

CITY OF GLENDALE

TITLE:	Police Officer	CLASS CODE:	657
REPORTS TO:	Police Sergeant	GRADE:	201
DEPARTMENT:	Police	FLSA:	N

JOB SPECIFICATION DATE: January 1, 2008 cm

JOB SUMMARY

Performs general and specialized police work involving the enforcement of laws and ordinances, protecting life and property, detection and arrest of violators, crime prevention, community services or other specialized assignments of comparable responsibility.

ESSENTIAL FUNCTIONS

1. Patrols assigned area of the City, by automobile, motorcycle, on foot or bicycle, for the prevention of crime and enforcement of all applicable criminal, traffic, and liquor laws and City Ordinances.
2. Responds to calls for service involving crimes such as robberies, assaults, homicides, and narcotics violations.
3. Responds to general public service calls for civil or societal problems.
4. Secures the scene of a crime; makes arrests; books prisoners.
5. Responds to hazardous materials incidents and traffic accidents; investigates traffic accidents; detects impaired drivers; administers first aid; directs traffic and requests medical assistance.
6. Prepares reports to accurately document information.
7. Participates in problem oriented policing efforts by identifying problem areas, recommending and implementing solutions, and monitoring the results.
8. Handles hostage negotiations; performs suicide prevention interventions; transports mentally ill patients; performs surveillance operations.
9. Performs a variety of general and specialized criminal investigations involving property and persons crimes; gathers evidence; preserves crime scene; prepares cases for prosecution.
10. Provides training on gang-related issues, firearms, defensive driving, defensive tactics, impact weapons and other related police topics.
11. Writes and executes search warrants.
12. Serves court orders, arrest warrants, and mental health orders.
13. Selects, directs, trains and maintains canines.
14. Appears in court as the States witness and delivers testimony.
15. Provides police services at various special events in the City.
16. Presents public relations programs such as DARE and GREAT to school age and adult groups; presents other programs and participates in community functions.
17. Performs assigned personnel functions in the area of recruitment, training and record keeping.
18. Performs squad supervisory duties as required; maintains police supplies at stations.
19. Performs specialty duties such as interpreting and peer counseling.

SECONDARY FUNCTIONS

20. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles and practices of modern police work and law enforcement methods
Federal, State and City laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidences; departmental rules and regulations
General City law enforcement problems; geography of the City; layout of major facilities
Problem oriented policing; community agencies and other available resources
Methods of patrol, criminal, and traffic investigations

Skill in:

The use of police equipment which includes vehicles, and weapons
The use of computer, electronic, and audio equipment
The use of crime scene evidence collection equipment

Ability to:

Analyze situations, maintain composure, make effective and reasonable decisions
Remember names, faces, and details of incidents
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective relationships with those contacted in the course of work
Clearly and concisely document the facts and circumstances of a law enforcement incident
Correctly identify the elements of a crime and accurately record them in a police report for purposes of prosecution
Operate law enforcement computerized data entry and retrieval systems

WORKING CONDITIONS

Exposure to potentially hazardous, uncontrollable and life threatening situations. Work is performed in all weather conditions. Work requires walking, running, lifting, and climbing during efforts to catch or subdue hostile individuals. Situations move quickly from low stress to high stress.

MINIMUM QUALIFICATIONS

Police Officer-Trainee:

High school graduate or equivalent.

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities is qualifying.

Police Officer:

High school graduate or equivalent and completion of the Police Academy.

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities is qualifying.

SPECIAL REQUIREMENTS

Must be 21 years of age at the time of entering the Police Academy
Valid Arizona Driver's / Motorcycle License
ACJIS Terminal Operators Certification
APOST Police Officer Certification
Must continuously meet all the requirements and standards of APOST