

POLICE OFFICER I

Definition

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

Class Characteristics

This sworn law enforcement class performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to a specific geographic area for patrol, all functional areas of the law enforcement field are included due to the size and organization of the department. This class is distinguished from Police Officer II in that the latter has lead direction and related responsibilities for an assigned shift.

Examples of Duties (Illustrative Only)

- Patrols the City in an assigned area in a radio dispatched automobile to secure life and property, observe situations and deter crime by providing high visibility.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, suspicious activities and other incidents to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances.
- Provides information, directions and assistance to the public in a variety of situations; takes reports and assists the public with complaints.
- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; provides direction and traffic control in accident or incident situations, special events or other congested situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and transports them for medical clearances and booking at a County facility as required.
- Secures crime scenes and evidence; interviews suspects, victims and witnesses; collects and preserves evidence; performs follow-up investigations and/or cooperates with other law enforcement agencies providing investigating and case development support.
- Assists District Attorney staff in preparing, documenting and developing cases and gathering information; testifies in court as required.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Develops and maintains effective working relationships with the community, particularly the specific clients to which assigned, such as business owners or school-aged youth.
- Performs and coordinates specific program or project areas, such as acting as school resource officer, medical officer, evidence officer and/or gang officer; coordinates reserve and volunteer programs; serves as a field training officer as assigned.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.

Qualifications

Knowledge of:

- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances and court decisions.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Computer applications related to the work.
- Techniques of first aid and CPR.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

Skill in:

- Observing accurately recalling faces, names, descriptive characteristics, facts of incidents and places.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Preparing clear, accurate and grammatically correct reports, records and other written materials.
- Making sound, independent decisions in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Coordinating and carrying out special assignments, including field training officer.
- Understanding and carrying out oral and written directions.
- Entering information into a computer with sufficient speed and accuracy to perform the work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and completion of an accredited police academy. Some college level course work in criminal justice or a related field and/or volunteer law enforcement experience is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.) and possess and maintain firearms qualification.

Working Conditions:

Must be willing to work evening, night, weekend and holiday shifts, pass a detailed background investigation and work with exposure to potential life threatening circumstances.