

**TOWN OF GILBERT
CLASS SPECIFICATION
Police Officer**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Sworn Police	B23pd	Non-Exempt

CLASS SUMMARY:

This class is the first level in the Sworn Police series. Incumbents ensure the safety and security of municipal streets, buildings, residences, and neighborhoods. Incumbents are responsible for maintaining readiness for emergency call response; responding to emergency calls when dispatched and taking proper action; conducting patrol; performing routine Police equipment maintenance; educating staff and public on crime safety/prevention; and performing other tasks related to Police Department activities. As assigned, incumbents serve as detectives performing detailed investigation of crimes.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

PERCENT OF TIME

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Maintains readiness and responds to calls. Monitors radio communication and responds to dispatched requests and emergencies. Interviews individuals with complaints and makes disposition or refers to proper authorities. Assesses and inspects scenes and activity and takes appropriate action to enforce laws and maintain safety and security.	Daily 30%
Secures crime scenes and gathers information for investigations by interviewing involved individuals. Provides assistance to individuals requiring first aid for physical injuries. Performs searches and gathers evidence, apprehends suspects, makes and processes arrests, and transports offenders.	Daily 20%
Patrols designated areas to maintain law enforcement and to prevent, deter and discover law violations and criminal activity. Conducts traffic stops, issues citations, apprehends suspects, makes and processes arrests, and/or transports offenders.	Daily 15%
Prepares and completes a variety of reports to provide documentation of daily shift activities, accidents, law and code violations, individual statements, and related evidence. Prepares, obtains and serves warrants and legal documents. Organizes and maintains records.	Daily 15%

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Enforces traffic law and regulations. Issues parking and traffic violations, responds to traffic accidents and performs investigations and reporting. Facilitates traffic safety around accidents or congested areas. Provides assistance to disabled motorists.	Daily 5%
Reviews and prepares case documentation and testifies in court trials. As assigned, serves as a liaison to community groups to promote public safety and awareness, and conducts training of officers, and volunteers.	Monthly 5%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to ***Emergency/Tactical Response*** may be responsible for:

- Providing emergency tactical response, containment, negotiation and resolution of high risk incidents or scenes;
- Providing heightened level of security and protection when necessary;
- Participating in advanced tactical field and operations training in order to provide emergency response;
- Negotiating, gathering intelligence and supporting resolution of critical incidents.

Positions assigned to ***Internal Affairs*** may be responsible for:

- Investigating internal and external complaints against Police department staff;
- Conducting interviews, researching information, updating and entering information in automated database system;
- Verifying accreditation standards are met.

Positions assigned to ***Investigations*** may be responsible for:

- Planning and conducting detailed investigative work and analysis of crime scenes, collecting and processing evidence ensuring integrity and security, apprehending and interrogating suspects and determining disposition;
- Performing surveillance work and taking photographs;
- Conducting interviews and interrogations, analyzing and reporting information, and apprehending of facilitating the apprehension of criminal suspects.

Positions assigned to ***K-9 Service*** may be responsible for:

- Enforcing criminal and traffic laws with the use of a canine to locate persons, stolen property, and narcotics;
- Providing canine care and training, transporting canine to veterinarian, and maintaining canine records.

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Positions assigned to ***Special Investigations*** may be responsible for:

- Maintaining current OSHA/DEA certification for laboratory response, cleanup and investigation of hazardous, explosive, and/or deadly chemicals and substances.

Positions assigned to ***School Resources*** may be responsible for:

- Preparing educational materials, supervising, counseling, mentoring and instructing students on public safety and skills needed to avoid involvement in drugs, gangs and violence;
- Providing assistance to teachers and administrators with student behavioral issues or safety concerns and providing security for after-school functions;
- Serving as a liaison between faculty, students, parents, and the general in promoting public safety and awareness.

TRAINING AND EXPERIENCE:

High School Diploma or GED; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License
- Valid Hazardous Materials First Responder Certification
- Valid Arizona Peace Officer Standards and Training certification
- Police Academy training within first quarter of hire

KNOWLEDGE OF:

- Modern law enforcement practices, public safety and security;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Human behavior theory;
- Applicable communications equipment;
- Modern office equipment.

SKILL IN:

- Maintaining physical and mental fitness;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing customer service;
- Solving problems;
- Implementing investigative techniques;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, inadequate lighting, work space restrictions, intense noises, travel and environmental conditions such as disruptive people, imminent danger, and a threatening environment.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Police Officer – B23pd

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)

Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)

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