



POLICE OFFICER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general supervision, to perform general law enforcement, crime prevention work and traffic related duties; to take an active role in community-based policing and facilitate familiarization between law enforcement and community residents: interpreting and enforcing various laws, regulations and codes; perform special or unusual assignments.

DISTINGUISHING CHARACTERISTICS

This is the journey-level classification in the professional police series that is given sworn status. This position requires satisfactory completion of an accredited California POST Academy or possession of a California POST Basic Certificate.

ESSENTIAL FUNCTIONS *(Include, but are not limited to the following)*

- Patrols various areas within the city by driving a police vehicle or by walking to prevent criminal activity, to explain and enforce various laws, regulations and codes, and to assure the community through high-visibility policing.
- Uses a collaborative problem solving approach when working with community residents.
- Responds to radio dispatched calls and reports to crime scenes or locations or disorder to protect life and property.
- Conducts investigations, gathers information and writes factual reports involving criminal activity, traffic accidents, suspicious activity or other unusual incidents.
- Makes arrests as necessary and writes report of all arrests made and activities performed.
- Interviews victims, complainants and witnesses of crimes or related incidents.
- Interviews and interrogates suspicious persons, suspects and prisoners.
- Confers with and provides information to other law enforcement and criminal justice system personnel.
- Gathers, marks, preserves and records evidence in criminal or related matters.
- Testifies and presents evidence in court.
- Serves warrants and subpoenas.
- Assists in the performance of special investigations and perform undercover and surveillance activities when necessary.

- Answer questions from the public concerning state and local laws, regulations, codes and procedures and activities of the department.
- May work as a Watch Commander or shift supervisor in the absence of the Sergeant.
- Perform court liaison officer duties including the filing of criminal complaints with the District Attorney's Office and obtaining arrest warrants.
- Receive and process bail payments.
- Retrieving and requesting information involving arrests and subpoenas.
- Provide directions and assistance to the public.
- Foster good public relationships and liaise with community groups or individuals.
- Prepare and make presentations related to law enforcement efforts in the community.
- May operate a motorcycle if assigned as a solo motorcycle officer.
- Stop and warn or write citations to people who have violated laws while operating motor vehicles or bicycles, or while walking.
- Coordinate operations with other emergency services.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of: State laws, local regulations, ordinances and codes including laws or arrest, current court decisions. General Police procedures and rules. Standard police broadcasting procedures and codes. Proper use and care of departmental firearms. Geography of the local area.

Ability to: Understand and carry out oral and written instructions. Read, comprehend, write and speak English effectively. Write clear, concise and grammatically correct police reports. Observe, hear, remember and record facts in writing. Interpret, explain and apply laws and regulations. Analyze situations accurately and adopt effective courses of action. Judge situations/people accurately. Mediate confrontations including those encountered during family, neighborhood or work disputes or civil disorders, controls hostile people or groups. Be free of bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation. Exercise judgment in determining when to use force and to what degree. Build effective working relationships. Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public. Use sound conflict resolution and problem solving skills. Physically search buildings, vehicles, persons and property. Arrests persons with or without warrant and physically takes into custody and guards arrestees. Administer first aid and CPR

Skills: Operations of a police vehicle at fast rates of speed during emergency situations. Ability to use police vehicle radios as well as hand-held portables and use of proper radio codes. Ability to use hand-held and/or electronic equipment for drug and alcohol detection. Use of surveillance and electronic monitoring services as well as cameras and tape recording devices. Ability to process for and lift latent evidence. Ability to finger print and take palm prints from arrestees. Ability to use safely departmentally issued firearms and safety equipment. Ability to use police department computer.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and Experience:

Age: At least 21-years of age at the time of appointment.

Education: High school graduate or equivalent.

Additional Qualifications: Completion of the PELLETB written assessment test and a passing score on the WSTB physical agility assessment test **OR** current accredited CA POST police academy student or graduate.

Licenses: Possession of a valid California Class C driver's license.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Ability to: Run fast enough to apprehend fleeing suspects, generally 50-500 yards with speed. Climb or jump over obstacles of various heights, widths and depths, such as fences, walls, vehicles, and shrubs. Use firearms with speed and accuracy, Overcome and/or control physically resistant persons or arrestees of various sizes and weights, requesting assistance as necessary. Move persons or objects of various sizes by pushing, dragging, lifting or carrying. Sit for long periods of time in police vehicles or at desks. Crouch, stoop, squat, crawl, kneel, climb, stretch and twist upper body during searches, apprehensions or transportation, or entering or exiting vehicles.

Work cooperatively with all other agencies and people contacted during the course of work. Remain calm during emergencies and exercise good judgment at all times.

Vision: Normal, not less than 20/80 in both eyes without correction but corrected to 20/20. Only mild color blindness allowed. Soft contact lenses acceptable.

Hearing: Normal. Ability to hear police radio transmissions, telephone conversations, normal conversation and verbal instructions. No hearing aids allowed. Hearing in the worst ear is to be no greater than 30 db at any one of the first 3 frequencies of 500Hz, 1000, 2000 and 3000Hz, and the average of 4 frequencies no greater than 30 decibels.

P200
POLICE OFFICER
POA
NON-EXEMPT
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