

Position: Deputy Marshal

Reports to: Town Marshal

Classification: Non Exempt

Position Summary:

Under the supervision of any directly assigned superior or any other superior officer of the Department; to perform any assignment directed to him/her, to enforce federal and State laws, and Town code, obey the rules and regulations of the Department and perform related work as required.

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs police patrol tours of duty, protecting persons and property, and preventing crime.
- Investigates all complaints assigned to him/her.
- Investigates accidents, including taking photographs, collecting and preserving evidence, providing emergency first aid whenever necessary.
- Keeps records and writes/dictates complete, accurate and concise reports.
- Effectively utilizes a Mobile Data Terminal, laptop, or desktop computer for informational and investigative purposes up to and including but not limited to keeping records and writing complete, accurate and concise reports.
- Serves civil process as directed.
- Directs traffic and performs law enforcement duties at special events.

- Attends court whenever necessary as witness or otherwise.
- Attends training courses and in-services as directed, successfully attaining passing grades.
- Operates/drives a police vehicle equipped with emergency police equipment
- Complies with all Department Standard Operating Procedures, official orders, and directives.
- Performs such other duties as may be required.
- Must be available for 24 hour call-out and to work rotating 12 hour shifts. Shifts are described as 12 hour coverage with required work time of at least 8 hours with up to 4 hours of compensated on call time per shift. Double backs are also required weekly.
- Demonstrated knowledge of the criminal code, of methods and techniques of investigation and surveillance. Ability to maintain objective approach to a problem under unpleasant circumstances, to enforce laws, to reason and make sound decisions in emergencies, to demonstrate skill in use of firearms, criminal investigation equipment, and other applicable equipment to crime control and criminal apprehension

Education and Certification

- Must have High School diploma or GED equivalent
- Must obtain valid Arizona P.O.S.T certification and meet all requirements set forth by Arizona P.O.S.T.
- Must possess valid Arizona driver license
- Must pass polygraph and undergo background investigation
- Maintain yearly firearm qualifications (handgun, rifle, shotgun)

