



POSITION ANNOUNCEMENT

POSITION TITLE: Police Officer

SALARY RANGE: \$54,766.40 -\$82,118.40

OPENING DATE: April 19, 2024

CLOSING DATE: Open until Filled

• **Anyone interested in this position should submit the following as attachments when applying online:**

- **Cover letter**
- **Updated personal resume`**

Roy City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. If you have special needs please call (801) 774-1000. The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process.

DRUG FREE WORK PLACE / EOE / ADA

GENERAL PURPOSE

Performs a variety of full performance technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Roy. Performs in court security, investigations, or patrol units as may be assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Sergeant.

SUPERVISION EXERCISED

May provide close to general supervision to less experienced officers while in training or on a case-by-case basis. Functions as the Officer in Charge (OIC) in the absence of a higher-ranking officer or by assignment.

ESSENTIAL FUNCTIONS

Court Security/Warrants:

Maintains order and security in courtroom and guards, judge, and jury. Provides security for court area by responding appropriately to any suspicious behavior by any person entering the court or adjacent areas. Exercise the practical judgment necessary to cope with unusual situations

on an emergency basis.

Unlocks and check courtroom for security. Monitors all persons entering the court area and operates the hand-held scanner and the walk-through metal detector. Collects and retains unauthorized firearms from persons entering courtroom.

Enforces courtroom rules of behavior. Announces entrance of judge. Relays messages from jurors to Court and/or families. Carries documents from defendants to the judge. Reports need for police or medical assistance to the Dispatch Center. Takes custody of sentenced or arrested person in the Courtroom and arranges for transportation to the Correctional Facility.

Provides jury escort to restaurant and other areas outside of courtroom to prevent jury contact with public.

Serves warrants and subpoenas. Locates fugitives.

Assists the Detective Section when needed. Assists in monitoring of sex offenders when needed.

Investigation:

Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interrogates witnesses, victims and suspects; prepares all necessary reports.

Manages investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows up and ensures completion of all cases; conducts research and pursues clues, makes telephone calls, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

Answers business/bank complaints of theft, forgery, scams, bounced checks, embezzlements, bad credit and white collar crimes; alerts businesses and community of check forgeries, and short change artists; performs surveillance; obtains search warrants; works closely with City and County attorney concerning legalities involved in certain cases and arrests.

Prepares facts, information, evidence, and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the scene of crime as deemed necessary; performs extraditions; testifies in court when necessary.

Develops informative contacts and participates in covert operations; investigates and apprehends persons suspected of illegal sale, purchase or use of narcotics; may examine prescriptions and pharmacies and physicians' records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

Patrol:

Patrols all areas of Roy 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 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 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; 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.

Cleans and maintains assigned firearms and vehicles and other special equipment.

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.

Implements program(s) unique to elementary, Junior High and High schools; focus on safety, drug awareness, alcohol (DUI), gang activities, truancy, violence, theft, vandalism, trespassing, traffic, etc.; conducts lectures, workshops, classes or gives presentations related to criminal activity within the schools to assist school officials; educates participants and youth regarding law enforcement practices; demonstrates specialized equipment explains efficiency and effectiveness of the same.

May participate as a 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; performs duties and services mutually agreed upon by police department and school administration; organizes and establishes neighborhood watch areas; 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.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, successful completion of Police Officers Standards and Training Academy (POST);

2. Essential Functions, Knowledge, Skills, and Abilities:

Working knowledge of Roy and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; **Some knowledge** of hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law

enforcement; court room procedures and laws of evidence

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Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices.

Ability to react effectively in emergency and stress situations; ability to exhibit imagination, initiative, and problem-solving capability in coping with a variety of law enforcement situations; ability to 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.

3. Special Qualifications:

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.).

4. 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.