

CITY OF PRICE
JOB SPECIFICATION

TITLE:	Police Officer - I	GRADE NUMBER:	13
DIVISION:	Patrol/Investigations	Non-Exempt	
DEPARTMENT:	Police	EFFECTIVE DATE:	October 27, 2011

GENERAL PURPOSE

Performs a variety of routine and emergency law enforcement duties related to enforcing laws including criminal and local ordinances, maintaining the peace, and protecting the legal rights and privileges of community residents. May be directly involved in life threatening situations and interacting with citizens when they, the citizen, are most vulnerable

SUPERVISION RECEIVED

Normally works under the general supervision of a Police Sergeant

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, vandalism, accidents, civil assists, prisoner transports, etc.; searches for wanted individuals or stolen property

Responds to calls for assistance under any circumstance; secures crime scenes for evidence collection; makes preliminary investigation and interviews complainants, witnesses and suspects

Performs technical duties such as taking fingerprints and gathering and preserving evidence and is familiar with crime scene management practices

Observes public to detect suspicious persons and circumstances; investigates such cases as deemed necessary and questions individuals

Investigates and suppresses illegal acts involving liquor, narcotics, gambling, prostitution, etc.; reports such incidents to supervisors

Apprehends juvenile offenders and counsels youth to correct deviant behavior

Prepares initial investigation reports for various cases; gathers evidence and interviews witnesses

Submits offense, arrest and other forms and reports as necessary

Reports to auto accident scenes to render first aid to injured persons and control traffic; investigates cause of accidents and prepares reports on the same; determines accident liability or fault and may issue violations

Patrols assigned roadways to observe traffic for violations of laws and ordinances; directs traffic; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests

Prepares cases for court and testifies in civil and criminal court when required concerning arrests, case investigations, violations, and accidents; serves processes, notices, summons, subpoenas, writs, attachments and warrants. Appears as complainant in criminal actions

Performs security checks of buildings and property

Cleans and maintains assigned firearms, vehicles and equipment. Operates radar and other specialty law enforcement equipment

Performs specific duties related to law enforcement specialty areas such as felony and white collar crime investigations, homicides, crime prevention programs, drug investigations, computer and internet crimes, etc.

Establishes and maintains contacts related to various overt and covert operations

May represent the department by speaking at public meetings on a variety of topics

Performs other duties as assigned

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or equivalent; AND

B. Successful completion of Police Officers Standards and Training Academy;

2. Knowledge, Skills and Abilities:

Demonstrated ability to

- enforce laws and ordinances with tact and impartiality;
- react effectively in emergency and stressful situations;
- exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations;
- follow written and verbal instructions;
- follow standard safety practices and procedures common to law enforcement work;
- perform work requiring good physical conditioning;
- communicate effectively, verbally and in writing;
- establish and maintain effective working relationships with employees, other agencies and the public.

Working knowledge of city geography and street systems;

Working knowledge of applicable federal, state, county, and city laws and ordinances and departmental rules and regulations;

Skills in the use of firearms and the operation of police vehicles and equipment;

Understanding of department policies, procedures, and applicable laws in the use of deadly force

3. Special Qualifications:

Must be P.O.S.T. certified

Must possess a valid Utah driver license

Must live within ten miles of the Price City Police Department

Must be able to type 30 wpm

Must have basic computer skills

Must pass a background investigation

Must meet Utah statutory requirements for peace officers

4. Physical Requirements and Demands

The Police Officer I may work in a varied and unpredictable environment including all weather conditions and physical hazards.

Significant pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines and contact with the public.

Duties of the job require moderate to heavy exertion including running, climbing, kneeling, stooping, and balancing. Tasks may involve controlling human subjects. Tasks may include muscular strain, including reaching, lifting, and driving a vehicle. Common eye, hand and finger dexterity is required for most essential functions.

Speaking, hearing and seeing are essential to performing job requirements. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The physical requirements and demands described here are representative and are not all inclusive.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, or skills required. This job description is subject to change as the need and requirements of the job change.