



Position Description

POLICE OFFICER

DEFINITION

The persons in these positions perform police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED

Receives general supervision from a Police Sergeant or higher-ranking officer.

SUPERVISION EXERCISED

Generally none. May train less experienced personnel. May provide direction to assigned reserve officers or citizen volunteers.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position and may progress to journey level position. An incumbent in this position performs a variety of professional law enforcement activities during an assigned shift, which may include police patrol, investigation, traffic regulation, crime prevention and public safety. They wear uniforms, carry weapons, drive patrol cars or ride motorcycles and must comply with departmental grooming standards. Police Recruit attends the Police Academy and field training.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances; has knowledge of and adheres to departmental procedures as outlined.

Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, and other criminal activity. Takes appropriate law enforcement action.

Interviews and/or interrogates suspects, witnesses and victims; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons medical assistance, ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene.

Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.

Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, Breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.

Undertakes, understands and values the concept of community oriented policing, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, and other related public service tasks.

Participates in investigating criminal law violations, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

Conducts patrol activities including directing traffic, investigating reported or observed violations of law, and conducting patrol activities. Conducts follow-up investigations as required or assigned.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, Court Administrator, and District Attorney's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigation activities provide mutual assistance during emergency situations and provides general information about department activities.

Respects and is sensitive towards the cultural and ethnic diversity of the community.

PERIPHERAL DUTIES

Ensures proper maintenance of departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

May serve as a member of various employee committees.

May be selected for assignment duty in areas such as Investigator, Support Services Officer, Traffic Officer, Corporal, Canine Officer or other such assignment duty, which may be available.

MINIMUM QUALIFICATIONS

Must be 21 years or older at the time of employment.

Felony convictions and disqualifying criminal history are not allowed.

U.S. citizen or a permanent resident alien who is eligible for and applied for U.S. citizenship.

Must successfully pass a police department background investigation.

Knowledge of:

Law enforcement principles, procedures, techniques, and equipment.

Skills in:

Operating the tools and equipment listed below;

Ability to:

Learn the applicable laws, ordinances, and department rules and regulations; communicate effectively verbally and in writing; perform work requiring good physical condition and maintain good physical condition; communicate effectively orally and in writing; establish and maintain effective working relationships with subordinates, peers and supervisors; exercise sound judgment in evaluating situations and in making decisions; follow verbal and written instructions; to learn the City's geography; meet all medical and physical standards requirements by the City, and pass a complete background process.

EDUCATION AND EXPERIENCE

Entry Level

Any combination of experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way would be:

High school graduate or equivalent. Completion of a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field preferred.; or

Academy Graduate

Must be able to meet all Entry Level requirements listed above; and

Must have successfully completed a California P.O.S.T. Basic Training Police Academy within the past thirty (30) months from date of hire, or

Must show proof of current enrollment in a California P.O.S.T. Basic Training Police Academy, and must successfully complete academy prior to appointment.

Lateral Entry

Must be able to meet all Entry Level requirements listed above.

Must currently be employed as a full time paid, sworn police officer for at least two years, or have been employed for at least 24 months as a full time paid sworn police officer in a civilian governmental jurisdiction prior to application or possession of a valid California P.O.S.T. Basic Certificate or equivalent as approved by P.O.S.T.

Must have successfully completed a current California P.O.S.T. Basic Training Police Academy or equivalency.

SPECIAL REQUIREMENTS

Must possess, or be able to obtain by time of hire and maintain a valid California Driver's License

TOOLS AND EQUIPMENT USED

Police car or other vehicle, bicycle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, mobile audio video equipment, first aid equipment and other police safety equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, drive, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, taste and smell. Ability to physically apprehend suspects.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate, but can be loud in an emergency or field situation.

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; background check; polygraph examination; psychological examination, medical examination; final selection. The California P.O.S.T. written examination and physical agility test may be waived for lateral entry and academy graduate candidates.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Resolution Number:

Revision History: