



July 22, 2019
FLSA: Non-Exempt

POLICE OFFICER

DEFINITION

Under general supervision, performs a variety of patrol and law enforcement activities including patrol functions, traffic regulation and the enforcement of federal, State, and local laws, regulatory codes, and ordinances; responds to and investigates crimes, accidents, emergency situations, and other disturbances and requests for assistance; identifies, apprehends, and arrests criminals; serves specialized departmental roles as assigned; provides information and assistance to the public; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a sworn journey-level law enforcement class that performs all assignments found in a municipal Police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to ensure the maximum delivery of effective police service. 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.

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle, or vehicle, and performing other related duties as required.
- Patrols the City within an assigned area in a radio dispatched automobile to secure life and property, observe situations, report suspicious, criminal activity, or hazardous conditions, and deter crime by providing high visibility;
- 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, diffuses situations, and enforces 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.
- Detects, apprehends, arrests, and transports suspected or convicted criminals; enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves

- evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Responds to a wide variety of calls from citizens in need of first aid, information, and general assistance; provides direction or information to individuals or groups for the purpose of preventing, subduing, or alleviating harmful, dangerous or illegal situations; performs traffic and crowd control duties as needed.
 - Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities; prepares search warrants and press releases related to criminal activity as assigned by the position.
 - Serves as an informational resource to the public concerning law enforcement activities; responds to inquiries and provides detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies, and procedures.
 - Communicates with other law enforcement agencies, City personnel, and various outside organizations to exchange information, coordinates activities, and resolves issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate; assists the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
 - Operates and maintains a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers, and sirens.
 - Provides first aid, cardiopulmonary resuscitation (CPR), and rescue services at crime scenes, accidents, and other emergency situations as needed.
 - Conducts investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, and deaths as assigned.
 - Notifies the public of criminal and law enforcement situations and activities as needed; checks houses for vacationing citizens as requested; checks on the health and welfare of citizens as requested.
 - Attends and participates in various meetings and training sessions as assigned; serves in assigned special functions and activities as required.
 - Monitors hunting activities to ensure hunters possess appropriate licenses as assigned.
 - Tows vehicles in response to parking violations as appropriate; assists the public with locked cars as needed; assists with snow removal as needed.
 - Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Applicable federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Modern investigative methods including interviewing and interrogation techniques.
- Crime scene investigation, evidence collection and preservation practices, procedures and techniques.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Geography of the City and specific areas of assignment.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Operating a motor vehicle in a safe manner under patrol, pursuit, and emergency conditions.
- Techniques of CPR and first aid.
- Techniques for providing a high level of customer service by effectively dealing with the public,

- vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Observe and document accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Monitor changes in laws and court decisions and apply them in work situations.
- Learn geography of the City and specific areas of assignment.
- Operate specialized law enforcement equipment and vehicles in a safe and responsible manner.
- Maintain records and prepare clear and concise reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 graduation from the twelfth (12th) grade. Specialized training in law enforcement, criminal justice, or a related field is highly desirable.

Licenses and Certifications:

- Possession of a Basic Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of a valid California driver's license.
- Possession of a valid First Aid and CPR certification issued by an authorized agency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength, and stamina to maintain P.O.S.T. physical standards, respond to emergency situations, and apprehend suspects, and to operate a motor vehicle and visit various city locations; 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 on uneven terrain, and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous materials, and to potentially infectious materials such as bodily fluids including blood, transmissible diseases and needles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.