



# City of Tempe

## POLICE AIDE

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	120	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$19.549038
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$26.391346
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Police Aide
<i>Drug Screen / Physical:</i>	Y	N	<i>EEO4 Group:</i> Technicians

### DISTINGUISHING CHARACTERISTICS

Position performs work of a quasi-police nature.

### REPORTING RELATIONSHIPS

Receives general supervision from a Police Sergeant or from other supervisory or management staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of public contact or customer assistance experience.
<i>Education:</i>	Equivalent to completion of the twelfth grade. An Associate’s degree from an accredited college or university is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of or required to obtain with six months from date of hire, an Arizona Terminal Operator Certification Level B.</li> <li>• Must possess and maintain a valid driver’s license.</li> </ul>

### 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, and the Police Department’s mission to reduce harm in Tempe. To perform a variety of tasks of a quasi-police nature in support of law enforcement activities in a zone or bureau of Police Department; to perform investigative work; to participate in a 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. Duties include handling calls for service not requiring the presence of a sworn officer.

## 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.
- Responds to general public service calls including animal complaints, illegally parked vehicle(s), delayed criminal reports, and related incidents.
- Serves as an Investigator conducting criminal investigations involving a variety of crimes that are delayed in reporting and/or have been previously reported.
- Helps secure the scene of a crime; gather information; prepare detailed reports.
- Appears in court to present evidence and testify on behalf of the state.
- Runs vehicle license plates, researches addresses, runs background checks, and provides other intelligence of suspects for officers on scene. Accesses data bases for need to know, right to know information while ensuring confidentiality.
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- Responds courteously to citizen inquiries, which are sometimes controversial or adversarial.
- Distinguishes criminal from civil matters using State Statutes and City Ordinances.
- Gathers data and prepare detailed, accurate, and grammatically correct written reports.
- Maintains confidentiality of information processed or prepared.
- Maintains effective working relationships with other City employees, supervisory personnel, law enforcement, state and local elected officials and the public.
- Maintains files, data and other information and conducts basic research and analysis on special projects.
- Notifies original case officer when important follow-up information is reported, creating supplemental reports if needed.
- Advises citizens of arrest and booking of suspect.
- Researches and retrieves information from databases and incorporates data into assigned records and documents.
- Determines if a crime requires additional evidence collection and request Crime Scene Technicians investigate the scene.
- Prepares incident reports, determines if a crime has been committed and what level of crime it is.

- Submits information for input into the National Crime Information Center System.
- Conducts follow-up with citizens and/or insurance companies with recovered property information.
- Knowledge of and refers citizens to appropriate community service agencies or other resources; provides information regarding department policies and procedures, federal and state laws and criminal codes.
- Responds to low priority police calls from the community.
- Conducts interviews with victims, witnesses and investigative leads.
- Supports search warrant service by documenting seized property and packaging evidence.
- Performs all work duties and activities in accordance with City policies and procedures.
- Physically present to perform the duties of the position.

### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents and file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period and to reach, stoop, bend and stretch to file materials;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to lift to 20 pounds of materials;
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand, walk, or sit for extended periods of time in both an office environment and outside environment.

**Work Environment:**

- Varies - Duties of this class are performed in a general office environment, in vehicles and outdoor settings.

### 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective June 2018</i>  <i>Revised January 2019 (position does not require physical)</i></p>