



JOB DESCRIPTION

TITLE: Police Officer
DEPARTMENT: Police
GRADE: P-1
FLSA: Non-Exempt
EEO DESIGNATION: Protective Service Workers
REVISION DATE: 06/29/2021

POSITION SUMMARY

Under the supervision and direction of Sergeants, the Lieutenants and the Chief of Police, the Police Officer is responsible for all general uniform police operations which may place the employee's life or personal safety at risk. Those operations include the following, but are not limited to: patrolling the City of Draper to actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah or any of its political subdivisions, responding to situations involving threats to public safety, making emergency decisions affecting the lives and health of others and providing community protection.

ESSENTIAL FUNCTIONS:

- Patrols all areas of Draper City in police vehicles, 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 interrogates 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 motorists, issues citations and warnings for moving violations, D.U. I's 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.
- Escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary.
- Completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required.



JOB DESCRIPTION

- Cleans and maintains assigned firearms and vehicles and other special equipment.
- Performs ongoing public relations to enhance the image of Draper City and the Police Department within the community.
- Must be able to pass annual Police Department physical fitness test.
- Ability to manage stress, handle multiple tasks, analyzes issues, solve problems and exercise sound judgment.
- Strong interpersonal skills including objectivity and integrity.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from high school or GED.

Must be a P.O.S.T. certified or become Utah P.O.S.T. certified within 60 days of application.

Must possess a valid Utah Driver's License.

Must maintain firearm proficiency.

Must successfully complete FTO training during probationary period.

Must complete EVO certification during FTO training.

KNOWLEDGE, SKILLS AND ABILITIES

1. 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.
2. 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.
3. 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,



JOB DESCRIPTION

verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Must be able to pass annual Police Department physical fitness test. Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes, and travel conditions. Has the ability to travel throughout the City and to other locations. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance and must maintain physical condition to perform essential duties as specified by P.O.S.T. certification. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Unique mental stresses associated with law enforcement demands may be present. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around crime scenes and/or emergency situations.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does 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.