

## POLICE OFFICER

**The Position:** Under general supervision of a Police Corporal, Sergeant, or Watch Commander, performs in an assigned area of responsibility, responds to calls, observes violations, and enforces public safety and traffic laws, regulations and ordinances; performs crime prevention and investigation work to protect life and property; discusses problems, complaints and violations with citizens, residents and visitors; testifies in court hearings; assists other officers and performs special detail work as needed; and does other work as assigned. Solves community related problems and prepares comprehensive written and dictated reports.

### Minimum Qualifications

Any combination demonstrating the ability to effectively and successfully perform the duties of the position is considered qualifying. A typical combination is as follows:

Education: Graduation from high school or equivalent, supplemented by completion of a police academy and training program is required. **Proof must be attached for Academy Graduate applicants.** College course work in criminal justice, administration of justice or a related field is desired.

Experience:

**Lateral:** Successful completion of a probationary period with another law enforcement agency and possession of a current California P.O.S.T. Basic certificate is required. Out of state applicants must possess a California Basic P.O.S.T. waiver.

**Academy Graduate:** Some experience or on-the-job training involving public contact work or the enforcement of public safety rules and policies is desired.

License/Certificate Requirements: Must obtain a valid Class C California driver's license and provide evidence of an acceptable driving record.

Additional Requirements: Ability to successfully pass a background security investigation, polygraph examination, and successfully pass a pre-employment physical examination and psychological screening as a condition of employment. Any candidates selected for hire must be at least 21 years of age or older at the time of hire.

### Examples of Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responds quickly and correctly in emergency situations and makes field decisions in accordance with departmental policies and procedures in any given law enforcement assignment.
- Patrols assigned district by automobile, motorcycle/bicycle, ATV, or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.

- Responds to radio communications, computer prompts or citizen requests and investigates reported disorders, observed violations, and related incidents.
- Notes and reports traffic problems, abandoned or damaged vehicles, and other safety hazards.
- Issues verbal warnings or written citations for parking, moving, and municipal violations.
- Investigates traffic accidents and directs and controls the flow of traffic at the scene of accidents, signal failures, special events, natural and unnatural catastrophes in adverse weather conditions.
- Investigates and prepares reports on complaints, accidents, offenses and damages to property; interviews witnesses and suspects.
- Restores order and maintains peace at public gatherings or in conflict situations.
- Collects and preserves physical evidence in accordance with department policy and laws.
- Observes and reports conditions conducive to crime activity.
- Provides information and assistance to the public in a respectful manner.
- Pursues and apprehends suspects.
- Makes arrests and advises suspects of rights.
- Prepares crime and arrest reports and documents other situations such as traffic accidents and civil disputes.
- Appears in Court to testify regarding arrests or other law enforcement activity and case evidence and civil cases.
- Searches and transports prisoners.
- Completes booking (e.g., digital camera, fingerprinting).
- Administers emergency first aid to injured or incapacitated persons until medical personnel are present.
- Participates in classroom and field training exercises.
- Treats Citizens, suspects and fellow employees with respect.
- May be recalled to duty to respond to emergency situations.
- May perform the duties of Acting Police Sergeant or Field Training Officer as directed.
- May perform other duties as assigned.

### **Supplemental Information**

#### Knowledge of:

- Laws from the California Penal Code, Business and Professions Code, Health & Safety Code
- State motor vehicle codes, traffic safety regulations and municipal ordinances
- Police science principles
- Police department policies, practices and procedures
- Theories of human behavior
- Federal and state laws, statutes, local ordinances and Court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights
- First aid techniques
- Safety rules and procedures
- Criminal investigation, crime prevention principles and techniques
- Self defense methods and physical restraint techniques
- Radio codes and communications procedures

- Disease control methods and techniques
- Community related problem-solving techniques

Ability to:

- Operate a police motor vehicle skillfully and safely
- Use firearms and other weapons
- Read and interpret State Motor Vehicle Codes and traffic safety laws and local ordinances
- Accurately recall the circumstances under which criminal, civil or traffic violations occurred for testimony purposes
- Obtain knowledge of City geography, street layouts and traffic and crime patterns
- Read and interpret maps to determine locations of calls
- Work effectively in team response situations
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations
- Communicate clearly and concisely in conveying commands
- Operate two-way radio following proper communications procedures
- Maintain alertness and concentration in emergency situations
- Accurately recall names, faces and details regarding crime incidents
- Follow proper safety rules and procedures
- Work under variable weather conditions
- Properly use tools to gain access to buildings
- Communicate and work cooperatively with co-workers, supervision, and public and private representatives
- Relate effectively with persons from diverse social, ethnic, political, racial and ethnic backgrounds and age groups
- Understand and carry out oral or written commands and instructions
- Complete clear and accurate police reports and work activity records
- May operate an audio or video recorder during field enforcement work
- Operate computers
- Operate and make independent decisions without direct supervision
- Make decisions without undue delay in emergency situations
- Thoroughly investigate field assignments as reflected in complete reports