

## **POLICE OFFICER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Officer performs general duty police work or specialized police work in the protection of life and property. In carrying out the responsibilities of an entry-level Arizona Peace Officer, a Mesa Police Department Police Officer: interacts with a culturally and socially diverse population; employs discretion in solving problems; maintains public order; prevents crime; enforces laws and ordinances; conducts investigations; makes arrests; issues summonses/citations, and warnings; assists the public; and may perform administrative support tasks. This class is responsible for performing related duties as required.

**Distinguishing Features:** Work normally consists of routine patrol, preliminary investigations, and traffic control duties in a designated area on an assigned shift. The employee's primary responsibility is to respond to public safety calls for service. Incumbents may work on an assignment, which necessitates specialized abilities and knowledge usually attained through experience as a uniformed officer. Police Officers may be assigned to: assist in the training and evaluation of Police Officer - Recruits; perform traffic control and enforcement on a police motorcycle or bicycle; handle high risk tactical operations or hostage situations; handle hazardous devices; work with specially trained K-9 police dogs; conduct crime scene investigations for the detection of latent impressions and other physical evidence; work in the Criminal Investigations Division to perform detailed follow-up investigations and prepare cases for prosecuting; perform specialized investigations in the area of organized crime and maintain complex criminal intelligence files, and conduct aerial surveillance on assignment as a helicopter observer/pilot. Work assignments are made by a Police Sergeant or other superior. Work methods are checked through personal inspections, review of reports, and discussions. Work requires occasional physical exertion under adverse circumstances. A Police Officer is subject to rotating shifts, weekend, and holiday work.

A Police Officer - Lateral is an experienced Arizona peace officer who is not required to attend the Mesa Police Academy and is assigned to a Field Training Officer upon being hired. A Police Officer - Lateral must successfully complete the Field Training Officer program. The length of training will be dependent on an incumbent's performance as determined by the police training staff. A Police Officer - Lateral - Out-of-State is an experienced peace officer who is hired at the Police Officer Recruit starting salary while studying for, and taking, the waiver exams for Arizona certification. Upon successful completion of the waiver exams, the position will be criteria-based promoted to the position of Police Officer - Lateral. Lateral hires are not required to attend the Mesa Police Department Academy. Upon promotion, Lateral Officers are assigned to field training officers, and must successfully complete the program. A Police Officer - AZPOST Certified Non-Lateral is an individual who has completed a certified academy in Arizona but does not have peace officer experience. An AZPOST Certified Non-Lateral would be required to successfully complete the Field Training Officer program and would be paid at the recruit officer pay. The length of training will be dependent on an incumbent's performance as determined by the police training staff. After successful completion of the Field Training Officer program, a Police Officer - AZPOST Certified Non-Lateral is promoted to the class of Police Officer. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required - Police Officer.** Graduation from high school or GED. Successful completion of all requirements of an Arizona Peace Officer Standards and Training Board (AZ P.O.S.T.) certified academy as designated by the Mesa Police Department.

**Minimum Qualifications Required - Police Officer - Lateral.** Graduation from high school or GED. Applicant must have completed an AZ P.O.S.T. academy and must currently be, or has been, an AZPOST certified sworn peace officer in good standing. Tiered salary available based on sworn peace officer experience.

**Minimum Qualifications Required - Police Officer - Lateral - Out-of-State.** Graduation from high school or GED. Applicant must currently be, or has been, a certified sworn peace officer in good standing from another state, or federal agency. Applicant must have graduated from a state approved P.O.S.T. basic training academy and have at least one year of experience as a P.O.S.T. academy certified peace officer. Tiered salary available based on sworn peace officer experience.

**Minimum Qualifications Required - Police Officer - AZPOST Certified Non-Lateral.** Graduation from high school or GED. Applicant must be currently enrolled or have successfully completed a certified AZ P.O.S.T. academy. Must be AZPOST certified by date of hire.

*Vision:* As outlined by Arizona Peace Officer Standards and Training Board (AZPOST), if vision is uncorrected at 20/80 or better, and can be corrected to 20/20 by use of glasses or hard contacts, it is acceptable. If vision is uncorrected at 20/200, it must be corrected to 20/20 with soft contacts. Vision is also acceptable if it is 20/20 uncorrected, 20/20 or better corrected by glasses, or 20/80 corrected with glasses. An eye examination by an optometrist of the City's choice will be required prior to appointment. Radial Keratotomy *may* be accepted once visual acuity is stabilized.

*Citizenship:* Applicants must be United States citizens.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Candidates given a conditional job offer will be required to pass a pre-employment medical physical, psychological test battery, and drug screening. Must possess a valid Class D Arizona Driver's License by hire date.

**Commercial Motor Vehicle (CMV) Operation Assignment:** Must possess a valid Arizona Class A CDL or Commercial Learner's Permit (CLP) with no air brake restriction by assignment date. Hazardous Materials Endorsement (HME) is required for a CMV transporting certain types or quantities of hazardous materials (explosives, various types of gas, solids, flammable, and combustible liquid, etc.), requiring the completion of steps 1, 2 and 3 of the HME Threat Assessment (fingerprint based) through the Transportation Safety Administration (TSA) by assignment date. CLP holders must successfully complete the City's Entry Level Driver (ELD) training program, including the HME portion, the Third-Party Examiner (TPE) administered skills (driving) test, and obtain an Arizona Class A CDL with HME within 150 days of assignment. This assignment is subject to annual queries of the FMCSA Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse as outlined in Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) 49 CFR Part 382.701.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures. ***Commercial Motor Vehicle (CMV) Operation Assignment:*** This class is subject to Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 CFR Part 40 and Part 382 while assigned to CMV operation.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates verbally in person and by radio. Mediates disputes and conducts interviews while performing law enforcement patrol activities and investigations. Presents testimony and evidence in both civil and criminal court proceedings. Records information and prepares detailed police reports of investigative findings with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

**Manual/Physical:** Operates a patrol vehicle, requiring a standard Class D Arizona Driver's License, pursues offenders by patrol vehicle and on foot, stops offenders, subdues resisting offenders using force where appropriate, including deadly force, and arrests offenders. Searches persons, places, and things. Seizes and impounds property and evidence. Transports persons and property. Performs crowd and riot control activities. Issues summonses. Maintains proficiency in operating a variety of law enforcement tools including weapons, vehicles, and computers. Observes criminal behavior, and conducts law enforcement investigations to include the following critical tasks: protects crime and traffic accident scenes; measures and diagrams crime and traffic accident scenes; seizes and processes evidence; administers first aid to sick and injured persons for a wide variety of illnesses and injuries; assists distressed motorists; directs traffic; assists and refers mentally ill, indigent, and other persons in need; performs evacuations; and moves persons, vehicles, and other property from unsafe locations. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic. Enters data into a keyboard device such as a laptop computer or a data transmission terminal in the patrol car in order to retrieve information and write police reports. Meets scheduling and attendance requirements. ***Commercial Motor Vehicle (CMV) Operation Assignment:*** Operates a single motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more requiring a class B CDL; a combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more requiring a class A CDL; or any single vehicle or combination of vehicles used in the transportation of hazardous materials requiring a class C CDL or class A/B CDL hazardous materials endorsement. Follows FMCSA regulations, State statutes and administrative codes, and City Policies regarding licensure, prohibited drug and alcohol use, and safe CMV operation.

**Mental:** Comprehends and makes inferences from written materials including: federal and state statutes, City codes and ordinances, and departmental policies and operating procedures in order to enforce laws and determine appropriate charges. Prioritizes own work in order to meet established deadlines. Determines when to call for victim's assistance and advise persons of victim's rights information. Learns job-related material through oral instruction, observation on the job, structured lecture in a classroom setting and reading in regard to police procedures and methods, case law, federal and state statutes, and departmental policies and procedures.

**Knowledge/Skill/Abilities:**

Knowledge of:

police methods, practices, and procedures with ability to apply this knowledge to specific situations;  
departmental rules and regulations;  
state and City laws and ability to enforce, interpret and explain the same;  
the geography of the City of Mesa and established police beat and grid coordinate systems;  
crime patterns and trends in an assigned area;  
conflict management techniques;  
crime scene investigations and preservation of evidence;  
techniques of interviewing and interrogations; and  
community service organizations and facilities.

Skill in:

the use of firearms and operating a motor vehicle.

Ability to:

analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances;  
identify potential crime situations or traffic hazards and take preventive action;  
understand and carry out oral and written instructions;  
deal courteously, but firmly, with the general public;  
deal effectively with people having diverse social and economic backgrounds;  
maintain composure and operation efficiency under high stress situations;  
perform the physical requirements of the work;  
learn how to utilize a computerized record system; and  
develop and use confidential information sources.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 3/24

CDP/sb/js

CS4330.DOCX (Full-time)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4690 (Part-time)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4542 (Lateral)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4369 (Lateral - Out-of-State)	PAY GRADE: POFCR	INCREMENT: 127
CS4709H (AZPOST Certified Non-Lateral)	PAY GRADE: POFCR	INCREMENT: 127
CS4350 (Police Officer - Detective)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4350H (Police Officer - Detective HTA)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4541 (Police Officer-Lateral-Detective)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4541H (Police Officer-Lateral-Detective HTA)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4336H (Police Officer-HTA-Grant Funded)	PAY GRADE: POFCR	INCREMENTS: 127-265
CS4336 (Police Officer-Grant Funded)	PAY GRADE: POFCE	INCREMENTS: 127-265
EEO-PSW	IND-7720	
JOB FCTN-PUB	SWORN-Y	
Non-DOT Safety and Security-Y	Non-DOT Random-N	
CDL-Y ( <i>By Assignment</i> )	DOT-Y ( <i>By Assignment</i> )	
RESP-Y		