



Chief James L. Thies
HUACHUCA CITY POLICE DEPARTMENT

500 North Gonzales Boulevard
Telephone (520) 456-1353
Fax (520) 456-9208
HUACHUCA CITY, ARIZONA 85616



DEPARTMENT: Police Department
POSITION: Police Officer

LOCATION: Town of Huachuca City
500 North Gonzales Blvd, Huachuca City, AZ 85616

ANNUAL SALARY: \$35,360-\$49,920 Depending on Experience

PURPOSE OF THE JOB: Review Tasks listed below.

HOURS OF WORK: Full time position will work appointed schedule which can be shift work any day or night of the week.

The Town of Huachuca City, Arizona has a full time position available for a Sworn Peace Officer (Police Officer), which provides for the protection and security of the citizens, property and the community overall.

SUPERVISORY RESPONSIBILITIES This position may require supervision of employees.

This position will stay upon until position is filled.

Candidates can apply online at:

<https://www.huachucacityaz.gov/town-departments/human-resources/employment/>
or pick up and drop off completed application in person at the Huachuca City Police Department, 500 N. Gonzales Blvd, Huachuca City, and AZ. (Admin Line 520-456-3034).
Business hours are from 8:00 AM till 5:00 PM, Monday thru Friday.

<https://post.az.gov/> - Go to Agency Forms -> Complete Personal History Form PH, -> notarize this form and submit to HCPD.

Applications will be accepted until March 31, 2019 or until the position is filled.

Questions, contact <mailto:jthies@huachucacityaz.gov>

Under limited supervision, performs general or special duty police work. FLSA status: Non-exempt. Essential functions, as defined under the Americans with Disabilities Act in the job description, may include the following tasks, knowledge's, skills, and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.



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Tasks: Work normally consists of:

Patrol activities within the city;

Monitoring traffic for possible civil or criminal violations;

Prevention and discovery of the commission of crimes;

Apprehension of criminals and offenders;

Making presence known throughout the community in a manner that contributes to the deterrence and solving of crime;

Answering calls and complaints involving fire, vehicle accidents, robberies, domestic violence situations, neighborhood disturbances, and other misdemeanors, felonies, and service calls;

- Administering first aid and CPR;
- Securing crime scenes and conducting preliminary and full-scale investigations.
- Gathering evidence, obtaining witnesses, and issuing citations or making arrests, if appropriate;
- Interviewing witnesses, gathering information, preparing detailed reports, and preparing case files for court prosecution;
- Participating fully in annual and other regular training programs in police methods and procedures;
- Testifying in court proceedings;
- Performing specialized duties on an assigned basis, such as serving as a Field Training Officer, Community Resource Officer, Community Response Team member, Tactical Unit member, firearms instructor, defensive tactics instructor, High Risk Stops driving instructor, physical fitness instructor, and other positions TBD;
- Participating in community service activities as a spokesperson for the department.



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- Patrol activities within the city;
- Monitoring traffic for possible civil or criminal violations;
- Prevention and discovery of the commission of crimes;
- Apprehension of criminals and offenders;
- Making presence known throughout the community in a manner that contributes to the deterrence and solving of crime;
- Answering calls and complaints involving fire, vehicle accidents, robberies, domestic violence situations, neighborhood disturbances, and other misdemeanors, felonies, and service calls;
- Administering first aid and CPR;
- Securing crime scenes and conducting preliminary and full-scale investigations, except on major crimes;
- Gathering evidence, obtaining witnesses, and issuing citations or making arrests, if appropriate;
- Interviewing witnesses, gathering information, preparing detailed reports, and preparing case files for court prosecution;
- Participating fully in annual and other regular training programs in police methods and procedures;
- Testifying in court proceedings;
- Performing specialized duties on an assigned basis, such as serving as a Field Training Officer, Community Resource Officer, Community Response Team member, Tactical Unit member, firearms instructor, defensive tactics instructor, High Risk Stops driving instructor, physical fitness instructor, and other positions TBD;
- Participating in community service activities as a spokesperson for the department when authorized.
- Enforcement of City Code violation.

Knowledges, Skills & Other Characteristics:

Knowledge of:

- Applicable case law in the areas of arrest, probable cause, and search and seizure;
- Departmental policies and procedures;
- Police methods, practices, and procedures, with the ability to recall and apply this knowledge to specific situations; and
- Geography of the Town of Huachuca City and surrounding community, including the location of important sites.



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Skill in:

- Dealing courteously and effectively with people;
- Applying good judgment and making operative decisions under pressure;
- Preparing clear, comprehensive, and accurate reports;
- Administering first aid and CPR;
- The proficient use of all police equipment;
- Communicating effectively, both orally and in writing; and
- Establishing and maintaining effective working relationships with city staff, other law enforcement agencies, and the public.

Other Characteristics:

- Performing work for extended periods of time in environments of extreme heat, cold, or wet conditions;
- Performing the physical requirements of the work (e.g., run, and/or jump over rough terrain and obstacles; physically subdue and apprehend combative suspects; push or pull heavy objects and apply force with upper and lower body; reach, bend, stoop, kneel, twist, and turn; and sit and stand for extended periods of time);
- Maintaining a level of fitness to meet department standards;
- Qualifying annually with the department-issued sidearm; and
- Successfully completing annual firearms judgmental training.

The Town of Huachuca City compensation details for the position of Police Officer are detailed below.

Candidates hired with no prior law enforcement experience will be hired at the police recruit pay (\$17.00 per hour) and will remain at that pay until they complete the academy, field training and their probation period of one year; at which time, they will be placed at the police officer pay to be determined.

The Town of Huachuca City may recognize prior law enforcement experience for lateral compensation designation effective upon hire date. Candidates for lateral appointment will start at the police officer position and will not receive an increase in pay until they are AZPOST certified, completed the HCPD field training program and a review of qualifications and experience.

Qualifications:

- 1.** Police officer candidates must be a minimum of 21 years old at the time of graduation from the police academy.
- 2.** Any candidate must be a United States citizen.
- 3.** Candidates must possess a high school diploma or GED equivalency certification.
- 4.** Candidates must possess a valid Arizona driver's license at time of employment.



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5. Per Police Department policy, police have a residency requirement: "Police officer shall reside within approximately 20 miles of the corporate city limits, excluding Fort Huachuca. New employees must comply with this policy within one year from date of hire."

6. Typing Certification (A benefit to the organization if already possessed)

1) All applicants must submit an original 30 net words-per-minute typing certification (completed within six months of application. Submit with background packet), may be waived with demonstrated capabilities.

2) Certification must not be older than six months.

3) The test must be for five minutes with one word per minute deducted for each error

4) The Town **WILL NOT** accept internet or self-administered certifications. **In the Sierra Vista area, typing certifications are available through Arizona @ Work (520-458-9309) or the Cochise College Testing Center** www.cochise.edu/testing. **There may be a nominal fee.** You may also obtain a typing test/certification from any other employment service organization that administers in-person timed certified typing exams.

7. Candidates must demonstrate:

A. Visual acuity of:

1) 20/20 or better, uncorrected; or

2) 20/80 or better, corrected to 20/20 by spectacles or hard contact lenses; or

3) 20/200 or better, corrected to 20/20 by soft contact lenses.

The candidate must demonstrate satisfactory adaptation to the contacts;

B. Vision capable of distinguishing basic color groups against a favorable background; and

C. Peripheral vision:

1) that does not reveal scotoma or quadrantonopia; or

2) in which vision perimeter testing is intact at one-hundred and seventy degrees.

8. Candidates must possess uncorrected hearing with no loss greater than 25db in the 500, 1000, 2000, 3000 hertz frequencies as measured by an audiometer.

9. Candidates must not have been convicted of a felony or any offense that would be a felony if committed in Arizona.

10. Candidates must not have been convicted of a misdemeanor criminal offense involving moral turpitude in Arizona or in any state or federal jurisdiction where the commission of such a criminal offense would be a misdemeanor as defined by the Arizona Revised Statutes.

11. Candidates must not have been dishonorably discharged from the United States Armed Forces (DD214).

12. Candidates must be able to meet the Arizona Peace Officers Standards and Training Board (AZ POST) certification requirements

13. Candidates must not have been previously denied certified status, had a certification revoked, or have current certified status under suspension pursuant to AZ POST Section R13-4-109.

14. Candidates must not have:

A. used marijuana within the past three (3) years;

B. used marijuana other than for experimentation (The use of marijuana is presumed to be greater than experimentation if the use exceeds twenty (20)

times total, or exceeds five (5) times since the age of 21 years.);

C. sold, produced, cultivated, or transported marijuana for sale; or

D. used marijuana while employed or appointed as a peace officer.

15. Candidates must not have illegally:

A. used dangerous drugs or narcotics other than marijuana within the past seven years;



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B. used dangerous drugs or narcotics other than for experimentation (The use of dangerous drugs or narcotics is presumed to be greater than experimentation if the use exceeds five (5) times total, or exceeds one time since the age of 21 years);

C. sold, produced, cultivated, or transported for sale any dangerous drugs or narcotics; or

D. used dangerous drugs or narcotics while employed or appointed as a peace officer.

16. Candidates must not have a pattern of abuse of prescription drugs.

17. Candidates must not have been convicted of a violation of or adjudged to have violated traffic regulations governing the movement of vehicles with such a frequency so as to indicate disrespect for traffic laws and a disregard for the safety of other persons on the highway within the past three (3) years.

18. Police officer candidates must possess or be working towards an associate degree or equivalent number of units (64) from an accredited college or meet the requirements for the AZ POST and AAS in Administration of Justice through Cochise College.

Applicants will be required to work towards number 18 conditions listed above, attend the academy of the department's choosing and will be required to pay any applicable fees for the college credits as a condition of employment. College credit hours and/or Degree must be from an institution accredited as recognized by the U.S Department of Education as indicated in the Database of Accredited Postsecondary Institutions and Programs.

In addition to the minimum requirements (1-18), the successful candidate must meet the established requirements of each phase in the testing process in order to proceed to the next phase:

Written Examination
Physical Fitness Test
Oral Board Interview
Background Investigation **
Psychological Examination **
Polygraph Examination **
Drug Screening
Eye/Hearing/Medical Examination

Please note this process could take six to nine months to complete.



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AZ POST certified applicants do not have to take the HCPD written exam but are required to take a general vocabulary and reading comprehension exam and must meet the established requirements of each phase in the testing process in order

** If a candidate is eliminated during the background, psychological, or polygraph phase of the selection process, they cannot re-apply for one year from the date of disqualification. Candidates for police officer must demonstrate that they are physically, mentally, and emotionally capable of executing the position requirements. Police officers are expected to be well-groomed, possess high moral standards, work well in a team effort setting, possess functional verbal and written communication skills, and work on a rotating shift schedule.

The Town of Huachuca City provides an equal employment opportunity (EEO) for all persons regardless of race, color, sex (to include lesbian, gay, bi-sexual, or transgendered (LGBT)), age, religion, national origin, disability, marital status, or genetic information. The Town of Huachuca City complies with applicable state and local laws governing nondiscrimination in all employment activities.

The Town of Huachuca City complies with the American's with Disabilities Act (ADA) and will provide reasonable accommodation for qualified individuals with disabilities. Requests for reasonable accommodation during the recruitment or hiring process must be sent to the Human Resources Department.