



# Wickenburg

## Arizona

# Police Officer



### POLICE DEPARTMENT

The Wickenburg Police Department is a full service department. Services include patrol, criminal investigations, communications and records. The department includes 18 sworn officers and a total of 25 employees. There are also 11 citizen patrol members and a police chaplain.



Cops Who Care Annual Easter Egg Hunt

The Wickenburg Police Department is a progressive agency that promotes teamwork, community policing and customer service. Our officers are highly trained and diverse, (motor officer, K9 officer, field training officers, commercial truck enforcement officer, drug recognition expert officer and phlebotomist), in order to better serve the community through professional service, which only strengthens our ties with the community. If you are a dedicated individual who values service, integrity and hard work, then we want you to apply to join our team of professionals. We may not be the biggest, but we strive to be the best.

### TOWN OF WICKENBURG

Wickenburg is known for clean air, good country living, western hospitality, open space, guest ranches and all-around high quality of life. Wickenburg is located about 35 miles northwest of the Phoenix area, with a population around 6,500 and an area of 20 square miles. Highways 93 and 60 run through town bringing approximately 8 million people driving from Phoenix to Las Vegas. The budget for FY 2015-16 is \$31.9 million with \$2.6 million being under the direction of the police chief.

Wickenburg was founded in 1863 when gold was discovered in the Vulture Mine. The town was incorporated in 1909, operating under the Council-Manager form of government. This rich history makes Wickenburg a destination for tourists seeking a historic experience. Annual events include Gold Rush Days, Bluegrass Festival, Desert Caballeros Ride, Fly-In and Cowboy Poetry.



CSI Class for kids at Camp Imagination

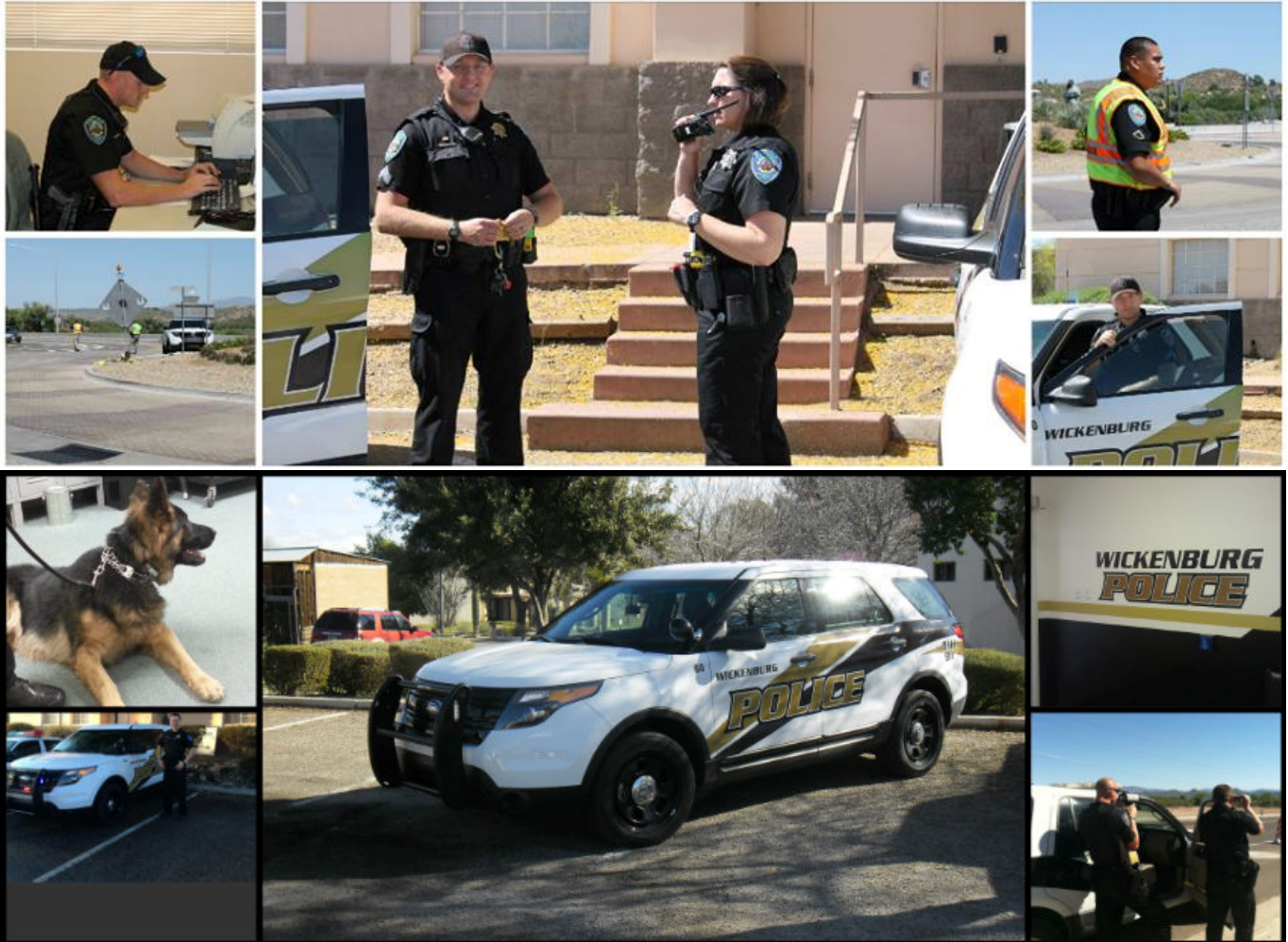
Wickenburg has created a pedestrian friendly downtown. This includes bronze statues, talking statues and a pedestrian bridge across the Hassayampa River.

## MINIMUM REQUIREMENTS

United States Citizens with a high school diploma or GED. Must possess AZ POST certification or be able to obtain it within 150 days of employment. The salary range is \$19.05 – 28.58 DOQ. Laterals/POST certified preferred.

Mail applications to:

Town of Wickenburg  
Amy Brown, HR Coordinator  
155 N. Tegner St., Suite A  
Wickenburg, AZ 85390  
(928) 684-5451 x508  
(602) 506-1580 Fax  
[abrown@wickenburgaz.org](mailto:abrown@wickenburgaz.org)



## HOW TO APPLY:

Applications and job descriptions are available on our website at [www.wickenburgaz.org](http://www.wickenburgaz.org) or at Town Hall, 155 N. Tegner Street, Suite A.

A Town of Wickenburg employment application, police department background questionnaire and AZ POST Application are required; resume and cover letter may be attached. Open until filled



Police vs. Fire Flag Football Game





# TOWN OF WICKENBURG

155 N. Tegner, Ste. A - Wickenburg, Arizona 85390  
(928) 684-5451 FAX (602) 506-1580  
www.wickenburgaz.org

## JOB DESCRIPTION

**Job Title:** Police Officer  
**Department:** Police Department  
**Reports To:** Police Corporal, Lead Police Detective, Police Lieutenant, Police Chief  
**FLSA Status:** Non-Exempt, Full-time  
**Salary Range:** 32 - \$19.05 – 28.58 per hour  
**Prepared Date:** June 2015  
**Hours:** 40 hours per week – shift work varies

**DEFINITION:** Under general supervision, performs routine to complex police patrol, investigation, traffic enforcement, surveillance and related law enforcement duties.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

### **TASKS:**

Patrols neighborhoods, streets, residential, business and other areas; performs traffic control, security, surveillance and/or other functions; assesses situations and circumstances; responds to routine and emergency calls; handles criminal, domestic and other types of calls; conducts investigations; arrests and detains suspects; identifies witnesses; interviews, assesses and gathers information from witnesses, participants and others involved; determines appropriate action to be taken; issues and/or recommends issuance of citations, complaints and/or other appropriate legal processes; drafts and submits detailed reports; prepares cases for court; as required, testifies in court.

Responds to inquiries and requests for information and/or assistance; assists business owners, property owners, residents, visitors and others with general to specific law enforcement, safety, protection, community policing and other inquiries.

Performs other duties as assigned or required.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- ◆ Knowledge of applicable local, county, state and Federal statutes, rules, regulations, ordinances, codes, Town of Wickenburg policies and procedures, departmental policies and procedures and other governing documents.
- ◆ Knowledge of the principles of file and records management.
- ◆ Knowledge of the techniques associated with investigation, interviewing and report writing.
- ◆ Knowledge of court processes and legal terminology.
- ◆ Skill in reading, understanding, interpreting and applying a variety of complex, often conflicting information sources, operational policies and procedures, guidelines and directives.
- ◆ Skill in analyzing and assessing complex situations and circumstances.
- ◆ Skill in prioritizing, coordinating and determining needs.
- ◆ Skill in establishing and maintaining effective working relationships with employees, other departments, vendors, contractors, the general public and others having business with the Town of Wickenburg.
- ◆ Skill in operating a computer utilizing a variety of software applications.
- ◆ Skill in the use of firearms.
- ◆ Skill in dealing firmly but tactfully with other employees and the general public.
- ◆ Demonstrates good memory and judgment.
- ◆ Skill in supporting a partnership of shared trust and responsibility with the residents, visitors, businesses and organizations of Wickenburg.

**MINIMUM QUALIFICATIONS:**

A high school diploma or GED AND successful completion of field training exercises.

**ADDITIONAL REQUIREMENTS:**

Must be able to obtain and maintain Arizona Police Officer Standard Training (P.O.S.T) certification within 180 Days of hiring.

Must demonstrate continued proficiency in the use of weapons, restraint techniques, surveillance procedures and other aspects and tools/equipment used in law enforcement.

Must be able to obtain a valid Arizona Driver’s License.

May be exposed to dangerous machinery, potential physical harm, infectious diseases, hazardous chemicals, extreme weather conditions and other hazards associated with law enforcement. May be exposed to potential harm in dealing with irate, disgruntled and/or upset citizens.

Will be required to work a rotating shift schedule that includes working outside normal work hours, holiday, weekends, and may also include emergency call-out while off duty.

May be required to lift, carry and/or push people, heavy, bulky supplies, materials and/or other items weighing up to 165 pounds. Exerting over 150 pounds occasionally, 50-100 pounds frequently and from 20 up to 50 pounds constantly.

Must fill out a Town of Wickenburg job application, Police Background Questionnaire and Arizona Peace Officer Standards and Training Board application.

**NON-PHYSICAL DEMANDS:**

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Non-Physical Demands	Frequency Code
Time Pressures	O
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule / Overtime	F
Performing Multiple Tasks Simultaneously	F
Working closely with others as part of a team	F
Tedious or Exacting Work	F
Noisy / Distracting Environment	F

**PHYSICAL DEMANDS:**

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

*This is the description of the way this job is currently performed; it does not address the potential for accommodations.*

Physical Demands	Frequency Code	Description
Standing	F	Contracting citizens; Directing traffic; Crime scenes
Sitting	F	Driving; Computer; Desk work
Walking	O	Searches; Investigations; Patrolling
Lifting	R	Evidence; Prisoners; Reports
Carrying	R	Evidence; Prisoners; Reports
Pushing / Pulling	R	Vehicles; Debris; Prisoners; Doors
Reaching	R	Searches; Crime scenes
Handling	O	Evidence; Reports
Fine Dexterity	F	Manipulating weapons; Computer keyboard; Telephone; Writing
Kneeling	R	Shooting positions

Crouching	R	Shooting positions; Concealment from suspects
Crawling	R	Searches
Bending	O	Searches; Investigations; Picking up items
Twisting	R	Handling Prisoners
Climbing	O	Fences; Walls; Rooftops; Stairs; Ladders
Balancing	O	Shooting firearms; Defensive stances; Arrests; Training
Vision	C	Assessing situations; Equipment use; Searches; Driving; Inspections; Computer; Desk work; Writing; Reading
Hearing	C	Dispatching information; Radio; Telephone; Co-workers; Staff; Supervisors; General public; Training
Talking	C	Dispatching information; Radio; Telephone; Co-workers; Staff; Supervisors; General public; Training
Foot Controls	C	Driving
Running	R	In pursuit of suspects

### **EXPECTED BEHAVIOR:**

The employee is expected to embrace, support and promote the Town's values, beliefs and culture which include but are not limited to the following:

- High Ethical Standards
- Provide outstanding customer service to internal and external customers
- Lead by example
- Active Participation in Town wide Activities
- Be positive. Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Walk the talk – be an advocate of the Wickenburg culture
- Make communication a top priority
- Encourage positive feedback
- Be accountable – submit responses to all requests for information by due date and meet deadlines.
- Support a learning culture
- Be on time for all meetings
- Be a champion for the Town and Department
- Create and implement ethical standards for the worksite
- Respond to personnel issues immediately
- Prepare and update standard operating procedures and departmental operations plans annually
- Be accountable for all expenditures and be fiscally responsible
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand and interpret Town policies and procedures and make rational decisions / recommendations in accordance with established policy
- Safety is everyone's responsibility. Make it a critical part of the day-to-day operations. Work in a safe manner and report unsafe activities and conditions.
- Foster teamwork