



POLICE OFFICER

FC: PE130
PG: PSO
FLSA: NON-EXEMPT

PC: 778
BU: 20
Created: December 1986
Revised: September 2013

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs a variety of peace officer duties involving the protection of life and property, providing information and assistance to the public, enforcement of laws and ordinances, criminal investigation and crime prevention and suppression; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the entry-level, sworn law enforcement classification. Primary duties involve public assistance, patrol and prevention activities. Incumbents are encouraged to learn a variety of law enforcement functional areas and techniques. This class is distinguished from Police Sergeant in that the latter is the first supervisory class in the sworn police series.

REPORTS TO

This position reports to a Police supervisor or manager.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Patrols a designated area in a radio vehicle or on foot to protect life and property and deter crime.
2. Responds to suspicious activities and answers emergency calls for services.
3. Enforces District, city, county or state and federal laws and ordinances.
4. Assists in settling disputes, calming angry patrons and providing crowd direction and control.
5. Makes presentations to community and employee groups regarding personal safety and criminal activities.
6. Secures information from the parties at an incident scene and collects, documents and prepares evidence for court.
7. Prepares affidavits for arrest and/or search warrants, files criminal complaints and

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coordinates investigative activities with other law enforcement agencies.

8. Transports prisoners to booking facilities and processes them.
9. Maintains accurate records and writes incident and crime reports.
10. Works with investigative and legal personnel and presents testimony in court.
11. Enforces traffic and parking regulations, investigates traffic accidents and directs traffic.
12. Serves warrants and subpoenas.

QUALIFICATIONS**Knowledge of:**

Basic law enforcement terminology and concepts.

Techniques for dealing with varied groups of people.

Standard record keeping and report writing procedures and techniques.

Ability to:

Observe and accurately recall places, names, faces and incidents.

Understand and follow oral and written directions.

Interpret and apply complex laws, procedures and policies.

Analyze situations and make rapid, sound independent judgments within legal and procedural guidelines.

Use two-way radio communication equipment effectively.

Drive a motor vehicle safely.

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

Maintain accurate records and prepare clear, concise and competent reports.

MINIMUM QUALIFICATIONS**Education:**

Possession of a high school diploma, GED or recognized equivalent college credits, military or customer service experience highly desirable.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

Must be physically able to drag a body weighing up to 165 pounds.

Must be physically able to lift and carry equipment and boxes weighing up to 50 pounds.

Must be able to meet physical, psychological and background standards.

Must obtain required P.O.S.T. certification.

Must remain firearm qualified.

Must be able to work various shifts, weekends, holidays and overtime.

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to inclement weather; gun range; exposure to loud noises.

Physical Conditions:

Requires maintaining physical condition necessary for walking, running, standing, climbing, stooping, bending, crawling or sitting for prolonged periods of time; and lifting and carrying.