



# JOB DESCRIPTION

## City of Peoria

*The City of Peoria team members share a commitment to provide quality service for our community.*

*We are: **Professional, Ethical, Open, Responsive, Innovative, Accountable***

### Police Recruit

#### JOB OBJECTIVES

Assist in law enforcement and crime prevention work in a training capacity; patrol, with assigned Police Officer, a designated area for the prevention of crime and the maintenance of law and order; and, assist in investigative work and other special assignments, including working in the radio room in a training capacity.

#### SUPERVISION RECEIVED AND EXERCISED

Receive immediate supervision from a Police Sergeant. Exercise no supervision.

#### POSITION ACCOUNTABILITIES - May include, but are not limited to, the following:

Learn operations of the Police Department first-hand through observation and participation in a wide variety of police activities; serve in a training capacity while attending the Police Academy. Patrol City in radio-equipped car with a certified Police Officer in a training capacity; assist in preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, death, and other criminal incidents as assigned. Under the guidance of a certified Police Officer during training, coordinate, conduct and complete detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gambling, and narcotics violations. Patrol the City with a certified Police Officer in a training capacity and respond to calls related to traffic incidents and other required emergencies; observe, monitor, and control routine and unusual traffic conditions as assigned. Assist with the collection and preservation of evidence at accident scenes; learn to lift fingerprints, draw sketches, and take photographs. Assist in serving warrants and subpoenas; learn laws and procedures required for processing warrants; assist in retrieving and requesting information involving arrests and subpoenas. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationship with the general public. Administer first aid as necessary. Perform related duties, as assigned.

#### CRITICAL SKILLS/EXPERTISE - needed to complete position accountabilities

##### Knowledge of:

Basic functions of a public safety operation.

##### Ability to:

Learn police methods and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques, equipment, police records and reports, and first aid techniques. Learn criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases. Observe accurately and remember faces, numbers, incidents, and places. Learn to use and care for firearms. Think and act quickly in emergencies and judge situations and people accurately. Learn, understand, and interpret laws and regulations. Prepare accurate and grammatically correct written reports. Learn standard broadcasting procedures of a police radio system. Demonstrate physical fitness by successfully meeting the minimum requirements in

the 1.5 mile run, sit-ups, push-ups, flexibility, leg press, bench press, and other job related physical fitness testing.

**Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

**ADDITIONAL REQUIREMENTS:**

Candidates are required to: be at least 21 years old by the time of academy graduation, possess a high school diploma or equivalent, meet appropriate police background and polygraph standards, and successfully complete the requirements of the Police Academy.

**License or Certificate:**

Ability to obtain appropriate Police certification issued by the Arizona Peace Officer's Standards and Training Board. Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

**Physical Requirements:**

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. Visual acuity correctable to 20/40 or better.

**Work Environment:**

Position is subject to outside environmental conditions: No effective protection from weather. Position may be subject to extreme heat or cold for periods of more than one hour. Position is subject to noise and/or vibration. Position is subject to atmospheric conditions: Fumes, odors, dusts, mists, gases, or poor ventilation.

**FLSA Status: Non-Exempt**

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