

## **Police Officer Job Description**

### **DEFINITION**

Under the general supervision of a Police Sergeant performs police work in the protection of life and property through crime prevention and the enforcement of laws and ordinances.

### **ESSENTIAL JOB FUNCTIONS**

- Makes arrests based on legal probable cause; takes into custody persons arrested by citizens; guards prisoners/inmates detained at facilities other than jail (hospital, etc.).
- Confers with suspects, victims, witnesses, probation officers, other officers, attorneys, physicians, etc.; gathers information by interviewing suspicious persons, Complainants, witnesses, victims, prisoners, etc.
- Conducts public relations activities such as making oral and written presentations to community groups.
- Delivers death and emergency messages.
- Maintains close relationships with businesses and citizens with regards to policing concerns associated with Community Policing; after initial contact, follows up with victims/complainants and businesses regarding incident status.
- Makes referrals to other agencies and follows up to see that service was provided.
- Books evidence and personal property; prepares, files, retrieves, and maintains documents and records; generates computer reports for information.
- Processes custody paperwork; reviews warrants and restraining order papers for completeness and accuracy.
- Conducts pat searches of suspects; physically searches properties and vehicles for contraband, criminal activity, wanted subjects, or evidence.
- Surveys and evaluates accident and crime scenes including the examination of injured/wounded persons and deceased bodies.
- Secures and protects such things as accident scenes, vehicles, homes and property.
- Speaks to individuals and groups explaining the law, police action taken, safety and crime prevention measures; answers questions regarding community facilities and geography of the community; discusses community issues and provides safety information to businesses.
- Relieves dispatchers, as requested, by answering radio and telephone calls; dispatches police and fire personnel by radio.
- Mediates confrontations with hostile or potentially hostile people; mediates family and civil disputes; controls hostile groups (i.e. Demonstrators, rioters, bar patrons).
- Enters and receives computer data; searches computer for information and interprets in the proper manner.
- Sketches accident and crime scenes; estimates vehicle speed using physical evidence and mathematical formulas or graphs; writes reports consisting of several short descriptive phrases; records and communicates descriptions of persons and vehicles; summarizes in writing statements of witnesses, complainants, victims and suspects.

- Dusts and lifts latent fingerprints; makes fingerprint comparisons; fingerprints prisoners and other persons; uses various cameras and video apparatus along with associated equipment for video recording.
- Administers physical roadside sobriety and Breathalyzer tests; uses chemical test kits to test for controlled substances; arrangers for obtaining blood or urine samples for sobriety tests.
- Transmits and receives messages over police radio; requests back-up assistance in potentially hazardous or emergency situations; receives incoming calls from the public.
- Reviews information to maintain a current knowledge of known criminals and criminal activity in areas; reviews rap sheets and patterns of suspects; identifies from memory wanted vehicles or persons; reviews reports and notes to prepare for testimony in hearings and trials.
- Conducts surveillance, follows suspicious vehicles and persons, organizes or participates in formal or informal surveillance of individuals or locations; operates assigned observation posts to apprehend criminal suspect for long periods of time.
- Exercises reasonable caution to prevent unnecessary damage when Engaged in pursuit/high speed driving; responds as back-up unit on crimes in progress; transports injured persons or arrested persons.
- Organizes and conducts lineups and photo lineups; writes arrest and search warrants.
- Administers CPR and mouth-to-mouth resuscitation; administers other first-aid techniques; operates resuscitator; controls bleeding.
- Reads and understands statutes, legal transcripts, reports, interoffice memos, teletype messages and training materials; stays informed on current laws and legislature affecting law enforcement; remains knowledgeable on Department policies and adheres to them.
- Appears in court as required; is prepared for court appearances.
- Trains and learns other associated jobs in the Police Department, as necessary (i.e. Records, dispatch, property).
- Conducts research projects.

## **REQUIREMENTS**

Ability to: Make decisions independently; act as a supervisor when necessary or when appointed as interim; clean and service weapon; work nights, weekends and holidays.

Essential Physical Abilities: perform physical duties of handcuffing, seat belting, subduing an attacker or resisting persons using locks, grips, or control holds; use a baton; pursue fleeing suspects on foot; pull oneself up over obstacles; climb up to elevated surfaces; jump or climb over obstacles; balance on uneven or narrow surfaces; use bodily force to gain entry through barriers; ride a bicycle; ride a horse; operate a motorcycle, ATV, scooter or motor cart; drive or ride in vehicles for long periods of time on a continuous basis; distinguish red, yellow and blue flashing lights; hear alarms and sirens; draw weapon and fire with either hand; fire other weapons as required; wear leather gear and associated equipment weighing 15-25 lbs. for extended periods of time; read, understand and follow departmental rules, procedures, laws and general literature pertaining to law enforcement activities; write clear, legible and comprehensive reports and communicate effectively orally; work under physical and mental pressures in potentially hazardous situations wear self-contained breathing apparatus, including gas mask; use a computer keyboard and/or typewriter; lift and/or carry objects weighing 50 lbs. or more.

## **TRAINING AND EXPERIENCE**

Any combination of training and experience, which would provide the required knowledge and abilities, a typical way to obtain these knowledge and abilities would be:

High School graduation equivalency with some college level course work completed.

Possession of a valid California Driver's License with a safe driving history.

### **Special Requirements:**

Successful completion of a background investigation (which includes a credit history, military, employment and an extensive criminal records activity search), psychological examination, polygraph or voice stress analysis, pre-employment physical examination (including audio and visual screening, and physical agility testing.

Must possess a valid Basic P.O.S.T. Certificate, or acquire within one year of employment.