

POLICE OFFICER

FLSA Status – Non Exempt

EEO Code – D/Protective Service Workers

Class Code – RE405

GENERAL DESCRIPTION OF DUTIES

As a certified police officer, this classification performs law enforcement and crime prevention work including discovery, investigation, report preparation and patrol to enforce federal, state and local laws. This classification oversees police program areas, which may require additional specialized training.

SUPERVISION RECEIVED

This classification works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this classification. However, this position may provide training and orientation to newly assigned personnel on Department policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Patrols streets, businesses and residential areas to enforce traffic and criminal laws. Issues warnings or citations for violations. Performs security checks for suspicious persons or vehicles.
2. Responds to calls, including major crimes, civil complaints, thefts, assaults, family disputes, etc., and takes appropriate actions. Directs traffic at accident/crime scenes as necessary. Performs CPR/First Aid as necessary.
3. Maintains written records and prepares reports regarding investigations, which are reviewed by a supervisor and used for crime prevention, prosecution and office activities. Testifies in court as necessary.
4. Conducts case/incident investigations and related follow-up activities; gathers and preserves evidence; interviews and takes statements from victims and witnesses; interrogates suspects; and, prepares related reports and logs.
5. Maintains effective working relationship between co-workers and other law enforcement agencies. Provides assistance and back up as requested. Facilitates the release of appropriate information to other law enforcement agencies, social service agencies, the media and citizens in regards to on-going investigations, department policies, officer safety information, criminal activity, gang documentation, etc.
6. Performs community policing activities such as meeting with individuals and groups to discuss crime prevention techniques. Collaborates with citizens, businesses and other community resources to jointly solve crime and livability

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problems. Participates in public relations programs, which may include speaking to citizen and school groups, and public service efforts.

7. Makes arrests, conducts searches, transports and releases prisoners.
8. Oversees Department program areas, as assigned, e.g., Reserve Academy, Neighborhood Watch, Bike Patrol, Cadet or Reserve Program, Instructor, Firearms Training, K-9, etc.
9. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains Department-issued equipment.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of police practices and procedures.
- Knowledge of investigative methods and techniques.
- Knowledge of federal, state and local laws.
- Knowledge of firearm use and safety precautions.
- Knowledge in emergency vehicle operation, tactical driving methods and defensive driving techniques, the vehicle code and procedures affecting driving.
- Knowledge in use of force laws and procedures, and defensive tactics methods and techniques.
- Knowledge in officer safety techniques and practices.

Skills

- Skill in the use of personal computers and communication equipment such as radios, telephones, facsimile machines, etc.
- Skill in the use and care of firearms and other defensive equipment.
- Skill in effective communication (written and oral).
- Skill in emergency vehicle operation, tactical driving techniques and defensive driving techniques.
- Skill in defensive tactic methods and techniques.
- Skill in utilizing officer safety techniques and practices.

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Abilities

- Ability to project a professional image while managing changing demands on time, skills and resources.
- Ability to make decisions necessary to safeguard life and property under stressful conditions.
- Ability to establish and maintain effective working relationships with diverse individuals and groups.
- Ability to remain flexible and adapt to changing circumstances and demands.
- Ability to identify a problem or potential problem through the exercise of personal initiative, use of problem solving skills, and knowledge of community resources.
- Ability to foster positive interaction between the community and the Police Department.
- Ability to make formal presentations in a variety of public meetings, and participate in public committee meetings.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR BILINGUAL PREMIUM PAY FOR DESIGNATED POSITIONS

- Knowledge of the Spanish language, spelling, grammar, and punctuation.
- Skill in speaking fluent Spanish.
- Skill to communicate clearly and concisely in Spanish, both orally and in writing.
- Ability to write Spanish accurately.

(Based on identified needs, the Department may hire candidates with these skills)

EXPERIENCE AND TRAINING

Equivalent to high school graduation plus completion after hire of DPSST basic law enforcement training is required. At least one year experience as a law enforcement officer is typically required after appointment in order to familiarize incumbent with full scope of job functions.

SPECIAL REQUIREMENTS/LICENSES

Must be at least 21 years of age with no criminal record and possess a valid driver's license with acceptable driving record. Attendance at the Police Academy and possession of DPSST Basic Certificate required within one year of appointment.

DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Previous college-level training or experience in law enforcement. Knowledge of community and surrounding areas. Previous training related to police equipment or operations, e.g., first aid, CPR, hazardous materials, firearms training, LEADS General level certification, etc. Bilingual (Spanish/English).

PHYSICAL DEMANDS

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While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, motorized vehicle, firearms, etc. Position may be required to deal with violent and combative individuals required considerable physical effort.

WORKING CONDITIONS

Work locations are in all types of indoor and outdoor environments. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent operates police vehicles and may be required to sit/stand for extended periods while performing various duties. Position is subject to 24-hour emergency callback. Must be available for rotating shifts including weekend assignments.

Approved By _____ **Date** _____
(Department Director)

Adopted By _____ **Date** _____
(City Manager)

Established: 05/01

Revised: 12/01

Revised: 04/02