DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform a variety of tasks of a quasi-police nature in support of law enforcement activities in a precinct or bureau of the Police Department. Duties include handling calls for service not requiring the presence of a sworn officer. Duties vary by assignment. Evaluation of performance by a Police Sergeant or other supervisor is made through the review of reports, observation, and discussion. Some positions require shift work.

ESSENTIAL FUNCTIONS:

- Ensures serviceability of all equipment assigned to a precinct by scheduling vehicles for preventive and unscheduled maintenance, and maintaining related records;
- Maintains precinct inventories of real and sundry property;
- Determines specifications for vehicles and equipment being added to the inventory or fleet;
- Enters data or information into a terminal or PC;
- Performs light investigations, conducts follow-ups, as well as prepares or updates reports;
- Collects data from various sources (i.e., computerized crime and traffic databases, etc.);
- Signs and transports complaints on behalf of the department;
- Serves Subpoenas and Orders of Protection;
- Assists with training of new employees;
- Attends training classes in police methods, first aid, and subjects related to assigned area;
- Drives marked vehicles between the maintenance shop, police stations and/or Park and Rides.
- Patrols assigned areas and issues Notices of Violation relating to parking infractions;
- Impounds abandoned or illegally parked vehicles, and/or lost property and prepares related paperwork;
- Performs traffic, pedestrian, and crowd control function;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
POLICE ASSISTANT ASSIGN: SPECIAL DETAIL

JOB CODE 62162

Effective Date: 5/2014

DISTINGUISHING FEATURES OF THE ASSIGNMENT:

This assignment differs from the base class by the additional research responsibilities, the autonomy and discretion used when gathering evidence, deductive reasoning used, and the criticality of the information provided. Positions with this assignment are typically assigned to the following areas: Central Booking Unit, Arizona Counter Terrorism Information Center, Assaults, Intelligence, Homicide/International Criminal Apprehension Team, Gun Squad/Alcohol, Tobacco, Firearms and Explosives Task Force, Misdemeanor, Hit and Run, Gun Enforcement, and Crimes Against Children Unit.

- Performs comprehensive fact-finding in support of law enforcement activities that directly impacts the safety of citizens;
- Handles and maintains confidential data;
- Determines initial criminal associations, initial patterns of criminal activity, and prepare intelligence packets and/or brief investigators or analysts on suspects;
- Performs research by conducting follow-ups and interviewing witnesses, suspects, or next of kin;
- Gathers evidence such as audio tapes, court documents, and photographs;
- Participates in electronic surveillance investigations;
- Researches addresses, runs vehicle plates and background checks, and provides other intelligence of suspects for officers on scene;
- Provides electronic surveillance for investigative and prosecutorial purposes;
- Takes into custody the prisoners from arresting officers, books and processes them and provides for their welfare and security while in the Central Booking Facility;
- Takes fingerprints and mug shots, obtains warrant and record information;
- Provides training to department employees.
- Some positions may require specific training and certification;
- Some positions are required to obtain a Federal-level security clearance.
Required Knowledge, Skills and Abilities:

Knowledge of:

- Departmental rules and procedures.
- Statutes and ordinance relating to area assigned.

Ability to:

- Communicate in the English language with the public by phone or in person in a one-to-one or group setting.
- Comprehend and make inferences from material written in the English language.
- Operate a variety of standard office equipment.
- Move barricades, traffic cones, or other objects weighing 50 pounds or less short and long distances.
- Work in a variety of weather conditions with exposure to the elements.
- Remain in a sitting or standing position for extended periods of time.
- Learn job-related material through structured lecture, reading, oral instruction, and observation. This learning takes place in an on-the-job training or classroom setting.
- Produce written documents in English with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively and effectively with all segments of the public while remaining calm, decisive, and diplomatic in stressful situations.
- Learn the geography of the City; police methods, practices, and procedures; and statutes and ordinances related to the area of assignment.
- Observe or monitor objects to determine compliance with prescribed operating or safety standards.
- Travel across rough, uneven or rocky surfaces.
- Work safely without presenting a direct threat to self or others.
- Operate a computer utilizing a keyboard or other device.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Appointment to positions in the Police Department are subject to meeting appropriate polygraph and background standards.
Some positions will require the performance of other essential functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of public contact or customer assistance experience. Other combinations of experience and education that meet the minimum requirements may be substituted.