



Town of Oro Valley Classification Description

Title: **POLICE OFFICER – ENTRY LEVEL**

Job Code: 2760

FLSA Status: Non-Exempt

Department: Police

Salary Grade: Step Plan

POSITION SUMMARY:

Under general supervision, performs a variety of Police work in an assigned area of patrol in order to protect life and property, prevent and investigate crimes and apprehend criminals through the enforcement of Federal, state and local laws and ordinances to maintain public safety within the community.

ESSENTIAL JOB FUNCTIONS:

- A. Performs a variety of Police work in an assigned area of patrol in order to protect life and property, prevent and investigate crimes and apprehend criminals through the enforcement of Federal, state and local laws and ordinances.
- B. Responds to emergency and non-emergency calls for service involving criminal activities and public complaints and concerns.
- C. Arrests suspects for criminal violations.
- D. Writes search warrants and serves orders of protection.
- E. Prepares reports, complaints and other related documents.
- F. Gathers evidence, verifies information pertinent to the investigation and assists in the resolution of a variety of criminal incidents.
- G. Maintains safe and orderly flow of vehicle and pedestrian traffic and enforces traffic laws and ordinances.
- H. Responds to threats, complaints, safety issues and hostile environments.
- I. Administers first aid and gives assistance to injured persons.
- J. Maintains proficiency in the use of hand guns, other department weapons and equipment and vehicles.
- K. May provide and teach crime prevention concepts and implementation techniques.
- L. Develops partnerships within the community to promote the prevention of crime and create a safe environment to enhance the quality of life and safety trends and establish public relations.
- M. May coordinate and prepare special events for crime prevention and education on law enforcement.
- N. May perform additional duties according to specialized area of assignment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement.

- Knowledge of Town and Department policies and procedures.
- Knowledge of modern law enforcement trends and practices.
- Skill in interpreting laws and regulations, making decisions, maintaining composure and working effectively under stressful conditions and emergency situations.
- Skill in the use of firearms, assigned weapons and first aid practices.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Must be of excellent character.
- United States citizen.
- At least 21 years old upon graduation from the police academy.
- A high school diploma or equivalent.
- Valid driver's license (Out of state applicants shall obtain an Arizona driver's license at time of hire.)
- Must be able to read, write and speak English.
- If prior military, must have been honorably discharged.
- No unlawful use of marijuana within the last three years.
- No unlawful use of a narcotic drug or dangerous drug within the last seven years.
- No pattern of drug abuse.
- No pattern of disregard of traffic laws.
- No felony convictions.
- Not have been previously denied certified status, have certified status revoked, or have current certified status suspended, or have voluntarily surrendered certified status in lieu of possible disciplinary action in this or any other state if the reason for denial, revocation, suspension, or possible disciplinary action was or would be a violation of R13-4-109(A) if committed in Arizona.
- Not have illegally possessed, produced, cultivated, or transported marijuana for sale or sold marijuana.
- Not have ever illegally possessed or used marijuana other than for experimentation.
- Must be willing to work rotating shifts, weekends and holidays.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.