

CITY OF MT. SHASTA

CLASS TITLE: POLICE OFFICER

BASIC FUNCTION:

Under the direction of a Police Sergeant, perform a variety of law enforcement activities including patrol functions, traffic regulation and the enforcement of City, State and federal laws, codes, ordinances and regulations; respond to and investigate crimes, accidents, emergency situations and other disturbances and requests for assistance; identify, apprehend and arrest criminals.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of law enforcement activities including patrol functions, traffic regulation and the enforcement of City, State and federal laws, codes, ordinances and regulations; provide a variety of services to safeguard the lives, property and constitutional rights of City citizens and visitors.

Patrol City streets, parks and commercial and residential areas; identify traffic violations and suspicious or criminal activities including misdemeanors and felonies; respond to emergency situations and observed or reported harmful or illegal conditions and activities by conducting investigations or taking appropriate action; conduct follow-up investigations as needed.

Detect, apprehend, arrest and transport suspected or convicted criminals; enforce traffic laws; prepare and issue tickets for violations; investigate traffic accidents and determine causes; administer drug and alcohol testing as appropriate; arrange for additional emergency and patrol vehicles as necessary.

Inspect crime scenes to identify and collect potential and actual evidence; observe, interview and interrogate victims, witnesses and suspects; search suspects for drugs, weapons and other illegal articles; conduct surveillance as required; present evidence and testify in court as requested.

Respond to a wide variety of calls from citizens in need of first aid, information and general assistance; provide direction or information to individuals or groups for the purpose of preventing, subduing or alleviating harmful, dangerous or illegal situations; perform traffic and crowd control duties as needed.

Prepare a variety of detailed and concise police reports related to crimes, investigations, traffic accidents and assigned activities; maintain records and logs related to daily activities; prepare search warrants and press releases related to criminal activity as assigned by the position.

Serve as an informational resource to the public concerning law enforcement activities; respond to inquiries and provide detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies and procedures.

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Communicate with other law enforcement agencies, City personnel and various outside organizations to exchange information, coordinate activities and resolve issues or concerns; collaborate with other law enforcement agencies in the investigation of various crimes as appropriate.

Operate and maintain a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, intoxicilizers and sirens.

Provide first aid, CPR and rescue services at crime scenes, accidents and other emergency situations as needed.

Conduct investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health and deaths as assigned.

Notify the public of criminal and law enforcement situations and activities as needed; check houses for vacationing citizens as requested; check on the health and welfare of citizens as requested.

Attend and participate in various meetings and training sessions as assigned; participate in DARE, explorer or other assigned special functions and activities as required.

Monitor hunting activities to assure hunters possess appropriate licenses as assigned.

Tow vehicles in response to parking violations as appropriate; assist the public with locked cars as needed; assist with snow removal as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and techniques used in law enforcement.

City, County, State and federal laws, codes, ordinances and regulations.

Rules of evidence and laws of arrest.

Interviewing and interrogation techniques.

Crime scene investigation, evidence collection and preservation practices, procedures and techniques.

Operation of a variety of specialized law enforcement vehicles and equipment.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Legal and defensive driving practices.

First aid and CPR procedures.

ABILITY TO:

Perform a variety of law enforcement activities including patrol functions and traffic regulation.
Interpret, apply and enforce City, State and federal laws, codes, ordinances and regulations.
Respond to crime and emergency scenes and take immediate and appropriate action.
Detect, apprehend and arrest suspects.
Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
Maintain current knowledge of the law and modern law enforcement techniques.
Learn geography of the City and specific areas of assignment.
Operate a variety of specialized law enforcement vehicles and equipment.
Analyze situations accurately and adopt an effective course of action.
Observe health and safety regulations.
Maintain records and prepare clear and concise reports.
Administer first aid and CPR as necessary.
Work independently with little direction.
Observe legal and defensive driving practices.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Valid Basic P.O.S.T. certification.
Valid California driver's license.
Valid First Aid and CPR certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Evening or variable hours, and emergency call-out.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate various law enforcement equipment.
Hearing and speaking to exchange information.
Climbing stairs, ladders and over obstacles.
Reaching overhead, above the shoulders and horizontally.
Walking and running over rough or uneven surfaces.
Seeing to patrol and read a variety of materials.
Sitting or standing or standing for extended periods of time.
Bending at the waist, stooping, kneeling or crouching.
Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
Physical agility and stamina.

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HAZARDS:

Exposure to possible fights and confrontations.

Contact with dissatisfied or abusive individuals.

Driving a vehicle during adverse weather conditions.

Hazardous chemicals.

Communicable diseases.

Traffic hazards.

Explosives and guns.