



## **POLICE OFFICER**

### **DEFINITION**

Under general supervision, performs a wide variety of law enforcement duties involving crime prevention and investigation, protection of life and property, and enforcement of laws, codes, and ordinances; makes investigations, assists in the preparation of cases and testifies in court; cooperates with other law enforcement agencies and City departments; provides information and assistance to the public; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Police Corporal or higher ranking sworn personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the fully qualified journey-level class in the sworn officer series responsible for performing a wide variety of law enforcement tasks in support of a municipal police department. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Police Corporal in that the latter exercises technical and functional direction over and provides training to lower-level staff on an assigned shift.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public.
- Patrols an assigned area in the City; responds to incidents, crime scenes, accidents, or emergencies to protect life and property, diffuse situations, resolve problems, and enforce laws, codes, and ordinances.
- Provides information, directions, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Provides outreach to homeless individuals; observes for potential physical or behavioral health issues; conducts welfare checks; take appropriate action as needed.
- Observes, monitors, and controls traffic; stops and warns motorists or issues citations as appropriate; assists motorists with inoperable vehicles and arranges for removal of vehicles; provides traffic control in accident or incident situations, special events, or as needed.

- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility.
- Secures crime scenes and evidence; conducts comprehensive investigations; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support; testifies in court as needed.
- Provides emergency medical attention to the public when responding to calls for assistance and requests appropriate medical assistance as necessary.
- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Prepares and maintains reports, logs, records, and accurate files.
- Works to build collaborative partnerships between the law enforcement agency and the individuals and organizations served, focusing on developing proactive solutions and increasing trust in police by recognizing that police can rarely solve a public safety problem alone and encouraging interactive partnerships with relevant stakeholders to develop solutions collaboratively.
- Oversees the use and care of equipment.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Functions and services of a full-service municipal police department.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- City and County geography, maps, streets, landmarks, and driving directions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, procedures, and court decisions relevant to police work.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Principles and procedures of record keeping.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Methods and techniques of preparing reports and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.

### **Ability to:**

- Perform law enforcement duties within an assigned program area to ensure the protection and safety of life and property.
- Make forceful arrests, to read, comprehend, explain and apply complex issues of law derived from code books, computer screens, and other printed materials.
- Observe accurately; recall faces, names, descriptive characteristics, numbers, and facts of incidents and places.

- Hear and understand verbal communications at normal speaking tones via voice, radio and telephone and to verbalize succinctly.
- Think and act quickly in emergencies and evaluate situations and people accurately.
- Process crime scenes and maintain chain of custody of evidence.
- Identify and be responsive to community issues, concerns, and needs.
- Make sound, independent decisions in non-emergency and emergency situations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Operate the equipment and vehicles of the department in a safe and responsible manner under normal and emergency conditions.
- Prepare legible, clear, concise and factual reports, correspondence, and other written materials in a timely manner; maintain accurate records and files of work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Exercise discretion and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Equivalent to graduation from high school or passage of GED in accordance with Govt. Code Sec. 1031 (e), and graduation from a POST approved Police Academy within the last 12 months.

Lateral Police Officer experience requirements include equivalent police officer employment with a California Law Enforcement Agency, in a non-probationary capacity, within the past 12 months.

### **Licenses and Certifications:**

- Possession of a valid California Driver's License, and a good driving record, to be maintained throughout employment.
- Possession of a valid Basic Certificate issued by the Commission on Peace Officer Standards and Training (POST).
- Possession and maintenance of firearms qualification.

### **SPECIAL REQUIREMENTS:**

- Must be 21 years of age.
- Either be a U.S citizen or obtain U.S citizenship within the period of time as prescribed by law.
- Must pass a comprehensive physical and psychological examination as provided in the Medical Screening Manual by POST. Weight proportionate to height and build. Vision acuity minimum of 20/100 corrected to no less than 20/30 and normal color vision.
- Must have no record of felony criminal convictions or misdemeanor convictions, which affect his/her creditability as a witness in a court of law.

- Must be of good moral character and able to pass a thorough background investigation conducted under POST guidelines, including a polygraph and psychological testing.
- Successfully complete the Field Training Program with the Foster City Police Department.

### **PHYSICAL DEMANDS**

Must possess mobility to work primarily in a patrol and field environment and to maintain POST physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; lift and move individuals or objects weighing to 100 pounds; vision and manual dexterity to operate vehicles, including emergency response vehicles, in all conditions, frequently at a high rate of speed in emergency situations, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. California peace officers are required to maintain a physical condition that allows the exercise of peace officer powers.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision to maintain firearms qualification, discern colors and work in a night setting; finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within POST physical standards, which may include the use of proper equipment.

### **ENVIRONMENTAL CONDITIONS**

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Incumbents may work unusual hours, rotating shifts, evening, night, weekend and holiday shifts.