

CITY OF CLOVERDALE

POLICE OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work or administration; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Police Officer** is the working level class responsible for the performance of the full scope of assigned law enforcement duties and responsibilities under general supervision. This classification is distinguished from the next higher classification of Police Sergeant in that the latter is responsible for performing the more complex and difficult tasks, as well as the serving as a watch commander of an assigned shift.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant, or higher ranking position depending upon assignment. May provide technical/training supervision for assigned officers, special programs, or as assigned officer-in-charge.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Patrols assigned areas by car or on foot; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints, including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control, operates hand held and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books and is responsible for the care and custody of detained persons.
- May be assigned special duties such as Detective, Field Training Officer, D.A.R.E. Officer, School Resource Officer, or Range Master.

- Coordinates and conducts complete and detailed investigation of crimes against persons and property or coordinate these activities with a Police Detective; collects, preserves, maintains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.
- Conducts property and building checks for burglary and other criminal activity; responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer, officer in charge or in a variety of special program areas.
- Responds to and resolves animal control issues.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting stooping, and lifting in excess of 50 pounds in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions; work flexible hours, including weekends and split shifts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Officer**. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent. Prior experience in law enforcement and an associate's degree are desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license and certificate of completion of a Basic Police Academy certified by California Peace Officers Standards and Training (P.O.S.T.).

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Operations and standard operating procedures of a Police Department; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; applicable federal, state and local laws, codes and regulations, including the California Penal Code, Government Code, Vehicle Code and other related regulations and court decisions; technical aspects of law enforcement activities, including juvenile programs, record keeping, automated records systems, search and seizure, code violations and care and custody of persons and property; care, maintenance and operation of a variety of law enforcement radio and personal equipment; methods and techniques of scheduling work assignments; police office procedures, practices and equipment; basic principles of law enforcement information systems, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Gather, analyze and evaluate facts and evidence and reach sound conclusions; work under pressure, analyze information and act quickly and calmly in emergency and non-emergency situations; observe and accurately remember names, faces, numbers, incidents and places; function with a significant degree of independence; interpret, explain and apply applicable laws, codes and regulations; elicit information from upset and irate people; follow written and oral directions; administer first aide; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations; operate an office computer and a variety of word processing and software applications.