

Job Description: Police Officer



Police Department
Reports to: Sergeant
Supervises: None

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Full-time
Non-exempt

GENERAL PURPOSE

A Police Officer is responsible for Administrative duties within the Police Department. These duties may include technical, administrative, management, investigative, crime prevention, interacting with public, and duties and responsibilities as are required under the job description of Road Patrol Officer, as necessary.

FUNCTIONS AND DUTIES

- Upholds and enforce the law impartially, to protect life, liberty, property, human rights and the dignity of the members of the public
- Patrol the city to preserve law and order. Prevent and discover the commission of a crime, and enforce the criminal and traffic code of the State of Utah
- Provide a visible presence to deter crime and reassure the community
- Answer calls and complaints involving thefts, burglaries, assaults, and other misdemeanors and felony crimes
- Conduct preliminary investigations, identify, secure, and gathers evidence
- Make arrests, prepare written reports, and testify in court
- Identify individuals and locations at risk of being involved in crime
- Issues traffic citations; direct traffic, and investigate traffic accidents
- Works in partnership with businesses, groups and individuals
- Respond to citizen and community needs
- Demonstrate initiative and keep abreast of current trends, practices and programs by participating in career and professional development
- Maintain professional work habits and image

MINIMUM QUALIFICATIONS

Education:

- High School Diploma or GED
- Utah POST Certification
- Valid Utah Driver's License

Experience:

- Prior experience is preferred but not mandatory

Knowledge:

- Knowledge of law enforcement methods, and the applicable laws and ordinances
- Knowledge of the geography of the city

Skills/Abilities:

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- Use of addition, subtraction, multiplication and division of numbers including decimals and fractions
 - Use of simple formulas, charts, tables, drawing, specifications, schedules, wiring diagrams, use of adjustable measuring instruments, checking of reports, forms records and comparable data where some interpretation is required intermediate knowledge of basic computer and technical skills
 - Ability to effectively communicate, both written & verbal
 - Ability to provide quality customer service, even in difficult circumstances
 - Ability to use common sense, maturity, ethical decision-making ability and commitment
 - Ability to make split-second decisions in life or death situations
 - Ability to handle stressful situations
 - Ability to handle animals
 - Ability to climb, maintain body equilibrium, bend, kneel, reach, stand, walk, run, push, pull, lift grasp, talk and hear
 - Ability to use surveillance equipment, computers, firearms, handcuffs, spray, baton and radio
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WORKING CONDITIONS

- Working conditions may vary
 - Regularly works in hazardous or potentially hazardous conditions
 - Frequently works with external customers on a regular basis
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PUBLIC SAFETY RETIREMENT – REQUIREMENTS

- This position meets the requirements set by the Utah Retirement Systems to qualify for the Public Safety Retirement Plan.
 - The employee has completed the Peace Officer Standards and Training; and
 - The employee's life or personal safety is placed at risk; and
 - The employee performs duties that actively prevent or detect crime and enforce criminal statutes or ordinances of the state of Utah or any of its political subdivisions; and
 - The employee responds to situations involving threats to public safety and making emergency decisions affecting the lives and health of others; and
 - The employee performs duties that consist of providing community protection.
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DISCLAIMER

The City of Pleasant Grove is an equal opportunity employer without regard to race, religion, sex, pregnancy, genetic information, age, national origin, color, sexual orientation, gender identity, citizenship, disability, veteran or military status, or any other factor protected by the law. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.