

## **POLICE SERVICE OFFICER I**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Service Officer I performs work of a quasi-police nature for the photo safety program. Duties performed supplement the activities of Police Officers, and/or civilian Police Service Officer II's. Incumbents will be required to testify in court on circumstances relevant to job-related incidents. An employee in this classification will be assigned to operate specialized photo radar equipment from within a vehicle in support of the photo safety program. This class is responsible for performing related duties as required.

**Distinguishing Features:** The Police Service Officer I is a civilian classification. An employee of this class is required to wear a uniform, but does not carry a gun or make arrests. Some activities may involve an element of danger, and the employee must take action without direct supervision and exercise independent judgment in handling emergencies. This classification has extensive contact with the general public, which requires considerable patience, tact, and persuasion in interacting with those who are angry, confused, injured, victimized, and/or hostile. This class is distinguished from the Police Service Officer II class by the latter's responsibility for more serious traffic and collision-related offenses, and technical aspects of accident investigation. Rotating shift work (depending on assignment) is required. Supervision may be received from a sworn or civilian employee, depending on the assignment. 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.** A minimum of two years face-to-face public contact experience involving the interpretation and explanation of policies and/or procedures.

**Special Requirements.** Must be at least 18 years of age. Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from high school or GED is preferred. Experience in a law enforcement environment is preferred.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, management, and public officials in order to issue citations, and explain departmental report procedures. Prepares written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Operates a motor vehicle requiring a standard Arizona Driver's License in order to move photo radar equipment to various locations. Positions vehicle on the roadway in order to redirect and control traffic. Enters or retrieves data on a personal computer (PC) to locate information. Uses a laptop computer and police radio to communicate with dispatch. Performs criminal or driving history checks, issues citations, and moves traffic cones, barricades, and roadway flairs. Operates a PC, typewriter, copier, and printer to process reports. Moves and sets up objects such as traffic cones, barricades, and flares for distances up to 100 feet to control crowds and traffic at hazards and accidents. Works with chemicals such as mace. Works in a variety of weather conditions. Operates technical photo radar equipment and sets up warning signs.

**Mental:** Prioritizes own work. Comprehends and makes inferences from written material including various statutes, criminal and traffic codes, ordinances, and departmental policies and procedures in order to apply them to various situations and issue correct citations. Integrates training, experience, and knowledge in order to identify potentially dangerous situations, and resolve incidents with minimum injury to self or other persons and damage to property involved. Learns job-related material in a classroom setting and through on-the-job training regarding report writing. Comprehends technical instructions for operating photo radar equipment.

**Knowledge and Abilities:**

Knowledge of:

law enforcement activities and the organization of a police department;  
traffic, parking, criminal, animal and City codes; and  
City of Mesa geography and street locations, and the community services provided by other public and private agencies.

Ability to:

acquire a working knowledge of various statutes, ordinances, and traffic codes related to the duties performed;  
acquire a working knowledge of the community services provided by other public and private agencies;  
understand and implement departmental rules and procedures;  
prepare clear, concise, and comprehensive written reports that meet police writing requirements;  
obtain information through observation;  
operate a PC in order to enter and retrieve data;  
operate and maintain equipment pertinent to civil and criminal investigation procedures;  
comprehend, retain, and recall factual information;  
operate technical equipment;  
deal effectively with coworkers, City officials, and the general public in routine and emergency situations; and  
demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when assisting the public.

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 1/24

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EEO-PSW

JOB FCTN-GEN

INCREMENTS 66-200

PAY GRADE: 44

IND-7720

SWORN-No