

POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special department crime prevention and enforcement programs.

DISTINGUISHING CHARACTERISTICS

This is the entrance level classification in the professional police series requiring sworn peace officer status. Positions allocated to the Police Officer class may be assigned to one of a number of functional areas within the Police Department.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant. Technical or functional supervision may be provided by higher level police personnel.

Assignments may require indirect supervision of non-sworn personnel.

EXAMPLES OF DUTIES

- As a Patrol Officer, to patrol Town in radio-equipped car; answer calls for the protection of life and property, and the enforcement of local and State laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, death and other criminal incidents.
- Respond to calls related to traffic incidents and any other required emergencies; observe, monitor and control routine and unusual traffic conditions; assist and advise motorist and enforce traffic safety laws.
- Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Prepare reports of arrests made, activities performed and unusual incidents observed.
- Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.
- Check buildings for physical security.
- Search, fingerprint and transport prisoners.

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- Direct traffic at fire, special events and other emergency or congested situations.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.
- Assist in the performance of special investigative and crime prevention duties as required.
- Prepare investigative reports and case information, provide evidence and testimony in court.
- Answer questions from the public concerning local and State laws, procedures and activities of the Department.
- Interview victims, complainants, witnesses and suspects.
- Collect, preserve and maintain evidence and property found that is involved with suspected crimes.
- Serve warrants and subpoenas.
- Develop and maintain good relationships with the public, including informants and contacts which may be helpful in criminal investigations.
- Perform related duties as assigned.

QUALIFICATIONS

Ability to:

- Observe accurately and remember faces, numbers, incidents and places.
- Use and care for firearms.
- Think and act quickly in emergencies and judge situations and people accurately.
- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.

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- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

None.

Education

Equivalent to completion of twelfth grade.

License or Certificate

Possession of, or ability to obtain an appropriate, valid California drivers' license.