



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 Officer

JOB OBJECTIVES

Perform law enforcement and crime prevention work; patrol an assigned area for the prevention of crime and the maintenance of law and order; perform investigative work and other special assignments; and, perform a variety of technical law enforcement tasks.

SUPERVISION RECEIVED AND EXERCISED

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

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

Patrol City in radio-equipped car; answer calls for the protection of life and property and the enforcement of City, county, and state laws; conduct preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, death, and other criminal incidents as assigned. Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gambling, and narcotics violations. Patrol the City and respond to calls related to traffic incidents and any other required emergencies; observe, monitor, and control routine and unusual traffic conditions; assist and advise motorists and enforce traffic safety laws. Collect and preserve evidence at accident scenes; lift fingerprints; draw sketches; take photographs. Make arrests as necessary; interview victims, complainants, and witnesses; interrogate suspects; search and transport prisoners; testify and present evidence in court. Serve warrants and subpoenas; keep up to date on laws and procedures required for processing warrants; retrieve and request information involving arrests and subpoenas; file complaints and perform other work related to the processing of misdemeanor and felony complaints. Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses. Prepare reports of arrests made, activities performed, and unusual incidents observed. Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary. Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public. Administer first aid as necessary. Perform related duties, as assigned.

CRITICAL SKILLS/EXPERTISE - needed to complete position accountabilities

Knowledge of:

Offensive and defensive weapons nomenclature and theory. Self defense tactics. Interviewing and interrogation techniques.

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. Understand and carry out oral and written directions in an independent manner. Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

Equivalent to the completion of the twelfth grade, supplemented by additional specialized training (or college-level course work) in law enforcement or a related field. Associate of Arts or Sciences degree is desirable.

ADDITIONAL REQUIREMENTS

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.

License or Certificate:

Possession of, or 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.

FLSA Status: Non-exempt

Revised: 4/00