

## POLICE OFFICER

### DEFINITION

Performs a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property; performs directly related work as required.

### DISTINGUISHING CHARACTERISTICS

The principle function of a police officer is to perform a variety of law enforcement duties in the enforcement of Federal, State, and local laws and ordinances to ensure the preservation of public peace, prevention of crimes, protection of life and property. The work is performed under the supervision and direction of a higher level supervisory and management personnel, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires the police officer to establish and maintain effective working relationships with all others contacted in the course of work. The principle duties of the officer are performed in a variety of emergency and non-emergency situations which may involve exposure to potential danger.

### EXAMPLES OF DUTIES (Illustrative Only)

- Performs a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property.
- Patrols designated areas of the City, monitors activity to identify violations of applicable law, and takes appropriate actions to deal with the situation, including issuing warnings or citations, or charging suspects and making arrests as necessary.
- Operates a patrol vehicle at high rates of speed while exercising good judgment and quick reflexes to ensure for the officer's personal safety and the safety of other motorists and the general public.
- Provides information and assistance to motorists, pedestrians, and the general public as it relates to law enforcement functions.
- Assists motorists with inoperable vehicles and arranges for the immediate removal of stranded vehicles to ensure public safety.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Responds to emergency calls, complaints, and requests for assistance from the public, and investigates reports of alleged criminal acts and/or legal infractions, including making contact with various persons, determining if a crime has been committed, identifying involved parties, and taking the necessary and prudent action to ensure an expedient resolution or conclusion to the incident.
- Performs a variety of written and oral communication duties in the process of interacting with the public and other law enforcement personnel, including preparing complete and accurate reports of crimes, arrests, and accidents for criminal prosecution purposes and departmental uses, communicating with the public, prosecutors, attorneys, judges, and court officials in person, on the telephone, or in writing, and appearing and testifying in court proceedings as necessary.
- Performs investigations of criminal activities, crime scenes and traffic accidents, including interviewing victims, suspects and witnesses, photographing crime scenes, collecting and logging evidence, and identifying and interrogating suspects, and apprehending and arresting offenders as warranted.
- Investigates felony and misdemeanor crimes and traffic accidents and makes arrests as warranted, including interviewing victims and witnesses, and collecting and preserving evidence.
- 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 an identifiable source for assisting the public, including speaking before various civic and community groups, patrolling assigned divisions on foot, bicycle, or vehicle, and performing other related duties as required.
- Performs a variety of law enforcement duties to ensure the security and protection of private property, including making residential and business security checks, and responding to burglar alarms, armed robberies, and other reports of property violations.
- Protects and secures accident, disaster, and crime scenes to ensure the preservation of evidence for investigation and protection of persons and property.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Communicates with the public formally or informally at crime scenes, traffic stops, residences, and a variety of public locations, and provides general information on laws and ordinances, crime prevention, neighborhood watches, community meetings, and mediation services.
- Stays abreast of new trends and innovations in the field of law enforcement.
- Oversees the use and care of equipment as required.
- Confers with school administrators to identify and discuss criminal and other public safety issues, interpreting Juvenile, Municipal, State, and Federal laws to school officials and parents, and advising and referring juveniles to appropriate community resources as requested or as necessary.
- Conducts comprehensive investigations into felony and high level crimes as assigned, including conducting surveillance activities, coordinating and maintaining activities at crime scenes, developing and implementing strategies for investigating and solving crimes, collecting and processing evidence, and preparing complete and accurate reports for department use and prosecution purposes in accordance with prescribed policies and procedures.
- Prepares and serves warrants within the department and with outside agencies, and remains current on laws and procedures pertinent to processing warrants.
- Provides emergency medical attention to the public when responding to calls for assistance, and requests appropriate medical assistance as necessary.
- Evaluates and determines the use of lethal force using the greatest level of discretion.
- Maintains security and possession of a firearm and related equipment at all times.
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures to ensure an expedient and satisfactory resolution.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Responds to questions and comments from the public in a courteous and timely manner.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

- Substantial knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
- Substantial knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Substantial knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.
- Substantial knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
- Substantial knowledge of offensive and defensive weapons nomenclature and theory.
- Substantial knowledge of appropriate self defense tactics.
- Substantial knowledge of effective and appropriate interviewing and interrogation techniques.
- Substantial knowledge of first aid and CPR procedures.
- Substantial knowledge of the safe and appropriate use of firearms and other related police equipment.
- Substantial knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.

Skill in:

Effectively interpreting and applying laws, regulations, policies, and procedures.  
Meeting required first aid standards as prescribed by the State of California, and effectively administering appropriate first aid as necessary.  
Demonstrating skill and efficiency in firearms use.  
Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.  
Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.  
Establishing and maintaining effective working relationships with other employees, officials, and the general public from a variety of racial, ethnic, and economic backgrounds.  
Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.  
Presenting evidence in court in an effective and professional manner.  
Working flexible hours and shifts as assigned.  
Prioritizing work and working independently using good judgment in decision-making.  
Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.  
Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.  
Safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.  
Effectively observing and accurately recalling names, faces, numbers, incidents, and places.  
Meeting physical requirements established by Department.  
Communicating effectively with others, both orally and in writing, using both technical and non-technical language.  
Understanding and following oral and/or written policies, procedures, and instructions.  
Preparing and presenting accurate and reliable reports containing findings and recommendations.

Operating or quickly learning to operate a personal computer using standard or customized software applications appropriate to assigned tasks.  
Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.  
Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.  
Willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.  
Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

Valid Class C California State Driver's License.  
High School Diploma or GED.  
Graduate of a California P.O.S.T. approved academy.  
Laterals must have a P.O.S.T. Basic Certificate.  
In good standing with P.O.S.T. perishable skills training.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED.
- One to three years experience working with public.