



City of Tempe

POLICE OFFICER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	457	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$27.790865
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$37.561538
<i>Employee Group:</i>	PDU	<i>State Retirement Group:</i>	PSPRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Officer
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Protective Service

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	No experience is required.
<i>Education:</i>	Equivalent to a high school diploma or G.E.D. An Associate of Arts (AA) degree from an accredited college or university is preferred.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special crime prevention and enforcement programs; to work with the community on mutual problems and concerns; and to perform a variety of technical and administrative tasks in support of the Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Patrol a designated area of the City in a radio-equipped car, on two-wheel motorcycle and on foot to preserve law and order; discover and prevent the commission of crimes; enforce traffic and other laws and ordinances.
- Answer calls and complaints involving automobile accidents, robberies, assaults, fires and related misdemeanors and felonies; respond to alarms; investigate complaints; apprehend suspects; search, inspect, transport and take custody of prisoners.
- Respond to general public service calls including animal complaints, domestic disturbances, civil complaints, property control and related incidents; may participate in surveillance of area.
- Secure the scene of crime; administer first aid; conduct preliminary investigations; obtain witnesses; gather information; make arrests; prepare detailed reports.
- Investigate reports of missing persons; maintain surveillance over suspected criminals; identify areas of potential crimes or unsafe conditions; report conditions and take corrective action.
- Work with private citizens and other outside public agencies to solve neighborhood concerns.
- Appear in court to present evidence; testify on behalf of the state; serve warrants and subpoenas.
- Make oral presentations to citizen groups on public safety issues in the neighborhood.
- Physically present to perform the duties of the position.

When on assignment:

- Serve as an investigator, traffic officer, public information officer, corporal, field training officer, in-service training officer, selective enforcement officer, mounted officer, canine officer or bomb disposal officer.
- Conduct a variety of criminal investigations involving crimes against persons and property, auto theft, sex crimes, white collar crime, suicide prevention, hostage negotiations and narcotics; gather evidence and prepare cases for prosecution.
- Conduct investigations of serious injury and fatality traffic accidents; conduct traffic accident analyses and general traffic surveys.
- Enforce traffic laws and ordinances; check speed with radar; issue warnings and citations.
- Serve as Public Information Officer; respond to inquiries and complaints from individuals, private organizations, news media and the general public; inform and educate the public on crime prevention and the criminal justice system; prepare and present public speaking engagements.
- Supervise and train other sworn and non-sworn officers and employees on departmental policies, procedures and activities.
- Utilize special tactics in dealing with hostage negotiations and suicide prevention or performing surveillance operations.
- Select, train and maintain canines.
- Locate and disarm hidden bombs.

- Perform related duties as assigned.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 2000

Revise January 2002 (remove "recruit" information)