

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Officer II	Job Code: 4207
Date: January 17, 2018	EEO Code: PS
FLSA Designation: Non-Exempt	Civil Service Status: Covered (C)

DEFINITION: This is law enforcement, crime prevention, and public assistance work with responsibility to respond to dispatched calls, disturbances, and emergencies.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor or shift commander and perform assigned tasks under general supervision. This work is distinguished from that of Police Officer I by its increased independence of action and potential assignment to divisions other than patrol and from that of Senior Police Officer by its lack of potential supervision and administrative responsibilities. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Enforce all State of Utah, Provo City, and Utah County laws; patrol assigned areas by vehicle, bicycle, motorcycle, or foot to discover, control, and/or prevent violations of the law; respond to life-threatening and property-threatening calls, emergencies, and alarms; actively seek out and detect criminal activity including observing suspicious persons, autos, or situations and taking proper and legally sound actions; secure crime scenes; investigate complaints, traffic accidents, and crimes by interviewing suspects, witnesses, prisoners, and victims; gather and organize intelligence in a logical manner; prepare, compose, and submit reports of sufficient quality to be used in a court of law or as a basis for further investigation or intelligence gathering; arrest suspects by proper and approved methods; apprehend, restrain, and control persons by using reasonable force; maintain security of prisoners and escort them from crime scenes to jail, court, or other assigned areas; handle inquiries or complaints; testify in court or at hearings when subpoenaed.

Render first aid; assist the public; may deliver emergency messages including notifying families of fatalities; control crowds; intervene in crisis situations; mediate civil complaints; serve warrants and subpoenas; educate the public in crime prevention; may assist less experienced Police Officers in the field; assist other staff members as needed.

May work under special assignment in support of a specific department enforcement or investigatory program for a specified length of time; may serve on assignment with special teams including Mountain Rescue, S.W.A.T., Dignitary Protection, DRE, K-9, EOD, EVO, CID, or other department-designated special team; perform other related duties as required.

MINIMUM REQUIREMENTS: High school diploma or equivalent and two (2) years of law enforcement experience equivalent to the level of a Provo City Police Officer I. Must be a citizen of the United States.

License(s)/Certificate(s): A valid, lawful Driver's License is required. Law Enforcement Officer Certificate by Utah State Peace Officer Standards and Training (POST) required.

SELECTION FACTORS: *Knowledge of:* applicable laws, ordinances, rules, and regulations; police terminology; policies and practices established for the workplace; standard safety practices relating to equipment and police operations; basic English composition, spelling, and grammar. *Skill in:* the use of firearms; exercising independent judgment while evaluating

situations and in making determinations; operating a patrol car and other vehicles in a safe and efficient manner at all times; practicing trust-building behaviors. **Ability to:** act ethically and continually demonstrate high moral character; recognize potential dangers, and determine proper courses of action; read and understand laws, ordinances, rules, and regulations; deal with stressful situations firmly, tactfully, and with respect for individual rights; communicate clearly both verbally and in writing; maintain effective relationships with fellow employees and with citizens from diverse racial, ethnic, social, and economic backgrounds; learn and use investigative techniques, procedures, and equipment; observe and remember detail; quickly and accurately perform work; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Police radio, vehicle, pistol, shotgun, rifle, baton/ASP (night stick), flashlight, bullet-proof vest, handcuffs, O.C. chemical spray, Taser, telephone, computer.

PHYSICAL DEMANDS: Regularly requires physical strength, agility, and emotional stability. Essential duties require: physical stamina and strength to effectively pursue and restrain violent subjects, physical ability to apply appropriate arrest control techniques, physical endurance to work extended hours under stressful and challenging conditions, and emotional stability to function under psychologically traumatic conditions. *Note: Employees of this class must successfully pass the Police Department physical fitness test.*

ENVIRONMENTAL FACTORS: Requires regular exposure to adverse weather conditions, hazardous materials, life-threatening situations, and highly stressful and psychologically traumatic circumstances. *Note: This is shift work and employees of this class may be subject to on-call status. RESIDENCY: Employees of this class are subject to Provo City residency requirements and must reside within a 15-mile radius of their primary operations facility in order to affect a 20-minute response time, unless otherwise approved by the Police Chief.*



 Department Director

1-9-2018

 Date



 Mayor/Chief Administrative Officer

1-17-18

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications 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, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.