



# Woods Cross City

## Job Description

**Title:** Senior Police Officer

**Department:** Police

**FLSA Status:** Non-Exempt

**Salary Range:** \$35.32 - \$54.75 hourly/\$73,465 - \$113,871 annually

**Effective Date:** 09/2024

**Last Revised:** 09/2024

### **Purpose**

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

### **Supervision Received:**

Works under the general supervision of a Sergeant or Assistant Chief

### **Essential Job Functions:**

Perform all essential job functions of a Police Officer.

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Conduct criminal investigations; process crime scenes; identify, collect, mark, and preserve evidence. Manage a caseload of major, complex, or felony crimes; conduct investigative research, track criminal history data, and pursue clues; work closely with other police personnel in solving difficult cases; develop viable leads and make arrests; ensure accurate follow-up and timely completion of required reports; prepare facts, information, evidence and statements; secure witnesses and testimonies, prepare visual aids, perform extraditions and other requirements necessary for court proceedings.

Handle complaints of property and white-collar crimes; alert and educate businesses and community of criminal trends; perform surveillance; obtain search warrants; work closely with City and County attorneys concerning legalities surrounding cases and arrests.

Identify, develop, and maintain informant contacts; investigate illegal activity involving narcotics, firearms, prostitution, money laundering, gambling, counterfeiting and other criminal activities requiring participation in covert operations.

Provide instruction and training regarding one or more law enforcement related skills, topics, or duties.

Participate in the ongoing development and supervision of Police Recruits and Police Officers while in basic training, in-service training, and field training.

Offer reasonable guidance and direction to Police Recruits and Police Officers during working incidents or active crime scenes in support of the operational expectations of the department. Function as the officer in charge (OIC) in the absence of a higher-ranking officer or by assignment if assigned by the department.

This position is not eligible for remote work because all or most of the essential job duties must be performed onsite.

Performs other duties as required.

**Minimum Qualifications:**

**1. Education and Experience:**

- A. Six (6) years as a law enforcement / corrections officer.
- B. One (1) year minimum with the Woods Cross Police Department.
- C. Successful completion of one (1) P.O.S.T. approved supervisory / leadership class.

**2. Special Qualifications:**

- A. Certified Law Enforcement Officer (POST)
- B. Valid Utah Class D Driver License
- C. No discipline at or more than three (3) day suspension within the last year of potential promotion date.
- D. Subject to 24-hour call out.
- E. Certification in at least one (1) of the following:
  - i. Basic Crime Scene
  - ii. Accident Investigation
  - iii. Field Training Officer (FTO)
  - iv. Interview and Interrogation
  - v. Second Language
  - vi. Other as determined by the PD management

**3. 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.