

## **POLICE OFFICER**

### Job Description

#### **DEFINITION**

To perform a variety of responsible law enforcement and crime prevention functions by patrolling, observing, and protecting assigned areas of the City in a professional and proactive manner; to actively participate in an investigation from its initiation to completion; to act as a positive resource in the community to promote proactive crime prevention, enhance community relations, and provide outreach and support to all citizens; to perform a variety of special assignments in support of the Police Department, the City and its citizens; and to function as a positive and cooperative team member.

#### **DISTINGUISHING CHARACTERISTICS**

This job class is the working journey level of sworn police classifications. Employees in this classification function at the journey level of job performance and are expected to perform the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the professional standards, operating procedures and policies within the Police Department. Although individual positions may be assigned to specialized work units or special projects, employees in this job class are expected to be cross trained and fully functional in all areas of sworn police work activities and assignments. Employees in this job class are subjected to both mental and physical stress as well as exposure to dangerous and uncomfortable situations as a condition of regular work assignments.

#### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general supervision from a Police Sergeant or his/her designee within a framework of established policies and standard operating procedures. Employees in this classification may provide technical and/or functional supervision when functioning in a special duty/assignment capacity.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Patrols designated areas of the City on foot and in patrol car on an assigned shift to conduct a variety of responsible law enforcement and crime prevention duties;
- Responds to routine or emergency calls for assistance; controls traffic; observes all suspicious activities/persons; and reports to superiors periodically.
- Provides proactive crime prevention and community outreach; acts as a resource to City's citizens and the general public; provides training and education to community regarding police activities and crime prevention techniques; making presentations and serving on committees as assigned.
- Conducts criminal investigations from initiation to the completion of investigation; prepares preliminary reports of incidents and investigations to include documentation; contacts and interviews victims, witnesses, and suspects for details; secures statements; preserves evidence; follows-up on every facet of assigned investigation to ensure all activities and efforts are coordinated and successfully completed.
- Makes arrests and issues citations for violations of pertinent laws and ordinances within standard and accepted laws, policies, and operational regulations.
- Books, transports, and is charged with responsibility for the appropriate care and safety of detained persons.

- Performs a variety of duties, functions and activities as a participant in a special duty assignment such as DARE, School Resource Officer, BINTF, Training Officer, or Canine Patrol; cross trains and maintains expertise in all areas of sworn police activities.
- Observes and notes all unusual or suspicious situations, behaviors and events; reporting these circumstances and/or activities to superior officer and/or following up and gathering pertinent data.
- Controls traffic; stops unsafe and/or illegal drivers; issues traffic citations; investigates causes and results of accidents; renders first aid at the accident scene; serves at first response level to hazardous materials spills and accidents.
- Appears in court to present evidence and testify as to circumstances, occurrences, and the investigative process regarding designated cases; provides information, reports, and documentation to the court and its representatives in support of case development.
- Prepares a variety of administrative reports and documentation of activities such as accident reports, investigation reports, and patrol observations; establishes and maintains files and records in a complete and confidential manner.
- Participates in maintaining order, coordinating and supporting relief efforts, and protecting citizens/general public during a variety of emergency situations.
- Assists and attends to ill and/or injured individuals who may be violent, disruptive, unmanageable, or have a communicable disease; administers first aid, CPR, or other means of assistance and care.
- Performs other related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Standard and accepted law enforcement methodology and techniques to include patrol, crime prevention, and traffic control.
- Pertinent federal, state, and local laws, regulations, and guidelines governing the apprehension, arrest, and custody of persons accused or suspected of committing felonies and misdemeanors
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Proper use and care of firearms and other special equipment utilized by sworn police law enforcement personnel.
- Standard and accepted law enforcement recordkeeping, documentation, and reporting requirements, methods and procedures.
- Community policing philosophy and methodology. Automated safety dispatch and criminal records systems.

### **Ability to:**

- Learn the City and departmental organizational structure, ordinances, policies, and procedures.
- Learn the location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of diverse individuals and groups in a positive, persuasive, and effective manner.

- Identify potential problems/hazards, investigate and gather pertinent and relevant data, document conclusions and observations, and present recommendations and/or findings.
- Operate a variety of routine and special law enforcement equipment such as car radio, hand guns and other firearms, handcuffs, batons, tear gas, ammunition, chemical reagents, stroll-a-meter, and a variety of protective devices in a safe and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.
- Prioritize and schedule work load in a timely and effective manner for self and others.
- Establish and maintain a variety of documentation, records and logs.
- Prepare a variety of administrative documentation, forms, and reports.
- Provide courteous and positive community relations and neighborhood outreach. Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

#### **LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standard policy.
- Completion of a P.O.S.T. certified Basic Police Academy Program.
- Completion of a P.O.S.T. certified Field Training Program.
- Possession of valid American Red Cross Basic First Aid and CPR Certificates ..

#### **May require:**

- Completion of additional designated P.O.S.T. certification in specialized areas of law enforcement or crime prevention pertinent to special duty assignments.

#### **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

##### **Training**

- The successful completion of the twelfth grade to include the ability to read and write at a level required for successful job performance.

##### **Experience**

- At least one (1) year of patrol experience with a municipal or county law enforcement agency.

#### **TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with citizens, general public, victims, suspects, witnesses, supervisors, and fellow employees on a continuous basis. Employee is regularly required to lift and/or carry and/or move objects weighing up to 25 to 35 pounds and occasionally lift and/or move individuals weighing more than 165 pounds. Vision requirements for the performance of required duties include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Good vision is defined as 20/100 in each eye correctable to 20/30. Night

vision is also required. Employees are required to be able to detect a variety of odors such as drugs, alcohol, fumes, and hazardous materials spills.

**TYPICAL WORKING CONDITIONS**

Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, and in traffic. The majority of the employee's work time may be spent driving a patrol car. Employee works in a high stress environment and is exposed to hazardous, volatile, and dangerous situations in the performance of required duties. Ongoing exposure to these types of environments and situations may create a high demand on an employee's physical, mental and emotional well-being. Continuous contact with other staff, citizens, other agencies and businesses as well as the general public.