



# Woods Cross City

## Job Description

**Title:** Police Officer

**Effective Date:** 09/2024

**Department:** Police

**Last Revised:** 09/2024

**FLSA Status:** Non-Exempt

**Salary Range:** \$29.58 - \$45.86 hourly/\$61,536 - \$95,380 annually

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### **Purpose**

Performs a variety of **entry level technical** law enforcement duties related to enforcing the state and local laws, maintaining the peace, and protecting the citizens of Woods Cross.

### **Supervision Received:**

Works under the general supervision of a Sergeant.

### **Essential Functions:**

**General Law Enforcement Performance Expectations:** Performs duties that put life and/or personal safety at risk; performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

Patrols an assigned area of the City in a radio/Mobile Data Computer equipped vehicle to preserve law and order; may be assigned to a foot patrol, extra patrol, bicycle patrol, motorcycle or a specialized unit such as SWAT or K-9 Unit; checks businesses/residences, discovering/preventing the commission of crimes; enforces State and municipal laws and city ordinances.

Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators as appropriate.

Investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes appropriate action to solve case and to bring suspects before proper judicial process; investigates traffic accidents, reconstructs accident scenes; documents and reconstructs crime scenes; enforces traffic and parking violations; directs traffic and assists motorists as needed.

Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable; administers "first responder" aid.

Completes detailed and accurate reports of daily activities, criminal cases, arrests traffic accidents and other cases as appropriate; presents evidence and testimony in court and other hearings as required.

Operates police vehicle and other department equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public; maintains visible presence to deter and prevent crime.

Performs foot patrol in the business areas to acquaint themselves with the business community and to make themselves more readily available to the residents; checks for building security and illegal activity.

Performs ongoing public relations to enhance the image of the department within the community; as assigned, represents the department by speaking at public meetings and schools to educate and inform citizens; presents a professional image in both appearance and demeanor.

Serves warrants, processes, notices, summons and subpoenas.

Performs related duties as required.

**Minimum Qualifications:**

- A. High school diploma AND successful completion of Utah N.P.O.S.T. within 12 months of hire
- B. Graduation from Utah Police Officers Standards and Training (POST) Academy with P.O.S.T. certification as a Law Enforcement Officer is required within six (6) months of hire. Woods Cross City may sponsor one applicant through P.O.S.T. as allowed by budgetary constraints and current police department staffing.
- C. Must be a U.S. Citizen on/by the date of the first examination.
- D. Must be at least 21 years of age at the time of certification as a special function officer. The Special Function Officer block is held during the first eight weeks of the police academy.
- E. Successful completion of an oral board interview, background investigation, lie detector examination, psychological examination and evaluation, interview, and drug screen.
- F. Must possess a valid state driver's license or Utah driving privilege card (or the ability to obtain one within 30 days of employment)

**Knowledge, Skills, and Abilities:**

Working 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 rules 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 qualify with department issued weapon as required.

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.

Considerable human relations skills, written and communications skills.

Ability to work independently and make critical decisions and use initiative and common sense.

**Working Conditions:**

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. 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 are required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Response to emergency situations and participation in training activities involving strenuous and moderately heavy physical activity; required to stand, walk, crawl, or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, extreme temperatures, irritant gasses, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Unconventional working hours may be required including nights, weekends, and holidays. Frequent travel may be required.

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The above statements describe the general nature and level of work performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.