



POLICE OFFICER

DEFINITION

Under general supervision, protects public safety, health and welfare and enforces federal, state and local laws in interactions with the public.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Patrol a designated area to preserve law and order, provide crime prevention and discover crimes in progress.

Apprehend suspects.

Investigate crimes and traffic accidents, gathering evidence and interviewing victims and witnesses.

Write reports, take written victim/witness statements and testify in court.

Prepare, use and maintain assigned equipment including patrol vehicle, radio equipment, firearms and less than lethal weapons.

Assist public, including providing first aid to injured/ill citizens.

Assist and cooperate with other public safety agencies.

When assigned as K-9 officer, train and maintain canine.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Federal, State, and local laws (including but not limited to including the Penal Code, Vehicle Code, and Health and Safety Code).

Radio communications procedures.

City's geography and that of the surrounding area.

Law enforcement agencies as related to patrol functions.

Ability and Skill to:

Tactfully interact with members of the public, both victims and suspects.

Safely operate and use public safety vehicles and equipment, including lethal and less than lethal weapons.

Communicate clearly both orally and in writing.

QUALIFICATIONS

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

High School diploma and work place experience. Previous law enforcement experience highly desirable. Must be 21 years of age.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and good driving record. Possession of the Peace Officer Standards and Training (POST) Basic certificate or the ability to attain Basic certificate.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine and equipment/weapons used in subduing suspects.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations and sort/file documents.

Ability to sit, stand, walk for two hours at a time and engage in foot pursuits and other techniques used in the apprehension of suspects.

Ability to work outdoors in all weather conditions including hot (with extreme sun exposure), cold and wet.

Ability to lift, drag or pull up to 150 pounds.

Ability to climb, stoop, bend, reach, twist, squat, grasp, run, jump, kneel and lift, drag and pull heavy objects.

Ability to get from one location to another in the course of doing business.