

The Town Of Hayden Police Department is developing a hiring register for individuals who are interested in laterally transferring or seeking a Reserve position as a Police Officer. We are seeking interested individuals who enjoy providing excellent customer service to the community we serve and joining our team!

Police Officer – Laterals and Reserve Officers

**The Town of Hayden, AZ
invites applications for the position of:
Police Officer - Laterals Eligibility List and Reserve Officer Positions**

An Equal Opportunity Employer

SALARY:

**Full Time
\$22.29/ hour**

**Reserve
\$20.00/ hour**

OPENING DATE: 08/08/2017

CLOSING DATE: Continuous

DESCRIPTION:

This is a Continuous Posting: First review August 14th, 2017 and every 2 weeks thereafter until filled.

Please read all the way to the bottom as there is IMPORTANT INFORMATION regarding the application process.

This posting is to develop an eligibility list for future open positions and current reserve officer positions.

JOB OBJECTIVES

Responsible for technical work of moderate difficulty in law enforcement or investigative duties; administers first aid; appears in court and/or hearings as a witness; arrests violators of laws; assists with crowd control; interviews witnesses; maintains chain of evidence pertinent to criminal investigations; patrols assigned area for the prevention of crime, enforcement of laws and protection of life and property; assists in surveillance work; assists in the execution of various writs, subpoenas, and court orders; prepares reports; performs other work as assigned or required.

NOTICE:

This process is intended ONLY for applicants who are CURRENTLY CERTIFIED PEACE OFFICERS BY AZPOST who are interested in a lateral transfer.

This is a registry intended to collect applications for current or future vacancies and for Reserve Officer positions

Every question requires a response. If the question does not apply, put N/A. Failure to answer each question will result in your application being rejected as INCOMPLETE.

JOB SUMMARY

Protect lives and property, preserve the peace in the Town of Hayden through the patrolling of assigned areas, impartial enforcement of laws, detaining and interviewing violators, apprehension of suspects, and responding to calls for assistance, and develop and maintain effective relationships with residents and community organizations under basic supervision.

Example of Duties

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Enforce local, state and Federal laws, enforce compliance with local regulations and ordinances, according to Town of Hayden and Hayden Police Department policies, procedures, post orders and Standard Operating Procedures (SOP) and make proper decisions using sound judgment.
- Respond to various types of emergency calls, secure and document crime scenes, conduct initial investigation by collecting evidence, and communicate directions to staff personnel and general public.
- Provide crisis intervention and mediation for subjects in emotional distress.
- Control crime scene, resolve disputes, and assist other emergency responders.
- Inform residents about community programs and resources.
- Provide crisis intervention and mediation for subjects in emotional distress, control scenes, resolve disputes, assist other emergency responders, and inform residents about community programs and resources.
- Patrol assigned areas, looking for illegal, hazardous, and suspicious activities and persons, conduct traffic stops and investigate traffic accidents and criminal violations, investigate criminal and civil complaints and incidents, and interrogate, communicate, and assist with victims, witnesses, and suspects in cases.
- Arrest law violators, locate, pursue, and arrest criminal suspects, transport and process prisoners, serve arrest, search, and civil warrants and other court documents, and complete detailed reports and required technical paperwork.
- Provide courtroom testimony when summoned, provide factual statement of

incidents, present evidence relating to cases before the court, and assist in the prosecution of criminal and civil cases.

- Maintain vehicles and equipment in clean and effective operating order.
- Assist and interact with other personnel, departments, outside organizations and businesses, and Federal, state, and local law enforcement organizations in order to define and resolve law enforcement issues.
- May be assigned to special operations, enforcement, intervention, investigative and tactical teams, including armory, traffic, civil process, training, evidence, court records, and liaison with other agencies.
- Update files, records, and event logs, maintain appropriate records, and prepare accurate and timely reports as required.
- Maintain the integrity, professionalism, values, and goals of the police department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Maintain absolute confidentiality of work-related issues, customer records, and restricted information.
- Perform other related duties as required by town leadership.

Minimum Requirements

MINIMUM REQUIREMENTS TO PERFORM WORK:

- **Must be an ARIZONA POST Certified Peace Officer**
- High school diploma or GED equivalent.
- Valid Arizona State Driver's License.
- Must pass a thorough background investigation.

See application packet for additional applicant standards

Please be sure to include all work experience in the application. Information not included in the application will not be considered.

Submit the Sworn Background packet in a sealed envelope to the attention of Chief of Police or drop it off in person at the address listed below.

Only the most qualified applicants will continue in the hiring process.

The selection process is designed to allow the Department to obtain qualified personnel to fill specific needs. The final determination of the attributes and skills that a candidate should possess and who will be selected for employment is the responsibility of the Chief of Police.

If you do not pass any portion of the process above, you will be eligible to reapply in six months.