



## **POLICE OFFICER**

### **DEFINITION**

To provide services through the enforcement of laws and ordinances.

### **DISTINGUISHING CHARACTERISTICS**

The classification of Police Officer is a journey level classification assigned full arrest and citation powers under the California Penal Code. Police Officer is distinguished from the Police Recruit classification in that it has full police authority to carry out the enforcement of laws and ordinances while the latter is a recruiting and training-level classification with no police authority. Police Officer is distinguished from the Police Sergeant classification in that it is a journey level classification which has no supervisory responsibilities except for training new employees while the latter has supervisory responsibility and directs work of subordinate personnel on a continual basis. Police Officers receive assignments and special instruction from higher-ranking officers who also review the Police Officer's work.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by higher-level sworn personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Depending upon assignments, duties may include, but are not limited to the following:

- Patrol a designated area of the city on foot, on a bicycle, on a motorcycle, or in a patrol car, jeep or van to preserve order, prevent crime and discover criminal acts, and make arrests.
- Answer radio dispatched or citizens' request for police services at accident scenes, domestic disputes, law violations, and peace disturbances.
- Conduct investigations, gather evidence, interview witnesses, take statements, make arrests, or write citations and make written reports at crime or accident scenes.
- Testify in court at criminal hearings and trials.
- Provide traffic control at accident scenes, fires, and congested areas.
- May work in plain clothes to conduct follow-up investigations, and to suppress vice or narcotics activities.
- Conduct lineups for identification of suspects.
- Attend community meetings to discuss crime problems.
- Evaluate and control violent situations and subjects.
- Order and direct emergency equipment at accident and disaster scenes.
- Search for missing subjects.
- Drive vehicles under hazardous and emergency conditions.
- Train new employees in proper police procedures.

- Provide first aid to injured or sick subjects.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to accomplish the tasks of the position.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state, and city codes and ordinances relating to law enforcement.
- Modern approved principles and procedures of police work with particular reference to community-based policing.
- Department rules and regulations.
- General Orders and directives.
- City streets and principal locations.
- Court and evidence procedures.
- Court decisions affecting police practices.
- Radio procedures.

### **Ability to:**

- Express him/herself in English in a clear, distinct, and understandable manner when speaking to individuals, to people of different socio-economic levels, before various public and community groups, and when testifying in court.
- Write clearly, accurately, concisely, and legibly using correct English, grammatical construction, and spelling.
- Read and interpret complex technical documents in English.
- Understand and carry out oral and written instructions.
- Observe, assimilate, remember, record, and recall pertinent facts and details.
- Read maps and mapped information.
- 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.
- Deal with people of different socio-economic levels without arousing their antagonism.
- Analyze problems and rationally and calmly take effective action in emergency and stress situations.
- Plan and effectively present material orally to diverse groups.
- Deal courteously but firmly with the general public.
- Establish and maintain cooperative working relationships with co-workers and other City employees.
- Use firearms safely and accurately.
- Climb barriers, jump obstacles, and perform strenuous physical activities.
- Control resisting subjects with a minimum of force necessary to effect an arrest.

### **Skill in:**

- Driving a vehicle under hazardous conditions.
- The use of ancillary police weaponry and weaponless defense.
- The use of first aid, including Cardiopulmonary Resuscitation techniques.

**Experience and Education:**

**Education:**

Successful completion of a California P.O.ST. Police Academy and High school diploma or G.E.D. equivalent

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

**Bilingual:** Knowledge of a second language is a plus.

**License or Certificate**

Possession of a CA POST certificate or CA POST Proof of Eligibility certificate.

**SPECIAL QUALIFICATIONS**

**Age**

Must be at least 21 years of age by the date of appointment.

**Citizenship**

Must be a citizen of the United States by the date of appointment.

**Driver License**

Possession of a valid California Class C Driver license at the time of appointment. Loss of the license is cause for discipline.

**Respiratory Protective Equipment**

Work in this class requires wearing respiratory protective equipment at times. When assigned to such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

**Felony Convictions**

Free of felony convictions under California Government Code Section 1029.

**Background**

Must pass a background investigation, which includes a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and drug use history.

**Medical/Drug Test/Psychological Test**

Must pass a medical examination, drug test, and psychological test.

**Probationary Period**

Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

**ADA Compliance**

**Physical Ability:** Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking for extended time periods, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. May require long periods of sitting, when in patrol car or class room setting

**Heavy Work:** Exerting in excess of 50 pounds of force occasionally, and/or in excess of 30 pounds of force constantly to move objects.

**Physical Agility:** Must be agile and have the ability to chase on foot suspects, climb walls/fences/stairs, while carrying standard safety gear.

May be assigned a bicycle patrol, and would require the skills to ride a bike.

**Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: