

## **POLICE OFFICER**

*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.*

### **SUMMARY DESCRIPTION**

Under general supervision of a Police Sergeant or other supervisory/management staff, performs a variety of duties related to the protection of public health, safety, and welfare and the enforcement of applicable federal, state, and local laws; provides traffic enforcement and control; and carries out special assignments in a particular phase of police work.

### **IDENTIFYING CHARACTERISTICS**

The Police Officer is an entry/journey level class responsible for performance of the full scope of assigned law enforcement duties and responsibilities under general supervision. New incumbents may have limited related experience but are expected to learn the full range of duties and responsibilities, perform duties with minimal direct supervision, and exercise sound judgment and discretion in making decisions. This classification is distinguished from the next higher classification of Police Sergeant in that the latter is responsible for performance of the more complex and difficult tasks, as well as the supervision of assigned law enforcement activities.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Patrols assigned areas of the City to preserve law and order, discover and prevent commission of crimes, and to enforce traffic and other laws and ordinances; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; makes arrests; issues warnings and citations.
2. Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, health code and local ordinance violations, property control, civil complaints, and related incidents; responds to and provides assistance at a variety of public service type calls that are non-criminal in nature.
3. Conducts initial and follow-up investigations at scenes of incidents to which summoned or incidents observed; determines what, if any crime has been committed; collects, preserves, processes, photographs, and books evidence; locates and interviews victims and witnesses; identifies and interrogates suspects.
4. Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under federal, state, and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
5. Directs traffic at special events or emergency situations; provides traffic and crowd control at community and emergency events.
6. Serves as liaison and public relations officer for the assigned area; establishes and preserves good relationships with the general public; may develop reliable informants and provide intelligence information to departmental personnel.

**CITY OF SUISUN CITY**  
**Police Officer (Continued)**

7. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; may respond to requests for assistance from agencies outside the City for mutual aid in the suppression of civil disturbances, apprehension of criminals, or other related requests.
8. Performs a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attends meetings; maintains and calibrates specialized equipment.
9. Prepares a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepares investigative reports and case information.
10. Testifies in juvenile, civil, traffic, municipal, and criminal courts, and parole and DMV hearings; prepares and presents evidence; responds to mandatory court calls during irregular hours.
11. Assumes responsibility for the care and custody of detained persons; assists in receiving, searching, booking, fingerprinting, and transporting prisoners.
12. Conducts property and building checks for burglary and other criminal activity.
13. Administers CPR and first aid in cases of emergency.
14. Conducts chemical, drug and alcohol testing.
15. Responds to questions, concerns, and requests for service from the general public; answers questions from the public concerning local and state laws, procedures, and activities of the department; provides information as appropriate and resolves complaints.
16. Participates in continuous training to enhance law enforcement skills including defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.
17. May serve as officer in charge or in a variety of special program areas including traffic safety, boat patrol, detective, multi-agency task forces, training, and administration.
18. May train and assist less experienced personnel as assigned; may serve as a Field Training Officer; documents trainee progress and prepares training plans and evaluations; serves as acting field supervisor as assigned.
19. May assume responsibility for monitoring and scheduling training for Department personnel; determines, with direction from the training manager, training requirements for assignments and schedules training for employees.
20. May participate in the hiring process for new employees; may review applications, select qualified applicants, and coordinate interviews; schedules appointments and testing for applicants; reviews information obtained on applicant and determines if applicant qualifies for position applied for; submits recommendations/findings for approval.
21. When assigned as Detective, performs specialized police investigative work involving the detection, investigation, and prosecution of criminal offenders; participates in special operations including covert surveillances and crime suppression details; reviews and investigates cases associated with suspected drug activity, criminal street gangs, sex registrants, parolees, probationers, and other issues/cases.
22. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Operations and standard operating procedures of a Police Department.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Principles and practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Techniques and applications of self defense and proper use of force.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Investigative techniques, procedures, and sources of information.
- Principles and applications of public relations.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.

**Ability to:**

- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain law enforcement policies and procedures.
- Perform a wide range of law enforcement assignments.
- Function with a significant degree of independence.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Act quickly and calmly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Judge situations/people accurately.
- Think clearly and act quickly in a variety of situations.
- Conduct a variety of criminal and special investigations.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Meet standards for physical endurance, agility, health, and vision.

**CITY OF SUISUN CITY**  
**Police Officer (Continued)**

Work flexible hours, including nights, weekends, holidays, and varied shifts.  
Understand and carry out oral and written directions.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade and enrollment in or graduation from a P.O.S.T. approved police academy. College level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable. An Associate's degree is highly desirable.

**Experience:**

Some work experience as a California peace officer or other work experience that demonstrates a general aptitude for police work.

**License or Certificate:**

Possession of a valid driver's license.  
Qualify for or possess a P.O.S.T. Basic Certificate upon completion of the probationary period.  
Additional certifications may be required for specialized assignments.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**CITY OF SUISUN CITY**  
**Police Officer (*Continued*)**

**Hearing**: Hear in the normal audio range with or without correction.

October, 2006  
*Johnson & Associates*