

Corporal

DEPT: Police	FLSA: Non-Exempt
DIV:	EEOC: Officials/Admin
DATE: July 2016	



POSITION SUMMARY

Performs a variety of **advanced** and **full performance technical** law enforcement duties related to enforcing the laws, maintaining the peace, security, rendering aid and protecting the citizens of Lehi City. Functional assignments may include one or more of the following: investigations, domestic violence, school resource, internal affairs, task forces, special victims or special enforcement team(s). Performs all duties of a patrol officer as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Lieutenant or Sergeant.

SUPERVISION EXERCISED

May provide close to general supervision to less experience officers while in training or on a case-by-case basis. *Functions as a Field Training Officer (FTO). Acts as Officer-In-Charge at crime scenes.*

ESSENTIAL FUNCTIONS

General Law Enforcement Performance Expectations: Performs duties that put life and/or personal safety at risk; performs duties to 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.

Field Leadership: Acts as project team leader or "point" investigator for "special victim", "special enforcement" or property crime operations; organizes investigative strategies, makes day-to-day assignments; monitors progress and coordinates the presentation of findings; makes judgments influencing the pursuit or status of case and charges within the legal system.

Investigation: 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 and arrests.

Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interrogates witnesses, victims and suspects; prepares all necessary reports; utilizes fingerprinting, photography and other specialized equipment in processing crime scenes.

Develops informative contacts and participates in covert operations; investigates and apprehends persons suspected of illegal sale, purchase or use of narcotics; may examine prescriptions and pharmacy's and physician's records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and gives court testimony.

Manages investigative case load of major felony crimes; handles rape and homicide cases; works closely with supervisor(s) in solving difficult cases; follows-up and insures completion of all cases; conducts research and pursues clues, makes telephone calls, tracts criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

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; assists attorneys in the preparation of court cases, extradition's; testifies in court when necessary.

Reviews evidence collected by officers; determines quality of evidence and evaluates strength of case; collects and preserves evidence such as fingerprints, footprints, photographs, statements, contraband, and other physical evidence found at crime scene.

Receives and logs all evidence and property; performs comparisons and analysis or seeks crime lab assistance; logs disposition of evidence or property for release or disposal.

Performs computerized research of various records and databases to pursue various aspects of cyber-crime and to obtain related evidence.

Community Policing/ School Resource/ Crime Prevention: Assists to implement 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.

Implements program(s) unique to elementary, junior high and high schools (NOVA, RADKID, RADWOMEN); 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.

Tactical: May serve as a member of a tactical unit, SWAT, CIT, Drug Interdiction, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus, POST "Advanced Accident Investigation" certification ;

AND

B. Four (4) years of progressively responsible law enforcement experience as a municipal, county, or state officer, one year of which must have been at the level of Police Officer II within the City Lehi;

OR

C. An equivalent combination of education and experience.

2. 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; forensic crime scene methods; "child" forensic interviewing methods; juvenile law; crime scene photography methods; Spillman law enforcement software and applications, etc. **Working knowledge of** hazardous waste classifications and emergency procedures related to control, containment and confinement; 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, non-lethal weapons, police vehicle, emergency equipment, intoxilyzers, radar/LIDAR units, and restraining devices.

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 be P.O.S.T. certified as a LEO and must maintain certification by attending a minimum of 40 hours of specialized training each year.

Must become P.O.S.T. "Forensic Interview" certified.

Must maintain firearm proficiency.

Must possess a valid Utah State Driver's License.

Must obtain four (4) specialized certifications approved by the Police Chief or as designated in department Standard Operating Procedures as an "eligible credential", i.e., photogrammetry, phlebotomy, CVSA, K-9, Crash Scene Investigation, EVO, etc.

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 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)