



Police Officer

Summary

Perform a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and provision of information and assistance to the public; perform special assignments in areas such as traffic patrol, K-9 program, and gang detail.

Class Characteristics

General supervision is provided by the Police Sergeant; responsibilities may include the indirect supervision of officers and/or support staff.

This is the working level class in law enforcement, performing all duties required to effectively respond to and resolve the normal scope of peace officer situations. Incumbents may be assigned to patrol, traffic, juvenile, crime prevention or other police-related functions. This class is distinguished from uniformed civilian police-related classes by the responsibility and authority associated with designation as a sworn peace officer under the laws of the state. It is further distinguished from the Police Sergeant class in that the latter is a first-line supervisor responsible for assigned officers and other support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Patrol assigned areas to ensure the security of life and property, observe situations, and deter crime by providing high visibility; respond to suspicious activities and answer emergency calls for service; enforce state, local, and federal laws and ordinances; issue verbal warnings and citations; pursue and apprehend suspects and request assistance as required.

Investigate criminal activity and incidents as the responding officer; coordinate crime scene control and investigation, including interviews and interrogations and identification of witnesses; oversee collection and preservation of physical evidence; restore order, protect life and property, and maintain the peace at public gatherings and in conflict situations.

Prepare and document cases, complete reports and records, and prepare and maintain other logs and records.

Investigate traffic accidents and provide traffic and crowd control as necessary.

Participate in special details and assignments, including K-9, traffic patrol, narcotics, investigation, and related activities; retrieve, identify, and return found property and/or evidence to owners; provide emergency aid and assistance to incapacitated persons and request additional response; provide information, directions, and other services and assistance to the public; testify

in court, as subpoenaed; respond to SWAT team call-outs; may act as hostage negotiator.

Direct, instruct, train, and supervise recruit officers in areas of traffic enforcement, radar operation, DUI enforcement, and basic traffic accident investigation.

Perform related duties as assigned.

Skills/Abilities:

Observe and accurately recall places, names, descriptive characteristics, and facts of incidents.

Remain calm and take appropriate action in tense situations.

Read, interpret, and apply complex laws, procedures, and policies.

Make rapid, sound independent judgments within legal and procedural guidelines.

Prepare clear and concise reports, records, and other written materials.

Understand and follow oral and written directions.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move weight up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The employee occasionally works with use of vehicle. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Basic law enforcement terminology and concepts.

Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.

Safety practices and precautions pertaining to the work.

Learn the principles, practices, procedures, laws and ordinances, terminology, and operation of equipment used in law enforcement and crime prevention and investigation.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school and completion of a recognized police academy.

Experience:

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Must possess a basic P.O.S.T. certification and maintain firearms qualification.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Non-exempt