

Police Officer

Department: Police
Reports to: Sergeant or Corporal
FLSA: Non-Exempt

SUMMARY

Under general supervision, the Police Officer performs police patrol, investigation, traffic regulation and related law enforcement activities. Maintains department equipment, supplies, and facilities. Maintains contact with the general public, court officials, and other City officials in the performance of police operating activities.

Per Section 3.20.010 of the Winslow Municipal Code, this position is a tentative "At-Will" appointment and subject to a probationary period of twelve (12) months from the date of hire. Upon successful completion of a probationary period, a non-management employee shall be granted regular status in the classification in which the probationary period is served.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Works on rotating shifts performing patrol, traffic control, investigation and first aid at accidents, detection, investigation, and arrest of persons involved in crimes and misconduct.
- Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
- Carries out duties in conformance with Federal, State, County, and City laws and ordinances.
- Patrols City streets, parks, and commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, and prevent or detect and investigate misconduct involving misdemeanors, felonies, and other law violations.
- Responds to emergency radio calls to include accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and domestic violence; investigates incidents and takes appropriate law enforcement action.
- Interrogates suspects, witnesses, and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses, and suspects; develops leads and tips; searches crime scenes for evidence; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check lists, bad check forms, vehicle impoundment forms, and traffic hazard reports.
- Undertakes community-oriented police work and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), and traffic safety.
- Participates in investigating criminal law violations occurring within the City limits, obtaining evidence and compiling information regarding these crimes; prepares cases for filing of charges and testifies in court.
- 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 and County Prosecutor's Office regarding cases, as needed and assigned.
- Maintains contact with supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations, and provide general information about Department activities.

- Serves as a member of various employee committees.
- Performs related duties as assigned or required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

Associate degree or vocational training in Police Science, Law Enforcement, Criminal Justice or related field AND must be (21) years of age at the time of employment; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Applicable local, State, and Federal laws, codes, regulations, and ordinances.
- Modern law enforcement principles, procedures, techniques, and equipment.
- City of Winslow geography.
- Proper use of force and arrest techniques.
- Self-defense tactics.
- Evidence collection and handling procedures, including proper chain of custody.
- Interrogation methods, techniques, and procedures.

Skill in:

- Comprehending and articulating complex facts and relationships in detail.
- Summarizing and writing clearly, concisely, and legibly.
- Maintaining accurate records, logs, and technical documents.
- Testifying in court in an objective, concise, and professional manner.
- Analyzing complex situations, problems, and data and using sound judgment in drawing conclusions and making decisions.
- Following and delegating written and verbal instructions.
- Preparing clear and concise reports.
- Establishing and maintaining effective working relationships.
- Communicating effectively both verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

Must possess a valid Arizona driver's license without record of suspension or revocation.

Must possess an Arizona Peace Officer Standards and Training (POST) Peace Officer certification.

Additional training and certifications may be required depending on area of assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment and in the field at various locations throughout the City of Winslow and requires exposure to various weather conditions, dangerous and potentially life-threatening situations, hazardous chemicals, and infectious and communicable diseases. Operates a City patrol vehicle, firearm, and other weapons and equipment. Must maintain a level of physical fitness to perform essential functions.

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions