

## **POLICE OFFICER**

### **DEFINITION**

Under general supervision, subject to exercise of individual judgment and initiative, to perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

An incumbent in this position performs a variety of law enforcement activities during an assigned shift, which may include crime response, patrol, investigation, traffic enforcement, crime prevention and public safety, case presentation and variable shifts. They wear uniforms, carry weapons, drive patrol cars or ride motorcycles and must comply with departmental grooming standards. In addition, they work under potentially adverse and hazardous conditions and are on call.

### **EXAMPLES OF DUTIES**

Patrols an assigned area in radio car, on motorcycle, or on foot; answers calls for protection of life and private property, and the enforcement of city, county and state laws; conducts preliminary or full investigations depending on assignment, of prowlers, burglaries, thefts, holdups, accidents, deaths and other disturbances; directs traffic, including regulation of vehicle flow at emergency or congested situations; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; collects and presents evidence with criminal prosecutions; serves warrants and subpoenas; prepares reports of arrests made, investigations conducted, and unusual incidents observed; gives information and directions to the public. Assists in maintaining police records and types records and reports; operates headquarters radio telephone equipment to dispatch officers on patrol; as ordered, acts as lead officer in the field on a shift. Performs basic investigation, consulting and crime prevention work in assisting to control juvenile delinquency; performs such other basic police work as attending fire scenes to assist in the protection of life and property, parade and crowd controlling duties, and engaging in problem-solving skills and tactics.

### **MINIMUM QUALIFICATIONS**

JOB SPECIFICATION  
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To qualify for competition in this entry-level examination, you must:

1. Be 21 years of age.
2. Possess a United States high school diploma, or G.E.D. with qualifying scores, or have passed the California High School Proficiency Examination, or attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities.
3. Have satisfactorily completed a P.O.S.T. approved academy.
4. Possess a valid Class C California Driver's License by date of appointment.
5. Possess a personal history which is compatible with the effective performance of sworn police duties.
6. Have the physical strength, stamina and agility adequate to perform all duties of a Police Officer.
7. Hear well enough to comprehend radio transmissions and long-range conversations.
8. Have adequate written and oral communication skills to give instructions and explanations, conduct information-gathering interviews and write reports.
9. Be able to deal with a variety of people and situations, exercising judgment, tact and self-restraint.
10. Have adequate reading skills to understand and interpret orders, bulletins, laws, codes and court decisions.
11. Be willing to work irregular hours and days and at various locations in the City.
12. Be able to interact positively and cooperate with co-workers, respond politely to customers, and work as a team member.
13. Be able to function under demanding time pressure.
14. Be able to respond in a positive manner to supervision.
15. Be able to attend work and perform duties on a regular and consistent basis