



COMMUNITY RESOURCE OFFICER (CRO)

DEPARTMENT: Police Department

CLASSIFICATION: Full-time

FLSA Designation: Non - Exempt

SALARY RANGE: \$24.50 to \$38.78 per hour

(Range is weighted based on prerequisites to meet qualifications for Officer I and Master Officer Certifications.)

REPORTING RELATIONSHIPS

Position Reports to: Police Lieutenant

Operations Supervised: None

Positions Supervised: None

DISTINGUISHING FEATURES OF THE POSITION

The **Community Resource Officer** is responsible for leading community policing efforts, including animal and code services as well as neighborhood watch and other proactive and community-relations efforts. The position assists patrol throughout areas of the City to prevent crime or disturbance of the peace; to arrest violators of Federal, State, and Local laws and ordinances; in addition to assisting with traffic enforcement and providing police visibility throughout the City. This position also performs any other law enforcement duties as assigned by the Chief of Police.

FUNCTIONS & DUTIES

As **Community Resource Officer** this position will be responsible for:

- Managing and participating in community policing, neighborhood watch and other community relations programs and initiatives.
- Managing and participating in animal services and animal licensing, including taking and processing payments in accordance with the adopted fee schedule and fiscal policies. Performs labor and technical services to assure that the City will be free from animals at large, creating hazards of public health, public safety, or public order; protects animals from mistreatment.
- Managing and participating in code services and code enforcement efforts. Regulates and ensures compliance to City, County and State laws and ordinances of residential and commercial

neighborhoods as they relate to public health, safety, and welfare; property maintenance, graffiti, blight, and other public nuisances. Patrols to identify code violations and issues courtesy notices. Receives and responds to complaints of potential code violations. Conducts field investigations and premise inspections to ensure code requirements are met. Maintains case logs and records related to inspections and enforcement activities.

- Patrolling to aid in preventing crime and to enforce Federal, State and Local laws.
- Assisting the public in emergency and non-emergency situations; educates the public on laws and ordinances.
- Responding to emergency radio calls and investigating accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing persons, prowlers, abuse of drugs, etc. and then taking appropriate law enforcement action.
- Observing, reporting, and acting upon conditions conducive to crime and danger, such as checking buildings, assisting other officers, enforcing traffic laws, making arrests, transporting prisoners and investigating crime(s).
- Assisting citizens with complaints and inquiries and directing them to the appropriate authority.
- Uses own judgment, determining the nature of a call, investigating the circumstances and taking necessary or prudent action.
- Administering first aid and/or requesting appropriate medical response.
- Performing crisis intervention in sensitive situations such as domestic disputes.
- Preparing and maintaining legible, concise and understandable record of activities.
- Preparing a variety of written and oral reports.
- Investigating crimes, interviewing witnesses, victims, and suspects; and providing feedback to the appropriate people concerning case status.
- Collecting and documenting evidence.
- Appearing in court and being available to testify in matters of which the officer has knowledge, whether a criminal or civil matter.
- Maintaining proficiency in the use of police-related equipment.
- Performing special assignments related to investigations, crime prevention and traffic enforcement.
- Appropriately deal with unusual and emergency situations, such as injured, frightened, distraught, or disoriented people or animals, as they may suddenly appear at the front desk or in the field of work.
- Performing other duties as assigned.

QUALIFICATIONS & COMPETENCIES

- Must be at least 21 years of age.
- One-year, full-time LEO experience preferred.
- Must be a U.S. Citizen.
- Must possess, or be able to obtain by time of hire, a valid Utah Driver's License without record of suspension or revocation in any state.
- Must pass a thorough background investigation.
- Must successfully complete a one-year probationary period.
- Must be able to meet Department's physical standards.
- No felony convictions.
- Residency within Weber County, or a 25-mile radius of Pleasant View City limits is preferred.

EDUCATION / CERTIFICATION / EXPERIENCE:

- Must be a high school graduate and possess a high school diploma or GED.
- Must possess a current Utah Police Academy (P.O.S.T.) graduate certificate.
- Experience with animal services and/or code enforcement are preferred but not required.

- An Associate's Degree in criminal justice or a closely related field is preferred.

REQUIRED KNOWLEDGE:

- Knowledge of City government, politics and operations.
- Knowledge of City ordinances, civil service, State and Federal laws; content, intent and application of Utah criminal law; civil and constitutional laws.
- Knowledge of adult and juvenile judicial procedures.
- Knowledge of laws of arrest and search and seizure.
- Knowledge of techniques of interview and interrogation; criminal case preparation; crime scene management.
- Knowledge of departmental policies and procedures.

SKILLS / ABILITIES:

- Ability to communicate clearly and concisely, both orally and in writing; being diplomatic and tactful.
- Ability to analyze dangerous situations rapidly and accurately before taking safe effective action.
- Ability to operate a police vehicle, police radio, handgun and/or other weapons, handcuffs, first aid equipment, and a department issued computer.
- Ability to enforce federal, state and local laws; work with the public in a courteous respectful manner.
- Knowledge of basic computer functions. Ability to effectively use computers, Microsoft products and other software management products.
- Knowledge of industry accepted policies and procedures regarding blood-borne pathogens and communicable diseases.
- Knowledge of police methods and procedures, including investigation and identification techniques.
- Knowledge of criminal law and criminal procedure including classification of crimes, rules of evidence, and misdemeanor or felony classification, and the seizure and processing of evidence.
- Knowledge of first aid principles, practices, and techniques.
- Skill in observing, remembering, and recording names, faces, chronological sequences, dates, and incidents.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of addresses and locations within Pleasant View and Weber County.
- Knowledge of legal guidelines for conducting VIN inspections.
- Knowledge of self-defense and de-escalation tactics.
- Skill in the recognition of and coping with aberrant behavior.
- Skill in interpreting and applying laws, regulations, policies, and procedures.
- Skill in preparing clear, accurate, and grammatically correct written reports.
- Skill in analyzing situations and making objective decisions on sometimes complicated issues.
- Skill in identifying and taking appropriate action on violations of criminal and traffic laws.
- Skill in learning the operation of equipment and facilities required to perform assigned tasks.
- Skill in effectively dealing with conflict and with emotionally upset persons.
- Skill in evaluating options and alternatives and choosing an appropriate and reasonable course of action.
- Ability to understand and carry out oral and written instructions.
- Ability to maintain audio-visual discrimination and perception needed to make observations, communicate with others, read, and write, operate assigned equipment as required by the position.
- Ability to demonstrate needed intellectual capabilities during testing and training; operate a city vehicle.
- Ability to establish and maintain effective working relationships with those contacted in the course

of work. Ability to maintain mental capacity which allows for effective interaction and communication with others.

- Ability to understand basic municipal budgeting and work within budget constraints.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

WORKING CONDITIONS

Working conditions may vary. Some work will be performed in/on or under the following circumstances:

- The work environment is both indoors and outdoors; working indoors exposes the worker to moderate noise and temperature levels and working outdoors may expose the worker to moving mechanical parts, fumes, or airborne particles, toxic or caustic chemicals, outdoor weather conditions, and risk of electrical shock. The worker may also be exposed to armed/dangerous persons and communicable diseases.
- The work is light work which requires exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects.
- Must possess the visual ability to see clearly at close (20 inches or less) and far (20 feet or more) distances, identify and distinguish colors, observe an area that can be seen up and down or the left and right while eyes are fixed on a given point, and judge distances and spatial relationships.
- Additionally, the following physical abilities are required: standing, walking, sitting, using hands and fingers to handle or feel, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching, crawling, talking, hearing, tasting, and smelling.
- A marked or unmarked police vehicle.
- Extreme temperatures and weather conditions (heat, cold, rain, snow, etc.).
- Conditions of this position may present occasional high stress and threat to personal safety during periods of search and seizure and arrest.
- May be exposed to toxic materials, blood borne pathogens and other infectious environments.
- May have to interact or deal with unruly or dangerous individuals.
- May have to interact or deal with injured, unruly or dangerous animals.
- May need to enter unsafe building sites.
- May need to use deadly force.
- Rotating shifts and altering schedules (swing shifts, weekends, graveyards, etc.).
- May be required to extend work schedule during emergency situations.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee may be required to carry, drag, or restrain individuals from 50 to 300 pounds and lift in excess of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to peripheral tasks or that could generally be considered other duties as assigned. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions. In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.