

**City of San Rafael**  
**Job Class Specification**

## **Job Title: Police Officer**

### **SUMMARY:**

Performs 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; prepares cases and provides courtroom testimony; provides information and assistance to the public; performs special assignments in areas such as patrol, traffic, investigations and gang enforcement.

General supervision is provided by the Police Sergeant. Responsibilities may include the direct supervision of officers in training and/or the indirect supervision of other officers and/or support staff.

This is the entry and journey level classification in the law enforcement series and performs all duties required to effectively respond to and resolve the normal scope of peace officer situations. This classification 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 Corporal classification, which is assigned as a shift/unit supervisor in the absence or at the direction of the Police Sergeant.

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

*The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.*

- Patrols an assigned area in a radio car, on motorcycle or on foot to observe and report suspicious activities or hazardous conditions for the prevention and detection of crime; arrests law violators in accordance with applicable statutory and case laws.
- Answers routine and emergency calls for protection of life and property and the enforcement of City, County, State and Federal laws, codes and ordinances.
- Investigates crimes, accidents, deaths and disturbances; collects, preserves and presents evidence using scientific identification techniques; interviews, questions and/or takes statements from victims, witnesses and suspects and completes investigative reports.
- Directs traffic, including regulation of vehicle flow at emergency or congested places, stops drivers who are operating vehicles in violation of laws and issues citations or warnings as appropriate.
- Appears in court to present evidence and testimony in connection with criminal prosecution and/or civil cases; serves writs, warrants, subpoenas and other legal documents.
- Provides information and direction to the public; assists in developing community policing strategies; maintains effective public relations and makes public service appearances.
- Provides emergency first aid and/or assistance to injured or incapacitated persons and requests additional emergency medical services as necessary.
- Searches, guards, transports and assists in the booking and custodial care of prisoners.
- Handles missing person cases; takes custody of runaway or delinquent juveniles; investigates child welfare cases involving potential mental, physical or sexual abuse.
- Assists with emergency or planned events, including natural disasters, fires, parades, and crowd control; participates in special details and assignments.
- Directs, instructs, and supervises officers in training; conducts in-service and/or briefing training.

**KNOWLEDGE OF:**

- Modern police methods and procedures.
- Statutory and case laws and ordinances related to evidence, search and seizure.
- City and Department policies and procedures.
- Local geography, demographics and community concerns and/or issues.
- Community Oriented Policing and Problem-Solving.
- Information technology, personal computers and related software applications.

**ABILITY TO:**

- Think and act quickly in emergency situations.
- Understand and follow written and verbal directions.
- Interpret and explain laws, rules and regulations.
- Operate a variety of public safety equipment, including computers and related applications.
- Establish and maintain cooperative relationships with the public and fellow employees.

**LANGUAGE, MATHEMATICAL AND REASONING SKILLS:**

Ability to read and interpret documents. Ability to write reports and correspondence. Ability to speak to individuals and groups. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

**EDUCATION, *CERTIFICATION* AND EXPERIENCE:**

High school diploma or general education degree (GED). Possession of California P.O.S.T. Basic Certificate or completion of a California P.O.S.T. approved basic academy. No college and/or previous experience required. US citizen. At least age 21. Valid driver's license.

**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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move 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.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to video display and outdoors weather conditions and occasionally works evenings or weekends, frequently in environmental conditions. The noise level in the work environment is usually moderate.

Hazards: Hazards are substantial and there is a regular high and real risk of serious injury.

Job Title: Police Officer  
Department: Police  
FLSA Status: Nonexempt  
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