



## JOB DESCRIPTION

Title: **POLICE OFFICER**  
Department: Police  
Class Code: 4450  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1982 (Rev. 10/2021)

### GENERAL PURPOSE

Under general supervision of the Sergeant, performs routine law enforcement duties in providing security and protection and enforcing all laws and city ordinances.

**ESSENTIAL DUTIES** *(Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)*

- Assists in responding to life and property threatening calls such as robbery, burglary, family disturbances, theft, and vandalism.
- Assists in investigations and follow-up investigations. Makes arrests when appropriate.
- Writes and files crime case reports, arrest reports, complaint reports, traffic accident reports for each case handled during the shift; issues tickets to traffic violators and testifies in court.
- Performs traffic enforcement and routine patrol; operates the Intoxilyzer and radar equipment; monitors traffic movement; reports hazards, such as blockages of street view, holes, etc.
- Assists in conducting security checks of business and residential establishments.
- Utilizes and trains canines for police work.
- Learns problem solving techniques to address community problems.
- Participates in directed patrols.
- Provides both written and verbal information to the public upon request.
- Performs vehicle, foot, bicycle and motorcycle patrol.
- Performs duties that actively prevent or detect crime and enforces criminal statutes or ordinances of Utah or any of its political subdivisions.
- Responds to situations involving threats to public safety and makes emergency decisions affecting the health of others.
- Performs duties that consist of providing community protection.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Must have a high school diploma or the equivalent (GED).

### Special Requirements

- Must possess a valid Utah Driver License.
- Must obtain Utah LEO POST certification within 12 months of hire.
- Must maintain 40 hour POST in-service training minimum.
- Employee's life or personal safety is placed at risk.

### Necessary Knowledge, Skills and Abilities

- Some knowledge of police terminology and practices; some knowledge of municipal and state law.
- Knowledge of standard safety practices and procedures relating to police operations and equipment.
- Skill in the use of firearms and all related police equipment.
- Ability to remain composed in stressful situations; ability to react quickly; ability to establish and maintain effective working relationships with the police, other agencies, and the public; ability to communicate effectively both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- Department issued equipment including police car, police radio, radar/lidar, firearms, handcuffs, less lethal tools, Intoxilyzer, first aid equipment, and desktop and laptop computer.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_