

Police Officer 3

DEPT: Police	FLSA: Non-Exempt
DIV:	EEOC: Protective Service
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: patrol, investigations, domestic violence, animal control, emergency management, youth court, code enforcement, court security, school resource, internal affairs, safety, firearms/in-service training, drug awareness, task forces, K-9 program, warrants, technologies, administrative services, evidence and records management.

SUPERVISION RECEIVED

Works under the general supervision of the Lieutenant or Sergeant or Corporal.

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).*

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.

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

Patrol/Traffic: Completes detailed and accurate reports of daily activities, criminal cases, arrests, traffic accidents and other cases as appropriate; attends court and gives testimony as needed to relate circumstances of arrests and various enforcement activities.

Enforces all applicable city, state, and federal laws and ordinances by apprehending, citing and arresting violators as appropriate; enforces traffic laws and regulations to assure safe and efficient traffic flow; conducts speed enforcement activities; initiates traffic stops and issues citations; 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; investigates traffic accidents, enforces traffic and parking violations; directs traffic and assists motorists as needed.

Patrols all areas of Lehi City in police vehicles, or on foot, 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; 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; 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.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 processes, notices, summons and subpoenas and keeps records of dispositions; escorts prisoners to and from county jail or from one location to another; subdues unruly prisoners when necessary; serves warrants, processes, notices, summons and subpoenas and keeps records of disposition. Performs related duties as required.

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.

Participates in delivering 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.

Organizes and establishes neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educates public regarding effective action through organized community efforts; develops and delivers domestic violence and child abuse prevention programs.

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 "intermediate certification" through P.O.S.T., including specialized training as directed by department ;

AND

- B. Three (3) years' experience as a Police Officer II with Lehi City;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working 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. **Some 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, 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 possess a valid Utah State driver's license. Must maintain law enforcement certification by completing annual training requirements of POST and the department.

Must obtain three (3) specialized certifications approved by the Police Chief or as designated in department Standard Operating Procedures as an "eligible credential", i.e., 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)