



Job Description
Job Code: 303
Range: 20

POLICE OFFICER

DEFINITION: Under direct supervision of a Police Sergeant, provides law enforcement services to the citizens of Cottonwood and surrounding areas; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Protects and serves the public; serves court paperwork; maintains courtroom security; provides suspect intake, maintenance, release, and transport; investigates burglary and other felonies; investigates domestic violence and animal offenses; patrols thoroughfares for traffic infractions; responds to a variety of calls; testifies in both civil and criminal courts as well as court hearings; completes written reports; provides oral reports as requested; ensures public peace of mind; may be required to work overtime to meet the needs and critical functions of the police department.

Investigates bomb threats; provides first aid; makes public relation appearances; subdues suspects with as little force as necessary; determines if a crime has been committed and acts on professional judgment; upon completion of the required certification, serves as a motor officer investigating and documenting traffic collisions, DUI and traffic related complaints (e.g. speeding, running a stop sign or stoplight, etc.); serves on traffic collision team.

Upon completion of the required certification, may serve as School Resource Officer providing a safe learning environment; teaches classes and serves as counselor to students; serves as a tool in building the relationship between the school and the officer by promoting a positive image of law enforcement; interacts with students and obtains information regarding gangs, and at-risk students.

Upon completion of the required certification, may serve as a K-9 officer providing the city with a trained canine used in the location of suspects and the detection of drugs; maintains currency of certification through ongoing training as required; provides the K-9 with proper nutrition, training, care, grooming, and practice to maintain its skills; keeps the K-9 at his/her home as a regular part of the family.

Upon completion of the required certification, may serve as a Field Training Officer providing field training to new or returning officers; provides the necessary instruction and guidance under field conditions to produce a functioning Police Officer meeting the standard of Arizona Police Officer Standards and Training (AZ-POST); provides ongoing training and guidance throughout the one-year period of a new recruit's training process.

Police Officer – (Continued)

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of applicable Federal, State, and local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of the principles and practices of the criminal justice system.

Knowledge of the operations of a small to medium size law enforcement agency.

Knowledge of standard investigation techniques.

Knowledge of the judicial branch and its methods and procedures.

Skill in obtaining information from reluctant witnesses.

Skill in the proper techniques of criminal investigations.

Skill in analyzing data and drawing valid conclusions.

Skill in writing logical, detailed reports submitted for permanent record.

Skill in setting priorities to meet deadlines.

Skill in remaining calm during emergency situations.

PHYSICAL REQUIREMENTS:

Work involved in this classification includes full time law enforcement activities coupled with traffic control, crowd control, investigations, and hazardous materials spills. Activities may also include, but are not limited to, standing and/or walking for extended periods, short sprints, long pursuit running lasting over 2 minutes, running up and down stairs, pushing heavy objects such as vehicles, jumping over and around obstacles, lifting and carrying objects sometimes up and down stairs, using hands and feet in use of force situations, performance of appropriate defensive tactics and suspect control techniques, using force in short and long term (greater than 2 minutes) efforts, bending and reaching, dragging people and objects as in extracting victims from vehicles.

MINIMUM QUALIFICATIONS: The equivalent of a high school diploma or GED, 21 years of age upon completion of police academy, and ability to successfully complete the Arizona P.O.S.T. minimum Certification requirements. Must possess the ability to be clearly understood when speaking.

****Note**** Police Officers must meet the requirements of Cottonwood Police Department General Order 205 General Appearance. Specifically section B Figure 2.6 and 2.7 which state that officers will display no body piercing (with limited exceptions for female employees) and no visible tattoos (tattoos on arms may be covered with long sleeves at all times).

TESTING FOR POLICE OFFICER POSITION

The Cottonwood Police Department will conduct testing for the position of Police Officer. Testing will run continuously throughout the day, so please plan on being available for all portions of the examination on the scheduled date. Late arrivals will not be admitted to the exams. Upon submission of a completed City of Cottonwood Application for the position, unless informed otherwise, you are thereby invited to test for the position.

PHYSICAL FITNESS TEST

Testing will begin with the physical fitness test at Mingus Union High School, 1801 East Fir Street, Cottonwood, Arizona, on Friday, February 28th, 2014, promptly at 8:00 AM. The physical fitness course is located on the southern most portion of the baseball field off of Camino Real Road. It is your responsibility to know your own physical condition. Your participation in this examination is at your own risk and the City of Cottonwood assumes no liability or responsibility for any injuries you may incur during this process.

For the physical testing portion of the exam, you will need to fill out the “Consent Waivers” that are included in this packet of information. Please bring the Consent Waiver forms along with a valid Driver’s License or government-issued identification with you when you come for testing.

At 7:30 AM you will provide the fitness waivers, stretch and warm up for the physical fitness test portion that will begin promptly at 8:00 AM, so come dressed in appropriate clothing for physical fitness testing and appropriate for the weather. If you pass the physical fitness test portion you will be invited to the written exam. You should bring appropriate clothing to change into for the written exam. You will be given time to take a shower after physical fitness testing at the Public Safety Building, 199 South 6th Street, Cottonwood, AZ 86326. (Please bring your own towel, etc.).

The physical fitness test information is also included in the application packet. This packet is available from the Human Resources Department, 816 N. Main Street, Cottonwood, Arizona. This will give you the information on what will be expected of you for the physical fitness test portion of the testing process, as well as the job description and application form.

WRITTEN EXAM

At 10:00 AM the written exam will be administered at the Public Safety Building, 199 South 6th Street, Cottonwood, AZ 86326. The written exam will consist of a multiple choice test and two (2) essay questions which will be two out of three of the following topics: “Bill of Rights”; “Ethics/Integrity”; and/or “Cultural Diversity”. The applicants who receive the **10 best scores** from the written exam above **70 points**, will proceed to the oral board. Times for the subsequent oral board interviews will be scheduled once the scores have been obtained.

STUDY GUIDE

The Police Department also has a study guide for the multiple choice portion of the test. You may purchase the booklet for \$15.00 or you may review it at the Police Department, 199 S. 6th Street, Cottonwood, Arizona, between 8:00 AM and 5:00 PM, Monday through Thursday.

Police Officer – (Continued)

STRUCTURED ORAL BOARD INTERVIEW

On the morning of Saturday, March 1, 2013 the oral board interviews will commence at the Public Safety, 199 South 6th Street, Cottonwood, AZ 86326. The oral board interviews will be conducted throughout the remainder of the day until approximately 4:00 PM. Preference will be given to out-of-state/area applicants to receive an earlier time slot. Applicants who successfully complete the oral board interview process will be placed on a ranked list for further consideration.

MINIMUM QUALIFICATIONS

It is strongly recommended you review the AZ P.O.S.T. requirements to become a Police Officer (www.azpost.gov) prior to submitting your application. If you have any questions, please feel free to contact Christine Christensen or Sergeant Cody Savage at 928-634-4246. Please keep in mind the position for police officer is highly competitive.

PHYSICAL FITNESS TESTING LOCATION

Ctrl + Click to Google Map location of Physical Fitness Test Location

(http://maps.google.com/maps?f=d&source=s_d&saddr=34.714501,-112.00522&daddr=1810+E+Fir+St,+Cottonwood,+AZ+86326&hl=en&geocode=%3BCf3DTZX62C7YFa-EQldieRS-SktkLNpegUthzGQv0bSQ3bd2g&mra=mift&mrsp=0&sz=17&sll=34.714498,-112.005122&sspn=0.006438,0.013937&ie=UTF8&t=h&z=17)

Outside Applicant Liability Waiver Form

To the best of my knowledge, I am in good physical condition and fully able to participate in this course. I am fully aware of the risks and hazards connected with the participation in this event, including physical injury or even death, and hereby elect to voluntarily participate in said event, knowing that the associated physical activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OR LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or loss or damage to property owned by me, as a result of participation in this course.

I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, the City of Cottonwood, the Cottonwood Police Department and the Mingus Union High School, their officers, servants, agents, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while participating in physical activity, or while on or upon the premises where the event is being conducted.

It is my expressed intent that this release and hold harmless agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, and CONVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be constructed in accordance with the laws of the State of Arizona.

In signing this release, I acknowledge and represent that I HAVE READ THE FORGOING Waiver of Liability and Hold Harmless Agreement, UNDERSTAND IT AND SIGN IT VOLUNTARILY as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreements have been made; and I EXECUTE THIS RELEASE FOR FULL, ADEQUATE AND COMPLETE CONSIDERATION FULLY INTENDING TO BE BOUND BY SAME.

Signature

Print Name

Date

P.O.P.A.T

Event

COTTONWOOD POLICE DEPARTMENT

PHYSICAL FITNESS INFORMATION / TRAINING

Cottonwood Police Department, in recognizing the importance of physical fitness status for job performance, has established physical fitness standards for applicants and incumbent officers. Physical fitness is an important component for doing the job of officer and a level of fitness is necessary to perform the strenuous and essential functions of the job. You will be expected to meet or exceed the minimum physical fitness test standard(s) when entering the agency.

WHAT IS PHYSICAL FITNESS?

Physical fitness is having the physical readiness to perform the strenuous and critical physical tasks of the job. Components of physical fitness include the following areas.

- 1. Cardiorespiratory endurance.** This is the body's ability, over sustained periods of physical activity, to deliver oxygen and nutrients to tissues, and to remove waste.
- 2. Muscular endurance.** This is the ability of a muscle, or group of muscles, to sustain repeated contractions or to continue applying force against a fixed object.
- 3. Muscular strength.** This is the muscle's ability to exert force for a brief period of time.
- 4. Flexibility.** This is the ability to move joints and use muscles through their full range of motion.
- 5. Agility.** This is having the ability to make quick movements with sprinting. This is important for making movements and changes of direction around obstacles during pursuits.
- 6. Body Composition.** This component is the ratio of lean body mass to fat. Lean mass represents the weight of water, muscle, bone and internal organs. Body fat represents the remaining fat tissue and is expressed as a percentage of total body weight. Body composition can be measured through the Body Mass Index or BMI.
- 7. Trunk or abdominal muscular endurance.** This is having the capability to make repeated muscular contractions with the abdominal area without getting fatigued. Your abdomen is the fulcrum of your body and is important in many tasks involving lifting, pulling and dragging.

Other motor-related components include the following areas.

- 1. Speed.** The ability to move quickly from one point to another in a straight line.
- 2. Agility.** The ability of the body to change direction quickly.
- 3. Balance.** The ability to maintain an upright posture while sitting or moving.
- 4. Coordination.** Integration with hand and/or foot movements with the input of the senses.
- 5. Power.** The ability to do strength work at an explosive pace.
- 6. Reaction time.** Amount of time it takes to get moving.

Testing Sequence

<u>TIME</u>	<u>EVENT</u>
15 minutes	1. Warm-up
	2. 99-Yard Obstacle Course
2 Minute Rest Period	
	2a. 99-Yard Obstacle Course (re-test)
2 Minute Rest Period	
	3. 165 lb. Body Drag
2 Minute Rest Period	
	3a. 165 lb. Body Drag (re-test)
2 Minute Rest Period	
	4. Chain-Link Fence
2 Minute Rest Period	
	4a. Chain-Link Fence (re-test)
2 Minute Rest Period	
	5. Solid Fence
2 Minute Rest Period	
	5a. Solid Fence (re-test)
Travel to track	
	6. 500-Yard Run (no re-test)

GENERIC JOB DESCRIPTION ELEMENTS

(Covering essential physical functions)

PHYSICAL DUTIES AND RESPONSIBILITIES

1. Perform essential physical pursuits such as the following:
 - Run sprints
 - Run for sustained periods of time (over 2 minutes)
 - Run up and down stairs
 - Dodge around obstacles
 - Crawl under obstacles
 - Jump and vault over obstacles
 - Climb fences
2. Perform essential lifting and carrying such as the following:
 - Lift and carry light (under 25 lbs.) to moderate (25-100 lbs.) and move (over 100 lbs.) objects such as equipment and road debris
 - Lift and carry victims
3. Perform essential extractions such as the following:
 - Extract victims from automobiles and buildings
 - Drag victims or suspects
4. Perform essential pushing and pulling activities such as the following:
 - Push car off roadway
 - Push door open
 - Use of force by pushing and pulling in self defense situations for short period of time (less than 2 minutes)
 - Use of force by pushing and pulling in self defense situations for sustained period of time (greater than 2 minutes)
5. Perform essential range of motion activities including the following:
 - Bend to get in and out of vehicles
 - Bend and twist in use of force situations

PHYSICAL ABILITIES

1. Having the aerobic power to perform essential pursuit and use of force situations involving sustained effort.
2. Having anaerobic power to perform essential pursuit, extraction and use of force situations involving short intense effort.
3. Having the upper body muscular endurance to perform pursuit, lifting, carrying and extraction essential functions.
4. Having the upper body absolute strength to perform essential lifting, pushing and pulling essential functions.
5. Having the agility to move quickly around objects and obstacles in pursuit situations.
6. Having the leg power to perform sprints, jumping and vaulting tasks.
7. Having the abdominal muscular endurance to perform pursuits and lifting tasks.