



Range: 33
Non-Exempt
Date: June 11, 2003

POLICE OFFICER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to protect the lives and property of the citizens of the City; and to perform a variety of technical and administrative tasks in support of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Sergeant.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and code violations; enforce traffic and other laws and ordinances.
2. Respond to burglar alarms, general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents; provide first responder medical attention as needed; assist the Fire Department with fire and EMS calls.
3. Issue warnings and citations; investigate motor vehicle accidents; interview suspects, victims, and witnesses in the field; direct traffic as necessary; serve warrants and execute police raids.
4. Prepare a variety of reports on arrests made, activities performed and unusual incidents observed; document reported crimes.

Essential Functions (continued):

5. Arrest and maintain custody of violators and prisoners; perform animal control duties as assigned.
6. Participate in training of new Officers to ensure a good working knowledge of State laws, City codes, and department policies; oversee daily training and assist with testing and evaluation.
7. Conduct public presentations on various topics including bike safety, drug abuse, home and personal security, and police equipment and procedures; conduct informational tours of the police facility.
8. May serve as DARE officer; conduct classes and make presentations pertaining to the prevention of drug use and abuse; provide security for school district.
9. Direct traffic at fires, special events, and other emergency or congested situations.
10. Respond to public inquiries in a courteous manner; provide information within the area of responsibility; resolve complaints in an efficient and timely manner.
11. Ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
2. Testify in court when necessary.
3. Act as Public Information Officer as necessary.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Criminal law and criminal procedure with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies including criminal investigation.

DARE education curriculum.

Modern court procedures and regulations.

Street names and locations, highways, medical facilities, and a variety of other pertinent places and locations within the City.

Offensive and defensive weapons nomenclature and theory.

Knowledge of (continued):

First aid principles, practices and techniques.
Self defense tactics.
Interviewing and interrogation techniques.
Modern office procedures, methods and computer equipment.
City and State laws and ordinances.

Ability to:

Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.
Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
Use and properly care for firearms.
Understand, interpret and apply laws, regulations, policies and procedures.
Observe accurately and remember names, faces, incidents, numbers and places.
Prepare clear, accurate and correct written reports.
Operate a variety of equipment and vehicles including an intoxilizer.
Analyze situations quickly and objectively to determine and take emergency action.
Identify potential crime situations or traffic hazards and take preventive action.
Learn the operation of standard equipment and facilities required in the performance of assigned tasks.
Effectively mediate civil matters.
Meet the physical requirements established by the Police Department.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work including City staff and the general public.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One to two years of law enforcement experience is desirable.

Training:

Must possess minimum POST requirements of GED or high school diploma.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, Arizona POST Peace Officer Certification.

Possession of, or ability to obtain, an Intoxilizer Operator Certification and a Radar license.

WORKING CONDITIONS

Environmental Conditions:

Emergency peace control environment; travel from site to site; exposure to potentially hostile environments and hazardous conditions.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for running, walking, crouching, or crawling during emergency operations; walking, standing or sitting for prolonged periods of time; subduing resisting individuals; moving equipment and injured or deceased persons; performing life-saving and rescue procedures; operating assigned police equipment and vehicles; general manual dexterity.