



Police Officer

Class Specification

Revised 9/23

Class ID: 662

Unit: NPA

Probation: 18 Months

FLSA: Non-Exempt

DEFINITION

Under general supervision, performs varied law enforcement duties to preserve public peace, protect life and property, prevent crime, and enforce laws and ordinances pertaining to public safety; provide public safety advice and assistance to the public; depending upon assignment, performs specialized administrative or investigative work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from a Police Sergeant or higher sworn management position. Exercises no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a sworn, non-supervisory law enforcement class which performs a variety of duties depending upon work assignments. While incumbents are typically assigned to a specific geographic area for patrol or traffic enforcement, incumbents may be rotated or assigned to specific duties depending upon departmental needs. Shift schedules and job assignments may change periodically to ensure the maximum delivery of effective police service. Work is performed in accordance with departmental rules and regulations; however, employees must be able to act without direct supervision and exercise independent judgment in meeting emergency situations. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series responsible for organizing, assigning, supervising, and reviewing the work of staff on an assigned shift.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Perform a variety of community policing duties to maintain a highly visible presence within the community to deter crime, maintain good community relations, and provide information and assistance to the public.

Make public presentations to schools, businesses, and community groups, and participate in community relations activities.

Patrol an assigned area by foot, bicycle, or vehicle to provide high visibility patrols for the prevention and detection of crime and the enforcement of laws, regulations, and ordinances.

Respond to messages or emergency calls for service and investigate reported disorders, disasters, crimes, offenses, accidents and damage to property to take appropriate action; resolve disputes; observe and report conditions conducive to crime; report abandoned or damaged vehicles; provide emergency first aid.

Issue warnings and citations to traffic law violators; make arrests and advise suspects of rights; prepare reports on arrests and impounded property; take fingerprints and photographs, and process evidence; assist in booking and jailing prisoners; search, process, and transport prisoners.

Prepare a variety of detailed and concise police reports and cases related to crimes, investigations, traffic accidents, and assigned activities; maintain records and logs related to daily activities; prepare

and serve search warrants, subpoenas, and other legal documents; prepare press releases related to criminal activity as assigned by the position.

Communicate with other law enforcement agencies, City staff, and various outside organizations to collect and exchange information, coordinate activities, resolve issues or concerns, and identify criminal offenses and recover stolen property.

Conduct special investigations and projects; collaborate with other law enforcement agencies in the investigation of various crimes as appropriate; assist the District Attorney staff in preparing, documenting, and developing cases and gathering information; testify in court as required.

Perform police duties during parades, processions, and sporting events; perform traffic and crowd control duties as needed.

Secure and inspect crime scenes; collect and preserve evidence; interview suspects, victims, and witnesses.

May handle, train and care for an assigned police dog; operate and maintain assigned and specialized equipment such as law enforcement vehicles or motorcycles, firearms and other City equipment; maintain a level of physical fitness to meet job requirements.

Attend and participate in various meetings and training sessions as assigned; serve in assigned special functions, activities and assignments as required.

Promote the City's commitment to excellence and quality customer service using community policing strategies.

When assigned to the Field Training Officer (FTO) function, provide field training to colleagues, evaluate training performance, and keep supervisory staff informed of training progress as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current principles and practices of law enforcement and criminal law.
- Current crime investigation and criminal identification techniques, police patrol duties and laws governing the arrest and custody of prisoners, search and seizure, and rules of evidence.
- Community-based policing strategies and other similar practices used to develop relationships with the community.
- Techniques for dealing with people of all socio-economic levels under hostile and emergency situations.
- First aid and CPR.

Skill or Ability to:

- Read, understand, explain, implement, and enforce technical material consisting of laws, policies, regulations, guidelines and orders concerning the protection of life, property, and the maintenance of law, order, and the peace.
- Analyze situations, maintain composure, and adopt a quick, effective, and reasonable course of action under emergency and stressful situations.
- Safely drive vehicles and/or motorcycles; safely use and care of firearms and police equipment.
- Perform physical tasks for extended periods of time required for the position.

- Prepare clear, concise, and accurate reports. Express ideas clearly and concisely both verbally and in writing.
- Understand and follow written and verbal instructions.
- Deal tactfully, but firmly, with offenders, suspects, and witnesses.
- Establish and maintain effective working relationships with employees, other enforcement agency representatives, and the general public.
- Communicate effectively with people from a variety of cultural and socio-economic backgrounds; establish and strengthen community and working relationships with those contacted in the course of work.
- Observe and accurately recall places, names, faces, descriptive characteristics, and details of incidents.
- Operate a computer and specialized software applications related to police department activities.
- Adhere to the California Peace Officer Standards and Training (P.O.S.T) Code of Ethics.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Education: Possession of a high school diploma or equivalent. Completion of equivalent to 60 semester credits at an accredited college or university is highly desirable.
- Experience: Academy Graduate - None required.
- Experience: Lateral - Currently employed as a full-time peace officer or within the last 36 months in a P.O.S.T participating law enforcement agency and has successfully passed probation.

License and Certificate and Special Requirements:

- Possession of a valid California driver license and a satisfactory driving record throughout employment.
- Academy Graduate - Currently enrolled as a police academy trainee or graduated from a P.O.S.T. approved Police Academy within the last 12 months and successful completion of the requirements for California Basic P.O.S.T approved academy certificate. Certification obtained within the past eighteen (18) months from date of application is desirable.
- Lateral – Possession of a P.O.S.T Basic Certificate.
- Current and valid Certification to hold office and be employed as a Peace Officer in California per Government Code §1029, 1031, 1031.4, and Commission Regulations §1950-1955.

Additionally, the California Government Code Sections 1029, 1031, and 1031.4 require that peace officers must be

- Free from any disqualifications for employment, including felony convictions (GC 1029).
- Legally authorized to work in the United States under federal law.
- At least 21 years of age for specified peace officers (GC 1031.4).
- Fingerprinted for purposes of search of local, state, and national fingerprint files to disclose any criminal record.
- Of good moral character, as determined by a thorough background investigation.

- A high school graduate, pass the General Education Development test or other high school equivalency test approved by CDE, or have attained a two-year, four-year, or advanced degree from an accredited or approved institution.
- Found to be free from any physical, emotional, or mental condition, including bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation, which might adversely affect the exercise of the powers of a peace officer.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required. Wear uniform or professional business attire required; comply with departmental grooming standards.