

Perry City
Job Description

Police Officer I

Division: Patrol
Department: Police
FLSA: Non-Exempt

Reports to: Patrol Sergeant
Date Prepared: October 2007
Grade:

Purpose:

Performs a variety of entry level law enforcement duties while in training. Responds to life and property threatening calls such as robbery, burglary, family disturbance, theft vandalism, arson, riot, etc. Conducts investigation and follow-up investigation on scene and suspects; makes arrests of offenders. Writes crime case reports, arrest reports, complaint reports, etc. Appears and testifies in court. Performs traffic enforcement and routine patrol. Operates the breathalyzer and radar equipment. Conducts security checks of business and residential establishments. Issues tickets to traffic violators.

Essential Functions

Patrol/Traffic:

- Patrols all areas of Perry City in police vehicle, on bicycle, or on foot, including the city streets and alleys, checking for unlocked doors, windows, and building security; makes business location and residential house checks for possible illegal activities.
- Responds to calls for assistance, secures crime scenes for evidence searches; makes preliminary investigation and interrogates complainants, witnesses, and suspects; completes complaint questionnaires; performs case follow-up and assists with investigation activities as assigned; makes arrests.
- Controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for traffic violations, issues D.U.I's, and investigates accidents involving motor vehicles; prepares and submits accident, offense, arrests, and other forms and reports as necessary.
- Serves processes, notices, summons and subpoenas, and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.
- Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.
- Cleans and maintains assigned fire arms and vehicles and other special equipment.
- Performs ongoing public relations to enhance the image of the department within the community.

Community Policing/School Resource/Crime Prevention:

- Performs in various programs for community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations; performs specialty resource

functions by administrative assignment; enforces all applicable city, state, and federal laws by apprehending, citing, and arresting violators on or off school property.

- Presents program(s) unique to Elementary School, focused on safety, drug awareness, alcohol (DUI), gang activity, truancy, violence, theft, vandalism, trespassing, traffic, etc.; conducts lectures, workshops, classes, or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices; demonstrates specialized equipment; explains efficiency and effectiveness of specialized equipment.
- May participate as member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns; may serve on school community council; performs duties and services mutually agreed upon by police department and school administration; organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts; may serve as the D.A.R.E. Officer.

Knowledge and Experience:

1. Must have a high school diploma or GED, successful completion of Police Officers Standards Entrance Exam or Training Academy (P.O.S.T.), and 13 week field training and/or an equivalent combination of education and experience.
2. Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; hazardous waste classifications and emergency procedures related to control, containment, and confinement; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.
3. Skill in the use of firearms, the operation of police vehicles, and other specialized equipment including intoxilyzers, radar units, police batons, and restraining devices; basic CPR, First Aid, and emergency response driving.
4. Ability to react effectively in emergency, life and death, 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.
5. POST certifiable law enforcement officer.
6. Must be clear of a prior criminal record.
7. Must possess a valid Utah State Driver's License.
8. Must maintain firearm proficiency.
9. Must maintain law enforcement certification by completing annual training requirements (40 hrs.).
10. Body armor must be worn when any officer is on duty and in uniform.

11. Must successfully pass pre-employment physical fitness test, upon conditional offer of employment.
12. Must annually pass physical fitness test established by Police Department policy.

Interpersonal and Communication Skills:

Language skills- Ability to read, analyze, and interpret documents and reports. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate effectively to co-workers, subordinates, and the public.

Physical Requirements and Work Environment:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Tasks require a variety of physical activities involving muscular strain such as walking, standing, stooping, sitting, reaching, talking, hearing, kneeling, crouching or crawling, talking and hearing, tasting and smelling. Constant travel. Many functions of the work pose a high degree of hazard uncertainty. Physical readiness is essential to effective job performance. Various levels of mental application is required, i.e. memory for details, emotional stability, discriminating thinking, and creative problem solving. Continuous use of motor skills. Specific vision requirements include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus to handle traffic violation and criminal activity.

Supervision Received

Works under the general supervision of a Sergeant, Corporal, or assigned FTO/OIC.

Supervisory/Management Skills:

This position has no direct supervision.