

# Woods Cross

## Job Description



<b>Title:</b>	Police Officer I	<b>Code:</b>	323
<b>Division:</b>	Operations	<b>Effective Date:</b>	7/2019
<b>Department:</b>	Police	<b>Last Revised:</b>	7/2019

### GENERAL PURPOSE

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

### SUPERVISION RECEIVED

Works under the general supervision of a Sergeant.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**General Law Enforcement Performance Expectations:** Performs duties that put life and/or personal safety at risk; performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Patrols an assigned area of the City in a radio/Mobile Data Computer equipped vehicle to preserve law and order; may be assigned to a foot patrol, extra patrol, bicycle patrol, motorcycle or a specialized unit such as SWAT or K-9 Unit; checks businesses/residences, discovering/preventing the commission of crimes; enforces State and municipal laws and city ordinances.

Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators as appropriate.

Investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes appropriate action to solve case and to bring suspects before proper judicial process; investigates traffic accidents, reconstructs accident scenes; documents and reconstructs crime scenes; enforces traffic and parking violations; directs traffic and assists motorists as needed.

Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable; administers "first responder" aid.

Completes detailed and accurate reports of daily activities, criminal cases, arrests traffic accidents and other cases as appropriate; presents evidence and testimony in court and other hearings as required.

Operates police vehicle and other department equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public; maintains visible presence to deter and prevent crime.

Performs foot patrol in the business areas to acquaint themselves with the business community and to make themselves more readily available to the citizens; checks for building security and illegal activity.

Performs ongoing public relations to enhance the image of the department within the community; as assigned, represents the department by speaking at public meetings and schools to educate and inform citizens; presents a professional image in both appearance and demeanor.

Serves warrants, processes, notices, summons and subpoenas.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school plus "basic certification" through P.O.S.T.;

AND

B. No experience necessary;

2. Essential Knowledge, Skills, and Abilities:

**Some knowledge of** modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances; methods of arrest; practices and procedures for emergency vehicle operation; legal avenues related to investigative procedures and practices; proper use of search warrants and "knock", "no-knock" property entry; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; basic hazmat decal reporting.

**Some Skill in** the use of firearms, less-lethal weapons, police vehicle, emergency equipment, intoxilyzers, radar/lidar units, two-way & VHF radio operations, and restraining devices; victim/witness/suspect interviewing methods and tactics.

**Ability to** react effectively in emergency 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. Qualifications:

- High school diploma and successful completion of Utah N.P.O.S.T. are required at the time of application.
- Graduation from Utah Police Officers Standards and Training (POST) Academy with P.O.S.T. certification as a Law Enforcement Officer are required within six (6) months of hire.
- Must be a U.S. Citizen on/by the date of the first examination.
- Must be at least 21 years of age at the time of certification as a special function officer. The Special Function Officer block is held during the first eight weeks of the police academy.
- Successful completion of an oral board interview, background investigation, lie detector examination, psychological examination and evaluation, interview, and drug screen.
- Considerable human relations, written and communications skills.
- Ability to work independently, making critical decisions, and use initiative and common sense.
- Must possess a valid state driver's license or Utah driving privilege card (or the ability to obtain one within 30 days of employment)

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. 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 acknowledge that I have received this job description and understand that the job description is not intended to and does not imply or create any employment, compensation or contract rights to any person or persons. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Employee)

Is there anything that would keep you from performing the job duties and requirements as outlined?  NO  YES, please explain

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