



POLICE OFFICER

DEFINITION

Under the direction of an assigned supervisor, perform law enforcement and related services to safeguard the lives, property, and constitutional rights of citizens in the City; patrol assigned areas, respond to crime and accident scenes, emergency situations, and requests for assistance; detect, apprehend, and arrest violators of the law; enforce State, Federal, and Local laws; enforce City and County ordinances; and perform a variety of specialized duties, as assigned.

DISTINGUISHING CHARACTERISTICS

The classification of Police Officer performs the duties of patrol, investigation, transportation and task force assignments under general supervision. General supervision is provided by a Police Sergeant or other assigned supervisor.

ESSENTIAL JOB FUNCTIONS

- ▶ A Police Officer becomes involved in a variety of activities while responding to public requests for service and crime prevention, detection, and apprehension.
- ▶ Prepares and files police reports of crimes and other incidents.
- ▶ Is assigned geographical areas in police cars equipped with special equipment for the purpose of controlling traffic, preventing crimes and disturbances of the peace, and for the arrest of persons who violate criminal statutes.
- ▶ Notes suspicious persons and reports activities to their superior officers.
- ▶ Report hazards and disburses unruly crowds at gatherings.
- ▶ Renders First Aid and CPR at accidents and investigates the cause and results of accidents.
- ▶ Directs traffic around accidents, fires, and other disruptions.
- ▶ Inspects public establishments requiring licenses to ensure compliance with local ordinance and federal rules and regulations.
- ▶ Warns, cites, or arrests persons violating local ordinance and state law.

QUALIFICATIONS

Knowledge of:

- Department organization, policies, and directives, after instruction.
- Principals, practices, and procedures used in law enforcement.
- Federal, state, county, and city laws and ordinances.
- Recent legislation and court decisions affecting law enforcement.

- Rules of evidence and laws of arrest.
- Interviewing and interrogation techniques.
- Geography of the city, county, and specific areas of assignment.
- Traffic accident investigation procedures and techniques.
- Traffic and crowd control techniques.
- Crime scene preservation and investigation methods and techniques.
- Proper care and use of police weapons.
- Record keeping techniques.

Ability to:

- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Communicate clearly and concisely both orally and in writing.
- Correctly use grammar, spelling, punctuation, and vocabulary as it pertains to the English language.
- Use interpersonal skills using tact, patience, and courtesy.
- Observe, record, and recall accurately information, direction, or complaints given to or received from supervisors, citizens, or suspects, even after long periods of time.
- Use and care for safety equipment and departmental equipment, including office business machines and computers.
- Administer First Aid and CPR.
- Work irregular hours.

Education/Experience:

- At date of application filing, must be a high school graduate or possess a GED equivalent.
- At date of appointment, must possess a valid California P.O.S.T. approved Police Basic Academy Completion Certificate.
- At date of appointment, must possess a valid California Drivers License, current First Aid card, and current CPR card.

WORKING CONDITIONS

Work in an emergency peace control environment; work in intense life-threatening conditions; work in inclement weather conditions; exposure to dangerous persons, firearms, bodily fluids, and noise; running, walking, crawling, climbing, stooping, lifting and sitting for long periods of time.

PHYSICAL REQUIREMENTS

Must be found to be free from any physical, emotional, or mental condition which might affect the exercise of the powers of a peace officer, or adversely affect the ability of the officer to perform essential job functions. Physical condition shall be evaluated by a licensed physician and the emotional and mental condition shall be evaluated by a licensed psychologist. The medical examination which includes the psychological examination will only be given after all other testing for the position has been successfully completed and a conditional offer of employment has been given to the applicant.