



## **CLASSIFICATION SPECIFICATION**

### **POLICE OFFICER**

#### **JOB SUMMARY:**

Under general supervision, the Police Officer performs law enforcement duties in an assigned area; protects public health, safety, and welfare in accordance with all applicable laws and ordinances; carries out special assignments as necessary; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Police Officer is responsible for the full scope of law enforcement duties and responsibilities. This class differs from a Police Sergeant due to the level experience required, complexity of work performed, and supervision of assigned activities.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Patrols assigned areas by car, foot, motorcycle, or bicycle; performs crime suppression and prevention activities; makes arrests and issues citations for violation of law and/or ordinances; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants, and witnesses; answers complaints including domestic disturbances, burglaries, theft, robberies, suspected homicides, other criminal incidents, and health code and local ordinance violations; performs surveillance activities; and conducts chemical, drug, and alcohol testing.
- Enforces traffic laws; conducts accident investigations; controls and directs traffic when necessary; performs crowd control, special event, or riot duties; assists in crime prevention activities; councils and educates the community; administers first aid in case of emergency; transports, books, and is responsible for the care and custody of detained persons.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer or in a variety of special assignments including motorcycle patrol, detective unit, K-9 program, or other areas.
- Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies effectively in court proceedings; provides information and referrals in non-criminal situations; and contacts and cooperates with other law enforcement agencies as warranted.
- Responds to questions, concerns, and requests for service from the public; provides information as appropriate; and resolves complaints.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Knowledge of police operations and standard procedures; applicable federal, state, and local laws, codes, and regulations; codes principles and practices of crime prevention and suppression; modern

law enforcement methods and procedures including patrol, crime prevention, traffic control, and investigation; and principles of law enforcement information systems.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; correctly interpret and explain applicable laws, codes, and regulations; and observe safety principles and work in a safe manner.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff and understand and follow oral and written directions as provided.

**Education and Experience:**

The following are the minimum qualifications necessary for entry into this classification:

- High school diploma or GED equivalent.
- Be at least 21 years old at time of appointment with no felony convictions.
- A citizen of the United States or a permanent resident alien who is eligible and has applied for citizenship attainable within three years of filing an application for employment.

**Licenses and Certifications:**

- Possession of a Basic Certificate from P.O.S.T. is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds or more; prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; get from one location to another in the course of doing business; near and far vision and the

ability to distinguish colors and acute hearing; drive motorized vehicles; and operate a variety of law enforcement equipment.

**WORK ENVIRONMENT:**

- Work is performed in a standard office setting and outside in sometimes tense, uncertain, and rapidly evolving circumstances. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** November 29, 2017