

# City of Willcox

## Job Description

**Job Title:** Police Officer  
**Department:** Department of Public Safety  
**Reports To:** Police Sergeant  
**FLSA Status:** Non-Exempt

**Summary** Enforces laws related to the protection of life and property, directs and controls traffic, prevents crime or disturbance of peace, and arrests violators by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Patrols assigned City streets and neighborhoods to enforce laws, prevent and discover crimes, investigate crimes, maintain order, and answer calls and complaints ensuring the safety, security and protection of the community.
- Drives a marked patrol unit and/or patrols on bicycle to deter, observe and investigate criminal activity.
- Assists with preventing the commission of crimes and maintaining civil order.
- Investigates illegal or suspicious activities, persons, and establishments, and quells disturbances.
- Locates, searches, detains, and arrests law violators, following recognized police procedures.
- Interviews and questions victims, witnesses, and suspects.
- Gathers and preserves evidence.
- Conducts a variety of patrol functions including patrolling on bicycle and driving a marked patrol unit to deter or observe possible criminal activity; monitors home and building security after hours and/or when residents are away.
- Responds to criminal, traffic and civil calls for service including assaults, burglaries, domestic disturbances, robberies, and automobile accidents.
- Apprehends and arrests perpetrators who have committed criminal offenses.
- Monitors traffic for speed/traffic violations; conducts traffic stops, informs drivers of traffic violations, and issues traffic citations accordingly; detains and arrests individuals that are creating a risk for themselves and others on the roadways.
- Responds to and investigates traffic accidents; directs traffic at accident scenes to assisting in preventing further accidents or injuries from occurring.
- Prepares and submits daily reports documenting criminal activity and traffic accidents.
- Provides assistance to other agencies regarding accidents, warrants for arrest, and domestic dispute calls for service.
- Assists other police Officers with calls for service
- Maintains all assigned departmental equipment, vehicles and supplies.
- May assist with training new Police Officers and/or serve on DUI Task Forces as required.
- Attends community meetings to discuss crime prevention activities and crime problems.
- Writes detailed incident, investigation, activity, and other reports.
- Testifies in court to present evidence by describing conditions, situations, and actions.
- Performs other duties as assigned or required.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and

gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

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 be 21 years of age and possess a valid, current Arizona Driver's License.

**Language Skills** - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

**Mathematical Skills** - Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance

**Reasoning Ability** - Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills** - To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

### **Certificates, Licenses, Registrations**

A valid Arizona Driver's License

AZ POST Peace Officer Certification required six (6) months after hire date.

### **Other Skills and Abilities**

- Knowledge of law enforcement methods, practices and techniques.
- Knowledge of equipment, tools, vehicles, and weapons used in law enforcement.
- Knowledge of police operations including patrol, investigation, crime prevention, and

community relations.

- Knowledge of regulations and standards governing law enforcement activities and operations.
- Knowledge of City, County, State and Federal ordinances, codes, statues, and regulations to be enforced

### **Other Qualifications**

- Skill in performing a full range of law enforcement functions.
- Skill in ensuring public Safety, security and protection.
- Skill in safely utilizing and maintaining law enforcement equipment, vehicles and weapons.
- Skill in coordinating police activities with other groups and outside agencies.
- Skill in interpreting and enforcing complex ordinances, statutes, and regulations.
- Skill in establishing and maintaining effective working relationships with other staff, City officials, outside agencies, and members of the public.

### **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.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must be able to lift and/or move up to 100 pounds and chase/apprehend fleeing suspects. Must be able to stand and/or sit for extended periods of time. Must be able to walk on uneven surfaces, run, jump, bend and climb stairs and ladders. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### **Work Environment**

The work environment characteristics 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.

While performing the duties of this Job, the employee is frequently exposed to variable/extreme outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places heavy traffic at accident scenes, uneven terrain, vicious animals, hazardous environments/materials/chemicals, blood borne pathogens and toxic or caustic chemicals. The noise level in the work environment is usually moderate. May be exposed to serious physical injury by hostile persons, dangerous armed suspects and/or high speed driving in response to emergency situations and the pursuit of suspects.

This description is intended to indicate the kinds of duties and responsibilities which will be required of employees in this position. It is not intended to be inclusive of all possible duties and responsibilities, and 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.