



Police Officer/Lateral (AZ Post Certified)

Salary Range: \$23.56* - \$31.97/hr

(Starting pay is DOE. \$22.44/hr is hiring minimum during Field Training)

Deadline for Applications: 10/30/2020 4pm

The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross-country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2019 U.S. Census, the population of the Town of Payson was 15,813. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

The Payson Police Department strives to provide the highest quality of Police Services to our community. It is made up of police officers, dispatchers, support personnel and volunteers who are all dedicated to the public safety of our residents and those who pass through our beautiful town. Our mission is to partner with the community to solve problems and improve public safety in a manner that is fair, impartial, transparent, and consistent. It is our responsibility to ensure that our children are safe in our schools, and the citizens of the Town of Payson feel safe at all times within the limits of the Town.

Minimum Qualification

- Must be able to pass a thorough background investigation as stated in department policy, and must never have been convicted of a felony.
- Must be at least twenty-one (21) years of age.

Education and Experience:

- Graduation from high school or GED equivalent.
- Certifications & Licenses:
- Must possess, or be able to obtain by the time of hire, a valid Arizona Driver's License without record of suspension or revocation in any state.
- Must be able to meet Arizona P.O.S.T. standards in all aspects and must be a certified police officer through Arizona P.O.S.T. and Training Board.

The Position

The fundamental reason this classification exists is to perform general duty police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances. Employees within this class are distinguished from the Police Recruit by the full range of duties performed in routine patrol, law enforcement, preliminary investigations and traffic control for a designated area on an assigned shift. A Police Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger. Employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Specific work assignments are made by a Police Sergeant or other supervisor and performance is checked through personal inspections, and review of oral and written reports.

Essential Duties

- Patrols the Town by radio equipped car, motorcycle, bicycle or on foot, to prevent, discover and deter the commission of crime, to enforce criminal law, to direct traffic, and to enforce motor vehicle operation and parking regulations;
- Responds to calls and complaints involving fires, automobile accidents, domestic and neighborhood disturbances, assaults, robberies and other misdemeanors and felonies;
- Writes detailed reports on police related activities;
- Interviews persons with complaints and makes proper disposition or directs them to the proper authorities;
- Secures crime scenes, administers first aid, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, makes arrests, and transports offenders;
- Gives advice and general information to the public;
- Testifies as a witness in court in connection with arrests and investigations;
- Attends periodic training classes in police methods, first aid, firearms and related subjects;
- Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area;
- Enters and retrieves data from a computer terminal, PC or other keyboard device;
- Performs law enforcement patrol activities to include: operates a patrol vehicle; observes criminal behavior; issues summons; pursues offenders by patrol vehicle and on foot; stops offenders; subdues resisting offenders using force where appropriate, including deadly force; arrests offenders; searches persons, places and things; seizes and impounds property and evidence; transports persons and property; communicates verbally in person, radio, and by telephone; mediates disputes; performs crowd and riot control activities; maintains proficiency in operating a variety of law enforcement tools including weapons, vehicles, and computers;
- Conducts law enforcement investigations to include the following: protects crime and traffic accident scenes; conducts interviews; records information; measures and diagrams crime and traffic accident scenes; prepares detailed reports of investigate findings; seizes and processes evidence; presents testimony and evidence in both civil and criminal court proceedings;
- Performs public assistance activities to include the following: administers first aid to sick and injured persons for a wide variety of illnesses and injuries; assists distressed motorists; directs traffic; assists and refers mentally ill, indigent, and other persons in need; performs evacuations; personally removes persons, vehicles, and other property from unsafe locations;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

****PLEASE SEE FULL JOB DESCRIPTION
FOR ALL QUALIFICATIONS AND
REQUIREMENTS****

Benefits

Paid Time Off: Full time general positions accrue 156 hours of paid time off per year for the first 2 years of service. Full time Fire Department shift positions accrue 234 hours of paid-time-off for the first 2 years. Accruals increase with years of service.

Holidays: Full time positions (minimum 30 hours per week) accrue 10 paid, eight-hour holidays per year. Holidays include New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving Day, and Christmas Day.

Personal Days: Exempt positions accrue 24 hours of personal leave per year. Any personal time hours remaining on December 31, will be deleted.

Health Insurance: Positions with a minimum of 30 hours per week are eligible for employee/employer cost shared medical, dental, vision and life insurance benefits. Additional employee paid life insurance, AD&D, short and long-term disability benefits are also available.

Retirement: Employer/Employee contribution shared participation is required for full time positions. General positions will participate in the Arizona State Retirement System. Certified Police and Fire positions will participate in the Arizona Public Safety Personnel Retirement System.

Application Procedure

Filing Information: This recruitment will close at **4:00 p.m. MST** on the deadline date. A Town of Payson employment application is required but we prefer to also receive a current resume. Applications and resumes can be faxed to (928) 474-1151 or emailed to lodonnell@paysonaz.gov, they can also be mailed to the address below. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process. For a complete job description and application please visit the employment page of the Town of Payson's website at <http://www.paysonaz.gov/Departments/hr/employment.html>.

Candidate Selection: Only those candidates who appear best qualified, based on the requirements of the job description and review of all submitted applications and supplemental materials for background, experience and training, will be invited to any combination of written, performance or oral appraisals to further evaluate their job related experience, knowledge, skills and abilities.

General Comments: The preceding statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. The job description is subject to change as the needs of and requirements of the job changes.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work may be accepted. All stated salaries are based on present information and subject to change. Appointments are generally made at the minimum of the pay range. All salaries are subject to statutory payroll deductions. State law requires all employees contribute to their retirement plan. Town employees are paid on a bi-weekly basis, for a total of 26 pay periods per year.

The Town of Payson is an Equal Opportunity Employer. In compliance with the Immigration and Control Act of 1986, all new employees must verify identity and provide evidence of entitlement to work in the United States. We verify through E-Verify.

Please note: Town applications are public record.

Town of Payson
Job Description

Position Title: **Police Officer I**

FLSA Classification: **Non-Exempt**

Pay Grade: **PD-B**

Department: Police

Reports To: Police Sergeant

Approved By:

The fundamental reason this classification exists is to perform general duty police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances. Employees within this class are distinguished from the Police Recruit by the full range of duties performed in routine patrol, law enforcement, preliminary investigations and traffic control for a designated area on an assigned shift. A Police Officer's duties range from periods of physical inactivity to situations requiring extreme physical exertion and may involve an element of danger. Employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Specific work assignments are made by a Police Sergeant or other supervisor and performance is checked through personal inspections, and review of oral and written reports.

GENERAL PURPOSE

Within a culturally and socially diverse population, this position employs discretion in solving problems, maintains public order, prevents crime, enforces laws and ordinances, conducts investigations, makes arrests, issues summons/citations and warnings, assists public, and performs other assignments and administrative support tasks associated with the described general duties. This is the second of nine classifications.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Patrols the Town by radio equipped car, motorcycle, bicycle or on foot, to prevent, discover and deter the commission of crime, to enforce criminal law, to direct traffic, and to enforce motor vehicle operation and parking regulations;
- Responds to calls and complaints involving fires, automobile accidents, domestic and neighborhood disturbances, assaults, robberies and other misdemeanors and felonies;
- Writes detailed reports on police related activities;
- Interviews persons with complaints and makes proper disposition or directs them to the proper authorities;
- Secures crime scenes, administers first aid, arbitrates disputes, conducts preliminary and follow-up investigations, gathers evidence, obtains witness statements, apprehends suspects, makes arrests, and transports offenders;
- Gives advice and general information to the public;
- Testifies as a witness in court in connection with arrests and investigations;
- Attends periodic training classes in police methods, first aid, firearms and related subjects;
- Keeps informed and aware of persons and places suspected of illegal activity and/or potential for problems within an assigned area;
- Enters and retrieves data from a computer terminal, PC or other keyboard device;
- Performs law enforcement patrol activities to include: operates a patrol vehicle; observes criminal behavior; issues summons; pursues offenders by patrol vehicle and on foot; stops offenders; subdues resisting offenders using force where appropriate, including deadly force; arrests offenders; searches persons, places and things; seizes and impounds property and evidence; transports persons and property; communicates verbally in person, radio, and by telephone; mediates disputes; performs crowd and riot control activities; maintains proficiency in operating a variety of law enforcement tools including weapons, vehicles, and computers;
- Conducts law enforcement investigations to include the following: protects crime and traffic accident

scenes; conducts interviews; records information; measures and diagrams crime and traffic accident scenes; prepares detailed reports of investigate findings; seizes and processes evidence; presents testimony and evidence in both civil and criminal court proceedings;

- Performs public assistance activities to include the following: administers first aid to sick and injured persons for a wide variety of illnesses and injuries; assists distressed motorists; directs traffic; assists and refers mentally ill, indigent, and other persons in need; performs evacuations; personally removes persons, vehicles, and other property from unsafe locations;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

PERIPHERAL DUTIES

- Performs other duties, which may be assigned from time to time.

CRITICAL COMPETENCIES

Officer Safety:

Officer safety is a major concern and shall be looked at in as many different areas as possible including but not limited to: traffic stops, domestic disturbances, arrest situations, and general awareness as to what is taking place around the officer on a routine basis.

Public Interaction:

Employee must be aware that the police department is actively involved in a community policing partnership with the community and therefore, the employee must interact with the public in a manner which is consistent with community policing and attempt to solve the community's problems as well as problems in their specific beat.

Investigations:

Employee must be aware that the police department is actively involved in a community policing partnership with the community and therefore, the employee must interact with the public in a manner which is consistent with community policing and attempt to solve the community's problems as well as problems in their specific beat.

Report Writing:

Employee shall complete all reports in accordance with policy. They shall be written in a legible manner using correct grammar, spelling, and punctuation. The reports shall be comprehensive and submitted in a timely manner.

Problem Identification:

Employee shall utilize sources such as crime statistics, discussion with residents, and personal observation to identify problems with their beat and shall bring the appropriate resources to bear aid in solving the problem. Some of these resources may include but are not limited to: Block Watch programs, Special Response Team, Criminal Investigations Division, other town departments and other governmental agencies.

General Activity:

Employee shall maintain an acceptable level of self initiated activity as agreed upon with their supervisor. The activity shall cover a broad spectrum of police responsibilities such as criminal arrest, liquor law enforcement, field interview cards, curfew and traffic code enforcement. Further, the employee shall maintain an acceptable level of self initiated traffic enforcement activity.

Department Equipment:

Employee shall properly utilize and maintain Town and department equipment.

Uniform and Appearance:

Employee shall present a professional appearance and adhere to department regulations in regards to dress code.

Knowledge of Department Rules, Regulations and Laws:

Employee shall adhere to departmental rules and regulations as published in the Town of Payson Police Department Rules and Procedures Manual. Employee shall also be familiar with and correctly apply all state statutes, local ordinances, court decisions, and departmental Policies and Procedures.

MINIMUM QUALIFICATIONS

- Must be able to pass a thorough background investigation as stated in department policy, and must never have been convicted of a felony.
- Must be at least twenty-one (21) years of age.

Education and Experience:

- Graduation from high school or GED equivalent.

• Certifications & Licenses:

- Must possess, or be able to obtain by the time of hire, a valid Arizona Driver's License without record of suspension or revocation in any state.
- Must be able to meet Arizona P.O.S.T. standards in all aspects and must be a certified police officer through Arizona P.O.S.T. and Training Board.

• Knowledge, Skills and Abilities:

- Interest in and aptitude for law enforcement work.
- Ability to learn police rules and regulations.
- Ability to think clearly and logically and to apply general rules to specific situations.
- Ability to observe and record events accurately and completely.
- Ability to analyze situations accurately.
- Ability to think and act quickly in emergencies and adopt an effective course of action.
- Ability to follow oral and written directions.
- Ability to write legibly, spell correctly, and to prepare understandable and completely detailed reports.
- Ability and willingness to operate a vehicle.
- Willingness to perform work involving personal hazard and requiring irregular hours, including night shifts, weekends, and holidays.
- Satisfactorily react as a responsible, law abiding citizen.
- Perform duties with tact, reliability, command presence, keen observation, dependability and loyalty to the service.
- Willingness and ability to always perform duties in a courteous and considerate manner, even under the most difficult circumstances.
- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and departmental rules and regulations.
- Extensive knowledge of the Town's geography and surrounding area, or ability to quickly learn the geography of the Town.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with peers and supervisors.
- Ability to exercise sound judgment in making decisions.
- Communicate effectively and cooperatively with other employees and the public.

• Additional Requirements:

- Some positions may require the use of personal or Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for Town business will be prohibited if the employee is not authorized town vehicle or if the employee does not have personal insurance coverage.
- Some positions may require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

TOOLS AND EQUIPMENT USED

Police vehicle, police radio, radar gun, handgun and other weapons as required, handcuffs, intoxilyzer, pager, first aid equipment, as a personal computer.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

While performing the duties of this job, the employee is frequently is required to sit, stand, talk, walk, hear, and use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms, and use a shovel and other hand tools. The employee is occasionally required to sit; climb or balance; stoop, kneel, couch, or crawl; taste or smell.

The employee must frequently lift and/or move up to 100 pounds, with or without assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus, and the vision required by Arizona P.O.S.T. Rules and Regulations.

WORK ENVIRONMENT

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.

While performing the duties of this job the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties.

Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date