

Taylorsville City Police Department Job Description

Job Title: Officer I
Department: Police
Reports to: Sergeant
FLSA Status: Non-exempt
Prepared Date: October 21, 2004

Police Officer I

DEFINITION

Under general supervision, performs the police function of protecting persons and property, providing law enforcement, maintaining order, controlling traffic, preventing crime and juvenile delinquency; may do dispatching, jail and desk duties; performs related and other work as required.

JOB CHARACTERISTICS

Positions in this class are occupied by sworn police officers who are responsible for protecting persons and property, maintaining order, and enforcing State and local laws and regulations. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Shift schedules may be changed periodically and job assignments may be rotated among patrol, traffic control, criminal and juvenile investigation, radio dispatching, and administrative services. The duties require initiative, resourcefulness, and the ability to analyze situations and in emergencies to adopt a quick, effective and responsible course of action. The work involves frequent contact with the public and requires the ability to deal with persons in tense situations where relations may be strained.

EXAMPLES OF DUTIES

1. Patrols an assigned area by car, motorcycle, or on foot to observe, investigate, and report suspicious and hazardous conditions; and apprehends and arrests law violators.
2. Responds to routine and emergency calls for protection of persons and property, and for the enforcement of City ordinances and State laws.
3. Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses; and completes case reports.
4. Takes charge of juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles; handles missing persons cases and works with community organizations and governmental agencies in delinquencies and delinquency control programs.
5. Directs traffic, including regulation of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws; and issues citations.
6. Appears in court to present evidence and testimony in connection with criminal prosecution.
7. Searches, guards, transports, and assists in the booking and custodial care of prisoners.
8. Serves writs, warrants, subpoenas, and other legal documents.
9. May be assigned to assist in conducting special studies of crime prevention, traffic control, or other Police Department problems.
10. Provides information and direction to the public and assists in developing community crime prevention programs, and may speak before business, school, civic and social groups.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities

Ability to observe accurately and remember names, faces, numbers, incidents and places; to think and act quickly in emergencies, and to judge situations and people accurately; to learn standard operating procedures of a police headquarters radio-telephone and keyboard-type communications equipment; to understand and interpret laws and regulations; to prepare clear, concise, and comprehensive written reports; to become proficient in self-defense techniques, and in the care and use of firearms; to follow oral and written instructions; and to deal courteously and effectively with the general public.

Education: Completion of the Utah Peace Officer Standards Training (POST) and certified as a Police Officer.

Experience: None required.

Other Requirements

License: Must possess a valid Utah Driver's License and a satisfactory driving record as a condition of hire and of continued employment.

Citizenship: Must be a citizen of the United States or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.

Police Service Standards: To be a candidate for a position in this class, the applicant must fulfill all of the following:

1. **Age:** The candidate shall be at least 21 years of age at the time of appointment.
2. **Character & Background:** The candidate shall possess traits including initiative, alertness, integrity, reliability, courtesy, and good judgment; and shall not have been convicted by any state or by the Federal Government for a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
3. **Hearing:** The candidate shall have normal hearing acuity.
4. **Weight:** Weight shall be in good proportion with height.
5. **Physical & Mental Condition:** The candidate shall be of sound physical condition; be of adequate physical stature, and possessing strength, endurance and agility demonstrable in tests of physical performance and medical examination. The applicant shall be of good mentality and emotional maturity, in good health, and free from chronic disease, impairment of bodily function, loss or impairment of the use of any digit, history of psychosis or psycho-neurosis, or other disabling defects.
6. **Vision:** The candidate shall possess normal color vision and visual functions. Each eye must be free of any abnormal condition or disease which might adversely affect performance of duty and there must be visual acuity of not less than 20/100 vision in each eye without correction and corrected to no less than 20/30 in each eye.