

**GRANITE SCHOOL DISTRICT
Classified Employee Job Description**

Title Police Officer

Supervisor's Title Police Sergeant

Date Prepared 4/99 **Date Reviewed** _____ **Date Reviewed**

Employee/Incumbent Review _____ **Immediate Supervisor Review**

Dept Aprvl _____ **HRM Aprvl** _____ **Superintendent Aprvl**

Location _____ **Lane**

Implementation Date _____ **ADA Review**

Job Summary

Duties include the prevention and/or detection of criminal activity and the general enforcement of city, county, state and federal laws and ordinances, along with Granite School District policies and procedures, involving any student, teacher, staff, administrator, patron or property of the school district. Police officers routinely patrol the properties of the school district, respond on silent burglar/fire alarms, dispatched crimes in-progress and calls for service of a police nature. Maintains a clean, safe, healthy, and secure educational environment for the Granite School District.

Essential Functions

1. Work schedule may include weekends and holidays while being assigned to either day, swing or graveyard shifts. Each officer is assigned a belt pager as emergencies may call for irregular hours.
2. Routinely inspects district facilities in an effort to prevent and/or detect acts of vandalism, burglary, arson, theft, assault, trespass, alcohol, tobacco and illicit drug consumption, weapons offenses, gang violence and various other unusual or unlawful activities.
3. Responds to emergency calls for service, including crimes-in-progress, and various bodily injury situations. Responds to all dispatched, silent burglar alarms located on all district facilities in assigned patrol area. Inspects the facility for evidence of forced entry and assesses the need to call for additional officers and/or K-9 units, to assist in searching the building for suspects. Responds to all fire alarms, located on district facilities with-in assigned patrol area, along with the appropriate city and/or county fire departments. Unlocks the facility and directs the fire department personnel to fire alarm panels.

Assists in assessing information at the panel and assists fire personnel in searching for evidence of fire.

4. Apprehends and arrests suspects involved in all types of criminal activities and, where applicable, transports same to appropriate incarceration facilities for formal booking. Enforces all city, county, state and federal laws and ordinances, as well as district rules and policies, pertaining to school district properties and personnel.
5. Responds to after-hour and weekend or holiday emergency calls for district maintenance services in assigned patrol area. Assesses the nature of the problem and has dispatch call out appropriate maintenance personnel and equipment.
6. Actively patrols school grounds and parking lots, as well as neighboring businesses and subdivisions, in search of truants, trespassers and lost or missing persons. Works with school staff to either return the truant to assigned school or class, or transports chronic truants to appropriate youth service facility.
7. When requested by school staff to do so, takes custody of students and transports them to appropriate youth service or detention facilities. Counsels with disruptive/problem students. Performs routine warrant/juvenile pickup order checks on suspects in custody and persons stopped for traffic violations, trespassing etc. Books suspects into jail or youth detention if they have outstanding warrants or active pickup orders.
8. Submits daily written or computer generated reports on all activities occurring in assigned area during each shift. Also submits supplemental reports to various other law enforcement agencies upon request or when appropriate. Prepares own case file packet to be used by police department investigator when screening criminal cases with city/county prosecutors and makes appropriate court appearances. Packages, tags or photos own evidence to be stored in department evidence room or submitted to crime lab, according to the requirements of state law, as well as department policy and procedure standards.
9. Routinely works with highly confidential material such as criminal background information, confidential law enforcement reports and intelligence bulletins, personnel files, financial records etc. Transports evidence to state crime lab for processing, interviewing suspects, locating and interviewing witnesses and serving arrest warrants on suspects already booked in jail.
10. Gives lectures/seminars on such subjects as "Career Development", "Gang Awareness" and "Safe School Policies" to various school, civic and/or church groups upon request.
11. Monitors and may participate in District School Board Meetings and other meetings at the request of the Superintendent or other administrators.
12. Troubleshoots and makes minor repairs and or adjustments to building alarm systems, when problems arise after normal business hours.

13. Assists other local agencies when such assistance is either requested or otherwise deemed appropriate and necessary.

Required Knowledge, Skill and Ability

Incumbent is required to carry the department issued handgun and shotgun and is required to successfully complete 40 hours of mandatory training, both in the classroom and on the range before the weapons are issued. Following this initial training, each officer is must qualify at the police shooting range at least twice each year thereafter. Must have a basic working knowledge of other types of weapons relevant to the job. The officer must be familiar with two-way radio systems, along with the proper procedures and regulations governing the use of same. Must be familiar with emergency vehicle equipment and be skilled in the operation of the police vehicle under emergency conditions. Must be familiar with self-defense tactics and equipment, as well as numerous other types of equipment and tactics used by law enforcement personnel. The individual must be well skilled in police investigation procedures, as well as the techniques and art of investigation and interrogation. Must have skills in interpersonal relations, oral and written communication, language and grammar skills. Must be able to give and follow directions and be assertive enough to take charge when placed in volatile or potentially volatile situations. Must be skilled in report writing, patrol tactics, basic emergency first-aid, surveillance techniques, pursuit driving, preservation of crime scenes and evidence, as well as proper court room demeanor and procedures. Must possess basic computer skills (including word processing at 40 wpm) in order to be able to effectively operate in-car, lap-top computers, for the purpose of generating reports and communicating by e-mail, etc.. Must have a good working knowledge and some technical knowledge of the district's burglar and fire alarm systems,, and be somewhat skilled in troubleshooting and making minor repairs and/or adjustments on same.

Minimum Entrance Requirements for Education

Requires a high school diploma or equivalent and successful graduation from the Utah Peace Officer Standards & Training (P.O.S.T.) Academy, which consists of over 400 hours of classroom and field training, P.O.S.T. certification as a Peace Officer in the State of Utah, and subsequent training of at least 40 hours per year, mandated by the State of Utah, to maintain Peace Officer certification. The police officer must be well trained and acquainted with federal, state and local laws and ordinances pertaining to his/her area of jurisdiction, as well as Granite District School Board policies and procedures in order to effectively enforce same. Must know and understand Granite District Police Department policies and procedures. Required to qualify at least twice each year with department issued firearms and once each year with department issued pepper mace spray. May also be required to attend additional training seminars and classes to enhance his/her understanding and performance. This training may include refresher courses in such areas as child abuse/neglect, sex crimes, officer survival, drug and alcohol abuse, gangs and cults, legal updates, burglary and arson investigation, hazardous material handling etc. May be assigned, as a department representative, to attend regularly scheduled, multi-agency detective and gang task force meetings, to keep abreast of local felons and their techniques etc.

and to exchange pertinent information on criminal activities. May be assigned to attend classes to become certified as an instructor, in a certain job related skill, such as Firearms Qualification, Emergency Vehicle Operation, Arrest Control Techniques, etc. Once certified, these officers are assigned to train and qualify other department officers, on an continuing basis.

Minimum Entrance Requirements for Prior Experience

No prior work experience required, but must have references as to dependability, integrity and ability to remain calm and objective in emotionally charged situations. Requires a minimum of one year of job related work experience with demonstrated competence.

Note: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

Decision Making Authority

The police officer is alone on patrol a majority of the time, and has the necessary authority to take whatever action is required to protect life and property. Sometimes a decision must be made quickly, without the direct assistance of a supervisor, and the individual officer must take the initiative. Must make decisions concerning the apprehension of criminals, decisions that might have to be defended as a witness in court.

Interaction with Others (Non-Supervisory)

Interacts with law enforcement and other public agencies, maintenance department personnel, district and school personnel and the public.

Supervision

This is a non-supervisory position.

Working Environment

The police officer works indoors and out doors in all types of weather . Most of shift is spent in an automobile. The individual is often exposed to situations and conditions that are potentially hazardous. Has daily contact with the criminal element now carrying weapons, including violent gang members, drug and alcohol abusers, career criminals etc.. There is a certain amount of pressure involved each shift, as the incumbent has an assigned area. Often must make judgments in a short time frame with few available facts. The job contains much uncertainty as one can never anticipate fully what may be encountered from one minute to the next throughout a shift. Responding to burglar alarms and other crimes in progress and the

searching of large, dark buildings involves a high degree of risk, The police officer is alone on patrol and due to limited manpower help may be some distance away. The officer may have to deal individually with unruly persons or groups of people, many of whom are intoxicated or under the influence of mind altering drugs. Encounters many suspicious situations and individuals during any given shift, anyone of which could be armed and dangerous. Likely to come in contact with person(s) with communicable diseases.

May be assigned to work day shift, swing shift or night shift and will work many weekends due to the fact that the police department is fully operational 24 hours a day. The police officer is issued a pager and is required to have it with him/her at all times, and is subject to call out, if available, during off-duty hours, if the need arises.

Physical Demand Characteristics

Must be in excellent physical health and condition. It is important that the individual maintain this level of physical fitness while on the job, as often much physical exertion is required, such as chasing fleeing suspects or arresting resisting offenders.