### **POLICE OFFICER**

## **Definition:**

Under general supervision performs sworn police duties in the prevention of crime and the enforcement of law and order; performs police patrol, investigation, traffic regulation, special assignments and other law enforcement activities and performs related work as required.

## **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Patrols assigned areas by car, foot, bicycle or motorcycle.

Answers special calls to include investigation of burglaries and suspicious circumstances, robberies, thefts, felonies, other law violations and deaths.

Operates a variety of tools and equipment specific to law enforcement duties to include a police radio, radar gun, baton, handcuffs, handgun, various firearms and other weapons as required.

Makes arrests and issues citations as needed.

Conducts initial and follow-up investigations.

Stops drivers operating vehicles in violation of the law and warns/cites drivers.

Serves warrants and subpoenas and testifies in court in connection with the prosecution of offenders.

Answers complaints regarding a wide variety of problems to include domestic disturbances, obnoxious animals, health code and local ordinance violations.

Takes custody of lost and found property.

Performs crowd control to include parade or riot work.

Takes crime prevention measures and assists in controlling problems of juvenile delinquency.

Submits complete reports on all cases assigned in regulation form or via a recording device.

Books prisoners into city or county jail and supervises their custody as needed.

Directs traffic when appropriate and administers first aid in emergency cases.

Operates a vehicle-mounted and/or a personal computer and uses applicable software.

Physically subdues individuals as appropriate and lifts and carries equipment and other items weighing 50 pounds or less and performs other strenuous activities.

Participates in training courses and programs.

Furnishes information and directions to the public.

Drives a vehicle on City business.

## Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Relieves superior officers as assigned.

## **Class Characteristics:**

Police Officer is a multi-incumbent sworn position in the Police Department with specific responsibility for law enforcement duties. Assigned duties require initiative and judgment over a wide range of situations.

### Contacts and Relationships:

A Police Officer establishes and maintains contact other Police Department staff, other law enforcement personnel, non-law enforcement entities and members of the public. Police Officers have contact with a wide variety of individuals to include suspects, criminals, victims and witnesses.

## **Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

### Knowledge of:

Law enforcement principles, procedures, techniques and equipment.

State and Federal laws and regulations applicable to the area assigned.

English usage and grammar.

#### AND

## **Ability to:**

Learn local/applicable laws and ordinances, City geography, radio codes and department rules and regulations.

Learn to operate a computer.

Operate a firearm.

Administer first aid.

Perform work requiring good physical condition and operate a firearm.

Understand and carry out oral and written instructions independently.

Communicate effectively orally and in writing.

Deal with complex, fast paced and volatile law enforcement situations.

Read and write at the level required for successful job performance.

Remember names, faces and details of incidents.

Meet the public with courtesy and tact.

Establish and maintain effective relationships with those contacted in the course of work and work under strict law enforcement structure.

Exercise self control and independent and sound judgment in emergency/hazardous situations and make quick, effective and reasonable decisions according to the situation.

Write or dictate reports and correspondence and record data.

## **Mandatory Requirements:**

## **Education:**

Graduation from high school and successful completion of a law enforcement academy approved by the Police Officers Standards and Training Commission (POST). Some public contact or law enforcement related experience is helpful but not required.

**Age:** Must be a minimum of 21 years of age at time of appointment.

No less than 20/100 in each eye (unless soft contact lenses are worn) and

correctable to 20/20 with no color impairment.

Eyesight:

## **Special Requirements:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule, to include overtime, emergency call back, shift work, nights, holidays and weekends to accommodate City needs.

Must be able to successfully pass a Police Department pre-employment screening process.

Possession of the Basic POST (Police Officer Standards and Training) Certificate within twelve months of employment in this position.

Must be a United States citizen or be a resident alien who has applied for citizenship at time of application.

A Police Officer hired on or after April 25, 1997 shall certify in writing that he/she has not used tobacco products for at least one year immediately preceding the planned date of appointment. After appointment, an incumbent shall not use tobacco in any form, either on or off the job.

### Other:

Lateral transfers to the classification of Police Officer from other agencies must possess a Basic POST Certificate at time of City of Fullerton appointment.

# Physical Tasks and Working Conditions Include the Following:

Work is performed in a variety of locations to include on-site work at calls/incidents, in a patrol vehicle and in the Police Department. Work is performed indoors and outdoors. When work is performed outdoors, there is full exposure to the elements. An incumbent may perform strenuous physical activity for periods of time requiring physical strength and endurance. An incumbent drives a vehicle on City business, uses a computer, sits and stands for periods of time, walks and may run on slippery/uneven surfaces, climbs ladders and stairs, walks on ledges, jumps down from elevated places, kneels, crouches, twists, reaches, bends, crawls in confined spaces and grasps, lifts, carries. pushes, pulls and drags equipment and other items weighing up to 50 pounds on a regular basis. Incumbents may perform a number of other physical tasks to include physically restraining/subduing combative individuals, using bodily force to gain entrance through barriers, drawing and firing a handgun, shotgun or other weapon, administering first aid and in an emergency, pushing, pulling, dragging and moving suspects and/or others weighing up to 150 pounds. During the course of some tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases, extreme noise, grease/oil, a variety of fumes, solvents and chemicals, electrical hazards. vehicular traffic and smoke. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

## Fair Labor Standards Act Designation: Non-exempt.

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