

City of Woodland

POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by higher level police personnel. Assignments may require direct or indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Patrol the City on foot, bicycle, or in a Police vehicle to preserve order, prevent crime, discover criminal acts, and make arrests; enforce traffic laws and law enforcement services in a police vehicle or motorcycle.

Where appropriate, conduct investigations, gather evidence, interview witnesses, take statements, make arrests, write citations and make written reports at crime or accident scenes.

Complete reports of activities performed, including but not limited to arrests made, investigations conducted, and unusual incidents observed.

Develop and preserve good relationships with the general public.

Keep updated on laws of arrest, search and seizure and department policies.

Evaluate and control violent situations and subjects.

Appropriate driver's license as required.

Work cooperatively with others.



Search, fingerprint, and transport prisoners.

Drive vehicles under hazardous and emergency conditions.

Administer first-aid/CPR as necessary.

Assist with the service of warrants and subpoenas within the department and with outside agencies; keep up-to-date on laws and procedures required for processing warrants.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

If assigned to Detectives, coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations.

If assigned to Detectives, act as Identification Technician; collect, file and oversee the maintenance of certain evidence, photographs, fingerprints; perform limited crime laboratory analysis; provide training and advise other officers in this area.

If assigned to a Corporal position, assist the field or detective sergeant with supervisory duties; perform the duties of an acting sergeant as necessary, and assist in patrol and investigative functions as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern law enforcement principles and practices, and procedures with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

General orders and directives.

City streets and principle locations.

Self defense tactics; offensive and defensive weapons nomenclature and theory.

Interviewing and interrogation techniques.

Skill to:

Apply selected knowledge (i.e., laws, statutes, court decisions, department policies, criminal investigation theories, etc.) in collecting, organizing, and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.

Prepare accurate and grammatically correct written reports.

Express themselves in English in a clear, distinct, and understandable manner when speaking to people of different socio-economic levels, before various public and community groups, and when testifying in court.

Use and care for firearms.

Observe, assimilate, remember, record and recall pertinent facts and details.

Understand and carry out oral and written directions in an independent manner.

Establish and maintain cooperative working relationships with those contacted in the performance of required duties.

Ability to:

Analyze situations and to adopt a quick, effective and a reasonable course of action.

Meet the physical requirements necessary to safely and effectively perform the assigned duties, including climbing barriers, jumping obstacles, and performing strenuous physical activities.

Education and Experience

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

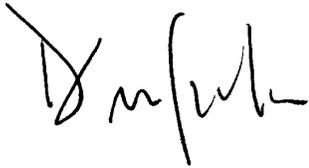
Education:

Equivalent to the completion of the twelfth grade supplemented by additional coursework in criminal justice, business administration or a related field.

License or Certificate

Possession of an appropriate California driver's license.

Lateral entry applicants must possess or be eligible to possess upon appointment a POST Basic Certificate.



Human Resources

Council Action: 11/4/97

