



Job Description

Patrol Officer

Job Class Code:	Range: 40 - 50
Department: Public Safety	Department Head: Brad James

DISTINGUISHING FEATURE OF THE CLASS:

The fundamental reason this classification exists is to perform a variety of professional law enforcement work under the supervision of the Police Sergeant.

ESSENTIAL FUNCTIONS:

-
- Patrols city streets; checks buildings for security; watches for traffic violations; issues citations and makes arrests for violations of city, county, and state laws, responds to calls from citizens; assists fellow officers, traffic investigations and criminal investigations.
 - Respond to and investigate crimes; incidents; medical calls; deaths; etc. Interview individuals; performs traffic control and other safety duties as required.
 - Responds to animal control calls when "Animal Control" is not available.
 - Investigates traffic accidents; ensures safety at traffic accidents; complete reports and diagrams of traffic accidents.
 - May be required to work unscheduled hours with little or no notice.
 - Testifies in court, operates radar, intoxilyzer and other investigative equipment.

- Speaks at public functions (i.e., school classes, clubs, public meetings, etc.) to educate and inform public of law enforcement activities. Teach classes on law enforcement topics.
- Receives training and guidance from supervisors in various aspects of law enforcement.
- Checks for proper operation of assigned equipment; performs emergency repairs; reports mechanical problems to supervisors.
- Assists supervision in the training of less skilled officers. May be required to become certified (and maintain certification) in specialized areas and train other officers in those areas.
- Effects arrests, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons, and may resort to the use of hands and feet and other approved weapons in self-defense.
- Conduct alcohol/tobacco compliance purchase for the purpose of monitoring underage consumption and illegal purchases.
- Prepares reports by hand and on computer using appropriate grammar, symbols and mathematical computations.
- Operates a law enforcement vehicles, fire apparatus and /or EMS vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Performs rescue functions at accidents, fires, emergencies and disasters. This may include directing traffic for long periods of time, administering emergency medical aid, lifting,

dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

- Performs searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- May conduct visual and audio surveillance for extended periods of time.
- Pursues fleeing suspects and perform fire suppression and rescue operations which may involve quickly entering and exiting an emergency vehicle; lifting carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; working at considerable heights; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces; and using body force to gain entrance through barriers.
- May be exposed to hazardous materials including; body fluid, body waste, etc...
- May come in contact with dangerous substances and chemicals, i.e. illegal drugs, syringes, broken glass, drug manufacturing materials and chemicals.
- May be exposed to HIV, Hep. A, B, C, Tuberculosis or other diseases.
- Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
- May be assigned to Detective division as an investigator in a temporary assignment.
- May be a member of Utah County Task Force. May be a School Resource Officer & assigned to teach NOVA.

- Must be able to meet attendance and punctuality requirements for this position.
- Must abide by all city policies and procedures.
- **Must work well with others and be a team player.**
- Required to work rotating shifts including weekends, holidays. Required to work in all weather conditions, including very adverse conditions for extended periods of time.
- Applicants will be required to submit to a criminal background check and drug test.
- Performs all other duties as required and assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern law enforcement principles, procedures, techniques and equipment
- Applicable laws, ordinances and departmental rules and regulations.

Skills of:

- Skill in the use of firearms, the operation of police vehicles and equipment

Ability of:

- 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 enforce laws and ordinances with tact and impartiality; ability to follow standard safety practices and procedures common to law enforcement work; ability to perform work requiring good physical condition; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies and the public.
- Ability to communicate effectively with all types and ages of people, in schools, public meeting, and in court and other formal settings. Should also be able to communicate clearly

over law enforcement and emergency radio channels while initiating and responding to radio communications.

- Ability to read and comprehend legal and non-legal documents.

Special Qualifications:

- Required to pass a state computer test
- Regular training and/or qualification as per department policy with department issued or approved weapons/equipment.
- Required to pass a pre-employment drug screening test and random tests thereafter.
- Required to pass a yearly physical fitness test as per department policy.

Additional Requirements:

- Must meet physical fitness requirements as established by the city.
- Must be at least 21 years old at time of appointment.
- Must possess a valid Utah driver's license.
- Must be a U.S. citizen.

REQUIRED EXPERIENCE AND TRAINING:

-
- High school diploma or equivalent
 - POST certification as a Law Enforcement Officer is required.