

POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; to carry out special duties as assigned; and to perform a variety of technical law enforcement tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant; and technical or functional supervision from higher level police personnel.

Exercises technical and functional supervision over assigned personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Assume responsibility for the preservation of the public peace; protection of life and property; prevention of crime; and enforcement of all laws.

Patrol an assigned area for the purpose of preventing criminal activity; operate radio-telephone equipment; respond to calls for protection of life and property and perform enforcement duties.

Make arrests as necessary; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Serve warrants and subpoenas; book and transport prisoners.

Conduct preliminary or follow-up investigations; prepare reports on arrests made, activities performed, and unusual incidents observed.

Direct traffic during special events and in emergency situations to ensure continued traffic flow; stop drivers who are operating vehicles in violation of the laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

Perform duties as a field training officer, as assigned.

Coordinate and cooperate with outside agencies, other law enforcement agencies, and organizations to provide information or assistance as needed.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Represent the City and the Police Department in a courteous, professional manner.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of modern law enforcement and operations.

Use, operation, and maintenance of firearms and other modern police equipment.

Principles and procedures of police report preparation.

Recent developments, current literature and sources of information related to police science and public safety.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Gather, assemble, analyze, evaluate and use facts and evidence; demonstrate keen powers of observation and memory.

Analyze situations correctly and adopt quick, effective and reasonable courses of action with regard to surrounding circumstances.

Interpret and apply federal, state, and local policies, procedures, laws and regulations.

Make sound decisions, use good judgment, and think clearly and effectively in all situations.

Understand and act in accordance with City and Police Department policies, procedures, and rules; interpret and apply policies, procedures, and rules to assigned personnel.

Train and instruct, plan and evaluate the work of assigned personnel.

Learn standard radio broadcasting procedures and rules, local geographic features and streets, and to read maps quickly and accurately.

Properly use and care for firearms and other work-related equipment.

Meet accepted standards of adequate physical endurance, agility, health, and vision.

Administer first aid.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the general public, and media representatives.

Meet the following physical and mental requirements:

Mobility to work in both an office setting and while performing field work; stand, walk, bend, twist, kneel, squat, and climb.

Perform simple and power grasping, pushing, pulling, and fine manipulation.

Lift and carry weight of 50 pounds or less.

Walk, stand or sit for long periods of time, including driving.

Drive a motor vehicle.

Strength and stamina to perform law enforcement duties, including making arrests.

Vision to meet department standards.

Hearing and speech to communicate in person or over communications equipment.

Know and understand all aspects of the job; analyze work papers, reports, and special projects; remember accounts given by witnesses; identify crime suspects; interpret, and apply the law in field situations; observe while conducting surveillance; problem solve crime situations; and explain law to the public.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying . A typical way to obtain the knowledge and abilities would be:

Experience:

No experience required.

Training:

Equivalent to completion of the twelfth grade. Successful completion of thirty (30) semester units from an accredited college or university in criminal justice, law enforcement, police science, public or business administration or a related field.

License or Certificate

Possession of a valid State of California driver's license.

Possession of a POST Basic Certificate or a certificate of completion from a POST approved California Police Academy.

Possession of a Red Cross First Aid Certificate.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.