

## **POLICE OFFICER**

### **Definition**

Under general supervision of a Police Sergeant, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

### **Class Characteristics**

This sworn law enforcement class performs all non-supervisory 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 are included due to the size and organization of the department. Successful performance of the work requires a team-oriented individual who takes pride in serving the community, is flexible and a problem-solver, and is highly motivated and able to motivate others. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

### **Examples of Duties** (Illustrative Only)

- Patrols the Town in an assigned area in a radio dispatched automobile to secure life and property, observe situations and deter crime by providing high visibility.
- Responds to emergency calls for service, alarms, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities and other incidents to protect public safety and property, resolve problems, diffuse situations and enforce 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, such as lockouts or marking abandoned vehicles.
- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; provides direction and traffic control in accident or incident situations, special events or other congested situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and transports them for medical clearances and booking at a County facility as required.
- Secures crime scenes and evidence; interviews suspects, victims and witnesses; collects and preserves evidence; performs follow-up investigations and/or cooperates with other law enforcement agencies providing investigating and case development support.
- Assists the Town Attorney and the District Attorney staff in preparing, documenting and developing cases and gathering information; testifies in court as required.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Performs and coordinates specific program or project areas, such as:

- .... K-9 officer;
- .... School Resource officer,
- .... Range master and firearms training;
- .... Equipment and vehicle acquisition and maintenance;
- .... Crime prevention; and/or
- .... Field Training officer.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- When on patrol, surveys the Town for maintenance or safety problems and reports this need to Town staff.

### **Qualifications**

#### **Knowledge of:**

- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

#### **Skill in:**

- Observing accurately recalling faces, names, descriptive characteristics, facts of incidents and places.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Preparing clear, accurate and grammatically correct reports, records and other written materials.
- Making sound, independent decisions in emergency situations.
- Operating the equipment and vehicles of the department in a safe and responsible manner.
- Coordinating and carrying out special assignments.
- Understanding and carrying out oral and written directions.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from high school and completion of an accredited police academy. Two years of college level course work in criminal justice and/or a related field and/or volunteer law enforcement experience is desirable.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

**Working Conditions:**

Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to difficult circumstances, including exposure to hazardous materials and all weather conditions.

**Physical Demands:**

Must meet and maintain P.O.S.T. physical and psychological and medical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects, lift and move individuals or objects weighing to 150 pounds; ability to work in a standard office setting and to operate a motor vehicle; vision to maintain firearms qualification, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person and before groups in person and over the telephone and radio.