

## **POLICE OFFICER**

**Definition:** Under general supervision performs a variety of law enforcement tasks associated with patrol, traffic control, public assistance, investigation of criminal activity/crime scenes, apprehension of offenders, and aid in the prosecution of cases in court. **This job class is treated as FLSA non-exempt.**

**Essential Functions:** (Essential functions, may vary among positions, but may include the following tasks, knowledge, abilities, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be comprehensive listing of tasks performed by all positions in this classification).

### **Tasks:**

1. Patrols the Salt River Pima-Maricopa Indian Community (SRPMIC), including off-road areas, in a radio-equipped vehicle to preserve law and order by discovering/preventing the commission of crimes and enforcing State and Tribal laws and ordinances. Talks to Community members while on routine patrol to answer their questions and to demonstrate interest in them and their Community.
2. Responds to calls and complaints involving automobile accidents, robberies, assaults, fights, domestic disturbances, animal problems, and other criminal activities and civil complaints in order to secure the crime scene, identify witnesses, conduct preliminary investigations, and generally re-establish law and order at the scene. Deals with upset and angry people; attempts to calm them, explain procedures and get their cooperation. Determines whether there is probable cause for arrest at domestic disturbance. Charges and books arrested person; completes the necessary paperwork and procedures.
3. Secures and investigates crimes scene to ensure that the collection, preservation and handling of physical evidence and property meets established professional and legal standards. Interviews victims, suspects, witnesses to obtain and verify information pertinent to the investigation and resolution of a variety of criminal incidents.
4. Prepares reports, complaints, affidavits and other related technical legal documents regarding the progress, findings, and results of the investigative process to document the facts of an incident and facilitate the apprehension, prosecution and conviction of the perpetrator. Preserves and documents crime scene by processing the scene for fingerprints and taking fingerprints and taking still photographs, videotaping or sketching the crime scene.
5. Enforces traffic laws and ordinances by checking vehicle speed; issues citations when violations are observed. Runs license/registration check on the driver on a stopped vehicle to determine if the motorist has outstanding charges/warrants.
6. Testifies in court regarding the facts of the case as known first-hand, evidence collected, notes, and actions taken. Presents a good appearance and credible image while appearing in court or at hearings. Appears in court to present evidence and sworn testimony on behalf of the SRPMIC.
7. Conducts self in a manner which maintains integrity; remains free from involvement in unlawful or inappropriate activities. Attends classes, workshops, and conferences on police procedures to updates and improve skills.

### **Knowledge, Skills, Abilities and Other Characteristics:**

- Knowledge of the history, culture, laws, rules, customs and traditions of the Salt River Pima-Maricopa Indian Community.
- Knowledge of the SRPMIC ordinances to be enforced.
- Knowledge of state and federal statutes, codes and ordinances to be enforced.

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### Knowledge, Skills, Abilities and Other Characteristics:

- Knowledge of police operations principles and practices including investigation, patrol, communications, records, community/public relations, and crime prevention.
- Skill in establishing and maintain effective working relationships with other law enforcement/regulatory agencies, departmental staff, Community officials, members of the Community, and the public.
- Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral and written reports and recommendations.
- Skill in maintaining confidentiality and using discretion in dealing with sensitive information.
- Ability to adapt to changing work situations and assignments.
- Ability to analyze data, draw logical conclusions, and make sound decisions.
- Ability to properly handle emergencies and pressure without losing composure.
- Ability to speak clearly, understandably and effectively.
- Ability to learn criminal law, laws of arrest, search and seizure.
- Ability to maintain integrity and be assertive about personal and predominant Community values without becoming aggressive.
- Ability to exercise resourcefulness in addressing new problems.
- Ability to quickly learn and properly apply new methods and information, and to remember what is learned.
- Ability to get along with a variety of people and to work well as part of a team.
- Ability to read and comprehend police-related materials; e.g., laws, training material.

### Qualifications:

- **Education & Experience:** Graduation from high school or GED. Must be able to obtain Arizona Police Officer Standard and Training (AZ Post) certification.
- Applicants that are not AZ Post certified Police Officers must pass a physical agility assessment and written assessment to be considered for hire with the SRPMIC Police Department. Failure to pass either of the components will be considered an automatic disqualifier.
  - The physical agility assessment must be completed within the designated timeframe established by SRPMIC Police Department.
  - The written assessment must be passed with a score of 70% or better.
- **Laterals** – Lateral Police Officers that are AZ Post certified may not be required to pass a physical agility or written assessment to be considered for hire.
- **Special Requirements** -- Must be able to pass an Arizona Post (Arizona Peace Officer Standards and Training) background investigation. Must be able to meet P.O.S.T. Drug standards.
- **Insurability** – Must possess and maintain a valid Arizona Driver's License and be able to meet the SRPMIC insurance standards.