
POLICE OFFICER I

DEPARTMENT: Police Department

CLASSIFICATION: Full-time

FLSA Designation: Non - Exempt

HIRING SALARY RANGE: \$18.23 to \$25.21 per hour

SALARY RANGE: \$18.23 to \$25.21 per hour

REPORTING RELATIONSHIPS

Position Reports to: Chief of Police

Operations Supervised: None

Positions Supervised: None

DISTINGUISHING FEATURES OF THE POSITION

The **Police Officer I** is responsible to patrol specific areas of the City to prevent crime or disturbance of the peace; to arrest violators of Federal, State, and Local laws and ordinances; to provide traffic enforcement and provide police visibility throughout the City; and to perform any other law enforcement duties as assigned by the Chief of Police.

FUNCTIONS & DUTIES

As **Police Officer I** this position will be responsible for:

- (On rotating shifts) patrolling assigned beat to aid in preventing crime and to enforce Federal, State and Local laws.
- Providing assistance to the public in emergency and non-emergency situations; educating the public on laws and ordinances.
- Responding to emergency radio calls and investigating accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc. and then taking appropriate law enforcement action.
- Observing, reporting and acting upon conditions conducive to crime and danger, such as checking buildings, assisting other officers, enforcing traffic laws, making arrests, transporting prisoners and investigating crime(s).
- Assisting citizens with complaints and inquiries and directs them to the appropriate authority.
- Using own judgment, determining the nature of a call, investigating the circumstances and taking necessary or prudent action.
- Administering first aid and/or requesting appropriate medical response.
- Performing crisis intervention in sensitive situations such as domestic disputes.
- Preparing and maintaining legible, concise and understandable record of activities (i.e. notebook).
- Preparing a variety of written and oral reports.
- Investigating crimes, interviewing witnesses, victims and suspects and providing feedback to the appropriate people concerning case status.
- Collecting and documenting evidence.
- Appearing in court, and being available to testify in matters which the officer has knowledge of, whether it is a criminal or civil matter.

- Maintaining proficiency in the use of police related equipment.
- Performing special assignments related to investigations, crime prevention and traffic enforcement. Performing other duties as assigned.

QUALIFICATIONS & COMPETENCIES

- Must be 21 years of age.
- Must have 2 years full-time LEO experience.
- Must be a U.S. Citizen.
- Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state.
- Must pass a thorough background investigation.
- Must successfully complete a one year probationary period.
- Must be able to meet Department's physical standards.
- No felony convictions.
- Residency within Weber County, or a 20-mile radius of Pleasant View City limits is preferred.

EDUCATION / CERTIFICATION / EXPERIENCE:

- Must be a high school graduate and possess a high school diploma or GED.
- Must possess a current Utah Police Academy (P.O.S.T.) graduate certificate.
- An Associate's Degree in criminal justice or a closely related field is preferred.

REQUIRED KNOWLEDGE:

- Knowledge of City government, politics and operations.
- Knowledge of City ordinances, civil service, State and Federal laws; content, intent and application of Utah criminal law; civil and constitutional laws.
- Knowledge of adult and juvenile judicial procedures.
- Knowledge of laws of arrest and search and seizure.
- Knowledge of techniques of interview and interrogation; criminal case preparation; crime scene management.
- Knowledge of departmental policies and procedures.

SKILLS / ABILITIES:

- Ability to communicate clearly and concisely, both orally and in writing; being diplomatic and tactful.
- Ability to analyze dangerous situations rapidly and accurately before taking safe effective action.
- Ability to operate a police vehicle, police radio, handgun and/or other weapons, handcuffs, first aid equipment, and a department issued computer.
- Ability to enforce federal, state and local laws; work with the public in a courteous respectful manner.
- Ability to effectively use computers, Microsoft products and other software management products.

WORKING CONDITIONS

Working conditions may vary. Some work will be performed in/on or under the following circumstances:

- An air conditioned office.
- Field settings (such as busy streets, parking lots, residential neighborhoods, etc.)
- A marked or unmarked police vehicle.
- Extreme temperatures and weather conditions (heat, cold, rain, snow, etc.).
- Conditions of this position may present occasional high stress and threat to personal safety during periods of search and seizure and arrest.
- May be exposed to toxic materials, blood borne pathogens and other infectious environments
- May have to interact or deal with unruly or dangerous individuals.
- May need to enter unsafe building sites

- May need to use deadly force.
- Rotating shifts and altering schedules (swing shifts, weekends, graveyards, etc.).
- May be required to extend work schedule during emergency situations.

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, and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, or crawl; and taste or smell.

The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 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.

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

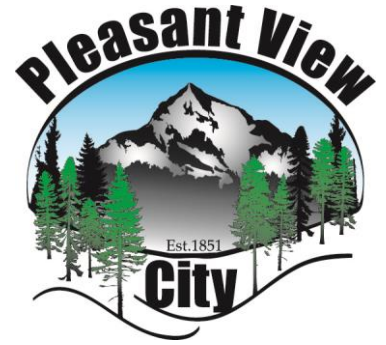
Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to peripheral tasks or that could generally be considered other duties as assigned. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

Memo



To: Current Pleasant View City employees
From: Laurie Hellstrom
Date: October 24, 2018
Re: Position open to all applicants

The following position is open to all applicants. **The deadline for applications is Friday November 2nd at 12:00 (noon).**

POLICE OFFICER I

*The City of Pleasant View, Utah is looking for a Police Officer I to serve under the discretion of the Chief of Police. Position is classified as Overtime Non-Exempt, and hourly requirements may exceed 40 hours per week from time to time. Candidates must be twenty-one (21) years of age, must possess a High School Diploma or GED, must have a valid Utah State driver's license, and must be a graduate of the Utah State Police Academy with a minimum of one year of full-time law enforcement. An Associate's Degree is preferred. The starting salary range for an officer is \$18.23 to \$25.21 per hour, DOQ. The City offers a generous \$900 annual uniform allowance per officer and allows for a take-home vehicle (if residency within a 20-mile radius of city limits is met). Health benefits are competitive, with the City contributing up to 95% of the premium. Successful candidates must be able to pass the Police Department Field Training (FTO) Program and a probationary period. A complete job description and employment application package may be picked up in person at Pleasant View City Hall, 520 W. Elberta Drive, Pleasant View, UT 84414, by calling 801-782-8529. **Applications will be accepted starting Thursday October 26, 2018 and are due by 12:00 (noon) on Friday November 2, 2018** and can be submitted in person, mail, or via email to rhadley@pleasantviewcity.com. The City of Pleasant View is an Equal Opportunity Employer.*