



POSITION DESCRIPTION

Patrol Officer

FLSA Status: Non Exempt
Classification: Occupational
Salary Grade/Band: 9

10 December 2014

**Reports to: Duchesne County Patrol
 Sergeant/Corporal**

Revised: 04/01/15

Human Resources Initials: LFH

POSITION PROFILE

Under supervision of the Patrol Sergeant/Corporal or other appropriate authority, performs a variety of law enforcement duties intended to secure a safe environment for county citizens and to protect legal rights as established by federal, state, and local laws. Primary duties include the protection of life and property through the enforcement of laws and ordinances. The officer responds to the scene of crimes and motor vehicle accidents and makes arrests, prepares reports and issues citation as required by Sheriff's Office policies and procedures. Other duties are to render first aid when necessary, directs traffic, question witnesses and suspects, makes court appearances as required. Officers maintain order in crowds and assist other law enforcement agencies when requested.

GOALS

- To keep the peace within the communities of Duchesne County.
- To provide a safe environment to the community and visitors of Duchesne County.
- To maintain county, office and personal integrity.
- To exemplify the constitutionality of law enforcement and protecting the rights of others.
- To reduce office and county liabilities through knowledge and practices of the Duchesne County Sheriff's Office and County Policy and Procedures associated with Patrol Officer functions.

ESSENTIAL FUNCTIONS

- Enforces laws and ordinances and procedures common to law enforcement.
- Conducts patrols designed to detect and deter crime, arrests violators as appropriate, notes suspicious activity in the area and takes action as necessary.
- Patrols roadways to observe violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; performs in and leads search and rescue efforts.
- Handles or assists on caseloads for a variety of crimes including felonies and misdemeanors; investigates theft, burglaries, sexual assaults, child abuse, domestic violence, homicides, auto, aircraft, and industrial accidents.
- Prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses.
- Conducts searches for lost or missing persons; assists with death investigation and transportation of bodies; delivers death and other emergency messages.

- Reports to accident scenes to render first-aid to injured persons and control traffic in the area.
- Investigates cause of accident and prepares report on details after determining responsibility for accidents.
- Responds to a variety of calls for services.
- Provides basic first aid techniques and procedures.
- Serves as an agent of the court in satisfying criminal warrants and writs of execution, restitution or attachment; locates persons named in criminal warrants and executes the warrants; provides courtroom testimony as required; provides court security.
- Performs preventive instruction. May teach in class room setting and deliver instruction on safety awareness.
- Advises citizens involved in neighborhood watches regarding processes and procedures in collaboration with Sheriff's Office basic community policing protocol.
- Subject to on call status.
- Subject to rotating shifts including nights, weekends and holidays.
- Performs related duties as public safety responsibilities necessitate.

EDUCATION, EXPERIENCE, AND OTHER SPECIAL REQUIREMENTS

- High School Diploma or equivalent.
- Must be at least 21 years of age; and
- Must be able to successful pass an extensive criminal background investigation.
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Utah Law Enforcement Officer Certification.
- Must complete 40 hours of training per year to maintain certification.

SKILLS/ABILITIES

- Extensive skill in the operation of motor vehicles at high speed and in dangerous situations.
- Extensive skill in the use of firearms and related equipment.
- Extensive knowledge of law enforcement principles, procedures, techniques, and equipment.
- Extensive knowledge of local, state and federal laws.
- Extensive knowledge of office practices and procedures.
- Use of equipment including dispatch communication, use of MS Office and email, machinery, laptop computer, ballistic vest, non-lethal weapons, etc.
- Familiarization with county geography, road systems, and boundaries.
- Ability to react effectively in emergency and stress situations.
- Attentive to detail including the ability to observe multiple activities and quickly identify inappropriate conduct of arrestees.
- Ability to detect hazards and correct problems to ensure a safe working environment.
- Ability to enforce regulations with firmness, tact and impartiality while working with suspects.
- Uphold and report policy violations through proper chain of command.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal forms.
- Must be able to read and understand state, federal, and local regulations governing law enforcement operations and other related regulations associated with governmental agencies.

REASONING ABILITY

- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Ability to carry out instructions furnished in written or verbal forms.
- Ability to interpret numerical and narrative statistical reports.
- Ability to exercise independent judgments requiring quick and effective decision making.
- Ability to synthesize complex or diverse information and collect and research data.

PHYSICAL ABILITY

- While performing the duties of the job, the employee is regularly required to continuously use motor skills, to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. With assistance, employee may be required to move, lift, or physically restrain persons as necessary.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Physical readiness and conditioning with an ability to react quickly to various situations under conditions of stress.

HAZARDS

- Work regularly exposes the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset. Many functions of the work pose high degree of hazard uncertainty.
- Work occasionally exposes the incumbent to unknown and dangerous situations and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) 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. This job description supersedes earlier versions.