

# **POLICE OFFICER**

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## **DEFINITION**

Under general supervision, patrols an assigned area in the prevention of crime and the enforcement of law and order; carries out special assignments in field and staff work; performs related duties as required.

## **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.*

1. Patrols an assigned shift and area to observe violations of law, responds to radio dispatch for police service.
2. Makes traffic stops and detains suspicious persons; issues citations; makes arrests; appears in court and gives testimony as arresting officer; transports prisoners.
3. Assists in the investigation of traffic accidents and crimes; secures crime scene; interviews witnesses, victims and suspects; identifies, collects and preserves evidence.
4. Assists the public; may provide medical assistance or stabilize situation pending arrival of medical professionals; answer questions; directs traffic; maintains knowledge of and refers those in need to public service agencies.
5. Conducts building and field searches; checks doors or windows for building security.
6. May participate in or be assigned to crime prevention, community relations, investigations, or school resource type programs, communications or records; may serve as desk officer; may perform courier services in the delivery of materials, supplies, or equipment.
7. Writes reports and field notes; may participate in departmental studies; participates in staff development; attends briefings and training sessions; maintains patrol vehicle, firearms and other equipment.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Entry Level: Successful completion of a POST Certified Basic Academy.

Lateral Level: Successful completion of a POST Certified Basic Academy and minimum of one year employment as a full-time Law Enforcement Officer.

Or any combination of training and experience that provides the desired knowledge and abilities.

**Knowledge of:**

Current civil and criminal laws; principles of civil rights and scope of law enforcement officer authority; procedures for processing and preserving crime scenes and evidence; interview and interrogation techniques; techniques to control situations and/or people; procedures for searching detainees; what constitutes contraband; techniques for control of detainees; where contraband is typically hidden; current statutes; department policies and procedures; legal terminology used in law enforcement; first aid techniques and procedures of personal safety; defense and restraint tactics; procedure for initial response to hazardous materials incident; local geography and referral agencies; court procedures.

**Skill in:**

Physical agility and demonstrated competency in the use of firearms

**Ability to:**

Read, understand, apply, and interpret laws, regulations, department policies, rules and procedures; think and act appropriately in emergency situations; identify problems and determine solutions; communicate effectively with individuals in a variety of emotional states, from a variety of different backgrounds and with different educational and mental capacities; control situations involving irate and emotionally distraught persons; rapidly shift among communication styles; make clear and concise radio transmissions; observe and recall names, times and detail of incidents; understand and follow verbal and written directions; write clear, concise and accurate reports; use and care for small firearms and other equipment; work independently and demonstrate initiative; communicate effectively both verbally and in writing and by any form of communication device; maintain confidentiality; perform basic mathematics; establish and maintain cooperative working relationships; establish and maintain effective working relationships with superiors, peers, subordinates and the general public; operate a computer terminal; maintain range qualifications and other law enforcement skills.

**Special Requirements**

Possession of or ability to obtain a valid California Driver's License for all vehicles assigned.

At least 18 years of age.

Candidates other than promotional applicants must pass a police background investigation.

Incumbent must possess or be able to obtain the POST Basic Certificate within eighteen (18) months of hire.

**Physical Demands**

Strength, stamina, coordination and balance to stand and walk for long periods, bend and reach to conduct inspections, climb up and down ladders, run in pursuit of detainees, physically restrain uncooperative and violent individuals, drive vehicles in high speed pursuit, carry equipment and supplies; remain alert in a confined space on all shifts; vision to see details in low light; coordination, vision and strength for use of firearms; occasional lifting of objects weighing up to 50 lbs.; strength to move the weight of an adult human body.

**WORKING CONDITIONS**

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Shift work with periodic change in shift; work in confined spaces; stress of working with detainees, persons under the influence of alcohol and drugs, emotional individuals, and resistive and combative persons; stress of exposure to personally dangerous individuals and circumstances including dead, injured and sick individual; exposure to individuals with communicable diseases; exposure to hazardous materials.

Date Adopted: August 6, 1996