

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of peace-officer duties related to protection of life and property, deterring crime, enforcement of laws and ordinances, assistance to the public and fostering community relations; conducts investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; and performs related work as assigned.

CLASS CHARACTERISTICS

This sworn, working-level law enforcement class performs all non-supervisory 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 are included due to the size and organization of the department. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

EXAMPLES OF DUTIES (Illustrative Only)

- Maintains a highly visible presence for the purpose of securing life and property, deterring crime, and developing and maintaining effective working relationships with community stakeholders to identify concerns and issues and work cooperatively and collaboratively to resolve them.
- 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, de-escalate 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, such as lock-outs, marking abandoned vehicles, and vacation house checks.
- 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 for medical clearances and booking at a longer-term facility as required.
- 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.
- Assists the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Prepares reports; prepares and maintains logs, records, and accurate files.
- Directs the activities of police support personnel and/or volunteers in office and field situations.

- Performs and coordinates specific program or project areas, such as:
 - Community-based policing;
 - Juvenile officer,
 - Project and resource development;
 - Range master and firearms training;
 - Investigations and evidence and property control;
 - Crime prevention; and/or
 - Field training officer.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Performs emergency dispatch work on a relief or as-needed basis.
- 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, pursuit, apprehension, and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable federal, state, and local laws, codes, ordinances, regulations, and standards affecting Police Department operations.
- Operational characteristics and safety practices of equipment related to the work, including the safe use and proper care of firearms.
- Methods and techniques of interviewing and eliciting information from victims, witnesses, and suspects.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone, often in emergency situations or when relations may be confrontational or stressed.

Skill in:

- Observing accurately, recalling faces, names, descriptive characteristics, facts of incidents and places.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Preparing clear, accurate and grammatically correct reports, records, and other written materials.
- Making sound, independent decisions in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Operating the equipment and vehicles of the department in a safe and responsible manner.

- Coordinating and carrying out special assignments.
- Understanding and carrying out oral and written directions.
- Effectively using computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicating clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establishing and maintaining effective working relationships with the community and others contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school, supplemented by 30 semester units or equivalent quarter units in administration of justice, law enforcement or a closely related field. Volunteer law enforcement experience is desirable.

Licenses and Certifications:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Physical Demands:

Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 100 pounds; ability to work in a standard office setting; vision and manual dexterity to operate vehicles including emergency response vehicles in all conditions, often at a high rate of speed in emergency situations; to maintain firearms qualification and to read printed materials and a computer screen; finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, before groups and over the telephone and radio.

Environmental Conditions:

Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees 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 field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

Additional Requirements:

- Must be willing to work evening, night, weekend, and holiday shifts.
- Must pass a detailed background investigation including an evaluation of character, emotional and mental condition.