

JOB DESCRIPTION



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|--------|-----------------------------|-----------------|--------------|
| Title: | Police Officer 1 | Effective Date: | |
| Range: | \$26.66 to \$37.32 (Hourly) | Last Revised: | May 05, 2025 |

General Purpose

Conducts a variety of law enforcement duties related to ensuring public peace and safety by enforcing local and state laws.

Supervision Received

Works under the general direction of the Police Chief and Police Lieutenant.

Supervision Exercised

None.

Essential Functions

Communicates effectively with merchants, businesses, and citizens identifying problem areas of concern; provides a sense of security for businesses and citizens within the community.

Enforces local and state laws, including traffic codes; operates a police vehicle safely and effectively according to departmental policies.

Responds to life and property threatening calls such as robbery, burglary, domestic disturbance, theft, vandalism, arson, riot, etc; conducts investigations and follow-up investigations.

Communicates effectively both verbally and in writing; possesses the ability to write in a thorough, legible, and professional manner.

Utilizes lethal and non-lethal weapons effectively within departmental guidelines; operates various equipment such as breath testing and radar equipment.

Patrols city neighborhoods routinely; responds to calls for service in the community.

Makes court appearances as necessary.

Performs other duties as assigned.

Minimum Qualifications

Education and/or Experience

Graduation from high school or GED; must be 21 years of age or older;

AND

May not have been convicted of the unlawful use, sale, or possession of a controlled substance in the past five years;

AND

May not have been convicted of a crime in which the applicant could have been punished by imprisonment in federal penitentiary of this or another state.

Knowledge, Skills, and Abilities

Working Knowledge of:

Criminal and traffic laws; rules of proper verbal and written communication; ethical principles of self-defense; the City's geography; report writing, modern law enforcement principles, procedures, techniques, and equipment.

Ability to:

Type at least 30 words per minute; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; enforce laws and ordinances with tact and impartiality; speak effectively to groups of citizens, employees, etc.; add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals; compute rate, ratio, and percent to draw and interpret bar graphs.

Tools, Machines, Equipment Operation:

Use firearms and police equipment including emergency vehicles, intoxilyzer, field sobriety tests, radar equipment, fingerprinting, etc; type 30 wpm; utilize office equipment including computers, printers, copiers, fax machines, and telephone systems.

Communication Skills:

Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of people under varying

circumstances; professionally furnish and obtain information from other departments; defuse tense situations.

Analytical Ability:

Make rapid, sound decisions and solve problems under pressure; defuse or control hostile situations; constant alertness to react to unexpected situations; collect and assimilate facts; concentrate and function effectively/independently under a heavy workload; handle demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

Certificates, Licenses, and Registrations

Valid State of Utah driver license.

Utah Police Officer Standards and Training (POST) Certification.

Yearly certifications and training as needed.

Work Environment

Great pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines, and contact with the public. Frequent exposure to unpleasant or hazardous conditions caused by the handling of dangerous situations is common. Noise levels are generally moderate. Work assignments are broad and performed with little or no supervision. Only unusual cases and situations must be referred to supervisors. Work must be performed in all weather conditions as well as all types of environmental and physical hazards.

Physical Demands:

Duties of this job require moderate to heavy physical exertion including running, climbing, kneeling, stooping, and balancing. Constant seeing and hearing is needed. This employee will sit and stand for long periods of time and may be required to move up to 150 pounds.

Additional Comments:

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s).

This updated job description supersedes prior descriptions for the same position.

Management reserves the right to add or modify duties at any time.