

Cottonwood Heights

Job Description



Title:	Police Officer	Code:
Division:	Operations	Effective Date:
Department:	Police	Last Revised:

GENERAL PURPOSE

Performs a variety of **working level law enforcement** duties as needed to perform the day-to-day law enforcement operations of the city, including patrol, traffic control, investigations, school resource, community/business watch, homeland security, K-9, motor patrol, etc. **Performs field operations duties related to** the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property.

SUPERVISION RECEIVED

Works under the general supervision a Sergeant.

SUPERVISION EXERCISED

Functions as the Officer-in- Charge (OIC) in the absence of a ranking officer.

ESSENTIAL FUNCTIONS

Patrol/Traffic: Operates police car or motorcycle patrolling all areas of the city, issues traffic citations; monitors community including the city streets and businesses, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities; responds to crimes in progress; secures, defuses and resolves high risk felony calls; 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; responds to calls for assistance; controls traffic and enforces traffic laws and ordinances; directs traffic, assists motorists, issues citations and warnings for D.W.I.'s, 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 summons and subpoenas and keeps records of dispositions; escorts prisoners to and from 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 fire arms and vehicles and other special equipment.

Investigation/Detective: Receives and performs in cross-trained specialty investigative functions including, but not limited to, homicide investigation, child sexual assault investigation, child forensic interviewing forensic evidence recognition and gathering, check/credit card fraud, white collar crime, internet/computer fraud, child abduction, child homicide, narcotics recognition and interdiction, robbery, burglary and violent domestic assault training.

Conducts criminal investigations, identifies, preserves and collects evidence. Utilizes fingerprinting, photograph, and other specialized equipment in processing crime scenes; interviews and interrogates witnesses, suspects, victims; prepares criminal case screening at trial.

Manages investigative caseload of major felony crimes, works closely with supervisor(s) in solving difficult cases; conducts research, develops and pursues investigative leads, tracks criminal movement; apprehends and arrests suspects.

Answers business/bank complaints of forgeries, theft, scams, bounced checks, embezzlement and white collar crime; educates businesses and community to prevent victimization; works closely with City and County Attorneys on case prosecution.

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

Develops informants and contacts, participates in covert operations pertaining to trafficking and illegal sales of narcotics; including obtaining suspect information and records on illegal sale and use of prescription drugs; performs surveillance, obtains search warrants, works closely with state and federal enforcement agencies, including FBI, DEA, ATF, and US military.

Community Oriented Policing/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 activity, 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.

Performs departmental public relations functions; conducts tours of the department; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.; performs ongoing public relations to enhance the image of the department within the community.

May participate as 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.

K-9 Specialist: Works closely with specially trained Patrol canine to develop a close working relationship; trains canine daily and weekly in apprehension, evidence search, drug search, area search, obedience, agility and crowd control; maintains accurate records of all training and line duty activities; maintains a personal file on canine; prepares and submits deployment and training reports as necessary.

Insures proper care and feeding, health and safety of canine; maintains accurate records of dog tag licenses and shots; performs necessary cleaning and maintenance of dog, kennel and patrol vehicle; assists in lost person searches; performs drug investigations; tracks and searches for lost or stolen articles; assists with arrests and crowd control; makes court appearances as necessary.

Makes school, community presentations; gives demonstration on canine's abilities; may enter canine in competitions involving apprehension, evidence search, drug search, tracking, agility and obedience.

School Resource/Crime Prevention: plans, organizes and coordinates 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; attends school activities and provides security and crowd control

Develops program(s) unique to elementary, Junior High and High schools; focus on safety, drug awareness, alcohol (DUI), gang activity, 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 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; performs departmental public relations functions; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, completion of certification provided through POST;
- AND
- B. One (1) year of experience performing above or related duties;
- OR
- C. An equivalent combination of education and experience;

2. Knowledge, Skills, and Abilities:

Working knowledge of local 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.

Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police Tasers 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; teach and 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. Must become a certified FTO within 18 months from date of hire.

4. Work Environment:

Functions of the position generally performed in an 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, ie. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions 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, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
 (Employee)