



## **City of Phoenix**

# **POLICE OFFICER**

**JOB CODE 62210**

Effective Date: 11/16

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to serve the community, protect life and property, and reduce crime in Phoenix while treating everyone with dignity and respect. These duties are achieved through investigation into and enforcement of federal and local laws, as well as education, communication, and partnerships with the community.

Certain duties will place Police Officers into dangerous situations, and Police Officers must be able to exercise sound and independent judgement in emergency situations. Police Officers may perform either general or specialized work, depending on assignment. Specialty assignments (such as K9 Officer, VICE, Bomb Squad, etc.) may require additional duties, training, testing, and equipment.

Police Officers' work is carried out, reviewed, and managed under the general supervision and direction of a Police Sergeant or other supervisor. Supervisors will manage Police Officers' performance through personal inspections, citizen feedback, and review of verbal and written reports. Employees within this class are distinguished from the Police Recruit by the full range of duties performed in routine patrol, law enforcement, preliminary investigations, and traffic control for a designated area on an assigned shift. The Essential Functions and Minimum Essential Qualifications for Police Recruit can be found in the Police Recruit Job Description.

All duties and tasks performed by Police Officers, including essential functions, require compliance with City and Department policies and procedures.

### **ESSENTIAL FUNCTIONS:**

Note: The list of essential functions is not intended to be all-inclusive. There may be other duties that are essential to particular assignments within the class. Incumbents are expected to perform other duties as assigned.

- 1) Work any post, assignment, or shift to support the 24-hour per day, 7-day a week operation. This includes nights, weekends, and holidays; and when the need arises, adjust their schedule to accomplish a mission or operational need.
- 2) Effectively perform duties on a routine basis where at any time the incumbent may need to respond to calls involving stressful, traumatic, dangerous, and unpredictable situations.



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### ESSENTIAL FUNCTIONS (con't):

- 3) Detect, deter, investigate, and stop criminal activity. This includes:
  - a) Patrolling assigned area via vehicle, motorcycle, bicycle, aircraft, or on foot.
  - b) Using verbal persuasion to encourage compliance.
  - c) Performing crowd/riot control.
  - d) Conducting surveillance.
  - e) Interviewing victims, witnesses, and suspects.
  - f) Identifying and collecting/seizing evidence, property, and contraband.
  - g) Detaining, searching, arresting, and transporting potentially violent suspects.
  - h) Applying sound judgement to respond with a level of force appropriate to the situation at hand.
  - i) Potentially using lethal and non-lethal equipment.
- 4) Protect, serve, and earn the trust and respect of the community. This includes:
  - a) Maintaining a professional appearance and attitude at all times.
  - b) Resolving disputes and disturbances.
  - c) Working with the community and community groups to reduce crime.
  - d) Addressing community concerns.
  - e) Interacting with, assisting, and possibly transporting incapacitated persons, vulnerable persons, or persons in need of emergency assistance.
  - f) Functioning as a first responder in all regards, including providing lifesaving support, such as first aid or CPR, when necessary.
- 5) Make an arrest, including the ability to physically handcuff a suspect.
- 6) Operate a personal or City vehicle on official Police business. This includes:
  - a) Having the mental and physical ability to operate a motor vehicle.
  - b) Possessing and maintaining a valid driver's license.
  - c) Maintaining an acceptable driving record.
  - d) Operating a vehicle at high speeds, in pursuits or emergencies, in a variety of traffic and weather conditions.
  - e) Serve Court Orders.
- 7) Monitor and enforce traffic activity. This includes:
  - a) Observing traffic.
  - b) Identifying, citing, arresting, and booking violators.
  - c) Conducting traffic stops and roadside sobriety tests.
  - d) Directing traffic.
  - e) Securing, managing, and investigating traffic accident scenes and hazardous roadway conditions.



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### **ESSENTIAL FUNCTIONS (con't):**

- 8) Use advanced communication skills in the English language in writing, by phone, using a police radio system, or in person in a group or one-on-one setting, including: providing detailed and accurate reports on police matters; presenting legal testimony in a court setting, in both criminal and civil matters; and communicating with members of the public in challenging settings.
- 9) Perform duties in situations that range from physically inactive to situations requiring extreme physical exertion.
- 10) Maintain job readiness, including attending periodic training, practicing with firearms and other service weapons, and successfully completing annual firearms qualification.
- 11) Maintain regular, reliable, and punctual attendance.
- 12) City of Phoenix employees must model the City's mission, vision, and values. This includes commitment to exceptional customer service, integrity, transparency, diversity, personal empowerment, teamwork, professionalism, and creativity and innovation.
- 13) Maintain AZPOST certification throughout the duration of employment in the position.

### **Required Knowledge, Skills, and Abilities:**

- 1) Knowledge of the United States and Arizona Constitutions; Federal, State, and City criminal and traffic laws and ordinances; related court decisions; Department policies, and Operations Orders.
- 2) Knowledge of general social problems and cultural diversity of the public.
- 3) Knowledge of modern police methods, practices, and procedures.  
Knowledge of the geography of the City, community service organizations, location of facilities and buildings, and the established Police Beat Grid Coordinate Systems.
- 4) Ability to use and properly care for firearms and other police emergency and law enforcement equipment.
- 5) Work safely without presenting a direct threat to self or others.
- 6) Ability to work with exposure to elements/temperature, adverse conditions, traffic hazards, bio fluids, hazardous chemicals, various evidence, and firearms.
- 7) Ability to travel across a variety of surfaces and elevations.
- 8) Ability to communicate effectively in the English language in both one-on-one settings and in groups.

### **Required Experience and Training:**

- 1) High school graduate or G.E.D. high school equivalency test.
- 2) Successful completion of the Police Academy and all Police Recruit requirements.
- 3) Acquire and maintain AZPOST certification.