Job title	*Police Officer I*	**Grade Number**	*14*
Reports to	*Police Sergeant*	**FLSA Classification**	*Non-Exempt*
Department	*Police*	**Effective Date**	*12/07/2023*

Job 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

Duties and responsibilities

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 counsel's 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

Qualifications

Education and Experience:

A. Graduation from high school or equivalent;

AND

B. Enrollment in or successful completion and certification within 12 months of hire date of Police Officers Standards and Training (POST) Academy;

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

Special Qualifications

- Must be UTAH POST certified as a LEO (law enforcement officer), CO (corrections officer), or SFO (Special Functions Officer) within 12 months of hire.
- Must possess a valid Utah driver's 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

Physical requirements and demands

- The Police Officer I may work in a varied and unpredictable environment that includes various 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. Employee must move about at high speeds, position self upon, and ascend/descend over and/or upon varying terrain, surfaces, and physical structures. The employee is required to remain in a stationary position for periods. Tasks may involve controlling human subjects. Tasks may cause muscular strain.
- The employee must have the ability to observe all happenings in their surroundings, including scent and sounds. The employee must effectively exchange accurate information with others verbally.
- The employee is required to activate controls, operate equipment, and use tools.
- Employee must have the ability to drive a motor vehicle.

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.