



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Police Officer – Special Assignment</b>	<b>JOB CODE: 4002</b>
<b>REVISED</b>	<b>September 1, 2017</b>	<b>FLSA: Non-Exempt</b>

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**Summary:** Under general supervision, performs professional police work in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, preliminary investigations and traffic regulation duties; may serve as Officer in Charge (OIC) and perform supervisory duties in the absence of the Police Sergeant. Specialty assignments are transfer assignments requiring periodic rotation of personnel into and out of assignment as designated in departmental policy or at the discretion of the Chief of Police.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a 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 duties.*

- Preserves the peace of the community through mediation, investigation, documentation, arrest, detention and interrogation; utilizes all lawful means to improve the quality of life by reducing the fear and incidence of crime, recognizing and resolving problems, and fulfilling the public safety needs of the Citizens of Eloy.
- May serve as Officer in Charge (OIC) and performs supervisory duties in the absence of the Police Sergeant; may serve in any specialty assignment, as assigned and approved by the Chief of Police.
- Patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and assure public safety.
- Patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; responds to emergency and non-emergency calls for service; interrogates and communicates with victims, witnesses and suspects in cases; provides scene security and protection for Fire and Medical personnel.
- Enforces local, state and Federal laws, and enforces compliance with local regulations and ordinances, according to policies, procedures and regulations.
- Investigates crimes and accidents as required; secures and processes crime and accident scenes; identifies and collects evidence; completes detailed reports and required paperwork; maintains vehicle and equipment according to Department standards.
- Arrests law violators; transports and processes suspects, victims and prisoners; represents the City Police at court hearings; prepares reports and testifies in court cases.
- Assists and coordinates with other emergency services personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Presents education and information programs for community and school awareness projects; teaches and counsels residents on law enforcement activities and referral resources.
- Maintains the integrity, professionalism, values and goals of the Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Performs other duties as assigned or required.

## **Knowledge and Skills:**

- Knowledge of Police Department General Orders, rules, policies and procedures.
  - Knowledge of City policies and procedures.
  - Knowledge of the geography, roads, and landmarks of Eloy and surrounding areas.
  - Knowledge of hazardous chemicals and materials, first aid and CPR.
  - Knowledge of law enforcement methods and practices, including case laws governing arrest, rules of evidence, probable cause, use of force, asset forfeiture, and search and seizure.
  - Knowledge of Arizona criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including preservation and presentation of evidence in traffic and criminal cases.
  - Knowledge of Arizona juvenile law, disposition policies and court procedures.
  - Knowledge of City, county, state and Federal laws, regulations and ordinances.
  - Knowledge of the criminal justice and court systems, procedures and protocols in Arizona.
  - Knowledge of investigative and interrogative procedures, and protocols for observation of critical details.
  - Knowledge of community issues and regional community resources available to citizenry.
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- Skill in gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
  - Skill in exercising controlled discretion in communicating with criminal suspects and mediating difficult situations.
  - Skill in interacting with people of different social, economic, and ethnic backgrounds.
  - Skill in remaining alert at all times and reacting quickly and calmly in emergency situations.
  - Skill in dealing with situations requiring diplomacy, understanding, fairness, and sound judgment.
  - Skill in communicating with violators, recognizing suspicious behavior patterns, mediating difficult situations, and using effective arrest & control techniques.
  - Skill in operating motor vehicles and special equipment during emergency situations.
  - Skill in the care, maintenance and safe operation of a variety of firearms, impact weapons, chemical agents, and other law enforcement tools and equipment.
  - Skill in working as a team member with other law enforcement and multi-jurisdictional agencies.
  - Skill in establishing and maintaining cooperative working relationships with employees, officials, other criminal justice agencies and the general public.
  - Skill in effective communication, both verbal and written.

## **Minimum Qualifications:**

High school diploma or GED equivalent; AND three (3) year's law enforcement experience, including one (1) year of experience with EPD; OR an equivalent combination of education and experience.

Arizona Peace Officer Standards and Training (POST) certification is required; must possess State of Arizona Driver's license, and clear criminal record; must maintain a level of physical fitness to meet Department standards.

Must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

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