



## JOB DESCRIPTION

Title: **MASTER POLICE OFFICER**

Department: Police

Class Code: 4525

FLSA Status: Non-Exempt

Effective Date: July 1, 1996 (Rev. 07/2015)

### GENERAL PURPOSE

Under the general supervision of a Sergeant, performs complex law enforcement duties in providing security, protection and enforcing all laws and city ordinances, performs complex work in investigating crimes.

**EXAMPLE OF DUTIES** (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

- \*-- Responds to life and property threatening calls, such as robbery, burglary, family disturbances, theft, vandalism, arson, riot, fire, etc.
- \*-- Conducts investigation and follow-up investigation on scene and suspect; makes arrests of offenders.
- \*-- Writes and files crime case reports, arrest reports, complaint reports, traffic accident reports for each case handled during the shift; issues tickets to traffic violators and testifies in court.
- \*-- Performs traffic enforcement and routine patrol; operates the Intoxilyzer and radar equipment; monitors traffic movement; reports hazards, such as blockages of street view, holes, etc.
- Conducts security checks of business and residential establishments; issues tickets to traffic violators.
- Utilizes and trains canines for police work.
- Utilizes problem solving techniques to address community problems.
- \*-- Provides both written and verbal information to the public upon request.
- Participates in and initiates directed patrols.

- May function as the officer in charge, in the absence of the Sergeant.
- Performs vehicle, foot, bicycle and motorcycle patrol.
- \*-- Investigates criminal cases ranging from crimes against persons and property to crimes against peace, murder, or indecency; carries out evidence, custody, crime scene control, interviewing of witnesses and suspects in preparations of written formal case reports.
- Conducts undercover investigative activities including establishing a relationship with informants to detect illegal activities.
- Conducts surveillance of known offenders and known illegal activities for major mass arrests.
- \*-- Originates investigation cases as necessary, prepares records and reports; meets with District Attorney to determine whether warrants will be issued or not.
- Works in liaison with Murray School District personnel for common problems and investigations.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Minimum ten (10) years experience as an officer either with Murray Police Department or with another full time police service agency as determined at the time of hiring by the Chief of Police.
- Obtain three (3) consecutive annual employee evaluations with an overall score of at least 3.75.
- POST Advanced Officer Certification.
- Fulfilling all requirements necessary for certification as a Master Police Officer (see Master Police Officer requirements).

### Special Requirements

- Must be POST certified; must possess a valid Utah Driver License.
- Maintains 40 hour POST in-service training minimum.

- Must reside within the boundaries of Salt Lake County within one (1) year of appointment.

### Necessary Knowledge, Skills and Abilities

- Working knowledge of police terminology and practices; working knowledge of city, state and federal law; working knowledge of the citizen's rights; working knowledge of the laws of traffic, evidence, search and seizure; working knowledge of investigative techniques.
- Skill in the use of firearms and all related police equipment.
- Ability to make rapid and sound decisions under pressure; ability to remain composed in stressful situations; ability to establish and maintain effective working relationships with the police, other agencies, and the public; ability to communicate effectively, both verbally and in writing.

### **TOOLS & EQUIPMENT USED**

- Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, Breathalyzer, first aid equipment, desktop and laptop computer, tape recorder.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat.
  
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.

## **MASTER POLICE OFFICER REQUIREMENTS**

### **800 Master Police Officer**

This order consists of the following:

- I. Purpose
- II. Procedure

#### **I. PURPOSE**

The Murray Police Department recognizes the talents and dedication of our professional Police Officers. The Chief of Police wishes to recognize those who go beyond that which is required. The purpose of this policy is to establish guidelines and procedures for obtaining and maintaining the status of Master Police Officer.

#### **II. PROCEDURE**

##### **A. Eligibility Requirements**

1. Minimum ten (10) years of experience as a full time police officer, minimum of seven (7) years of experience if the officer holds a Bachelor's degree from an accredited university.
2. Obtain a minimum of a 3.80 rating on the annual employee evaluation with no individual rating below a 3.0.
3. POST or other approved training courses relating to:
  - a. Supervisory and Leadership
  - b. Instructor Development or Instructor Certification
  - c. Employee Discipline and Administrative Procedure
  - d. Interviews and Interrogation
4. Six years of successful service in any two specialty positions or assignments.

##### **B. Appointment**

Officers who have completed the requirements should submit verification to the Training Sergeant.

1. After verification of the requirements, the Training Sergeant shall forward the request to the Chief of Police.

2. The Chief of Police may authorize an officer's appointment to Master Police Officer status. This status may be denied by the Chief of Police for cause.
3. Master Police Officers will receive from the Department, based on availability, a badge and ID reflecting the designation status of "Master Police Officer."

C. Master Police Officer Standards

Master Police Officers are held to the following standards:

1. A Master Police Officer is expected to maintain a high standard in all assignments, activities and duties.
2. A Master Police Officer is expected to be a mentor to less experienced officers, and to present a professional image of the Department.
3. A Master Police Officer is expected to maintain an annual employee evaluation rating of at least 3.80 with no individual categories below a 3.0.
4. The Chief of Police may remove the status of Master Police Officer based on cause.