



CITY OF SANTA ANA
Essential functions
for
Police Recruit (Police Officer Recruit) & Police Officer
Academy Graduate & Lateral



The following is a comprehensive, although not all-inclusive, description of the functions, skills and abilities associated with the job of a police officer.

1. Ability to read and understand English language documents and legibly hand write accurate and grammatically correct reports.
2. Communicates effectively orally, in writing and by using the police radio.
3. Drives a vehicle safely under varied and sometimes difficult conditions, including emergencies.
4. Lifts, carries, drags, pulls and pushes objects and persons of varying weight and size; stands, walks and runs for extended times over various distances and conditions such as when pursuing a running suspect through yards and over fences and walls.
5. Ability to physically control individuals with the minimum and reasonable use of force as prescribed by law and departmental policy.
6. Writes extensive and complex reports which are used as a basis for potential prosecutions in court.
7. Observes and recognizes people, vehicles, activities, street signs and environmental conditions from a reasonable distance during day and night; distinguishes colors on traffic signals, clothing on suspects and victims, and other activities during which distinguishing specific colors is critical.
8. Does not pose a direct threat to the safety of the public, other officers or him/her self.
9. Exercises good judgment in dealing with routine and unusual situations.
10. Learns and comprehends factual information, policies, procedures and rules, and uses good judgment and discretion in applying same to changing conditions in similar and varied situations.
11. Maintains composure and takes appropriate action during emergency or tense situations.
12. Confronts problems and enforces laws professionally and within established guidelines.
13. Provides ethical leadership and upholds ethical standards by setting an example, and promotes the vision and goals of the organization in a focused and systematic manner.
14. Operates a variety of firearms, equipment and weapons in a safe and proficient manner in accordance with departmental standards.
15. Is able to recognize, refuses to participate in and does not tolerate unethical behavior in the performance of duties.
16. Is not subject to impeachment in court due to character, reputation, history of dishonesty or violation of law, including drug-related violations in the past.
17. Acts courteously toward others and takes directions from supervisors, while maintaining good working relationships with other members of the Department and City.
18. Accepts criticism and applies it to his or her performance.
19. Meets scheduled assignments on time and provides dependable service to the community.
20. Works extended and irregular hours when required, and uses all skills and abilities in his or her possession in performing the duties of the position, including the ability to speak and write a foreign language.

21. Works with the community and other City departments within the legal and moral standards of the community to address crime, reduce fear and improve police-community relations.
22. Participates in community policing efforts and problem-solving projects; conducts a thorough analysis of problems in assigned areas to identify root causes of crime and applies problem-solving principles.
23. Organizes or assists in the organization of community meetings aimed at solving specific problems or improving community living standards.
24. Recognizes visible signs of disorder which often lead to neighborhood deterioration and takes positive action to improve situations through coordination of actions with investigators and other officers, as well as community groups and individuals.
25. Administers first-aid and/or cardiopulmonary resuscitation to injured or ill persons in compliance with departmental training and standards.
26. Examines and controls crime scenes of all types; provides effective traffic control and management of traffic accident scenes; writes traffic accident reports and draws related diagrams.
27. Performs other duties as required.