



## Job Description

<b>Title:</b>	Police Officer I		<b>Created:</b>	October 2001
<b>Salary Level:</b>	239		<b>FLSA Status:</b>	Non-exempt
<b>Supervisor:</b>	Sergeant	<b>Supervises:</b>	None	
<b>Job Family:</b>	Police Officer	<b>Bargaining Unit:</b>	Police – OE3	

### JOB SUMMARY:

To perform a variety of duties in the enforcement of law and order; and to carry out special assignments in the protection of life and property.

### SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant, and technical and functional supervision from a Police Corporal.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Patrol city in radio-equipped car or by other means; answer calls for the protection of life and property, and the enforcement of city, county, state and federal laws; conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, death and other incidents.
- Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence, testify and present evidence in court.
- Investigate crimes against property, persons, narcotics and vice-related crimes, traffic accidents and other incidents.
- Gather evidence using a variety of methods and techniques, including taking photographs, lifting fingerprints, tracing movements and talking with informants.
- Present information upon completion of investigations to the District Attorney's Office for filing charges; appear in court, as directed.
- Serve warrants and subpoenas; file complaints; perform other work related to the processing of misdemeanor and felony complaints.
- Prepare reports on arrest, traffic violation, impounded property and other case reports.
- Check buildings for physical security; report street lamps or traffic signals that are not working; report or remove traffic hazards.
- Detain drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Conduct surveillance of known suspected criminal activity.
- Attend meetings with civic groups; participate in and conduct public awareness/education programs at schools.
- Maintain contacts with citizens regarding potential law enforcement problems and preserve good partnerships with the general public.
- Direct and control pedestrians and vehicular traffic at emergency or other congested traffic situations.

## ***Police Officer I - Continued***

- May assist in training new officers in areas such as traffic enforcement, safety, report writing and policy procedures.
- May be assigned to work special areas such as drug enforcement, schools, traffic, canine, or other assignments.
- Attend meetings, seminars and training sessions as assigned.
- Perform related duties as assigned.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ABILITY TO:**

- Observe accurately and remember faces, numbers, incidents, and place.
- Use and care for firearms, electrical control devices (taser), chemical agents and impact weapons.
- Think logically and act quickly in emergencies, and judge situations and people accurately.
- Learn, understand and interpret laws and regulations.
- Meet the physical requirements established by the Department.
- Drive and handle a police vehicle under emergency, high-speed situations.
- Prepare and make presentations related to law enforcement efforts in the community.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work

### **KNOWLEDGE OF:**

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.
- Criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Offensive and defensive weapons terminology and theory.
- Principles and practices of self-defense.
- Interviewing and interrogation techniques.
- Pertinent laws, codes, regulations and statutes.
- City geography, noting streets, building locations.
- First aid techniques.

### **EDUCATION and/or EXPERIENCE:**

High School graduation (GED) equivalent acceptable). Completion of 30 college units or honorable discharge from U.S. Armed Forces desirable.

*Police Officer I - Continued*

**CERTIFICATES, LICENSES, REGISTRATIONS:**

**Possession or ability to obtain a:**

- Basic P.O.S.T. certificate
- Valid California driver's license by date of appointment