

South Jordan City

Job Description

Title: Senior Police Officer
Org: 100600
Pay Grade: P5

Effective Date: 5/6/16
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of working level technical law enforcement duties related to enforcing the laws, maintaining the peace, and serving and protecting the citizens of South Jordan.

SUPERVISOR

Police Sergeant or Police Lieutenant

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Perform all essential job functions of a Police Officer.

Conduct criminal investigations; process crime scenes; identify, collect, mark and preserve evidence. Manage a caseload of major, complex, or felony crimes; conduct investigative research, track criminal history data and pursue clues; work closely with other police personnel in solving difficult cases; develop viable leads and make arrests; ensure accurate follow-up and timely completion of required reports; prepare facts, information, evidence and statements; secure witnesses and testimonies, prepare visual aids, perform extraditions and other requirements necessary for court proceedings.

Handle complaints of property and white collar crimes; alert and educate businesses and community of criminal trends; perform surveillance; obtain search warrants; work closely with City and County attorneys concerning legalities surrounding cases and arrests.

Identify, develop and maintain informant contacts; investigate illegal activity involving narcotics, firearms, prostitution, money laundering, gambling, counterfeiting and other criminal activities requiring participation in covert operations.

Provide instruction and training regarding one or more law enforcement related skills, topics or duties.

Function as the officer in charge (OIC) in the absence of a higher ranking officer or by assignment.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Four (4) years as a full-time law enforcement officer; plus, thirty (30) or more semester hours from a regionally accredited college or four (4) additional years as a full-time law enforcement officer;
AND
- B. One (1) years with the South Jordan Police Department

2. Special Qualifications:

Advanced Officer Certification from Utah P.O.S.T. or SJPD or 60 or more semester hours from a regionally accredited college.

Valid Utah Class D Driver License

Pass previous two (2) consecutive physical fitness tests required by the City and URMMA

No discipline at or more than three (3) day suspension within the last year of promotion date.

Subject to 24 hour call out.

Certification in at least three (3) of the following:

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| Basic Crime Scene certification | Accident Investigation certification | Field Training Officer (FTO) certification | Instructor Development (instruct in a specialty) certificate |
| Interview and Interrogation certification | Second Language | Other as determined by Career Enhancement Committee | |

3. Knowledge, Skills, and Abilities:

Working knowledge of South Jordan modern law enforcement principles, procedures, techniques and equipment; applicable Federal, State, County, and City laws and ordinances and departmental rules and regulations; hazardous waste classifications and emergency procedures related to control, containment and confinement; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and rules 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 qualify with department issued weapon as required.

Ability to react effectively in emergency, life and death, and stress situations; exhibit imagination, initiative and problem-solving capability in coping with a variety of law enforcement situations; 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.

4. Working Conditions:

Functions of the position generally performed in a controlled environment, but subject to all seasonal and weather extremes. 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. Response to emergency situations and participation in training activities involving strenuous and moderately heavy physical activity; required to stand, walk, crawl or sit in uncomfortable positions for extended period of times; involves exposure to dangerous situations under disagreeable conditions such as cold, wet, extreme temperatures, irritant gasses, vibration, heights, confined spaces, emergency driving, little to no sleep for extended periods, etc. Unconventional working hours may be required including nights, week-ends and holidays. Frequent travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

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| Job Class: | Police Non-Exempt | EEO-4 Class: | PS Worker |
| Location: | Police | EEOP Class: | ProtServSworn |
| Group/BU: | Police Step Plan | Tech-Net Match: | 1755 |