



Job Description

Title: Police Officer	FLSA Status: Non-Exempt	Created:
Supervisor: Police Sergeant	Supervises: N/A	Revised:
Job Family: Police Services	Bargaining Unit: Police Services	Approved:

JOB SUMMARY:

Under the direction of a Police Sergeant, perform a variety of law enforcement activities including patrol functions, traffic regulation and the enforcement of City, State and federal laws, codes, ordinances and regulations; respond to and investigate crimes, accidents, emergency situations and other disturbances and requests for assistance; identify, apprehend and arrest criminals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of law enforcement activities including patrol functions, traffic regulation and the enforcement of City, State and federal laws, codes, ordinances and regulations; provide a variety of services to safeguard the lives, property and constitutional rights of City citizens and visitors; respond to citizen complaints.
- Patrol the City’s streets, parks and commercial and residential areas; identify traffic violations and suspicious or criminal activities including misdemeanors and felonies; respond to emergency situations and observed or reported harmful or illegal conditions and activities by conducting investigations or taking appropriate action; conduct follow-up investigations as required.
- Detect, apprehend, arrest and transport suspected or convicted criminals; enforce traffic laws; prepare and issue tickets for violations; investigate traffic accidents and determine causes; administer drug and alcohol testing as appropriate; arrange for additional emergency and patrol vehicles as necessary.
- Inspect crime scenes to identify and collect potential and actual evidence; observe, interview and interrogate victims, witnesses and suspects; search suspects for drugs, weapons and other illegal articles; conduct surveillance as required; present evidence and testify in court as requested.
- Respond to a wide variety of calls from citizens in need of first aid, information and general assistance; provide direction or information to individuals or groups for the purpose of preventing, subduing or alleviating harmful, dangerous or illegal situations.
- Prepare a variety of detailed and concise police reports related to crimes, investigations, traffic accidents and assigned activities; maintain records and logs related to daily activities; prepare search warrants and press releases related to criminal activity as assigned by the position.
- Serve as an informational resource to the public concerning law enforcement activities; respond to inquiries and provide detailed and technical information concerning related services, crimes, laws, ordinances, codes, regulations, policies and procedures; provide traffic control at traffic accident scenes, congested areas, schools, and special events.
- Communicate with other law enforcement agencies, City personnel and various outside organizations to exchange information, coordinate activities and resolve issues or concerns; collaborate with other law enforcement agencies in the investigation of various crimes as appropriate.
- Operate and maintain a variety of specialized equipment such as law enforcement vehicles, firearms, handcuffs, leg restraints, batons, flashlights, radars, two-way radios, pepper spray and sirens.
- Provide first aid, CPR and rescue services at crime scenes, accidents and other emergency situations as needed.
- Notify the public of criminal and law enforcement situations and activities as needed; check houses for vacationing citizens as requested; check on the health and welfare of citizens as requested.
- Attend and participate in various meetings and training sessions as assigned; participate in explorer or other assigned special functions and activities as required.
- Monitor hunting activities to ensure hunters possess appropriate licenses as assigned.
- Tow vehicles in response to parking violations as appropriate; assist the public with locked cars as needed.
- Drive a vehicle to conduct work.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices, procedures and techniques used in law enforcement.
- City, County, State and federal laws, codes, ordinances and regulations.
- Rules of evidence and laws of arrest.
- Interviewing and interrogation techniques.
- Crime scene investigation, evidence collection and preservation practices, procedures and techniques.
- Operation of a variety of specialized law enforcement vehicles and equipment.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Legal and defensive driving practices.
- First aid and CPR procedures.

Ability to:

- Perform a variety of law enforcement activities including patrol functions and traffic regulation.
- Interpret, apply and enforce City, State and federal laws, codes, ordinances and regulations.
- Respond to crime and emergency scenes and take immediate and appropriate action.
- Detect, apprehend and arrest suspects.
- Investigate crimes and inspect crime scenes to identify and collect potential and actual evidence.
- Maintain current knowledge of the law and modern law enforcement techniques.
- Learn geography of the City and specific areas of assignment.
- Operate a variety of specialized law enforcement vehicles and equipment.
- Analyze situations accurately and adopt an effective course of action.
- Observe health and safety regulations.
- Maintain records and prepare clear and concise reports.
- Administer first aid and CPR as necessary.
- Work independently with little direction.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others

Education and Experience:

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

- Graduation from high school or equivalent GED.
- Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Licenses, Certifications and other Requirements:

- Valid Basic P.O.S.T. certification.
- Valid California Class C driver's license.
- Valid First Aid and CPR certification.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Evening or variable hours, and emergency call-out.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate various law enforcement equipment.
- Hearing and speaking to exchange information.
- Climbing stairs, ladders and over obstacles.
- Reaching overhead, above the shoulders and horizontally.
- Walking and running over rough or uneven surfaces.
- Seeing to patrol and read a variety of materials.
- Sitting or standing or standing for extended periods of time.
- Bending at the waist, stooping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects or individuals as assigned by the position.
- Physical agility and stamina.

Hazards:

- Exposure to possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.
- Driving a vehicle during adverse weather conditions.
- Hazardous chemicals.
- Communicable diseases.
- Traffic hazards.
- Explosives and guns.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.