

**Perry City**  
Job Description

**Police Officer II/Patrol Officer**

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**Division:** Patrol  
**Department:** Police  
**FLSA:** Non-Exempt

**Reports to:** Patrol Sergeant  
**Date Prepared:** October 2007  
**Grade:** IV

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**Purpose:**

Performs a variety of working level technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Perry City. Performs in investigations, K-9, community policing and patrol units as may be assigned.

**Essential Functions**

**Investigation:**

- Conducts criminal investigations; processes scene of crime; finds, identifies, marks and preserves evidence; takes photos, sketches scene, lifts latent finger prints; interviews and interrogates 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; performs extraditions; testifies in court when necessary.
- 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; conducts presumptive tests on drugs using various chemicals and acids; arrests narcotic offenders; obtains statements for prosecution of offenders and appears in court as witness.

**Patrol/Traffic:**

- Patrols all areas of Perry 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 interrogates 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 moving violations, D.U.I's, 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.
- Completes comprehensive reports of daily activities and enforcement actions; Prepares for court cases and testifies in court when required.
- Cleans and maintains assigned fire arms and vehicles and other special equipment.

**Community Policing/School Resource/Crime Prevention:**

- performs in various programs for 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 by apprehending, citing, and arresting violators on or off school property.
- Implements program(s) unique to elementary, 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; may serve as the D.A.R.E. Officer.
- Performs ongoing public relations to enhance the image of the department within the community.
- Performs related duties as required.

**Knowledge and experience:**

1. Must have a high school diploma or GED, Successful completion of Police Officers Standards and Training Academy (POST), and one year of specialized training provide through Utah P.O.S.T., college or special workshops and seminars.
2. Must have two years of experience as a patrol officer and/or and equivalent combination of education and experience.
3. Working knowledge of Perry City 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; crime scene processing methods and procedures.

4. 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.
5. 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.
6. 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.
7. Must be clear of a prior criminal record.
8. Must possess a valid Utah State Driver's License.
9. Must maintain firearm proficiency.
10. Must maintain law enforcement certification by completing annual training requirements(40 hrs.). Certifications in various advanced areas of law enforcement may be required; including, weapons, pepper spray, intoxilizer, tazer, radar, lazar, field sobriety testing, 1st responder, CPR, EVO's , arrest control, child abuse, victim perpetrator, interviewing and interrogation, crime scene investigation.
11. Body armor must be worn when any officer is on duty and in uniform.
12. Must annually pass physical fitness test established by Police Department policy.

**Interpersonal and Communication Skills:**

Language skills- Ability to read analyze and interpret the most documents and reports. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate effectively to co-workers, subordinates, and the public.

**Physical Requirements and work environment:**

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. Tasks require a variety of physical activities involving muscular strain such as walking, standing, stooping, sitting, reaching, talking, hearing, kneel, crouch, or crawl, talk and hear, taste and smell. Ability to be in 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. Must have continuous use of motor skills. Specific vision requirements include: close vision, distance vision, color vision,

peripheral vision, depth perception, and ability to adjust focus to handle traffic violation and criminal activity.

**Supervision Received**

Works under the general supervision of the Lieutenant or Sergeant.

**Supervisory/Management Skills:**

May provide close or general supervision of less experienced officers while they are 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.