***Parowan City***

Job Description

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| **Title:** Police Officer I **Grade:** |
| **Division:** Administration **Effective Date:**  |
| **Department:** Police **Last Revised:** |

**GENERAL PURPOSE:** Performs a variety of entry level technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Parowan.

**SUPERVISION RECEIVED**: Works under the general supervision of the Police Chief or Sergeant.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL FUNCTIONS:**

**PATROL/TRAFFIC:** Patrols all areas of Parowan City in police vehicles, 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 interviews 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 motorist, issues citations and warnings for D.U.I.’s, moving violation 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; completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required; cleans and maintains assigned firearms and vehicles and other special equipment.

**INVESTIGATION:** Assists more experienced officers with criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interviews witnesses, victims and suspects; prepares all necessary reports.

**SCHOOL RESOURCE/CRIME PREVENTION:** Performs in various programs for special target populations of the 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.

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; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts.

Performs ongoing public relations to enhance the image of the department within the community.

**ANIMAL CONTROL:** Provides community domestic and wild animal services; apprehends stray and dangerous animals; performs euthanasia as required; may cooperate with wildlife services, fish and game and other enforcement officers.

**FIRE FIGHTER:** Performs fire prevention and suppression duties as needed; responds to building and wild land fires’ assists other local and federal emergency response teams.

Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION AND EXPERIENCE.**
2. Graduation from high school; plus successful completion of Police Officers Standards and Training Academy (P.O.S.T.); AND
3. No experience necessary;
4. **KNOWLEDGE, SKILLS, AND ABILITIES:**

**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.

**Skill in** the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices; basic CPR, First Aid and emergency response driving.

**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.

1. **SPECIAL QUALIFICATIONS:**

Must be P.O.S.T. certified category peace officer.

Must be clear of a prior criminal record.

Must possess a valid Utah State Driver’s License.

Must maintain firearm proficiency. Must maintain law enforcement certification by completing annual training requirements (40 hrs.).

1. **WORK ENVIRONMENT:**

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the job description. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_