Police Department
Town of Clarkdale
P.O. Box 308, Clarkdale, Az. 86324
Town Hall (928) 639-2400 * fax (928) 639-2409

Job Description

POLICE OFFICER - LATERAL

DEFINITION: Under general supervision, this position performs a variety of sworn level law enforcement activities for the Town of Clarkdale. Essential to this role are patrolling duties in the prevention of crime, enforcement of law and order, conducting preliminary investigations, and carrying out special assignments in the field of policing. This position also understands public trust and models the highest standards of personal and professional integrity expected of those working in public service. Applicants must currently be an Arizona Certified Police Officer or meet the qualifications to complete the AZPOST waiver process (reference: www.azpost.gov).

CLASSIFICATION: Employees in this class perform Town law enforcement duties during an assigned shift. Work may include periods of intense physical activity and/or concentrated thought and deductive reasoning. Candidates successful in this class are able to demonstrate calm and safety during life-threatening and potentially dangerous situations. Specific functions comprising the position may vary depending on the priorities and needs of the Town or state law requirements. This is a full-time, FLSA non-exempt position which includes a complete benefit package.

ESSENTIAL FUNCTIONS AND DUTIES:
Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Participates in the implementation of goals, objectives, priorities, policies and procedures of the Town of Clarkdale and the Clarkdale Police Department;
- Conducts or assists in the investigation and filing cases of criminal law violations, traffic accidents and other crimes by obtaining evidence and compiling information regarding these crimes, arresting persons related to crimes, preparing cases for filing of charges, protecting and preserving crime scenes, collecting physical evidence, photographing and/or sketching crime scenes and accidents, testifying in court, and other related activities.
- Apprehends suspects, makes arrests, issues citations, identifies witnesses, conducts preliminary investigations, and re-establishes law and order at scenes.
- Interviews and/or counsels parties involved in incidents, prepares documentation and reports of activities performed and information gathered, conducts follow-up on cases.
- Offers information and direction to the public, discusses issues with citizens to follow up and ensure any concerns are properly addressed.
- May transport prisoners to/from jail and/or court.
- May serve as School Resource Officer, training instructor, field training officer, special response team member, crisis negotiator and/or other specialty roles as assigned.
- Compiles, prepares and delivers clear, accurate, and comprehensive written and/or oral reports.
- Actively participates in crime prevention, community relations, and department community policing programs, including acting as a liaison to residents in assigned Neighborhood Patrol Officer Program.
- Meets and interacts professionally with Police Department coworkers, other law enforcement agencies, Town administration and staff, public and private officials, governmental agencies, and citizens served.
- Displays proper, ongoing use and care for firearms, patrol vehicles and other equipment.

(ESSENTIAL FUNCTIONS AND DUTIES continued)

- Maintains range qualifications and related law enforcement skills.
- Maintains an acceptable level of availability for work.
- Performs duties with minimal supervision.
- Abnormal working hours may be required including evenings, weekends, and/or holidays.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

Any combination of education and/or experience that provides the knowledge, skills and abilities necessary for satisfactory job performance. Candidates must possess Police Officer certification or equivalent. A preferred example combination includes AZPOST certification as a Peace Officer in Arizona and high school/GED graduate with related post-high school education and experience. A successful candidate will complete a one (1) year probationary period upon employment.

Special Requirements, Licenses, and Certificates

- Arizona Certified Police Officer or meet the qualifications to complete the AZPOST waiver process (reference: www.azpost.gov).
- Must possess a valid drivers' license (with the ability to transfer an out-of-state license to Arizona immediately) and maintain an excellent driving record.
- Must successfully pass an oral board, polygraph, drug screening and full background check, as well as AZPOST driving and physical agility tests and medical examination.
- Must complete online training and testing with National Incident Management System (NIMS) through the Federal Emergency Management Agency (FEMA) within six (6) months of hire and maintain current/ongoing certification.

Knowledge, Skills and Abilities

- Knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations and report writing;
- Knowledge of Vehicle Penal Codes, laws of arrest, rules of evidence, legal rights of citizens, Court procedures;
- Knowledge of applicable federal, state, and local laws and ordinances;
- Knowledge of practices and requirements associated with the collection, storage and destruction of criminal records;
- Skill in utilizing equipment used in law enforcement including demonstrated competency in use of weaponry, communications equipment, speed detection equipment, computers, vehicles, surveillance and safety equipment;
- Skill in assessing situations, ultimately acting in accordance with appropriate levels of urgency;
- Skill and ability to administer First Aid and CPR;
- Ability to maintain physical agility;
- Ability to quickly attain knowledge of the Town of Clarkdale personnel policies, Clarkdale Police Department policies, and the diversity, geography and nature of the town;
- Ability to research information, compile data and provide sound reports and recommendations;
- Ability to plan, direct and coordinate related work;
- Ability to simultaneously manage several diverse projects;
- Ability to observe and recall names, faces, and details of incidents;
- Ability to effectively resolve complaints or issues;
- Ability to communicate clearly whether verbally or in writing with individuals from various socioeconomic, ethnic and cultural backgrounds;
- Ability to read, understand, and apply laws, regulations, policies, rules and procedures;
- Ability to establish and foster effective working relationships;
- Ability to be flexible in the face of change.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Meeting requirements appropriate to perform police work determined by the department's physical agility standards.
- The ability to traverse uneven terrain;
- Physical effort with moderate to extensive exertion in an arrest, pursuit and/or detainment situation;
- Climbing, balancing, stooping, kneeling, crouching, crawling;
- Vision sufficient to safely operate motorized vehicles; read reports, plans, diagrams, rules, regulations, policies, procedures, computer screens and computer print outs, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the telephone;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone and radio;
- Mobility sufficient to safely work in all weather conditions and environments as may be encountered in a variety of indoor and outdoor settings;
- Dexterity sufficient to finger, handle or feel objects; reach with hands and arms; safely operate firearms, vehicles and office equipment including computers;
- Strength sufficient to lift, carry, and move up to 60 (sixty) pounds in weight;
- Endurance sufficient to sit, walk, and stand for extended periods, maintaining efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

- Work is regularly performed in both an inside environment and outside weather conditions.
- Work routinely requires travel throughout the Town and can include attendance at meetings or training events.
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;
- The employee may be required to walk over uneven flooring or outdoor terrain;
- The noise level can be varied and potentially loud.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, weapons, tools, or controls and reach with hands and arms;
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and duties.
- The Town of Clarkdale is a drug-free and smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.