



Payson City Job Description
FLSA Status: Non-Exempt
Last Revised: May 10, 2016

I. Position Title: Category One Police Officer

II. Summary of Overall Purpose of Position:

Works under the direction of the Chief of Police, the Police Lieutenant, or the watch commander. Insures the public peace and safety by performing a variety of law enforcement duties. Enforces local and state laws.

III. Essential Duties

- Communicate effectively with merchants, businesses and citizens identifying problem areas of concern.
- Provide a sense of security for businesses and citizens within the community.
- Enforce local and state laws, including traffic codes.
- Operate a police vehicle safely and effectively according to departmental policies.
- Responds to life and property threatening calls such as robbery, burglary, family disturbance, theft, vandalism, arson, riot, etc.
- Conducts investigations and follow-up investigations.
- Communicate effectively both verbally and in writing. Possess the ability to write in a thorough, legible and professional manner.
- Utilize lethal and non-lethal weapons effectively within departmental guidelines.
- Operates various equipment such as breath testing and radar equipment.
- Patrol city neighborhoods routinely.
- Respond to calls for service in the community.

IV. Marginal Duties

- Makes court appearances as necessary.
- Perform other duties as assigned.

V. Qualifications

- Requires a high school diploma or equivalent.
- Must be at least 21 years of age.
- May not have been convicted of the unlawful use, sale or possession of a controlled substance abuse in the past five years.
- May not have been convicted of a crime for which the applicant could have been punished by imprisonment in federal penitentiary of this or another state.
- Must be able to type at least 30 words per minute.

Certificates/Licenses: Requires a valid Utah Driver's License. Must have and maintain a Utah Post certification. Must meet all mandatory certifications annually.

Knowledge of: Criminal and traffic laws; rules of proper verbal and written communication; ethical principles of self-defense, the City's geography, report writing, and modern law enforcement, principles, procedures, techniques and equipment.

Ability to: Read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals; write routine reports and correspondence; enforce laws and ordinances with tact and impartiality; to speak effectively to groups of citizens, employees, etc.; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; and compute rate, ratio, and percent to draw and interpret bar graphs.

Skill in: The use of firearms and police equipment including emergency vehicles, intoxilyzer, field sobriety tests, radar equipment, finger printing, etc.

Communication Skills: Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; be able to professionally furnish and obtain information from other departments; and the ability to defuse tense situations.

Tool, Machine, Equipment Operation: Type 30 wpm; requires regular use of office equipment including computer, printer, copier, fax machine, and telephone system.

Analytical Ability: Ability to make rapid, sound decisions and solve problems under pressure; to diffuse or control hostile situations; constant alertness to react to unexpected situations; collect and assimilate facts; concentrate and function effectively and independently under heavy workload demands in matter of serious financial or practical consequence or involving the welfare of lives and property.

V. Working Conditions:

Physical Demands: Duties of job require moderate to heavy physical exertion including running, climbing, kneeling, stooping and balancing; constant seeing and hearing. Employee will sit and stand for long periods of time and may be required to move up to 150 pounds.

Working Conditions: Great pressure and fatigue exist during a normal workday due to moderate exposure to stressful situations, overtime, deadlines and contact the public. Frequent exposure to unpleasant or hazardous condition caused by the handling of dangerous situation. The noise level is usually moderate. Work assignments are broad and performed little or no supervision or checking; work procedures are established, refer only unusual case to supervisor; must work in all weather conditions as well all types of environmental and physical hazards.

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.