

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, performs a wide variety of duties involved the enforcement of laws and the prevention of crimes; controls traffic flow and enforces state and local traffic regulations; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and 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. Patrol designated areas of the City in car, by foot, or other means to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; protect real and personal property by providing security checks of residential, business, and public premises; maintain awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; issue warnings and citations.
2. Respond 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, property control, civil complaints, and related incidents; investigate complaints and takes appropriate action, which may include the use of deadly or non-deadly force; use sound judgment under adverse, stressful conditions.
3. Conduct investigations at scenes of incidents to which summoned or incidents observed; determine what, if any, crime has been committed; identify, collect, preserve, process, and book evidence; locate and interview victims and witnesses; identify and interrogate suspects.
4. Work in partnership with the District Attorney's Office to obtain and file criminal complaints on arrested subjects.
5. Prepare and serve search and arrest warrants; apprehend and arrest offenders for crimes committed under federal, state, and local laws and codes; control and mitigate people under the influence of drugs or alcohol or other potentially hostile situations.
6. Serve as liaison and public relations officer to the public; establish and preserve good relationships with the general public; answer questions from the public concerning local and state laws, procedures, and activities of the department; make presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police activities.
7. Contact and cooperate 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. Participate in continuous training to enhance law enforcement skills including firearms proficiency, defensive driving skills, apprehension and arrest techniques, investigative skills, and general law enforcement skills.

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9. Perform a variety of administrative and other types of duties in support of law enforcement services, programs, and activities; attend meetings; maintain and calibrate specialized equipment including preliminary alcohol screening devices.
10. Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
11. Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
12. Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at City Council meetings and other City functions.
13. Enforce parking regulations; issue citations; tow vehicles that are in violation of codes.
14. Sign off on citations and Vehicle Identification Number (VIN) verification.
15. Participate in special assignments including Special Weapons and Tactics (SWAT), Hostage Negotiation Team (HNT), Equestrian Unit, Canine Unit, and related assignments; provide guidance and training to Explorers.
16. When assigned as a Field Training Officer, train new recruits and lateral police officers; document trainee progress and prepare evaluations; serve as acting field supervisor as assigned.
17. When assigned as School Resource Officer, serve as law enforcement officer, law related counselor, and law related instructor at assigned school; create a positive role model for students; serve as liaison between students and law enforcement; investigate crimes that occur within the school and on school property; provide information and assistance to school staff and administration, parents, and students regarding law enforcement and community problems; make group presentations; attend committee meetings; maintain program statistics and reports.
18. When assigned to traffic, patrol assigned areas on a police motorcycle; perform a full range of traffic enforcement duties; observe, monitor, and control routine and unusual traffic conditions; assist and advise motorist; use radar to detect speed; issue citations and warnings; investigate traffic accidents.

Detective Assignment

19. Serve on assigned taskforce including gang or drug taskforce; gather knowledge about individuals or groups who are involved in criminal activity in order to understand how they function, describe their current activities, forecast future action they may undertake, and provide intelligence and resources that will eradicate criminal activity; coordinate and participate in multi-jurisdictional intelligence gathering and suppression operations.
20. Receive, review, and analyze reports and case information on law enforcement activities requiring special and detailed investigations.
21. Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property including child and elder abuse claims, homicides, rape and assaults with deadly weapons, and crimes involving vice, gaming, and narcotics violations; follow cases from reporting, to arrest, to prosecution.
22. Contact, interview, and interrogate victims, complainants, witnesses, suspects, and others involved in cases and incidents; obtain statements, documents, and factual and physical evidence.

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23. Collect, preserve, maintain, and book evidence and recovered property found that is involved with suspected crimes.
24. Hold stakeouts, perform undercover activities, conduct surveillance activities, and other observation assignments.
25. Prepare investigative reports and case information; recommend disposition of cases including to discuss recommended disposition of cases with legal authorities.
26. Review information and evidence obtained for presentation in court cases; testify in court concerning evidence and facts gathered during the investigative process.
27. Remain on-call during stipulated time periods to respond to incidents that will probably require major investigative follow-up and criminal identification work at the scene of the incident.
28. Perform 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:

- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- 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.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- Techniques and applications of self defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms, chemical agents, baton, and other related paraphernalia.
- Use of firearms and other modern police equipment.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations.
- Principles and practices of data collection and analysis.
- English usage, spelling, grammar, and punctuation.
- Basic principles of business letter writing and basic report preparation.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- First aid and CPR techniques.
- When assigned to investigations, investigative techniques, procedures, and sources of information.
- When assigned to investigations, principles and practices used in the identification, preservation, and presentation of evidence.
- When assigned to investigations, recent court decisions on arrest procedures and the preservation and presentation of evidence.
- When assigned to investigations, methods and techniques used in interviewing witnesses, victims, or suspects including effective methods of obtaining information from reluctant witnesses.

Ability to:

- Perform a wide range of law enforcement assignments.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.

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Judge situations/people accurately.
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.
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.
Prepare and make presentations related to law enforcement efforts in the community.
Work independently in the absence of supervision.
Understand and carry out oral and written directions.
Work irregular and on-call hours including weekends, evenings, and holidays.
Meet and maintain required peace officer employment standards.
Meet and maintain the departmental firearms qualifications standards.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Meet department's psychological and background requirements.
When assigned to investigations, perform specialized investigative duties involving the interpretation, explanation, and application of laws and proper investigative techniques.
When assigned to investigations, gather, assemble, analyze, and evaluate facts and evidence, drawing appropriate conclusions and making recommendations for the disposition of cases.
When assigned to investigations, secure information from witnesses, victims, and suspects.
Undertake and satisfactorily complete required and assigned in-service training programs.
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. Additional college level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable. An Associates 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 an appropriate, valid driver's license.
Qualify for or possess a P.O.S.T. Basic Certificate upon completion of the probationary period.
Possession of, or ability to obtain, CPR and First Aid certifications.

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; potentially hostile environments; extensive public contact. The noise level in the work environment is usually moderate but may be very loud due to sirens, firearm training, etc. Incumbents required to work various shifts, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability to work in a law enforcement setting and 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.

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

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

Bargaining Group: Ceres Police Officers' Association
FLSA Status: Non-exempt
June, 2007
Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Officer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.