



## City of Douglas Employment Opportunity

425 Tenth Street Douglas, AZ 85607

(520) 417-7326 Fax (520) 417-7155

### AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS, GENETICS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

**ANNOUNCEMENT #:** 05-20  
**ISSUE DATE:** January 21, 2020  
**CLOSING DATE:** Open Until Filled  
**TITLE:** **Police Officer**  
**SALARY:** PO/\$41,537.60-\$61,370.40

**JOB SUMMARY:** Work is performed in accordance with the U.S. Constitution, Arizona Constitution, Arizona Revised Statutes, City Ordinance, and Department Manual. Patrol officers receive assignments and instructions from officers of higher rank. Work normally consists of routine patrol, preliminary investigations, traffic regulation duties, staying up to date on crime trends within their area of responsibility, specialty assignments such as bike patrol, Investigations, Traffic and other assignment as required by superior officers. Promoting and enhancing the department programs involving crime prevention and youth programs; building relationships within the community. Conducting business checks, house checks, securing park restrooms, and logging inoperable street lamps. Work may involve an element of personal danger and employees must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Work methods and results are checked by superior officers through personal inspections, review of reports and discussions.

**MINIMUM QUALIFICATIONS:** Must be a United States Citizen; Must be at least twenty-one years of age, except that a person may attend an academy if he/she will be twenty-one prior to graduating; Must have a High School Diploma or G.E.D. and experience working with the public under varying circumstances. An Associates Degree in Criminal Justice or related is highly desired.

Must meet minimum AZPOST standards for Peace Officer Certification which involves: a history of lawful conduct (no felony convictions), responsible choices regarding use of drugs and alcohol, financial and driving records that demonstrate responsible practices and behavior. Possession of Peace Officer Certification by AZ. P.O.S.T. preferred but not required at time of employment.

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**SPECIAL REQUIREMENTS:** Residency within sixty miles of the corporate limits of the City of Douglas, within the United States, required within a reasonable time after hire date. Valid AZ Driver’s License.

**HOW TO APPLY:** Submit a City of Douglas application form to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ, 85607.

**EVALUATION METHOD:** Applications will be initially checked for minimum qualifications and screened out by the Human Resources Manager according to training and experience. Selected candidates will be invited to participate in an evaluation process.

C:ads\05-20

**12/2019 CITY OF DOUGLAS**

**JOB TITLE: Police Officer**

**REPORTS TO: Sergeant**

**DEPARTMENT: Police**

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FLSA: EX

OCCUPATIONAL CODE: PS

SALARY: PO

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Essential Functions:

1. **Responsible for the preservation of life and property and overall public safety.**
2. **Provides back-up assistance for local, state, and federal police agencies and responds to priority calls for service in the immediate County areas after hours.**
3. **Operates an automobile in patrolling an assigned area for the prevention of crime and the enforcement of traffic laws and regulations during all hours of the day or night, occasionally at high rates of speed, from the open road to congested areas, and in unsafe road conditions due to fog, smoke, rain, ice and snow.**
4. Responds to radio and telephone dispatches and reports to scenes of disorder or crime.
5. Conducts preliminary criminal investigations, gathers physical evidence, prepares complete, concise and comprehensive reports, and testifies in court.
6. Ensures the security of records, keys, evidence, cash and all assigned police equipment.
7. Gives directions and information to the public.
8. Makes arrests – restraining suspects through the proper level and applications of use of force, control holds, and restraint devices.
9. Directs traffic for extended periods of time in inclement weather, performs first aid and requests medical attention when necessary.
10. Interviews witnesses and interrogates suspects.
11. Conducts safety conferences and programs to a variety of audiences ranging in age from children (Stranger Danger) to parents (Signs of Substance Abuse).
12. Provides victim’s rights information to victims of crime and/or referrals to other community organizations for assistance.

13. Enhances community relations.
14. Performs related duties as required.
15. May be assigned to special functions.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

#### EVALUATION FACTORS:

##### Knowledge, Skills, Abilities:

Ability to maintain mental alertness and readiness to act, even in periods of inactivity.

Ability to stand or sit for extended periods of time, sometimes in hazardous conditions.

Ability to push, pull, or carry heavy objects, persons, or vehicles.

Physical agility – to walk or run for extended distances; crawl under, over, or through obstacles; and apply defensive tactics techniques.

Some knowledge of the geography of the City and the location of important buildings or ability to acquire this knowledge rapidly.

Ability to read and understand departmental policies, instructions, laws and regulations; learn and apply new changes to the same as they evolve.

Ability to analyze situations and to adopt quick, effective and reasonable course of action.

Ability to prepare clear and accurate reports.

Demonstrate proficient use of assigned duty weapons in day/night applications;

Possess keen observation, and ability to remember names, faces and details of incidents.

Ability to follow oral and written directions.

Ability to learn the use and care of automobiles.

Ability to speak and write effectively and efficiently.

Ability to obtain and apply CPR certification

Demonstrate initiative and resourcefulness

Ability to learn and operate computers, cellular phones, tablets and other electronic devices; basic knowledge of Microsoft operating systems and Spillman database.

#### **Minimum Qualifications**

Must be a United States Citizen; Must be at least twenty-one years of age, except that a person may attend an academy if he/she will be twenty-one prior to graduating; Must have a High School Diploma or G.E.D. and experience working with the public under varying circumstances. An Associates Degree in Criminal Justice or related is highly desired.

Must meet minimum AZPOST standards for Peace Officer Certification which involves: a history of lawful conduct (no felony convictions), responsible choices regarding use of drugs and alcohol, financial and driving records that demonstrate responsible practices and behavior. Possession of Peace Officer Certification by AZ. P.O.S.T. preferred but not required at time of employment.

Valid AZ Driver's License.

City of Douglas  
Police Officer

Supplemental Questionnaire

Name: \_\_\_\_\_

SPECIAL REQUIREMENTS: Must be 21 years of age prior to academy graduation, a U.S. citizen and reside within a five mile radius of the City in the United States within three months after the completion of probation.

Please check one

1. Are you now or will you be 21 years of age by September 3, 2020?

YES \_\_\_\_\_ NO \_\_\_\_\_

2. Are you a U.S. Citizen?

YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date