

Police Officer

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs law enforcement activities in the protection of life and property by patrolling assigned areas and responding to calls for service; conducts investigations of crimes and incidents; and performs other work as required.

DISTINGUISHING CHARACTERISTICS

The Police Officer class is the working level position in the City's law enforcement operations. Incumbents are assigned to a geographical area of the City to patrol either by foot patrol or in a vehicle and are expected to provide a full range of law enforcement services during an assigned shift. This class is distinguished from the Police Corporal that may be required to serve as a Field Training Officer or fill in as a shift supervisor.

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Police Sergeant or Police Corporal. Because of the nature of law enforcement work, incumbents are expected to work independently and exercise a great deal of individual initiative and judgement following their field training period.

ESSENTIAL DUTIES

1. Responds to complaints and performs general patrol on an assigned shift
2. Prepares reports on crimes and investigations
3. Contacts and interviews victims, witnesses, and suspects
4. Issues citations and makes arrests for violations of laws and ordinances
5. Conducts property checks on businesses and homes for the prevention of burglary and other criminal activities
6. Assists with vehicle accidents and medical emergencies
7. May assist other law enforcement agencies involved in emergency response or enforcement activities
8. Preserves evidence at crime scenes and conducts follow-up investigations as directed
9. Testifies in court proceedings when summoned
10. Transports, books, and detains suspects in accordance with applicable laws and procedures
11. Enforces traffic laws through the issuance of traffic citations and performs traffic control work as needed
12. Conducts accident investigation
13. Maintains good public relations

Additional Duties Include:

May assist in assigned administrative support activities; may serve as department representative to community committees or special functions; may assist in training other personnel in specialized skill areas such as personal protection and firearms.

QUALIFICATIONS

Knowledge of:

1. Considerable knowledge of modern law enforcement methods and procedures, including patrol, crime prevention, and investigation
2. Rules of evidence pertaining to search and seizure
3. Procedures for the preservation of evidence, chain of custody, and presentation of evidence in court
4. Basic investigation procedures including crime scene preservation and investigation
5. Legal requirements for the handling, detainment, interrogation, and arrest of suspects accused of felonies and misdemeanors
6. Techniques of fingerprinting, photographing, and booking suspects; laws and practices dealing with juveniles, sexual assaults, domestic violence, and victims' rights
7. Proper methodology for preparing a police report
8. Use and care of firearms and other law enforcement equipment
9. Ability to perform the full range of law enforcement activities
10. Make accurate observations and remember details of situations and individuals
11. React quickly and appropriately to emergency and life threatening situations
12. Communicate effectively with a cross section of the community
13. Understand and carry out oral and written directions
14. Prepare concise, accurate, and grammatically correct incident and case reports
15. Use and care of firearms and other law enforcement equipment
16. Tactfully, professionally, and effectively represent the department to individuals, community groups, and other government agencies

Experience/Education – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Experience:

Sufficient experience and education to possess the required knowledge and abilities. A typical way of obtaining the required qualifications is to possess the equivalent of graduation from high school and completion of a California Commission on Peace Officer Standards and Training

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, and crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in reading and writing reports, and using a computer key board. Additionally, the position requires near, far, night, and color vision in viewing crime scenes and evidence and firing a weapon. As a law enforcement officer the incumbent is frequently required to run in pursuit and subdue suspects while taking them into custody; walk on uneven and slippery surfaces and climb ladders. Incumbents work outdoors in all weather conditions; around loud siren noise; moving vehicles. This position may require working around chemicals, pesticides, blood, and other potential toxic exposures. Incumbents may be subjected to physical threats, verbal abuse, and other stressful situations.

Vision: See in the normal visual range with or without correction.

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Hearing: Hear in the normal audio range with or without correction.