



Police Officer

Department/Division:	Police/Field Services
Reports To:	Police Sergeant
Provides Direction To:	Not applicable
Exemption Status:	Non-exempt
Date Prepared:	January 16, 2007

GENERAL PURPOSE

Under general supervision, the Police Officer patrols an assigned area, enforces public safety laws, codes, and regulations and maintains order, prevents, detects and investigates crime, and carries out special assignments in the protection of life and property; and performs other related duties as assigned.

CLASS CHARACTERISTICS

The Police Officer is distinguished from the Police Sergeant, which serves as a first-line supervisor, and has responsibility for the development, coordination, and evaluation of sworn personnel that are part of a work shift or section. Police Officers may be assigned to special assignments, such as motors, traffic, K-9, detective, SWAT, field training officer, jail, bike team, VIP handling, reserves, and similar details.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Enforces federal, State, County and City laws, regulations, and ordinances related to public safety and law enforcement.
2. Patrols an assigned area of the City, in a patrol vehicle or on foot in order to detect and prevent crime and maintain law and order; may operate a motorcycle or bicycle as part of special assignment detail.
3. Prepares citations, arrest reports, crime reports, daily observation reports, vehicular incident and pursuit forms, injury reports, collision reports, and impounded property reports.
4. Responds to radio messages, and citizen requests for protection of life and property and public assistance, and appears at crime and scenes of disorder and determines proper course of action; investigates suspicious vehicles or persons; observes situations related to stolen cars, traffic violations and proper flow of traffic.

ESSENTIAL FUNCTIONS (continued)

5. Gives verbal warnings and issues citations; inspects premises at night and on other shifts; assists in the investigation of crimes; conducts preliminary investigations of disturbances, burglaries, thefts, armed robberies, vehicle accidents, deaths or other types of incidents involving possible violation of public safety laws and codes.
6. Questions suspects, interviews victims and witnesses; books property and evidence; performs basic crime scene investigation; testifies in Court regarding facts, circumstances, and violations; completes field and follow-up investigations.
7. Takes written statements; examines conditions of accident scenes; clears scene of obstructions and damaged vehicles; notes and reports traffic hazards; provides first aid for injured persons or requests medical attention in accordance with departmental procedures.
8. Reports abandoned or damaged vehicles; inspects establishments providing alcoholic beverages and entertainment, and other public gatherings and assures that proper licenses and permits are in effect.
9. Intervenes in private or public disputes to protect the public and maintain order; monitors status of parolees and individuals on probation status, including Court orders.
10. Develops and maintains positive relations with citizens, business owners, and other members of the community.
11. Participates in police briefings, exercises, training courses, and programs.
12. Receives, searches, books, fingerprints, and takes custody of prisoners; guards and transports prisoners; provides meals and completes daily records.
13. When assigned to Reserves detail, tracks and coordinates the scheduling and training of Reserve Police Officers.
14. When assigned to Traffic detail, also enforces specialized Traffic and Motor Vehicle Codes and prepares traffic and collision reports and investigation records, sets up DUI monitoring; coordinates work with Department of Motor Vehicles and Courts; attends meetings, prepares logs, and makes presentations.
15. When assigned to Field Training Officer detail; also organizes, coordinates and provides officer training in the field related to proper law enforcement surveillance, handling of traffic stops, preparation of departmental reports, and related tasks; completes training records and employee progress reports at regular intervals.
16. Receives, searches, books, fingerprints, and takes custody of prisoners; guards and transports prisoners; provides meals and completes daily records.

ESSENTIAL FUNCTIONS (continued)

17. When assigned to K-9 detail, also assists in searches of suspects and properties; trains animals and conducts exercises in proper pursuit and control methods; feeds and maintains animals in accordance with health and safety standards, and prepares related activity records.
18. When assigned to Detective detail, also conducts crime scene investigations and pursues cases involving the collection of additional evidence, identification and interviewing of victims and suspects, and prosecution of cases within the Court system; conducts covert patrol; writes and executes search warrants; coordinates property and evidence collection with police support staff; testifies in cases.
19. When assigned to SWAT detail, also responds to emergency calls involving hostages, barricaded suspects, suicide threats, bomb threats, deadly use of force, high risk search and arrest warrant service, and related incidents involving public safety.
20. When assigned to Gang detail, also monitors and investigates associations of individuals who belong to known gangs; determines means of gaining access and information from informants related to actual or planned crimes; testifies in cases.
21. When assigned to School Resource detail, also visits public schools, prepares and makes educational presentations, maintains communications with school officials, works with District staff on attendance and truancy issues, and counsels students related to lawful conduct and community standards and expectations.
22. Provides escorts or guard services for parades, various public activities, or meetings.

QUALIFICATIONS GUIDELINES

Knowledge of:

Police science principles, practices and professional standards; Federal Constitution rights governing search and seizure and Miranda applications; State laws, Penal Codes, Traffic Codes, and Civil Codes, statutes, Court decisions, and case law; local codes and ordinances, departmental policies and practices, and rules governing criminal evidence, criminal acts, arrest and custody of prisoners or contraband; criminal investigation methods, identification methods; crime prevention principles, use of police records, and law enforcement practices; self-defense methods and physical restraint techniques; radio codes, transmission procedures and communication techniques; principles of human behavior; professional standards; contemporary patrol, traffic enforcement, criminal investigation, and related police services, including specialty assignments; communicable disease control methods and techniques; proper care and maintenance of property and equipment.

Ability to:

Skill in the operation of police motor vehicles, radio communications equipment, computer hardware, and firearms and weapons; interpret and apply state public safety laws, codes, and local ordinances; prepare and present clear, accurate and concise police reports and statistical records; analyze solutions to law enforcement problems; convey clear instructions or execute commands; establish and maintain effective relationships with other divisions, police management, City departments, public and private agencies, community groups and the general public; communicate effectively with others, orally or in writing; accurately recall circumstances regarding traffic incidents or crime reports; exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations; think logically and maintain alertness in emergency situations; relate effectively with persons from diverse social, ethnic, political and racial backgrounds and age groups.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent and successful completion of the police academy. Completion of BASIC Peace Officer Standards and Training Commission (POST) certificate. For specialty assignments, completion of all required training and certification related to the special position assignment.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Vision: No more than 20/100 uncorrected and 20/30 corrected and freedom from uncorrectable color blindness. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and the ability to adjust focus.

Age: Must be 21 years of age or older at time of appointment.

Citizenship: Must be a citizen of the United States OR permanent resident alien who is eligible for and has already applied for citizenship.

Psychological: Applicants may undergo a psychological assessment by a qualified professional to determine their suitability for the position.

Polygraph Examination: Applicants will be administered an Integrity test, and a polygraph examination.

Background Investigation: Applicants will undergo a complete, comprehensive, P.O.S.T. approved Background Investigation.

Character: Applicants must be of good character and reputation. Applicants will be fingerprinted and records checked in both State and Federal Bureaus. Applicants must not have a record of conviction of a serious offense, or numerous convictions of minor offenses. Credit rating, if established, must be satisfactory.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is expected to climb or scale walls, ladders, or steps, carry police safety gear; stoop, bend, kneel, crouch, squat or crawl, as well as walk, sit, and run. Sensory demands include talking, hearing, and using smell. These positions must be able to pull and carry persons in emergency situations, administer first aid, and fight in self-defense. Employees are expected to grasp and carry power and hand tools, and lift, carry, and move persons, equipment, and push, pull or drag objects weighing up to 100 pounds or more.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; remain calm and use effective judgment in dangerous situations; and interact with citizens, business representatives, City staff, other organizations, police safety personnel, school representatives, and the public, with interfaces influenced by the position assignment.

WORK ENVIRONMENT

The employee frequently works in outside weather conditions, and in a patrol unit and may operate specialized equipment when assigned to patrol. The work involves exposure to extreme heat, smoke, dust, fumes, and inclement weather, as well as loud noises such as, but not limited to, sirens, alarms, and diesel engines.

These positions require the use of safety helmets, armored vest, earplugs, utility belts, and other specialized equipment as well as certification in protective and life saving equipment. These positions are subject to the threat of injury and life threatening hazards as part of police safety operations.