

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Officer I	Job Code: 4206
Date: January 17, 2018	EEO Code: PS
FLSA Designation: Non-Exempt	Civil Service Status: Covered (C)

DEFINITION: This is entry-level law enforcement, crime prevention, and public assistance work with responsibility to respond to dispatched calls, disturbances, and emergencies.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor or shift commander and perform assigned tasks under close supervision. This work is distinguished from that of Police Officer II by its lower degree of independence and lack of assignment to divisions other than patrol. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Enforce all State of Utah, Provo City, and Utah County laws; patrol assigned areas by vehicle, bicycle, motorcycle, or foot to discover, control, and/or prevent violations of the law; respond to life-threatening and property-threatening calls, emergencies, and alarms; actively seek out and detect criminal activity including observing suspicious persons, vehicles, or situations and taking proper and legally sound actions; secure crime scenes; investigate complaints, traffic accidents, and crimes by interviewing suspects, witnesses, prisoners, and victims; gather and organize intelligence in a logical manner; prepare, compose, and submit reports of sufficient quality to be used in a court of law or as a basis for further investigation or intelligence gathering; arrest suspects by proper and approved methods; apprehend, restrain, and control persons by using reasonable force; maintain security of prisoners and escort them from crime scenes to jail, court, or other assigned areas; respond to inquiries or complaints; testify in court or at hearings when subpoenaed.

Render first aid; assist the public; may deliver emergency messages including notifying families of fatalities; control crowds; intervene in crisis situations; mediate civil complaints; serve warrants and subpoenas; educate the public in crime prevention; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or equivalent. Must be 21 years-old and a citizen of the United States.

License(s)/Certificate(s): A valid, lawful Driver's License is required. Must obtain Utah State Peace Officer Standards and Training (POST) Law Enforcement Officer Certificate during probationary period.

SELECTION FACTORS: **Knowledge of:** applicable laws, ordinances, rules, and regulations; police terminology; policies and practices established for the workplace; standard safety practices relating to equipment and police operations; basic English composition, spelling, and grammar. **Skill in:** the use of firearms; exercising independent judgment while evaluating situations and in making determinations; operating a patrol car and other vehicles in a safe and efficient manner at all times; practicing trust-building behaviors. **Ability to:** act ethically and continually demonstrate high moral character; recognize potential dangers, and determine proper courses of action; read and understand laws, ordinances, rules, and regulations; deal

with stressful situations firmly, tactfully, and with respect for individual rights; communicate clearly both verbally and in writing; maintain effective relationships with fellow employees and with citizens from diverse racial, ethnic, social, and economic backgrounds; learn and use investigative techniques, procedures, and equipment; observe and remember detail; quickly and accurately perform work; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Police radio, vehicle, pistol, shotgun, rifle, baton/ASP (night stick), flashlight, bullet-proof vest, handcuffs, O.C. chemical spray, Taser, telephone, computer.

PHYSICAL DEMANDS: Regularly requires physical strength, agility, and emotional stability. Essential duties require: physical stamina and strength to effectively pursue and restrain violent subjects, physical ability to apply appropriate arrest control techniques, physical endurance to work extended hours under stressful and challenging conditions and emotional stability to function under psychologically traumatic conditions. *Note: Employees of this class must successfully pass the Police Department physical fitness test.*

ENVIRONMENTAL FACTORS: Regularly requires exposure to adverse weather conditions, hazardous materials, life-threatening situations, and highly stressful and psychologically traumatic situations. *Note: This is shift work and employees of this class may be subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a 20-minute response time, unless otherwise approved by the Police Chief.*



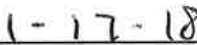
Department Director



Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.