



June 2019
FLSA: Non-Exempt

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, traffic control, and the enforcement of Federal, State, and local laws and ordinances; employs community policing strategies to prevent juvenile crime and delinquency; assists in the preparation of cases and testifies in court; provides information and assistance to the public; depending on assignment, performs specialized administrative or investigative work; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a sworn journey-level law enforcement class that performs all assignments found in a municipal Police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to ensure the maximum delivery of effective police service. 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 TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle, or vehicle, and performing other related duties as required.
- Patrols the Town within an assigned area in a radio dispatched automobile to secure life and property, observes situations, reports suspicious, criminal activity, or hazardous conditions, and deters crime by providing high visibility.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuses situations, and enforces laws and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Detects, apprehends, arrests, and transports suspected or convicted criminals; enforces traffic laws; prepares and issues tickets for violations; investigates traffic accidents and determines causes; administers drug and alcohol testing as appropriate; arranges for additional emergency and patrol vehicles as necessary.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves

- evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Responds to a wide variety of calls from citizens in need of first aid, information, and general assistance; provides direction or information to individuals or groups for the purpose of preventing, subduing, or alleviating harmful, dangerous or illegal situations; performs traffic and crowd control duties as needed.
 - Prepares a variety of detailed and concise police reports related to crimes, investigations, traffic accidents, and assigned activities; maintains records and logs related to daily activities; prepares search warrants and press releases related to criminal activity as assigned by the position.
 - Serves as an informational resource to the public concerning law enforcement activities; responds to inquiries and provides detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies, and procedures.
 - Communicates with other law enforcement agencies, Town personnel, and various outside organizations to exchange information, coordinates activities, and resolves issues or concerns; collaborates with other law enforcement agencies in the investigation of various crimes as appropriate; assists the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
 - Serves writs, warrants, subpoenas, and other legal documents as necessary.
 - Operates and maintains a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray, breathalyzers, and sirens.
 - Assists in cases involving unfit homes and crimes committed against or by juveniles.
 - Provides first aid, cardiopulmonary resuscitation (CPR), and rescue services at crime scenes, accidents, and other emergency situations as needed.
 - Conducts investigations in specialized areas such as narcotics, missing persons, sexual abuse, mental health, and deaths as assigned.
 - Notifies the public of criminal and law enforcement situations and activities as needed; checks on the health and welfare of citizens as requested.
 - Attends and participates in various meetings and training sessions as assigned; serves in assigned special functions and activities as required.
 - Promotes the Town's commitment to excellence and quality customer service by employing community policing strategies.
 - When assigned to the Field Training Officer (FTO) function, provides field training to colleagues, evaluates training performance, and keeps supervisory staff abreast of training progress as necessary.
 - Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transportation of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to assigned area of responsibility.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- First aid and CPR.
- Operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Principles and techniques of report writing.
- Techniques for providing a high level of customer service by effectively dealing with the public,

- vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Observe and document accurately; recall faces, names, descriptive characteristics, and facts of incidents and places.
- Prepare clear, accurate and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Make sound, independent decisions in emergency situations.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Speak effectively before groups.
- Understand, interpret, apply and explain all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from the twelfth (12th) grade and one (1) year of experience in law enforcement.

Equivalent to an associate degree in public administration, criminal justice, police science or a related field is desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a valid Police Officer Standards and Training (P.O.S.T.) Academy Graduate Basic certificate.
- Possession of a valid CPR certificate is required within six (6) months of appointment.

- Possession and maintenance of firearms qualification.

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. Must possess ability in rare cases to exert “heavy force” (up to 100 pounds) or “very heavy force” (more than 100 pounds) if a crime/accident suspect/victim or inmate is incapable of walking and needs to be moved.

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.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.