***Parowan City***

Job Description

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| **Title:** Police Officer II **Grade:** 16 |
| **Division:** Operations **Effective Date:**  07/06 |
| **Department:** Police **Last Revised:** 10/18 |

GENERAL PURPOSE

Performs a variety of **working level, technical** law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Parowan. May serve as Terminal Access Coordinator (TAC).

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief or Sergeant.

SUPERVISION EXERCISED

May provide close to general supervision to less experienced officers while in training or on a case-by-case basis. Functions as the Officer in Charge (OIC) in the absence of a higher ranking officer or by assignment.

ESSENTIAL FUNCTIONS

**Investigation:** Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; interviews and interviews witnesses, victims, and suspects; prepares all necessary reports.

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, tracks criminal histories, secures existing information on suspects, etc.; apprehends and arrests suspects.

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.

Prepares facts, information, evidence and statements for court proceedings; secures witnesses and testimonies; prepares visual diagrams of the scene of crime as deemed necessary; testifies in court when necessary.

Investigates and apprehends persons suspected of illegal sale, purchase or use of narcotics; may examine prescriptions and pharmacy’s and physicians’ records to ascertain legality of sale and distribution of narcotics; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

**Patrol/Traffic:** Patrols all areas of Parowan City in Police vehicles, on bicycle, or on foot, including the city streets and alleys, checking for unlocked doors, windows and building security; makes business location and residential house checks for possible illegal activities.

Responds to calls for assistance, secures crime scenes for evidence searches; makes preliminary investigation and interviews complainants , witnesses and suspects; completes complaint questionnaires; performs case follow-up and assists with investigation activities as assigned; makes arrests; 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: completes comprehensive reports of daily activities and enforcement actions; prepares for court cases and testifies in court when required; cleans and maintains assigned firearms and vehicles and other special equipment.

**Community Oriented Policing/Crime Prevention:** Performs in various programs for special target populations of the community as needed to address needs concerns, and issues pertaining to crime prevention and public relations; performs specialty resource functions by administrative assignment; enforces all applicable city, state, and federal laws.

Performs ongoing public relations to enhance the image of the department within the community.

**Animal Control:** Provides community domestic and wild animal services; apprehends stray and dangerous animals; performs euthanasia as required; may cooperate with wildlife services, fish and game and other enforcement officers.

**Fire Fighter:** Performs fire prevention and suppression duties as needed; responds to building and wild land fires; assists other local and federal emergency response teams.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
2. Graduation from high school; **AND**
3. Eighteen months (18 mo.) experience as a patrol officer; **OR**
4. An equivalent combination of education and experience.
5. Knowledge, Skills, and Abilities:

**Working knowledge of** Parowan and its street systems; modern law enforcement principles, procedures, techniques and equipment; applicable federal, state, county, and city laws and ordinances, and departmental rules and regulations. **Some knowledge** **of** hazardous waste classifications and emergency procedures related to control, containment and confinement; principles of law enforcement administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence.

**Skill in** the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining devices’ basic CPR, First Aid and emergency response driving.

**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; operate a personal computer and various programs, such as Microsoft Word, Excel, etc.; 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.

1. Special Qualifications:

Must be clear of a prior criminal record. Must possess a valid Utah State Driver’s License. Must maintain firearm proficiency. Must maintain law enforcement certification by completing annual training requirements (40 hrs.). Must have completed POST. Must be EMT Certified. May be required to be Fire Fighter certified.

1. Work Environment

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Constant travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness essential to effective job performance. Various levels of mental application required, i.e., memory for details emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have reviewed the job description. Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.