



**POLICE OFFICER
CLASSIFICATION DESCRIPTION**

Job Classification Title:	Police Officer	
JAG:	Sworn Police	JAG Level: 2
FLSA Status:	Non-Exempt	Pay Grade: P2
This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Town.		

JOB CLASSIFICATION SUMMARY

Responsible for ensuring the safety and security of municipal streets, buildings, residences, and neighborhoods.

DISTINGUISHING CHARACTERISTICS

Individual contributor role responsible for performing sworn law enforcement activities.

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.

- Responds to service calls.
- Conducts investigation by locating physical evidence, victims, witnesses and suspects.
- Gathers information and completes interviews.
- Documents facts.
- Makes arrests.
- Writes reports.
- Performs community policing activities.
- Operates a motor vehicle and patrolling assigned areas.
- Testifies in court.
- Participates in training sessions.
- Serves warrants.
- Provides for traffic control.
- Operates devices and weapons associated with law enforcement activities.
- Performs related work as assigned.

POSITION SPECIFIC DUTIES

If assigned to Detective:

- Investigates and reconstructs crime scenes.
- Prepares and executes arrest warrants.
- Collects evidence.
- Prepares and maintains investigative records and reports.
- Conducts background investigations.
- Performs the duties of a police officer.



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If assigned to K-9:

- Trains, handles and uses the skills of police dogs to assist in the execution of law enforcement duties.
- Performs the duties of a Police Officer.

If assigned to School Resource Officer:

- Serves as the main security arm of assigned school(s).
- Develops school safety plans.
- Mediates disputes on campus.
- Detains and/or arrests offenders.
- Conducts personal and property searches.
- Patrol's school grounds for safety.
- Disseminates law enforcement education to school administration and students.

KNOWLEDGE

- Principles and practices of modern municipal police organizations, including mission, vision, objectives, policies, procedures, and operations
- Ethical decision-making
- Local, state and federal laws as applicable to municipal law enforcement
- Contemporary legal issues, such as criminal, civil, and labor laws, and municipal ordinances that affect police agencies
- Police Department functions, procedures, policies, goals, organization, general orders, and rules and regulations
- Methods, objectives, and procedures of law enforcement practices
- Methods, objectives, and procedures of court proceedings
- Laws governing the apprehension, arrest, and custody of persons committing misdemeanors and felonies, search and seizure, and the rules of evidence
- Police methods and procedures related to patrol, traffic control, investigation, and identification techniques
- Operation and capabilities of the various types of equipment used by a police department
- Effective methods of community policing efforts
- Customer service principles and practice
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities
- The geography and demographics of the Town

SKILLS

- Solving problems and making sound decisions
- Analyzing and resolving operational and procedural problems
- Managing stressful and complex situations
- Using and caring for firearms
- Driving in emergency situations
- Operating of a motor vehicle
- Interpreting and applying applicable laws, codes, regulations and standards
- Maintaining physical and mental fitness
- Providing customer service



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- Implementing investigative techniques
- Managing time effectively while remaining agile and flexible
- Applying investigation techniques
- Building consensus and cultivating adaptability
- Using a computer and related software applications
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other interested parties sufficient to exchange or convey information and to receive work direction

MINIMUM QUALIFICATIONS (at job entry)

Education and Experience:

High School Diploma or GED supplemented by specialized training in law enforcement and must be age 21 and United States citizen and meet all additional recruitment requirements established by the Police Chief; or an equivalent combination of directly related education and experience.

Required Certifications/Licenses:

- First-time Police Officers - graduation from AZPOST certified law enforcement academy prior to date of application within time frame specified by the Police Chief at time of position vacancy
- Valid Arizona Class D Driver's License

Special Requirements:

- Appointment is subject to successful completion of extensive background investigation, polygraph, psychological examination, physical agility examination, medical examination and drug test

CLASS HISTORY INFORMATION

Created: 9/2022

Amendments:



**POLICE OFFICER
PHYSICAL & ENVIRONMENTAL FACTORS**

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this position is indicated below with an "X"	
	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
X	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties		X			
Sitting	Desk work		X			
Walking	To other departments/offices/office equipment		X			
Lifting	Supplies, files		X			
Carrying	Supplies, files		X			
Pushing/Pulling	File draws, tables and chairs		X			
Reaching	For supplies, for files		X			
Handling	Paperwork		X			
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment		X			
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground		X			
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground		X			
Crawling	Under equipment		X			
Bending	Filing in lower drawers, retrieving items from lower shelves/ground		X			
Twisting	From computer to telephone, getting inside vehicles		X			
Climbing	Stairs, step stool		X			
Balancing	On step stool		X			
Vision	Reading, computer screen, driving	X				
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	X				
Talking	Communicating with co-workers and public and on telephone	X				
Foot Controls	Driving		X			
Other (Specify)						

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Firearms

ENVIRONMENTAL FACTORS:

D	W	M	S	N
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PHYSICAL & ENVIRONMENTAL FACTORS**

Daily	Several Times Per Week					Several Times Per Month					Seasonally					Never				
	D	W	M	S	N	D	W	M	S	N	D	W	M	S	N	D	W	M	S	N
Health & Safety Factors																				
Mechanical Hazards	X										Respiratory Hazards		X							
Chemical Hazards	X										Extreme Temperatures				X					
Electrical Hazards			X								Noise and Vibration		X							
Fire Hazards			X								Wetness/Humidity				X					
Explosives		X									Physical Hazards	X								
Communicable Diseases	X																			
Physical Danger or Abuse	X																			
Other (Specify Below)																				

PROTECTIVE EQUIPMENT REQUIRED:

Standard police equipment such as bullet-proof vests

NON-PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Description of Non-Physical Demands	C	F	O	R	N
Time Pressure		X			
Emergency Situation		X			
Frequent Change of Tasks		X			
Irregular Work Schedule/Overtime		X			
Performing Multiple Tasks Simultaneously		X			
Working Closely with Others as Part of a Team		X			
Tedious or Exacting Work		X			
Noisy/Distracting Environment		X			
Other (Specify Below)					



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**POLICE OFFICER
PHYSICAL & ENVIRONMENTAL FACTORS**

PRIMARY WORK LOCATION

	Office Environment
	Warehouse
	Shop
	Recreation/Neighborhood Center
X	Vehicle
X	Outdoors
	Other (Specify Below)

