



Department:	Police
Bargaining Unit:	HPOA
Salary Range:	P-48
Last Revision:	July 1991

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## **POLICE OFFICER**

### **DEFINITION**

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations= and to perform a variety of technical and administrative tasks in support of the Police Department.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory and management staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** - Responsibilities and duties may include, but are not limited to, the following:

Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes, and enforce traffic and other laws and ordinances; check buildings for physical security.

Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.

Enforce traffic laws and ordinances; issue warnings and citations.

Direct traffic at fires, special events, and other emergency or congested situations.

Conduct traffic accident analyses and general traffic surveys; conduct investigations of serious injury and fatality traffic accidents.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in areas of public education relative to crime and crime prevention.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Prepare reports on arrests made, activities performed and unusual incidents observed; secure statements from witnesses.

Assist in the investigation of crimes as assigned; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.

Serve warrants and subpoenas; remain current on laws and procedures required for processing warrants.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **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, including rules of evidence pertaining to the seizure and preservation of evidence.

First aid principles, practices and techniques.

Self defense tactics.

Interviewing and interrogation techniques.

### **Ability to:**

Observe accurately and remember names, faces, numbers incidents and places.

Use and properly care for firearms.

Understand, interpret and apply laws, regulations, policies and procedures.

Prepare clear, accurate and grammatically correct written reports.

Analyze situations quickly and objectively to determine and take emergency action.

Identify potential crime situations or traffic hazards and take preventive action.

**Ability to:**

Meet the first aid requirement as prescribed by the State of California and to administer first aid.

Learn the operation of standard equipment and facilities required in the performance of assigned tasks.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

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

**Experience:**

None required.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver=s license.

Possession of, or ability to obtain, a P.O.S.T. basic certificate within twelve (12) months.

**Effective Date:** July 1, 1991