 65	\$ 931	\$ 80	100%	\$ 327	\$ 654.50	
Extended Stay Hotel/Motel	3	\$ 3,321	\$ 67	\$ 52.00		\$ 3,321	\$ 67	\$ 3,321	\$ 65	\$ 3,315	\$ 80	100%	\$ 775	\$ 2,324.70	
Manufacturing	27	\$ 1,809	\$ 67			\$ 1,809	\$ 67	\$ 1,809	\$ 65	\$ 1,755	\$ 110	97%	\$ 47	\$ 1,266.30	
Mobile Home Park (< 25 units)	1	\$ 1,111	\$ 67	\$ 116.00		\$ 1,111	\$ 67	\$ 1,111	\$ 65	\$ 515	\$ 80	46%	\$ 778	\$ 777.70	
Mobile Home Park (25+ units)	1	\$ 67	\$ 67			\$ 67	\$ 67	\$ 67	\$ 65	\$ 65	\$ 80	97%	\$ 47	\$ 46.90	
Non-Depository Credit Intermediation	3	\$ 702	\$ 234			\$ 702	\$ 234	\$ 702	\$ 120	\$ -	\$ 100	100%	\$ 84	\$ -	
Mortgaged Street Vendors	234	\$ 702	\$ 3			\$ 702	\$ 3	\$ 702	\$ 225	\$ 675	\$ 363	96%	\$ 164	\$ 491.40	
Restaurants	32	\$ 11,008	\$ 344			\$ 11,008	\$ 344	\$ 11,008	\$ 340	\$ 10,880	\$ 435	99%	\$ 241	\$ 7,705.60	
Seasonal	25	\$ 2,375	\$ 95			\$ 2,375	\$ 95	\$ 2,375	\$ 85	\$ 2,125	\$ 55	89%	\$ 67	\$ 1,662.50	
Social Club	2	\$ 884	\$ 442			\$ 884	\$ 442	\$ 884	\$ 300	\$ 600	\$ 435	68%	\$ 309	\$ 618.80	
Special Events - Large	2	\$ 4,530	\$ 2,265			\$ 4,530	\$ 2,265	\$ 4,530	\$ 325	\$ 650	\$ 100+\$25	14%	\$ 1,586	\$ 3,171.00	
Special Events - Small	8	\$ 2,352	\$ 294			\$ 2,352	\$ 294	\$ 2,352	\$ 35	\$ 280	\$ 100+\$25	12%	\$ 206	\$ 1,646.40	
Specialty Foods	14	\$ 1,484	\$ 106			\$ 1,484	\$ 106	\$ 1,484	\$ 100	\$ 1,400	\$ 175	94%	\$ 74	\$ 1,038.80	
Sales/Rental/Wholesale	91	\$ 13,650	\$ 150			\$ 13,650	\$ 150	\$ 13,650	\$ 110	\$ 10,010	\$ 110	73%	\$ 105	\$ 9,555.00	
Solicitor	41	\$ 6,478	\$ 158			\$ 6,478	\$ 158	\$ 6,478	\$ 85	\$ 3,485	\$ 30	54%	\$ 111	\$ 4,534.60	
Storage Units	5	\$ 335	\$ 67			\$ 335	\$ 67	\$ 335	\$ 65	\$ 325	\$ 80	97%	\$ 47	\$ 234.50	
Tobacco Store	1	\$ 1,597	\$ 1,597			\$ 1,597	\$ 1,597	\$ 1,597	\$ 1,000	\$ 1,000	\$ 110	63%	\$ 1,118	\$ 1,117.90	
Transportation	25	\$ 1,675	\$ 67			\$ 1,675	\$ 67	\$ 1,675	\$ 65	\$ 1,625	\$ 90	97%	\$ 47	\$ 1,172.50	
Sub - Total	1,025	\$ 146,490				\$ 146,490		\$ 146,490		\$ 97,964				\$ 102,543.00	

TAB B

HEBER CITY CORPORATION

STAFF REPORT

Type of Meeting: Council Meeting	Date: September 4, 2014
Submitted by: Chief Dave Booth	
Approved by: Chief Dave Booth	
Subject: Police Department Job Descriptions	

PURPOSE

The police department would like to modify some of the current job descriptions. Minor changes have been made to the content of, "Essential Functions." The changes are highlighted in yellow. I have made changes to the minimum qualifications, they are as follows:

- A Police Officer I can be hired with no academy training. This will enable the City to sponsor a new recruit through the police academy. Current description mandates police academy certification.
- A Police Officer II can be advanced with two years of experience. Current description mandates three years.
- A Police Officer III or Senior Officer can be advanced with four years of experience – two years as a Police Officer II. Current description mandates five years – two years as a Police Officer II.
- A Sergeant can be advanced at six years. Current description states five years.
- A Lieutenant can be advanced at eight years. Current description states seven years.

RECOMMENDED

I would recommend moving forward with the proposed changes. Enabling me to sponsor prospective candidates through the academy will better enable me to recruit local citizens who are established in the area.

In reducing the total years needed to move through the career ladder by one year, for qualified employees, would assist loyal, hardworking, highly motivated employees to better move through their career ladder.

FISCAL IMPACT

To advance the four officers that would be affected with this change, it would cost the City \$13,545.00 total. This total represents wages and benefits and is a worst case scenario, due to the fact I budgeted for a 12 month period. One officer would be eligible immediately, one officer would be eligible in December, potentially, and a third officer in March, potentially. The fourth officer I'm not willing to advance at this time.

The \$13,545.00 was approved in the 2014/15 fiscal year budget.

LEGAL IMPACT

None.

Heber City

Job Description



Title:	Police Chief	Code:	800
Department:	Police	Effective Date:	07/2011
Division:	Administration	Last Revised:	08/2014

GENERAL PURPOSE

Performs **professional, administrative and managerial** duties related to planning, organizing, directing, and coordinating 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 broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to all department personnel directly or through subordinate supervisors.

ESSENTIAL FUNCTIONS

Establishes department policies and procedures to implement executive and legislative directives from the mayor and city council; develops organizational structures including lines of authority, responsibility and communication in order to carry out the policies and goals for city law enforcement; revises organizational structure as required.

Directs the supervision of department personnel; assures adequate shift scheduling; reviews letters of recommendation or reprimand; disciplines as necessary; maintains personal file of department personnel; establishes policies for hiring and firing; conducts interviews; evaluates employee performance.

Plans law enforcement programs (Community Policing Based) and implements strategies in order to better carry out policies and goals; reviews department performance and effectiveness and formulates action to upgrade a departmental efficiency and capability as needed; searches funding alternatives and writes applications for grants.

Manages city/county animal control operations; oversees facilities management; coordinates with Board of Directors and reports on operations and program effectiveness; oversees bailiff support functions to the courts and prisoner transport.

Directs the preparation and administration of departmental budgets; reviews large budget expenditures; verifies costs incurred by the department; reviews all time sheets and requests for overtime; insures payrolls are submitted promptly and accurately.

Supervises personnel functions of the department; hires, fires, promotes, demotes, transfers, evaluates and otherwise disciplines department personnel; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; evaluates and assures delivery of necessary training needed by the department.

Prepares and submits periodic reports to mayor and city council and the federal and state officials regarding departmental activity; prepares a variety of other reports as appropriate; assists in developing and making recommendations for traffic planning for installation of traffic control devices.

Meets with elected and/or appointed officials, other law enforcement agencies, community and business representatives and the public in all aspects of city law enforcement activities; assumes responsibility for departmental and occasionally, city public relations.

Attends various state, local, task force, interagency, legal-update, and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments; coordinates and conducts departmental meetings; attends conferences and meetings to keep abreast of current trends in law enforcement.

Participates in, directs, and coordinates emergency actions, criminal investigations, traffic enforcement, and other enforcement activities as required; supervises and monitors the maintenance of police record keeping system; monitors reports.

Directs maintenance and safekeeping of physical evidence, stolen property, abandoned property and other items falling under custody of city police department; controls and oversees city equipment and property assigned to the police department.

Acts as the city Emergency Manager; determines and recommends training needs and exercises; recommends acquisition of supplies and equipment; plans, organizes and coordinates emergency activities within the city; establishes working relationships with various agencies and entities, i.e., FEMA, Homeland Security, LEPC (local emergency planning); etc.

Performs as a credible witness in a court of law.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a college or university with a bachelor's degree in police science, criminology or some other related field;

AND

B. Ten (10) years of progressively responsible law enforcement experience; two (2) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of law enforcement principles, methods and techniques; legal and political environment associated with police administration; federal, state, county and city ordinances; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills and public relations; budgetary practices and procedures and fiscal management; local geography, road systems, and boundaries; standard first-aid administration.

Working knowledge of English, grammar and technical writing skills. **Some knowledge of** principles of psychology and sociology.

Skill in the proper use and care of firearms and familiar with the operation of other special police equipment; the management of sensitive law enforcement issues and interdepartmental conflicts; basic CPR, First Aid and emergency response driving.

Ability to administer and supervise city-wide comprehensive law enforcement program; exercise sound judgment in evaluating situations, and in making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to law enforcement work; operate a personal computer and various programs, such as Word Perfect, Microsoft Word, Excel, Quattro Pro, etc.; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organization, private businesses and the public.

3. Special Qualifications:

Must possess a valid Utah driver's license. Must be P.O.S.T. certified and must maintain certification by attending a minimum of 40 hours of specialized training each year. **Must live within the residency boundaries established by the Mayor with the advice and consent of the Council.**

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing required to perform daily functions. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(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.

I have reviewed the above job description. Date:
(Employee)

Heber City

Job Description



Title:	Lieutenant	Code:	805
Department:	Police	Effective Date:	07/2011
Division:	Administration	Last Revised:	08/2014

GENERAL PURPOSE

Performs a variety of **technical, professional and administrative** law enforcement duties related to the organizing and coordinating the functions of the department and organizing and coordinating the operations of the investigations division. Performs day-to-day quality assurance in serving and protecting the citizens of Heber City.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Provides close to general supervision to investigations officers. Assists in the overview and supervision of sergeants. In the absence of the chief, serves as officer in charge of the police department. Directs day-to-day shift activities and assists in the supervision of high risk situations.

ESSENTIAL FUNCTIONS

Administration: Exercises supervision over lower ranking officers assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift sergeants and oversees the investigations division or shift officers; reports any insubordination or misconduct to the chief of police.

Prepares duty roster and schedules for assigned officers by organizing shift changes, schedules and special days off.

Assists in the development budget(s); reviews previous expenditures, analyzes equipment and personnel needs and makes recommendations; researches and prepares grant applications; manages department procurement processes, prepares bid specifications, solicits competitive bids, evaluates bids, recommends bid awards to purchase specialized equipment, vehicles and related technology

Oversees and manages departmental information technology operations; makes recommendations effecting policy, practice and procedures

Serves as department liaison to other law enforcement agencies and public safety agencies; coordinates with and serves on various committees and task forces, i.e., LEPC, LEADS, Health Department Committee, Safety Committee, etc, in managing jurisdictional issues; performs duties related to the establishing and maintaining intergovernmental and private partnerships; serves as department Public Information Officer; recommends and implements changes in policy, practice and procedures; assists in the management of emergency operations; **organizes CERT training.**

Serves as a department specialist, trainer, and/or supervisor in various technical aspects of law enforcement, such as fire arms, special response team, special training (domestic violence, chemical munitions, etc.), vehicle maintenance, etc.

Investigations: Supervises investigation, technical services, evidence and community relations functions; performs as a lead detective; directs or performs criminal investigations; assigns cases for investigation; monitors case progress and approves final disposition; develops and maintains intelligence information; conducts in-depth investigations of criminal activities; processes scene of crime; finds, identifies, marks and preserves evidence; questions witnesses and victims; and prepares all necessary reports.

Assumes the lead investigators role in all investigations of major crimes. works closely with Police Chief in solving difficult cases; investigates, follows-up and insures completion of all cases' conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing data information on suspects, etc.

Answers and provides training for business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists.

Performs surveillance; obtains search warrants; works closely with city and county attorney concerning legalities involved in certain cases, 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; assists attorneys in the preparation of court cases, extraditions; testifies in court when necessary.

Patrol/Traffic: Oversees the functions and supervision of the sergeants who oversee the patrol and traffic operations. Assists as needed with the day to day operations of the patrol/traffic functions of the department. This may include filling in shifts for the patrol or assisting in a patrol or traffic function as needed, or other related duties.

Assists in Reviewing all reports and citations generated; monitors reports and logs for all staff activities, including such things as cases handled, miles driven, gas used and property recovered; compiles monthly reports on the above.

Responds to calls for assistance, secures crime scenes for evidence searches; makes investigation and interviews complainants, witnesses and suspects; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for 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.

Performs as a credible witness in a court of law.

Performs special assignments given by the administration to assist in running the day to day operations of the police department.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training in formal supervisory methods provided through in-service, professional workshops or P.O.S.T. certifications;

AND

B. Eight (8) years of progressively responsible law enforcement experience as a municipal, county, or state officer, two (2) years of supervisory experience.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Current law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations. **Working knowledge of** hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of supervision; federal, state, county and city ordinances; 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 intoxilyzers, radar units, less lethal weapons (Taser), police batons and restraining devices; basic CPR, First Aid and emergency response driving.

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; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be P.O.S.T. certified and must maintain certification by attending a minimum of 40 hours of specialized training each year. Must maintain firearm proficiency. Must possess a valid Utah State Drivers License. Must be P.O.S.T. mid-management certified or FBI Command College Certified. May be required to become HAZMAT certified. Must live within the residency boundaries established by the Chief of Police.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(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.

I have reviewed the above job description. Date:.....
(Employee)

Heber City

Job Description



Title: Sergeant	Code: 810
Department: Police	Effective Date: 07/2011
Division: Operations / Investigations	Last Revised: 08/2014

GENERAL PURPOSE

Performs a variety of **technical professional and first-line supervisory** law enforcement duties related to the organizing and coordinating the investigation, traffic or patrol functions of the city police department. Performs day-to-day quality assurance in serving and protecting the citizens of Heber City.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief or Lieutenant.

SUPERVISION EXERCISED

Provides close to general supervision to assigned shift officers. In the absence of the Chief and Lieutenant, serves as department supervisor. Directs day-to-day shift activities and supervises high risk situations. Assumes Incident Commander responsibilities as required.

ESSENTIAL FUNCTIONS

Administration: Exercises supervision over lower ranking officers assigned; coordinates activities and assists in the performance of their duties; observes and evaluates work performed by subordinate officers; ensures compliance with established policies and procedures; provides policy interpretations and judgments to subordinate officers; delivers and implements managerial directives and communicates subordinate concerns to management; follows up on complaints involving shift officers; reports any insubordination or misconduct to commanding officer; reviews, amends and approves officer and investigator incident reports.

Prepares duty roster and schedules for assigned officers by organizing shift changes, schedules and special days off.

Assists in the development budget(s); reviews previous expenditures, analyzes equipment and personnel needs and makes recommendations.

Serves as a department specialist, trainer, and/or supervisor in various technical aspects of law enforcement, such as fire arms, special response team, special training (domestic violence, chemical munitions, etc.), vehicle maintenance, etc.; acts as CERT coordinator and trainer.

Investigations: Supervises investigation, technical services, evidence and community relations functions; performs as a lead detective; may serve as member of the drug investigations strike force (BACKNET); directs or performs criminal investigations; assigns cases for investigation; monitors case progress and approves final disposition; develops and maintains intelligence information; conducts indepth investigations of criminal activities; processes scene of crime; finds, identifies, marks and preserves evidence; questions witnesses and victims; prepares all necessary reports.

Conducts investigations on all major felony crimes and serves as internal investigator regarding complaints charged to officers; handles rape and homicide cases; works closely with Police Chief and or Lieutenant in solving difficult cases; investigates, follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing data information on suspects. etc.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists.

Performs surveillance; obtains search warrants; works closely with city and county attorney concerning legalities involved in certain cases, 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; assists attorneys in the preparation of court cases, extraditions; testifies in court when necessary.

Patrol/Traffic: Acts as shift/field supervisor; patrols city to prevent and suppress crime and enforce federal and state laws and city ordinances; apprehends criminals in the act of or after the act of a crime; provides public assistance to residents; patrols certain areas to detect violations of the law; serves warrants, summons and subpoenas; makes arrests and transports offenders to jail; attends court and gives testimony.

Reviews all reports and citations generated during assigned shifts; monitors reports and logs for the patrol staff activities, including such things as cases handled, miles driven, gas used and property recovered; compiles monthly reports on the above.

Responds to calls for assistance, secures crime scenes for evidence searches; makes investigation and interviews complainants, witnesses and suspects; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for 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.

Performs as a credible witness in a court of law.

Performs special assignments given by the administration to assist in running the day to day operations of the police department.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training in formal supervisory methods provided through in-service, professional workshops or P.O.S.T. certifications;

AND

B. Six (6) years of progressively responsible law enforcement experience as a municipal, county, or state officer;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Heber and its street systems; current law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations. **Working knowledge** of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of supervision; federal, state, county and city ordinances; 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; basic CPR, First Aid and emergency response driving.

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; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be P.O.S.T. certified and must maintain certification by attending a minimum of 40 hours of specialized training each year. Must have completed P.O.S.T. Supervisory and Leadership Course. Must maintain firearm proficiency. Must possess a valid Utah State Drivers License. **Must live within the residency boundaries established by the Chief of Police.**

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

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I _____ have reviewed the above job description. Date: _____
(Employee)

Heber City

Job Description



Title:	Police Officer III (Senior Officer)	Code:	816
Department:	Police	Effective Date:	07/2011
Division:	Operations / Investigations	Last Revised:	08/2014

GENERAL PURPOSE

Performs a variety of **full performance technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Heber. Performs in investigations and patrol units as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief, Lieutenant or Sergeant.

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.

ESSENTIAL FUNCTIONS

Investigation: Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interviews witnesses, victims and suspects; prepares all necessary reports; may serve as member of the drug investigations strike force (Back-NET).

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, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with city and county attorney; investigates child sex and abuse crimes.

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/Traffic: Acts as first responder for various calls, including, emergency medical, fire, infrastructure emergencies, natural disasters, bio-hazards, etc.

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.

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

Responds to calls for assistance, secures crime scenes for evidence searches; makes preliminary investigation and interviews complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and assists with investigation activities as assigned; makes arrests; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for 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 processes, notices, summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county 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 firearms and vehicles and other special equipment.

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

As needed, provides courtroom security, acting as bailiff; performs various animal control functions as needed; performs special assignments related to projects, task forces, etc., working with various agencies, including other municipalities, state and federal.

Performs as a credible witness in a court of law.

Performs proactively with regular traffic enforcement, DUI enforcement, warrants of arrest enforcement, and clearing criminal cases by arrest – as set forth by peer officers.

Performs special assignments given by the administration to assist in running the day to day operations of the police department.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, two (2) years of specialized training provided through P.O.S.T., college or special workshops and seminars;

AND

B. Four (4) years experience as a law enforcement officer;

OR

C. An equivalent combination of education and experience. (See department equivalency statement)

2. Knowledge, Skills, and Abilities:

Considerable knowledge of Heber and its street systems; current law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations.

Working 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; basic CPR, First Aid and emergency response driving.

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; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; 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 (40 hrs.). Must be a certified field training officer. Must be P.O.S.T. Advanced Officer certified. Must be a P.O.S.T. certified instructor in a field utilized by Heber City. Must be P.O.S.T.. certified in at least one area of the Mid-Management Certification program. Must live within the residency boundaries established by the Chief of Police.

4. Work Environment:

Functions of the position generally performed in a 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, -i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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I have reviewed the above job description. Date:.....
(Employee)

Heber City

Job Description



Title: Police Officer II	Code: 817
Department: Police	Effective Date: 07/2011
Division: Operations / Investigations	Last Revised: 08/2014

GENERAL PURPOSE

Performs a variety of **working level technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Heber. Performs in investigations and patrol units as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief, Lieutenant, Sergeant, or **Senior Officer.**

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.

ESSENTIAL FUNCTIONS

Investigation: Conducts routine and more complex criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interviews witnesses, victims and suspects; secures crime scene, takes photographs to preserve forensic evidence; prepares all necessary reports. Manages investigative case load as assigned; assists with complex felony cases, such as rape and homicide; investigates child sex and abuse crimes; follows-up and insures completion of assigned cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects. Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; 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. May serve as a member of the drug investigations strike force (Back-NET).

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/Traffic: Acts as first responder for various calls, including, emergency medical, fire, infrastructure emergencies, natural disasters, bio-hazards, etc. patrols all areas of Heber City in police vehicles, on bicycle, or on foot, including the city streets and alleys, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities.

Responds to calls for assistance, secures crime scenes for evidence searches; makes preliminary investigation and interviews complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and assists with investigation activities as assigned; makes arrests; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for moving violations, D.U.I.'s, and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

Serves processes, notices, summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county 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 firearms and vehicles and other special equipment.

As needed, provides courtroom security, acting as bailiff; performs various animal control functions as needed; performs special assignments related to projects, task forces, etc., working with various agencies, including other municipalities, state and federal.

Performs as a credible witness in a court of law.

Performs proactively with regular traffic enforcement, DUI enforcement, warrants of arrest enforcement, and clearing criminal cases by arrest – as set forth by peer officers.

Performs special assignments given by the administration to assist in running the day to day operations of the police department.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus successful completion of Police Officer Standards and Training Academy (POST);
- AND
- B. Two (2) years experience as a law enforcement officer;
- OR
- C. An equivalent combination of education and experience. (See department equivalency statement)

2. Knowledge, Skills, and Abilities:

Working knowledge of Heber and its street systems; current 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 intoxilyzers, less lethal weapons (taser), radar units, police batons and restraining devices; basic CPR, First Aid and emergency response driving.

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; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must possess a valid Utah State Driver's License. Must maintain firearm proficiency. Must maintain law enforcement certification by completing annual P.O.S.T training requirements (40 hrs.).

Must successfully pass P.O.S.T. Instructor Development.

Must live within the residency boundaries established by the Chief of Police.

4. Work Environment:

Functions of the position generally performed in a 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, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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I _____ have reviewed the above job description. Date: _____
(Employee)

Heber City

Job Description



Title: Police Officer I	Code: 818
Department: Police	Effective Date: 07/2011
Division: Operations	Last Revised: 08/2014

GENERAL PURPOSE

Performs a variety of **entry level technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Heber.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief, Lieutenant, Sergeant, **Senior Officer**, or assigned FTO.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Acts as first responder for various calls, including, emergency medical, fire, infrastructure emergencies, natural disasters, bio-hazards, etc.

Patrols all areas of Heber City in police vehicles, on bicycle, or on foot, including the city streets and alleys, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities.

Responds to calls for assistance; secures crime scenes for evidence searches; makes preliminary investigation and interviews complainants, witnesses and suspects; completes complaint questionnaires; performs case follow-up and assists with investigation activities as assigned; makes arrests.

Controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for moving violations, D.U.I.'s, and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests and other forms and reports as necessary.

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

Escorts prisoners to and from county 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 firearms and vehicles and other special equipment.

Performs ongoing public relations to enhance the image of the department within the community. Performs related duties as required.

As needed, provides courtroom security, acting as bailiff; performs various animal control functions as needed; performs special assignments related to projects, task forces, etc., working with various agencies, including other municipalities, state and federal.

Performs as a credible witness in a court of law.

Performs proactively with regular traffic enforcement, DUI enforcement, warrants of arrest enforcement, and clearing criminal cases by arrest – as set forth by peer officers.

Performs special assignments given by the administration to assist in running the day to day operations of the police department.

Performs related duties as required.

MINIMUM QUALIFICATIONS.

1. Education and Experience:

A. Graduation from high school; plus successful completion of Police Officers Standards and Training Academy (P.O.S.T.);

OR

B. Certified to attend Police Officers Standards and Training Academy (P.O.S.T.)

AND

C. No experience necessary;

2. Knowledge, Skills, and Abilities:

Some knowledge of current law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances and departmental rules and regulations; hazardous waste classifications and emergency procedures related to control, containment and confinement; 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; basic CPR, First Aid and emergency response driving.

Ability to react effectively in emergency, life and death, and stress situations; exhibit imagination, initiative and problem-solving capability 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; communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. Special Qualifications:

Must be P.O.S.T. certified peace officer. Must complete Field training Program.

Must be clear of a prior criminal record.

Must possess a valid Utah State Drive's License.

Must maintain firearm proficiency.

Must maintain law enforcement certification by completing annual training requirements (40 hrs.).

Must live within the residency boundaries established by the Chief of Police.

4. Work Environment:

Functions of the position generally performed in a 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, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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(Employee)