



SEPTEMBER 2019
FLSA STATUS: NON-EXEMPT

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of patrol and community policing duties involving the prevention of crime, the protection of life and property, and the enforcement of Federal, State, and local laws and ordinances; serves subpoenas; makes arrests and transports suspects into custody; assists in processing crime scenes and preserving evidence; assists in the preparation of cases, and testifies in court; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a sworn journey-level law enforcement class that performs all assignments found in a municipal police department. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction as new or unusual situations arise, and are fully aware of the operating policies and procedures of the work unit. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series responsible for organizing, assigning, supervising, and reviewing the work of staff on an assigned shift.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols the City within an assigned area in a vehicle, or on foot, to protect life and property, observe situations, report suspicious, criminal activity, or hazardous conditions, and deter crime.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property; resolve problems, diffuse situations, and enforce laws and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Observes, monitors, and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; provides direction and traffic control in accident or incident situations, special events, or other congested situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and transports them to booking facilities.
- Assists in crime scene activities; interviews suspects, victims, and witnesses; as directed, collects and preserves evidence.

- Assists County legal staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Prepares and maintains reports, logs, records, and accurate files.
- Serves writs, warrants, subpoenas, and other legal documents.
- Oversees the use and care of equipment as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a municipal law enforcement program.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene processing, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Mandated and department standard operating procedures.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Community demographics including cultural, social and economic factors.
- Geographic locations within assigned patrol area.
- Criminal court system processes and regulations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Operational characteristics and safety practices of vehicles and equipment related to the work, including the safe use and proper deployment of firearms, chemical agents, impact weapons and vehicles.
- Techniques of first aid and CPR.
- Methods and techniques of operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Methods and techniques of developing accurate and timely reports on enforcement activities and outcomes.
- Modern office practices, methods, and computer equipment which may include, but is not limited to, mobile technology and electronic devices, and software related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, other agencies, and City staff.

Ability to:

- Perform law enforcement duties within assignment area and in compliance with mandated and department rules, regulations, policies and procedures.
- Observe accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Interpret, apply, explain and enforce laws, codes, regulations, and ordinances.
- Process crime scenes and evidence, ensuring the proper treatment and chain of custody for evidence.
- Maintain self-control, react quickly and make sound, independent decisions in emergency situations.
- Identify and be responsive to community issues, concerns, and needs.
- Ensure the proper safe use and maintenance of assigned law enforcement vehicles, firearms and related equipment.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Monitor changes in laws and court decisions and apply them in work situations.

- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in sensitive situations.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to completion of the twelfth (12th) grade.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by date of appointment.
- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees may interact with frustrated or irritated individuals in interpreting and enforcing department policies and procedures. The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.