

## **POLICE OFFICER**

### **DEFINITION**

To perform general patrol and/or special law enforcement assignments in the protection of life and property; to enforce City, county and state laws and regulations; to perform a variety of activities and operations associated with crime prevention, traffic enforcement, crime/accident investigation and reporting, and related law enforcement areas; and to perform related duties and responsibilities as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from Police Sergeants and Lieutenants.

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

Patrols assigned areas, streets, road and highways within the City; maintains surveillance to prevent or detect criminal activity and traffic violations; responds to dispatched calls and emergencies; provides back-up assistance to other officers as needed; locates, apprehends and arrests law violators; performs physical searches and seizures; transports detainees for booking.

Secures crime scenes and determines the need for additional and/or specialized Police Department units.

Assists with criminal investigation activities, including the collection of evidence and the questioning of suspects, victims and witnesses.

Assists EMS / Fire Department personnel as needed; provides first aid to injured persons.

Serves warrants and subpoenas.

Responds to and investigates traffic accidents; participates in traffic enforcement activities.

Performs other routine police work as required, including but not limited to directing traffic, providing police escort, assisting stranded motorists, transporting prisoners and mental patients, assisting with crowd control, etc.

Prepares reports of arrests made, investigations conducted and unusual incidents observed.

Testifies and presents evidence in court.

Participates in neighborhood and community relations programs; attends community meetings to enhance police / community relationships and to address safety issues; implements problem-solving techniques and strategies.

Attends City and staff meetings as required.

Maintains assigned vehicle and equipment.

Cooperates with other law enforcement agencies on cases and projects as appropriate.

Receives and responds to inquiries, requests for assistance, concerns and complaints from the public regarding police and public safety matters.

Keeps supervisor informed of problems encountered during assigned shift.

May coordinate and/or participate in special teams, assignments, programs or projects as directed.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

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

Departmental rules and regulations.

Other state and local law enforcement agencies.

Principles and practices of law enforcement, including patrol, crime prevention, investigation and custody and identification.

Firearms, automotive, radio and other law enforcement equipment.

The layout of local roads and of the locations and characteristics of various neighborhoods.

Modern office practices and technology, including the use of computers for word and data processing.

Basic record-keeping and report writing.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

**Ability to:**

Read, understand, interpret, apply and enforce federal, state and local laws, rules and regulations.

Analyze problems encountered on the job and recommend solutions.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Perform responsible police work in accordance with all applicable laws, regulations, policies, procedures and guidelines.

Participate in criminal investigations.

Observe, remember and recall detailed information, names, faces and facts.

Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

React quickly and calmly in emergency situations.

Deal courteously, yet firmly and effectively with the public in police situations.

Properly use firearms and other work-related equipment.

Learn standard police radio procedures and codes.

Prepare clear and concise records and reports.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Learn and utilize new skills and information to improve job performance and efficiency.

Meet the physical requirements necessary for successful job performance.

**Education:**

Graduation from high school or GED.

**Additional Requirements:**

Must be at least 21 years of age at the time of employment.

Possession of a valid California driver's license without record of suspension or revocation.

Graduation from an approved P.O.S.T. Academy and the ability to obtain Basic Certification as issued by the State of California Commission on Peace Officer's Standards and Training.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, adverse weather conditions, temperature and noise extremes, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk and intermittently walk, stand, run, climb, balance, bend, squat, twist and reach while performing office duties and/or police work; lift and/or move more than 100 pounds of weight; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Requires the strength and stamina to perform law enforcement duties, including handling firearms, making arrests, and driving a motor vehicle.

**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.**