



Helper City



HELPER CITY PATROL OFFICER JOB DESCRIPTION

Document/Revision Number: HR009 02	Description: Job description for Patrol Officers – Helper City
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
Revision Date: November 26, 2017	Sheet 1 of 3

POSITION OVERVIEW

A patrol officer is assigned to Helper City to enforce laws and ordinances, regulate traffic, control crowds, prevent crime and arrest violators. Their focus is public safety while adhering to all Helper City Policies and Procedures, and protecting individual rights of community citizens.

SUPERVISION RECEIVED AND EXERCISED

The Helper City Chief of Police provides direct and functional supervision over sworn and non-sworn management, professional, technical, administrative, and contracted law enforcement personnel of the Police Department.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations.
2. Identify, pursue, and arrest suspects and perpetrators of criminal acts.
3. Record facts to prepare reports that document incidents and activities.
4. Review facts of incidents to determine if criminal act or statute violations were involved.
5. Render aid to accident victims and other persons requiring first aid for physical injuries.
6. Testify in court to present evidence or act as witness in traffic and criminal cases.
7. Evaluate complaint and emergency-request information to determine response requirements.
8. Patrol specific area on foot, motorized conveyance, responding promptly to calls for assistance.
9. Monitor, note, report and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
10. Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
11. Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.



Helper City



12. Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
13. Relay complaint and emergency-request information to appropriate agency dispatchers.
14. Issue citations or warnings to violators of motor vehicle ordinances.
15. Direct traffic flow and reroute traffic in case of emergencies.
16. Inform citizens of community services and recommend options to facilitate longer-term problem resolutions.
17. Provide road information to assist motorists.
18. Inspect public establishments to ensure compliance with rules and regulations.
19. Act as official escorts, such as when leading funeral processions, or when assigned to special dignitaries.

POSITION QUALIFICATIONS

1. Education:

- Graduation from a standard high school or equivalent.
- Must possess a valid Utah P.O.S.T Certification or currently enrolled in a certification program.

2. Necessary Knowledge, Skills, and Abilities:

- Working knowledge of modern law enforcement principles, procedures, techniques and proper equipment use; working knowledge of applicable laws, case law, city ordinances.
- Skill in the use of firearms, the operation of police vehicles and equipment.
- Regular training and/or qualification as per department policy with department issued or approved weapons/equipment.
- Ability to maintain professionalism while on or off duty.
- Required to pass a pre-employment drug screening test and random tests thereafter.
- Must be able to pass an in-depth background investigation.

3. Special Qualifications:

- Shall be a United States Citizen
- Possess and maintain a valid Utah Driver's License
- Be at least 21 years old at time of appointment.



Helper City



PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell.

May be required to lift weight of 50 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. This includes being exposed to heat, cold, snow, rain, hail, toxic or caustic chemicals.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.