



Job Description

TITLE:	Police Officer	JOB CODE:	187
DEPARTMENT:	Police Department	FLSA:	Non-Exempt
PREPARED:	November 2004	UPDATED:	July 2012

Summary: Under general supervision, performs police patrol, investigation, traffic regulation, and related law enforcement activities. May be assigned to School Resource Officer, D.A.R.E. Officer, K-9, Surveillance or other special details by the Chief of Police.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents; detects, investigates and arrests persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action required to handle difficult and emergency situations without assistance.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances;
- Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, to control vehicular traffic, to prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.
- Responds to emergency radio calls; investigates incidents such as accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers and abuse of drugs; takes appropriate law enforcement action.
- Arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of the scene.
- Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victims, witnesses and suspects; develops leads and tips; searches scenes of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for testimony and testifies in court proceedings.
- Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol influence reports, breathalyzer check list, bad check form, vehicle impoundment form and traffic hazard report, crime lab requests and monthly recap reports.
- Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention and traffic safety.
- Maintains normal availability by radio or telephone.
- Coordinates activities with other officers or other City departments as needed; exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, the Court Administrator, and the Municipal Prosecutor's Office regarding cases, policies and procedures.
- Maintains contact with police supervisory personnel to coordinate investigation activities, provides mutual assistance during emergency situations and provides general information about Department activities.

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- Submits serious felonies to investigators for follow up and prosecution.
- Maintains departmental equipment, supplies and facilities.
- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.
- Serves as a member of various employee committees.
- Performs other duties as assigned.

Required Knowledge and Skills:

- Knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of City, state and federal laws, regulations and ordinances.
- Knowledge of investigative procedures, court procedures, defensive driving, and first aid.
- Knowledge of proper methods of securing, handling, and preserving evidence.
- Knowledge of community geography.
- Skill in operating standard law enforcement tools and equipment.
- Skill in using sound judgment in drawing conclusions and making decisions.
- Skill in following oral and written instructions;
- Skill in testifying in court.
- Skill in communicating both orally and in writing in English.
- Skill in establishing and maintaining effective working relationships with co-workers, supervisors, other City employees and the general public.
- Skill in operating department computers and associated software.

Education and Experience

- High school diploma or GED with additional education in police science, law enforcement, criminal justice administration, or a related field, and two (2) years of work experience.
- State of Arizona driver's license with a record of no suspensions or revocations.
- Completion of a state basic training academy
- Must be certified by Arizona Police Officer Standards and Training Board (AZ P.O.S.T.) within ten (10) months of employment.
- Must meet the Department's physical standards.
- Must be 21 years or older at the time of employment.
- Must have a personal record with no felony convictions and no disqualifying criminal history.
- Must be a citizen of the United States.

Lateral Entry:

- Must have at least twenty-four (24) months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application
- Must meet all Entry Level requirements listed above.
- Must be able to pass medical exam and the Department's physical agility test.
- Must have successfully completed the State Basic Training Academy or Equivalency test.

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Environmental Factors and Conditions/Physical Requirements:

- Frequently requires sitting, talking and hearing; frequently requires standing, walking, using hands to finger, handle, or feel objects, tools, or controls, reaching with hands and arms, and climbing, balancing, stooping, kneeling, crawling, and tasting or smelling.
- Occasionally requires lifting and/or moving more than 100 pounds; requires close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work is frequently performed in outside weather conditions, and occasionally near moving mechanical parts, high places and with explosives; is occasionally exposed to fumes, airborne particles and toxic or caustic chemicals; the noise level is usually moderate.

Equipment and Tools Utilized:

- Police car, police radio, radar gun, handgun and other weapons, baton, handcuffs, oleoresin capsicum spray, Taser, breathalyzer, first aid equipment, and departmental computers.

Approvals:

Employee:	_____	Date:	_____
Supervisor:	_____	Date:	_____
Department Head:	_____	Date:	_____