

POLICE OFFICERDEFINITION

Under general supervision, performs field and/or administrative police work including crime investigation and prevention, in order to protect life and property through the enforcement of laws and ordinances.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Patrols assigned areas by car, foot, bicycle or motorcycle. Observes and recognizes people, vehicles, activities, street signs and environmental conditions from a reasonable distance during day and night. Confronts problems and enforces laws professionally and within established guidelines. Stops drivers who are operating vehicles under violations of the law. Warns drivers against illegal practices; makes arrests for traffic violations. Responds to calls regarding burglaries, robberies, homicides, suicides, thefts, domestic violence, and other law violations, driving a vehicle safely under varied and sometimes difficult conditions, including emergencies. Maintains composure and takes appropriate action during emergency or tense situations, physically controlling individuals, if necessary, with the minimum and reasonable use of force prescribed by law and departmental policy. Conducts initial and follow-up investigations. Examines and controls crime scenes of all types; provides effective traffic control and management of traffic accident scenes; writes traffic accident reports and draws related diagrams. Works with the community and other City departments within legal and moral standards to address crime, reduce fear and improve police-community relations. Participates in community policing efforts and problem-solving projects; conducts a thorough analysis of problems in assigned areas to identify root causes of crime and applies problem-solving principles. Organizes or assists in the organization of community meetings aimed at solving specific problems or improving community living standards. Recognizes visible signs of disorder which often lead to neighborhood deterioration and takes positive action to improve the situation through coordination of actions with investigators and other officers, as well as community groups and individuals. Testifies in court in connection with the prosecution of offenders. Responds to fires, accidents or emergency situations, keeps bystanders out of danger, safeguards property and renders first-aid and/or cardiopulmonary resuscitation to the ill or injured in compliance with departmental training and standards. Searches for wanted or missing persons and lost children. Provides information and assistance to the general public. Provides ethical leadership and upholds ethical standards by setting an example, and promotes the vision and goals of the organization in a focused and systematic manner. Acts courteously toward others and takes directions from supervisors, while maintaining good working relationships with other members of the Department and City. Accepts criticism and applies it to performance. Works extended and irregular hours when required, and uses all skills and abilities to perform the duties of the position, including the ability to speak and write a foreign language. Meets scheduled assignments on time and provides dependable service to the community. Communicates effectively orally, over the police radio and in writing, writing extensive and complex reports, which are used

as a basis for potential prosecutions in court. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This work involves responsibility for the enforcement of laws and ordinances, the prevention and detection of crime and the preservation of order, usually in an assigned area. Employees may perform their duties in cars, on motorcycles, bicycles or on foot. In general, this work consists of routine patrol tasks performed according to departmental rules and regulations. These employees are required to exercise considerable independent discretion when faced with an emergency condition involving an element of personal danger. Employees may be assigned to headquarters performing work requiring police experience. Work is checked through periodic reports to headquarters or by regular field checks made by a superior officer. Specific instructions and assistance are provided by the superior officer when special problems arise.

MINIMUM BASIC QUALIFICATIONS

Possession of the minimum qualifications required for the Police Recruit classification. In addition, must meet all standards defined by POST and possess a POST Basic Certificate.

SPECIAL REQUIREMENTS

Willingness to work irregular hours and days; overtime, weekends, holidays, variable shifts, evenings and on-call; enforce laws regardless of personal ethics or feelings; and work under adverse or potentially hazardous conditions.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of: modern principles, practices and procedures of police work; firearms; first aid; the geography of the City and the location of various neighborhoods and important buildings.

Skill in: the care and use of firearms.

Ability to: understand and carry out oral and written instructions; deal courteously but firmly with a variety of people of various ages and socio-cultural backgrounds; react quickly and calmly in emergency conditions; exercise and apply tact, self-restraint, judgement and strategy; read and understand English language documents and legibly handwrite accurate and grammatically correct reports; learn and comprehend factual information, policies, procedures and rules, and use good judgement and discretion in applying them; use firearms and other defensive equipment.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful officers are characterized by the ability to make sound decisions, which are based on fact, not emotion, quickly and repeatedly throughout the day. They demonstrate a strong sense of fairness and the ability to apply both the spirit and letter of the law within legal parameters of discretion. With a genuine concern for the safety of the community and the quality of life of its citizens, successful Police Officers are alert and ready to take action. They enjoy both working alone and as an integral part of a team effort. Ideal candidates are proficient in writing reports and handling paperwork and willingly work varying shifts, weekends and holidays.

Class title change from Patrolman

1/94