**CITY OF ST. JOHNS**

**POLICE DEPARTMENT**

**CLASS TITLE:** Police Assistant

**DEPARTMENT:** Police

**DIVISION:** Support Services

**RANGE:** $35,360.00 - $45,156.18

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| Entry | 6 Months | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
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| $35,360.00 | $36,244.00 | $37,150.10 | $39,007.61 | $40,957.99 | $43,005.88 | $45,156.18 |
| $17.00 | $17.43 | $17.86 | $18.75 | $19.69 | $20.68 | $21.71 |

**GENERAL PURPOSE:**

Performs routine and complex public safety work in the enforcement of Arizona law, St. Johns City Code and other duties as assigned.

**DISTIGUISHING FEATURES OF WORK:**

The Police Aide drives alone in a police car and responds to Police dispatch-based calls for service, conducts investigations, and writes reports for a variety of calls not requiring Police Officer presence including, but not limited to, motor vehicle collisions and criminal incidents. When necessary, Police Aides also work with Police Officers and City employees investigating various crimes and other activity. When there are no calls to handle, Police Aides are responsible for generating self-initiated activity.

**EDUCATION AND EXPERIENCE:**

* Must possess and maintain a valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date.  The Arizona Department of Motor Vehicles requires that out-of-state driver's licenses must be surrendered within 10 days of relocating to the State of Arizona.
* Every person employed by the City of St. Johns shall reside in the State of Arizona during his or her active employment by the City.
* *Other pertinent licenses and/or certifications may be required of some positions depending on division/department/service assignment.*

**SUPERVISION RECEIVED:**

Works under the general supervision of a Police Sergeant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Knowledge, Skills and Abilities**

**Knowledge of:**

**All Assignments:**

* The geography of the City and building addresses.
* Principles and practices of safe motor vehicle operation and maintenance.
* Traffic laws, ordinances, and rules involved in motor vehicle operation.
* Criminal Codes, City Ordinances, and definitions.
* Microsoft Office products and other relevant technologies.
* Working knowledge of pawn policies and procedures and police officers with support with impounds and search warrants.
* Crime prevention approaches, models, theories and their implementation.

**Ability to:**

**All Assignments:**

* Fluently read, write, speak, and comprehend English.
* Communicate with the public by phone or in person in a one-to-one setting.
* Appropriately handle situations involving disgruntled, hostile, or impaired persons until assistance can arrive.
* Achieve a shared commitment to quality customer service in everyday work and to continuous learning and improvement.
* Effectively, professionally, and courteously communicate with diverse groups of people, both verbally and in writing, often under stressful circumstances.
* Tactfully handle situations with citizens while demonstrating mutual respect for people at all levels.
* Comprehend and make inferences from written material.
* Distinguish criminal from civil matters using State statutes and City ordinances.
* Produce detailed, accurate, and grammatically correct written reports.
* Learn job related tasks and skills through oral and written instruction and on the job training.
* Learn and appropriately apply Arizona criminal statutes and traffic laws, City ordinances, and Police Department policies and procedures.
* Exercise independent judgment, recognize, and appropriately react to emergency and hazardous situations.
* Effectively coordinate and handle several tasks simultaneously while maintaining personal safety and scene awareness.
* Maintain the confidentiality of sensitive information.
* Wear a uniform and associated equipment while on duty.
* Testify in court.
* Make mathematical calculations and draw logical conclusions.
* Listen, communicate, and work effectively with a diverse group of people.
* Prepare, write and edit professional documents utilizing a computer.
* Work both individually and as an effective part of a team.
* Establish and maintain effective working relationships with City staff and the general public.
* Use numerous investigative databases including License Plate Readers, Pawn, local and shared Records Management Systems, criminal history and subpoena generators.
* Comprehend, interpret, analyze and make inferences from written reports, crime data and oral communications.
* Provide thorough and thoughtful analysis.
* Be flexible, innovative, committed to quality service and embrace the philosophy of Community Based Policing.
* Make oral presentations to various public groups, management and staff.
* Complete OSHA/safety training as required.
* Performs other duties as assigned.

**Essential Functions**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following:*

**All Assignments:**

* Interviews victims, witnesses, and reporting parties to obtain information necessary to conduct a complete and thorough investigation and compile a written police report.
* Analyzes details of cases and produces accurate and detailed reports of crimes including, but not limited to: burglaries, auto thefts, fraud, forgery, identity thefts, threats, assaults, abuse, violations of court orders, harassment, shoplifts, thefts, criminal damage, missing persons, and runaways.
* Enters the detailed information into a computerized report writing program after compiling all of the necessary information for the assigned police report
* Conducts area searches on foot or in a vehicle.
* Investigates and reports violations of City Code, injury and non-injury vehicle collisions, issues citations related to violations of City Code and violations of Arizona law related to traffic operations and parking, coordinates accident scenes, measures distances, makes calculations, draws diagrams, and testifies in court.
* Investigates and reports both injury and non-injury motor vehicle collisions, issues accident related traffic citations, coordinates accident scenes, measures distances, makes calculations, draws diagrams, and testifies in court.
* Identifies illegally parked vehicles and properly completes written warnings or citations.
* Self-initiates pro-active activity when not assigned to other calls for service.
* Creates accurate and detailed property inventories.
* Answers questions to a variety of inquiries over the phone and in person, to provide information on policies, procedures, ordinances, laws and resolve questions or problems related to area of assignment.
* Researches and responds to citizen requests in person or by phone in accordance with City and/or department policies and regulations.
* Communicates effectively, professionally, and courteously with diverse groups of people, both verbally and in writing, often under stressful circumstances.
* Handles situations tactfully with citizens while demonstrating mutual respect for people at all levels.
* Directs traffic in any type of weather condition.
* Identifies visual roadway hazards and determines a safe action to remove them, including disabled vehicles.
* Transports documents, property, and vehicles.
* Performs administrative duties as assigned and/or defined by the supervisor.
* Maintains department vehicles and equipment to insure operational readiness.
* Deploys department equipment as needed or requested.
* Maintains Department Animal Control Kennels to include care of animals in the custody of the City or Department.
* Assists in various section priorities including the in-custody county run, access and use of telephone toll call analysis.
* Coordinates and assists with the management of the NIBIN program.
* Performs eTRACE with ATF for impounded firearms.
* Acts as liaison with property and evidence with respect to firearms and the NIBIN program.
* Handles a variety of administrative functions related to the towing of vehicles by the Department including, but not limited to:  conducting administrative towing hearings, vehicle releases, acting as a cashier for the impound fee collection and initial investigation into criminal matters related to this process.
* Makes oral presentations to various public groups, management and staff.
* Develops prevention and problem solving strategies designed to address crime trends and patterns within assigned district.
* Meets with civic groups, businesses, neighborhood organizations, and City departments to address topics related to crime prevention.
* Provides timely and accurate crime data/trends to the Police Chief and prepare materials for presentation at crime trends meeting.
* Assists Police Chie with special projects and programs.

**Station Police Aide Assignment:**

* Maintains overall building security.
* Greets visitors, handles walk-in inquiries and completes walk-in department reports (DR's).
* Makes notifications to appropriate personnel regarding court cancellations, early call-in times, sick or absentee employees, and other information obtained that may affect personnel.

**Community Engagement Police Aide Assignment:**

* Plans, executes, and facilitates youth programming, activities, and events.
* Develops, coordinates, and implements police education programs.
* Communicates with personnel within the assigned functional area and other City employees; the general public; the community; civic organizations and business owners in order to coordinate public education programs, disseminate information, and provide assistance.
* Writes program content and training materials; designs, writes, and produces brochures, visual aids, and other program documents; provides instruction and training to agencies and other organizations on prevention techniques.
* Provides support to the Police Chief and Command staff in coordinating public meetings and special events and implementing public information strategies to project a positive image of the Police Department.
* Develops, coordinates, and implements citizen and teen academies annually.
* Understands client projects, goals, and priorities, identifies the right audiences, and reaches them with the right message and the right tools.
* Interacts with citizens engaged with the City via social media and traditional communications.
* Works in the development, production, and delivery of department publications, including newsletters, e-newsletters, emails, fliers, posters, calendars, scripts, and other marketing support materials.
* Develops articles, social media posts and other publicly materials for distribution to employees and the public.
* Plans, executes, and measures communication campaigns.
* Assists with unit goals, projects, and efforts.

**Pre-Employment Requirements**

* As part of the conditional job offer, candidates must successfully pass a background investigation which includes a polygraphy examination and psychological examination.
* As part of the conditional job offer, candidates must successfully pass the medical examination prior to the start date.
* This is a safety-sensitive position that requires candidates to successfully pass a post-offer drug screen prior to start date.

**Reporting Relationship**

* This position within the St. Johns Police Department reports to the Police Sergeant.

**Work Environment/Physical Demands**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

* Sit for extended periods of time while driving a motor vehicle maintaining constant vigilance to the surrounding area.
* Sit for extended period of time at computer.
* Move or drag up to 165 pounds without assistance; carry up to 50 pounds short distances without assistance.
* Stand for extended periods in the roadway, in all kinds of weather conditions, while moving hands and arms above shoulders and operating a whistle.
* Read and navigate using maps to find addresses for routine and urgent calls in a timely fashion.
* Utilize two-way radio and mobile data terminal to hear and respond to radio communications, voice instructions, and/or commands under a variety of working situations and background noise levels consistent with Scene investigation and/or traffic control.
* Measure distances and draws corresponding diagrams.
* Perceive the full range of the color spectrum.
* Apply first aid principles and practices.
* Bend, stoop, or pick up traffic cones and other objects; climb barriers while carrying objects.
* Visual and muscular dexterity to operate a marked police motor vehicle.
* Visual and muscular dexterity to operate a mobile computer within a marked police motor vehicle.
* Exposure to dirt, dust, pollen, inclement weather, temperature extremes, traffic hazards, unpleasant odors, hazardous materials, and firearms.
* Concentrate on and complete tasks in the presence of distractions in a timely manner.
* Some work is performed in a City office environment.
* Operate a variety of standard office equipment including: computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand, and eye movement.
* Travel to/from meetings and various locations.
* Use appropriate Personal Protection Equipment (PPE) when needed/required.
* Work shift work and overtime.

**EQUAL EMPLOYMENT OPPORTUNITY:**  It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

*This position 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 position change.*