POLICE OFFICER

DEFINITION
Under general supervision, performs a variety of law enforcement work in assigned area of patrol, traffic enforcement, investigations and/or special assignments, and protect life and property while serving the community business owners and resident through the enforcement of Federal, state and local laws and ordinances.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Performs a variety of law enforcement work in assigned area of patrol, traffic enforcement, investigations and/or special assignments; protects life and property through the enforcement of Federal, state and local laws and ordinances. Responds to emergency and non-emergency calls for service involving assaults, fights, domestic disturbances, and other criminal activities/civil complaints; writes search and arrest warrants; arrests citizens for criminal violations; secures crime scenes; conducts preliminary investigations; prepares reports, complaints and other related documents.

May assist in the collection, preservation, and handling of physical evidence and property; interviews victims, suspect(s), and witnesses; gathers evidence, verifies information pertinent to the investigation and assists in the resolution of a variety of criminal incidents; prepares incident reports; presents evidence/sworn testimony regarding the investigative process and facts of the case in court.

Verifies personal information for employment of new police officers; may assist in the conduct of background/criminal record checks and personal interviews; trains and instructs subordinate staff and sworn members in the safe, lawful and ethical use of firearms and deadly force; maintains records of qualification scores and firearms; repairs and maintains weapons and police vehicles.

According to area of assignment:
Maintains safe and orderly flow of vehicle and pedestrian traffic; enforces traffic laws and ordinances, including DUI/DWI laws; observes vehicle movements and travel patterns; checks vehicle speeds; performs various field and instrument tests for DUI/DWI; issues citations.

Creates, develops and implements crime prevention programs, events and fairs through intervention, investigation and gathering of information from areas throughout the City; responds to threats, complaints, safety issues and hostile environments; disperses information to subordinate staff and updates upper management on cases.

Works with, trains and utilizes canines to perform searches for drugs and lost subjects, and for crime prevention, criminal investigation and apprehension of criminal suspects; maintains custody of drugs used in canine training; schedules regular veterinary examinations, grooming and inoculations for canine; feeds and cares for canines; participates in public affairs programs.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- **Knowledgeable of** applicable statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement, City and Department policies and procedures, and of modern law enforcement trends and practices;
- **Skilled in** interpreting laws and regulations to make decisions using good judgment, maintaining composure and working effectively under stressful conditions and during emergencies, use of assigned weapons, techniques and other methods to eliminate potentially dangerous situations, providing and following oral and written instructions and in establishing and maintaining effective working relationships
- **Ability to** demonstrate good citizenship, ethical behavior, sobriety, and follow supervision and suggestions of management for improvement of service, perform essential duties with little supervision, and to clearly communicate verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work requires frequent sitting, standing, walking and bending, and occasional climbing and lifting up to 100 pounds. Incumbents may be exposed to moving traffic, extreme temperatures and weather, potential physical harm from dangerous suspects or criminals, infectious diseases and life threatening situations.

Due to the nature of work assignments, incumbents must be able to stand, sit in a patrol car for long periods, walk, lift, carry, push and pull a grown adult; climb walls, fences, stair and ladders, stoop, twist, squat/kneel, crawl, run grasp, repeatedly bend and move wrists, use both hands, legs and feet; speak, hear and understand radio communications, touch feel, see at a distance and up close and have depth perception and normal color vision.

QUALIFICATIONS
A high school diploma or equivalent, AND two (2) years experience in law enforcement as a cadet or police officer trainee. Must possess at the time of application and maintain a valid POST Certificate and California Drivers License. Depending on the needs of the City, incumbents in this classification may be required to obtain and maintain additional licenses or certifications for the practice of law enforcement.