

**TOWN OF CHINO VALLEY
JOB DESCRIPTION**

TITLE: Police Officer
DEPARTMENT: Police Department
JOB STATUS: Full-Time; Non-Exempt
SALARY: Range 44, \$41,141- \$58,131 – AZ Post Certified
(Academy Cadet Salary \$39,158)

GENERAL DUTIES STATEMENT:

Under the supervision of the Assistant Police Chief, the Police Officer patrols assigned beat in patrol car to control traffic, prevent crime or disturbance of peace, and arrest violators by performing the following duties.

ESSENTIAL DUTIES:

- Patrol assigned area and familiarize self with beat and with persons living in area.
- Note suspicious persons and establishments and report to superior officer.
- Report hazards.
- Perform pro-active policing.
- Respond to citizen calls for service.
- Disperse unruly crowds at public gatherings.
- Respond to accident scenes and investigate causes and results of accident.
- Direct and reroute traffic around disruptions or emergencies.
- Warn, cite or arrest persons violating State laws and town ordinances.
- Enforce traffic laws.
- Complete all required paperwork and reports within specific time limitations.
- Investigate crimes.
- Collect and preserve evidence.
- File appropriate complaints for court action and make at court appearances.
- Must be able to perform duties with a minimal amount of supervision.
- Maintain an acceptable level of availability for work.
- Maintain trust, faith and confidence of the police administration.

• **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of the rules and regulations of the Chino Valley Police Department,
- Working knowledge of modern police methods and practices.
- Working knowledge of pertinent Federal and State laws and of Town Ordinances.
- Working knowledge of the geography of the Town and the location of important buildings.
- Knowledge of first aid and the principles and skills in application.
- Working knowledge of the latest court decisions relating to search, law of arrest, criminal procedure, and the collection of physical or any item of evidentiary value.
- Skill and knowledge in the lawful use of force.
- Skill in the use of departmental vehicles and equipment.
- Ability to understand and carry out oral and written instructions and to prepare clear and comprehensive reports.
- Ability to recognize and deal with potential criminal, civil or other problems or concerns when they arise.

- Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Ability to work long hours and withstand the physical and mental strain of police work.
- Ability to maintain a “fit for duty” status.
- Must be honest and truthful at all times.
- Display competent performance and achieve competent performance results.

- **EDUCATION REQUIREMENTS:**
- High school diploma or equivalent.

- **ADDITIONAL REQUIREMENTS:**
- Must be at least 21 years of age.
- Must have no felony convictions in Arizona or convictions in any other state which would be a felony in Arizona.
- Must not have engaged in conduct or a pattern of conduct that would jeopardize public trust and be of good moral character.
- Must successfully pass an oral board, polygraph, drug screening, full background, and psychological evaluation.
- Officers will complete a one year probationary period.

- **PHYSICAL REQUIREMENTS:**
- Frequently required to stand and climb or balance.
- Frequently required to walk, stoop, kneel, crouch, or crawl, talk and hear.
- Frequently required to use hands to finger, handle, or feel objects.
- Specific vision abilities required by this job include distance vision, close vision, peripheral vision, depth perception and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require the other or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments.)