

**POLICE OFFICER II****Definition**

Under general supervision, acts as senior officer on an assigned shift; acts as primary field training officer, reviews reports and provides assistance to new officers; assists in the scheduling and review of patrol officer time sheets; 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 class is at a Lead Officer position, in the sworn peace officer series, responsible for planning and patrol and public service activities. This is an advanced experienced level sworn law enforcement class with a primary responsibility for patrol operations and Field Training Officer program. Incumbents provide or direct training of new officers and may perform specialized assignments. Police Officer II are normally assigned to a specific geographic area for patrol and participate in all functional areas of the law enforcement field. This class is distinguished from Police Officer III in that the latter is the Senior Police Officer assigned to the Field Training program and area of responsibility.

**Examples of Duties** (Illustrative Only)

- As the senior officer on an assigned shift, makes decisions regarding patrol, response, mutual aid, scheduling and training activities within established guidelines
- Acts as a field training officer for the department, providing or directing training and reviewing the reports of officers-in-training.
- May perform a variety of specialized duties or projects as assigned; coordinates a variety of program areas as assigned.
- 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

- 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.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- 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.
- Basic supervisory and training principles and practices.

#### **Skill in:**

- Providing work direction and instruction to sworn personnel.
- 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 as a shift leader and in emergency situations.
- Identifying and being responsive to community issues, concerns and needs.
- Coordinating and carrying out special assignments, including field training officer.
- 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, completion of an accredited police academy and two years as a sworn law enforcement officer. Some college level course work in criminal justice or a related field is desirable.

#### **License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess a valid Intermediate 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.