

POLICE OFFICER

DEFINITION

To perform general law enforcement and crime prevention duties; enforce laws and practice community policing; respond to calls for the protection of life and property; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Police Officer class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Patrol an assigned area by car, bicycle, or on foot to observe, investigate, and report suspicious and hazardous conditions; apprehend and arrest law violators.

Respond to routine and emergency calls for protection of persons and property, enforce applicable laws; ensure protection of life and property and crowd control.

Investigate crimes, accidents, deaths, vehicle accidents, missing persons cases, traffic and parking enforcement, and disturbances; conduct suspect pursuit and apprehension; gather evidence, interview, question, and collect statements from complainants, suspects, and witnesses; complete case reports.

Take charge of juveniles and work on cases involving unfit homes and crimes committed against or by juveniles; and work with community organizations and governmental agencies on delinquency control programs.

Direct traffic, including regulation of vehicle flow at times of emergency or congestion; stop drivers who are operating vehicles in violation of laws; issue citations.

Respond to calls for help from other agencies; assist with school and community outreach activities.

Appear in court to present evidence and testimony in connection with criminal prosecution.

Search, guard, transport, and assist in the booking and custodial care of prisoners; serve writs, warrants, subpoenas, and other legal documents.

May be assigned to assist in conducting special studies of crime prevention, traffic control, or assist with other Police Department projects as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices and techniques of equipment used in law enforcement, patrol, crime scene, investigations, pursuit and apprehension of suspects, and arrest and taking custody of prisoners.

Principles and practices of community policing and the Department's police manual.

Regulations and rulings governing suspect and prisoner rights, search and seizure, and rules of evidence and other pertinent laws, ordinances and rules related to area of assignment.

Principles and practices of safety management including the safe use and proper care of firearms and First Aid methods and procedures.

Ability to:

Perform the wide range of duties of a sworn police officer.

On a continuous basis, know and understand all aspects of a sworn Police Officer's job; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify crime suspects; interpret and apply the law to field situations; observe while conducting surveillance; problem solve crime situations; and explain law to public.

On an intermittent basis, sit at desk or in patrol vehicle; walk and stand during patrol activities; bend, squat and kneel during inspection of crime scene or conducting building searches; climb stairs and/or ladders while in the field; twist while making arrests; perform simple and power grasping, pushing, pulling, and fine manipulation; continuously wearing

utility belt and other police equipment of 30 pounds; and intermittently carry weight of 100 pounds or less.

Meet P. O. S. T. requirements.

Assess emergency circumstances, function effectively and develop, implement and direct appropriate response strategies.

Observe and accurately recall places, names, descriptive characteristics and facts of incidents and make rapid sound independent judgments within legal and procedural guidelines.

Maintain accurate records and prepare clear and concise reports and other written materials

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible work experience.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in criminal justice, criminology, social science, public or

business administration or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of P. O. S. T. Basic Certificate.

Must be age 21 by appointment.

Current certification in CPR and First Aid is desirable.