

JOB DESCRIPTION

CITY OF WILLCOX DEPARTMENT OF PUBLIC SAFETY POLICE

ISSUED:
SUPERSEDES:











FLSA: NE
CODE:
GRADE:

Class Title: Police Officer

Description of Authority:

Under the direction of the Police Sergeant, performs daily activities of the Patrol unit of the Department of Public Safety. Work is performed in accordance with Federal, State and Local laws and ordinances, as well as Departmental Rules and Regulations. Prepares required reports and keeps the patrol supervisor informed concerning all matters affecting the efficiency of the assigned unit to include personnel matters, Department policy and criminal activity. This position is held by a certified police employee.






Examples of Duties:

-  Patrol a designated area of the City in a radio equipped vehicle to preserve the peace, deter criminal activity and assist the public.
-  Directs traffic, investigates accidents and issues traffic citations for traffic code infractions.
-  Investigates reported criminal activity and arrests those persons responsible.
-  Reports observed hazards.
-  Prepares reports of criminal activity, traffic accidents, found and lost property, etc.
-  Evaluates hazards and makes recommendations for courses of action to eliminate them.
-  Prepares and submits required activity reports.
-  Responsible for the care, maintenance, and security of all assigned equipment and supplies.
-  Performs specialized activities or projects as assigned by a ranking supervisor.
-  Actively participates in "Community Policing" & "Police Partnership" programs within the community.






Distinguishing Characteristics:

Police officers perform under general supervision, however, the nature of their work requires independent judgment. General supervision is provided through written and oral reports and from observations by supervisors.

Necessary Knowledge, Skills, and Abilities:




-  Ability to remember names and faces and the details of an incident.
-  The ability to acquire the knowledge of the geography of the city, buildings and streets rapidly.
-  Ability to understand and carry out oral and written instructions.
-  Ability to deal courteously but firmly with the general public.
-  Under general supervision, analyzes critical situations and adopts quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.

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.
-  Routinely required to talk or hear and frequently required to stand, walk, bend, jump, twist and stretch.
-  The employee is occasionally required to sit; use hands to touch or feel objects, tools, or controls and reach with hands and arms.
-  Regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100pounds.
-  Routinely drives a motor vehicle in a variety of weather and lighting conditions.

Qualifications:

A. Required

-  Reference ARS 41-1823 and AZ. P.O.S.T Rules R13-4-105, R13-4-106 & R13-4-107 High school graduate or equivalent. United States citizenship, a completed background investigation with local, state and national fingerprint check, no felony conviction in any state or federal jurisdiction, a medical examination by a licensed physician attesting that no physical condition exists which would adversely affect the performance of duties as a peace officer, proportionate height and weight, minimum age as required by law, a fingerprint card on file with the criminal identification section of the Arizona Department of Public Safety. Certification from an Arizona accredited police school or academy within the guidelines established by the Arizona Law Enforcement Officer's Advisory Council. (Must complete this requirement within six (6) months from the date of hire.)
-  High degree of self restraint, judgment and strategy in dealing with a variety of people under varying conditions, situations, and circumstances.
-  Must possess a valid, current Arizona Driver's License.

This description is intended to indicate the kinds of duties and responsibilities which will be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of any supervisor to assign, direct and control the work of employees under their supervision.

Revised 07/99 Saved as: Po1