

## **POLICE OFFICER**

### DEFINITION

To promote community order and protect life and property through the preservation of public peace, prevention of crime, and enforcement of laws; and to provide technical support to an assigned supervisor.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant.

### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Protect life and property by patrolling an assigned area of the City; respond to radio messages and appear at scenes of crime or emergency.

Answer calls for service from citizens regarding criminal activity and other matters relating to the safety of the community.

Make arrests; issue citations and verbal warnings; safely subdue suspects.

Provide traffic control at accident or crime sites; investigate traffic accidents.

Intervene in public or private disputes to protect the public and maintain order.

Appear in court to give testimony as the arresting officer.

Obtain criminal complaints; serve subpoenas and warrants; transport prisoners.

Investigate crimes through contact with victims, suspects and witnesses; collect, process and store evidence.

Document activities through complete, clear, and concise written reports and correspondence.

Assist citizens, give directions, and promote community relations.

Cooperate with other law enforcement agencies.

Engages in community-based policing and collaborative problem solving in order to build trust and familiarization between law enforcement and community residents.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods and procedures of police work, including patrol, crime prevention, traffic control, investigation, jail operations, and records and reports.

Safe and effective use of the tools and equipment used in police work.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles, practices and techniques of law enforcement, including apprehension of suspects, interviewing techniques, search and seizure, and preservation of evidence.

Use and care of firearms.

City geography.

Community-based policing, intelligence-led policing, and other similar practices used to develop relationships with the community in order to best identify and solve public safety problems.

#### Ability to:

Safely and effectively perform law enforcement functions and activities.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, stand at emergency scenes or sit at desk or in vehicle for long periods of time; intermittently twist to reach equipment; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; lift or carry weight of 50 pounds or less; maintain appropriate physical condition to effect arrests, subdue resisting individuals, and chase fleeing subjects; run, jump, walk,

crouch or crawl during emergency operations; move equipment and injured/deceased persons; climb stairs/ladders; and perform life-saving and rescue procedures.

Analyze situations and adopt a quick, effective and reasonable course of action.

Write clear and accurate reports.

Safely operate and maintain automobiles, equipment and firearms.

Effectively deal with personal danger that may include exposure to armed/dangerous persons, dangerous animals, communicable diseases, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Observe and remember places, names, faces and details of incidents.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Two years of responsible experience involving sworn public safety.

#### Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of a Basic Peace Officer Standards and Training (POST) certificate.

REVISED: JUNE 2003; FEBRUARY 2019; JUNE 2021

FLSA: NON-EXEMPT