



City of Casa Grande

### **Police Officer Recruit**

**GENERAL PURPOSE:** A Police Officer Recruit attends an academy to learn to perform the responsibilities of an entry-level Arizona peace officer, which includes standard police work in the protection of life and property through the enforcement of laws and ordinances, generally consisting of routine patrol, preliminary investigations and traffic regulation duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- With a certified Police Officer in a training capacity, patrols and provides security for assigned areas, looking for unusual or suspicious activities or persons; provides scene security and protection for Fire and Medical personnel.
- With a certified Police Officer in a training capacity, patrols the City to respond to citizens' requests for assistance, enforce traffic regulations, detect crime, apprehend violators, and ensure public safety.
- Learns vehicle and equipment maintenance according to Department standards.
- Learns local, state and Federal laws, and Municipal Code, and departmental SOPs.
- Learns how to respond to emergency and non-emergency calls for service; interrogation and communication with victims, witnesses and suspects in cases.
- Completes detailed reports and required paperwork.
- Assists with arrests law violators; transports and processes suspects, victims and prisoners; serves arrest and search warrants; serves and enforces orders of protection.
- Learns how to investigate crimes and accidents, how to secure and process crime and accident scenes; identify and collect evidence.
- Presents education and information through community and school awareness projects; counsels citizens on law enforcement activities, programs and referral resources.
- Assists other Police personnel, outside organizations and businesses, and Federal, state and local law enforcement organizations.
- Will be exposed to special assignments such as Special Investigations, Training Officer, SWAT or School Resource Officer.
- Attends all basic training relating to obtaining AZ POST Peace Officer certification.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

## **JOB DESCRIPTION**

### **Police Officer Recruit - 4010.doc- 4010**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School diploma or GED equivalent. Must be 21 years of age prior to academy graduation. Must be U.S. citizen.

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

- Knowledge of the geography of the city and the location of important buildings.
- Ability to learn the criminal justice and court systems, procedures and protocols in Arizona.
- Ability to learn investigative procedures, and protocols for observation of critical details.
- Ability to learn first aid and CPR.
- Ability to learn basic criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including preservation and presentation of evidence in traffic and criminal cases.
- Ability to learn basic juvenile law, disposition policies and court procedures.
- Ability to learn the principles of record keeping and records management.
- Must be able to acquire skill in interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Must be able to acquire skill in exercising controlled discretion in communicating with criminal suspects and mediating difficult situations.
- Must be able to acquire skill in gathering and evaluating facts and evidence, drawing logical conclusions and making proper recommendations.
- Must be able to acquire skill in using and maintaining a variety of firearms and special law enforcement equipment.
- Must be able to acquire skill in operating motor vehicles during emergency, high-risk situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.

**Special Requirements:** Must be eligible to obtain Arizona Peace Officer Standards and Training (POST) certification; must possess State of Arizona Driver's license, and clear criminal record.

**Physical Demands / Work Environment:** Work is performed outdoors and in various law enforcement and training facilities; must possess and maintain a level of physical fitness to meet academy standards.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*