



Job Title: Police Officer

Department: Police

Immediate Supervisor: Police Sergeant

| | | |
|---------------------------------------|----------------------------------|--------------------------------|
| Job Status: Regular, Full-Time | FLSA Status: Non-Exempt | Town Status: Classified |
| Origination Date: 2/20/2010 | Revision Date: 06/07/2016 | |

BRIEF DESCRIPTION OF THE JOB:

Perform patrol, investigation, traffic regulation and related law enforcement activity functions and duties. Proactively undertakes community-oriented policing by working with and assisting citizens. Respond to calls for emergency and non-emergency services. Summons resources and/or other law enforcement officers as needed. Prepare a variety of reports, forms and records. Provide proactive crime prevention services. Work nights, weekends and holidays.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

| | |
|-----------------------|---|
| S = Sedentary | Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time. |
| L = Light | Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree. |
| M = Medium | Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly. |
| H = Heavy | Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly. |
| V = Very Heavy | Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly. |

| Physical Strength Code | ESSENTIAL FUNCTIONS |
|------------------------|--|
| 1 L | Working rotating shifts and using independent judgment in deciding course of action, patrols area of operation, controls traffic, investigates accidents, misconduct and crimes, and arrests those suspected of committing crimes or being involved in misconduct. |
| 2 L | Seeks out and interviews suspects, witnesses, and drivers; obtains, compiles and preserves evidence; prepares cases for filing of charges, testifying in court and related activities. |
| 3 L | Investigates crimes, situations and accidents, develop leads and tips, searches scene for clues, measures and diagrams scene, analyzes and evaluates evidence, and renders assistance. |
| 4 L | Proactively undertakes community-oriented policing by working with and assisting citizens with such matters as preserving the peace, protecting the public, locked or stalled vehicles, crime prevention, traffic safety, home protection, or providing information about department or police activities. |
| 5 L | Respond to calls for emergency and non-emergency services. Summon resources as needed and directs their response. |
| 6 S | Prepares a variety of reports, forms and records related to investigations, field interrogations, drug or alcohol-related incidents, bad checks, vehicle impoundment, traffic hazards, etc... |
| 7 L | Maintain equipment, supplies and facilities. |



| | | |
|---|---|--|
| 8 | S | Coordinate activities with other town officers, exchanges information with officers in other jurisdictions, obtains advise from Town Prosecutor, County Attorney or Court Administrator as needed. Maintain contact with the general public, court officials and other Town officials in the performance of policing activities. |
| 9 | H | Assists in emergency evacuations and situations as needed. May need to restrain a person in a hostile situation or to maintain order. Potential for injury and exposure to violent people; may be exposed to bodily fluids, infectious disease, and airborne particles and fumes. |
| 8 | S | Performs all work duties and activities in accordance with department and/or Town policies and procedures. |
| 9 | S | Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual. |



JOB REQUIREMENTS:

| JOB REQUIREMENTS | |
|--------------------------|--|
| Certifications | Requires Arizona Police Officer Standards and Training Board (AZ POST) Peace Officer Certification. Also requires Arizona Criminal Justice Information Systems (ACJIS) certification. NOTE: New recruits will obtain necessary certifications by attending and passing the Police Academy. |
| Formal Education | An Associate’s Degree from an accredited college or university in Law Enforcement, Criminal Justice, or a related field is strongly preferred. |
| Experience | Lateral officers must have two years experience as a certified police officer. Recruits with any law enforcement, security or investigation experience is preferred. |
| Driver’s License | Valid Driver’s License required. Arizona Driver’s License within ten days of hire. |
| Training | Mandatory training must be completed within six months of hire and be kept current annually. |
| Background Investigation | Must be able to pass a thorough background investigation including fingerprints, polygraph, psychological, and medical exams. |



PHYSICAL DEMANDS

Frequency Code Scale

| N = Never | | R = Rarely | | O = Occasionally | | F = Frequently | | C = Continuously | |
|------------------|---|---|--|-----------------------|--|-----------------------------|--|-------------------------|--|
| Never Occurs | | Less than 1 hour/week | | Up to 1/3 of the time | | From 1/3 to 2/3 of the time | | 2/3 or more of the time | |
| Physical Demands | Frequency Code (Mark only one) | Description: (Check all that apply) | | | | | | | |
| Standing | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers | | | | | | | |
| Fine Dexterity | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment | | | | | | | |
| Walking | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site | | | | | | | |
| Lifting | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files | | | | | | | |
| Carrying | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input type="checkbox"/> Files | | | | | | | |
| Sitting | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving | | | | | | | |
| Reaching | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files | | | | | | | |
| Handling | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Paperwork <input type="checkbox"/> Monies | | | | | | | |
| Kneeling | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground | | | | | | | |
| Crawling | <input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input type="checkbox"/> Under equipment <input checked="" type="checkbox"/> Inside attics/pipes/ditches | | | | | | | |
| Other | | | | | | | | | |
| Pushing/Pulling | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses | | | | | | | |
| Climbing | <input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input checked="" type="checkbox"/> Step stools <input checked="" type="checkbox"/> Onto equipment | | | | | | | |
| Vision | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C | <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site | | | | | | | |
| Foot Controls | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone | | | | | | | |
| Balancing | <input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> On ladders <input checked="" type="checkbox"/> On equipment <input checked="" type="checkbox"/> On step stools | | | | | | | |
| Bending | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground | | | | | | | |
| Crouching | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground | | | | | | | |
| Hearing | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C | <input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment | | | | | | | |
| Twisting | <input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle | | | | | | | |
| Talking | <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C | <input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public | | | | | | | |



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, printer, calculator, telephone, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet. Firearms, restraint devices and other police-related equipment and paraphernalia.

ENVIRONMENTAL FACTORS:

| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|--------------------------|----------------------------|-----------------------------|----------------|-----------|
| | | | | |
| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | | |
| Mechanical Hazards | M | Dirt and Dust | M | |
| Chemical Hazards | M | Extreme Temperatures | M | |
| Electrical Hazards | M | Noise and Vibration | M | |
| Fire Hazards | M | Fumes and Odors | M | |
| Explosives | M | Wetness/Humidity | M | |
| Communicable Diseases | M | Darkness or Poor Lighting | M | |
| Physical Danger or Abuse | M | | | |
| Other | | | | |

| PRIMARY WORK LOCATION | |
|-----------------------|---|
| Office Environment | X |
| Warehouse | |
| Shop | |
| Vehicle | X |
| Outdoors | X |
| Other | |

| WORK SCHEDULE POSSIBILITIES | |
|-----------------------------|---|
| Rotating Shift Work | X |
| 24 Hour Shift Work | |
| Work on Holidays | X |
| Work on Weekends | X |
| 40 Hour Work Week | X |
| Overtime | X |
| Call Out | X |
| Other | |

PROTECTIVE EQUIPMENT REQUIRED:

Bullet/knife resistant vests. Rain/inclement weather gear. Traffic vest. Gas mask/MSA Millenium. Tyvek Suit. Helmut. Nitrile Gloves. Booties.



NON-PHYSICAL DEMANDS:

| N = Never Never Occurs | R = Rarely Less than 1 hour/week | O = Occasionally Up to 1/3 of the time | F = Frequently From 1/3 to 2/3 of the time | C = Continuously 2/3 or more of the time |
|----------------------------------|--|--|--|--|
| NON-PHYSICAL DEMANDS | | | | |
| | | | | F |
| | | | | F |
| | | | | C |
| | | | | F |
| | | | | C |
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| | | | | O |
| | | | | R |
| | | | | R |
| | | | | N |

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town’s values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

375 W Sahuarita Center Way, Sahuarita, Arizona 85629 - (520) 822-8813 – Fax (520) 822-8895



SIGNATURES — REVIEW AND COMMENT:

I reviewed and understand this job description and I accept the stated Expected Behavior described.

Signature of Employee

Date

Job Title of Immediate Supervisor

Signature of Immediate Supervisor

Date

Job Title of Department Director

Signature of Department Director

Date

Comments:
