

# South Jordan City

## Job Description

<b>Title:</b>	<b>Police Officer</b>	<b>Effective Date:</b>	<b>7/1/19</b>
<b>Org:</b>	<b>100600</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>P5</b>	<b>Workers Comp:</b>	<b>Municipal</b>

### GENERAL PURPOSE

Perform a variety of entry-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 manager.

Job attendance is required, except for authorized leave.

Patrol all areas of South Jordan City in various police vehicles, on bicycle or on foot, checking for criminal activity and its potential. Respond to calls for assistance; secure crime scenes for evidence searches; make preliminary investigation and interviews or interrogate complainants, witnesses and suspects; complete complaint questionnaires; perform case follow-up; assist with investigation activities as assigned and make arrests.

Control traffic and enforce traffic laws and ordinances; direct traffic and assist motorists; issue citations and warnings for traffic violations. Investigate D.U.I.s, reckless drivers, accidents involving motor vehicles, parking problems and traffic related hazards.

Collect and classify data; create enter, amend and retrieve reports into and from the police records management system. Serve processes, notices, summons and subpoenas and keep records of dispositions. Prepare for court cases and testify in court when required

Transport prisoners; subdue unruly prisoners when necessary.

Clean and maintain assigned firearms, vehicles and other special equipment.

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

Ability to maintain productive working relationship with other employees and supervisor(s).

In accordance with residency and the South Jordan Police Department vehicle per officer program requirements, applicants must live no more than 35 miles from the South Jordan Public Safety Building, 10655 South Redwood Road, South Jordan, Utah 84095. Mileage verification for the purpose of this policy will be calculated by using an internet or computer software mileage calculation program. Anyone living outside this boundary will not be considered for the vehicle per officer program.

Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from High School or G.E.D.;

2. Special Qualifications:

Certified Law Enforcement Officer (POST)

Valid Utah Class D Driver License

Ability to maintain the medical and physical fitness standard required by the City and URMMA

Subject to 24 hour call out

3. Knowledge, Skills, and Abilities:

General knowledge of 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 weapons as required.

Ability to operate a personal computer and Microsoft products.

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. 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. 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*

<b>Job Class:</b>	<b>Police Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>PS Worker</b>
<b>Location:</b>	<b>Police</b>	<b>EEOP Class:</b>	<b>Prot Serv/Sworn</b>
<b>Group/BU:</b>	<b>Police Step Plan</b>	<b>Tech-Net Match:</b>	<b>1750</b>