

## **POLICE OFFICER**

### **DEFINITION**

Under general supervision, to perform responsible law enforcement and crime prevention work by patrolling assigned areas and answering calls and complaints; to investigate incidents and crimes; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and working level Police Officer class.

### **REPORTS TO**

Police Sergeant or higher ranking officer.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs patrol on an assigned shift; responds to calls of service; conducts property checks on businesses and homes for burglary and other criminal activities; stops and questions suspicious persons; assists with a variety of emergencies; issues citations for violations of laws and ordinances; prepares reports of incidents and investigations; contacts victims, witnesses, and suspects for detailed interviewing when required; secures statements; serves warrants; may have responsibility for preserving evidence at the scenes of incidents and crimes; follows-up on investigations when assigned; appears in court proceedings when summoned; arrests, detains, transports, and has responsibility for the care and safety of detained persons; issues traffic citations and performs traffic control assignments; does accident investigations; performs a wide range of law enforce assignments.; may perform a variety of special assignments as directed.

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### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; climb stairs and ladders; walk on sloped, uneven, and slippery surfaces; stoop, bend over, and kneel; crawl through various areas on hands and knees; sufficient manual dexterity and eye-hand coordination to work with special equipment during emergency situations; lift and move objects weighing up to 100 lbs., with assistance; endurance to sustain extra physical effort for a substantial period of time and restrain prisoners; maintain corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office and outdoor environments; work is performed in a variety of temperatures and weather conditions; unusual exposure to life threatening situations; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- ❖ Modern law enforcement methods, practices, and procedures, including patrol, crime prevention, traffic control, investigations, and specialty areas of assignment.
- ❖ Laws of apprehension, arrest, and custody of person accused of felonies and misdemeanors.
- ❖ Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- ❖ Laws applicable to the apprehension, retention, and treatment of juveniles.
- ❖ Geography of the City.
- ❖ Good public relations techniques.
- ❖ Use and care of Department authorized equipment and firearms.
- ❖ First aid methods and techniques.

#### **Ability to:**

- ❖ Perform a wide variety of professional law enforcement work.
- ❖ Read, understand, and interpret laws, and regulations regarding arrest, rules of evidence, and the apprehension, retention and treating of those arrested.
- ❖ Carefully observe incidents and situations, accurately remembering names, faces, numbers, circumstances and places.
- ❖ Gather and organize data and information.
- ❖ Interview and secure information from witnesses and suspects.
- ❖ Prepare clear, comprehensive reports.
- ❖ Make independent judgments and adopt quick, effective and responsible course of action during emergencies.
- ❖ Meet standards of adequate physical stature, endurance, and agility.
- ❖ Demonstrate technical and tactical proficiency in the use and care of firearms.

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### **DESIRABLE QUALIFICATIONS** (continued)

#### **Ability to:** (continued)

- ❖ Operate a motor vehicle under critical and unusual conditions.
- ❖ Work with computerized law enforcement information systems.
- ❖ Effectively, tactfully, and courteously represent the Colusa City Police Department with the public and other law enforcement agencies.
- ❖ Establish and maintain cooperative working relationships.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying.

Job candidates must meet stringent medical and physical standards.

Previous law enforcement experience is highly desirable.

#### **Special Requirements:**

Possession of an appropriate California Drivers' License issued by the Department of Motor Vehicles.

Possession of a Basic POST certificate.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a "meet and confer" process and are subject to the Memorandum of Understanding currently in effect.*