

POLICE OFFICER - RECRUIT

JOB DESCRIPTION

Classification Responsibilities: A Police Officer - Recruit attends the Mesa Police Department Academy to learn and perform the responsibilities of an entry-level Arizona peace officer which include interacting with a culturally and socially diverse population, employing discretion in solving problems, maintaining public order, preventing crime, enforcing laws and ordinances, conducting investigations, making arrests, issuing summonses/citations and warnings, and assisting the public. Upon successful completion of academy instruction, the incumbent receives further training in the Field Officer Training Program. This class is responsible for performing related duties as required.

Distinguishing Features: This is a trainee class for protective service work in the Police Department. An employee in this class receives academy instruction and field training in the areas of patrol methods, causes of criminality, courtroom procedures, fingerprinting, community relations, and other law enforcement topics to prepare for appointment to the position of Police Officer. Upon successful completion of training, an incumbent performs law enforcement patrol activities in a designated area of the City. Duties performed may involve an element of personal danger and the employee must take action without direct supervision and exercise independent judgement in meeting emergencies. Work assignments are made by a Police Sergeant or other superior; work methods and results are checked through personal inspections, and review of reports and discussions. Work requires occasional physical exertion under adverse circumstances. An employee in this class is subject to rotating shifts, weekend, and holiday work. After successful completion of academy instruction and field training, a Police Officer - Recruit is promoted to the class of Police Officer. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. Graduation from high school or GED.

Age: At least 21 years of age by graduation from the Police Academy.

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.

License: Must possess an Arizona Class D Driver's License by hire date.

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. Candidates given a conditional job offer will be required to pass a pre-employment medical physical, psychological test battery, and drug screening.

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. Completion of college-level courses in criminal justice is desirable.

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 reports of investigative findings.

Manual/Physical: Operates a patrol vehicle, requiring a standard 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.

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. Maintains composure and operational efficiency under high stress situations. Learns job-related material through verbal 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:

general social problems; and
basic writing skills and the English language.

Skill in operating a motor vehicle.

Ability to:

successfully complete all requirements of an AZPOST certified academy as designated by the Mesa Police Department;

acquire a working knowledge of police methods, practices, and procedures and apply it to specific situations;
learn departmental rules and regulations;
acquire a working knowledge of state and City laws and enforce, interpret, and explain the same;
learn the geography of the City of Mesa and the location of important buildings;
acquire a working knowledge of crime patterns and trends in an assigned area;
work effectively with all segments of the public;
be courteous but firm with people;
follow directions;
meet specific attendance and schedule requirements;
use good judgment and make effective decisions under pressure;
evaluate a situation and take appropriate action;
observe and recollect details;
perform all of the physical requirements of the job; and
establish and maintain effective working relationships with other employees.

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 to Update Pay Grade and Increments 5/15

TO/co

CS4229.DOCX (Academy)

PAY GRADE: 47

INCREMENT: 077

CS4675 (Officer in Training)

PAY GRADE: PROIT

INCREMENT: 077

EEO-PSW

NDOT SAFETY-Yes

SECURITY-Yes

NDOT RANDOM-Yes

DOT SAFETY-No

CDL-No

RESP-No

IND: 7720

JOB FCTN-PUB

SWORN-Yes

INCREMENTS 81-200