



POLICE OFFICER

DEFINITION

The fundamental reason for the existence of this position is to enforce State and local laws and to respond to calls for the protection of life and property.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant. Technical or functional supervision may be provided by higher level police personnel; assignments may require direct or indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES

Patrol assigned area of the City in a car, on a motorcycle or bicycle, or on foot; enforce local and State laws; respond to calls related to the protection of life and property, traffic incidents, and other required emergencies; prepare reports of arrests made, activities performed, and unusual incidents observed; conduct both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths; make arrests; interrogate suspects and interview victims, complainants and witnesses; coordinate and conduct detailed investigations of violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations; testify and present evidence in court; provide backup assistance for other officers and personnel; collect, preserve, and maintain evidence, found property, and property for safekeeping; assist and advise motorists and enforce traffic safety laws by issuing citations and warnings; search, fingerprint, and transport prisoners; respond to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations; maintain contact with the public regarding potential law enforcement problems and preserve good relationships with the public; serve warrants and subpoenas; observe, monitor, direct, and control routine and unusual traffic conditions; check buildings for physical security; and administer first aid.

ADDITIONAL DUTIES

In addition to the duties listed above, each employee in this classification may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

Perform undercover and surveillance activities; develop and maintain good relationships with informants and contacts which may be helpful in criminal investigations; prepare search and arrest warrants; contact and cooperate with other law enforcement and non-law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; make presentations to citizens and groups; assist in the performance of special investigative and crime prevention duties; may serve as a member of a Special Response Team; may serve as Field Training Officer, supervising and training new personnel; coordinate departmental training programs; prepare, submit, and administer grants; conduct specialized crime prevention programs; seize assets through the preparation and service of asset seizure documentation; manage a caseload of registered sex offenders, including initial registration, follow up, and coordination with the Department of Justice; provide training for department personnel in such areas as defensive tactics, use of firearms, defensive driving, crowd control, use of chemical agents, and other specialized functions; collect, analyze, and disseminate criminal street gang information; and direct traffic at fires, special events and other emergency or congested situations.

QUALIFICATIONS

Knowledge of:

- Correct English usage, spelling, punctuation and grammar.
- Record keeping principles and procedures.
- Law Enforcement standard operating procedures.
- Laws of arrest and search and seizure.

Ability to:

Observe accurately and remember faces, numbers, incidents, and places; demonstrate proficiency in the use and care of firearms; think and act quickly in emergencies, and judge situations and people accurately; maintain a professional demeanor during stressful situations; learn, understand, and interpret laws, rules, regulations, and policies; communicate clearly and concisely, orally and in writing; prepare accurate and grammatically correct written reports; learn standard broadcasting procedures of a police radio system; demonstrate proficiency in the exercise of defensive tactics; handle an automobile in high speed and emergency situations; establish and maintain cooperative working relationships with those contacted in the course of work; understand and carry out oral and written directions; uphold the Law Enforcement Code of Ethics at all times.

Education and Experience

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Any full or part-time employment experience of a length to demonstrate good work habits and education equivalent to completion of the twelfth grade.

Licenses; Certificates; Special Requirements:

- This classification requires the use of a personal or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicles safely and must possess an appropriate valid California motor vehicle operator's license.
- Individuals must possess a P.O.S.T. basic academy certificate.
- Pursuant to Government Code Section 1031, applicants must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- Must be at least 20 years of age at time of application filing and 21 years of age at time of job appointment.
- Must possess the strength and physical ability necessary to perform the essential functions of the position.
- Must be willing to be fingerprinted.
- Vision including color, night, depth, and peripheral vision sufficient to perform all of the essential functions of the position.
- Hearing, speech, and mental capabilities sufficient to perform all of the essential functions of the position.
- If given a conditional offer of employment, candidates must also pass medical and psychological examinations and a background investigation prior to appointment.

WORKING CONDITIONS

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following: Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm- hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable the incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from

stomach and lower back muscles; a patrol officer typically spends 7 - 8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.
