

**SUNSET CITY CORPORATION
POSITION DESCRIPTION BRIEF**

JOB TITLE: Police Officer III/Master Officer
CLASSIFICATION: Full Time
GRADE: Grade 19

GENERAL DESCRIPTION

Under the general supervision of the Sergeant, performs technical duties in enforcing local, state and federal laws and regulations. This position is a non-supervisory position, normal seniority between officers exists in the absence of the Sergeant or higher authority. This 5% pay increase is not considered to be a promotion, just a grade increase. The employee's anniversary date will remain unchanged. A review of the Master Officer status will be conducted by the Chief of Police on an annual basis and require that eligibility is met by each Master Officer. In the event of eligibility deficiency, the officer will be placed back in the regular officer status, including a 5% reduction in pay until the deficiency is remedied.

SUPERVISION RECEIVED

Works under the guidance and direction of the Sergeant.

ESSENTIAL FUNCTIONS/JOB DUTIES

The employee's life or personal safety is placed at risk.

Perform duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah or any of its political subdivisions.

Responds to situations involving threats to public safety and making emergency decisions affecting the lives and health of others.

Performs duties that consist of providing community protection.

Patrols the City with patrol car; performs building and residential security checks by observing doors, open or broken windows, and other suspicious circumstances.

Investigates suspicious persons and situations; responds to calls involving civil disturbances, family disputes, criminal activities, or any other calls for assistance or

service.

Assists in the investigations of crimes; questions parties involved; processes crime scenes by fingerprinting and gathering and preserving evidence; contacts investigators and crime lab personnel as needed. Secures crime scenes.

Responds to traffic accidents; investigates traffic accidents; administers first aid; enforces traffic laws; issues citations to violators.

Prepares reports on the activities of assigned shift; testifies in court on related cases; delivers warrants of arrest, subpoenas and summons.

Makes presentation to citizens on safety, crime prevention, law enforcement and public relations in Sunset City.

Attends training that is required to maintain classification as a police officer in the State of Utah.

Performs related police duties as assigned by the Chief of Police or division supervisors.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school, or equivalent certificate,

AND

Special Functions Officer, Basic Corrections Officer and Law Enforcement Officer
Certified from the State of Utah POST,

AND

Five (5) continuous years' service with Sunset City Police Department,

AND

Be the holder of Advanced Officer School Certificate, FTO Instructor, and no disciplinary action for at least two years. Instructor development and instructor in one of the following categories.

- Post Firearms Instructor

- POST Patrol Rifle Instructor
- Taser Instructor
- Certified DARE Instructor
- POST EVO Instructor
- POST Defensive Tactics Instructor Certification
- POST Handgun Instructor
- Less Lethal Instructor
- POST Radar Instructor

Instructor certifications must be maintained. Other Instructor trainings can be submitted for consideration by the Chief of Police and Mayor.

Performance evaluations, work attendance, traffic stops, reports written, time management and appearance will all be considered for the PO III/Master Officer position.

AND

necessary skills and ability to perform as a police officer and ability to respond quickly and appropriately under conditions of stress, that require good physical and mental conditioning. Ability to establish and maintain effective working relationships with employees, other agencies and the public. Ability to communicate effectively both verbally and in writing.

OR

2. Education and Experience:

Graduation from high school, or equivalent certificate,

AND

Special Functions Officer, Basic Corrections Officer and Law Enforcement Officer Certified from the State of Utah POST,

AND

Five (5) continuous years' service with Sunset City Police Department,

AND

Advanced Officer School attendance, FTO Instructor, and no disciplinary action for

at least two years. Instructor development and instructor in two of the following categories.

- Post Firearms Instructor
- POST Patrol Rifle Instructor
- Taser Instructor
- Certified DARE Instructor
- POST EVO Instructor
- POST Defensive Tactics Instructor Certification
- POST Handgun Instructor
- Less Lethal Instructor
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KNOWLEDGE, SKILLS, AND ABILITIES:

- Some knowledge of federal, state and local ordinances; some knowledge of modern theories of psychology and sociology; must be in excellent physical and mental condition with the ability to respond to situations of high law enforcement stress; ability to communicate effectively verbally and in writing.
- Skills in the use of firearms; and in the use of a variety of police equipment.

Special Qualifications:

- Must be nominated by the Chief of Police and agreed upon by the Mayor
- Must be a U.S. Citizen, with no criminal background.
- Must maintain certifications by attending a minimum of 40 hours of specialized training each year.
- Must possess a valid Utah Driver's License.
- Must be twenty-one years of age.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

The employee's life or personal safety is placed at risk.

Task require a variety of physical activities involving muscular strain, such as lifting up to 200 lbs. in emergency situations, climbing fences etc., high speed vehicle operation firearm operation, exposure to inclement weather and outdoor activities. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving.