



Layton City
HR Division
437 N Wasatch Dr
Layton, UT 84041
www.laytoncity.org

INVITES APPLICATIONS FOR THE POSITION OF:
Lateral or Entry-Level Police Officer

An Equal Opportunity Employer

SALARY

\$24.44 - \$41.19 Hourly

OPENING DATE: 09/03/21

CLOSING DATE: Continuous

GENERAL PURPOSE:

The position of Police Officer is subordinate to the Police Chief and all other ranking officers of the department. The Police Officer is responsible for the protection of life and property, the detection and prevention of crime, the apprehension of criminals, and the enforcement of federal, state, and local laws and ordinances. Work is performed in accordance with departmental policies and procedures, and state statutes.

ESSENTIAL TASK FUNCTIONS

Safely operates department vehicle during normal and emergency driving situations in accordance with department policy and state statute.

Responds to; calls for service, assistance from other officers, and at the direction of supervisory personnel.

Performs initial investigations of both criminal activity and/or traffic accidents.

Recognizes and protects crime scenes for the preservation and gathering of evidence.

Prepares thorough and complete reports of investigations and daily activity.

Maintains a working knowledge of criminal and traffic law.

Takes a pro-active approach to law enforcement thru the recognition of violations of criminal and traffic law and takes appropriate action.

Be prepared and capable of using required force to effect arrests up to and including deadly force.

Ability to verbally articulate in court facts pertaining to investigations, arrests, and or traffic citations in which the officer participated as a primary or backup officer.

Provides assistance to community members including assisting motorists, giving directions, and answering general questions.

Maintains a professional appearance and adheres to department dress and grooming standards.

Has a working knowledge of all department issued equipment and maintains the equipment in good working order.

Works with other agencies in a spirit of cooperation.

Maintains required certifications and proficiency to include participation in mandatory department physical fitness standards.

MINIMUM QUALIFICATIONS

Education and Experience:

To perform the job successfully, an individual must be able to perform each essential job function satisfactorily. In specific assignments they must also be able to perform additional component job functions related to the primary job classification. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In addition the following education, experience and special qualifications are required:

Graduation from high school or GED

21 years of age or older

Must be a U.S. Citizen or a lawful resident of the United States for at least five years and have legal authorization to work in the United States.

Successfully pass the written, oral interview, physical fitness testing, background, polygraph, psychological, drug screen, and physical.

The physical fitness requirements are as follows:

1.5 mile run in 15:54 minutes

25 push ups

35 sit ups in one minute

16 inch vertical jump

Valid drivers license and the ability to obtain a Utah drivers license within 14 days of hire date.

Must be P.O.S.T certified within six months of hire and maintain certification.

Knowledge, Skills, and Abilities:

Ability to observe, assess, and react quickly and calmly to a variety of potentially difficult and dangerous situations. Ability to make decisions that are fair and impartial and tactfully enforce those decisions. Ability to establish and maintain cooperative and courteous working relations with community members, other City employees, outside law enforcement agencies, civic leaders, and the general public. Ability to understand and execute moderately complex oral or written directions, and to prepare clear and comprehensive written reports. Ability to maintain confidentiality of information gained thru employment and restrict use of such information to official duties. Ability to communicate effectively both verbally and in writing. Ability to exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations. Must be able to pursue, subdue, and apprehend hostile and/or combative subjects. Able to react to change and accept reasonable change as an organizational reality.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job classification.

Exposure to stress as a result of increased responsibility and human behavior.

May be subject to shift work or assignments which require non-traditional work schedules.

Ability to be recalled and respond to critical incidents as required.

Willingness and ability to work overtime as work load dictates.

Required to frequently stand, walk, and sit for extended periods of time.

Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

Must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds, and occasionally lift and/or move up to 100 pounds.

Vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

May be exposed to hazards materials such as chemicals and/or bodily fluids.

SUPPLEMENTAL INFORMATION

SUPERVISION RECEIVED

Works under the general supervision of Sergeant

SUPERVISION EXERCISED

May on occasion be asked to direct new trainees as a field-training officer or act in a supervisory role in the absence of a sergeant.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.laytoncity.org/LC/HumanResources/Jobs>

OR

437 N Wasatch Dr
Layton, UT 84041

Job #00741-9.2021

LATERAL OR ENTRY-LEVEL POLICE OFFICER
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Lateral or Entry-Level Police Officer Supplemental Questionnaire

- * 1. What do you understand to be the minimum requirements of this job, and how do you feel you meet these requirements?

- * 2. Please describe your experience related to the performance of this job (including technical skills).

- * 3. Do you have a high school diploma or GED?
 Yes No

- * 4. Are you at least 21 years of age?
 Yes No

- * 5. Do you possess a valid driver's license?
 Yes No

- * 6. Are you currently employed as a Law Enforcement Officer?
 Yes No

- * 7. Have you attended or are you currently attending the Police Academy?
 Yes No

- 8. If you answered yes to the above question, what was or is your graduation date?

- * 9. After reaching the age of 18 years or older, have you ever been charged with an offense other than a minor traffic violation that has resulted in something other than dismissal?
 Yes No

- 10. If you answered yes to the above question, please explain.

- * Required Question