



## WILLARD CITY CORPORATION

### Job Description

## **POLICE OFFICER**

Date approved:

### CLASS SUMMARY

Police Officers are assigned to patrol duty or other special assignments necessary to maintain public peace and order, to protect life and property, to prevent crime, to apprehend suspected violators of the law, and otherwise to assure the enforcement of State laws and City ordinances under the jurisdiction of the office of the Chief of Police.

**ESSENTIAL FUNCTIONS** -- *Essential duties and responsibilities may include, but are not limited to, the following:*

All job applicants must have the knowledge, skills, and ability to all of the following essential job functions with or without reasonable accommodation:

Read, write, and speak the English language with sufficient proficiency to communicate effectively in person, over police radios, and through written reports.

Work rotating shifts, weekends, and holidays.

Sit in a patrol vehicle for extended periods of time.

Sit, stand, walk, run, stoop, kneel, crouch, and climb.

Climb through open windows, over fences, and other stationery obstacles.

Drive a police vehicle safely and satisfactorily in both emergency and non-emergency situations.

Enter or exit a patrol vehicle rapidly in an emergency situation.

Move with sufficient physical agility to perform all police functions (e.g., take cover quickly, pursue, tackle and control a fleeing suspect, etc.).

Physically control persons, including those resisting arrest, but using appropriate and necessary force.

Use and care for department approved firearms and in the safe and appropriate manner required by department regulations.

Observe, memorize and recall detail.

Maintain composure and self-control under adverse conditions.

React quickly and calmly in emergency situations.

Perform basic mathematical calculations accurately.

Ability to prepare written reports containing sufficient legibility and clarity.

Perform duties and maintain personal conduct (on and off duty), attitude, and appearance that conform to strict policies, procedures, and discipline within a chain of command.

Analyze complex problems and adopt quick, reasonable courses of action with due regard to surrounding hazards and circumstances.

Learn, interpret and properly apply laws applicable to law enforcement work, department policies and procedures.

Cope with situations firmly, courteously, tactfully, and with respect for the rights of all citizens.

Establish and maintain effective working relationships with other employees, public official, and the general public.

Adapt to changes in work methods, procedures, environment, rules and goals of the Department.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed both indoors and outside. Exposure to possibly dangerous people. Outside work may experience exposure to varying weather and terrain conditions, hazardous traffic conditions, noise, fumes, odors, gases; exposure to moving equipment and occasional exposure to toxic or caustic chemicals, intermittent vibration and noise. Work requires frequent standing, walking, bending, climbing, balancing, Work involves operation of a personal computer and equipment normally found in an office, and occasionally lifting and moving objects up to 25 pounds. Work also involves operating a vehicle.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience Guidelines:**

Completion of high school or equivalent as a minimum with higher education preferred.  
Utah Post Certification

### **Knowledge, Skills, and Abilities:**

The responsibilities and duties of a Police Officer may include, but are not limited to, the following:

- Driving a police vehicle to patrol the City. Maintaining continual observation of areas patrolled including residential, business, rural and industrial facilities; observe for evidence of illegal activity in progress or which has already occurred or any other irregular activity which indicates need for attention.
- Patrolling on foot as necessary to perform job thoroughly. Investigating conditions such as open doors, broken windows, vehicles parked in suspicious locations.
- Using portable or car-mounted radio transmitters/receivers as necessary to exchange any and all job-related information.
- Enforcing motor vehicle operating regulations. Apprehending violators; issuing warnings or citations, making arrests or taking other action as deemed warranted by the circumstances. As necessary, coordinating such activities with County Deputy Sheriff's, Utah Highway Patrol Officers and Police Officers in other jurisdictions in accordance with established policy.
- Operating radar unit to discover speed violations; performing routine radio checks of vehicle identification against current stolen vehicles and identifying violator drivers against outstanding arrest warrants.
- Investigating and assisting drivers and pedestrians in difficulty. Resolving such situations or referring to proper authorities.
- Directing traffic during abnormal situations such as accidents, fires or periods of congestion.
- Performing crowd control activities at public gatherings as warranted under particular circumstances including dispersal of unruly individuals or groups.
- Responding to any and all emergency calls, including traffic accidents, public or private altercations, robberies, burglaries, thefts, industrial or home injuries, water accidents or deaths, and other related emergency calls.
- Responding to personally sensitive calls such as family disturbances, missing persons and domestic altercations, exercising caution relative to personal safety, safety of others at scene; taking appropriate steps to calm the parties as necessary to resolve the immediate situation.
- Assessing the nature and urgency of the problem upon arrival at scene of call; immediately determining the circumstances and persons in relation to nature of call, whether situation warrants routine or emergency handling, and whether other officers or superior officers should be called to the scene.
- Arresting or detaining suspects for probable cause as warranted; taking all steps necessary to preserve and control crime scene; may assist in the initial investigation including interview of victim and witnesses.
- Reporting to scene of accidents; as necessary, administering first-aid; summoning medical personnel; controlling accident scene; interviewing principals, witnesses; preparing general sketch of accident scene noting details; and completing standard accident reports. Issuing citations or making arrests as situation warrants.
- Arresting or detaining suspects, employing level of physical force necessary only to control individuals as warranted under circumstances; handcuffing and searching individuals; advising individual of rights; and transporting to local detention facilities.
- Appearing in court as arresting officer to present evidence, facts, details of

circumstances, and otherwise testifying against persons accused of crimes; responding to questioning and cross-examination from prosecuting and defense attorneys.

- Preparing written reports to sufficient legibility and clarity that others without knowledge of the incident or situation can readily comprehend the facts and assure that the reports can serve as the basis for subsequent investigations for court proceedings and testimony.
- Explaining content of law to persons involved in a dispute, describing the process of filing a formal complaint, the extent of law enforcement powers, and the responsibility of citizens to follow prescribed legal procedures; informing those involved of the law applicable to their situation and their alternatives or referring to Chief.
- Demonstrating a thorough knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, criminal identification, rules of evidence, recordkeeping and all other aspects of law enforcement.
- Determining when to use flashing lights and sirens while driving a police vehicle, and determining how to drive in order to respond to emergency calls or apprehend offenders consistent with departmental policies and procedures.
- Determining when and how to use appropriately Tasers, defensive baton, firearms, or other defensive devices in any specific situations.

#### **LICENSE OR CERTIFICATE REQUIREMENTS**

- A valid Utah Driver's License and driving record free of significant or serious moving violations.
- Utah POST Certification

Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are **not** intended to reflect all duties performed by employees in each position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the City Council as the needs of the employer and requirements of the job change.

FLSA status: Non-exempt