

# Woods Cross

## Job Description



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|--------------------|--------------------|------------------------|--------|
| <b>Title:</b>      | Police Officer III | <b>Code:</b>           | 321    |
| <b>Division:</b>   | Operations         | <b>Effective Date:</b> | 7/2019 |
| <b>Department:</b> | Police             | <b>Last Revised:</b>   | 7/2019 |

GENERAL PURPOSE

Performs a variety of full performance level technical law enforcement duties related to enforcing the laws, maintaining the peace, security, rendering aid and protecting the citizens of the community.

SUPERVISION RECEIVED

Works under the general supervision of a department Sergeant.

SUPERVISION EXERCISED

May provide close to general supervision to less experience officers while in training or on a case-by-case basis.

ESSENTIAL FUNCTIONS (Performs Some of all of The Following Functions)

**General Law Enforcement Performance Expectations:** Performs duties that put life and/or personal safety at risk; performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah; responds to situations involving threats to public safety, makes emergency decisions affecting the lives and health of others; performs various duties consistent with ensuring and providing community protection.

**School Resource/Crime Prevention:** implements various programs for special target populations of the community as needed to address needs, concerns, and issues pertaining to crime prevention and public relations; enforces all applicable city, state, and federal laws by apprehending, citing, and arresting violators on or off school property.

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.

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 departmental public relations functions; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.; acts as department DARE officer; coordinates with school administrators, PTA's, etc.

**Investigations:** May assist with investigations of major felony crimes; handles rape and homicide cases; works closely with Police Chief in solving difficult cases; investigates, follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracts criminal histories, secures existing data information on suspects. etc.; 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, 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; extradition's; testifies in court.

**Patrol:** Patrols an assigned area of the City in a radio/Mobile Data Computer equipped vehicle to preserve law and order; may be assigned to a foot patrol, extra patrol, bicycle patrol, motorcycle or a specialized unit such as SWAT or K-9 Unit; checks businesses/residences, discovering/preventing the commission of crimes; enforces State and municipal laws and city ordinances.

Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators as appropriate; investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes appropriate action to solve case and to bring suspects before proper judicial process; investigates traffic accidents, enforces traffic and parking violations; directs traffic and assists motorists as needed; serves warrants, processes, notices, summons.

Performs ongoing public relations to enhance the image of the department within the community; as assigned, represents the department by speaking at public meetings and schools to educate and inform citizens; presents a professional image in both appearance and demeanor; responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information, and aiding in assisting the citizens as applicable.

Completes detailed and accurate reports of daily activities, criminal cases, arrests traffic accidents and other cases as appropriate; presents evidence and testimony in court and other hearings as required.

Operates police vehicle and other department equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public; maintains visible presence to deter and prevent crime; performs foot patrol in the business; checks for building security and illegal activity.

Acts as a "drug recognition expert" and provides expert witness testimony in court; aids other jurisdictions to determine type of drugs and discovered during DUI arrests; may provide advanced medical assistance and care prior to arrival of fire/paramedic personnel; may conduct blood draws pursuant to DUI investigation; determines and may give court testimony related to signs and symptoms of drug impairment.

May provide specialized training in various basic and advanced patrol functions, including, but not limited to weapons handling/use, self-defense, taser use, bike patrolling, vehicle operations, drug recognition, crime lab evidence handling, etc.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from high school plus P.O.S.T. "advanced certification" or an equivalent;
- AND
- B. Five (5) years' experience as a full time police officer of which two (2) must have been as a Woods Cross police officer;
- OR
- C. An equivalent combination of education and experience.

2. Essential Knowledge, Skills, and Abilities:

**Considerable knowledge of** modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; NCIC, UCR/IBR codes and their proper application; methods of arrest; legal liabilities associated with arrest and law enforcement; practices and procedures for emergency vehicle operation; specialized equipment such as that needed to document field sobriety tests, radar, radio, camera, finger printing, evidence collection, etc. legal avenues related to investigative procedures and practices; proper use of search warrants and "knock", "no-knock" property entry; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; basic hazmat decal reporting. **Working knowledge of** hazardous waste classifications and emergency procedures; principles of supervision; principles of law enforcement administration; investigative procedures and practices; court room procedures and laws of evidence.

**Skill in** the use of firearms, less-lethal weapons, police vehicle, emergency equipment, intoxilyzers, radar/lidar units, two-way & VHF radio operations, and restraining devices; victim/witness/suspect interviewing methods and tactics.

**Ability to** react effectively in emergency and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; 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 possess a valid Utah State driver's license. Must maintain law enforcement certification by completing annual training requirements of POST and the department. Must perform one (1) department recognized specialty positions; i.e., FTO, Dare, Investigations, Motor, K-9, etc. Must have completed P.O.S.T. Instructor Development Course or an equivalent.

4. Work Environment:

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(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. 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 acknowledge that I have received this job description and understand that the job description is not intended to and does not imply or create any employment, compensation or contract rights to any person or persons. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Employee)

Is there anything that would keep you from performing the job duties and requirements as outlined?  NO  YES, please explain

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