



Garland City

Job Description

Title:	Part time Police Officer	Code:
Division:	Operations	Effective Date: July 17, 2015
Department:	Police	Last Revised: July 17, 2015

GENERAL PURPOSE

Performs a variety of **working level law enforcement** duties as needed to perform the day-to-day law enforcement operations of the city, including patrol, traffic control, investigations, community/business watch, etc. **Performs field operations duties related to** the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property. The rate of pay will be \$16.00 to \$18.00 per hour, depending on prior law enforcement experience.

SUPERVISION RECEIVED

Works under the general supervision of the Police Chief.

SUPERVISION EXERCISED

Functions as the Officer-in- Charge (OIC) in the absence of a ranking officer.

ESSENTIAL FUNCTIONS

Patrol/Traffic: Operates police car patrolling all areas of the city, issues traffic citations; monitors community 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; 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 summons and subpoenas and keeps records of dispositions; escorts prisoners to and from 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.

Investigation/Detective: Receives and performs in cross-trained specialty investigative functions including, but not limited to, homicide investigation, child sexual assault investigation, child forensic interviewing forensic evidence recognition and gathering, check/credit card fraud, white collar crime, internet/computer fraud, child abduction, child homicide, narcotics recognition and interdiction, robbery, burglary and violent domestic assault training.

Conducts criminal investigations, identifies, preserves and collects evidence. Utilizes fingerprinting, photograph, and other specialized equipment in processing crime scenes; interviews and interrogates witnesses, suspects, victims; prepares criminal case screening at trial.

Conducts research, develops and pursues investigative leads, tracks criminal movement; apprehends and arrests suspects.

Answers business complaints of forgeries, theft, scams, bounced checks, embezzlement and white collar crime; educates businesses and community to prevent victimization; works closely with City and County Attorneys on case prosecution.

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

Develops informants and contacts, participates in covert operations pertaining to trafficking and illegal sales of narcotics; including obtaining suspect information and records on illegal sale and use of prescription drugs; performs surveillance, obtains search warrants, works closely with state and federal enforcement agencies, including FBI, DEA, ATF, and US military.

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 by apprehending, citing, and arresting violators on or off school property.

May perform departmental public relations functions; conducts tours of the department; delivers public speeches at community gatherings, church meetings, civic meetings, schools, etc.; performs ongoing public relations to enhance the image of the department within the community.

May organize and establish neighborhood watch areas; conducts community watch meetings with concerned citizens upon request; educate the public regarding effective action through organized community efforts.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus, completion of certification provided through POST as a police officer;
- AND
- B. Must possess a valid Utah Driver's License;

2. Knowledge, Skills, and Abilities:

Working knowledge of local 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 Tasers and restraining devices.

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 follow standard safety practices and procedures common to law enforcement work; perform work requiring good physical condition; teach and communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public.

3. 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. Must become a certified FTO within 18 months from date of hire.

4. 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, ie, memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills.

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. The acceptance of a part time position may lead to full time employment, but is not guaranteed. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)