



City of Tempe

POLICE OFFICER

JOB CLASSIFICATION INFORMATION

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|--|----------------|--------------------------------|----------------|
| <i>Job Code:</i> | 457 | <i>Department:</i> | Police |
| <i>Supervision Level:</i> | Non-Supervisor | <i>State Retirement Group:</i> | PSPRS |
| <i>Status:</i> | Classified | <i>Market Group:</i> | Police Officer |
| <i>Safety Sensitive / Drug Screen:</i> | Yes | <i>Physical:</i> | Yes |

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or management staff.

MINIMUM QUALIFICATIONS

| | |
|---------------------------------|---|
| <i>Experience:</i> | No experience is required. |
| <i>Education:</i> | High school diploma, GED, or equivalency. An Associate of Arts (AA) degree from an accredited college or university is preferred. |
| <i>License / Certification:</i> | Possession of a valid driver’s license. |
| <i>Additional:</i> | Must pass police polygraph, background examination, and psychological examination. |

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special crime prevention and enforcement programs; to work with the community on mutual problems and concerns; and to perform a variety of technical and administrative tasks in support of the department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Patrol a designated area of the City in a radio-equipped car, on two-wheel motorcycle and on

foot to preserve law and order; discover and prevent the commission of crimes; enforce traffic and other laws and ordinances.

- Answer calls and complaints involving automobile accidents, robberies, assaults, fires and related misdemeanors and felonies; respond to alarms; investigate complaints; apprehend suspects; search, inspect, transport and take custody of prisoners.
- Respond to general public service calls including animal complaints, domestic disturbances, civil complaints, property control and related incidents; may participate in surveillance of area.
- Secure the scene of crime; administer first aid; conduct preliminary investigations; obtain witnesses; gather information; make arrests; prepare detailed reports.
- Investigate reports of missing persons; maintain surveillance over suspected criminals; identify areas of potential crimes or unsafe conditions; report conditions and take corrective action.
- Work with private citizens and other outside public agencies to solve neighborhood concerns.
- Appear in court to present evidence; testify on behalf of the state; serve warrants and subpoenas.
- Make oral presentations to citizen groups on public safety issues in the neighborhood.
- Perform related duties as assigned.

When on assignment:

- Serve as an investigator, traffic officer, public information officer, corporal, field training officer, in-service training officer, selective enforcement officer, mounted officer, canine officer or bomb disposal officer.
- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, sex crimes, white collar crime, suicide prevention, hostage negotiations and narcotics; gather evidence and prepare cases for prosecution.
- Conduct investigations of serious injury and fatality traffic accidents; conduct traffic accident analyses and general traffic surveys.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.
- Serve as Public Information Officer; respond to inquiries and complaints from individuals, private organizations, news media and the general public; inform and educate the public on crime prevention and the criminal justice system; prepare and present public speaking engagements.
- Supervise and train other sworn and non-sworn officers and employees on departmental policies, procedures and activities.
- Utilize special tactics in dealing with hostage negotiations and suicide prevention or performing surveillance operations.
- Select, train and maintain canines.
- Locate and disarm hidden bombs.

| COMPETENCIES | | |
|----------------------|---------------|--|
| CLASSIFICATION LEVEL | INCLUDES | COMPETENCIES |
| Foundational | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |

| | | |
|--|---------------|--|
| Non-Supervisory | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability |
| Supervisory | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others |
| Manager | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring |
| Deputy Director | In Addition > | Entrepreneurship and Networking |
| Director | In Addition > | Organizational Vision |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p> | | |

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| JOB DESCRIPTION HISTORY |
| <p><i>Effective November 2000</i> <i>Revise January 2002 (remove "recruit" information)</i></p> |

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Police Officer

Job Code: 457

| VEHICLE OPERATION | YES | NO |
|---|-----|----|
| Will this position drive a City vehicle? | X | |
| Will this vehicle require a Commercial Drivers License? | | X |

| | Never 0% of time | Occas. 1-35% of time | Freq. 36-65% of time | Contin. 66-100% of time |
|--|------------------------|----------------------------|----------------------------|-------------------------------|
|--|------------------------|----------------------------|----------------------------|-------------------------------|

| WORK WITH OR EXPOSURE TO THE FOLLOWING | | | | |
|--|---|---|--|---|
| Machinery* | X | | | |
| Electrical* | X | | | |
| Power Tools* | X | | | |
| Hand Tools* | X | | | |
| Personal Protective Equipment* | | X | | |
| Computer Software | | | | X |
| Fumes | | X | | |
| Chemicals | | X | | |

| ENVIRONMENT | | | | |
|----------------------------|--|---|---|--|
| Indoors | | | X | |
| Outdoors | | | X | |
| Working in or around water | | X | | |
| Extreme Heat | | | X | |
| Extreme Cold | | | X | |
| Office Setting | | X | | |
| Confined Spaces | | X | | |
| Excessive Noise** | | X | | |
| Heights | | X | | |
| Sewage Exposure | | X | | |
| Bodily Fluid Exposure | | X | | |

| ENDURANCE | | | | |
|--------------------|--|--|---|--|
| Sit | | | X | |
| Stationary / Stand | | | X | |
| Traverse / Move | | | X | |

| VISION REQUIREMENTS | YES | NO |
|--|-----|----|
| Close (clear vision at 20 inches or less) | X | |
| Distance (clear vision at 20 feet or more) | X | |
| Color (ability to identify and distinguish colors) | X | |
| Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships) | X | |
| Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point) | X | |
| Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) | X | |
| No Special Vision Requirements | | X |

| Maximum LIFT / CARRY | Lift | Carry |
|----------------------|------|-------|
| 5-25lbs | | |
| 26-50lbs | | |
| 51-75lbs | | |
| 76-100lbs | X | X |

| Maximum PUSH / PULL | Push | Pull |
|---------------------|------|------|
| 5-25lbs | | |
| 26-50lbs | | |
| 51-75lbs | | |
| 76-100lbs | X | X |

| MOVEMENT | YES | NO |
|-------------------------|-----|----|
| Bend / Stoop / Twist | X | |
| Crouch / Squat | X | |
| Kneel / Crawl | X | |
| Above Shoulder Level | X | |
| Below Shoulder Level | X | |
| Repetitive Arm Use | X | |
| Repetitive Wrist Use | X | |
| Repetitive Hand Use | X | |
| Neck Range of Motion | X | |
| Climb Stairs / Ladders | X | |
| Traverse Uneven Surface | X | |
| Traverse Even Surface | X | |

| ADDITIONAL CONSIDERATIONS: |
|---|
| <ul style="list-style-type: none"> - Class M License or motorcycle endorsement required when applicable. - Work any post, assignment, shift to support 24 hr, 7 days week operation (includes nights, weekends, and holidays). - Work may involve stressful, traumatic, dangerous and unpredictable situations. - May use a bicycle, or, be on foot. - Potential use of lethal and non-lethal equipment. - Operate a vehicle at high speeds, in traffic or weather conditions. - May require working extended hours. - May work alone for extended periods of time. |

| *DEFINITIONS/EXAMPLES |
|---|
| Machinery: bucket truck, riding mowers, backhoe etc. |
| Electrical: wiring, outlets, fuses etc. |
| Power Tools: push mowers, jackhammers, drills, chainsaw etc. |
| Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc. |
| Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc. |

**** Hearing test is required**