Tremonton City

Job Description

Job Title:	Police Officer I
Department:	Police Department
Location:	125 South 100 West, Tremonton Utah
Pay Level:	B-2
Physical Demands:	Category V – "Safety" as per the Pre-Employment Evaluation Program

Employment Status	Employment Classification	Required Equipment
Exempt	X Full-time	X City Vehicle
X Non Exempt	Part-time	X Cell Phone
X Safety Sensitive	Part-time Recreation	Pager
On Call	Temporary/Emergency	X Personal Protective Equip.
X Public Safety	Firefighter/EMT	
Independent Contractor	X Benefits	
	Contract	

Job Summary

Responsible for the protection of life and property, the detection and prevention of crime, the apprehension of criminals, and the enforcement of Federal, State, and local laws and ordinances.

Supervision

Given: May function as the Officer-In-Charge (OIC) in the absence of the Sergeant, may provide close supervision to in-experienced officers in the Field Training Officer (FTO) Program on a case-by-case basis

Received: Sergeant or the Police Chief

Essential Duties

Patrol

- Operates safely Department vehicle during normal and emergency driving situations in accordance with Department policy and State statute.
- Responds to calls for service, assistance from other officers, and at the direction of supervisory personnel.
- Performs initial investigations of both criminal activity and/or traffic accidents.
- Interviews complainants, witnesses, and suspects and completes complaint questionnaires.
- Recognizes and protects crime scenes for the preservation and gathering of evidence.
- Prepares thorough and complete reports of investigations and daily activity.

- Maintains a working knowledge of criminal and traffic law.
- Takes a pro-active approach to law enforcement through the recognition of violations of criminal and traffic law and takes appropriate action.
- Arrests suspects and escorts prisoners to and from holding facilities.
- Is prepared and capable of using required force to effect arrests up to and including deadly force.
- Articulates in court facts pertaining to investigations, arrests, and or traffic citations in which the officer participated as a primary or backup officer.
- Provides assistance to community members including assisting motorists, giving directions, and answering general questions.
- Serves summons and subpoenas and keeps records of dispositions.
- Maintains a professional appearance and adheres to Department dress and grooming standards.
- Communicates effectively with merchants, businesses, and citizens identifying and addressing problem areas or concerns.
- Other duties as assigned.

Investigation

- Conducts criminal investigations.
- Processes crime scenes, finds, identifies, marks, and preserves evidence.
- Utilizes fingerprinting, photography, and other specialized equipment in processing crime scenes.
- Interviews and interrogates witnesses, victims, and suspects and prepares all necessary reports.
- Manages and works the investigative case load of major felony crimes.
- Follows up and insures completion of all cases.
- Conducts research, pursues clues, makes telephone calls, tracks criminal histories, and secures existing information on suspects.
- Detects law violators, apprehends, and makes arrests.
- Answers business complaints of theft, forgery, scams, bad checks, embezzlements, and white collar crimes.
- Performs surveillance, obtains search warrants, and works closely with the City and County attorney concerning legalities involved in certain cases and arrests.
- Prepares facts, information, evidence and statements for court proceedings, secures witnesses and testimonies, prepares visual diagrams of the crime scene as deemed necessary, performs extraditions, and testifies in court when necessary.
- Develops informative contacts and participates in covert operations, investigates, and apprehends persons suspected of illegal sale, purchase, or use of narcotics.
- Other duties as assigned.

School Resource/Crime Prevention

- Plans, organizes, and implements various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations.
- Develops programs unique to Elementary, Intermediate, Middle, and High schools, focuses on safety, drug awareness, and alcohol (DUI), etc., conducts lectures, workshops, classes,

and gives presentations related to criminal activity within the schools to assist school officials.
- Attends school functions to monitor student activities and may be designated as the Department Drug Abuse Resistance Education (DARE) officer to develop and implement drug abuse resistance programs.
- Organizes and establishes neighborhood watch areas, conducts community watch meetings with concerned citizens upon request, and educates public regarding effective action through organized community efforts.
- Performs departmental public relations functions, conducts tours of the Department, and delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.
- Participates as a member of special task forces or cooperative agency programs related to gang activity and other high profile situations and concerns.
- Other duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Tremonton and its street systems.
- Modern law enforcement, administration, and investigative principles, procedures, techniques and equipment.
- Applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations.
- Working knowledge of hazardous waste classifications and emergency procedures related to control, containment, and confinement.
- Legal liabilities associated with arrest and law enforcement and court room procedures and laws of evidence.
- Department issued equipment and the maintenance of the equipment.

Skills in:

- Arrest procedures and control tactics.
- Interview and interrogation.
- Proper collection and preservation of evidence.
- Decision making.
- Interpersonal relationships.
- Use of basic computer software and accessing and using the Internet.

Ability to:

- React effectively in emergency 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.
- Observe, assess, and react quickly and calmly to a variety of potentially difficult and dangerous situations.
- Make decisions that are fair and impartial and tactfully enforce those decisions.

- Establish and maintain cooperative and courteous working relations with community members, other City employees, outside law enforcement agencies, civic leaders, and the general public.
- Understand and execute moderately complex oral or written directions.
- Prepare clear and comprehensive written reports.
- Maintain confidentiality of information gained through employment and restrict use of such information to official duties.
- Communicate effectively verbally and in writing.
- Work with other agencies in a spirit of cooperation.
- Pursue, subdue, and apprehend hostile and/or combative subjects.
- React to change and accept reasonable change as an organizational reality.
- Maintain required certifications and proficiency standards.
- Represent the City with decorum in a manner which promotes public confidence in the City, its officials, and employees.
- Exhibit patience and empathy with persons holding hostile or opposing views.
- Maintain professional confidences.
- Understand and follow City ordinances and policies.

Physical Demands

- Frequent lifting of 25-50 pounds with occasional lifting of 100 pounds or more.
- Stand or walk most of the time with bending, twisting, or working on irregular surfaces or at heights above the ground.
- Exposure to sudden physical and emotional demands.
- May require the need to physically defend oneself and/or restrain recalcitrant individuals.
- May require the use of weapons.
- Essential functions utilize abilities in talking, hearing, and seeing.
- Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.
- The ability to speak and hear is required in the daily performance of job duties.
- Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

- Stressful, busy, and fast-paced.
- Extensive contact with people.
- Exposure to stress as a result of increased responsibility and human behavior.
- May be subject to shift work or assignments that require non-traditional work schedules.
- Work is often performed outside in varying environments and seasonal climates including cold, heat, precipitation, and dust.
- Regular exposure to life threatening or hazardous situations which are inherent to the job.
- Many functions of the work pose a high degree of hazard uncertainty.
- Subject to accomplishing tasks in or among varied physical objects and barriers.
- Subject to the exposure to hazardous materials, chemicals, contagious diseases, and strenuous performance tasks.
- Frequent travel required in the course of performing portions of job functions.

Education & Experience

- A high school diploma or equivalent is required.
- No experience necessary for entry level.
- Able to obtain Utah POST CAT I Certification and successfully pass the National Police Officer Exam within 6 months of hire date OR
- Have Utah POST CAT I Certification prior to hire date.
- Qualify in the use of firearms, the operation of police vehicles, and other specialized equipment including intoxilyzers, radar units, in-car camera systems, and restraint/control devices (OC Spray, Taser, baton, etc.).

Special Requirements

- A one year probationary period is a prerequisite to this position.
- Must have a valid Utah driver's license.
- Must successfully pass the written test, oral interview, and physical fitness test.
- Must be 21 years of age.
- Live within a twenty (20) mile radius of Tremonton City limits. May live outside of the twenty (20) mile radius under certain circumstances and with approval from the Police Chief.
- Perform work requiring good physical condition.
- Must successfully complete the department Field Training Officer (FTO) Program.
- Must maintain firearm proficiency.
- Must maintain law enforcement certification by completing annual training requirements (40 hours).
- Successful completion of pre-employment drug screening is required.
- Must successfully pass ongoing drug testing associated with public safety positions.
- Successful completion of pre-employment physical is required.
- Successful completion of criminal background check is required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Tremonton City is an EEO/ADA employer.