

## **POLICE OFFICER**

### **GENERAL PURPOSE:**

Performs police patrol, investigation, traffic enforcement and regulation, enforces laws, and related law enforcement activities.

The job of police officer and reserve officer involves a variety of activity in responding to public requests for service, enforcement of traffic and penal laws. Police officers and reserve police officers must prevent crime and keep the peace.

The officer works a set number of hours, and performs law enforcement activities during his/her assigned shift. On any given shift, the officer may perform any or all of the following functions: cite traffic violators; respond to burglaries, domestic disputes, robberies, traffic collisions, and homicides. The officer also responds to calls for assistance from citizens, handles intoxicated persons and dangerous animals. The officer is also required to remain visible and actively seek out and identify crimes in progress. The officer is required to walk foot patrol. Police officers may be required to attend or conduct public meetings, and make public presentations and engage in comprehensive problem solving and community oriented policing projects.

### **SUPERVISION RECEIVED:**

Works under the general supervision of a Police Sergeant.

### **SUPERVISION EXERCISED:**

May supervise other officers, reserves, trainees and other non-sworn employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

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; 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, etc. Takes appropriate law enforcement action.

Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons 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 community oriented police work, and assists citizens with such matters as code enforcement projects, locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.

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, Public Works Department, Court Administrator, and Municipal Prosecutor'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.

**PERIPHERAL DUTIES:**

Maintains departmental equipment, supplies and facilities.

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

Serves as a member of various employee committees.

## **DESIRED MINIMUM QUALIFICATIONS:**

### Entry Level:

- (A) Must be 21 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- (B) Felony convictions and disqualifying criminal histories within the past seven years are not allowed;
- (C) U.S. citizen;
- (D) Must be able to read and write the English language;
- (E) Must be of good moral character and of temperate and industrious habits (Substitute any local civil service or statutory requirements as applicable, here).

## **EDUCATION & EXPERIENCE:**

- (A) High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- (B) An equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of modern law enforcement principles, procedures, techniques and equipment;
- (B) Some skill in operating the tools and equipment listed below;
- (C) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.

### Lateral Entry:

- (A) Must be able to meet all Entry Level requirements listed above; (B) Must be able to pass medical exam and the Department's physical agility test; (C) must have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application; (D) successful completion of State Basic Training Academy or Equivalency Test within one (1) year after employment.

## **TOOLS AND EQUIPMENT USED:**

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, cell phone, first aid equipment.

## **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 and talk or hear. The employee is occasionally 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; and taste or smell.

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.

As detailed in the foregoing, police officers' and reserve officers' jobs involve a variety of activity in responding to public requests for service. Officers must be able to operate specialized equipment utilized in controlling traffic, preventing crime, and working undercover assignments. Additional specialized equipment may have to be operated in the following assignments: motorcycle patrol, bicycle patrol, investigations, youth services, communications, and narcotics.

The following is a partial list of basic skills and abilities the city has determined are necessary for all personnel appointed to the positions of police officer and reserve police officer. Officers must have the ability to successfully complete all essential job functions listed, but not limited to those defined.

1. Be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a police officer, or adversely affect the ability of the officer to perform essential job functions
2. Possess a valid California driver's license with a Class C endorsement
3. Without assistance, drag an unconscious person weighing 150 pounds a horizontal distance of 36 feet
4. With a running start, jump up to and climb over a 6-foot block wall, or fence
5. Walk a foot patrol for up to 10 hours during a parade, other public events, or regular assignment
6. Stand and direct traffic for 3 hours or more

7. Search a crime scene while stooping and bending to observe and pick up minute pieces of evidence
8. Move on foot through rough terrain
9. Chase a suspect for 200 yards
10. Subdue or control hostile or uncooperative subjects
11. Crawl through a window
12. Crawl through an attic in a residential home
13. Block a punch/kick
14. Climb onto a roof to search for evidence
15. Walk 15 feet down a 30-degree embankment
16. Steer around a corner while braking a car
17. Write cogent and legible reports, issue citations, investigate accidents
18. Perform loading of firearms & fire various weapons
19. Identify colors of clothing
20. Identify colors of vehicles
21. See fingerprints at a crime scene
22. Read license plates
23. Observe minute objects on the ground at a crime scene
24. Identify make and model of cars in traffic
25. Hear whispering at a stakeout situation
26. Hear the speech of others during crowd control and situations at a fire scene
27. Determine the direction of alarms or gunfire
28. Maintain firearms proficiency as defined in department policy
29. Drive a vehicle, or be a passenger in a vehicle for 10 hours or more a day & operate a vehicle under emergency and stressful conditions

30. Wear or carry heavy equipment, including a duty belt that weighs 20 pounds
31. Crouch or crawl when necessary to conceal oneself
32. Ability to communicate by phone and radio
33. Work under all kinds of weather conditions, including extreme and adverse conditions
34. Hear and be able to cope with general traffic noises, as well as gunshots, traffic collisions, yelling and screaming, use of profanity, sirens, and other loud noises
35. Possess sufficient manual dexterity to operate the following: patrol car, car radio, cellular phone, handguns, rifle, ammunition in the act of loading and unloading weapons, handcuffs, body armor, keys, pen and pencil, computer, baton, ticket book, tape recorder, tapes, etc.

**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.

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.

Dated: 1-26-11