

Municipal Law Enforcement Officer

DEFINITION

To assist police officers and the community by promptly responding to non-hazardous calls for service; to carry out assigned community relations efforts; to act as a referral source to other government and private agencies; 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;
- Responds to non-emergency, non-hazardous calls for service.
- Assists with animal control duties as necessary.
- Maintains the department's property inventory records.
- Assists with criminal investigation activities, including the collection of evidence and the interviewing of victims and witnesses.
- Performs other routine services as required, including but not limited to assisting stranded motorists, assisting with non-violent crowd control, delivering subpoenas, etc.
- Assists in directing traffic; issues non-moving citations and warning notices on vehicles; responds to traffic accidents, provide traffic control, arrange towing, take statements from those involved, and prepare accident diagrams and reports using computerized report program.
- Processes abandoned vehicles, including removal, towing and abatement procedures.
- Participates in Child Safety Seat Restraint Education Program.
- Provides medical assistance as needed at the first-responder level.
- Prepares reports of investigations conducted as needed.
- Testifies and presents evidence in court.

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- Participates in neighborhood and community relations programs; attends community meetings to enhance police / community relationships and to address issues as needed; implements problem-solving techniques and strategies.
- Participates in crime prevention, reduction and education programs; gives presentations to various civic and school groups as requested; assists with bicycle safety programs.
- Attends City and staff meetings as required and maintains assigned vehicle and equipment.
- Keeps supervisor informed of problems encountered during assigned shift.
- May coordinate and/or participate in special teams, assignments, programs or projects as directed.
- Evaluates and dispatches routine and emergency radio calls to appropriate City law enforcement personnel and to units in other jurisdictions as appropriate; questions callers for specific information needed; determines proper personnel and/or equipment to be dispatched.
- Maintains, monitors and records contact and disposition of field patrol units on an on-going basis.
- Monitors multiple radio channels for information / dispatch purposes.
- Operates radio communication and teletype equipment in receiving and transmitting information requests to and from field patrol personnel regarding vehicle registrations, driving records, warrants, criminal records, stolen property, missing persons, and other police-related matters.
- May train and review the work of trainees if so qualified.
- Performs various clerical work as required, including but not limited to preparing and maintaining accurate records, compiling and preparing statistical reports from operational records kept, entering and retrieving computer data, preparing computer-generated

MINIMUM QUALIFICATIONS

Knowledge of:

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

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- Departmental rules and regulations and other state and local law enforcement agencies.
- Principles and practices of law enforcement, including but not limited to investigations, 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.
- Inspects parcels of land, structures, vehicles and stored materials for compliance with applicable planning, zoning and other codes and laws.
- Plans and carries out systematic field visits of businesses, vendors, etc., to ensure compliance with business license and permit regulations.
- Preliminary investigation of certain misdemeanor and felony crimes.
- Investigates code, license and fee violations and issues appropriate warnings and citations; follows up on cases to ensure compliance.
- Assists in preparing cases for prosecution as necessary; represents City in court on infraction violations.
- Coordinates code enforcement activities with other divisions, departments and agencies as appropriate.
- Researches, interprets and explains City code requirements and compliance procedures to business owners, property owners, contractors, engineers and others as necessary.
- Evaluates existing City codes and ordinances; makes recommendations for revision as appropriate.
- Receives and responds to inquiries, requests for assistance, concerns and complaints from the public and other City departments regarding code enforcement issues.
- Keeps abreast of new developments in municipal code enforcement.

- Coordinates or participates in special projects and programs as assigned.

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 enforcement 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.
- React quickly and calmly in emergency situations.
- Deal courteously, yet firmly and effectively with the public in police situations.
- Properly use work-related equipment.
- Learn standard law enforcement 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.
- Graduation from a California Basic P.O.S.T. Academy or completion of PC 832 Course desired.

Additional Requirements:

- Must be at least 18 years of age at the time of employment.
- Possession of a valid California driver's license.

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, heights, 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 law enforcement duties and 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 but not limited to 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.